

BERKSHIRE

SKILLS BOOTCAMPS

information for potential providers



2024 – 2025

AMBITION, COLLABORATION AND GROWTH



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Introduction

- Berkshire LEP is seeking funding from DfE to fund Skills Bootcamps for the delivery of the 2024/25 programme in Berkshire.
- As part of the “Plan for Jobs” the Department for Education (DfE) are providing £3bn for the National Skills Fund (NSF) to help adults build skills for the economy of the future; Skills Bootcamps are a key element of this policy.
- Skills Bootcamps offer free flexible courses of up to 16 weeks giving people the opportunity to build up sector specific skills and fast track to an interview with a local employer. The key objectives are to support adults to retrain and help employers to fill current skills shortage vacancies.
- Skills Bootcamps will support Berkshire LEP’s objective of creating a good growth, good jobs economy.
- The overall aim of the Skills Bootcamps is to deliver flexible training programmes lasting up to 16 weeks, based on employer/sector ‘in-demand’ skills needs which may be either regulated (i.e., qualification based) or non-regulated (e.g., based on alignment with industry standards)
- Funding is 100% for independent learners and partial funding is available for employed learners who are sponsored by their employer:
 - a. 90% for SME employers¹
 - b. 70% for large employers

Purpose

- The purpose of this document is to set out the context, priorities, and process for applications for funding to deliver Skills Bootcamps that will help meet the skills needs of Berkshire.

Alignment with DfE policy

- All Skills Bootcamps to be eligible for consideration must meet the following principles.
 - a. Skills Bootcamps must be delivered at Level 3 – 5 or equivalent. Level 2 or equivalent Skills Bootcamps can only be delivered in Construction, Green Skills, and Logistics (HGV driving)
 - b. Courses on offer must be a minimum of 60 Guided Learning Hours (GLH) or 100 Guided learning hours for new Digital Skills Bootcamps and a maximum of 16 weeks². Guided Learning Hours are the time a learner spends being taught or instructed by – or otherwise participating in education or training under the immediate (live) guidance or supervision of – a lecturer, supervisor, tutor or other appropriate supplier of education or training whether this in in person or online.

¹ An SME is any organisation that has fewer than 250 employees and a turnover of less than €50 million or a balance sheet total less than €43 million.

² This is subject to change dependent upon DfE guidelines.

- c. Providers must demonstrate in their proposal the provision of 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, provision of pastoral services to help participants complete the program, 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).
 - d. We expect all learners to receive a guaranteed job interview upon the completion of the Skills Bootcamp (in the case of a new job).
 - e. Provision may be delivered face to face, remotely online (live) or a blended approach.
 - f. 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).
- We expect at least 80% of all learners who start a Skills Bootcamp to complete it. 100% of those learners are to get an interview and 75% of them achieve a successful outcome within 6 months of completing a Skills Bootcamp.
 - a. A successful outcome is either a new job/a new role/new responsibilities or access to new contracts.

Key investment principles

- Applications will need to demonstrate a clear demand for their Skills Bootcamp Proposal from employers with an evidenced commitment to interview candidates (where participants are independent learners). All proposals should strongly demonstrate how employers have been consulted on the curriculum/skills needs during the development stage.
- All proposals should have a demonstrable and robust engagement strategy for learners.
- Proposals should meet one of the DfE acceptable category themes³.

Category	
Construction and the Built Environment	Construction and the Built Environment (general)
	Pathway to Accelerated Apprenticeships in Construction and the Built Environment
	Green Skills in Construction and the Built Environment
Engineering and Manufacturing	Engineering and Manufacturing (general)
	Pathway to Accelerated Apprenticeships in Engineering and Manufacturing
	Green Skills in Engineering and Manufacturing

³ This list is subject to change dependent upon DfE guidance.

Digital	Digital Marketing
	IT Technical Sales
	Pathway to Accelerated Apprenticeships in Digital Marketing
	Pathway to Accelerated Apprenticeships in IT Technical Sales
Sales, Marketing and Procurement	Digital (general)
	IT Technical Sales
	Pathway to Accelerated Apprenticeships in Digital Marketing
	Pathway to Accelerated Apprenticeships in IT Technical Sales
Creative and Design	Creative and Design – Screen production or post-production, live events production & video games production
	Pathway to Accelerated Apprenticeships in Creative and Design – Screen production or post-production, live events production & video games production
Business and Administration	Project Management
	Pathway to Accelerated Apprenticeships in Project Management
Education and Early Years	Pathway to Accelerated Apprenticeships in Early Years
Transport and Logistics	Pathway A – Novice to CAT C
	Pathway B – Novice to CAT C, then C+E
	Pathway C – Novice to CAT C, then C+E + additional elements
	Pathway D – Existing CAT C upgrade to CAT C+E
	Pathway E – Existing HGV upgrade to ADR Packages / Tankers
	Pathway F – Existing HGV upgrade to ADR Tankers + PDP
	Pathway G – Back to Wheels Refresher into previous existing category
	Pathway H – Back to Wheels Refresher with upgrade to CAT C+E
	Transport Manager

- In addition to the DfE categories we do have flexibility to use 30% of our funding allocation for other themes. The LEP will therefore also consider proposals for alternative themes not currently specified by DfE. These alternative themes should align with the economic evidence drawn from the [Berkshire Local Skills Improvement Plan - 2023](#) (Berkshire LSIP)
- The priority sectors set out in the Berkshire LSIP are:
 - a. Screen Industries
 - b. Construction and Built Environment
 - c. Health and Life Sciences,
 - d. Care,

- e. Haulage & Logistics,
- f. ICT/Digital.

- We will also consider applications which can demonstrate strong need for skills bootcamps to respond to particular local skills challenges.
- To ensure delivery of the programme can commence as quickly as possible in the 2024/25 financial year (FY), funding will be disbursed through a combination of methods.
 - funding may be allocated to existing providers based on their current performance and will be subject to evidence of successful delivery against milestones. These providers will be asked to submit additional documents to include a proposed delivery plan for 24/25 financial year and updated employer references.
 - Any remaining unallocated funds will be allocated via this open, competitive application process.

Target Learners

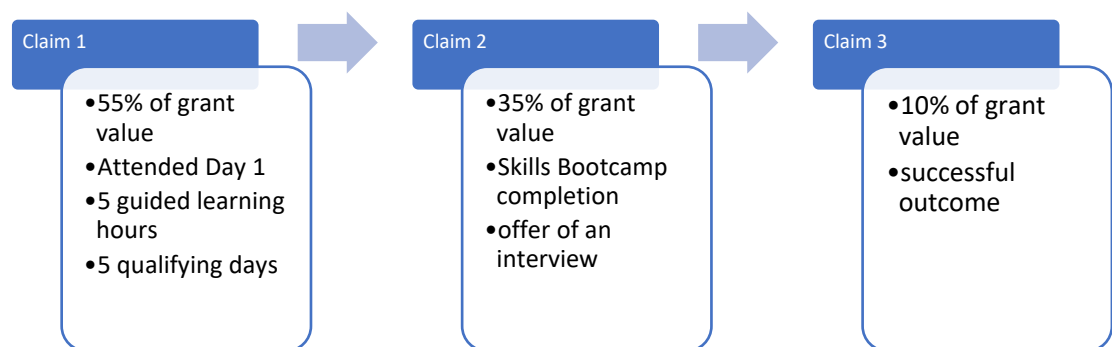
- Learners on the Skills Bootcamp must be aged 19 or over on 31 August 2024. They can be employed (full-time or part-time), self-employed, returning to work or unemployed.
- Serving prisoners due to be released within 6 months of completion of a Skills Bootcamp and those on temporary release are also 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 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 www.gov.uk/view-right-work.
- A learner may only undertake one Skills Bootcamp per funding year. Providers are required to ask prospective learners whether they have already undertaken a Skills Bootcamp in that funding year as part of the eligibility process.
- 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.
- 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.
- Preference should be given to learners who either live, work or plan to work in Berkshire and the funding must look to support training for jobs in this geography.

Delivery timeline

- We anticipate that 20% of learners will need to have enrolled on Skills bootcamps by the 31st July 2024 and 50% of learners to have enrolled by the 30th September 2024. We will require applicants to provide detailed information on the expected timescale for delivery of each Skills Bootcamp.

Payment profile

- All providers will be required to submit monthly data submissions for evidence and audit.
- The current payment profile operating in Berkshire is detailed below but this is subject to change dependent upon DfE guidelines.



Data and Quality Assurance

All providers will be required to submit data via the DfE Data Submission Sheet. A draft version of the Data Submission Sheet is provided, but this draft may be subject to change and providers will be expected to provide any additional data to allow full evaluation of Skills Bootcamps to be completed. This data collection is mandatory and must be submitted monthly via the spreadsheet template supplied by the LEP and will be used for audit, assurance, and evaluation purposes.

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

Key definitions

- An offer of interview refers to:
 - Offer of an interview on completion of the Skills Bootcamp for a job that matches the new skills acquired through the Skills Bootcamp, where the learner is fully funded.

⁴ Offer of a new job and continuous employment for at least 12 weeks or Apprenticeship or New role or additional responsibilities with an existing employer or new contracts or new opportunities for the self-employed

- Offer of an interview with current employer exploring opportunities to gain new responsibilities or a new role, 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.
- A successful outcome relates to:
 - The utilisation of the skills acquired in the Skills Bootcamp, 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 responsibilities with an existing employer,
 - New contracts or new opportunities for the self-employed.

Monitoring and evaluation

- All Skills Bootcamps will be within the remit of both the DfE's Skills Bootcamp Quality Assurance Team but also within the remit of Ofsted.
- Ofsted utilise the education inspection framework, and will cover Intent, Implementation, and Impact:
 - [Education inspection framework \(EIF\) - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/education-inspection-framework)
- Ofsted published the Skills Bootcamp thematic survey, which identified where they had concerns on the quality of delivery of Skills Bootcamps across the country:
 - [Skills Bootcamps will help plug skills gaps, but improvements are needed - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/skills-bootcamps-will-help-plug-skills-gaps-but-improvements-are-needed)
- All skills bootcamp providers must agree to work with the LEP 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 engage 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.

The application process.

- All applications for Skills Bootcamps will be considered by LEP's Skills Advisory Panel.

Application timeline

Applications must be submitted by 5pm on Monday 18th December 2023 to berkshireskillsbootcamps@thamesvalleyberkshire.co.uk

Eligibility

- Training providers must clearly demonstrate how outputs will benefit Berkshire businesses and residents.
- To deliver an organisation must be registered with the UK Register of Learning Providers. If you are an organisation or establishment, whether public, voluntary, charitable, or private that provides learning, advice, or guidance from any UK location either directly or via sub-contracted providers – You must be a recognised legal entity - a registered company, charity, school, or body created by statute; UKRLP also permits registration of sole traders or partners within organisations without registered company status. Registration is subject to UKRLP verification procedures. More information [here](#).

Award Criteria

	Meets DfE policy	Pass/Fail
		Each question will be marked out of 5
1	Application demonstrates experience of successful local delivery to post 19 learners with a particular focus on skills bootcamp delivery or short course delivery where appropriate.	
2	Application demonstrates strong and effective employer engagement – employers are actively supporting the proposal, either through curriculum development, delivery and/or interviews	
3	Application demonstrates a robust and effective learner recruitment strategy	
4	Application demonstrates a strong and effective approach to learner support that supports learners pre the Skills Bootcamp, during the Skills Bootcamp and post the Skills Bootcamp to ensure that the learner achieves one of the following: <ul style="list-style-type: none">• Offer of a new job and continuous employment for at least 12 weeks• An apprenticeship	

	<ul style="list-style-type: none"> • A new role or additional responsibilities with an existing employer • New contracts or new opportunities for the self-employed. 	
5	Application demonstrates that the provider has a robust data and quality management in place to meet the requirements of DfE.	
6	Application demonstrates strong alignment to local data and labour market information	
7	Application demonstrates internal capacity to deliver Skills Bootcamp with named trainers identified	
8	Application demonstrates an effective marketing and mobilisation strategy that will enable timely delivery.	
9	Application demonstrates value for money	

The highest scoring providers will be prioritised for award, and award will be subject to available funds.

Where applicants are currently delivering DfE funded skills bootcamps of any category they must provide details of

- Location of Skills Bootcamp,
- Skills Bootcamp theme,
- Delivery performance by each milestone by each year,
- Source of contract. If local, provide details of who awarded the contract.

Scoring Matrix

Failure to respond or irrelevant information which fails to meet the requirement.	0
Response is inadequate, significantly failing to meet the requirements.	1
Response is unsatisfactory partially meets the requirement.	2
Response is acceptable and meets the minimum requirement.	3
Response is good	4
Response is excellent, exceeds the requirement and gives added value.	5