Skills Bootcamp Wave 4

Open Bid Framework

Cheshire & Warrington LEP

2023/24

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# Guidance

## Overview

The Department for Education (DfE) is supporting the development of Skills Bootcamps across the country as part of their Skills for Life Programme.

Skills Bootcamps will support Cheshire and Warrington’s social and economic objectives of delivering a sustainable, healthy, inclusive and growing economy. They will enable:

* our employers to fill vacancies and reduce skills gaps and shortages in their workforce;
* unemployed individuals to develop the digital and technical skills needed to move into work;
* employed individuals to develop the changing skills needed by employers.
* self-employed individuals to develop changing skills needed to expand their opportunities/contracts.

The Cheshire and Warrington LEP are now releasing the open framework for the financial year 23/24 for any training provider, or employer who have an interest in delivering a Skills Bootcamp within the sub-region.  
The open framework has been designed to:

* maximise innovation from providers;
* maximise flexibility;
* provide clarity around deadlines for the remaining year;
* maintain the requirement for the Skills Bootcamps to be employer-led and backed by the local data and labour market information.

The LEP therefore are open to receive bids of any potential scale throughout this financial year (April 2023 – March 2024), there are however distinct points within the year where the LEP will consider the proposals received and will make allocation decisions based on available proposals and available funds.

## Alignment with DfE Policy

* All Skills Bootcamps to be eligible for consideration must meet the following principles:
  + Minimum 60 guided learning hours
  + Maximum over 16 weeks
  + Meet one of the DfE acceptable category themes (See **Appendix 1**)
    - One of the acceptable DfE category themes is “Other,” the LEP will therefore consider pilot proposals for alternative themes not currently specified, however the available pilot allocation within Cheshire and Warrington is limited to approximately £300,000 (30% of the LEP’s available grant) and therefore pilot proposals should be scaled appropriately.
    - All pilot proposals should align with the IfATE Occupational Routes, and proposals must evidence the following:
      * Where the Skills Bootcamp fits on the occupational route and pathway.
      * The occupation(s) that learners from the Skills Bootcamp will move into on completion.
      * Details of the occupational standards that the Skills Bootcamp will align with. While alignment of alternative sector Skills Bootcamps with occupational maps is expected at route and pathway, we do not require full alignment at knowledge, skill and behaviour level unless they are designed to lad onto an apprenticeship via the existing Pathway to Accelerated Apprenticeship model. However, providers should outline how much alignment they intend to deliver.

## Objectives and Key Performance Indicators

The providers who are awarded this funding must deliver the following 4 objectives (See **Appendix 1**):

* Participating employers to commit to interviewing for their skills shortage vacancies (SSV) from the pool of trained individuals and every individual to be guaranteed an interview or progression in work, and the majority of those interviewed to receive a successful outcome.
* Successful providers to work with groups of employers to design and deliver appropriate courses to suit their vacancies.
* Recruit individuals using open and impartial methods to ensure fairness and equality of opportunity to local residents and protected groups.
* Collect/ensure all relevant data is provided to allow DfE to evaluate the effectiveness of Skills Bootcamps and where required allow visits for DfE and/or LEP.

## Process Stage Definitions

* Stage 1:
  + Expression of interest to be a training provider for Skills Bootcamps in Cheshire and Warrington, with specific scope themes highlighted.
  + Outcome: A decision in principle
* Stage 2:
  + Submission of a detailed proposal
  + Outcome: Allocation decision, with signed grant offer letter.

*Please note a training provider will only ever need to complete a Stage 1 Part 1 application once.*

*Furthermore, if your application was approved in the financial year 2022/23 you will NOT need to complete a new Stage 1.*

## Timescales

While the LEP will not formally close this open bid framework within this financial year 2023/24, there are specific dates, based on learner starts, that the LEP will utilise to determine funding allocations. Though please do note that even if you are acceptable at Stage 1, we cannot guarantee you will be allocated a grant, as this will be subject to the Stage 2 award criteria and the available funds.

Therefore, if you are able to deliver a Skills Bootcamp that starts on the 11th September 2023, we advise the latest that you will need to submit a Stage 1 application is 23rd June, to ensure enough time to then complete a Stage 2 application (pending approval), and to then mobilise recruitment and complete onboarding.

Any submissions received later than these dates would no longer be applicable for that funding round and would be considered for the next funding rounds only.

|  |  |  |
| --- | --- | --- |
| The below table provides the **latest dates** that we would be able to receive applications,  in relation to specific **learner start dates**. | | |
| **Learner start date**  Approx. 2nd May 2023 | **Learner start date**  Approx. 11th September 2023 | **Learner start date**  Approx. 8th January 2024 |
| **Stage 1**  10th March | **Stage 1**  23rd June | **Stage 1**  27th October |
| **Stage 2**  31st March | **Stage 2**  14th July | **Stage 2**  17th November |
| *As any award is subject to available funds, proposed Skills Bootcamps that would start in either September or January may not be able to receive an allocation, if sufficient proposals are received and grant allocated for Skills Bootcamps that would start in May.* | | |

## Award Criteria

|  |  |
| --- | --- |
| **Award Criteria** | |
| 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 - better than merely acceptable. | 4 |
| Response is excellent, exceeds the requirement and gives added value. | 5 |

|  |  |
| --- | --- |
| **Stage 1 Award Criteria Weighting** | |
| Meets DfE policy | Pass/Fail |
| Experience of Local Delivery | 25% |
| Employer Engagement | 20% |
| Learner Engagement | 20% |
| Data & Quality | 15% |
| Alignment to Local Data & Labour Market Intelligence (LMI) | 20% |
| *Providers will need a minimum weighted score of 3 to be eligible for a decision in principle.* | |

|  |  |
| --- | --- |
| **Stage 2 Award Criteria Weighting** | |
| Design & delivery of Skills Bootcamp | 30% |
| Employer Evidence | 30% |
| Capacity | 25% |
| Mobilisation & Marketing | 15% |
| *The highest scoring providers will be prioritised for award, and award will be subject to available funds.* | |

## Terms and conditions of submissions

Through submitting a bid, you are committing to meet and abide by the following terms and conditions, see **Appendix 2** for further details:

* Confidentiality and disclaimer
* Material misrepresentation
* Collusive Bidding
* Bribery
* TUPE
* Data Protection Act compliance
* Social value

## Contact Details

Questions and submissions to be sent to: [grants@cheshireandwarrington.com](mailto:grants@cheshireandwarrington.com) . The LEP will publish all of the responses to questions submitted as part of a Q&A pack onto the LEP’s website:   
[Skills Bootcamps - Training Providers - Cheshire and Warrington](https://cheshireandwarrington.com/what-we-do/skills-and-education/skills-bootcamps/skills-bootcamps-training-providers/)[[1]](#footnote-2)

The points of contact for this project will be the following:

|  |  |
| --- | --- |
| Samantha Jones  Skills Bootcamp Project & Contracts Coordinator  [Samantha.jones@cheshireandwarrington.com](mailto:Samantha.jones@cheshireandwarrington.com)  07596094194  Wyvern House, The Drumber, Winsford CW7 1AH | Rebecca Luck  Programme Manager  [Rebecca.Luck@cheshireandwarrington.com](mailto:Rebecca.Luck@cheshireandwarrington.com)  07432 360226  Wyvern House, The Drumber, Winsford, CW7 1AH |

# 

# Key Features of Skills Bootcamps

The key features of the Skills Bootcamps must include a focus on achieving the social and economic benefits of the Skills Bootcamp, as well as the following:

## Level of training

Training to be pitched at level 3 (or equivalent) and above. The Department for Education are not funding us for entry level Skills Bootcamps. Skills Bootcamps in Construction, Green Skills and HGV Driving may be delivered at Level 2.

## Employer Involvement

Employers can either bid to be a provider of training directly or must be actively and strategically engaged with training providers. Letters evidencing employer engagement and commitment are required at Stage 2. This does not stop recruiting additional employers once the grant has been awarded.

Employers must be involved in determining the training on offer, and it must deliver the skills they need to be able to recruit and/or fill skills gaps. Employer engagement can include:

* defining skills / certification requirements
* the development and delivery of Skills Bootcamps
* clearly identified guaranteed interviews for job vacancies for specific roles
* involvement in screening potential learners
* coaching and mentoring
* offering work experience

Preference will be given to employers who have a base in Cheshire & Warrington and the funding must look to support training for jobs in this geography. This recognises the need for some flexibility for training providers to offer a holistic offer to the employers they are working with.

Skills Bootcamps will be co-funded by the employer where the employer is training their own existing employees (defined as someone directly employed by the employer, not a sub-contractor, or freelancer). If the employer is a large business they will contribute 30% and this is reduced to 10% where the employer is a small or medium enterprise (SME) (defined as an employer with fewer than 250 employees).

Courses are fully funded for unemployed individuals or those not being co-funded by their employer, and for the self-employed.

## Target learners

Learners on the Skills Bootcamp must be aged 19 or over on 31 August 2023. They can be employed (full-time or part-time), self-employed or unemployed within the last 12 months. Where Jobcentre work coaches or equivalent sponsors identify individuals who have been unemployed for longer than 12 months, there is discretion to make a recommendation for attending a Skills Bootcamp, to be considered on a case-by-case basis. We would expect training providers to liaise regularly with relevant Department for Work and Pensions and Jobcentre colleagues to identify potential applicants.

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 (e.g. veterans, Ukrainian refugees) 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 [Right to work checks: an employer's guide - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/right-to-work-checks-employers-guide). An adult may only undertake one Skills Bootcamp per funding year. Providers have an obligation to ask prospective learners whether they have already undertaken a Skills Bootcamp in that funding year.

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. If possible, employers should be involved in the initial screening process.

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 will be given to learners who either live, work or plan to work in Cheshire and Warrington. As previously referenced the funding must look to support training for jobs in this geography.

## 

## Data & Quality assurance

The provider must submit data via the DfE Data Submission Sheet. A draft version of the Data Submission Sheet is provided below (**Appendix 3**), 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.

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

Skills Bootcamps will be within the remit of Ofsted from Wave 4 onwards (i.e. from April 2023), following the recommendations and publication of the Ofsted thematic survey from Wave 2[[2]](#footnote-3).

## Evaluation of the programme:

All employers and 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.

## Payment Terms

|  |  |  |
| --- | --- | --- |
| First Payment | Second Payment | Third Payment |
| 45% - Attended Day 1; 5 qualifying days; 5 Guided Learning Hours | 35% - course completion AND offer of an interview\* | 20% - successful outcome\*\* |

Payments will be made in monthly arrears, subject to submission of accurate monthly data and claim returns. (**Appendix 3** DfE Data Submission Sheet)

\*“Offer of an interview” refers to:

* Offer of an interview on completion, for a job that matches the new skills acquired, where the learner is fully funded.
* An offer of a new role and/or responsibilities that matches the new skills acquired, 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.

\*\*“Successful outcome” relates to the utilisation of the skills acquired, 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/change in responsibilities with an existing employer
* New contracts or new opportunities for the self-employed

# Stage 1 TEMPLATE: Seeking Decision in Principle

## Part 1: Information about the training provider

*Stage 1 Part 1 will only ever need to be completed once by a training provider.*

### Company Details

|  |  |
| --- | --- |
| **Question** | **Response** |
| Full name of the potential supplier submitting the information |  |
| Registered office address (if applicable) |  |
| Registered website address (if applicable) |  |
| Please specify your trading status  (public limited company, limited company, limited liability partnership, other partnership, sole trader,  third sector, other (please specify)) |  |
| Date of registration in country of origin |  |
| Company registration number (if applicable) |  |
| Charity registration number (if applicable) |  |
| Registered VAT number |  |
| Confirmation you have Cyber Essentials/Cyber Essentials Plus or are working towards the certification ([link](https://www.gov.uk/government/publications/cyber-essentials-scheme-overview)) |  |

### Experience of local delivery (25% Stage 1)

|  |
| --- |
| Please provide specific examples of prior successful delivery of this type of employer led training (Level 3-5 or equivalent), including within the sub-region of Cheshire & Warrington. |
| *(ADVISED MAXIMUM WORD COUNT 750)* |

### Approach (55% Stage 1)

|  |
| --- |
| How will you **engage, enrol, and maximise participation with learners**, including how you would ensure the Skills Bootcamp processes are fair, 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.* |
| *(ADVISED MAXIMUM WORD COUNT 750)* |

|  |
| --- |
| 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 as well as the final interview? (20%)  *Please detail how you plan to maintain/sustain employer engagement/commitment and progression of outcomes for learners.* |
| *(ADVISED MAXIMUM WORD COUNT 750)* |

|  |
| --- |
| **Data & Quality Management**: Approach to data collection, management and reporting. (15%)   * 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/)   * 1. *Identify and/ or quantify the measurement of successful completion* |
| *(ADVISED MAXIMUM WORD COUNT 750)* |

## Part 2: Information about the Skills Bootcamp areas of interest

*Please duplicate and complete this Part 2 section for each Skills Bootcamp area you are interested in delivering.*

### Alignment to Local Data & Labour Market Information (local to Cheshire & Warrington) (20% Stage 1)

|  |
| --- |
| 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.  *See:* [Data and Labour Market Information - Cheshire and Warrington](https://cheshireandwarrington.com/what-we-do/skills-and-education/data-and-labour-market-information/)[[3]](#footnote-4) |
| *(ADVISED MAXIMUM WORD COUNT 750)* |

### 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** |
|  |  |  |  |

### Scale and Pattern of delivery

|  |  |  |
| --- | --- | --- |
| Over a 9-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 |  |

### 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* |  | |

### 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+ |
|  |  |  |  |  |  |  |
|  | | | | | | |
| If you are estimating your Skills Bootcamp will cost £4,000+ per learner please provide an explanation below: | | | | | | |
| *(ADVISED MAXIMUM WORD COUNT 250)* | | | | | | |

**END OF STAGE 1 APPLICATION**

**Please submit to** [**grants@cheshireandwarrington.com**](mailto:grants@cheshireandwarrington.com)

**for consideration for a decision in principle.**

# Stage 2 TEMPLATE: Seeking Allocation Decision

## 1st Call Off

### Stage 2 Requirements (set by the LEP only)

|  |  |  |
| --- | --- | --- |
| Learner number | Min: |  |
| Max: |  |
| Learner start date |  | |

### Detailed Scope (30%)

|  |  |  |  |
| --- | --- | --- | --- |
| 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.* | | | |
| *(ADVISED MAXIMUM WORD COUNT 250)* | | | |
| Week / Day | Unit / Module / Content | GLH | Assessment/Assignment *(if applicable)* |
|  |  |  |  |
|  | | | |
| Please detail any and all certification/qualification/standard of the Skills Bootcamp | | | |
|  | | | |
|  | | | |
| 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. | | | |
|  | | | |

### 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 |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

#### Risk Register

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Risk Description | Likelihood | Impact | Mitigation | RAG |
|  | *Unlikely*  *Possible*  *Likely* | *High*  *Medium*  *Low* |  | *Red*  *Amber*  *Green* |
|  |  |  |  |  |

### Capacity & Resources (25%)

|  |
| --- |
| **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.* |
| *(ADVISED MAXIMUM WORD COUNT 500)* |
| Mobilisation and Marketing (15%) *While this section will not affect the outcome of Stage 1 and receiving a decision in principle from the LEP, it is however crucial to understand this information as early as possible to assist with planning of the programme and will be used as an award criteria at Stage 2.*   |  |  |  | | --- | --- | --- | | Please select any and all relevant learner start dates that you would like to be considered for. | May 2023 |  | | September 2023 |  | | January 2023 |  | | 24/25 |  | | Please estimate how long it would take for a Skills Bootcamp to start, following receipt of allocation confirmation and a signed offer letter.  *We advise a minimum of 4 weeks.* | Weeks: | | | Please provide a brief explanation regarding your mobilisation estimate, including any specific barriers to initiation. | | | | *(ADVISED MAXIMUM 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* | | | |

|  |
| --- |
| Please detail your intended **marketing plan** |
| *(ADVISED MAXIMUM WORD COUNT 250)* |
|  |
| Please capture the “elevator sales pitch” that you would use to sell the Skills Bootcamp to **learners**? |
| *(ADVISED MAXIMUM WORD COUNT 250)* |
|  |
| Please capture the “elevator sales pitch” that you would use to sell the Skills Bootcamp to **employers**? |
| *(ADVISED MAXIMUM WORD COUNT 250)* |

### Employer Evidence (30%)

|  |  |  |  |
| --- | --- | --- | --- |
| 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 Stage 2 application.* | | | |

### 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. The amount of grant subsequently available will therefore be amended once the learner types are known.* | | |

### 

### Any changes from Stage 1 (decision in principle)

|  |
| --- |
| Please detail below any changes that relate to your decision in principle |
|  |

**END OF STAGE 2 APPLICATION (1st Call Off)**

**Please submit to** [**grants@cheshireandwarrington.com**](mailto:grants@cheshireandwarrington.com)

**for consideration for an allocation decision.**

# Stage 2 TEMPLATE: Seeking Additional Allocation Decision

## Subsequent Call Off

### Stage 2 Requirements (set by the LEP only)

|  |  |  |
| --- | --- | --- |
| Learner number | Min: |  |
| Max: |  |
| Learner start date |  | |

### 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 |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

#### Risk Register

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Risk Description | Likelihood | Impact | Mitigation | RAG |
|  |  |  |  |  |
|  |  |  |  |  |

### Employer Evidence

|  |  |  |  |
| --- | --- | --- | --- |
| Name of employers actively engaged in programme | Job vacancies with guaranteed interviews | Employer contribution to programme  (i.e. planning, design, delivery) | Location of employer |
|  |  |  |  |
| *Please send any additional employer evidence as an attachment alongside your Stage 2 application.* | | | |

### Any changes from Stage 2 (1st Call Off)

|  |
| --- |
| Please detail below any changes that relate to your 1st (call off) allocation |
|  |

**END OF STAGE 2 APPLICATION (Subsequent Call Off)**

**Please submit to** [**grants@cheshireandwarrington.com**](mailto:grants@cheshireandwarrington.com)

**for consideration for an additional allocation decision.**

# Appendix 1: DfE Policy

## KPIs

|  |  |
| --- | --- |
| **Objective 1** | **Performance Indicators** |
| Participating employers to commit to interviewing for their skills shortage vacancies (SSV) from the pool of trained individuals. | * 100% guaranteed interview (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

|  |  |  |
| --- | --- | --- |
| **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 LEP 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.* | |

# Appendix 2: Terms and Conditions

Through submitting a bid, you are committing to meet and abide by the following terms and conditions.

### **Confidentiality and Disclaimer**

This prospectus is not an offer capable of acceptance but represents a definition of specific legal service requirements and an invitation to submit a response addressing such requirements.

Neither the issue of this prospectus to you, your preparation and submission of a tender, or the subsequent receipt and evaluation of your bid by The CWLEP commits The CWLEP to award a grant to you or any other bidder, even if all requirements stated in the prospectus are met. The CWLEP is not responsible directly or indirectly for any costs incurred by your firm in responding to this prospectus and participating in The CWLEP’s grant process.

All firms shall keep strictly confidential any and all information contained in this prospectus, and other information or documents made available to it by or on behalf of The CWLEP in connection with this prospectus. The firms shall not disclose, nor allow any such information to be disclosed. Submission of a formal response to this prospectus will confirm your agreement to observe these confidentiality requirements.

Contact by the firms with The CWLEP during the bidding process should only be via the contact stated within this prospectus. Respondents shall not offer or give any consideration of any kind to any employee or representative of The CWLEP as an inducement or reward for doing, or refraining from doing, any act in relation to the obtaining or execution of this or any other contract with The CWLEP.

### **Material Misrepresentation**

The CWLEP shall rely on the information provided by the bidder in relation to its offer. In providing the services as specified in the prospectus the successful provider shall comply with the contents of its offer as failure in this respect may constitute a material breach of contract.

### **Collusive Bidding**

Collusive bidding is unacceptable to The CWLEP. Any tenderer that is caught by The CWLEP to be circumventing rules or the law during this tender process will automatically be disqualified from the grant process.

This applies to any bidder who:

1. Fixes or adjusts the amount of their bid by or in accordance with any agreement or arrangement with any other person, or
2. Communicates to any person other than The CWLEP the amount or approximate amount of their proposal (except where such disclosure is made in confidence in order to obtain quotations necessary for the preparation of the prospectus for instance) or,
3. Enters into any agreement or arrangement with any other person\* that they shall refrain from bidding or as to the amount of any bid to be submitted, or
4. Offers or agrees to pay or give, or does pay or gives any sum of money, inducement or valuable consideration directly or indirectly to any person for doing or having done, or causing or having caused to be done in relation to any Offer or proposed Offer for the Services or any act or omission will be disqualified (without prejudice to any other civil remedies available to The CWLEP and without prejudice to any criminal liability which such conduct by a bidder may attract)

\*NB Sub-contracting is permissible where the bidder believes that this will enhance their proposal, however this must be clearly stated.

### **Bribery** Bribery means any offence under the Bribery Act 2010 or related Laws creating offences in relation to offering, promising, or giving a bribe or requesting, agreeing to receive, or receiving a bribe.

The provider agrees with the CWLEP that this grant will operate on the basis of zero tolerance being shown towards any Fraud and/or Bribery. The provider shall take all reasonable steps, in accordance with Good Industry Practice, to prevent Fraud and Bribery by Staff and the provider (including its shareholders, members, directors) in connection with the receipt of monies from the CWLEP and with the operation of this grant.

### **TUPE**

The following provisions regarding TUPE are extremely important. Please ensure that you read them carefully.

The CWLEP expects that TUPE will **not** apply to this grant. In cases of TUPE Tenderers are advised to seek independent professional advice on the effect of TUPE. Bidders must be prepared to accept all liabilities which may arise as a consequence of the application of TUPE, should it apply. The CWLEP takes no liability in regard to inaccuracy of TUPE information provided in this bid.

When submitting a bid, providers are required to include all costs relating to TUPE in their submission.

### **Data Protection Act Compliance**

The successful provider must comply with the UK General Data Protection Regulations (UK GDPR) and all applicable law concerning the processing of personal data and privacy.

The CWLEP privacy notice can be found at: <https://cheshireandwarrington.com/privacy-policy/>

### **Social Value**

The CWLEP’s vision to be the healthiest, most sustainable, inclusive and growing economy in the UK, closely aligns to the Government’s social value priorities.

Under the Public Services (Social Value) Act 2012 the CWLEP must consider:

1. how what is being procured might improve the economic, social and environmental well-being of the area where it exercises its functions, and
2. how, in conducting the process of procurement, it might act with a view to securing that improvement.

In addition, the National Procurement Policy Statement ([National\_Procurement\_Policy\_Statement.pdf (publishing.service.gov.uk)](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/990289/National_Procurement_Policy_Statement.pdf) sets out the following national priorities that should be considered alongside individual local priorities:

* creating new businesses, new jobs and new skills;
* tackling climate change and reducing waste, and
* improving supplier diversity, innovation and resilience.

All successful providers must be willing to work closely with the CWLEP throughout the grant duration to assist them in achieving both their vision and their social value obligations.

# Appendix 3: DfE Data Submission Template

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1. <https://cheshireandwarrington.com/what-we-do/skills-and-education/skills-bootcamps/skills-bootcamps-training-providers/> [↑](#footnote-ref-2)
2. [Skills Bootcamps will help plug skills gaps, but improvements are needed - GOV.UK (www.gov.uk)](https://www.gov.uk/government/news/skills-bootcamps-will-help-plug-skills-gaps-but-improvements-are-needed) [↑](#footnote-ref-3)
3. <https://cheshireandwarrington.com/what-we-do/skills-and-education/data-and-labour-market-information/> [↑](#footnote-ref-4)