



Department
for Education

Skills Bootcamps

Wave 4 – Evidence Assurance Guidance for Financial Year
2023-24

April 2023

Evidence requirements

Wave 4

Please refer to Appendix 1 for full details of evidence options by milestone. You should collect and retain this evidence (creating an 'evidence pack') for each individual learner.

The evidence pack must contain:

For each Skills Bootcamp:

- Full details of all the aspects of the learning to be carried out, including supporting evidence of the number of planned guided learning hours.
As part of the mobilisation process when Skills Bootcamps to be delivered is confirmed, this information will be collected for each Skills Bootcamp.
- Evidence that all employers engaged with the Skills Bootcamp have received the Skills Bootcamp Employer Privacy Notice and agreed to the collection and sharing of data as set out in the Notice.

For each individual learner:

- Evidence that a learner is not currently undertaking, or has undertaken, an additional Skills Bootcamp in this financial year (self-declaration). All self-declarations must confirm the learner's details and describe what the learner is confirming for requirements set out in this document. The learner must confirm the information is correct when it is collected. You must have evidence of this, which can include electronic formats and can be integrated to existing documentation, e.g; enrolment forms.
- Evidence that the learner is eligible for the Skills Bootcamp in terms of right to work and residency requirements.
- Evidence of employer co-funding contribution, at the relevant rate (as appropriate).
- Evidence that learning is or has taken place including completion of any assessments.
- Evidence of the time spent on training, as well as pastoral support provided as well as employability skills delivered during the Skills Bootcamp, and
- Evidence of how the provider has ensured the learner will/has gained new skills by undertaking the Skills Bootcamp; e.g; formative and summative assessment(s).

The evidence pack for a Skills Bootcamp must contain evidence to support the funding claimed and must be available to us as requested. In reviewing this evidence, we are seeking assurance that the learner can be verified and that they have undertaken the activities claimed for.

Sampling of evidence will be done throughout the period of the grant to verify evidence to support claims submitted by Providers. In cases where irregularities are identified, we reserve the right to carry out further checks and other remedial action.

Supplier Declaration Forms (Appendix 2)

Gathering full job outcome information, by which we mean:

- Employer name
- Job title
- Job start date
- Salary

is key to our work on evaluating the effectiveness of Skills Bootcamps in supporting people to gain employment and higher incomes.

Every effort must be made to collect the evidence of the positive outcome achieved. Where it is not possible to collect full evidence, Providers must complete and retain a Supplier Declaration form (Appendix 2). The reasons for not being able to collect the evidence must be clearly recorded on the form and the use of the Supplier Declaration form must be considered the exception to the rule.

If there are large volumes of missing salary data, we reserve the right to remove this flexibility.

The Supplier Declaration form must:

1. Contain the details of what evidence has been received for the Job outcome.
2. Clearly detail what attempts the member of staff responsible for the claim has made to follow up to gain the full evidence.
3. Include the name and signature of the staff member responsible for the claim.

Failure to provide sufficient information regarding how the outcome was evidenced may make it ineligible as part of any assurance checking or future contractual audit process.

To support this process, the Provider must document the organisation's approach to follow-up interaction and the associated processes and provide this information annually.

The Provider must provide a copy of the Annual Evidence Declaration (Appendix 3) to the WMCA at the beginning of each funding year.

Appendices

Appendix 1: Evidence assurance quick reference table

Appendix 2: Supplier Declaration form

Appendix 3: Annual Evidence Declaration