WEST MIDLANDS COMBINED AUTHORITY

DfE Wave 3 Bootcamp Guidance
For the funding year
1 June 2022 to 31 March 2023
Version 3

This document is intended for those organisations facilitating the WMCA Wave 3 Skills Bootcamp provision (funded by DfE). Providers must read this in conjunction with t**he** Skills Programme Funding Rules, the Performance Management Framework and the WMCA Coding guidance.

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WMCA Skills Bootcamp – Key Changes

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Section 15 – Datasheet Submission Process	Datasheet Submission Process	Submission process changed to utilise Live versions of the Datasheets for creating submissions and issuing feedback/corrections.	3
Section 22 – Evidence Requirements & Learner Pack	Evidence Requirements & Learner Pack	22.1 – Clarification from the Skills Programme Funding Rules (Section 7) in relation to Bootcamp Evidence Requirements. 22.6 – Clarification from the Skills Programme Funding Rules (Section 4) in relation to the use of digital/electronic signatures.	3

1. **Introduction**

1.1. This document sets out the West Midlands Combined Authority (WMCA) rules for Wave 3 Skills Bootcamp provision.

1.2. This document forms part of the terms and conditions of WMCA funding and you must read them in conjunction with your funding agreement.

1.3. You must operate within the terms and conditions of the funding agreement, these rules, the Skills Programme Funding Rules, the Performance Management Framework and the WMCA Coding guidance. If you do not, you are in breach of your funding agreement with WMCA.

1.4. All information, including any hyperlinks, was correct when the WMCA published this document. During the 2022/2023 and 2023/2024 funding year, this document will be kept under review to reflect any changes which will be highlighted in the Key changes section.

1.5. The WMCA reserves the right to make changes to these rules and will publish any updated versions on the WMCA website.

2. **Skills Bootcamps – Overarching Principles**

2.1. Skills Bootcamps are flexible training courses of up to 16 weeks, with a guaranteed job interview (where a candidate is being recruited to a new job or new opportunities), which equip adults with technical skills that enable them to access in-demand jobs, apprenticeships, and new opportunities (including for the self-employed) leading to increased income and productivity over time.

2.2. Skills Bootcamps must be delivered at Level 3-5 or equivalent (with the exception of Skills Bootcamps in Construction and Green Skills which may be delivered at Level 2 or equivalent).

2.3. All training must either be accredited, aligned to occupational standards managed by the Institute for Apprenticeship & Technical Education, or utilise a recognised standard for representing attainment (e.g. RARPA, SFIA) – Where the third pathway is chosen, DfE will expect a higher standard of evidence for employer engagement.

3. **Learner Eligibility**

3.1. Providers must make sure an individual is eligible for NSF Technical Bootcamp funding before claiming funding for them. It is your responsibility to check the eligibility of the resident at the start of each adult learning aim, and only claim funding for eligible residents.

3.2. To be funded, learners must meet all the following criteria and skills Bootcamps should be open to all adults who are:

3.2.1. Aged 19+ or will reach their 19th birthday on or by the 31st August within the 2022 to 2023 funding year (defined for the purposes of eligibility as 01 August – 31 July),

3.2.2. Have the right to work in the UK. This can be checked on gov.uk/view-right-to-work and

3.2.3. Meet residency requirements. Providers should refer to the Residency Eligibility section of the AEB funding rules before accepting an individual onto a Skills Bootcamp and

3.2.4. Live in England (further detail is provided below).

3.3. We will fund learners who either live or work within WMCA geography. You must not actively recruit learners who both live and work outside of the WMCA geography.

3.3.1. Learners who live outside of the WMCA geography but work remotely for a WMCA based company may be considered on a case-by-case basis.

3.4. Skills Bootcamps are designed for individuals that are closer to the labour market and the assumption is that the majority of participants will have been away from the labour market less than 12 months. A Provider may only deliver a Skills Bootcamp to support adults who have not been in work for longer than 12 months if they judge that a Skills Bootcamp will support them effectively into a job outcome.

3.5. No prior attainment is required unless specifically prescribed by an employer and/or specifically related to the job and sector within which the vacancies offered are situated. However, Providers may have defined selection processes and/or assessments as part of their approach to recruitment of learners.

3.5.1. If a learner does not meet the assessment requirements or it is discovered at IAG that they would benefit from improving on their [Functional Skills](#) then please signpost them to the relevant organisation.

3.6. An adult may generally only undertake one Skills Bootcamp per funding year (1 April to 31 March) and must not be on more than one Skills Bootcamp at any one time. Providers have an obligation to ask prospective learners whether they have already undertaken a Skills Bootcamp in that funding year.

3.6.1. However, where an individual starts a Skills Bootcamp and then realises that it is not suitable for them for whatever reason, they may start, and be funded for, another Skills Bootcamp so long as only the first milestone payment (or less) has been reached (limited to two per funding year).

3.6.2. Where an individual starts a Skills Bootcamp in one funding year, and for some reason does not complete it until the next funding year, the start date will determine whether they are eligible to undertake another Skills Bootcamp.

3.7. Skills Bootcamps should be designed to encourage the participation of underrepresented groups, such as those with protected characteristics and those who might face barriers to employment e.g. Veterans.

4. <u>Course Length</u>

4.1. The Provider must offer Skills Bootcamps of a minimum of 60 Guided Learning Hours (GLH) over a maximum of 16 weeks.

4.1.1. GLH are the time a learner spends being taught or instructed by, or otherwise participating in education or training under the immediate, real-time guidance of a lecturer, supervisor, tutor or other appropriate supplier of education or training, whether online or in person.

4.1.1.1. Pre-recorded content does not count towards GLH but DfE do recognise that, on occasion, there are factors that may prevent learners attending live sessions that are beyond all control. Where such circumstances arise, every effort should be made to limit the amount of recorded content (e.g. lectures) and this form of participation should be the exception rather than the rule. Providers will be monitored against this to ascertain the Bootcamps suitability for West Midlands residents.

5. <u>Course Content & Flexibility</u>

5.1. The Provider must ensure that the Skills Bootcamps:

5.1.1. Can be reasonably delivered to a Learner concurrently employed in either a full-time or part-time role or around other commitments,

5.1.2. Are accessible to Learners,

5.1.3. Training Providers must make reasonable adjustments, as appropriate for those Learners with Protected Characteristics (as defined by the Equalities Act 2010),

5.1.4. We will not fund any part of any learner's learning aim or programme that duplicates provision they have received from any other source.

5.2. The Provider must deliver a 'wraparound service' of Learner support (for example, using a coaching and mentoring approach, from programme application stage, during, and post programme, to move people into jobs/new roles and opportunities. This should include upfront screening of applicants, soft skills (or work readiness) training to support the occupational skills training, vacancy/role/opportunity identification, providing pastoral services to help participants complete the Skills Bootcamp and follow-up services to participants and employers to support job placement mentorship, pastoral support) and high-quality advice and guidance to support the learner into a positive employment outcome (for example, CV writing support, mock interviews).

5.3. We expect all Learners to progress on to a guaranteed job interview upon the completion of the Skills Bootcamp, in the case of a new job.

5.4. The Provider may deliver Skills Bootcamps remotely, online or face to face or through a blended approach.

6. Whistleblowing & Complaints Guidance

6.1. Providers, and where appropriate sub-contractors, must ensure that all applicants, learners, and staff linked to Skills Bootcamps delivery are aware of the DFE's Whistleblowing and Complaints policies and processes. This will be monitored as part of the contract monitoring process.

6.2. Whistleblowing involves entering a 'whistleblowing' webform. Whistleblowing entries for Skills Bootcamps must be clearly marked as 'Skills Bootcamps' and will be submitted via the DfE's whistleblowing submission process and escalated to the relevant policy team.

7. Employer Engagement & Involvement

7.1. Training providers should engage employers from the outset in the design and / or delivery of their Skills Bootcamp provision as well as gaining commitment to interview candidates from the Skills Bootcamps for relevant vacancies, or to establish what the impact will be if they are training their own employees. Training Providers may be required to provide evidence of their work with employers. This could include the provision of behavioural skills support, coaching and mentoring, design and / or the delivery of content as well as evidence of interviews taking place and where participants have been recruited by an employer.

7.2. DfE have a target of 60% of employers involved in Skills Bootcamps being SMEs.

8. Employer Co-Funded Learners

8.1. Where the employer is training their own existing employees (defined as someone directly employed by the employer, not a worker, sub-contractor, or freelancer) Skills Bootcamps must be co-funded at 30% of the agreed unit rate by the employer. This is reduced to 10% where the employer is a small or medium sized enterprise (SME – defined as an employer with less than 250 employees).

8.2. The entirety of the cash co-funding contribution must be from the employer and cannot be substituted for any additional in-kind contribution (e.g. the supply of equipment or expertise etc).

   8.2.1. This will need to be evidenced in the form of an invoice from the training provider to the employer.

8.3. Courses are fully funded by Government for individuals not being co-funded by their employer, and for the self-employed.

8.4. Providers are free to agree further funding contributions from employers should they want to spend more on delivering the Skills Bootcamps.

8.5. Individual learners must not be charged.

9. Achievement Milestones

9.1. Please see Evidence Requirements for all acceptable forms of evidence and confirmation as approved by DfE.

9.2. **Milestone 1 – Learner Starts:**

   9.2.1. All Learner starts (as defined below) must be achieved by 31st March 2023.

      9.2.1.1. Registration for and attendance of Day 1, completion of 5 GLH with 5 qualifying days (calendar days) having elapsed with the learner remaining on programme. Accordingly, 27th March 2023 would be the last eligible commencement date.

9.3. **Milestone 2 – Learner Completions:**

9.3.1. Successful completion of a Skills Bootcamp training course (including any assessments) as well as one of the following requirements (according to leaner type):

9.3.1.1. Independent/unemployed Learner – Written confirmation of an offer of an interview.

9.3.1.2. Self-employed Learner – Written confirmation from the learner of how the new learning/skills has been/will be applied to acquire new opportunities/contracts.

9.3.1.3. Co-funded Learner – Written confirmation from the employer of an offer of an interview for a new role which utilises skills gained through the Skills Bootcamp or written confirmation from an employer that the learner is equipped to take on additional responsibilities which utilises skills gained through Skills Bootcamp.

9.4. **Milestone 3 – Learner Outcomes:**

9.4.1. Positive outcomes must be achieved within 6-months of course completion (or by 30th September 2023, the outcomes time limit – whichever occurs sooner).

9.4.1.1. Independent/unemployed Learner – Offer of new job which must be continuous employment for at least 12-weeks or an apprenticeship.

9.4.1.2. Self-employed Learner – The learner obtaining new contracts or new opportunities linked to the Skills Bootcamp.

9.4.1.3. Co-funded Learner – A new role or additional responsibilities in an existing role - all outcomes must utilise the skills acquired via the Skills Bootcamp.

10. <u>WMCA Payment Schedule</u>

10.1. Payments will be made in accordance with data submitted via the ILR. Please note that there are two payment structures in place for WMCA Bootcamps:

10.2. Digital Bootcamps are structured 30/40/30.

On Programme Payment	Mid-programme Payment (upon completion of 50% of learning)	Positive Outcome Payment
30%	40%	30%

10.3. All other Bootcamps (Retrofit, Green Professionals, Health Occupations etc.) are structured 50/50.

On Programme Payment	Completion Payment
50%	50%

11. <u>Data – Overview & Purpose</u>

11.1. DfE is currently testing the Skills Bootcamp policy. To ensure the Department can properly evaluate the success of the policy (and see if it is a viable programme in the longer term), specific data has been requested from Grant Areas via suppliers that are contracted to deliver.

11.2. As the programme remains in the testing stages, suppliers and their delivery partners have a duty to ensure the data requested is collected from employers and applicants to the programme.

11.3. The Department has provided Privacy Notices for learners and employers. Delivery partners should pass these on to learners and employers respectively, so all individuals are aware of how any personal data collected will be used. The data return will request confirmation from suppliers that learners and employers have received this.

11.4. Providers must supply the WMCA with data in accordance with the following:

11.4.1. Adherence with the UK GDPR and DPA 2018.

11.4.2. To support payments to be made, to enable reconciliation to take place and to support the contract management process.

11.4.3. In response to any requests made by the DfE.

12. <u>Data Submissions</u>

12.1. Delivery partners are expected to make their monthly submissions via two formats:

12.1.1. An ILR return which is completed in line with WMCA Skills Programme Coding Guidance.

12.1.2. Completion of the DfE Wave 3 Datasheet which captures information pertaining to employer participation, applicant information and course participation.

12.2. The guidance below will detail how data returns should be submitted, with a focus on the Wave 3 Datasheet submissions.

13. <u>Data Submissions – ILR</u>

13.1. In addition to the Coding Guidance above, we have created a Learner Entry Tool Guidance document to assist you with the submission of this data.

13.2. Delivery partners are expected to submit ILR returns in line with the data submission timetable.

14. <u>Data Submissions – Wave 3 Datasheet</u>

14.1. This data return should act as a live document, with new data added as and when cohorts reach each Milestone.

14.1.1. A Datasheet will need to be submitted for each Bootcamp, for each month until either; all outcomes have been achieved (Milestone 3) and no further data can be added or the 30th September 2023 outcomes time limit has been reached – whichever occurs sooner.

14.2. You are required to submit one Datasheet for each Skills Bootcamp:

14.2.1. If a single provider delivers multiple Skills Bootcamps, then a separate return is required for each Skills Bootcamp in their portfolio.

14.2.2. Multiple cohorts of the same Skills Bootcamp delivered by a single provider must be captured on the same data return. Each Datasheet has 8 cohorts listed on the Course Participants tab and where more cohorts are to be run, additional cohorts can be added by expanding the table.

14.3. Providers must issue appropriate privacy notices to learners and employers to enable data collection, sharing and reporting (see Privacy Notices above).

15. <u>Wave 3 Datasheet – Submission Process</u>

15.1. We have set-up a Microsoft SharePoint / Teams Channel for each provider to the provision where you can upload and submit your Datasheet securely without password protection.

15.1.1. Access to the Channels will be granted via invitation emails that contain full instructions on how to gain access. In the interest of security, we have sought to limit the number of individuals granted access to a minimum and so have issued invitations according to the Key Contacts list you will have provided at on-boarding, crosschecked against those individuals who have previously submitted datasheets to us via email.

15.1.2. To request access for any additional colleagues please email skills.programmes@wmca.org.uk (with ross.cadman@wmca.org.uk copied in) with the email addresses of said individuals clearly stated within the body of the email.

15.2. DfE have a strict naming convention for the Datasheets so please ensure you label your files in the following way:

W3-WMCA-Provider-Skills Bootcamp Name-dd-mm-yy (date of submission).

15.2.1. Please feel free to abbreviate the Bootcamp provider's name to fit the file name character restrictions. Please do not use the ampersand '&' in the file name.

15.3. Since the introduction of the Teams Channels, we have learnt some valuable lessons in relation to how submissions can be made efficiently, with a minimum of communication and ensuring that version control is properly maintained. Accordingly, the new process, for submitting datasheets is as follows:

15.3.1. 'LIVE' versions of each Bootcamp Datasheet will be kept within your Teams Channel Wave 3 folder. These sheets are to be treated as live documents into which you can enter the latest data and progressions updates in keeping with your own processes for doing this.

15.3.2. With each submission date (commencing from R12) these Live versions will be used to create your latest Datasheet submission.

15.3.3. To do this, you will create a new submission folder (within the Wave 3 folder) for the relevant reporting period labelled 'Rx Submission'.

15.3.4. You can then create a copy of your Live datasheet(s) in the new Submission folder (right-click > Copy to).

15.3.5. With the Live versions now duplicated in the new Submission folder, all you need to do is enter the submission date into the filename (as well as Cell B1 of the Course Participants tab) and delete the word 'LIVE'.

15.4. This then creates a record of each submission whilst allowing any changes/corrections/edits to remain in the live version thereby ensuring that none of these works are ever lost to version control issues as any feedback given will always then apply to the live version.

15.5. Providers are encouraged to update their sheets, with month-on-month updates/progressions live on the Teams Channel. If, for whatever reason, you are unable to do this;

15.5.1. Please ensure you add a suffix to the live version file name e.g. 'Editing in progress off-line' so that we know not to make any changes whilst you are doing this.

15.5.2. When your offline editing is complete you can simply upload your latest version and label it 'LIVE' in accordance with the above convention (ensuring that only one Live version is present in the Wave 3 folder at any given time).

15.6. The use of Live versions is intended to make the feedback and corrections process easier for both you and the WMCA.

15.7. Where no updates have occurred to a Datasheet, you are still required to make a submission. In the event of a 'no change' submission it would be appreciated if you could let us know via email to your Skills Delivery Officer or via the Teams Channel 'Posts' section.

15.7.1. Use of this 'Posts' section should be limited to minor updates such as a 'no change' notification, for all other communications, please continue to use email.

15.8. This new process will apply following the July (R11) submission. For the July (R11) submission itself, please submit the Datasheets as you normally would, and we will then carry out the work of creating the Live sheets.

15.9. Datasheets should be submitted on the following working day to the ILR data submission:

	ESFA ILR Collection Dates	Datasheet Submission Dates (Next working day)
R01	06/09/2022	07/09/2022
R02	06/10/2022	07/10/2022
R03	04/11/2022	07/11/2022
R04	06/12/2022	07/12/2022
R05	06/01/2023	09/01/2023
R06	06/02/2023	07/02/2023
R07	06/03/2023	07/03/2023
R08	06/04/2023	11/04/2023*

R09	05/05/2023	08/05/2023
R10	06/06/2023	07/06/2023
R11	06/07/2023	07/07/2023
R12	04/08/2023	07/08/2023
R13	14/09/2023	15/09/2023
R14	19/10/2023	20/10/2023

*Owing to Good Friday and Easter Monday Bank Holidays.

16. <u>**Wave 3 Datasheet – Breakdown**</u>

16.1. The Datasheet is designed to track the progress of learners from course application through each of the Milestones as well as details around employer participation. The information below provides a narrative of what information is required at each of the Milestones. A column-by-column breakdown is contained within Annex A.

17. <u>**Milestone 1**</u>

17.1. Employer engagement tab - This should contain details of agreed employer engagement / co-investment – with all employers listed in this tab committing to some type of engagement with the Skills Bootcamp. Where a data return has no employers listed this will be queried.

17.2. Applicant information tab - This should contain details of all eligible course applicants (including those who do not start a Bootcamp). All columns are required for each eligible applicant. Where there is data missing, validation of the return will be considered on a case-by-case basis. Eligible applicants are those who meet both the Department for Education's eligibility criteria, along with the entry requirements.

17.2.1. Please note Column E contains formatting to automatically validate National Insurance Numbers and will flag duplicates.

17.2.2. Selecting 'Yes' Column AE will pull a learner's details through to the Course participants tab.

17.3. Course participant tab - Columns E, F and H should be filled in for all successful applicants now participating in the course, having attended at least 1 session (please note Columns A, B, C, D and G contain formatting to auto-populate with data from the Applicant information tab).

17.3.1. Column I should <u>only</u> be completed when a learner meets the attendance requirements of Milestone 1 (see definition above). The date inputted here should be the date the participant reached the linked Milestone.

18. <u>**Milestone 2**</u>

18.1. Course participant tab - Columns K-S inclusive should be filled in for participants who have completed the course as well as those who have dropped out of the course before completion. In this way you are not required to fill these columns in with day-to-day progress whilst a course is running.

18.1.1. Please note Column J contains formatting to automatically calculate a learner's attendance percentage (based on responses given in Column K and the GLH figure contained in Cell B10).

18.1.2. Column T should <u>only</u> be completed for those participants who have both completed the course and obtained the learner type specific requirement (see definition above). The date inputted here should be the date the participant reached the linked Milestone (accordingly, this date will likely differ from the Bootcamp end date in Row 13).

19. <u>**Milestone 3**</u>

19.1. Course participant tab - Columns U-AK inclusive should be filled out with the individual participant's outcome data, within 6-months of course completion (or by 30th September 2023, the outcomes time limit – whichever occurs sooner).

19.1.1. Where a positive outcome has been achieved and recorded in Column U, V or W; DfE have advised that Columns X-AK inclusive can be completed at the same time.

19.1.2. Column AL should <u>only</u> be completed for those participants who achieved positive outcomes following the Skills Bootcamp (see definition above). The date inputted here should be the date the participant reached the linked Milestone.

19.1.3. At the final data return submission, please ensure you have filled in Column AM for all learners who have not achieved an outcome (to identify if they did not achieve a positive outcome or were uncontactable).

20. <u>Wave 3 Datasheet: Other Tabs</u>

20.1. Completeness Tracker tab

20.1.1. Each tab will monitor the completeness of entries in individual columns to ensure data is filled in. This links to the 'Completeness Tracker tab', which can be used to monitor if there are large gaps in data quality (in terms of completeness), and consequently swiftly identify any issues relating to data collection.

20.2. Guidance – please read tab

20.2.1. The Guidance tab contains useful information relating to data collection permissions, and how this data will be used. It outlines GDPR regulations in force, which Grant Areas, Suppliers and Delivery Partners should be aware of when making arrangements to collect and store data.

20.3. Data timetable tab

20.3.1. The Data timetable tab outlines the above data submission breakdown in brief (Columns A-C). Columns D-F are intended for use by WMCA and do not apply to Providers.

20.4. Comments tab

20.4.1. The Comments tab is for Grant Areas / Suppliers / Delivery Partners to add any notes that contextualise data or to flag any concerns relating to data.

20.5. Annex 1 tab

20.5.1. Annex contains qualification levels and descriptions of what sits in each level. Please see Annex B below for a summary. The lists for drop-down lists are also saved in this tab for reference.

21. <u>Wave 3 Datasheet – Formatting</u>

21.1. Please note that the formatting on the Datasheets is susceptible to corruption when copying and pasting information within the sheet and to the sheet from an outside source such as an external learner monitoring sheet that you may hold as part of your learner monitoring process. When copying data to or within the sheet:

21.1.1. Be mindful of protected cells or any cells that contain formatting. If this formatting is broken in any way DfE will reject the Datasheet.

21.1.2. Do not overwrite cells with freeform information where a drop-down list or specific data validation rules are present.

21.1.3. Always select the 'Paste Values' option when pasting data, this helps protect the sheets formatting.

21.2. Several sections and elements of the Datasheet have been protected/locked by DfE. Please do not attempt to unprotect/unlock these. If this protection is tampered with in any way DfE will reject the Datasheet.

22. <u>Evidence Requirements & Learner Pack</u>

22.1. The Skills Programme Funding Rules outlines the WMCA's requirements in relation to gathering learner evidence in *Section 7 – Skills Programmes Evidence (46. Resident file and Evidence pack)*. This is to be read in conjunction with the below requirements laid out by DfE.

22.2. DfE have outlined a set of evidence requirements aligned to their audit process that will need to form part of each participants Learner Evidence Pack. This outline is not exhaustive, nor is it intended to replace any existing processes and procedures that may already have in place for recording such evidence; it is instead, intended as a helpful addition to them. Please see details of and links to the evidence requirements documents below:

22.2.1. W3 Evidence Guidance – Gives a brief overview of the evidence requirements as well as details around the appendices below.

22.2.2. Appendix 1: Evidence Table – Gives details of the minimum required evidence to validate learner progress through a Skills Bootcamp. The evidence is aligned to the Milestone points.

22.2.3. Appendix 2: Supplier Declaration Form – This is a template which needs to be completed in specific cases where full evidence of a positive outcome has proven to be unobtainable.

22.2.4. Appendix 3: Annual Supplier Declaration Form – This form is intended for training providers to document their approach to ongoing interactions with learners during and post-delivery stage of the Skills Bootcamp. It is to include (as a minimum); how you will remain engaged with learners, how this will be recorded, the intended frequency of engagement and what measures you will implement to support learners where particular needs are identified to support the successful transition into a progression/outcome.

22.2.4.1. This document needs to be returned to WMCA (sent to skills.programmes@wmca.org.uk with ross.cadman@wmca.org.uk copied in) and will be issued separately at mobilisation.

22.3. DfE have also supplied a more detailed list of candidate learner pack requirements in their Evidence Template document (into which we have inserted the above Appendix 1: Evidence Table for ease of reference).

22.4. DfE have created an example Self-employed Action Plan that can be utilised to evidence attainment at Milestone 2.

22.5. WMCA have produced an Application Form and Learning Agreement document to assist providers with gathering all of the information required for the Datasheet (Applicants information tab) which can then be kept in a candidate's learner pack.

22.6. The Skills Programme Funding Rules outlines the WMCA's requirements in relation to the use of digital/electronic signatures in *Section 4 – Skills Programmes Funding Rules (32. Confirmation and signatures).*

23. Key Performance Indicators

23.1. DfE have produced a set of KPIs around employer engagement, employer co-funding, learner drop-outs, new skills, guaranteed job interviews, career progression and referrals to alternative opportunities. Please ensure that you read this document in full.

24. Contacting Us

24.1. You can contact us through our query mailbox at skills.programmes@wmca.org.uk You can also contact your assigned Skills Delivery Officer.

24.2. For ILR data queries, you can contact aebdatareturns@wmca.org.uk

Annex A

Employer engagement data (M1)

Excel cell	Data requested	What does this mean?
A2	Employer number	This column generates a unique ID for each corresponding employer entered in column C. Individual Employer Numbers are automatically generated, based on the Skills Bootcamp ID (course participant tab B7) and employer row number. This column is locked to prevent editing.
B2	Companies House Registration Number Please refer to https://find-and-update.company-information.service.gov.uk/	Companies House Registration Numbers have 8 characters. This column has data validation in place, and only allows 8 characters max.
C2	Employer name	This will be the company name of the employer engaged by the supplier/delivery partner. Please enter the Company Name of the employer as it appears on Companies House (or if not on Companies House - how it appears on the company's website).
D2	Does the employer operate from a single site or multiple sites?	This column has data validation in place - it only allows selection from a drop-down list.

		'One site' means the employer only has a single, physical site 'Two or more sites' means the employer has more than one physical site
E2	If multiple sites: Are Skills Bootcamps participants mainly recruited to the employer's main site or a branch site?	This column has data validation in place - it only allows selection from a drop-down list. The 'main site' is the central HQ the employer operates from. The 'branch or subsidiary site' refers to other sites that the company operates from.
F2	Postcode of the site to which participants are mainly recruited	Please enter the postcode of the site the employer intends to base the majority of participants recruited from the Skills Bootcamp. This column has data validation in place and only allows up to 8 characters max.
G2	Size of employer	This column has data validation in place - it only allows selection from a drop-down list. Please use these drop-down options to identify the number of employees currently working for the employer. This helps us identify the size of the employer (i.e. SME or large multinational).
H2	Most relevant industry/business type (free text)	This column is free text - please enter the most relevant industry/business area that the employer operates in. You may like to refer to Annex 1 T71 to T85 for examples of business areas.
I2	Is the employer offering vacancies?	Column I have data validation in place - it only allows selection from a drop-down list: Please select 'Yes' if the employer is recruiting from the Skills Bootcamp for confirmed vacancies within their company and use column J to identify the number of vacancies the employer has available for Skills Bootcamp participants. Please select 'No' if the employer does not have any vacancies and is involved with Skills Bootcamps in another way.
J2	Number of vacancies offered for bootcamp participants	Please state the number of vacancies committed by the employer for participants. This column has data validation in place and will only allow whole numbers. It is possible for this value to be 0 if employers are offering other types of engagement with the Skills Bootcamp programme.
K2	Is the employer sponsoring their own employees to participate on the Skills Bootcamp?	This column has data validation in place - it only allows selection from a drop-down: If the employer is sending its employees onto the Skills Bootcamp, please select 'yes'. If the employer is recruiting from the Skills Bootcamp or is involved in some other way, please select 'No'.
L2	Is the employer offering any other co-investment? E.g., venue, equipment, time given.	This column has data validation in place. If the employer is offering other engagement with Skills Bootcamp either alongside or instead of recruiting directly from Skills Bootcamps (column I & J) or sending their own employees on the course (column K), please use the dropdowns to select the type of engagement/support they are offering: 'No' - if they are not offering any other types of engagement than stated in columns I/J or K. 'Yes, providing venue' - if they are providing a venue space for the Skills Bootcamp to take place. 'Yes, providing equipment' - if they are providing equipment or resources needed for the Skills Bootcamp to take place. 'Yes, time given' - if they are offering expertise or their own time (i.e. in the form of a talk or a mentorship for example) as part of the Skills Bootcamp curriculum. 'Yes, other' - if they are offering any other type of engagement with the Skills Bootcamp not specified in columns I/J, K or L.
M2	Date of employer co-investment (engagement) buy-in agreed between employer & provider (DD/MM/YYYY):	Please enter the date when the co-investment / engagement offered by the employer for the Skills Bootcamp (columns I-L) was agreed between employer and supplier. This column has data validation in place, and only dates in the format of DD/MM/YYYY - between 01/01/2021 and 01/06/2023 - will be accepted.
N2	Employer contact name	All employers engaged should state a named contact (column N) and contact details (columns O & P).
O2	Employer email	
P2	Employer telephone number	
Q2	Please confirm the employer has received the Employer Privacy Notice, so employers know how their data will be used. This is necessary to provide the training.	Prior to entering these employers' details, please ensure they have read the Privacy Notice (column Q), and whether they have consented to contact by third-party researchers contracted by DfE (column R).
R2	Has the employer opted out of contact with a third-party research contractor commissioned by DfE? The research contractor will invite employers to participate in interviews and surveys covering their experience of courses and any potential improvements. Participation in this research is entirely voluntary and employers can opt out at any time.	Please note that column P has data validation in place and will only accept whole numbers. As any entries starting with '0' will automatically drop this, we will assume each telephone number starts with this unless an area code is used. Column Q & R have drop downs – please ensure these are used.

Applicant information data (M1)

Excel cell	Data requested	What does this mean?
A6	Individual applicant number	This column generates a unique ID for each corresponding applicant entered in column B. Individual Applicant Numbers are automatically generated, based on the Skills Bootcamp ID (course participant tab B7) and applicant row number. This column is locked to prevent editing.
B6	First Name	First name and surname should be inputted into these respective columns.
C6	Surname	
D6 (and E6)	National Insurance number	Please only enter National Insurance numbers (with no spaces) into this column. If an applicant does not have a NI number, the provider should notify Grant Manager who will advise on the next steps. Applicants should have a good reason to have not supplied a NINO (i.e. they have applied for one recently and have a temporary number). Column E6 identifies whether NINO entered in column E is valid. If it is invalid, please liaise with the applicant to ensure the right NINO has been entered.
F6	Home Postcode	Please enter a UK Postcode; please ensure a postcode is entered rather than a town name. This column has data validation in place and only allows up to 8 characters max.
G6	Email address	Please ensure you have collected contact details for each applicant - this is the email address AND a telephone number.
H6	Telephone number	
I6	Please complete the Learner's highest level of education completed.	Please ensure the applicant has identified their highest education level completed. This column has data validation in place - please use the categories shown in the drop-down list (see Annex 1, column A). If you are unsure about what qualification sits at what level, please refer to Annex B which has more information on which qualifications align with which level of education.
J6	If the applicant has completed level 6 qualification (or above), please select which subject	This column has data validation in place - please select from the drop-down options. If you are unable to view, drop-down options, please refer to Annex 1 N72 to N95 for a list of subjects.
K6	What month/year did the applicant apply to join the Skills Bootcamp? MM/YY	This column has data validation in place and only allows 5 characters to be inputted. Please enter what month/year the applicant made their application, and please enter this in number format, e.g. 05/22 instead of May 2022. A date formula has been added to the column, and so will automatically convert the numbers into date format.
L6	What best describes the applicant's employment status before they applied to the Skills Bootcamp?	This column has data validation in place. Please select from drop-down the employment status which most closely describes the applicant before attending a Skills Bootcamp course. If you are unable to view the drop-down options, please refer to Annex 1 N27 to N37. An applicant is classed as unemployed if they have not been working but have been available to work and actively seeking work. If an applicant has not been working but is also unavailable or not seeking work, please record this as retired / long-term sickness / caring responsibilities/education - whichever is most appropriate.
M6	If the applicant is employed, what is the name of their current employer? (Employer name)	Please enter Company Name of current employer (if employed). If applicant is unemployed or has never worked before, please enter N/A
N6	What is the postcode of the applicant's main workplace? (Employer postcode)	If the applicant is employed, please enter their current workplace's post code. If they work more than one job, please enter the workplace postcode that they spend most time at. This column has data validation in place, and will only allow 8 characters max. If the applicant has never worked before, please enter N/A
O6	Has the learner applied to participate in the Skills Bootcamp through their current employer?	This column has data validation in place - please select an option from the drop down: If the applicant has applied through their employer (i.e. the employer has sent them on this course), please enter 'yes'. If 'yes', the employer contribution will differ depending on the size of the employer. If employer is an SME, contribution will be 10%, If the employer is larger (i.e. 250+ employees), the contribution will be 30% If the applicant has entered as an individual, please select 'No'.
P6	Prior to applying for the Skills Bootcamp, how many hours per week does the applicant usually work in their job(s)?	This column has data validation in place, and only accepts whole numbers. Please enter average hours worked per week by the applicant prior to Skills Bootcamp application. If they are unemployed or have never worked, please enter 0.

Q6	What is the learner's estimated current salary?	Column P has data validation in place, and only accepts numbers (to 2 decimal points). Please provide salary figures as either: (1) an hourly rate (if on zero-hour contract), (2) weekly, (3) monthly, (4) yearly gross pay as stated for current job. If unemployed or never worked, please enter '0'. In column Q, please then specify whether figure provided in column P is hourly, weekly, monthly or yearly. Please select N/A if unemployed or never worked. It is important that we get an accurate understanding of income for evaluation purposes. All data will remain confidential and will not be compared across employers or individuals. The data will be anonymised and used to understand if income changes after participation in skills bootcamps.
R6	Please indicate whether this income estimate is hourly, weekly, monthly, or yearly.	
S6	Is the applicant planning to continue working while on the Skills Bootcamp?	This column has data validation in place - please select from the drop-down options whether the applicant plans to continue working (if currently employed) full-time, part-time or as self-employed during the course of the Skills Bootcamp.
T6	What is the applicant's main job prior to applying for the Skills Bootcamp?	Please enter the applicant's job title: - If the applicant is unemployed, please request their most recent job title. - If applicant has multiple jobs, please enter their main job's title. - If applicant has never worked, please enter 'never worked'
U6	What industry did the learner mainly work for prior to applying for the Skills Bootcamp?	Please enter the industry the applicant worked in most recently: - If the applicant is unemployed, please request their most recent industry. - If applicant has multiple jobs, please enter the main industry they worked in. - If applicant has never worked, please enter 'never worked'
V6	Is the learner currently claiming Universal Credit?	This column has data validation in place - please select option from the drop down: If an applicant claims any benefit under Universal Credit, please state 'yes' - additional detail is not needed in this column.
W6	Does the learner have caring responsibilities for children or other adults?	This column has data validation in place - please select option from the drop down: If the applicant is currently not working or working reduced hours due to caring responsibilities, please enter 'yes'.
X6	Learner Date of Birth (DD/MM/YYYY)	Please enter the date of birth for the applicant as DD/MM/YYYY, rather than their age. This column has data validation in place and will only accept entries in date format that are between 01/01/1920 and 01/01/2005.
Y6	Gender	This column has data validation in place - please use drop down options to select applicant's stated gender.
Z6	Disability / Long Term Health condition	This column has data validation in place - please use drop downs to specify whether applicant has a disability or long-term health condition.
AA6	Ethnicity	This column has data validation in place - please ensure the applicant uses the drop-down categories to specify what ethnicity they belong to; this is not the same as nationality.
AB6	Please confirm the applicant has received all the necessary supporting materials about how their data will be used. This is necessary to provide the training.	This column has data validation in place - please use the drop-down options: 'Yes, confirmed all materials were received' if suppliers can confirm applicants have received material outlined in header. 'No cannot confirm materials were received' if the supplier cannot confirm applicants received material outlined in header.
AC6	All Applicants/Learners may be asked to take part in qualitative interviews and or surveys to understand their experience of participating in Skills Bootcamps. This is optional. Has the Applicant/Learner opted out of being contacted for this purpose?	This column has data validation in place - please use the drop-down options: 'Yes, opted out' if learners have opted out of being contacted by third-party research contractors commissioned by DfE. 'No - consents to contact' if learners consent to being contacted by third-party research contractors commissioned by DfE. If at any point the applicant / learner no longer wants to be contacted or has severe illness or circumstances which means contact would be inappropriate, it is important that the provider updates this column to reflect this change.
AD6	Where did the applicant hear about the course?	Please use the drop-down categories to specify how the applicant has found out about the course.
AE6	Has the applicant become a participant?	Please ensure you have selected the appropriate option for this column – this will automatically enable information to feed into to the course participant tab if the applicant becomes a participant.
AF6	Bootcamp start date	Please enter the Skills Bootcamp start date that the participant will begin the course on. This date should align with Skills Bootcamp start dates entered in row 12 of the course participant tab. Please enter the Skills Bootcamp start date as DD/MM/YYYY. This column has data validation in place and will only accept entries in date format that are greater than 01/03/2022.
AG6	If the applicant did not become a participant, please select reason why	Please select reason from the drop-down list.

Course participant data (M1)

Excel cell	Data requested	What does this mean?
A1	SUBMISSION DATE (date submitted)	This is the date the data return has been submitted to DfE. This date will change each time you submit or re-submit the data return. The Grant Area should fill this in prior to submission.

A2	Lead Supplier	This is the organisation which holds the primary contract with the Grant Area. The Lead Supplier should fill this in.
A3	Supplier UKPRN	If the lead supplier has a UKPRN, please fill this in. You can find this here - https://www.ukrlp.co.uk/ukrlp/ukrlp.first. The Lead Supplier should fill this in.
A4	Delivery Partner	This is the organisation who is delivering the training (which might be the same as the lead supplier in row 2). The Delivery Partner should fill this in.
A5	Delivery Partner UKRPN (if applicable)	Please enter the delivery partner's UKPRN. You can find this here - https://www.ukrlp.co.uk/ukrlp/ukrlp.first The Delivery Partner should fill this in.
A6	Skills Bootcamp Name	Please enter the Skills Bootcamp name the data return relates to (as stated in the contract).
A7	Skills Bootcamp ID	The DfE will supply this, and the MCA/GLA/LEP should fill this in once they receive the code. Please leave blank until the code is received.
A8	Area	Please select from drop down the area that the bootcamp is being delivered. If it is national or multi-regional, please use cell C8 to list the different areas.
A9	Delivery mode	Please specify how the course is being delivered – online, face-to-face or blended (both online & face-to-face).
A10	Total Skills Bootcamp Guided Learning Hours (GLH)	Please enter the total number of guided learning hours the course will take.
A11	Cohort number	Please specify the start date, the end date and the number of available places for each cohort on the Skills Bootcamp that the data return relates to.
A12	Skills Bootcamp Start date	
A13	Skills Bootcamp End date	
A14	Number of available places in course	
A18	Individual learner number:	This column pulls the Individual Applicant Numbers from the Applicant Information tab. This column is locked to prevent editing.
B18	First Name	This information is automatically pulled across for each Individual Applicant IF the applicant has become a participant (as listed in column AE of the Applicant Information tab).
C18	Surname	
D18	National Insurance number	
E18	Please complete the name of the Skills Bootcamp	Please enter the name of the Skills Bootcamp course as marketed to learners by the Delivery Partner. This may differ between cohorts within the same Skills Bootcamp - i.e. a Data Engineering Skills Bootcamp may have cohort 1 on a standard data engineering course but cohort 2 on an accelerated data engineering course.
F18	Please select which cohort the learner is participating in; this should align with cohort start & end dates listed in rows 12-14.	Please select what cohort the learner has joined. Please ensure you have filled out rows 12-14 with start dates, end dates and number of available places for each cohort.
G18	Is learner co-funded?	This is automatically filled in if the applicant has become a participant (as listed in column AE of the Applicant Information tab).
H18	Has the learner met the First Milestone requirement?	Please use the drop-down options to indicate whether the participant has met attendance requirements for the First Milestone.
I18	**Milestone One** - insert the date of the naming convention claim (dd/mm/yyyy)	This column has data validation in place and will only accept entries between 01/01/2022 and 01/01/2024. The date entered here should be when the learner meets the minimum attendance for the First Milestone.

Course participant data (M2)

Excel cell	Data requested	What does this mean?
J18	Attendance rate of total course (%)	Please ensure you enter the total guided learning hours of the course in B10. When you enter the number of guided learning hours the learner has participated to date in K18, column J18 will automatically calculate the participant's attendance rate across total course as a percentage. This is calculated by: (Total GLH learner has spent on course ÷Total GLH of Skills Bootcamp Course) X 100.
K18	Number of Guided Learning Hours (GLH) the learner has participated in classes (in total).	This is the total GLH the learner has participated across the Skills Bootcamp course. This column has data validation in place and will only accept numbers to 1 decimal points.
L18	Number of hours learner has engaged in additional activity / support (in total)	This is the total number of hours that the learner has engaged in additional activity or support. This includes extra support from tutors, extra credit work etc. This column has data validation in place and will only accept numbers to 1 decimal points.
M18	Has the learner completed all necessary assessments / assignments?	Please identify whether the participant has completed all assignments (column M) and whether the participant has passed all assignments (N). Please use the drop-down options.
N18	Has the learner passed all necessary assessments / assignments?	
O18	Has the learner exited the course before completion? (yes / no)	If the participant has dropped out before completing the course, please ensure they are still included in the course participant tab. Please ensure you fill out columns J-R for these participants.
P18	Reason for drop-out (select main reason):	
Q18	Has the learner completed the course?	Please specify whether the participant has completed the course.
R18	Please enter the employer's name who offered guaranteed interview to learner, or state if the learner is co-funded or self-employed.	Please enter the Company Name of employer who offers a guaranteed interview for the learner. Co-funded and self-employed learners have different evidence checks so please state here if they fall under those categories.
S18	If co-funded has the learner been offered a new role and/or responsibilities which utilises the skills acquired on the Skills Bootcamp?	If the learner has attended the course through their employer, please use the drop down to specify whether the co-funded learner has been offered a new role and/or responsibilities with their employer which uses the skills gained through the bootcamp course.
T18	**Milestone Two** - insert the date of the naming convention claim (dd/mm/yyyy)	This column has data validation in place and will only accept entries between 01/01/2022 and 01/01/2024. The date entered here should be when the learner **achieves** the **Second** Milestone.

Course participant data (M3)

Excel cell	Data requested	What does this mean?
U18	Has the learner been successful at their guaranteed interview for a job?	Please confirm whether the learner was successful at the guaranteed interview on offer. If the learner was co-funded or self-employed, please select 'N/A', and refer to V18 for co-funded, or W18 for self-funded.
V18	If co-funded, has the learner accepted a new role and/or responsibilities?	Please specify whether an employee sent on course by their employer (i.e. co-funded learner) accepted new roles and/or responsibilities. If the learner is self-employed or fully funded, please select 'N/A' and refer to W18 for self-funded, or U18 for fully funded.
W18	If self-employed, has the learner secured new work/contracts?	Please specify whether a self-employed participant secured new work or contracts. If the learner is self-employed or fully funded, please select 'N/A' and refer to V18 for co-funded, or U18 for fully funded.
X18	Employment status within 6 months of completion of Skills Bootcamp	Please ensure you keep track of learners after the course is completed, and record their outcomes as listed in the drop-down lists for column X and column Y.
Y18	Job outcome within 6 months of completion of Skills Bootcamp	
Z18	If the outcome is apprenticeship, what level?	If the outcome was an apprenticeship, please select the relevant drop-down option in columns Z, AA, and AB.
AA18	If learner started an apprenticeship, what subject?	
AB18	If learner started an apprenticeship, has the length of it been accelerated [reduced by at least 3 months]?	
AC18	Was the learner's current employment obtained after a successful guaranteed interview upon completing the Skills Bootcamp?	If the learner gained employment due to a guaranteed interview arranged by the training provider, please select 'yes'. If the learner gained employment through sourcing their own opportunities, please select 'no'.

AD18	If the learner is employed, what is the name of their current employer?	If the learner is employed, please identify their:
		  a) Employer's name (company name) in column AD
		  b) Postcode of the employer's site (company site) the learner is based in column AE; if the learner is working more than one job, please enter the postcode of the main workplace
		  c) Select drop down that best describes the role type in column AF
		  d) Number of hours the learner works PER WEEK in column AG; please note data validation only allows numbers to 1 decimal point

AE18	What is the postcode of the learner's main workplace?	
AF18	Is the new role full-time, part-time or self-employed?	
AG18	How many hours per week does the learner usually work in their job(s)?	
AH18	What is the learner's estimated current salary?	Please also include the starting wage of the job offered in column AH, specifying how often this is paid in column AI. Column AH has data validation in place, and only accepts numbers (to 2 decimal points). Wage can be entered as an hourly, weekly, monthly or yearly figure. Column AI should be used to specify whether it is hourly, weekly, monthly or yearly. It is important that we get an accurate understanding of income for evaluation purposes. All data will remain confidential and will not be compared across employers or individuals. The data will be anonymised and used to understand if income changes after participation in skills bootcamps.
AI18	Please indicate whether this income is hourly, weekly, monthly or yearly.	
AJ18	If employed, what is the learner's main job? Insert JOB TITLE.	If they are employed, please enter the learner's new job title here – if they are working more than one job, please enter their main workplace's job title.
AK18	If employed, what industry does the learner mainly work for? Insert INDUSTRY TITLE.	If they are employed, please enter the name of the industry that the learner now works in – if they are working more than one job, please enter the industry of their main workplace.
AL18	**Milestone Three** - insert the date of the naming convention claim (dd/mm/yyyy)	This column has data validation in place and will only accept entries between 01/01/2022 and 01/01/2024. The date entered here should be when the learner **achieves** the **Third Milestone.**
AM18	If the learner has not met the Outcome Payment Milestone following 6-months completions of the programme, please specify why.	If a learner did not achieve an outcome, this can be recorded here. If a learner is not contactable and it is therefore unknown as to whether an outcome has been achieved or not, this can also be recorded here.

Annex B

Entry Level:	Level 1:	Level 2:
Each entry level qualification is available at three sub-levels - 1, 2 and 3. Entry level 3 is the most difficult. Entry level qualifications are: entry level award entry level certificate (ELC) entry level diploma entry level English for speakers of other languages (ESOL) entry level essential skills entry level functional skills Skills for Life	first certificate GCSE - grades 3, 2, 1 or grades D, E, F, G level 1 award level 1 certificate level 1 diploma level 1 ESOL level 1 essential skills level 1 functional skills level 1 national vocational qualification (NVQ) music grades 1, 2 and 3	GCSE - grades 9, 8, 7, 6, 5, 4 or grades A*, A, B, C intermediate apprenticeship level 2 award level 2 certificate level 2 diploma level 2 ESOL level 2 essential skills level 2 functional skills level 2 national certificate level 2 national diploma level 2 NVQ music grades 4 and 5 O level - grade A, B or C
Level 3: A level access to higher education diploma advanced apprenticeship applied general AS level international Baccalaureate diploma level 3 award level 3 certificate level 3 diploma level 3 ESOL level 3 national certificate level 3 national diploma level 3 NVQ music grades 6, 7 and 8 tech level	**Level 4:** certificate of higher education (CertHE) higher apprenticeship higher national certificate (HNC) level 4 award level 4 certificate level 4 diploma level 4 NVQ	**Level 5:** diploma of higher education (DipHE) foundation degree higher national diploma (HND) level 5 award level 5 certificate level 5 diploma level 5 NVQ
Level 6: degree apprenticeship degree with honours (e.g. Bachelor of Arts (BA) hons, Bachelor of Science (BSc) hons) graduate certificate graduate diploma level 6 award level 6 certificate level 6 diploma level 6 NVQ ordinary degree without honours	**Level 7:** integrated master's degree, for example Master of Engineering (MEng) level 7 award level 7 certificate level 7 diploma level 7 NVQ master's degree, for example Master of Arts (MA), Master of Science (MSc) postgraduate certificate postgraduate certificate in education (PGCE) postgraduate diploma	**Level 8:** doctorate, for example Doctor of Philosophy (PhD or DPhil) level 8 award level 8 certificate level 8 diploma