



Skills Bootcamps - Wave 6: Learner Entry Tool Guidance Version 2.0

INTRODUCTION

- The Learner Entry Tool (LET) allows users to manually create Individualised Learner Record (ILR) data, in XML files. It also allows the migration of data files from previous academic years. The software is free to users, without access to a data management system, who will submit ILR data to the Education & Skills Funding Agency (ESFA).
- This guidance document has been created to help Providers who have a Department for Education Skills Bootcamp contract with the West Midlands Combined Authority (WMCA), complete and submit their ILR data. It uses visuals from the ESFA LET for 2025/2026. This version of the LET is needed for ILR submissions for the second part of Wave 6 Bootcamps,
- This document mirrors the ESFA LET guidance document and applies WMCA data reporting and performance management requirements. Further information can be gained via the ESFA LET guidance document.
- The information included in this document can also be used as a guide for Providers who do not use the LET to generate an XML.
- The latest version of the Learner Entry Tool can be downloaded via this link: [ILR Learner entry tool](#). New versions are released throughout the year and Providers need to ensure that they use the latest version to submit their data
- Input has also been based on the Skills Bootcamp recording section of the Provider Support Manual: [Provider Support Manual](#)
- Destination recording for Wave 6 Bootcamps must be recorded via the WMCA Destination Portal, please refer to related guidance documents and the WMCA coding guidance
- The Department for Education may release updates to the 2025/2026 LET. Providers must ensure that they are using the latest version to record their data and submit ILR returns.

2024/2025 TO 2025/2026 TRANSITION

As Wave 6 Bootcamps cross over two Adult Skills academic years, Providers will have some learners who started in the 2024/2025 academic year and are continuing into the 2025/2026 academic year. To ensure that their information is in the 2025/2026 version of the Learner Entry tool. Providers will need to import data from the 2024/2025 Learner Entry tool into the 2025/2026 version.

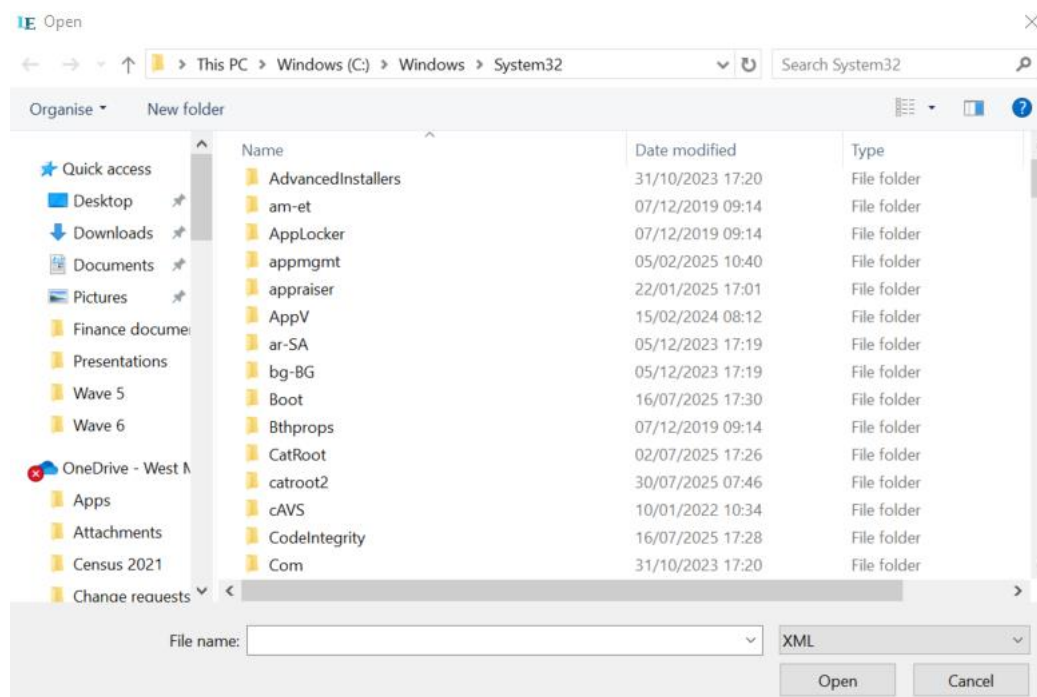
Following the R12 2024/2025 submission in August 2025, Providers will have the latest version of their XML for the April to July 2025 part of Wave 6 Bootcamps.

The 2025/2026 Learner Entry tool needs to be downloaded and opened on the homepage:



The screenshot shows the ILR Learner Entry Tool interface. At the top, there is a black header bar with the Department for Education logo on the left and the text "ILR Learner Entry Tool 2526.1" on the right. Below the header, there is a navigation bar with "Home Page" and "Learners" tabs. The "Learners" tab is active. The main content area has a "UKPRN :" label followed by a text input field. Below this, there is a "Learner count" label followed by a text input field containing the number "0". To the right of the "Learner count" field, there is a button labeled "Open Export Folder". Below the "Learner count" field, there are two buttons: "Export Data" and "Import Data". The "Export Data" button is highlighted with a blue border, and the "Import Data" button is highlighted with a blue border.

Click on the Import Data option, which will prompt a new screen to show:



You will then need to navigate to where the XML for the R12 submission of 2024/2025 is saved and click on that file and then click open.

The data will then be imported into the 2025/2026 version.

Only learners who are continuing will be imported. For example, if a learner started a Bootcamp in April 2025 and Milestone 2 and 3 have been claimed, this learner will not be in the 2025/2026 version as no further recording is required.

If a learner started a Bootcamp in July 2025 and only Milestone 1 has been claimed, then their record will have been imported into the 2025/2026 version.

It is the Provider's responsibility to ensure that all relevant learners have been imported into the 2025/2026 version. We recommend that you check the data following import, compared with your R12 Skills Bootcamps Devolved occupancy report.

Any updates from August 2025 onwards need to be recorded in the 2025/2026 version of the LET. For example, a Learner attends an interview on the 08/08/2025. This should be recorded in the 2025/2026 version.

Any starts, or Milestone 2 and Milestone 3 claims that are dated between April 2025 and July 2025 should be recorded in the 2024/2025 ILR data. Providers have the R13 and R14 submissions to ensure that this timeframe's data is accurate. Adding a Milestone 2 record that is dated in July 2025 into the 2025/2026 version of the LET, will not result in payment for that Milestone in 2025/2026 – this should be in the ILR submissions for 2024/2025.

RECORDING CONTEXT:

Skills Bootcamps are made up of the following elements, all of which must be recorded as funding model 37, source of funding 105 and programme type 32. Guidance on recording these are explained on the following pages, with further recording details in Appendix A

Programme aim – every Skills Bootcamp must have a programme aim spanning across the entire duration of the programme. This must be recorded using ZPROG001 and Aim Type 1. This aim should have a start date corresponding to when the bootcamp starts and an end date which is the overall end date of the bootcamp - when the bootcamp learning has finished.

A Component learning aim – every Skills Bootcamp must have a component learning aim to represent the learning taking place.

All component learning aims to represent the learning must be recorded as Aim Type 3 and these learning aims must be listed on Find a learning aim and providers must use learning aims marked with:

Category code 62: DFE Skills Bootcamps – examples are referenced in Appendix B

This aim must be recorded with the same Learning Start Date as the Programme aim. **These are specified by WMCA for Wave 6 delivery**

Against the component learning aim, complete the Learning Actual End Date when all learning activities have taken place. Record Outcome = 8 'Learning activities are complete but the outcome is not yet known' at the end of learning if the event(s) is still to be recorded.

An Event learning aim – For Wave 6 Bootcamps that started before August 2025

A component aim representing an event related to the programme, if applicable – One of the following should be recorded if an event occurs and is related to the learning from the bootcamp:

- use learning aim reference Z0059747 for Skills Bootcamp: written confirmation of attendance of an interview
- use learning aim reference Z0059748 for Skills Bootcamp: 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.
- use learning aim reference Z0059749 for Skills Bootcamp: written confirmation from the learner of how the new learning/skills have been/will be applied to acquire new opportunities/contracts. (Self-employed only)

An Event learning aim – For Wave 6 Bootcamps that started from August 2025 onwards

For learners starting Skills Bootcamps programmes on or after 1 August 2025 use Event Indicators (EVI) to represent events related to the programme. Event Indicators are a Learning Delivery Funding and Monitoring Type, EVI. If applicable – one of the following event indicators must be recorded if one of these events occurs and is related to the learning from the bootcamp:

- use EVI 1 for written confirmation of attendance at an interview for a role which matches skills acquired during a bootcamp
- use EVI 2 for 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.
- use EVI 3 for written confirmation from the learner of how the new learning/skills have been/will be applied to acquire new opportunities/contracts. (Self-employed only)

One of these event indicators listed above must be recorded if the event occurs and must be recorded on the programme aim. Use the date applies from field to record the date the event took place.

Once the event(s) have been recorded, the Outcome field of the component learning aim must be updated accordingly.

If an event indicator is recorded but a Job offer is not made, on the programme aim, record the programme as completed (compstatus = 2), record Outcome = 3 'No achievement'. Do not return an Achievement Date.

LET consists of two main tabs:

- Home Page - Provides a summary of records imported, allow imports and exports of data
- Learners - View, amend, delete and add details of all learners associated with the imported data or to create records



Department for Education

ILR Learner Entry Tool 2526.1

Home Page Learners

UKPRN :

The following pages will detail how data needs to be returned for Skills Bootcamps

Key:

- ✓ **MANDATORY FIELD** - This field must be completed for the data to be included in the XML
- ✓ **VALIDATION RULE** - This shows where the field has a specific WMCA validation rule applied to it. Where the data in the ILR fails the validation rule, it will appear in the “no pay” report and will generate no funding for that Return
- ✓ Fields highlighted in grey are not commonly used and will only need to be completed under certain conditions
- ✓ Not all fields and tabs in the Learner Entry Tool are relevant to Bootcamps

Homepage

Home Page **Learners**

UKPRN :

Learner count	1
Learning delivery count	1
Learners excluded from export count	1

Export Data :

Import Data :

	Area	Notes
1	UKPRN MANDATORY VALIDATION	Input your UK Provider Reference Number (UKPRN) in the home screen. This will be used throughout the application and will also be the filename of the exported ILR file. This UKPRN should match the UKPRN used in the signed contract with the WMCA.
2	Learner count Learning delivery count Learners excluded from export count	Number of learners in the LET (will show as 0 until data is imported in or added manually) Number of learning aims being delivered Number of learners that will be excluded from the ILR
3	Export data	This will create the XML data and allows you to select where to save the data

	Area	Notes
4	Import data	Allows a 2024 to 2025 ILR data file to be imported into the LET for continuing learners. The data is converted to match the format for the funding year 2025/2026. Also used to import previous XML files into the latest version of the LET
5	Open Export folder	Allows you to select where to export and save the ILR file generated by the LET

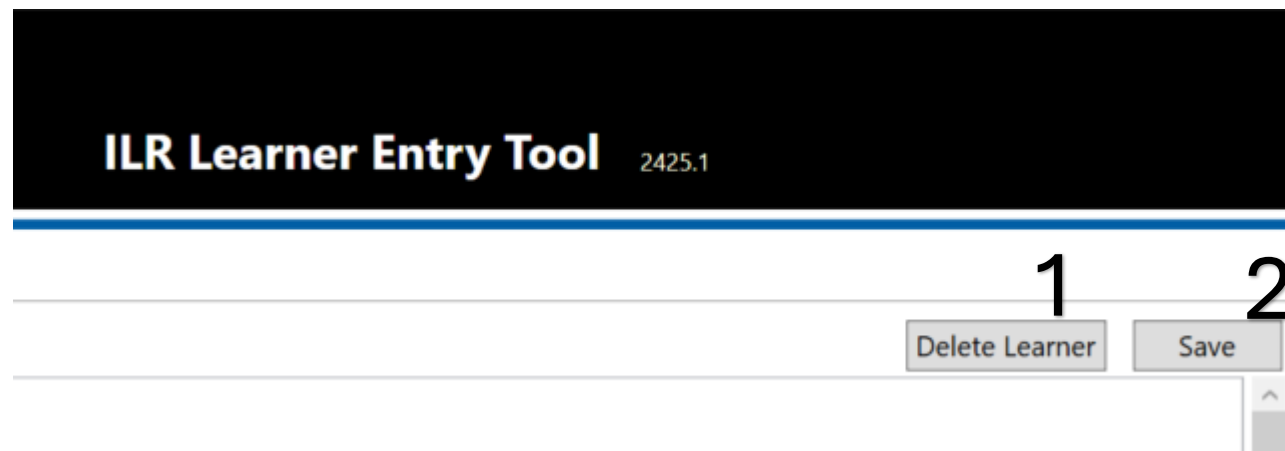
Learner Homepage

The screenshot shows the 'Education & Skills Funding Agency' logo at the top. Below it, there are two tabs: 'Home Page' and 'Learners'. The 'Learners' tab is selected and labeled with a large number '1'. Below the tabs, there is a 'Filter :' dropdown menu labeled with a large number '2'. To the right of the filter is an 'Add Learner' button labeled with a large number '3'. Below the filter, there is a red box containing a form for adding a learner. This box is labeled with a large number '5'. Inside the red box, there are fields for 'Ref : 0001', 'Name :', 'DoB :', and 'ULN :'. There is also a 'Don't Export' checkbox labeled with a large number '4' which is checked. To the right of the red box, there is a list of required fields: 'Given Names - required', 'Family Name - required', 'Sex - required', 'ULN - required', 'Ethnicity - required', and 'Postcode required'.

	Area	Notes
1	Learners tab	This is where information on the learner and Bootcamps is entered
2	Filter	The filter option allows the user to search for a learner using a name, reference number, Unique Learner Number (ULN) etc.
3	Add Learner	This will add a new blank learner section (the right hand screen) The new learner will be added to the Learner list (5) The Ref number will be the next number in sequence

	Area	Notes
4	Don't export tick-box	<p>If this box is ticked then it will not be exported in the ILR. It is automatically ticked where there are data errors in the information for that particular learner. Once these are fixed the tick in the Don't export box will disappear</p> <p>The box can be ticked so that the learner won't be included in the XML. This may be needed when there are known data quality issues which in the short term cannot be resolved</p>
5	Learner list	This list details all the learners included in the Learner Entry tool

Learner Homepage continued



This tab allows you to enter and update records

	Field	Notes
1	Delete Learner	Use this button to delete the currently open learner record. A prompt box will pop up asking you to confirm
2	Save	Saves all current data including the currently open learner record. The Learner Entry does not save data automatically as it is added but it will be saved automatically as the application is closed

Learner tab, top section

LEARNER :

Given Names - required
 Family Name - required
 Sex - required
 ULN - required
 Ethnicity - required
 Postcode required

Learner reference number : 0001 **1** Previous reference number :
 Unique learner number (ULN) : **2** Previous UKPRN :
 Pre-merger UKPRN : Campus Identifier :
 Given names : **3** Family name : **5**
 Date of birth : Select date **4** 15 Sex : **6**

	Field	Notes
1	Learner reference number MANDATORY FIELD	Automatically populated when a new learner is added to the Learner Entry tool with the next number in sequence. This ref can be changed with the field accepting numbers and letters
2	Unique Learner Number (ULN) MANDATORY FIELD	This is a mandatory field required by the WMCA. Where this number is not known, a temporary ULN number 9999999999 can be used. ULN's can be gained and created via the Learner Record Service. Learning Record Service
3	Given names MANDATORY FIELD	The forenames (first names) of the learner

	Field	Notes
4	Date of birth MANDATORY FIELD VALIDATION RULE	The date of birth of the learner. Under 19-year-olds are not routinely funded by Bootcamps. The date of birth is used to calculate the age group the learner falls into. Under 19-year-old learners will appear on the no pay report
5	Family name MANDATORY FIELD	The surname or family name of the learner
6	Sex MANDATORY FIELD	The legal sex of the learner

7 8

Delete Learner

Save

LEARNER :

Given Names - required
Family Name - required
Sex - required
ULN - required
Ethnicity - required
Postcode required

9

Learner reference number : Previous reference number :

Unique learner number (ULN) : Previous UKPRN :

Pre-merger UKPRN : Campus Identifier :

Given names : Family name :

Date of birth : Sex :

	Field	Notes
7	Delete learner	This will delete the currently open learner record. Before you delete a learner, a prompt box will pop up asking you to confirm the action
8	Save	Saves all current data including the currently open learner record. The Learner Entry tool does not save data automatically as it is added but it will be saved automatically as the application is closed Partial records can be completed and saved so that further details can be added later
9	Mandatory field guidance	Incomplete mandatory records will display in Red. Learners with incomplete mandatory fields will not be included in the ILR export. (The 'Don't Export' field will be ticked) <i>Use the scroll bar on the right-hand side, to ensure that all missing mandatory fields can be viewed</i>

Learner: Learner Information

Learner	Learning Delivery	Employment Status
Learner Information	LLDD and Learning Support	Funding and Monitoring
Learner Provider Specified Monitoring		

National Insurance number : **1** Ethnicity : **2**

Postcode Prior to Enrolment: **3**

Address :

4

Postcode : **5**

Telephone : **6**

Email :

☐ : Check box if the learner is living away from home in accommodation owned or managed by the provider.

	Field	Notes
1	National Insurance number MANDATORY FIELD	The National Insurance number for the learner, gained from the enrolment form
2	Ethnicity MANDATORY FIELD	The ethnic origin of the learner, based on the 2011 census criteria. This information should be gained from the learner via the enrolment form
3	Postcode prior to enrolment MANDATORY FIELD	The Postcode prior to enrolment is completed when the learner first enrolls on a Bootcamp. It should not be updated if the learner moves house.
4	Address	The details of the learner's current address

	Field	Notes
5	Postcode MANDATORY FIELD	Current address postcode for the learner. If the learner's postcode is unknown, providers must return a postcode of ZZ99 9ZZ. The current postcode may differ from the Postcode prior to enrolment, where a learner has changed residence since enrolling, for example if they are living away from home
6	Telephone and Email	The current telephone number and personal email address of the learner.

Learner: LLDD Learning Support

Long term disability, health problem or learning difficulty :

1

Does the learner have any of the following (tick those that apply) :

Education Health Care plan : ☐ Disabled students allowance : ☐
High needs students : ☐ Learning support cost (£):
Special educational needs : ☐

Learner Support Reason (select up to 4 that apply)

LLDD and Health Problem Category

36 - Care to Learn

55 - 16-19 Bursary Fund – learner is a member of a vulne

56 - 16-19 Bursary Fund - learner has been awarded a di

57 - Residential support

58 - 19+ Hardship (Adult Skills or Advanced Learner Loa

59 - 20+ Childcare (Adult Skills or Advanced Learner Loa

60 - 19+ Residential Access Fund (Adult Skills or Advanc

Primary is :

2

- 1 - Emotional/behavioural difficulties
- 2 - Multiple disabilities
- 3 - Multiple learning difficulties
- 4 - Vision impairment
- 5 - Hearing impairment
- 6 - Disability affecting mobility
- 7 - Profound complex disabilities
- 8 - Social and emotional difficulties
- 9 - Mental health difficulty
- 10 - Moderate learning difficulty
- 11 - Severe learning difficulty
- 12 - Dyslexia
- 13 - Dyscalculia
- 14 - Autism spectrum disorder
- 15 - Asperger's syndrome

	Field	Notes
1	Long term disability, health problem or learning disability MANDATORY FIELD	Used to record whether the learner considers that they have a learning difficulty, disability or health problem. Completed on the basis of the learner's self-assessment at enrolment
2	LLDD Health problem category	<p>Used to record the nature of the learner's disability, learning difficulty and/or health problem.</p> <p>Must be completed if (1) Long term disability, health problem or learning disability field has been completed.</p> <p>LLDD and health problem category (options 1 to 3 and 15 are no longer valid)</p> <p>The Primary LLDD and health problem field must be returned against one of the LLDD and health problem records. The Primary problem should be the most significant / the one that impacts on the learner's education. This indicator must only be returned against one of the LLDD and health problem records for each learner.</p>

Learner: Funding and Monitoring

Learner	Learning Delivery	Employment Status
Learner Information	LLDD and Learning Support	Funding and Monitoring
<p>Planned learning hours : <input type="text" value="1"/></p> <p>Planned employability, enrichment and pastoral hours : <input type="text"/></p> <p>Free meals eligibility : <input type="text"/></p> <p>English minimum hours : <input type="text"/></p> <p>Maths minimum hours : <input type="text"/></p>		
<p>National learner monitoring :</p> <p><input type="checkbox"/> 17 - Learner migrated as part of provider merger</p> <p><input type="checkbox"/> 18 - Learner moved as a result of Minimum Contract Level</p> <p><input type="checkbox"/> 22 - Learner repeating up to one full final year of 16-19 funded provision</p>		

	Field	Notes
1	Planned learning hours MANDATORY FIELD	<p>This is an annual field: this field must be updated at the start of each Bootcamp.</p> <p>The hours collected in this field are the planned hours for the learner for the Bootcamp.</p> <p>This field is only collected where active learning is present during the year.</p>

Learner: Learner Provider Specified Monitoring

Learner	Learning Delivery	Employment Status
Learner Information	LLDD and Learning Support	Funding and Monitoring
Learner Provider Specified Monitoring		

A: B: **1**

	Field	Notes
1	Fields A and B	<p>These fields allow data to be recorded by a Provider for their own use and allows them to analyse ILR data to their own requirements.</p> <p>The use of this entity is optional, you can use it if you wish to do so to record additional data for your own business purposes</p>

Learner: Learner HE information

This tab is not used to record WMCA data

Learner: Prior Attainment

The screenshot shows the 'Learner: Prior Attainment' form. The top navigation bar includes 'Learner', 'Learning Delivery', and 'Employment Status'. The sub-navigation bar includes 'Learner Information', 'LLDD and Learning Support', 'Funding and Monitoring', 'Learner Provider Specified Monitoring', 'Learner HE Information', 'Contact Preferences', and 'Prior Attainment'. The 'Prior Attainment' tab is selected. The form contains two main input fields: 'Prior Level' (a dropdown menu) and 'Date level applies from' (a date selector). Both fields are highlighted with red boxes and numbered 2 and 3 respectively. There are also 'Add' and 'Remove' buttons at the top right of the form area, highlighted with a red box and numbered 1.

Allow user to supply details of any prior level of attainment and the date which this applies from.

	Field	Notes
1	Add button Remove button	Click on the “Add” button to populate the second screen at the bottom of the tab Clicking on the “Remove” button will delete the prior attainment recorded
2	Prior Level MANDATORY FIELD	Use to record the prior attainment level of the learner at the start of the learning Prior Level
3	Date level applies from MANDATORY FIELD	Enter here the date the level of prior attainment applies from. The date needs to match or be before the Bootcamp learning start date

Learning Delivery / Learning Information (Programme aim)

Learner	Learning Delivery	Employment Status				
Aim Seq : 1 Aim Type :						
Learning Information	Funding and Monitoring	Provider Specified Info	Learning Delivery HE	Financial Details	Work Placement	End Details
<div> <div> Aim type : 1 ! </div> <div> Learning start date : 3 ! </div> <div> Funding model : 5 ! </div> <div> Apprenticeship Standard Code : 8 </div> <div> Learning start date postcode : 8 </div> <div> Funding adjustment for prior learning : </div> <div> Original learning start date : 15 </div> <div> Planned hours : </div> <div> Additional delivery hours : </div> <div> Contract Reference Number : 9 </div> </div> <div> <div> Learning aim ref : 2 ! </div> <div> Planned end date : 4 ! </div> <div> Programme type : 6 </div> <div> Delivery location postcode : 7 ! </div> <div> Is the aim a restart ? <input type="checkbox"/> </div> <div> Other funding adjustment : </div> <div> Subcontracted or partnership UKPRN : </div> <div> Actual hours for off the job training : </div> <div> End Point Assessment Organisation : </div> <div> Tailored Learning Outcome : </div> </div>						

	Area	Notes
1	Aim type MANDATORY FIELD	Should be recorded as Aim type 1 - Programme aim
2	Learning aim ref MANDATORY FIELD	This must be recorded using ZPROG001
3	Learning start date MANDATORY FIELD VALIDATION RULE	This should reflect the first day of learning of the Skills Bootcamp
4	Learning planned end date MANDATORY FIELD	Skills Bootcamps must have a programme aim for the entire duration of the programme – this includes the 6 month outcome window, from the completion date of the Bootcamp for claiming a Milestone 3 for achievement
5	Funding Model MANDATORY FIELD	The Funding Model should be recorded as 37 - Skills Bootcamp
6	Programme Type MANDATORY FIELD	Should be set to 32 - Skills Bootcamp
7	Delivery location postcode MANDATORY FIELD	Used to record the postcode of the address at which the Bootcamp is delivered. Where delivery is at more than one location, record the postcode of the location at which the majority of learning is delivered. Where provision is delivered away from a learning centre, for example distance or e-learning, the following code should be entered: ZZ99 9ZZ. This should be the delivery location at start.
8	Learning start date postcode MANDATORY FIELD	The residency postcode of the learner to identify whether the learner is a West Midlands resident. If the learner's postcode is unknown, use postcode ZZ99 9ZZ. This should be updated to the correct postcode at the earliest opportunity. Only learners that are a West Midlands resident are eligible for Wave 6 Bootcamps. Eligible postcodes for West Midlands can be found here: Adult skills fund (ASF) postcode files - GOV.UK
9	Contract Reference number MANDATORY FIELD	Provided by the WMCA as the unique identifier for a Skills Bootcamp. The appropriate contract reference should be recorded in this field.

Learning Delivery / Funding and Monitoring (Programme aim)

Learner	Learning Delivery	Employment Status
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Aim Seq : 1 Aim Type :

Learning Information	Funding and Monitoring	Provider Specified Info	Learning Delivery HE	Financial Details	Work Placement	End Details
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Learning support funding Add

Advanced Learner Loans Bursary funding Add

Apprenticeship contract type Add

Is the learning aim financed by an Advanced Learner Loan ? : ☐

Full or co-funding indicator : 2

Family English, Maths and Language : ☐

Source of funding : 1

Community Learning provision type :

Eligibility for enhanced apprenticeship funding :

Tailored Learning purpose :

Community Learning which is Family Learning :

Learning Delivery Monitoring Codes : 3

1: 2: 3: 4: 5: 6:

Devolved Area Monitoring Codes :

1: 2: 3: 4: 5: 6:

	Area	Notes
1	Source of funding MANDATORY FIELD	105 - Education and Skills Funding Agency (ESFA) – Adult, should be selected here
2	Full or co-funding indicator MANDATORY FIELD	<p>The Full or Co-funding indicator (FFI) must be used to indicate whether the employer is contributing towards funding of a bootcamp. If the learner is being trained by their existing employer and the employer contributes towards the funding of the bootcamp then record FFI=2 (co-funded).</p> <p>If the learner is employed low waged or self-employed and low waged, record as FFI=1 (fully funded).</p> <p>If the learner is independent (the learner is employed and earning above the wage threshold or self-employed and earning above the low wage threshold, with no contribution from an employer) then a different contract reference number will need to be returned. These should be requested via your allocated SDO / ADM. These bootcamps will be funded at 50% of the rate for the first two categories, record as FFI=1 (fully funded).</p>
3	Learning Delivery Monitoring Codes	<p>Commonly referred to as LDM codes, they indicate participation in programmes or initiatives</p> <p>For Bootcamps, the following LDM codes are in operation:</p> <p>391 - should be returned where the learner is employed and low waged. The low wage threshold for Bootcamp starts in April to July 2025 is £32,000. For starts August 2025 to March 2026, the threshold increases to £34,194</p>

Learning Delivery / End details (Programme aim)

Learner Learning Delivery Employment Status

Aim Seq : 1 Aim Type : Aim Ref :

Learning Information Funding and Monitoring Provider Specified Info Learning Delivery HE Financial Details Work Placement End Details

Completion status : 1 - The learner is continuing or intending to continue the learning activities leading to the learning aim

Actual end date : Select a date 15 Achievement date : Select a date 15

Outcome :

Withdrawal reason :

Outcome grade :

	Area	Notes
1	Completion status MANDATORY FIELD	The programme aim must be recorded as continuing (completion status = 1) until the component learning aim (aims with category code 62) has been completed, the learner withdraws from the programme or takes a break in learning.
2	Actual end date	Should be left blank until the learner has an Events aim
3	Achievement date	Should be left blank until the learner is offered a job or equivalent
4	Outcome	Should be left blank until the learner has an Events aim
5	Withdrawal reason	<p>This field should only be completed if the learner exits the learning before the planned end date and a date has been entered in the actual end date field</p> <p><i>The Completion status field should be updated when the learner withdraws before the course is complete:</i> Withdrawal Reason</p>

A component learning aim should be recorded next: every Skills Bootcamp must have a component learning aim to represent the learning taking place.

Learning Delivery / Learning Information tab (Component aim)

Learner	Learning Delivery	Employment Status
Aim Seq : 1 Aim Type :		
Learning Information	Funding and Monitoring	Provider Specified Info
Aim type : <input type="text"/> 1 ! Learning start date : <input type="text"/> 3 15 ! Funding model : <input type="text"/> 5 ! Apprenticeship Standard Code : <input type="text"/> 8 Learning start date postcode : <input type="text"/> Funding adjustment for prior learning : <input type="text"/> Original learning start date : <input type="text"/> 15 Planned hours : <input type="text"/> Additional delivery hours : <input type="text"/> Contract Reference Number : <input type="text"/> 9	Learning aim ref : <input type="text"/> 2 ! Planned end date : <input type="text"/> 4 15 ! Programme type : <input type="text"/> 6 Delivery location postcode : <input type="text"/> 7 ! Is the aim a restart ? <input type="checkbox"/> 7 Other funding adjustment : <input type="text"/> Subcontracted or partnership UKPRN : <input type="text"/> Actual hours for off the job training : <input type="text"/> End Point Assessment Organisation : <input type="text"/> Tailored Learning Outcome : <input type="text"/>	

	Area	Notes
1	Aim type MANDATORY FIELD	Should be recorded as Aim type 3 - Component learning aim within a programme
2	Learning aim ref MANDATORY FIELD	Must be a learning aim with Category code 62: DFE Skills Bootcamps recorded against it on Find a learning aim WMCA will provide the learning aim code that you will need to record for your WMCA Skills Bootcamps
3	Learning start date MANDATORY FIELD	This field is used to record the date the learner started the Bootcamp. Dates in the future should not be returned. This must match what is recorded for the programme aim
4	Learning planned end date MANDATORY FIELD	The date by which the provider and learner plan to complete the Bootcamp. If a learner continues their study beyond the date planned at the start of the Bootcamp, this should be reflected in the learning actual end date field and the learning planned end date must remain unchanged.
5	Funding Model MANDATORY FIELD	The Funding Model should be recorded as 37 – Skills Bootcamp
6	Programme Type MANDATORY FIELD	Should be set to 32 - Skills Bootcamp
7	Delivery location postcode MANDATORY FIELD	Used to record the postcode of the address at which the Bootcamp is delivered. Where delivery is at more than one location, record the postcode of the location at which the majority of learning is delivered. Where provision is delivered away from a learning centre, for example distance or e-learning, the following code should be entered: ZZ99 9ZZ. This should be the delivery location at start.

	Area	Notes
8	Learning start date postcode MANDATORY FIELD	The residency postcode of the learner to identify whether the learner is a West Midlands resident. If the learner's postcode is unknown, use postcode ZZ99 9ZZ. This should be updated to the correct postcode at the earliest opportunity. Only learners that are a West Midlands resident are eligible for Wave 6 Bootcamps. Eligible postcodes for West Midlands can be found here: Adult skills fund (ASF) postcode files - GOV.UK
9	Contract Reference number MANDATORY FIELD	Provided by the WMCA as the unique identifier for a Skills Bootcamp. The appropriate contract reference should be recorded in this field.

Learning Delivery / Funding and Monitoring (Component aim)

Learner	Learning Delivery	Employment Status
Aim Seq : 1 Aim Type :		
Learning Information	Funding and Monitoring	Provider Specified Info
Learning support funding <input type="button" value="Add"/> <div></div>	Advanced Learner Loans Bursary funding <input type="button" value="Add"/> <div></div>	Apprenticeship contract type <input type="button" value="Add"/> <div></div>
<div> <div> Is the learning aim financed by an Advanced Learner Loan ? : <input type="checkbox"/> </div> <div> Full or co-funding indicator : <input type="button" value="2"/> </div> <div> Family English, Maths and Language : <input type="checkbox"/> </div> </div> <div> <div> Source of funding : <input type="button" value="1"/> </div> <div> Community Learning provision type : <input type="button" value="v"/> </div> <div> Eligibility for enhanced apprenticeship funding : <input type="button" value="v"/> </div> <div> Tailored Learning purpose : <input type="button" value="v"/> </div> <div> Community Learning which is Family Learning : <input type="button" value="v"/> </div> </div>		
Learning Delivery Monitoring Codes : 1 : <input type="text"/> 2 : <input type="text"/> 3 : <input type="text"/> 4 : <input type="text"/> 5 : <input type="text"/> 6 : <input type="text"/>		
Devolved Area Monitoring Codes : 1 : <input type="text"/> 2 : <input type="text"/> 3 : <input type="text"/> 4 : <input type="text"/> 5 : <input type="text"/> 6 : <input type="text"/>		

	Area	Notes
1	Source of funding MANDATORY FIELD	105 - Education and Skills Funding Agency (ESFA) – Adult, should be selected here
2	Full or co-funding indicator MANDATORY FIELD	<p>The Full or Co-funding indicator (FFI) must be used to indicate whether the employer is contributing towards funding of a bootcamp. If the learner is being trained by their existing employer and the employer contributes towards the funding of the bootcamp then record FFI=2 (co-funded).</p> <p>If the learner is employed low waged or self-employed and low waged, record as FFI=1 (fully funded).</p> <p>If the learner is independent (the learner is employed and earning above the wage threshold or self-employed and earning above the low wage threshold, with no contribution from an employer) then a different contract reference number will need to be returned. These should be requested via your allocated SDO / ADM. These bootcamps will be funded at 50% of the rate for the first two categories. Record as FFI=1 (fully funded).</p>

Learning Delivery / End details (Component aim)

Learner Learning Delivery Employment Status

Aim Seq : 1 Aim Type : Aim Ref :

Learning Information Funding and Monitoring Provider Specified Info Learning Delivery HE Financial Details Work Placement End Details

Completion status : 1 - The learner is continuing or intending to continue the learning activities leading to the learning aim

Actual end date : Select a date 15 Achievement date : Select a date 15

Outcome :

Withdrawal reason :

Outcome grade :

	Area	Notes
1	Completion status MANDATORY FIELD	The component aim must be recorded as continuing (completion status = 1) until the learning has been completed, the learner withdraws from the programme or takes a break in learning.
2	Actual end date	Should be left blank until the learner completes the Skills Bootcamp
3	Outcome	Should be left blank until the learner completes the Skills Bootcamp
4	Withdrawal reason	<p>This field should only be completed if the learner exits the learning before the planned end date and a date has been entered in the actual end date field</p> <p><i>The Completion status field should be updated when the learner withdraws before the course is complete:</i> Withdrawal Reason</p>

Provider specified info

Learner	Learning Delivery	Employment Status
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Aim Seq : 1
Aim Type :

Learning Information	Funding and Monitoring	Provider Specified Info	Learning Delivery HE	Financial Details	Work Placement	End Details
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A:
B:

C:
D:

	Area	Notes
1	Provider specified info fields	These four free text fields allow providers to enter their own data about the learner/learning aim.

Employment status (Learner record wide)

Learner
Learning Delivery
Employment Status

Code :
Date :
Remove
Add

Employment Status

Employment status : 1

Date status applies : 2 Select date 15 Employer Identifier :

Employment status monitoring types and codes

Is the learner self employed ? 3 Length of unemployment : 4

Was the learner in full time education or training prior to enrolment ? Benefit status indicator : 5

Is the employer a small employer? (applicable programmes only) Employment intensity indicator : 6

Has the learner been made redundant? Length of employment :

Is the employer a small or medium employer? (Skills Bootcamps only) 7

Has the employer changed (from the previous employer)?

	Field	Notes
1	Employment Status MANDATORY FIELD	The status should reflect the learner's situation at the start of the Bootcamp Code Title 10 In paid employment 11 Not in paid employment, looking for work and available to start work 12 Not in paid employment, not looking for work and/or not available to start work 98 Not known / not provided
2	Date status applies MANDATORY FIELD	To identify when the employment status applies from. The date must be before the start date of the Bootcamp

	Field	Notes
3	Is the learner self employed?	This should be completed if applicable for learners where the employment status is recorded as code 10, In paid employment
4	Length of unemployment	This must be completed on all records where the Employment status is recorded as code 11, Not in paid employment and looking for work Length of unemployment
5	Benefit status indicator	Should be completed where the learner is in receipt of one of the stated benefits (Options 2 and 3 are no longer valid) Benefit Status Indicator
6	Employment intensity indicator	This should be completed if applicable for learners where the employment status is recorded as code 10, In paid employment. (Options 1 to 4 are no longer valid) Employment intensity indicator
7	Is the employer a small or medium employer? (Skills Bootcamps only)	Must be completed for Skills Bootcamps where the employer is a small or medium employer and where the bootcamp is co-funded. In the ILR these conditions are defined as: Checked (Small employer for SB programmes) – 90% paid Not checked (Larger than 250 employees) – 70% paid This is in correlation with the full / co-funding indicator being set to co-funded

Component aim that represents an event – Event aim (for Bootcamp starts between April 2025 and July 2025)

If applicable – one of the following class codes should be recorded if one of these events occurs and is related to the learning from the bootcamp:

- use learning aim reference Z0059747 for Skills Bootcamp: written confirmation of attendance at an interview for a role which matches skills acquired during a bootcamp
- use learning aim reference Z0059748 for Skills Bootcamp: 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.
- use learning aim reference Z0059749 for Skills Bootcamp: written confirmation from the learner of how the new learning/skills have been/will be applied to acquire new opportunities/contracts. (self-employed)

Learning Delivery / Learning Information tab (Event aim)

Learner	Learning Delivery	Employment Status
Aim Seq : 1 Aim Type :		
Learning Information	Funding and Monitoring	Provider Specified Info
Aim type : <input type="text" value="1"/>	Learning aim ref : <input type="text" value="2"/>	
Learning start date : <input type="text" value="3"/>	Planned end date : <input type="text" value="4"/>	
Funding model : <input type="text" value="5"/>	Programme type : <input type="text" value="6"/>	
Framework code : <input type="text"/>	Pathway : <input type="text"/>	
Apprenticeship Standard Code : <input type="text"/>	Delivery location postcode : <input type="text" value="7"/>	
Learning start date postcode : <input type="text" value="8"/>	Is the aim a restart ? <input type="checkbox"/>	
Funding adjustment for prior learning : <input type="text"/>	Other funding adjustment : <input type="text"/>	
Original learning start date : <input type="text" value="15"/>	Subcontracted or partnership UKPRN : <input type="text"/>	
Planned hours : <input type="text"/>	Actual hours for off the job training : <input type="text"/>	
Additional delivery hours : <input type="text"/>	End Point Assessment Organisation : <input type="text"/>	
Contract Reference Number : <input type="text" value="9"/>	Tailored Learning Outcome : <input type="text"/>	

	Area	Notes
1	Aim type MANDATORY FIELD	Should be recorded as Aim type 3 – Component learning aim within a programme
2	Learning aim ref MANDATORY FIELD	Record one of the following aim refs: Z0059747, Z0059748 or Z0059749
3	Learning start date MANDATORY FIELD	The date of the event aim should be recorded here. The same date needs to be recorded in the Learning start date, Learning planned end date and Learning actual end date
4	Learning planned end date MANDATORY FIELD	The date of the event aim should be recorded here. The same date needs to be recorded in the Learning start date, Learning planned end date and Learning actual end date
5	Funding Model MANDATORY FIELD	The Funding Model should be recorded as 37 – Skills Bootcamp
6	Programme Type MANDATORY FIELD	Should be set to 32 - Skills Bootcamp
7	Delivery location postcode MANDATORY FIELD	Used to record the postcode of the address at which the Bootcamp is delivered. Where delivery is at more than one location, record the postcode of the location at which the majority of learning is delivered. Where provision is delivered away from a learning centre, for example distance or e-learning, the following code should be entered: ZZ99 9ZZ. This should be the delivery location at start.
8	Learning start date postcode MANDATORY FIELD	The residency postcode of the learner to identify whether the learner is a West Midlands resident. If the learner's postcode is unknown, use postcode ZZ99 9ZZ. This should be updated to the correct postcode at the earliest opportunity. Only learners that are a West Midlands resident are eligible for Wave 6 Bootcamps. Eligible postcodes for West Midlands can be found here: Adult skills fund (ASF) postcode files - GOV.UK
9	Contract Reference number MANDATORY FIELD	Provided by the WMCA as the unique identifier for a Skills Bootcamp. The appropriate contract reference should be recorded in this field.

Learning Delivery / Funding and Monitoring (Event aim)

Learner	Learning Delivery	Employment Status
Aim Seq : 1 Aim Type :		
Learning Information	Funding and Monitoring	Provider Specified Info
Learning support funding Add <div></div>	Advanced Learner Loans Bursary funding Add <div></div>	Apprenticeship contract type Add <div></div>
<div> <div> Is the learning aim financed by an Advanced Learner Loan ? : <input type="checkbox"/> </div> <div> Full or co-funding indicator : 2 </div> <div> Family English, Maths and Language : <input type="checkbox"/> </div> </div> <div> <div>Source of funding : 1</div> <div>Community Learning provision type :</div> <div>Eligibility for enhanced apprenticeship funding :</div> <div>Tailored Learning purpose :</div> <div>Community Learning which is Family Learning :</div> </div>		
Learning Delivery Monitoring Codes : 1: <input type="text"/> 2: <input type="text"/> 3: <input type="text"/> 4: <input type="text"/> 5: <input type="text"/> 6: <input type="text"/>		
Devolved Area Monitoring Codes : 1: <input type="text"/> 2: <input type="text"/> 3: <input type="text"/> 4: <input type="text"/> 5: <input type="text"/> 6: <input type="text"/>		

	Area	Notes
1	Source of funding MANDATORY FIELD	105 - Education and Skills Funding Agency (ESFA) – Adult, should be selected here
2	Full or co-funding indicator MANDATORY FIELD	<p>The Full or Co-funding indicator (FFI) must be used to indicate whether the employer is contributing towards funding of a bootcamp. If the learner is being trained by their existing employer and the employer contributes towards the funding of the bootcamp then record FFI=2 (co-funded).</p> <p>If the learner is employed low waged or self-employed and low waged, record as FFI=1 (fully funded).</p> <p>If the learner is independent (the learner is employed and earning above the wage threshold or self-employed and earning above the low wage threshold, with no contribution from an employer) then a different contract reference number will need to be returned. These should be requested via your allocated SDO / ADM. These bootcamps will be funded at 50% of the rate for the first two categories, record as FFI=1 (fully funded).</p>

Learning Delivery / End details (Event aim)

Learner **Learning Delivery** **Employment Status**

Aim Seq : 1 Aim Type : Aim Ref :

Learning Information **Funding and Monitoring** **Provider Specified Info** **Learning Delivery HE** **Financial Details** **Work Placement** **End Details**

Completion status : 1 - The learner is continuing or intending to continue the learning activities leading to the learning aim

Actual end date : Select a date 15 Achievement date : Select a date 15

Outcome : 1

Withdrawal reason : 4

Outcome grade :

	Area	Notes
1	Completion status MANDATORY FIELD	The event aim must be recorded as: The learner has completed the learning activities leading to the learning aim
2	Actual end date MANDATORY FIELD	The date of the event aim should be recorded here. The same date needs to be recorded in the Learning start date, Learning planned end date and Learning actual end date
3	Outcome MANDATORY FIELD	1 - Achieved should be recorded here
4	Withdrawal reason	<p>This field should only be completed if the learner exits the learning before the planned end date and a date has been entered in the actual end date field</p> <p><i>The Completion status field should be updated when the learner withdraws before the course is complete: Withdrawal Reason</i></p>

Component aim that represents an event – Event aim (for Bootcamp starts between August 2025 and March 2026)

For learners starting Skills Bootcamps programmes on or after 1 August 2025 use Event Indicators (EVI) to represent events related to the programme. Event Indicators are a Learning Delivery Funding and Monitoring Type, EVI. If applicable – one of the following event indicators must be recorded if one of these events occurs and is related to the learning from the bootcamp:

- use EVI 1 for written confirmation of attendance at an interview for a role which matches skills acquired during a bootcamp
- use EVI 2 for 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.
- use EVI 3 for written confirmation from the learner of how the new learning/skills have been/will be applied to acquire new opportunities/contracts. (self-employed)

One of these event indicators listed above must be recorded if the event occurs and must be recorded on the programme aim. Use the date applies from field to record the date the event took place. If the event is the attendance of an interview for example, the date to be recorded is the date when the formal interview took place.

Learner	Learning Delivery	Employment Status
		Tailored Learning purpose : <input type="text"/>
		Community Learning which is Family Learning : <input type="text"/>
Learning Delivery Monitoring Codes :		
1 : <input type="text"/>	2 : <input type="text"/>	3 : <input type="text"/>
4 : <input type="text"/>	5 : <input type="text"/>	6 : <input type="text"/>
Devolved Area Monitoring Codes :		
1 : <input type="text"/>	2 : <input type="text"/>	3 : <input type="text"/>
4 : <input type="text"/>	5 : <input type="text"/>	6 : <input type="text"/>
<div>Learning support funding <input type="button" value="Add"/></div> <div><input type="text"/></div>		
<div>Advanced Learner Loans Bursary funding <input type="button" value="Add"/></div> <div><input type="text"/></div>		
<div>Apprenticeship contract type <input type="button" value="Add"/></div> <div><input type="text"/></div>		
<div>Event indicator <input type="button" value="Add"/></div> <div>1<input type="text"/></div>		

Event indicator Add

Code : 1 From : To : Remove

Type : EVI From : Select a date 15

Code : 1 To : Select a date 15

	Area	Notes
1	Event Indicator	The Event indicator to claim a Milestone 2 should be recorded under the Programme aim (Click on add)
2	Enter the Event indicator Code	1 confirmation of attendance at an interview 2 confirmation from employer 3 confirmation from the self-employed learner
3	From date	The date that the Milestone 2 took place and evidenced

Completion of learning of the Skills Bootcamp

For Bootcamps that started during the period April to July 2025

Learner starts bootcamp on 01/07/2025 and completes the Bootcamp on 30/11/2025. An interview has not been attended:

Programme aim (ZPROG001), the following needs to be recorded:



Learning Information	Funding and Monitoring	Provider Specified Info	Learning Delivery HE	Financial Details	Work Placement	End Details
Completion status : 1 - The learner is continuing or intending to continue the learning activities leading to the learning aim ▼						
Actual end date : Select a date 15 Achievement date : Select a date 15						
Outcome : 8 - Learning activities are complete but the outcome is not yet known ▼						

Component learning aim, the following needs to be recorded:



Learning Information	Funding and Monitoring	Provider Specified Info	Learning Delivery HE	Financial Details	Work Placement	End Details
Completion status : 2 - The learner has completed the learning activities leading to the learning aim ▼						
Actual end date : 30/11/2025 15 Achievement date : Select a date 15						
Outcome : 8 - Learning activities are complete but the outcome is not yet known ▼						
Withdrawal reason : ▼						
Outcome grade :						

Learner starts bootcamp on 08/07/2025, interview attended after learning ends, end date of the programme aim is the same date as the interview (20/12/2025).



Programme aim (ZPROG001), the following needs to be recorded:

Learning Information	Funding and Monitoring	Provider Specified Info	Learning Delivery HE	Financial Details	Work Placement	End Details
Completion status : 2 - The learner has completed the learning activities leading to the learning aim ▼ Actual end date : 20/12/2025  Achievement date : Select a date  Outcome : 8 - Learning activities are complete but the outcome is not yet known ▼						

Component learning aim, the following needs to be recorded:

Learning Information	Funding and Monitoring	Provider Specified Info	Learning Delivery HE	Financial Details	Work Placement	End Details
Completion status : 2 - The learner has completed the learning activities leading to the learning aim ▼ Actual end date : 16/12/2025  Achievement date : Select a date  Outcome : 1 - Achieved ▼						

Class code for interview (event aim) (Z0059747 for Skills Bootcamp: written confirmation of attendance at an interview for a role which matches skills acquired during a bootcamp):

Learning Information	Funding and Monitoring	Provider Specified Info	Learning Delivery HE	Financial Details	Work Placement	End Details
Completion status : 2 - The learner has completed the learning activities leading to the learning aim ▼ Actual end date : 20/12/2025  Achievement date : Select a date  Outcome : 1 - Achieved ▼						

Learner starts bootcamp on 08/07/2025, interview attended after learning ends, end date of the programme aim is the same date as the interview (20/12/2025). Learner is not offered a job.

Programme aim (ZPROG001), the following needs to be recorded:

Learning Information	Funding and Monitoring	Provider Specified Info	Learning Delivery HE	Financial Details	Work Placement	End Details
Completion status : 2 - The learner has completed the learning activities leading to the learning aim ▼						
Actual end date : 20/12/2025 15 Achievement date : Select a date 15						
Outcome : 3 - No achievement ▼						

Component learning aim, the following needs to be recorded:

Learning Information	Funding and Monitoring	Provider Specified Info	Learning Delivery HE	Financial Details	Work Placement	End Details
Completion status : 2 - The learner has completed the learning activities leading to the learning aim ▼						
Actual end date : 16/12/2025 15 Achievement date : Select a date 15						
Outcome : 1 - Achieved ▼						

Class code for written confirmation of attendance at an interview (event aim) (Z0059747 for Skills Bootcamp: written confirmation of attendance at an interview for a role which matches skills acquired during a bootcamp):

Learning Information	Funding and Monitoring	Provider Specified Info	Learning Delivery HE	Financial Details	Work Placement	End Details
Completion status : 2 - The learner has completed the learning activities leading to the learning aim ▼						
Actual end date : 16/12/2025 15 Achievement date : Select a date 15						
Outcome : 1 - Achieved ▼						

Learner starts bootcamp on 08/07/2025, interview attended after learning ends, end date of the programme aim is the same date as the interview (20/12/2025). Learner is offered a job on 16/01/2026 following the interview. Record the job offer date in the Achievement date field of the Programme aim

Programme aim (ZPROG001), the following needs to be recorded:

Learning Information	Funding and Monitoring	Provider Specified Info	Learning Delivery HE	Financial Details	Work Placement	End Details
Completion status : 2 - The learner has completed the learning activities leading to the learning aim ▼						
Actual end date : 20/12/2025 15 Achievement date : 16/01/2026 15						
Outcome : 1 - Achieved ▼						

Component learning aim, the following needs to be recorded:

Learning Information	Funding and Monitoring	Provider Specified Info	Learning Delivery HE	Financial Details	Work Placement	End Details
Completion status : 2 - The learner has completed the learning activities leading to the learning aim ▼						
Actual end date : 16/12/2025 15 Achievement date : Select a date 15						
Outcome : 1 - Achieved ▼						

Class code for written confirmation of attendance at an interview (event aim) (Z0059747 for Skills Bootcamp: written confirmation of attendance at an interview for a role which matches skills acquired during a bootcamp):

Learning Information	Funding and Monitoring	Provider Specified Info	Learning Delivery HE	Financial Details	Work Placement	End Details
Completion status : 2 - The learner has completed the learning activities leading to the learning aim ▼						
Actual end date : 16/12/2025 15 Achievement date : Select a date 15						
Outcome : 1 - Achieved ▼						

Completion of learning of the Skills Bootcamp

For Bootcamps that started during the period August 2025 to March 2026

Learner starts bootcamp on 01/08/2025 and completes the Bootcamp on 30/11/2025. An interview has not been attended:

Programme aim (ZPROG001), the following needs to be recorded:

Learning Information	Funding and Monitoring	Provider Specified Info	Learning Delivery HE	Financial Details	Work Placement	End Details
Completion status : 1 - The learner is continuing or intending to continue the learning activities leading to the learning aim ▾						
Actual end date : Select a date 15 Achievement date : Select a date 15						
Outcome : 8 - Learning activities are complete but the outcome is not yet known ▾						

Component learning aim, the following needs to be recorded:

Learning Information	Funding and Monitoring	Provider Specified Info	Learning Delivery HE	Financial Details	Work Placement	End Details
Completion status : 2 - The learner has completed the learning activities leading to the learning aim ▾						
Actual end date : 30/11/2025 15 Achievement date : Select a date 15						
Outcome : 8 - Learning activities are complete but the outcome is not yet known ▾						
Withdrawal reason : ▾						
Outcome grade :						

Interview attended after learning ends, end date of the programme aim is the same date as the interview. Update the programme aim as completed, update the Outcome fields accordingly.

Programme aim (ZPROG001), the following needs to be recorded:

Learning Information	Funding and Monitoring	Provider Specified Info	Learning Delivery HE	Financial Details	Work Placement	End Details
Completion status : 2 - The learner has completed the learning activities leading to the learning aim ▼ Actual end date : 20/12/2025 15 Achievement date : Select a date 15 Outcome : 8 - Learning activities are complete but the outcome is not yet known ▼						

Component learning aim, the following needs to be recorded:

Learning Information	Funding and Monitoring	Provider Specified Info	Learning Delivery HE	Financial Details	Work Placement	End Details
Completion status : 2 - The learner has completed the learning activities leading to the learning aim ▼ Actual end date : 16/12/2025 15 Achievement date : Select a date 15 Outcome : 1 - Achieved ▼						

Event indicator:

LearnDelFamType	LearnDelFamCode	LearnDelFamDateFrom
EVI	1	20/12/2025

**Where the learner is not offered a job: Interview after learning ends, end date of the programme aim is the same date as the interview.
Update the Outcome field accordingly.**

Programme aim (ZPROG001), the following needs to be recorded:

Learning Information	Funding and Monitoring	Provider Specified Info	Learning Delivery HE	Financial Details	Work Placement	End Details
Completion status : 2 - The learner has completed the learning activities leading to the learning aim ▼ Actual end date : 20/12/2025 15 Achievement date : Select a date 15 Outcome : 3 - No achievement ▼						

Component learning aim, the following needs to be recorded:

Learning Information	Funding and Monitoring	Provider Specified Info	Learning Delivery HE	Financial Details	Work Placement	End Details
Completion status : 2 - The learner has completed the learning activities leading to the learning aim ▼ Actual end date : 16/12/2025 15 Achievement date : Select a date 15 Outcome : 1 - Achieved ▼						

LearnDelFamType	LearnDelFamCode	LearnDelFamDateFrom
EVI	1	20/12/2025

Where the learner is offered a job: Interview after learning ends, end date of the programme aim is the same date as the interview. Learner is offered a job on 16 January. Record the job offer date in the Achievement date field. Update the Outcome field accordingly.

Programme aim (ZPROG001), the following needs to be recorded:

Learning Information	Funding and Monitoring	Provider Specified Info	Learning Delivery HE	Financial Details	Work Placement	End Details
Completion status : 2 - The learner has completed the learning activities leading to the learning aim ▼						
Actual end date : 20/12/2025 15 Achievement date : 16/01/2026 15						
Outcome : 1 - Achieved ▼						

Component learning aim, the following needs to be recorded:

Learning Information	Funding and Monitoring	Provider Specified Info	Learning Delivery HE	Financial Details	Work Placement	End Details
Completion status : 2 - The learner has completed the learning activities leading to the learning aim ▼						
Actual end date : 16/12/2025 15 Achievement date : Select a date 15						
Outcome : 1 - Achieved ▼						

LearnDelFamType	LearnDelFamCode	LearnDelFamDateFrom
EVI	1	20/12/2025

Full Funding Indicator

The Full or Co-funding indicator (FFI) must be used to indicate whether the employer is contributing towards funding of a bootcamp.

If the learner is being trained by their existing employer and the employer contributes towards the funding of the bootcamp then all learning aims should be recorded as FFI=2 (co-funded).

If the learner is employed low waged or self-employed and low waged, record as FFI=1 (fully funded).

If the learner is independent (the learner is employed and earning above the wage threshold or self-employed and earning above the low wage threshold, with no contribution from an employer) then a different contract reference number will need to be returned. These should be requested via your allocated SDO / ADM. These bootcamps will be funded at 50% of the rate for the first two categories, record as FFI=1 (fully funded).

Other Employment Type

Other Employment Type Code 2 'Small or Medium Employer' must be used for Skills Bootcamps where the employer is a small or medium employer) and where the bootcamp is co-funded. Code 2 is used to identify the size of the employer to determine the employer contribution towards Skills Bootcamps.

Achievement date for Skills Bootcamps

The Achievement date is used as the trigger date for the outcome milestone payment.

The date recorded is when the learner has met the requirements of the Skills Bootcamps, completed the learning, one of the 3 event aims (listed above) may be recorded and the learner reaches a positive outcome. This field must be returned when the Outcome field has been achieved (Outcome = 1). The Achievement date must be returned within six months once the Learning Actual End Date has been returned on the programme aim.

Positive outcomes for Wave 6 Bootcamps:

- Independent/unemployed Learner – evidence of a new job which must be continuous employment for at least 12-weeks or an apprenticeship.
- Self-employed Learner – The learner obtaining new contracts or new opportunities linked to the Skills Bootcamp.
- 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.

The Six-Month Rule

If the component learning aim is recorded as completed and no event aim has taken place, after six months (six months after the Learning actual end date of the component learning aim) record the programme aim as Completion Status = 2 'The learner has completed the learning activities leading to the learning aim', record Outcome = 3 'No achievement'.

Against the component learning aim, record Completion Status = 2 'The learner has completed the learning activities leading to the learning aim' and Outcome = 1 or 3 'Achieved' or 'Not Achieved' in the Outcome field.

Appendix A -

Element	Comments	Action
Programme aim	Must span the entire duration of the Bootcamp programme	<ul style="list-style-type: none"> • Must be recorded as continuing until the Component Learning aim has been completed or the learner withdraws • If an event aim is recorded but a Job offer is not made, on the programme aim, record the programme as completed (completion status = 2), record Outcome = 3 'No achievement'. Do not return an Achievement Date. • Adding a date to the Achievement Date field will result in the Milestone 3 payment being triggered (this must be returned within six months once the Learning Actual End Date has been returned on the programme aim.)
Component Learning aim	<p>Represents the learning taking place - signifies the type of Bootcamp, e.g.</p> <ul style="list-style-type: none"> • Z0060581 Skills Bootcamps - Logistics - Level 3 equivalent • Z0060502 Skills Bootcamps - Digital Production, Design and Development - Level 4 equivalent 	<ul style="list-style-type: none"> • The Learning start date of the Component learning aim must match the Learning start date of the Programme Aim • Must be recorded as continuing until the Bootcamp been completed or the learner withdraws • An actual end date should be entered when all the Bootcamp learning has completed or the learner withdraws • Record Outcome = 8 'Learning activities are complete but the outcome is not yet known' at the end of learning if the event aim is still to be recorded.
Event aim For Bootcamp starts April 2025 to July 2025	<p>Recorded after the completion of the programme when evidence has been gained of the event e.g.</p> <ul style="list-style-type: none"> • Z0059747 - Skills Bootcamp: written confirmation of attendance at an interview for a role which matches skills acquired 	<ul style="list-style-type: none"> • Should be recorded as aim type 3 - Component learning aim within a programme • Can only be one of these three learning aim references: Z0059747, Z0059748 or Z0059749 • Must have the same date recorded in the Learning start date, planned end date and actual end date • Must be recorded as completed under the completion status and achieved under the outcome field

Element	Comments	Action
Event aim For Bootcamp starts April 2025 to July 2025	<p>Recorded after the completion of the programme when evidence has been gained of the event e.g.</p> <p>use EVI 1 for written confirmation of attendance at an interview for a role which matches skills acquired</p>	<ul style="list-style-type: none"> • Can only be one of three options: <ul style="list-style-type: none"> • use EVI 1 for attendance at an interview for a role which matches skills acquired • use EVI 2 for 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 • use EVI 3 for Receipt of plan from learner to acquire new self-employment opportunities or contracts
Milestone 3 – Learner outcomes	<p>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).</p> <p>Adding a date to the Achievement Date field will result in the Milestone 3 payment being triggered</p>	<ul style="list-style-type: none"> • Independent/unemployed Learner – evidence of a new job which must be continuous employment for at least 12-weeks or an apprenticeship. • Self-employed Learner – The learner obtaining new contracts or new opportunities linked to the Skills Bootcamp. • 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.

Appendix B – Component Learning aims

Learn Aim Ref	Learn Aim Ref Title
Z0060448	Skills Bootcamps - Agriculture, Land Management and Production - Level 2 equivalent
Z0060449	Skills Bootcamps - Agriculture, Land Management and Production - Level 3 equivalent
Z0060450	Skills Bootcamps - Agriculture, Land Management and Production - Level 4 equivalent
Z0060451	Skills Bootcamps - Agriculture, Land Management and Production - Level 5 equivalent
Z0060480	Skills Bootcamps - Building Services Engineering - Level 2 equivalent
Z0060481	Skills Bootcamps - Building Services Engineering - Level 3 equivalent
Z0060482	Skills Bootcamps - Building Services Engineering - Level 4 equivalent
Z0060483	Skills Bootcamps - Building Services Engineering - Level 5 equivalent
Z0060485	Skills Bootcamps - Craft and Design - Level 3 equivalent
Z0060486	Skills Bootcamps - Craft and Design - Level 4 equivalent
Z0060487	Skills Bootcamps - Craft and Design - Level 5 equivalent
Z0060488	Skills Bootcamps - Media, Broadcast and Production - Level 2 equivalent
Z0060489	Skills Bootcamps - Media, Broadcast and Production - Level 3 equivalent
Z0060490	Skills Bootcamps - Media, Broadcast and Production - Level 4 equivalent
Z0060491	Skills Bootcamps - Media, Broadcast and Production - Level 5 equivalent
Z0060496	Skills Bootcamps - Digital Support and Services - Level 2 equivalent
Z0060497	Skills Bootcamps - Digital Support and Services - Level 3 equivalent
Z0060498	Skills Bootcamps - Digital Support and Services - Level 4 equivalent
Z0060499	Skills Bootcamps - Digital Support and Services - Level 5 equivalent
Z0060501	Skills Bootcamps - Digital Production, Design and Development - Level 3 equivalent
Z0060502	Skills Bootcamps - Digital Production, Design and Development - Level 4 equivalent
Z0060503	Skills Bootcamps - Digital Production, Design and Development - Level 5 equivalent
Z0060504	Skills Bootcamps - Digital Business Services - Level 2 equivalent
Z0060505	Skills Bootcamps - Digital Business Services - Level 3 equivalent
Z0060506	Skills Bootcamps - Digital Business Services - Level 4 equivalent
Z0060507	Skills Bootcamps - Digital Business Services - Level 5 equivalent
Z0060508	Skills Bootcamps - Education and early years - Level 2 equivalent
Z0060509	Skills Bootcamps - Education and early years - Level 3 equivalent
Z0060510	Skills Bootcamps - Education and early years - Level 4 equivalent
Z0060511	Skills Bootcamps - Education and early years - Level 5 equivalent
Z0060512	Skills Bootcamps - Engineering, design and development - Level 2 equivalent
Z0060513	Skills Bootcamps - Engineering, design and development - Level 3 equivalent
Z0060514	Skills Bootcamps - Engineering, design and development - Level 4 equivalent
Z0060515	Skills Bootcamps - Engineering, design and development - Level 5 equivalent
Z0060516	Skills Bootcamps - Engineering, manufacturing, process and control - Level 2 equivalent
Z0060517	Skills Bootcamps - Engineering, manufacturing, process and control - Level 3 equivalent

Z0060518	Skills Bootcamps - Engineering, manufacturing, process and control - Level 4 equivalent
Z0060519	Skills Bootcamps - Engineering, manufacturing, process and control - Level 5 equivalent
Z0060520	Skills Bootcamps - Maintenance, installation and repair - Level 2 equivalent
Z0060521	Skills Bootcamps - Maintenance, installation and repair - Level 3 equivalent
Z0060522	Skills Bootcamps - Maintenance, installation and repair - Level 4 equivalent
Z0060523	Skills Bootcamps - Maintenance, installation and repair - Level 5 equivalent
Z0060544	Skills Bootcamps - Legal - Level 2 equivalent
Z0060545	Skills Bootcamps - Legal - Level 3 equivalent
Z0060546	Skills Bootcamps - Legal - Level 4 equivalent
Z0060547	Skills Bootcamps - Legal - Level 5 equivalent
Z0060548	Skills Bootcamps - Finance - Level 2 equivalent
Z0060549	Skills Bootcamps - Finance - Level 3 equivalent
Z0060550	Skills Bootcamps - Finance - Level 4 equivalent
Z0060551	Skills Bootcamps - Finance - Level 5 equivalent
Z0060552	Skills Bootcamps - Accountancy - Level 2 equivalent
Z0060553	Skills Bootcamps - Accountancy - Level 3 equivalent
Z0060554	Skills Bootcamps - Accountancy - Level 4 equivalent
Z0060555	Skills Bootcamps - Accountancy - Level 5 equivalent
Z0060561	Skills Bootcamps - Customer service - Level 3 equivalent
Z0060562	Skills Bootcamps - Customer service - Level 4 equivalent
Z0060563	Skills Bootcamps - Customer service - Level 5 equivalent
Z0060564	Skills Bootcamps - Marketing - Level 2 equivalent
Z0060565	Skills Bootcamps - Marketing - Level 3 equivalent
Z0060566	Skills Bootcamps - Marketing - Level 4 equivalent
Z0060567	Skills Bootcamps - Marketing - Level 5 equivalent
Z0060568	Skills Bootcamps - Procurement - Level 2 equivalent
Z0060569	Skills Bootcamps - Procurement - Level 3 equivalent
Z0060570	Skills Bootcamps - Procurement - Level 4 equivalent
Z0060571	Skills Bootcamps - Procurement - Level 5 equivalent
Z0060572	Skills Bootcamps - Sales and retail - Level 2 equivalent
Z0060573	Skills Bootcamps - Sales and retail - Level 3 equivalent
Z0060574	Skills Bootcamps - Sales and retail - Level 4 equivalent
Z0060575	Skills Bootcamps - Sales and retail - Level 5 equivalent
Z0060576	Skills Bootcamps - Transport - Level 2 equivalent
Z0060577	Skills Bootcamps - Transport - Level 3 equivalent
Z0060578	Skills Bootcamps - Transport - Level 4 equivalent
Z0060579	Skills Bootcamps - Transport - Level 5 equivalent
Z0060580	Skills Bootcamps - Logistics - Level 2 equivalent
Z0060581	Skills Bootcamps - Logistics - Level 3 equivalent
Z0060582	Skills Bootcamps - Logistics - Level 4 equivalent
Z0060583	Skills Bootcamps - Logistics - Level 5 equivalent