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**Skills Bootcamp – Wave 5**

**Application for grant funding –** May/June 2024 to March 2025

**Important Information**

Please read **Skills Bootcamp Guidance document** and all the questions accompanying this application before you complete this form, taking note of the following:

* When completing this application please do not exceed 250 words for each individual question.
* If your application is successful, you will need to submit evidence of Employer and Public Liability insurance cover (minimum £5,000,000) and Professional Indemnity insurance (minimum £2,000,000), and Health & Safety, Equality & Diversity, Sustainability and Safeguarding policies (if relevant). We may seek references if we have not worked with you previously.
* Questions are weighted as shown and will be scored in line with the Skills Bootcamp guidance. The maximum score for each question is 5, which is then multiplied by a scoring weighting, as indicated in the dark grey box to the right of the question.
* If you have any difficulty completing this application form, please contact Leicester City Council for technical guidance by emailing [regeneration.programmes@leicester.gov.uk](mailto:regeneration.programmes@leicester.gov.uk)

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| **Summary Information** | | |
| **Name of organisation:** | Click or tap here to enter text. | |
| **For Office Use Only** | | Date/time application received: Click or tap here to enter text. |

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| **Part 1. Applicant Details** | | |
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| **Organisation name:** | Click or tap here to enter text. | |
| **Key person responsible  for the project:** | Click or tap here to enter text. | |
| **Position held:** | Click or tap here to enter text. | |
| **Contact telephone number:** | Click or tap here to enter text. | |
| **Email address:** | Click or tap here to enter text. | |
| **Postal address:** | Click or tap here to enter text. | |
| **Person with overall  financial responsibility:** | Click or tap here to enter text. | |
| *Where applicable:* | | |
| **Website:** | Click or tap here to enter text. | |
| **Company registration number:** | Click or tap here to enter text. | |
| **Charity registration number:** | Click or tap here to enter text. | |
| **UKPRN Number:** | Click or tap here to enter text. | |
| **Registered VAT number (if applicable)** | Click or tap here to enter text. | |
| **Confirmation you have Cyber Essentials/Cyber Essentials Plus or are working towards the certification (**[[Cyber Essentials scheme: overview - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/cyber-essentials-scheme-overview)**)**](https://www.gov.uk/government/publications/cyber-essentials-scheme-overview) | Click or tap here to enter text. | |
| **Please confirm the type of organisation:** | | |
| Local Authority  Private Sector  Voluntary Sector | | University  FE College  Other (please specify)  Click or tap here to enter text. |
| 1.1 What are the main activities of your organisation? | | |
| Click or tap here to enter text. | | |
| 1.2 Please describe the group(s) which your organisation predominately works with or supports? | | |
| Click or tap here to enter text. | | |

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| 1.3 Economic and financial standing | |
| Please indicate and attach to your application one of the following to demonstrate your organisation’s economic and financial standing: | |
| 1. A copy of audited accounts for the last two years. |  |
| 1. A statement of the turnover, Profit and Loss Account/Income Statement, Balance Sheet/Statement of Financial Position and Statement of Cash Flow for the most recent year of trading for this organisation. |  |
| 1. A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position. |  |
| 1. Alternative means of demonstrating financial status if any of the above are not available  (e.g. forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status). |  |

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| 1.4 Do you anticipate any significant changes to the way your organisation is funded during the next 12 months? If yes, please provide further details of these changes. |
| Click or tap here to enter text. |

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| 1.5 Does your application displace, replace and/or duplicate any Government, European, Leicester City Council and Leicestershire County Council funded skills activities that your organisation currently delivers? |
| Click or tap here to enter text. |

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| 1.6 Has your organisation been subject to any financial clawback for underperformance or breach of contract during the past 12 months? If yes, please state the reason(s) why and the total amount returned. |
| Click or tap here to enter text. |

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| 1.7 Does any aspect of the proposed project involve the provision of subsidies? If yes, explain how the subsidies are compliant with the UK Subsidy Control Regime. |
| Click or tap here to enter text. |

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| 1.8 Policies and liability insurance | | | | |
| Does your organisation have: | Yes | No | Under development | n/a |
| A written Health & Safety policy. |  |  |  |  |
| A written Equality & Diversity statement. |  |  |  |  |
| A written sustainability policy |  |  |  |  |
| Public and Employer Liability insurance to a minimum of £10,000,000, and Professional Indemnity insurance to a minimum of £5,000,000 |  |  |  |  |

# *\*If your application is successful, evidence of policies and insurance will need to be provided prior to being awarded a grant.*

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| **Part 2.1 Experience of Delivery (25%)** |
| Please provide specific examples of prior successful delivery of this type of employer led training (e.g. Level 3-5 or equivalent, areas of focus, numbers, outcomes achieved), including within the sub-region of Leicester and Leicestershire |
| Click or tap here to enter text. |

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| **Part 2.2 Approach (25%)** |
| How will you **engage, enrol, and maximise participation with learners**, including how you would ensure the Skills Bootcamp processes are fair, inclusive, transparent and accessible (recruitment/screening/onboarding/during/post)? (20%)  *Please also detail how you will support applicants and/or learners who are unsuccessful or drop-out at any stage.* |
| Click or tap here to enter text. |

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| **Part 2. 3 Employers (30%)** |
| How will you **work with local employers**, and ensure their full involvement in the recruitment to and the design and delivery of the Skills Bootcamp (in the targeted sectors mentioned above) as well as having job opportunities available, including details of engagement with those self-employed or looking to be self-employed?  *Please detail how you plan to maintain/sustain employer engagement/commitment and progression of outcomes for learners.* |
| Click or tap here to enter text. |

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| **Part 2.4 Data & Quality Management (20%)** |
| **Data & Quality Management**: Approach to data collection, management and reporting. (20%)   * 1. *Describe how you will ensure that all required data is collected and reported at the required intervals, and of the necessary accuracy/quality.* *We expect bidders to demonstrate their approach to robust data collection.  Data collection, storage and retrieval must be compliant with the requirements of General Data Protection Regulations (GDPR)*   [Guide to the UK General Data Protection Regulation (UK GDPR) | ICO](https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/)  *Identify and/ or quantify the measurement of successful completion* |
| Click or tap here to enter text. |

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| Part 3 Information about the Skills Bootcamp areas of interest |
| *Please duplicate and complete this Part 3 section for* ***each Skills Sector Bootcamp area you are interested in delivering.*** |

**Part 3.1. 25%**

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| **3.1 Alignment to Local Data & Labour Market Information (25%)** (local to Leicester and Leicestershire, scope, themes, outline delivery) |
| Please detail evidence in relation to the demand for the skills developed through this Skills Bootcamp theme, including evidence of vacancies in the local labour market, employer research/evidence/feedback  <https://www.lsr-online.org/leicestershire.html> [www.llep.org.uk](http://www.llep.org.uk) |
| Click or tap here to enter text. |

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| **3.1 Scope Themes & Level of Skills Bootcamp** | | | |
| Please complete the below table for the Skills Bootcamp areas that you wish to register interest to deliver. | | | |
| **DFE Category** | **Core Subject Area** | **Skills Bootcamp Name** | **Level** |
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| **3.1 Scale and Pattern of delivery** | | |
| \*PLEASE NOTE, FAILURE TO DELIVER TARGETS MAY RESULT IN FUNDING BEING REALLOCATED TO OTHER PROVISION | | |
| Over a 6-month period, please confirm your minimum and maximum potential total learners | Min: |  | |
| Max: |  | |
| Please confirm your minimum and maximum potential learners per cohort | Min: |  | |
| Max: |  | |
| Please confirm the intended guided learning hours (GLH) | GLH: |  | |
| Please confirm the length of the intended Skills Bootcamp | Weeks: |  | |
| Days: |  | |
| Full Time / Part Time |  | |

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| **3.1 Delivery Method** | | |
| Mode of delivery | Online |  | |
| Face to Face |  | |
| Blended |  | |
| Please list any Delivery Partner(s) that would be involved in the delivery of the suggested Skills Bootcamp.  *If not applicable, please state N/A* |  | | |

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| **3.1 Approximate Costs** | | | | | | |
| Please select the most relevant total cost estimate (100%) for your Skills Bootcamp per learner, i.e., including any potential employer contribution: | | | | | | | |
| £1,001-£1,500 | £1,501 -£2,000 | £2,001 -£2,500 | £2,501 - £3,000 | £3,001 –  £3,500 | £3,501 –  £4,000 | £4,000+ | |
|  |  |  |  |  |  |  | |
| Please provide a breakdown of your costing relevant to the unit cost shown above | | | | | | | |
| Click or tap here to enter text. | | | | | | | |

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| If you are estimating your Skills Bootcamp will cost £4,000+ per learner, please provide an explanation below: (*(MAXIMUM WORD COUNT 250)* |
| Click or tap here to enter text. |

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| **3.1 Outputs/Outcomes** | | |
| Learner number | Min: |  | |
| Max: |  | |
| Learner start date |  | | |

**Part 3.2. 25%**

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| **3.2 Detailed Scope** | | | |
| Please detail the high-level course content (identifying delivery subjects in each week of the bootcamp and the inclusion of wider employability skills)  Please look to include any relevant details (including level) of the knowledge, skills and behaviours that will be covered in the Skills Bootcamp. (Max Word Count 250) | | | |
| Click or tap here to enter text. | | | |
| Week / Day | Unit / Module / Content | GLH | Assessment / Assignment (if applicable) |
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| 3.2 Please detail the certification/qualification/standard of the Skills Bootcamp |
| Click or tap here to enter text. |
| If you are proposing a Skills Bootcamp in an alternative “Other” sector, please clearly state the Occupational Route and Pathway. |
| *(Only applicable to pilots in the “other” category)* |
| Please state occupation(s) or role(s) that the learner is expected to move into, following completion of the Skills Bootcamp. |
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| **3.2 Detailed Design Structure****Basic Delivery Plan** | | | | | |
| Bootcamp Title |  | | Total number of planned learners | |  |
|  |  | |  | |  |
| Cohort Number | Delivery Supplier | Planned number of learners per cohort | Programme Duration (weeks) | Planned start date | Planned end date |
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| **3.2 Risk Register** | | | | | |
| Risk Description | Likelihood | Impact | Mitigation | RAG |
|  | *Unlikely /*  *Possible / Likely* | *High / Medium/ Low* |  | *Red / Amber Green* |
|  |  |  |  |  |

**Part 3.3 25%**

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| **3.3 Capacity & Resources** |
| **Capacity** of resources allocated to the bootcamp.   * *Technical capability and experience of nominated staff, including those of any delivery partners* *(project management/monitoring and training delivery)* * *Time commitment of nominated staff, including those of any delivery partners* *(project management/monitoring and training delivery)* * *Commitment of nominated staff to meet the* ***DfE and Ofsted*** *monitoring and reporting requirements. (Max Word Count 500)* * Employer engagement and wrap around career and personal development support |
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| **3.3 Mobilisation and Marketing** | | |
| Please select any and all relevant learners start dates that you would like to be considered for. | Jul 24 |  |
| Oct 24 |  |
| Dec 24 |  |
| Other? |  |
| Please estimate how long it would take for a Skills Bootcamp to start, following receipt of allocation confirmation and a signed offer letter. | Weeks: | |
| Please provide a brief explanation regarding your mobilisation estimate, including any specific barriers to initiation. ( | | |
| *(MAX WORD COUNT 250)*  *Steps you may wish to consider:*   * *Preparation of marketing materials* * *Launch of marketing materials & learner/employer engagement* * *Onboarding / Screening / Skills scan* * *Confirmation of resources*   + *Venue*   + *Trainers* | | |

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| **3.3** Please detail your intended **marketing plan** (max word count 250) |
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| **3.3** Please capture the “elevator sales pitch” that you would use to sell the Skills Bootcamp to **learners**? (Max Word count 250) |
|  |
|  |
| **3.3** Please capture the “elevator sales pitch” that you would use to sell the Skills Bootcamp to **employers**? (Max Word count 250) |
|  |

**Part 3.4 Employer Evidence 25%**

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| --- | --- | --- | --- |
| Name of employers actively engaged in this Skills Bootcamp *(use separate row for each employer)* | Job vacancies with guaranteed interviews | Employer contribution to programme  *(i.e. planning, design, delivery etc.)* | Location of employer |
|  |  |  |  |
| *Please send employer evidence (from the employer), as an attachment alongside your Application Form* | | | | |

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| **Costs** | | |
| A | Cost per learner |  |
| B | Number of learners |  |
| C | Total project cost (A x B) |  |
| D | SME Employer Contribution\*  (A/100 x 10 x number of relevant learners) |  |
| E | Large Company Employer Contribution\*  (A/100 x 30 x number of relevant learners) |  |
| F | Maximum Grant Requested  (C – (D+E)) |  |
| *\*We know that the type of learners that participate on the bootcamp may not be known at this stage, therefore please provide detail of only known relevant learners at the time of Application Form. The amount of grant subsequently available will therefore be amended once the learner types are known.* | | |

# Appendix 1: DfE Policy

## 

National Milestone / Payment process: Leicester City Council will adopt the same premise as shown below:

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| **Commencement** | **Contract Delivery** | **Outcome** |
| **Course completion and interview offered** | **On job offer (or equivalent)** |
| **40%** | **30%** | **30%** |
| Paid on the learner completing 14 qualifying days of training and on completion of the initial assessment (initial assessment as set out in the service requirements).  We expect the 14 qualifying days of the training course to include a minimum of 10 guided learning hours.    Suppliers must achieve Starts by 31st March 2025 in line with delivery plans and in time to achieve Completions by this deadline also. The Supplier should report on the next monthly reporting cycle any new learner Starts via the ILR, Contract Monitoring Plan and Learner Datasheet. | **Course completion and interview offered:**    Completion of the training and completion of a final assessment (final assessment as set out in the service requirements), and;   * For the independent learner: an offer of an interview for a vacancy which meets the criteria set out in the service requirements; * For the co-funded learner: an offer of an interview for a new role/responsibility within the current organisation which meets the criteria set out in the service requirements * For the self-employed learner: written confirmation of how the new training has been/will be applied to get new work or contracts which meet the criteria set out in the service requirements     If an independent learner plans to be self-employed, they can achieve a self-employed learner completion; and a self-employed learner who plans to become employed can achieve an independent learner completion.    Suppliers must achieve Completions by 31st March 2024 and in line with delivery plans. The Supplier should report on the next monthly reporting cycle any new learner Completions via the ILR, Contract Monitoring Plan and Learner Datasheet. | * For the independent learner: An offer for a job which meets the criteria set out in the service requirements * For the co-funded learner: the offer or commencement of a new role/responsibility within the current organisation which meets the criteria set out n the service requirements * For the self-employed learner: Learner has secured new work/new contracts which meet the criteria set out in the service requirements     If an independent learner plans to be self-employed, they can achieve a self-employed learner outcome; and a self-employed learner who plans to become employed can achieve an independent learner outcome.  Suppliers should note that the learner must have finished the training element of the Skills Bootcamp for the Supplier to be able to claim a Positive Outcome payment.  Suppliers must achieve Positive Outcomes within the six months after the training finishes.[Please note this is not six months after the full Completion milestone, but after the training element has finished.]c The Supplier should report on the next monthly reporting cycle any new learner Positive Outcomes via the ILR, Contract Monitoring Plan and Learner Datasheet. |

## DFE KPIs

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| **Objective 1** | **Performance Indicators** |
| Participating employers to commit to interviewing for their skills shortage vacancies (SSV) from the pool of trained individuals. | * 100% guaranteed opprtuniry (job, new role or apprenticeship), or access to new opportunities in the case of the self-employed for each learner completing a skills bootcamp. * 75% of individuals to move into a new job or role within 6 months of completing of training. * 100% referral to alternative opportunities for learners who are unsuccessful at post completion interview |
| **Objective 2** | **Performance Indicators** |
| Successful providers to work with groups of employers to design and deliver appropriate courses to suit their vacancies. | * 100% of Skills bootcamps should be able to evidence employer engagement throughout the bootcamp (design/delivery/outcome) * 100% of courses designed to meet employer requirements to address their SSV. * Co-funding committed and achieved by employers. * 100% of learners who successfully complete a bootcamp will have acquired new skills within the scope of the bootcamp programme |
| **Objective 3** | **Performance Indicators** |
| Recruit individuals using open and impartial methods to ensure fairness and equality of opportunity to local residents and protected groups. | * Numbers applying * Numbers starting * Numbers completing (>/=80%) * Data on dropouts (</=20%) * Success rates * Interview tracking * Diversity information |
| **Objective 4** | **Performance Indicators** |
| Collect/ensure all relevant data is provided to allow DfE to evaluate the effectiveness of the initiatives and the delivery model. | * Data collection will be monitored monthly and will need to meet the minimum reporting requirements of DfE. |

## DfE Skill Areas

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| **Category** | **Core Subject Areas** | **Suggested Possible Bootcamp Subject** |
| Digital Core | Cloud | Cloud computing, cloud engineering, cloud services |
| Computer aided design | 3D, electrical, diagnostics |
| Cyber | Security, intrusion analysis, technology, readiness, engineering |
| Data | Analytics, engineering, database, design, science, technology |
| DevOps | DevOps |
| Digital marketing | Social media, design, analytics |
| Games | Design, technology, UI, UX |
| Network | Engineering, technology, infrastructure |
| Software development | Programming, agile computing, coding |
| Software engineering | Software engineering |
| Support | Specialist, IT solutions |
| Web | Full stack development, engineering, production |
| Digital Bespoke | Digital bootcamps not falling within the above nominated core subject areas |  |
| Technical Core | Advanced Manufacturing | Engineering |
| Design | Construction, marine |
| Electronics & electrotechnical | Manufacturing, engineering |
| Engineering | Civil, engineering construction, marine |
| Welding | Coded, MIG, TIG |
| Technical Bespoke | Technical bootcamps not falling within the above nominated core subject areas |  |
| Construction | Construction management | Site supervision, project co-ordination |
| Construction trades | Bricklaying, plumbing, gas, dry lining, joinery |
| Pathway to accelerated apprenticeships | Apprenticeships Paths | Any of the sector skills specified in all other categories that map to a recognised apprenticeship |
| Green Skills | Green Power | Renewables, Nuclear Power, Grid Infrastructure, Energy Storage and Smart Systems Technology |
| Green Construction & Buildings | Retrofit, energy-efficiency installation, insulation installation, smart devices and controls, low carbon / net zero heat networks, heat pump installation, hydrogen boiler installation, electric vehicle charge point installation |
| Green Transport | Electric vehicle manufacture, maintenance and recycling, low / net zero carbon public transport including rail, sustainable aviation fuel manufacture |
| Green Protection of Natural Resources | Nature restoration, woodland management, arboriculture, decarbonising agriculture, waste management and recycling |
| Green Business & Industry | Hydrogen production and industrial use, carbon capture, utilisation & storage and industrial decarbonisation |
| Logistics | HGV Driving | Novice to Cat C  Notice to Cat C and Cat C+E  Novice to Cat C or Cat C and Cat C+E + employer specific elements  Cat C to Cat C+E  Additional Qualifications in ADR packages  Additional Qualifications in ADR packages and ADR Tankers  Additional Qualification in ADR Tankers + PDP  Back to the Wheels Refresher to existing category  Back to the Wheels Refresher Cat C to Cat C+E |
| Other | *The City Council is able to pilot a different Skills Bootcamp area, providing sufficient local data and labour market information, as well as employer evidence, support the pilot.* | |

**DFE Guidance: Clarifying what is expected from suppliers when offering a job interview as part of payment milestone 2**

In addition to existing guidance on interviews, the below has been introduced/updated:

* Suppliers must provide:
  + EITHER: Confirmation sent to the supplier or recruitment agency from the employer or apprenticeship provider that the learner has been offered an interview with an employer to include details of company name, job role, date and time of interview. e.g. email exchange of employer engagement on an interview
    - .
  + OR: In the case where a learner has independently arranged an interview, a declaration from the learner that they independently arranged an interview confirmation from the learner of the details of the interview:
    - Learner declaration (signed by the Learner) confirming the details of the interview (company name, job role, date and time of 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)
* This will ensure that there is confirmation from the supplier that an interview has been arranged OR confirmation that the learner independently sourced and secured an interview and therefore did not attend a supplier arranged interview.
* There are contingencies in place in scenarios where the learner chose not to attend the supplier arranged interview and/or will not inform the supplier of an interview independently arranged. Suppliers will not be penalised in this case by not providing learner confirmation evidence.

1. We have set conditions on interviews arranged where a recruitment agency is the employer:

Interviews by a recruitment agency will only be accepted:

* 1. where the interview is for live vacancies and the recruitment agency would be the employer and or contractor for the learner if the learner is successful

**OR**;

* 1. where employers engaged by the supplier have contracted with a recruitment agency to interview candidates for relevant job vacancies/roles on their behalf.

INTERNAL NOTE: If suppliers cannot provide either of these pieces of evidence at milestone 2, we will only pay milestone 2 once milestone 3 has been evidenced in line with agreed time limits.

1. We have introduced what we will not accept as arrangement of an interview:
   * We will not accept the below as evidence of meeting the offer of an interview element of payment milestone 2:
     + Suppliers sending lists of interviews to learners is not sufficient as evidence of meeting the payment milestone 2
     + Learners being signed up to recruitment agencies as evidence of an offer of an interview.
     + General interviews with recruitment agencies without a live vacancy as evidence of an offer of an interview.
     + Interviews arranged where:

(a) Learners are invited to employer meet and greet sessions e.g. an employer insight day

(b) Learners are invited to meet employers as part of an initial screening process

1. We have introduced stricter wording on what an appropriate Skills Bootcamps interview is and that we would expect the supplier to arrange:
   * arrange an appropriate interview for a live vacancy that will utilise the skills obtained on the Skills Bootcamp and which may result in an Independent Positive Outcome and reflects the salary expectations and location set out in the IAG process
2. We have updated expectations of suppliers when going through the Initial Advice and Guidance (IAG) process to require suppliers to provide learners with information of the potential job type, location and salary were the learner to achieve a positive outcome AND now refer to wraparound support as ‘Wraparound career and personal development Support’:

Going through an Initial Advice and Guidance process (“IAG”) with every potential Learner, such IAG to include:

(a) checking the identity of every potential Learner;

(b) checking that the potential Learner meets the eligibility criteria of Skills Bootcamps, including age and residency requirements

(c) providing the Learner with information about:

(i) the level of the Skills Bootcamp

(ii) length of the course;

(ii) course outline, including modules taught;

(iii) expected time commitment (including for Self-Guided Learning);

(iv) the offer of an interview on completion of the course and;

(v) potential employment outcomes, career progression routes, potential geographical location of the roles and salary expectations upon receiving a positive outcome completion of the Bootcamp;

(vi) any other information useful for the learner to make an informed decision about enrolment

(d)checking that the potential Learner understands the possible employment outcomes and intends to use the Skills Bootcamp to achieve an employment outcome which is related to the Relevant Skills

Need;

(g) assessing what Wraparound career and personal development Support is required for each potential Learner and tailoring it accordingly;

(h) an assessment to confirm that the potential Learner has the appropriate skills and/or aptitude and motivation to access and complete the Skills Bootcamp at the relevant Level (such assessment to be undertaken in accordance with any reasonable adjustments required by the Learner);

1. We have included a definition of what a job interview is for suppliers to adhere to:
   * A job interview is an interview consisting of a conversation between a job applicant and a representative of an employer which is conducted to assess whether the applicant should be hired.
2. We have strengthened the language on learner to vacancy ratios:
   * ‘Suppliers must agree a sufficient number of job interviews with Employers to provide all Learners with an offer for a Job Interview and meet the payment milestone 3 KPI’