WEST MIDLANDS COMBINED AUTHORITY

Wave 6 Bootcamp Guidance
For the year
1 April 2025 to 31 March 2026
Version 2

This document is intended for those organisations facilitating the WMCA Wave 6 Skills Bootcamp provision. Providers must read this in conjunction with the Adult Skills Programme Funding Rules and associated documents. Please visit our website to find the most up-to-date information on the documents.

Issue date;	August 2025
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Contents

WMCA Skills Bootcamp – Key Changes

Please see below the key changes to Wave 6 as compared to Wave 5:

Area	Wave 5	Wave 6 - Overview of change
2- Key Principles WMCA Geography	2.11.1- We will fund learners who live or work within WMCA geography.	2.11.1- All learners must have a WMCA postcode. We will **ONLY** fund learners who live within the WMCA devolved geography.
4. Guided Learning Hours	4.1.1. 100 Guided Learning Hours (GLH) over a maximum of 16 weeks for Digital Skills Bootcamps. 4.1.2. 60 GLH over a maximum of 16 weeks for all other sectors.	4.1.1 to 4.1.6 The GLH (Guided Learning Hours) minimum of 60 GLH and 100 GLH for Digital will remain in effect for Wave 6. We have adopted the same guidelines regarding GLH reductions that are currently applied to other Skills-funded courses. Please note we expect these instances of reduced GLH to be exceptions rather than the norm. Where the planned GLH falls between 50% and 70% of the prescribed hours for the learning aim, a funding reduction of 30% will be implemented for those identified learning aims. This means that providers will receive 70% of the original learning aim value for those hours that meet this threshold. In cases where the planned GLH is below 50% of the specified hours, a more significant funding reduction of 50% will be applied to the identified learning aims. Therefore, providers will only receive half of the original learning aim value for these reduced hours.
7. Earnings Threshold	N/A	Section 7 Under Wave 6, we are pleased to announce the introduction of an earnings threshold designed to enhance accessibility to our Skills programmes. Specifically, we will fully fund employed learners who have an annual gross income of less than £32,000 enrolled prior to 1 August 2025 or £34,194 enrolled on or after 1 August 2025, irrespective of the employer's size. This measure aims to support individuals striving to improve their skills while also balancing their financial commitments.
6. Learner Type including Co funded learners	6.1 to 6.6 3 Learner Types • Independent Unemployed • Self Employed • Co-funded – SME • Co-funded – Large Employer	6.1 to 6.6 Under Wave 6, we have redefined the learner types and % contribution from DfE and introduced a new learner type. • If a learner is unemployed, the Skills Bootcamp is 100% funded. • If a learner is Employed/Self-employed AND earns below the earnings threshold the Skills Bootcamp is 100% funded. • If a learner is Employed/Self-employed but enrols on a Skills Bootcamp independently from their employer AND is earning above the earnings threshold, the Skills Bootcamps will only be 50% funded. • Where the employer is training an existing employee, and the employee is earning above the earnings threshold the employer must contribute towards the cost of the course. - In large employers, 30% of the learner rate will need to be co-funded by the employer. - In SME's, the employer contribution is 10%.
10- Milestone 2 Outcome definition change	10.3.5 - We will fund Milestone 2 if there is an Offer of Interview.	10.3.5 - We will only fund Milestone 2 if the learner has attended a guaranteed Interview. An offer of an Interview is no longer accepted for this milestone. Please review the guidance for guaranteed interview requirements to meet the regulations set out in the guidance.
10- Milestone 3 Outcome definition change	10.3.9 to 10.3.11 and 12.2 We will fund Milestone 3 if there is an Offer of Job.	10.3.9 to 10.3.11 and 12.2 We will only fund Milestone 3 if the learner has achieved a job outcome. An offer of a job is no longer accepted for this milestone.
12. Payment Model	12.2 Wave 5 Payment Model currently is 40/30/30	12.2 – The payment model has been revised to reflect the efforts of achieving job outcomes after completion of a bootcamp and we have reflected the change by decreasing the start payment and increasing the outcome payment. The new Funding model will be a 30/30/40 model.

Area	Wave 5	Wave 6 - Overview of change
14 and 15 Data Submission to WMCA	14 and 15 Submissions in two formats Both datasheet and via ILR	Data returns will be submitted via the ILR method only. There will be no need to complete datasheets for Wave 6. We may ask for additional information on Employer engagement.

Please see below the key changes from Wave 6 Version 1 to Version 2:

Area	Wave 6 – Version 2	Overview of change
9 – Earnings Threshold	9.1 – Increase to the earnings threshold.	The WMCA earnings threshold has increased from £32,000 per annum to £34,194 effective from 1st August 2025. The new higher rate applies to all learners enrolled from 1st August 2025 onwards (with the previous lower rate applying to all learners enrolled prior to this date).
16 – Data Submissions – ILR	16.3 – Update to the *Learner Entry Tool Guidance*	The *Learner Entry Tool Guidance* has now been updated with instructions on how to process learners across the 2024-25 and 2025-26 academic years.

1. **Introduction**

1.1. This document sets out the West Midlands Combined Authority (WMCA) rules for Wave 6 Skills Bootcamp provision.

1.2. This document forms part of the terms and conditions of WMCA funding

1.3. You must operate within the terms and conditions of the funding agreement, the *Adult Skills Programme Funding Rules*, the *Skills Programmes Payment Performance Management Framework* and the *WMCA Coding Guidance*. If you do not, you are in breach of your funding agreement with WMCA. Please visit our [website](#) to find the most up-to-date information on the documents.

1.4. All information, including any hyperlinks, was correct when the WMCA published this document.

1.5. The WMCA reserves the right to make changes to these rules and will publish any updated versions on the WMCA website, it is the provider's responsibility to ensure they are compliant with the latest funding rules.

2. **Skills Bootcamps – Key Principles**

2.1. The Skills Bootcamp Wave cycle runs in line with the Financial Year (April to March) rather than the Funding Year (August to July). Accordingly, Wave 6 Bootcamps:

2.1.1. Can commence from 1st April 2025.

2.1.2. Training must be concluded by 31st March 2026.

2.1.3. Outcomes need to be achieved within 6 months of the training completion date (and so the latest possible outcomes window will close 30th September 2026).

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

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

2.4. 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, WMCA will expect a higher standard of evidence for employer engagement.

2.5. Courses are fully funded for Unemployed learners and for employed/self-employed learners below the earnings threshold. These learners must not be charged for any element of the Skills Bootcamp.

2.6. Skills Bootcamps are designed for individuals who are closer to the labour market and the assumption is that the majority of participants will have been away from the labour market less than 12-months. A Provider may only deliver a Skills Bootcamp to support adults who have been out of the labour market for longer than 12-months if they judge that a Skills Bootcamp will support them effectively into a job or an apprenticeship outcome.

2.7. No prior attainment is required unless specifically prescribed by an employer and/or specifically related to the job and sector within which the vacancies offered are situated.

2.8. Suppliers are advised to check that the learner does not already have a significant proportion of the knowledge, skills and behaviours that the Skills Bootcamp is designed to help them acquire. However, Providers may have defined selection processes and/or assessments as part of their approach to recruitment of learners.

2.8.1. If a learner does not meet the assessment requirements or it is discovered at IAG that they would benefit from improving on their [Functional Skills](#) then please signpost them to the relevant organisation.

2.9. An adult may generally only undertake one Skills Bootcamp per financial year (1 April to 31 March) and must not be on more than one Skills Bootcamp at any one time. Providers have an obligation to

ask prospective learners whether they have already undertaken a Skills Bootcamp in that funding year and if they are currently undertaking a Skills Bootcamp.

    2.9.1. However, where an individual starts a Skills Bootcamp and then realises that it is not suitable for them for whatever reason, they may start, and be funded for, another Skills Bootcamp so long as they have <u>not met/achieved</u> the first milestone payment (limited to two starts per financial year).

    2.9.2. Where an individual starts a Skills Bootcamp in one financial year, and for some reason does not complete it until the next financial year, the start date will determine whether they are eligible to undertake another Skills Bootcamp.

2.10. Skills Bootcamps should be designed to encourage the participation of underrepresented groups which may include, but not exclusively, ethnic minority backgrounds, disability, women, veterans, prison leavers, serving prisoners due to be released within 6-months of completion of the Skills Bootcamp, prisoners on temporary release or Learners with childcare or similar responsibilities.

    2.10.1. These may include those with protected characteristics (as defined in the Equality Act 2010) and those who might face barriers to employment.

2.11. You must not actively recruit learners who live outside of England.

    2.11.1. We will only fund learners who live within WMCA geography. You must not actively recruit learners who live outside of the WMCA geography.

    2.11.2. We will only fund a completion and/or outcome if it relates to an organisation registered as a UK company under the Companies Act 2006 and/or is located in England.

2.12. Please note the following age eligibility rules or Bootcamps. Learners must be:

    2.12.1. Aged 19+ or will reach their 19th birthday on or by.

        2.12.1.1. The 31st of August 2024 – for courses commencing between 1st April 2025 and 31st July 2025.

        2.12.1.2. The 31st of August 2025 – for courses commencing between 1st August 2025 and 31st March 2026.

Funding Year	Bootcamp Start Date	Aged 19+ on or before:	DoB on or before:
2024/25	Apr-25	31st August 2024	31st August 2005
2024/25	May-25	31st August 2024	31st August 2005
2024/25	Jun-25	31st August 2024	31st August 2005
2024/25	Jul-25	31st August 2024	31st August 2005
2025/26	Aug-25	31st August 2025	31st August 2006
2025/26	Sep-25	31st August 2025	31st August 2006
2025/26	Oct-25	31st August 2025	31st August 2006
2025/26	Nov-25	31st August 2025	31st August 2006
2025/26	Dec-25	31st August 2025	31st August 2006
2025/26	Jan-26	31st August 2025	31st August 2006
2025/26	Feb-26	31st August 2025	31st August 2006
2025/26	Mar-26	31st August 2025	31st August 2006

2.13. We expect all Independent Learners (not self-employed nor co-funded by their employer) to undertake a job interview upon the completion of the Skills Bootcamp. This should be for a genuine vacancy, with a new employer and be related to the skills gained through the Skills Bootcamp and the job must be expected to last at least 12 weeks.

    2.13.1. Independent Learners, who are currently in employment, are required to confirm that they intend to change employer if offered a suitable role following the interview (included in the Enrolment Form)

3. <u>Learner Eligibility</u>

3.1. The *Adult Skills Programme Funding Rules* contain full learner eligibility details in Section 1 - General Funding Requirements.

4. <u>Employer Engagement & Involvement</u>

4.1. Training providers should engage employers from the outset in the design and/or delivery of their Skills Bootcamp provision as well as gain commitment to interview candidates from the Skills Bootcamps for relevant vacancies or to establish what the impact will be if they are training their own employees. Training Providers will be required to provide evidence of their work with employers. This could include the provision of behavioural skills support, coaching and mentoring, design and/or the delivery of content as well as evidence of interviews taking place and where participants have been recruited by an employer.

    4.1.1. To this end WMCA will monitor employer engagement activity via this tracker Employer Engagement Tracker. This will be included in performance management reviews and should be updated monthly with each data return.

    4.1.2. All providers should ensure that there are sufficient live vacancies aligned to each Bootcamp.

5. <u>Guided Learning Hours and Course Length</u>

5.1. The Provider must offer Skills Bootcamps of a minimum of:

    5.1.1. Minimum 100 Guided Learning Hours (GLH) over a maximum of 16 weeks for Digital Skills Bootcamps.

    5.1.2. Minimum 60 GLH over a maximum of 16 weeks for all other sectors.

    5.1.3. We understand that there may be instances where it is necessary to reduce the GLH in order to accommodate students' Prior Attainment levels. To address this, we will adopt the same guidelines regarding GLH reductions that are currently applied to other Skills-funded courses. These guidelines, which are derived from calculations within the Scheme of Work and Curriculum Plan, are outlined as follows:

    5.1.4. If the planned GLH falls between 50% and 70% of the prescribed hours for the learning aim, a funding reduction of 30% will be implemented for those identified learning aims. This means that providers will receive 70% of the original learning aim value for those hours that meet this threshold.

    5.1.5. In cases where the planned GLH is below 50% of the specified hours, a more significant funding reduction of 50% will be applied to the identified learning aims. Therefore, providers will only receive half of the original learning aim value for these reduced hours.

    5.1.6. We want to emphasise that we expect these instances of reduced GLH to be exceptions rather than the norm. In cases where such reductions are necessary, providers must make a funding adjustment in their Individualised Learner Record (ILR) submission to Milestone 2. If we find that the delivery falls short of the recommended GLH, we will seek to conduct a reconciliation process to address these discrepancies and ensure that funding reflects the actual learning delivery.

5.2. Guided Learning is defined as follows:

    5.2.1. Guided Learning is the activity of a learner being taught or instructed by – or otherwise participating in education or training (including placement, onsite or practical education or training) under the immediate guidance or supervision of a lecturer, supervisor, tutor or other appropriate provider of education or training, with the simultaneous presence of the learner and that person in the same physical or virtual space. This could include, but is not limited to, simultaneous presence: in a classroom, in a virtual classroom or breakout room, on-site, placement, or another physical learning environment.

5.2.2. GLH can include learners being taught content in the same physical or virtual space (such as a classroom style delivery), as well as undertaking project work, workshops and assessments which are under the regular guidance, supervision and support of a tutor i.e. the tutor is 'circulating', checking in on groups/learners, offering advice, guidance and feedback, asking prompt questions to stimulate ideas, getting learners on the right path etc. This can also include work-based activities and coaching and mentoring among others.

5.2.3. GLH does not cover examples where learners are sent off to do a project independently, in groups or alone where the tutor is not regularly supporting or interacting in the ways described above i.e. it does not include time spent on unsupervised preparation or study, whether at home or otherwise. It also does not include optional, drop-in sessions that learners can book in addition to the planned guided learning hours set out for the Skills Bootcamp.

5.3. Course length

5.3.1. Skills Bootcamps are flexible educational programmes designed to support transitions in and within the workforce. To maintain this flexibility, we have set a maximum delivery duration of 16 weeks and established a minimum delivery requirement of 4 weeks. This ensures that participants receive quality provision that meets their needs and planned outcomes.

5.3.2. We understand that there may be circumstances where either an employer or an individual needs adjustment to these established timelines. In such cases, we encourage service providers to seek written approval for any proposed changes before the cohort begins. This process helps ensure that all parties involved can align their expectations and maintain the integrity of the Bootcamp programme while accommodating specific needs

6. **Course Content & Flexibility**

6.1. The Provider must ensure that the Skills Bootcamps:

6.1.1. Can be reasonably delivered to a Learner concurrently employed in either a full-time or part-time role or around other commitments,

6.1.2. Are accessible to Learners,

6.1.3. Training Providers must make reasonable adjustments, as appropriate for those Learners with Protected Characteristics (as defined by the Equality Act 2010),

6.1.4. We will not fund any part of any learner's learning aim or programme that duplicates the provision they have received from any other source.

6.2. The Provider must deliver 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, providing pastoral services to help participants complete the Skills Bootcamp 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).

6.3. The Provider may deliver Skills Bootcamps remotely online or face to face or through a blended approach.

6.4. All Skills Bootcamps delivery must be completed by 31st March 2026.

6.5. All Skills Bootcamp outcomes must be achieved within 6 months of course completion and by 30th September 2026 at the latest.

7. **Break in Learning**

7.1. Break in Leaning (BIL) - Providers should ensure that learners have full commitment to the programme prior to commencing, however, we understand that there are genuine reasons that

learners may need a break in learning for circumstances that are out of their control. For this, we have agreed on the process below.

    7.1.1. To support a Break in Learning (BIL), while ensuring the programme length requirements are achieved, we will process and approve BILs via two processes, depending on the amount of learning completed on the programme.

    7.1.2. You can suspend learning while the learner takes an agreed and organised break from learning, where it is known that the intention of the learner is to return.

    7.1.3. This allows the learner to continue later with the same eligibility that applied when they first started their learning. Typical examples include long-term sickness.

    7.1.4. Breaks in learning must not be used to 'suspend' learning where contact is lost, or the attendance or academic performance of the resident is poor.

    7.1.5. You must not use a break in learning for short-term absences, such as holidays or short-term illness, programme commitments should be addressed during Initial Advice and Guidance (IAG) to ensure they can complete the programme.

    7.1.6. Where the resident does not return, you must report the aim/programme as withdrawn from the last date of attendance that you hold evidence for.

    7.1.7. WMCA will monitor the volume of BIL processed throughout the academic year.

    7.1.8. The WMCA will not fund a resident during a break in learning.

    7.1.9. THE WMCA will not allow BILs after M2 is claimed.

    7.1.10. BIL process

        7.1.10.1. You must have evidence that the learner agrees to return and continue with the same learning aim; otherwise, you must report the learner as withdrawn. The way we process BILs will depend on the amount of learning already completed as set out below, this only applies to those who haven't met Milestone 2:

            7.1.10.1.1. Less than 50% delivery: You will need to update the ILR to record a Break in Learning, please refer to the Coding guidance. Once the learner returns, the record can be reopened and updated, when required, to reflect the actual completion date.

            7.1.10.1.2. More than 50% delivery: After the 50% threshold, you should update the ILR as Withdrawn/No Achievement. If the learner returns, they can complete the programme, but the original end date will remain the same; Once completed, the outcome can be changed to "achieved" if they meet the Milestone 2 (M2) requirements.

8. <u>Learner Types and Co-Funded Learners</u>

8.1. WMCA has amended the funding eligibility of learners for Wave 6 in line with the below information.

Unemployed	Employed/self-employed learner – Earning below earnings threshold	Independent - Employed/self-employed learner, earning above earnings threshold (Co-Funded)	Employed/self-employed learner – earning above earnings threshold- SME (Employer contribution)	Employed/self-employed learner – earning above earnings threshold– Large employer (Employer contribution)
Fully Funded	Fully Funded	50% - Co-funded	10% contribution from employer	30% contribution from employer

8.2. Where a learner is unemployed, the Skills Bootcamp will be fully funded.

8.3. Where the learner is Employed/Self-employed AND earning below the earnings threshold the Skills Bootcamp will be fully funded.

8.4. Where a learner is Employed/Self-employed but enrols on a Skills Bootcamp independently from their employer AND is earning above the earnings threshold, funding of the Skills Bootcamps will be 50% of the overall funding.

8.5. Where the employer is training an existing employee, and employee is earning above the earnings threshold the employer must contribute to the cost of the course. The amount of contribution is determined by the size of the employer (a small or medium sized employer is defined as having fewer than 250 employees).

    8.5.1. In the case of large employers, 30% of the agreed learner rate to be funded by the employer.

    8.5.2. In the case of small and medium employers the employer contribution is 10%.

8.6. Existing employees are defined as someone directly employed by the employer, not a worker, sub-contractor freelancer, director or officeholder.

    8.6.1. However, where a director or office holder is also an employee the employer will be expected to contribute. Further information on employment status is in the Adult Skills Funding Programme Rules.

8.7. The entirety of the cash co-funding contribution must be from the employer and cannot be substituted for any additional in-kind contribution (e.g. the supply of equipment or expertise etc).

    8.7.1. Providers are responsible for ensuring they collect and maintain evidence of payment of the employer's contribution. This will need to be evidenced in the form of an invoice from the training provider to the employer.

8.8. Providers are free to agree on further funding contributions from employers should they want to enhance the content of the Skills Bootcamp. All contributions must be evidenced.

8.9. Individuals must not be charged for any element of the Skills Bootcamp.

9. Earnings Threshold

9.1. Under Wave 6 of our initiative, we are pleased to announce the introduction of a low-wage threshold designed to enhance accessibility to our Skills programmes. Specifically, we will fully fund employed learners who have an annual gross income of less than £32,000.00 and are enrolled prior to 1 August 2025 irrespective of the employer's size. For learners enrolled on or after 1 August 2025 this threshold is £34,194. This measure aims to support individuals striving to improve their skills while also balancing their financial commitments.

9.2. To ensure compliance with this funding provision, it is essential that you collect and retain evidence of the resident's gross annual wages at the outset of the learning programme. Acceptable forms of documentation include a wage slip dated within the three months leading up to the resident's learning start date, a bank statement that reflects the amount paid, or an employment contract that explicitly outlines the gross monthly or annual wages. Proper verification of this information is crucial to facilitate the funding process and guarantee that eligible learners receive the necessary support.

10. Whistleblowing & Complaints Guidance

10.1. Providers, and where appropriate sub-contractors, must ensure that all applicants, learners, and staff linked to Skills Bootcamps delivery are aware of the WMCA's Whistleblowing and Complaints policies and processes. This will be monitored as part of the contract monitoring process.

11. Achievement Milestones

11.1. **Milestone 1 – Learner Starts:**

    11.1.1. Registration for and attendance of Day 1, completion of 10 GLH with 14 qualifying days (calendar days) having elapsed with the learner remaining on programme.

11.2. **Milestone 2 – Learner Completions:**
    11.2.1. Successful completion of a Skills Bootcamp training course which requires both;
        11.2.1.1. <u>Part A</u>:
            11.2.1.1.1. Participation in a minimum of 80% of the course GLH (please note this cannot be less than the minimum of 100 GLH for Digital Skills Bootcamps or 60 GLH for all other sectors). (Funding will need to be reduced when below the required amount)
            11.2.1.1.2. Successful completion of all required assessments and exit reviews.
        11.2.1.2. <u>Part B</u> (according to learner type):
            11.2.1.2.1. Independent/Unemployed Learner – Written confirmation of attendance of an interview.
            11.2.1.2.2. Self-employed Learner – Written confirmation from the learner of how the new learning/skills have been/will be applied to acquire new opportunities/contracts.
            11.2.1.2.3. Co-funded Learner – Written confirmation from the employer of attendance of interview for a new role which utilises skills gained through the Skills Bootcamp or written confirmation from an employer that the learner is equipped to take on additional responsibilities which utilises skills gained through the Skills Bootcamp.

11.3. **Milestone 3 – Learner Outcomes:**
    11.3.1. Positive outcomes (according to learner type) must be achieved within 6-months of course completion (or by 30th September 2026, the outcomes time limit – whichever occurs first).
        11.3.1.1. Independent/unemployed Learner – evidence of a new job which must be continuous employment for at least 12-weeks or an apprenticeship.
        11.3.1.2. Self-employed Learner – The learner obtaining new contracts or new opportunities linked to the Skills Bootcamp.
        11.3.1.3. Co-funded Learner – evidence of a new role or additional responsibilities in an existing role - all outcomes must utilise the skills acquired via the Skills Bootcamp.

12. **Evidence Requirements & Learner Pack**

12.1. The *Adult Skills Programme Funding Rules* outline the WMCA's eligibility requirements, providers must gather learner evidence as listed in *Annexe D Evidence pack)*. This is to be in conjunction with the below requirements laid out by DfE.

12.2. We have created a template for the Skills Bootcamp [enrolment form](), which providers are welcome to use. Alternatively, you may use your own version provided it includes all required information.

12.3. WMCA have produced a set of evidence assurance requirements (to which our audit process is aligned), that will need to form part of each participants Learner Evidence Pack. Please see said requirements set out below with links to the relevant documentation.
    12.3.1. If, on review, the evidence provided by the Provider is deemed insufficient to substantiate a data submission by the Provider, or the data/evidence submitted by the Provider is otherwise found to be incorrect, we will look to reclaim any funds that were paid out based on that data submission/claim. We also reserve the right to suspend payments to the Provider where data quality gives rise to concern about the accuracy of the data provided by the Provider.

12.4. **Evidence Assurance Requirements** (please refer to [Appendix 1: Evidence Table]() for full details of evidence options by milestone). You should collect and retain this evidence for each individual learner.
    12.4.1. **For each Skills Bootcamp.**
        12.4.1.1. Full details of all the aspects of the learning to be carried out, including supporting evidence of the number of planned guided learning hours set out in a Scheme of Work (SoW).
        12.4.1.2. Evidence that all employers engaged with the Skills Bootcamp have received the Skills Bootcamp Employer Privacy Notice and agreed to the collection and sharing of data as set out in the Notice.
    12.4.2. **Clarification on *the use of Recruitment Agencies***
        12.4.2.1. Interviews by a recruitment agency will only be accepted 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 where employers engaged by the provider have contracted with a recruitment agency to interview candidates for relevant job vacancies/roles on their behalf.

12.4.2.1.1.   If providers 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.

12.4.2.2.   The following will not be accepted as satisfying the milestone 2 interview requirement;

12.4.2.2.1.   Providers sending lists of interviews to learners.

12.4.2.2.2.   Learners being signed up to recruitment agencies.

12.4.2.2.3.   General interviews with recruitment agencies without a live vacancy attached.

12.4.2.2.4.   Interviews arranged where learners are invited to employer meet and greet sessions (e.g. an employer insight day).

12.4.2.2.5.   Interviews arranged where learners are invited to meet employers as part of an initial screening process.

12.4.2.2.6.   Interviews arranged where learners are invited to webinars and open days.

12.4.2.3.   **Clarification of *Paid Employment for a Minimum of 12 Continuous Weeks* (**

12.4.2.3.1.   Job guarantee evidence to support payment claims is acceptable where the following apply;

12.4.2.3.2.   A) We have confirmation of the start of a job that utilises the skills acquired by attending the Skills Bootcamp (to include the job role).

12.4.2.3.3.   B) Where this is for an initial temporary assignment for less than 12 weeks, guaranteed job to include the role, start date and length of the assignment.

12.4.2.3.4.   C) If the job is a temporary assignment for less than 12 weeks there must be confirmation that further assignments will follow.

12.4.2.3.5.   D) If learners are employed on a zero-hours contract by an employer this is acceptable provided (A) & (B) & (C) is provided.

12.4.2.3.6.   E) If learners are employed on a zero-hours contract by an agency with no line of sight to a guaranteed job this remains unacceptable.

12.4.2.3.7.   F) If learners are employed on a zero-hours contract by an agency this is acceptable provided (A) and (B) & (C) are provided.

12.5. **Evidence Assurance Requirements – Appendices.**

12.5.1.   Appendix 1: Evidence Table – Gives details of the minimum required evidence to validate learner progress through a Skills Bootcamp. The evidence is aligned with the Milestone points.

12.6. We recognise that there may be instances where a learner has changed their status part way through their Skills Bootcamp e.g., from self-employed to actively looking for, and obtaining, a job, and therefore their expected completion/outcome has changed. Where that is the case, please discuss this with your Skills Delivery Officer to confirm what evidence requirements are expected to enable a claim to be made.

12.7. The evidence pack for a Skills Bootcamp must contain evidence to support the funding claimed and must be available to us as requested. In reviewing this evidence, we are seeking assurance that the learner can be verified and that they have undertaken the activities claimed for.

12.8. Sampling of evidence will be done throughout the Contract Period to verify evidence to support claims submitted by the Provider. In cases where irregularities are identified, we reserve the right to carry out further checks and other remedial actions.

12.9. The *Adult Skills Programme Funding Rules* outlines the WMCA's requirements in relation to the use of digital/electronic signatures in *Annexe D Evidence Pack*.

13. **Key Performance Indicators**

13.1. Skills Bootcamps are short, intensive employer led opportunities that should be designed to meet the need of the current labour market. Skills Bootcamps must be developed with employers to ensure there are opportunities for all Learners.

13.2. The required KPIs are detailed within the specification document

13.3. Providers are not permitted to over deliver on Learner starts to account for low achievement of Milestone 2s and 3s.

14. WMCA Payment Schedule

14.1. Payments will be made in accordance with data submitted via the ILR (please see Section 15 below for full details).

14.2. All courses are structured 30/30/40

Milestone 1	Milestone 2	Milestone 3
	Contract Delivery	Outcome
On Programme Payment	Course completion and attendance of a guaranteed job interview (or equivalent)	On job outcome (or equivalent)
30%	30%	40%
Payment Trigger		
Entering the Learning Aim Reference Code for the Bootcamp + 14 calendar days elapsing	Entering the Milestone 2 – Course completion and attendance of guaranteed interview	Entering the Milestone 3 – On job outcome (or equivalent)

15. Data – Overview & Purpose

15.1. Delivery partners should pass these on to learners and employers respectively, so all individuals are aware of how any personal data collected will be used. The data return will request confirmation from Providers that learners and employers have received this.

15.2. Providers must supply the WMCA with data in accordance with the following:

15.2.1. Adherence with the UK GDPR and DPA 2018.

15.2.2. To support payments to be made, to enable reconciliation to take place and to support the contract management process.

15.2.3. In response to any requests made by DfE.

16. Data Submissions – ILR

16.1. Delivery partners are expected to make their monthly submissions via the ILR return ONLY. The ILR return should be completed in line with WMCA Skills Programme Coding Guidance.

16.2. The guidance below will detail how data returns should be submitted.

16.3. In addition to the Coding Guidance (above), we have created the Learner Entry Tool Guidance document to assist you with the submission of this data.

16.4. Delivery partners are expected to submit ILR returns in line with the data submission timetable (below).

16.4.1. Please note, the dates displayed are the collection window closing deadlines. The collection window typically opens 3-weeks beforehand and closes at 6pm on the dates displayed below.

17. **Data Submission Timetable 2025/26**

	ESFA ILR Collection Dates (4th Working day of each month)
R09	06/05/2025
R10	05/06/2025
R11	04/07/2025
R12	06/08/2025
2025	
R01	04/09/2025
R02	06/10/2025
R03	06/11/2025
R04	04/12/2025
R05	06/01/2026
R06	05/02/2026
R07	05/03/2026
R08	06/04/2026
R09	06/05/2026
R10	04/06/2026
R11	06/07/2026
R12	06/08/2026
R13	11/09/2026
R14	23/10/2026

18. **Best Practice & Pre-submission Quality Checks**

18.1. The quality of the data submitted is the responsibility of the provider. Successive instances of errors being submitted that should have been resolved may result in Cause for Concern action.

19. **Contacting Us**

19.1. Please always contact your Skills Delivery Officer in the first instance. Should you need to use the below contacts, please ensure you copy your Skills Delivery Officer into any emails.

19.2. You can contact us through our query mailbox at skills.programmes@wmca.org.uk.

19.3. For ILR data queries, you can contact aebdatareturns@wmca.org.uk.

19.4. For Quality and Compliance questions, please contact the Quality and Standards team QualityandStandards@wmca.org.uk.