

Skills Bootcamp Wave 7 Evidence Requirements

Milestone 1 Evidence Requirements

Required for all learner types: <ul style="list-style-type: none"> • Unemployed • Independent • Employer Co-Funded • Self Employed • Pathway to Accelerated Apprenticeship 		Additional Requirements for: Unemployed & Independent learners only	Additional Requirements for: Self-Employed learners only	Additional Requirements for: Employer Co-funded learners only
Enrolment Form	Attendance Register	Additional Learner Declarations <small>(if not already covered in the Enrolment Form)</small>	Commitment to Create a Business Plan <small>(if not already covered in the Enrolment Form)</small>	Employer Commitment
Enrolment Form (learner signed) must include: <ul style="list-style-type: none"> • DfE Whistleblowing & Complaints Helpline detail & link • Skills Bootcamps Privacy Notice for individuals • Name, address (inc home postal code) date of birth & age at start • Type of learner clearly identified i.e. Unemployed, Self-Employed, Co-Funded etc. • Individuals checked for participation in other Skills Bootcamps in the current financial year • If learner is co-funded: the name of employer, Companies House number, local office/branch postal code 		Register must show for each Learner: <ul style="list-style-type: none"> • A minimum of 14 Qualifying Days attended • A minimum of 10 GLH (Guided Learning Hours) 	Declaration (learner signed) must confirm: <ul style="list-style-type: none"> • That they are currently unemployed • The intent to seriously consider, once the actual training has finished, the guaranteed offer of an interview for a suitable “live” vacancy brokered by the Provider and which <u>utilises the skills acquired on the Skills Bootcamp</u> and also any offer of a suitable job, also brokered by the Provider. 	Document (learner signed) must confirm: <ul style="list-style-type: none"> • That they are currently self-employed • They agree to provide a SMART Business Plan for M2
		Document (from Employer) must confirm: <ul style="list-style-type: none"> • That the learner is an existing employee • That the employer agrees to co-fund the training at the agreed rate 		

Milestone 2 Evidence Requirements

Required for all learner types: <ul style="list-style-type: none"> • Unemployed • Independent • Employer Co-Funded • Self Employed • Pathway to Accelerated Apprenticeship 		Additional Requirements for: Unemployed & Independent learners only	Additional Requirements for: Self-Employed learners only	Additional Requirements for: Employer Co-funded learners only	
Certificate for Completion	Completed Attendance Register	Offer of a Guaranteed Interview	Learner Business Plan	Employer Evidence	
Certification of completion for the Skills Bootcamp &/or an internal or external document that details component qualifications and skills gained, whichever is appropriate		Register must show: <ul style="list-style-type: none"> • 100% GLH completion of the approved Skills Bootcamp <u>clearly totalled</u>, within 16 weeks of the learning start date <p><i>* Please note: Leicester City Council will require further evidence if attendance is less than 100% but will be reviewed on a case by case basis</i></p>	Document(s) must include: <ul style="list-style-type: none"> • Copy of the interview offer communication (eg. email) that clearly displays the sender, recipient and date sent (mock interviews are not eligible) • Copy of the Job Description • Copy/Screenshot of the Job Advert • Confirmation that the role is for (at minimum) 12 weeks continuous employment or an Apprenticeship, that <u>utilises the new skills acquired through the Skills Bootcamp</u> <p><i>* Please note: learner signed declarations of an interview offer are not acceptable as evidence</i></p>	Business Plan (learner signed) must confirm: <ul style="list-style-type: none"> • A strategy for how they will seek (<u>applying the skills they have acquired on the Skills Bootcamp</u>) to secure new or expanded markets for their goods or services in Leicester and Leicestershire within six months of completing the training 	Evidence from Employer must include: <ul style="list-style-type: none"> • Confirmation that the contribution has been paid (e.g., BACS remittance) or a formal acknowledgement from the employer that the invoice has been received and payment is being processed • Documentation of a new role offer or a letter/revised contract confirming additional responsibilities. This must be accompanied by a Job Description or a revised statement detailing how the learner will <u>utilise the skills acquired through the Skills Bootcamp</u>.

Skills Bootcamp Wave 7 Evidence Requirements

Milestone 3 Evidence Requirements

Required for: Unemployed & Independent learners only	Additional Requirements for: Unemployed learners only	Required for: Self-Employed learners only	Required for: Employer Co-funded learners only
Job Offer Confirmation	New Employment Data Sheet	Self-Employed New Opportunities	Employer Evidence
<p>Document(s) must include:</p> <ul style="list-style-type: none"> • Copy of an email or other communication between the learner and employer confirming a new job offer • Confirmation that the role is for (at minimum) 12 weeks continuous employment or an Apprenticeship, that <u>utilises the new skills acquired through the Skills Bootcamp</u> <p><i>* Please note: learner signed declarations of a new job offer are not acceptable as evidence</i></p>	<p>Live Document (on GalaxKey) must detail:</p> <ul style="list-style-type: none"> • ILR Unique Learner Number • Employment Postcode • Employment Type (Full-Time/Part-Time etc) • Hours of Work per Week • Estimated Salary • Job Title • Industry 	<p>Document (learner signed) must confirm:</p> <ul style="list-style-type: none"> • A signed document detailing how they have secured new opportunities or new/expanded markets for their goods or services <u>utilising the new skills acquired through the Skills Bootcamp</u> • A copy of an invoice, email, communication, or any other document (personal information redacted) showing evidence of these new opportunities 	<p>Evidence from Employer must include:</p> <ul style="list-style-type: none"> • Confirmation that the contribution has been paid/received (if not already provided at M2) • Confirmation from the employer that the learner has commenced a new role within their business, or has officially taken on additional responsibilities that <u>utilise the skills acquired during the Skills Bootcamp</u> <p><i>* Please note: Letters of Intent or "promises" of future promotion are not acceptable. Evidence must prove the change in role or responsibility has formally taken effect</i></p>