



Skills Bootcamp Wave 5
Open Bid Framework
Leicester City Council
2024/25

Contact: regeneration.programmes@leicester.gov.uk

By: 8th March 2024

1. INSTRUCTIONS

We are launching a call to invite organisations to apply to deliver Skills Bootcamps to upskill residents across Leicester & Leicestershire for 2024-2025.

Leicester City Council (“the Authority”), has successfully secured funding of **£1.7m** from the Department for Education (DFE) for delivery of Wave 5 Skills Bootcamp funding.

If you are interested in submitting a proposal, please complete a **single stage Application Form** by 12 O’clock Midnight **8th March 2024** for delivery from May/June 2024 to March 2025.

For this Call, we are looking to deliver activity that supports the following sectors:

- **Digital**
- **Construction**
- **Green Skills**
- **Logistics (e.g. HGV)**
- **Creative**
- **Textile**
- **Other**

Further details of these sectors are outlined in Section 2 below.

Your Application Form must meet the specification set out in this guidance.

It is essential that you comply with the following instructions in the preparation and submission of your Application Form. The Authority reserves the right to reject any Application Form that does not comply with these instructions.

Application Forms must be received by Midnight on Friday 8th March 2024. Any Application Forms not fully completed or submitted after this date and time will be disregarded by the Authority.

Application Forms must be submitted electronically to regeneration-programmes@leicester.gov.uk including the words “Skills Bootcamps” in the subject line.

You will receive a formal email receipt of your Application Form no more than 3 working days after submission. If you do not receive this, you should contact regeneration.programmes@leicester.gov.uk

If you have any questions about this Application Form, please direct these to regeneration.programmes@leicester.gov.uk including “Skills Bootcamps” in the title.

The Authority may accept the Application Form at any time within this prescribed period. The Authority shall, however, not be bound to accept any Application Form(s).

If your Application Form is deemed successful by the Authority, you will be required to enter into a Grant Agreement with the Authority (subject to successful award of DFE funding) for the provision of the Services (“the Agreement”). The Grant Agreement shall incorporate the terms and conditions published with this Application Form.

Your Application Form must be completed in full and in English.

Your Application Form must be submitted in Microsoft Word.

Your Application Form must be signed and dated where required.

Living Wage

The Authority is a Living Wage Employer <https://www.livingwage.org.uk/>. You are required to confirm as a provider it is your policy to pay employees and all providers connected with the delivery of this requirement Living Wage as a minimum.

Modern Slavery and Responsible Procurement

The Authority is committed to responsible and ethical practices and aims to achieve this through its Procurement Strategy and supporting policies.

The Authority recognises its responsibility to take a robust approach to ethical and sustainability issues, especially around modern slavery and human trafficking, which it is absolutely committed to preventing, within its supply chains.

The Authority is committed to sourcing services, supplies, and/or works in a way that considers ethical and sustainable considerations, including economic, social, labour, and environmental factors, whilst always aiming to procure and act in a way that is morally right, open, fair, and transparent.

2. SPECIFICATION

General Overview of Skill Bootcamps

Skills Bootcamps are essentially flexible courses, of up to 16 weeks in duration, typically at Levels 3 to 5. Some more basic Level 2 courses are also available for certain sectors.

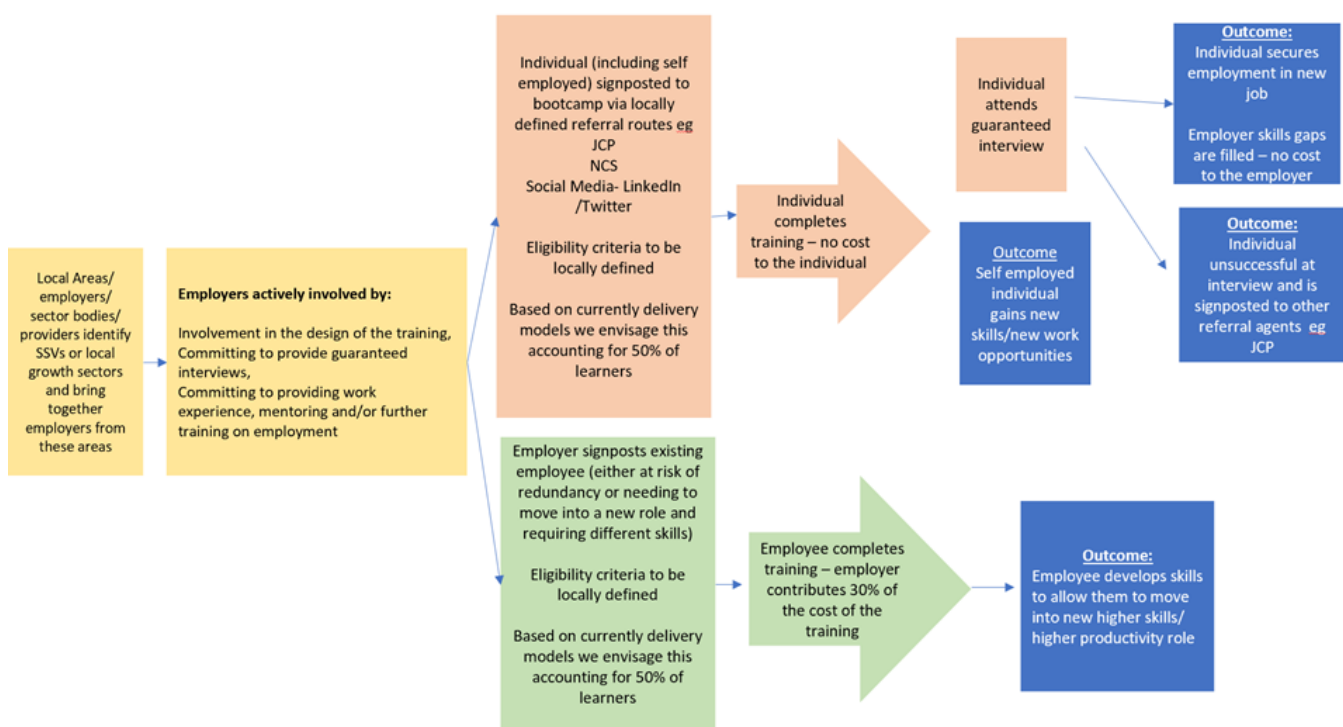
They are intended to address in-demand skills and aim to give people the opportunity to build up sector-specific skills and be fast-tracked to an interview with a local employer. Employer links are essential as it is anticipated that 75% of learners should move into related work following completion of the bootcamp (when supporting unemployed learners).

A cost subsidy, based on the size of the business, is available to employers looking to re-skill existing staff and significantly develop their role/ responsibilities (small and medium businesses pay 10%, large businesses pay 30% of the cost).

Training will be fully funded for the self-employed, career changers/returners or those unemployed where they can demonstrate a readiness to return to work.

The training is intended to help fill medium or higher-level vacancies and bring individuals closer to better paid jobs, by providing a linked line of sight to a specific job role with additional responsibilities or new opportunities/contracts.

The following diagram summarises the bootcamp model.



Principles

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

One of the main focuses for delivery is the achievement of the job opportunity offer. An offer of a new job must be a continuous employment for at least 12 weeks unless job is an apprenticeship. Data will need to be reported in a timely manner; outcomes can be achieved up to 6 months from the end of the funding year. Job Opportunities are a key clear focus for delivery of the skills bootcamps as payment will be linked to this. Note: some previous providers delivering bootcamps nationally have found this difficult to achieve and therefore resulted in the funding being withdrawn and the skills bootcamps being not delivered

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

The benefits analysis of the Skills Bootcamps programme as a whole was developed based on the premise of increasing skill levels at 3-5 where the return on investment is higher. That said, we recognise that in some cases the gap in a specific skill can have a great effect – such as HGV Driving in the height of the shortage, and some areas of construction and direct green skills. However, it is important to ensure that we are tackling a genuine skills shortage or gap, rather than temporarily addressing a pay and conditions issue.

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, we would expect a higher standard of evidence for employer engagement.

Learner Eligibility

To be funded, learners must meet all the following criteria:

- **have the right to work in the UK.** This can be checked on [gov.uk/view-right-to-work](https://www.gov.uk/view-right-to-work) **and**
- **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**
- **live in England**, further detail is provided below.

Organisations who are successful will need to note that, to receive payment, they must only enrol learners who are aged 19 or older, on 31 August within the ESFA funding year. This means:

Learners must be aged 19 or older:

on or before **31 August 2023** for bootcamps starting between **01 April 2024** and **31 July 2024**

on or before **31 August 2024** for bootcamps starting between **01 August 2024** and **31 March 2025**

Sector Focus

We are seeking applications that can clearly demonstrate employer demand and need and have the ability to deliver skills bootcamp in Leicestershire across the various subject areas.

Table 1

Subject	Level	Focus
Digital	3-5	<ul style="list-style-type: none">• Open to Level 3 or above• Need to be for at least 100 Guided Learning Hours (GLH)• Need to link to table below – in particular interested in receiving application around digital marketing, AI
Construction	2+	<ul style="list-style-type: none">• Open to Level 2 or above applications• Need to link to table below – in particular interested in application(s) around Groundwork, Joinery
Green Skills	2+	<ul style="list-style-type: none">• Open to Level 2 or above applications• Need to link to table below – in particular interested in application(s) around Heating, Insulation, retrofit or agriculture (green protection of Natural Heritage)
Logistics (e.g HGV)	2+	<ul style="list-style-type: none">• Open to Level 2 or above applications• Need to link to table below – in particular interested in receiving application(s) around A, B,C and D in the table below
Creative	3-5	<ul style="list-style-type: none">• Open to level 3 or above• Need to be for at least 100 Guided Learning Hours (GLH) as linked to digital category• In particular interested in application(s) around specialist support, theatre production
Textile	3-5	<ul style="list-style-type: none">• Open to level 3 or above• Technical Skills around creative design, Leadership & Management, Pattern Cutting, Digital production
Other	3-5	<ul style="list-style-type: none">• Open to level 3 or above• Interested in receiving applications around tutor training, customer service provision in particular around hospitality/retail sector; support for space sector• Any other sector where there is clear evidence of employer needs

Category	Core Subject Areas	Suggested Possible Bootcamp Subject
1. 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	
2 – Digital Bespoke	Digital Bootcamps Not Falling Within the Above Nominated Core Subject Areas	
3 – Technical Core	Advanced Manufacturing	Engineering
	Design	Construction, Marine
	Electronics & Electrotechnical	Manufacturing, Engineering
	Engineering	Civil, Engineering Construction, Marine.
	Welding	Coded, MIG, TIG
4 – Technical Bespoke	Technical Bootcamps Not Falling Within the Above Nominated Core Subject Areas	
5 - Construction	Construction Management	Site Supervision, Project Co-ordination
	Construction Trades	Bricklaying, Plumbing, Gas, Dry lining, Joinery
6 – Pathway to Accelerated Apprenticeships	Apprenticeships Paths	Any of the sector skills specified in all other categories that map to a recognised apprenticeship
7 – Green Skills	Green Power	Renewables (such as Wind, e.g. Offshore wind manufacturing and Onshore wind construction, Solar e.g. Solar roofing installation, and Hydropower), 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 (CCUS) and Industrial Decarbonisation
8. Logistics	HGV driving	A. Novice to Cat C B. Novice to Cat C and Cat C+E C. Novice to Cat C or Cat C and Cat C+E + employer specific elements D. Cat C to Cat C+E E. Additional Qualification in ADR Packages F. Additional Qualification in ADR Packages and ADR Tankers G. Additional Qualification in ADR Tankers + PDP H. Back to the Wheels Refresher to existing category I. Back to the Wheels Refresher Cat C to Cat C+E
9. OTHER	Local areas are permitted to use up to 30% of the delivery cost element of the grant award to deliver Skills Bootcamps in a wider range of skill areas and these should align with the IfATE Occupational Routes.	

All application(s) will need to clearly demonstrate:

- Fit to the Local Skills Improvement Plan priorities. [Leicestershire Local Skills Improvement Plan - East Midlands Chamber \(emc-dnl.co.uk\)](https://www.emc-dnl.co.uk/)
- Meets needs of the Leicester and Leicestershire areas in terms of skills needs. Annex 1 provides detail of some of the skills provision currently available across Leicester and Leicestershire but is no means exhaustive and should be used only as a guide.

- Meets and clearly demonstrates employer buy in and commitment for the delivery of the Skills Bootcamps. Such as numbers of job vacancies, details of employers engaged and opportunities available.
- Support and builds on current existing provision and does not duplicate provision. Clearly demonstrating good connectivity to key partners such as DWP, Leicester Employment Hub, Multiply and district, county skills and employment offers
- Aligns to accredited 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, we would expect a higher standard of evidence for employer engagement.

Appraisal Process

All applications will be scored and assessed as follows.

- The maximum score for each question is 5, based on the scoring framework below, but some are weighted through the multiplication of the assigned score. For example, a score of 5 weighted by a factor of 4 will equal a total score of 20. The maximum score and multiplication weightings are shown on the application form in the dark grey box to the right of each question.

SCORING FRAMEWORK

Score	Assessment	Description
0	<i>Unacceptable</i>	<i>Response to the question is unacceptable or no response received. Does not give the Fund confidence in the ability of the bidder to deliver the contract.</i>
1	<i>Poor/Weak Response</i>	<i>Inadequate detail provided or some of the answer not directly relevant to the question. Is supported by none or a weak standard of evidence in several areas giving rise to concern about the ability of the bidder to deliver the contract.</i>
2	<i>Below Expectations</i>	<i>Limited information provided, and/or a response that is inadequate or only partially addresses the question giving rise to concern about the ability of the bidder to deliver the contract.</i>
3	<i>Satisfactory Response</i>	<i>Acceptable response in terms of the level of detail, accuracy and relevance. Is supported by a satisfactory standard of evidence in most areas but a few areas lacking detail/evidence giving rise to some concerns about the ability of the bidder to deliver the contract.</i>
4	<i>Good Response</i>	<i>Comprehensive response in terms of detail and relevance to the question and supported by good standard of evidence. Gives the Fund confidence in the ability of the bidder to deliver the contract. Meets the Fund's requirements.</i>

5	Very Good Response	<i>As Good, but to a better degree in terms of precision and relevance. Is comprehensive and supported by a high standard of evidence. Gives the Fund a high level of confidence in the ability of the bidder to deliver the contract. May exceed the Fund's requirements in some respects, for example, added value such as integration/synergy with other projects.</i>
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Scores will be awarded low to high based on the framework and within the scoring range for each question.

MODERATION

Where applications tie on scores, further moderation criteria will be applied, or applicants may be invited to discuss/negotiate their total project values.

Leicester City Council may use discretion to ensure a broad range of deliverable skills bootcamps are supported in order to support a cross range of sector / skills provision. We will not be looking to support more than 1 delivery organisation on the same subject area.

If we have bootcamps we would like to support which are more than the funding currently available, we will see if further funding could be secured but this may not be known until later in the year.

NOTIFICATION OF INVITATION TO BID OUTCOME

Once the outcome of the assessment process has been notified to all applicants, organisations can request feedback on their applications and scoring.

TIMEFRAME

The timing of delivery is between May/June 2024 and March 2025 and organisations will be paid on successful delivery of the outputs/outcomes which are detailed in the Wave 5 guidance.

To ensure you reflect the requirements of the Skills Boot Camps please review and digest fully the attached Wave 5 guidance document (see PDF below). This document is applicable to the lead organisations and as such all providers will need to meet.



SKILLS_BOOTCAMPS
_Wv5_GUIDANCE_AN

Learners will need to progress on to a guaranteed job opportunity from employers identified as part of this application submission interview upon the completion of the Skills Bootcamp.

Providers must ensure that Bootcamps can be reasonably delivered to a learner at the same time as they are employed in either a full-time or part-time role, or unemployed, or alongside other commitments. Bootcamps cannot fund any part of a

learner's training that duplicates provision they have received from any other sources.

Providers are expected to undertake a suitable initial pre-course assessment of each learner to ensure they satisfy the course requirements, and they will need to track individual progress against the various outcomes to be delivered.

All delivery is subject to OFSTED regulations. For note, The Department for Education (DFE) are currently looking into incorporating Skills Bootcamps in the ILR system so this may or may not come into place during this timeframe.

Annex 2 is a national document setting out the evidence requirements around the milestone payments which Leicester utilise to formulate the local evidence requirements.



Skills Bootcamps
evidence table 22-23.

3. TERMS & CONDITIONS

The selected Application Forms once initially shortlisted by Leicester City Council will be approved and agreed with the Department for Education (DFE). If successful, LCC will then issue a formal Grant Funding Agreement to the selected applicant which will need to be agreed and signed by both the Authority and the successful applicant.

- You must complete all sections of the Application Form, including the Declaration and Company Information section.
- The Authority reserves the right to reject any Application Form(s) that is not fully completed.

By continuing with this Application Form, you are confirming that:

- Your proposal is located in the Leicester and Leicestershire (LEP) geographical area and the benefits will be delivered to this area.
- Employers in the consortium are located in the LLEP geographical area.
- Training providers / organisations in the consortium have demonstrated links with employers in the LEP geographical area.
- The learners that will participate in the training will work for LLEP area employers.
- Providers have a United Kingdom Provider Reference Number (UKPRN) or a willingness to apply for a UKPRN.
- You are applying against one of the listed lots.
- You must not have been found to be in serious breach of funding rules by the Local Authority following formal investigation within the previous 5 years and not currently be under investigation.
- The Application Form must be fully completed and received within the timeframe.