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**Skills Bootcamp – Wave 6**

**Stage 1 – Application Process**

**Application for grant funding for Skills Bootcamp activities across Leicester & Leicestershire**

**Important Information**

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

* When completing this application please aim to limit to the word count outlined for each individual question.
* If your application is successful, you will need to submit evidence of Employer and Public Liability insurance cover (minimum £5,000,000) and Professional Indemnity insurance (minimum £2,000,000), and Health & Safety, Equality & Diversity, Sustainability and Safeguarding policies (if relevant). We may seek references if we have not worked with you previously.
* If you have any difficulty completing this application form, please contact Leicester City Council for technical guidance by emailing [regeneration.programmes@leicester.gov.uk](mailto:regeneration.programmes@leicester.gov.uk)

**PLEASE COMPLETE THE STAGE 1 APPLICATION FORM FOR EACH BOOTCAMP THAT YOU ARE LOOKING TO DELIVER**

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

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

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

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

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

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| 1.6 Has your organisation been subject to any 1) financial clawback for underperformance or breach of contract during the past 24 months (including any DFE skills bootcamp contracts)? If yes, please state the reason(s) why and the total amount returned. |
| Click or tap here to enter text. |

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

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

# *\*If invited to stage 2, evidence of policies and insurance will need to be provided.*

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| **2.1 Experience of Delivery (25%)** |
| Please detail all geographical areas where you plan to deliver, are delivering, or have delivered a DfE funded Skills Bootcamp programme.  *For all active and previous Skills Bootcamp delivery programmes we will be seeking references.*  (Advised Max Word Count 750) |
| Click or tap here to enter text. |
| Please provide specific examples of prior successful delivery of this type of employer led training (e.g. Level 2-5 or equivalent, industry sector, areas of focus, numbers, outcomes achieved including job outcomes  ), within the sub-region of Leicester and Leicestershire  (Advised Max Word Count 750) |
| Click or tap here to enter text. |

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| **Part 2.2 Approach (40%)** |
| **Part 1: Recruitment Approach:** How will you **engage, enrol, and maximise participation with learners**, including how you would ensure the Skills Bootcamp processes are fair, inclusive, transparent and accessible (recruitment/screening/onboarding)?  *Please also detail how you will support applicants and/or learners who are unsuccessful or drop-out at any stage.*  **Part 2: Engagement and Suport**: If you intending to deliver fully or partially online. How will you ensure that learners are fully engaged throughout all the sessions and receive the individual support and adjustments they may require?  *Please also clearly outline if you are looking to deliver specific cohort or are looking or collating groups other areas of the country.*  (Advised Max Word Count 1000) |
| Click or tap here to enter text. |

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| How will you **work with local employers**, and ensure their full involvement in the recruitment to and the design and delivery of the Skills Bootcamp (in the targeted sectors mentioned above) as well as having job opportunities available, including details of engagement with those self-employed or looking to be self-employed?  *Please detail how you plan to maintain/sustain employer engagement/commitment and progression of outcomes for learners.* (Advised Max Word Count 750) |
| Click or tap here to enter text. |

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| **Part 2.4 Data & Quality Management (15%)** |
| **Data & Quality Management**: Approach to data collection, management and reporting. (20%)   * 1. *Describe how you will ensure that all required data is collected and reported at the required intervals, and of the necessary accuracy/quality.* *We expect bidders to demonstrate their approach to robust data collection.  Data collection, storage and retrieval must be compliant with the requirements of General Data Protection Regulations (GDPR)*   [Guide to the UK General Data Protection Regulation (UK GDPR) | ICO](https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/)  *Identify and/ or quantify the measurement of successful completion* |
| Click or tap here to enter text. |

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| Part 3 Information about the Proposed Skills Bootcamp (note: if providers are new to skills bootcamps or the Leicester & Leicestershire a pilot cohort may be awarded – see guidance for further information) |

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| **3.1 Alignment to Local Data & Labour Market Information (20%)** (local to Leicester and Leicestershire, scope, themes, outline delivery) |
| Please detail evidence in relation to the demand for the skills developed through this Skills Bootcamp theme, including evidence of skills gaps and vacancies in the local labour market, employer research/evidence/feedback.  <https://www.lsr-online.org/leicestershire.html> [www.llep.org.uk](http://www.llep.org.uk)  (Advised Max Word Count 750) |
| Click or tap here to enter text. |

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| **3.1 Scope Themes & Level of Skills Bootcamp** | | | |
| Please complete the below table for the Skills Bootcamp areas that you wish to register interest to deliver. | | | |
| **DFE Category** | **Core Subject Area** | **Skills Bootcamp Name** | **Level** |
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| **3.1 Scale and Pattern of delivery** | | |
| \*PLEASE NOTE, FAILURE TO DELIVER TARGETS MAY RESULT IN FUNDING BEING REALLOCATED TO OTHER PROVISION | | |
| Over a 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 |  | |

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

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| **3.1 Approximate Costs** | | | | | | |
| Please select the most relevant total cost estimate (100%) for your Skills Bootcamp per learner, i.e., including any potential employer contribution: | | | | | | | |
| £1,001-£1,500 | £1,501 -£2,000 | £2,001 -£2,500 | £2,501 - £3,000 | £3,001 –  £3,500 | £3,501 –  £4,000 | £4,000+ | |
|  |  |  |  |  |  |  | |
| Please note, the Leicester & Leicestershire average cost per learner is set at **£3,500,** and the region must maintain its due diligence of delivering value for money within the public sector, but also must look to maintain its average cost across the programme.  Therefore, please provide a rationale as to:   * Why the cost per guided learning hour proposed is applicable for this sector * How your proposal will still deliver value for money * An explanation as to the cost breakdown.   (Advised Max Word Count 500) | | | | | | | |
| Click or tap here to enter text. | | | | | | | |

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| **Name:** |  |
| **Position:** |  |
| **Date:** |  |
| **Signature:**  *(Electronic signature is acceptable)* |  |

Please confirm if you have ever had a government contract or Grant funding agreement terminated for any reason, not limited to failure to deliver. Yes  No

**END OF STAGE 1 APPLICATION**

**Please submit to** [**regeneration.programmes@leicester.gov.uk**](mailto:regeneration.programmes@leicester.gov.uk) **for assessment**