



Skills Bootcamps

Grant Application Guidance

by Leicester City Council for delivery
across Leicester & Leicestershire

2026/27

Call Deadline: 12th June 2026

To: regeneration.programmes@leicester.gov.uk



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Guidance

Overview

This guidance sets out the basis on which Leicester City Council (LCC) will deal with any grant application(s) received from course providers and the factors to be considered when assessing applications.

Leicester City Council are working in partnership with Leicestershire County Council and the Business & Skills Partnership for the delivery of the Skills Bootcamp provision across Leicester & Leicestershire.

The Department of Work & Pensions (DWP) is supporting the development of Skills Bootcamps across the country as part of their Skills for Life Programme.

Skills Bootcamps will support Leicester City Council's social and economic objectives of delivering a sustainable, healthy, inclusive, and growing economy. They will enable:

- our employers to fill vacancies and reduce skills gaps and shortages in their workforce
- unemployed individuals to develop the digital and technical skills needed to move into work
- employed individuals to develop the changing skills needed by employers
- self-employed individuals to develop changing skills needed to expand their opportunities/contracts

Instructions

Leicester City Council has published this grant application guidance for the financial year 2026/27 for any training provider who has an interest in delivering a Skills Bootcamp within the sub-region of Leicester & Leicestershire.

The application guidance has been designed to:

- maximise innovation from providers
- maximise flexibility and build on good practice
- provide clarity around deadlines for the remaining year
- maintain the requirement for the Skills Bootcamps to be local employer-led

If organisations are interested in submitting a proposal, please complete a **Single Stage Application Form** by 12 O'Clock Midnight **12th June 2026** for delivery from July / August 2026 to March 2027.

The application form must meet the requirements set out in this guidance.



It is essential that you comply with the following instructions in the preparation and submission of your Application Form. The Authority reserves the right to reject any Application Form that does not comply with these instructions.

Application Forms must be received by Midnight on **Friday 12th June 2026**. Any Application Forms not fully completed or submitted after this date and time will be disregarded by the Authority.

Application Forms must be submitted electronically to regeneration.programmes@leicester.gov.uk including the words “Skills Bootcamps” in the subject line.

You will receive a formal email receipt of your Application Form within 3 working days after submission. If you do not receive this, please contact the regeneration programme email.

For any questions, please direct your questions to regeneration.programmes@leicester.gov.uk including “Skill Bootcamps” in the title.

The Authority may accept the Application Form at any time within this prescribed period, **however the maximum number of grant Skills bootcamp applications permitted by one organisation shall be limited to three and will need to be on separate application forms**

If your Application Form is deemed successful by the Authority, you will be required to enter into a Grant Agreement with the Authority (subject to successful award of DWP funding) for the provision of the Services (“the Agreement”). The Grant Agreement shall incorporate the terms and conditions published with this Application Form.

- Your Application Form must be completed in full and in English.
- Your Application Form must be submitted in Microsoft Word.

Alignment with Department for Education Policy

To be eligible for consideration, all Skills Bootcamps must meet the following principles:

- Minimum 60 guided learning hours.
- Training to be delivered over a maximum of 16 weeks.
- All proposals should align with the IfATE (Occupational maps / Institute for Apprenticeships and Technical Education) Occupational Routes, and proposals must evidence the following:
 - Where the Skills Bootcamp fits on the occupational route and pathway.
 - The occupation(s) that learners from the Skills Bootcamp will move into on completion.
 - While alignment of Skills Bootcamps with occupational maps is expected at route and pathway, we do not require full alignment at knowledge, skill and behaviour level unless they are designed to lead onto an apprenticeship via

the existing Pathway to Accelerated Apprenticeship model. However, providers should outline how much alignment they intend to deliver.

Grant Call Requirements

The total funding allocation is **£1,275,000** to support **402** individuals creating an average unit cost of **£3,170**.

Overall, we are largely seeking grant applications that support people moving into employment, as such we are aiming to support the following indicative split:

- 60% Moving into Employment (Unemployed / independent learners)
- 40% Upskilling in Employment or self employed

The allocation and sectors looking to be supported are outlined below:

Sector	Subject Area	Level	Specific requirements	Indicative Allocation
Construction Trades	e.g. Groundwork, plastering, bricklaying, plumbing	2 or 3	<ul style="list-style-type: none"> • Successful applicant organisation will need to work with the Construction Hub in relation to delivery of wrap around construction support such as (i.e. self-employment, employability). Contact Richard Thorpe. Richard.thorpe@leicester.gov.uk • Targeted at people moving into construction sector 	£250k
Construction Management	E.g. Site Supervision, higher level skills	3 or above	<ul style="list-style-type: none"> • Targeted at people upskilling in industry 	£150k
Digital	e.g. Analytics, database, technology, design, technical skills	3 or above	<ul style="list-style-type: none"> • Targeted at people moving into the digital industry sector • We are NOT seeking Applications that look at generic topics such as digital marketing, cyber security etc. 	£200k

Logistics	e.g. HGV, Forklift	3 or above	• Targeted at people moving into logistics industry sector	£200k
Green Skills	e.g. energy- efficiency installation; green transport; waste management and recycling, agriculture	2 or above	• Support to all individuals	£150k
Technical Core	e.g. Advanced Manufacturin g; Engineering;	3 or above	• Support to all individuals	£125k
Other	To be identified by demonstratin g the demand and need	3 or above	• Targeted at people moving into a proposed sector	£200k
			Total	£1,275,000

- The above are indicative allocations, Leicester City Council will have rights to vary between indicative budget lines to ensure full programme commitment.
- The programme will also be working on over-committing slightly (between 5-10%) based on previous delivery we know providers do not achieve the full contract spend due to lower numbers engaged or non-delivery of M2, M3 milestones.
- A Maximum of 3 skill bootcamp applications can be submitted by providers

All applications will need to clearly demonstrate:

Clear employer buy in and commitment from employers demonstrating your liaison with local (Leicester and Leicestershire) businesses identifying the demand and need for delivery of the bootcamp proposed. There needs to be clear evidence that you have commitment from businesses or organisations looking to recruit, upskill their workforce (including any self-employment businesses) with clear links to vacancies / jobs opportunities.

- Fit to the Local Leicestershire Skills Improvement Plan Priorities, [Leicestershire Local Skills Improvement Plan - East Midlands Chamber](#)
- Meets the needs of the Leicester and Leicestershire areas in terms of skill needs and should not be a replacement for other funding sources such as adult skills fund or other provision such as a Sector-Based Work Academy Programme (SWAP).

Objectives and Key Performance Indicators

The providers who are awarded this funding must deliver the following 4 objectives

Objective 1	Performance Indicators
Participating employers to commit to interviewing for their skills shortage vacancies (SSV) from the pool of trained individuals.	<ul style="list-style-type: none"> • Milestone 1 - 80% of starts to be achieved (20% drop out maximum allowed) • All bootcamps will need to have commenced within 3 months of the contract award date, if the bootcamp has not commenced the contract will be cancelled/withdrawn. • Of those completing the training element of the bootcamp, guaranteed interviews should be achieved with an external company looking to employ for role(s) related to the Skills Bootcamp (practice interviews are ineligible and if the skills bootcamp provider is looking to appoint within their organisation, this will be need discussed with Leicester City Council prior to seeking M2 or M3 payments (job, new role, or Apprenticeship), or access to new opportunities in the case of the self-employed for each learner completing a Skills Bootcamp. • 80% of individuals achieving Milestone 2 within 6 months or at latest by 31st March 2027 (whichever is sooner). • At least 75% of individuals to move into a new job or role within 6 months of completing training. All Milestone 3 will need to be achieved by 31st September 2027 at the latest. • 100% referral to alternative progression opportunities for learners who are unsuccessful at post completion interview.
Objective 2	Performance Indicators

Successful providers to work with groups of employers to design and deliver appropriate courses to suit their vacancies.	<ul style="list-style-type: none"> 100% of Skills Bootcamps should be able to evidence employer engagement throughout the course (design/delivery/outcome). 100% of courses designed to meet employer requirements to address their SSV. Co-funding committed and achieved by employers. 100% of learners who successfully complete a Skills Bootcamp will have acquired new skills within the scope of the Skills Bootcamp programme.
Objective 3	Performance Indicators
Recruit individuals using open and impartial methods to ensure fairness and equality of opportunity to local residents and protected groups.	<ul style="list-style-type: none"> Numbers applying Numbers starting Numbers completing (>/=80%) Data on dropouts (</=20%) Success rates Interview tracking Diversity information
Objective 4	Performance Indicators
Collect/ensure all relevant data is provided to allow DWP to evaluate the effectiveness of the initiatives and the delivery model.	<ul style="list-style-type: none"> Data collection will be via Individual Learner Record (ILR) system and will be monitored monthly and will need to meet the minimum reporting requirements of DWP Additional Information Sheet recording Milestone 3 evidence for those moving into employment who started as unemployed.

All providers should also refer to the **Wave 7 Evidence Requirements** in relation to evidence requirements.

Timescales

All grant applications to be submitted by midnight on 12th June 2026. All applications will be assessed in terms of eligibility / assessment phase.

For each specific Skills Bootcamp Wave, there are timescales set out by DWP that need to be adhered to. For Wave 7, the DWP require that 20% of learners start their Skills Bootcamp by 31st July 2026 and in total 50% of learners have started their training by the 30th September 2026.

In addition, it is expected that a bootcamp must **start within 3 months** of grant award offer (Milestone 1) and learners must finish the bootcamp within 3 months of starting, thus achieving

Milestone 2. Skills Bootcamp providers have until 6 months after the end of the bootcamp course to submit evidence for Milestone 3 – successful outcomes for the learners. See payment terms for milestone definitions.

Grant Application Process Stages

- Eligibility Check
 - A background of the training provider and delivery experience, with specific learning themes highlighted.
- Assessment Phase
 - Application(s) scored and assessed by panel
 - Outcome: funding decision, with a grant offer letter subject to approval

Appraisal Process



All applications will be scored and assessed as follows.

- The maximum score for each question is 5, based on the scoring framework below, but some are weighted through the multiplication of the assigned score. For example, a score of 5 weighted by a factor of 4 will equal a total score of 20. The maximum score and multiplication weightings are shown on the application form in the dark grey box to the right of each question.

SCORING FRAMEWORK

Score	Assessment	Description
0	Unacceptable	Response to the question is unacceptable or no response received. Does not give the Fund confidence in the ability of the applicant to deliver the contract.
1	Poor/Weak Response	Inadequate detail provided or some of the answer not directly relevant to the question. Is support by none or a weak standard of evidence in several areas giving rise to concern about the ability of the application to deliver the contract.
2	Below Expectations	Limited information provided, and/or a response that is inadequate or only partially addresses the question giving rise to concern about the ability to deliver the contract.

3	Satisfactory Response	Acceptable response in terms of the level of detail, accuracy and relevance. It supported by a satisfactory standard of evidence in most areas but a few areas lacking detail/evidence giving rise to some concerns about the ability of the applicant to deliver the contract.
4	Good Response	Comprehensive response in terms of detail and relevance to the question and supported by good standard of evidence. Gives the fund confidence in the ability of the bidder to deliver the contract. Meets the Fund's requirements.
5	Very Good Response	As good, but a better degree in terms of precision and relevance. Is comprehensive and supported by a high standard of evidence. Gives the Fund a high level of confidence in the ability of the applicant to deliver the contract. May exceed the fund's requirements in some respects for example added value such as integration/synergy with other projects.

1. Eligibility Check	
Finance Checks	Pass/Fail
Meets DWP Policy	Pass/Fail
Ofsted Rating	Pass/Fail
Previous Clawback / contract termination	Pass/Fail
2. Assessment Stage	Max Score
2.1 Overview of Skills Bootcamp proposal	No score
2.2 Delivery & Rationale of Skills Bootcamp	15
2.3 Course Content	15
2.4 Demand and Need for the Bootcamp	15
2.5 Learner Enrolment & Support	15
2.6 Employer Engagement	15
2.7 Previous Experience	10
2.8 Data & Quality	5
2.9 Cost and Value for Money	10
If failure to meet the organisational checks, Applications will not be scored Applicants will need a minimum weighted score of 3 or above to be considered for award	

Following scoring, applications will be assessed in line with indicative allocation for the sector and if more applicants are received than funding available, applicants will be selected based on:



- Highest scoring for the type of bootcamp provided
- Funding available for that sector
- Fit across the target audience of 60/40 as mentioned in section above
- Fit within the programme
- Need of the bootcamp

It should be noted, Leicester City Council will also undertake due diligence checks (including credit checks) prior to any contract award, your financial accounts will at this point be requested for submission.

Leicester City Council are committed to providing a variety of learning opportunities to the residents of Leicester & Leicestershire and may reject any application for a Skills Bootcamp where it is felt that the curriculum and content is already offered and is meeting the needs of that specific sector.

For applications that are unsuccessful, no Appeals will be considered or any resubmission of application.

The level of any grant awarded remains the sole discretion of the Authority. Providers are paid retrospectively upon submitting the required evidence of milestone achieved, there is no guarantee that the amount of grant awarded by LCC will be the total amount claimed by an applicant.

Providers will be regularly monitored, and adjustments / cancellation will be undertaken if failing to meet the profiled milestones.

When the initial current programme is committed, applicants that are deemed potentially supportable will be put onto a reserve list and subject to funding becoming available may be asked to deliver later in the year for a small number of individuals.

Key Features of Skills Bootcamps

The key features of the Skills Bootcamps must include a focus on achieving the social and economic benefits of the Skills Bootcamp, as well as the following:

1. Level of training

1. Training to be pitched at level 2 (or equivalent) and above (please review sector specific requirements)
2. The training may be delivered virtually, face to face or a combination of the two (hybrid).



2. Employer Involvement

We need evidence of employer commitment for Skills Bootcamps this year. We will require letters from employer(s) showing their commitment for either employment of staff or upskilling of staff with clear evidence within the letters about potential roles. These letters need to clearly demonstrate the demand and need for the bootcamp, this does not stop providers recruiting additional employers once the grant has been awarded.

Employers must be involved in determining the training on offer, and it must deliver the skills they need to be able to recruit and/or fill skills gaps. Employer engagement can include:

- defining skills / certification requirements
- the development and delivery of Skills Bootcamps
- clearly identified guaranteed interviews for job vacancies for specific roles
- involvement in screening potential learners
- coaching and mentoring
- offering work experience

Employers should be within Leicester and Leicestershire, and the funding must support training for jobs and vacancies in this geography.

Skills Bootcamps will be co-funded by the employer where the employer is training their own existing employees (defined as someone directly employed by the employer, not a sub-contractor, or freelancer). If the employer is a large business, they will contribute 30% and this is reduced to 10% where the employer is a small or medium enterprise (SME) (defined as an employer with fewer than 250 employees).

Courses are fully funded for unemployed individuals or those not being co-funded by their employer, and for the self-employed.

3. Target learners

Learners on the Skills Bootcamp must be aged 19 or over on 31 August of the financial year 2026/27. They can be employed (full-time or part-time), self-employed or unemployed within the last 12 months. Where Jobcentre work coaches or equivalent sponsors identify individuals who have been unemployed for longer than 12 months, there is discretion to make a recommendation for attending a Skills Bootcamp, to be considered on a case-by-case basis. We would expect training providers to liaise regularly with relevant Department for Work and Pensions and Jobcentre colleagues to identify potential applicants.

Age Learner Eligibility

To be funded, the learners must:



- Be aged 19 or older, on or before 31 August within the ESFA funding year (01 August – 31 July)

Suppliers are reminded that, to receive payment, they must only enrol learners who are aged 19 or older, on 31 August within the ESFA funding year. This means:

Learners must be aged 19 or older:

- ***on or before 31 August 2025 for bootcamps starting between 01 April 2026 and 31 July 2026***
- ***on or before 31 August 2026 for bootcamps starting between 01 August 2026 and 31 March 2027.***

Serving prisoners due to be released within 6 months of completion of a Skills Bootcamp and those on temporary release are also eligible.

We want to ensure that the training is accessible to all eligible adults within the community. Recruitment for learners who are unemployed or self-employed and screening for learners who are employed must use a fair and open process. Skills Bootcamps should be designed to encourage the participation of under-represented groups, such as those with protected characteristics and those who might face barriers to employment (e.g., veterans, refugees) and aim to reflect the diversity of the local area. An adult must have the right to work in the UK, this right can be checked on [Right to work checks: an employer's guide - GOV.UK](#). An adult may only undertake one Skills Bootcamp per funding year. Providers have an obligation to ask prospective learners whether they have already undertaken a Skills Bootcamp in that funding year.

No prior attainment is required unless specifically prescribed by an employer and/or specifically related to the job and sector within which the vacancies or development opportunities are offered. When recruiting learners, providers must have robust screening processes to ensure learners have the baseline skills, attitudes, and competencies to successfully complete the course and secure employment in the sector. If possible, employers should be involved in the initial screening process.

Charging learners in any form, including consumable and devices required for the duration of the Skills Bootcamp is not permitted. This includes any proposals that involve asking learners to pay the funding back afterwards.

It is essential that learners either live or work in Leicester and Leicestershire. As previously referenced the funding must look to support training for jobs in this geography.



Data & Quality assurance

The grant recipient must submit data via the ILR Individualised Learner Record (ILR) technical documents, guidance and requirements for all learners from 1st July 2026 along with the Milestone 3 Data Return Sheet. A version of the Milestone 3 Data Return Sheet will be provided at the induction meeting, following approval of a new Skills Bootcamp.

This data collection is mandatory and must be submitted monthly via the spreadsheet template supplied by LCC and will be used for audit, assurance, and evaluation purposes. LCC will receive data via Galaxkey to ensure data protection is maintained.

Suppliers will be required to engage with the Skills Bootcamps programme team, who are responsible for exploring opportunities to continuously improve policy and delivery.

Skills Bootcamps will be within the remit of Ofsted from Wave 4 onwards (i.e., from April 2023), following the recommendations and publication of the Ofsted thematic survey from Wave 2. LCC will provide support and share best practice where Ofsted is concerned, however it is the responsibility of the grant recipients to ensure that their organisation is prepared for any visits or assessments.

Regular monthly monitoring meetings will be held between provider and LCC to ensure delivery of the bootcamp(s). Milestone and targets will be reviewed regularly to each delivery of each milestone within the timescale agreed and set within the contract.

Evaluation of the programme

All employers and grant recipients must agree to work with LCC to fully evaluate the success of the Skills Bootcamps, including:

- Names/Details of employers involved
- Levels and details of employer co-funding achieved
- Numbers of and personal details/demographic data for all applicants wishing to become learners on the Skills Bootcamp
- Data on individual levels of training engagement and achievement (e.g., how many hours engaged with the course, number of completions)
- Details of job interviews by employers and the success rate
- Track learners who complete the Skills Bootcamp, up to 6 months after completing the Skills Bootcamp to determine their outcome
- Participate in qualitative interviews to reflect on implementation and identify lessons learned for future roll-out
- Completion of an audit exercise for the Skills Bootcamp, including a spot-check review of the outcome of a minimum of 10% of the learners who complete the Skills Bootcamp



Payment Terms

Payments are made through the achievement of 3 key milestones for each learner, as detailed below.

First Payment – Milestone 1	Second Payment – Milestone 2	Third Payment – Milestone 3
30% - Attended Day 1; 14 qualifying days; 10 Guided Learning Hours	30% - course completion AND offer of an interview*	40% - successful outcome**

Payments will be made in monthly arrears, subject to submission of accurate monthly data and claim returns. (A claims template will be provided once the Skills Bootcamp has been approved)

*“Offer of an interview” refers to:

- Offer of an interview on completion, for a job that matches the new skills acquired, where the learner is fully funded. The interview needs to be with an organisation outside of provider and should not be a mock interview.
- An offer of a new role and/or responsibilities that matches the new skills acquired, where the learner is co-funded
- Written confirmation/plan from the learner of how the new learning has been/will be applied to acquire new opportunities/contracts, where the learner is self-employed

**“Successful outcome” relates to the utilisation of the skills acquired, being deployed within 6 months of completing the Skills Bootcamp, and the learner achieving:

- Offer of a new job and continuous employment for at least 12 weeks
- Apprenticeship
- New role or additional/change in responsibilities with an existing employer
- New contracts or new opportunities for the self-employed

Terms and conditions of submissions

Through applying, the applicant is committing the terms of the DWP skill bootcamps which will be outlined in the contract.

If successful, LCC will issue a formal Grant Funding Agreement to the selected applicant for the bootcamp or bootcamps to be provided which will need to be agreed and signed by both the Authority and the successful applicant.

- You must complete all sections of the Application Form, including the Declaration and Company Information section.
- The Authority reserves the right to reject any Application Form(s) that is not fully completed.

By continuing with this Application Form, you are confirming that:



- You are able to deliver specifically in the Leicester and Leicestershire geographical area, and the benefits will be delivered to this area.
- Employers in the consortium are located in the Leicester & Leicestershire geographical area.
- Training providers / organisations in the consortium have demonstrated links with employers in the Leicester & Leicestershire geographical area.
- Providers have a United Kingdom Provider Reference Number (UKPRN) or a willingness to apply for a UKPRN.
- You are applying against one of the call requirements.
- You must not have been found to be in serious breach of funding rules by the Local Authority or DWP following formal investigation within the previous 5 years and not currently be under investigation.

Contact Details

Questions and submissions to be sent to: regeneration.programmes@leicester.gov.uk