

Skills Bootcamps: Wave 3 Grants – 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
FOR ALL LEARNERS			
Milestone 1:	<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>

Skills Bootcamps: Wave 3 Grants – Sample Evidence Template

Milestone 2:	FOR ALL LEARNERS (part A)		
	Successful completion of the Skills Bootcamp training programme including passing any required assessments.	Evidence of attainment (based on the requirements of the Skills Bootcamps). Providers will need to confirm with the WMCA what constitutes achievement of the Skills Bootcamp to include (as appropriate) units / assignments to be passed and expected levels of attendance against planned tutor led hours as outlined in the submission. Certification – either accredited (where applicable) or provider certification. Attendance sheets Please see registers guidance noted at Milestone 1 (above in italic).	Evidence of attendance in line with the funding rules Evidence of meeting the minimum guided learning hours. If a learner completes less than 80% of the GLH and completed further information will be requested Clear and structured support in securing employment both during and upon completion Copy of certificate or attainment to show that completed learning aim
	<u>AND</u>		
<i>Part B must be attained no later than 6 months after the end date of the Skills Bootcamp.</i>	UNEMPLOYED / INDEPENDANT LEARNER [Fully Funded] (part B)		
	An offer of an interview on completion of the Skills Bootcamp for either 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.	Written confirmation from employer of the offer of an interview which utilises skills gained through bootcamp; to include <ul style="list-style-type: none"> • Date of interview • Role • Skills required within the new role (can be evidenced by job advert or job description if appropriate) To be dated / signed by the employer or email from authorised employer representative.	One or more of the following: Confirmation from the employer or apprenticeship provider that the learner has been offered / attended an interview to include details of company name, job role, date, and time of interview Learner declaration (signed by the learner) confirming details of the interview (Company name, job role, date, and time of the interview) Voice recording of conversation between Supplier and Learner confirming the details of the interview (company name, job role, date, and time of interview) Email from Learner confirming the details of the interview (company name, job role, date, and time of interview) Text (or other message service) from Learner confirming the details of the interview (company name, job role, date, and time of interview)

Skills Bootcamps: Wave 3 Grants – Sample Evidence Template

EMPLOYER SUPPORTED STAFF [Co-Funded] (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>

Skills Bootcamps: Wave 3 Grants – Sample Evidence Template

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>	

Skills Bootcamps: Wave 3 Grants – Sample Evidence Template

SELF-EMPLOYED		
<p>Obtaining new contracts or work opportunities secured related to training received at bootcamp, as per action plan.</p>	<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>