

Skills Bootcamps: Wave 4 – Sample Evidence Template

Milestone	Trigger	Suggested Evidence for the Providers to be keeping for all learners	Forms of Acceptable Evidence listed in DfE Evidence Requirements Appendix 1 Spreadsheet
Milestone 1:	FOR ALL LEARNERS		
	<p>On learner enrolment and completion of 5 qualifying (calendar) days and 5 GLH.</p>	<p>Registration / enrolment documentation / learner agreement</p> <p>Evidence we are looking for within any of the above:</p> <ul style="list-style-type: none"> • Signature / dated by the learner • Applicant / learner has received the Privacy Statement • Learner has been given the link to the Whistle-blower / complaints helpline • Current employer name (where learner is employed) • Name of Skills Bootcamp they are registered on <p>Attendance sheets</p> <p>Registers will need to be kept for all Skills Bootcamps. The register, or supporting documentation / evidence to the register, should be include:</p> <p><i>Skills Bootcamp title, name of provider, start and end date of Skills Bootcamp, learner name, date of session, title of session, no. of guided / tutor-led learning hours, mode of delivery, learner present / absent.</i></p>	<p>Registration / enrolment documentation to include evidence of the following being issued to the learner:</p> <ul style="list-style-type: none"> • DfE Whistleblowing Helpline details • Learner Privacy Notice • DfE Complaints helpline <p>(Application and Learning agreement)</p> <p>Attendance to show that completed 5 days in learning</p>

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EMPLOYER SUPPORTED STAFF <i>[Co-Funded]</i> (part B)		
<p>Learner has an offer of a new role with their existing employer, or their existing role but with additional responsibilities that utilises the new skills acquired through the Skills Bootcamp.</p>	<p>Written confirmation from the employer of offer of an interview for new role which utilises skills gained through the bootcamp <u>or</u> written confirmation from the employer that the learner is equipped to take on additional responsibilities which utilises skills gained through bootcamp; to include planned start date. Needs to be dated / signed by the employer or email from authorised employer representative.</p> <p>Evidence of payment of the 10% or 30% co-funding from the employer</p>	<p>Confirmation from the Employer of the offer of a new role within the organisation, or their existing role but with additional responsibilities that utilises the new skills acquired through the Skills Bootcamp.</p>
SELF-EMPLOYED (part B)		
<p>Written confirmation / plan from the learner of how the new learning has been / will be applied to acquire new opportunities / contracts that utilises the new skills acquired through the Skills Bootcamp.</p>	<p>'Action plan' from the learner indicating what new skills they have acquired and how they plan to secure new work opportunities / contracts as a result of those new skills.</p> <p>To be dated / signed by the learner.</p>	<p>Confirmation / plan from the Learner (learner declaration, voice recording, email, or text) of how the new learning has been / will be applied to acquire new opportunities / contracts that utilises the new skills acquired through the Skills Bootcamps.</p>

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Milestone 3:	UNEMPLOYED / INDEPENDENT [Fully Funded]		
	<p>An offer of a new job which must be intended to be continuous employment for at least 12 weeks, or an Apprenticeship, that utilises the new skills acquired through the skills Bootcamp.</p>	<p>Written confirmation of job offers from an employer, which utilises skills gained through bootcamp detailing:</p> <ul style="list-style-type: none"> - <i>Role</i> - <i>Company</i> - <i>Start date</i> - <i>Relevant skills utilised (can be evidenced by job advert or job description if appropriate)</i> - <i>Starting salary</i> <p>To be dated / signed by the employer or email from authorised employer representative.</p>	<p>One (or more) of the following:</p> <p>Learner declaration (signed by the Learner) confirming the details of the job offer / start (company name, job role, date, and salary)</p> <p>Written confirmation of a job offers from an Employer confirming the details of the job offer / start (company name, job role, date, and salary)</p> <p>Voice recording of conversation between Supplier and Learner confirming job offer / start (company name, job role, date, and salary)</p> <p>Email trail from Learner's account confirming job offer / start (company name, job role, date, and salary)</p> <p>LinkedIn account showing the Learner has started a new job AND Supplier Declaration form</p> <p>Supplier Declaration form completed by Supplier in the following instances only -</p> <ol style="list-style-type: none"> 1) Partial evidence received and cannot engage with Learner or Employer 2) Incomplete / missing evidence e.g., salary information 3) If submitting LinkedIn screenshot as positive outcome evidence
	EMPLOYER SUPPORTED STAFF [Co-Funded]		
<p>Learner has secured a new role with their existing employer, or their existing role but with additional responsibilities that matches the new skills acquired through the Skills Bootcamp.</p>	<p>Written confirmation of offer from the employer of new role <u>or</u> enhanced role, which utilises skills gained through bootcamp detailing:</p> <ul style="list-style-type: none"> - <i>Role</i> - <i>Start date</i> - <i>Relevant skills utilised</i> - <i>Starting salary</i> <p>To be dated / signed by the employer or email from authorised employer representative.</p>	<p>Confirmation from the Employer that the Learner has a new role with their existing employer, or their existing role but with additional responsibilities that utilises the new skills acquired through the Skills Bootcamp.</p>	

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SELF-EMPLOYED		
Obtaining new contracts or work opportunities secured related to training received at bootcamp, as per action plan.	<p>Written confirmation from the learner of new work <u>or</u> contracts secured, which utilises skills gained through bootcamp.</p> <p>To be dated / signed by the learner.</p>	<p>Confirmation / plan from the Learner (learner declaration, voice recording, email, or text) that they have obtained new contracts or new opportunities that utilise the new skills acquired through the Skills Bootcamp.</p>