

WEST MIDLANDS COMBINED AUTHORITY



DfE BOOTCAMP DATA RETURN (For the funding year 1 June 2022 to 31 March 2023) Version 1

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1. Introduction and purpose

- 1.1. The Department for Education is currently testing the Skills Bootcamp policy. To ensure the Department can properly evaluate the success of the policy (and see if it is a viable programme in the longer term), specific data has been requested from Grant Areas via suppliers that are contracted to deliver.
- 1.2. As the programme remains in the testing stages, suppliers and their delivery partners have a duty to ensure the data requested is collected from employers & applicants to the programme.
- 1.3. The Department has provided Privacy Notices for [learners](#) and [employers](#). 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 suppliers that learners & employers have received this.
- 1.4. The guidance below will discuss how data returns should be submitted, with a focus on the Wave 3 spreadsheet submissions.

2. How do I submit a data return?

- 2.1. Delivery partners are expected to make their submission in 2 parts as follows
 - 2.1.1. An ILR return which is completed in line with WMCA Skills programme coding guidance
 - 2.1.2. Completion of the Wave 3 spreadsheet

3. Wave 3 spreadsheet

- 3.1. Submission for claims should be sent via a secure document transfer such as <https://wettransfer.com/>
- 3.2. Submission should be sent to skills.programme@wmca.org.uk
- 3.3. Please ensure you have saved your file with the following naming convention: W3-WMCA-Skills Bootcamp-Delivery Partner name-DDMMYY (date of completion).
 - 3.3.1. Please feel free to use abbreviations if this does not fit the file name character restrictions.

4. When should I submit a data return?

- 4.1. Delivery partners are expected to submit ILR returns in line with the [data submission timetable](#)
- 4.2. Wave 3 spreadsheet should be completed and submitted by the 10th working day of each month.
 - 4.2.1.1. This data return should act as a live document, with new data added as and when cohorts reach each Milestone.

5. What data do I submit at each submission point?

- 5.1. WMCA will expect Delivery partners to complete both the ILR and Wave 3 spreadsheet monthly with all live data, however, for transparency and clarity, the WMCA will be making 3 submissions to DfE. The data that will be checked and required by WMCA at these points are as listed below:
- 5.2. A list of the requirement can be found in [Annex A](#)

6. First submission Milestone

- 6.1. [Employer engagement data](#) - This should contain details of agreed employer engagement / co-investment – with all employers listed in this tab committing to some type of engagement with the Skills Bootcamp. Where a data return has no employers listed at this stage, this will be queried.

- 6.2. **Applicant information data** - This should contain details of **all eligible** course applicants. All columns are required for each eligible applicant. Where there is data missing, validation of the return will be considered on a case-by-case basis. Eligible applicants are those who meet both the Department for Education's eligibility criteria, along with the entry requirements.
- 6.3. **Course participant data** - Columns A-H inclusive should be filled in for all successful applicants now participating in the course (having attended at least 1 session).
 - 6.3.1. Column I of the course participation tab to be completed when participant meets attendance requirements of First Payment Milestone (5 qualifying days).
 - 6.3.2. The date inputted here should be the date the participant reached the linked Milestone.

7. Second submission Milestone

- 7.1. **Course participant data** - Columns J-S inclusive should only be filled in for participants who have completed the course. Any participants who have dropped out of the course before completion should also have these columns filled in.
- 7.2. Column T should be filled in for those participants who have completed the course as defined by DfE
- 7.3. The date inputted here should be the date the participant reached the link - this will be different for independent/unemployed learners, self-employed learners and co-funded learners).

8. Third submission Milestone

- 8.1. **Course participant data** - Columns U-AK inclusive should be filled out within 6 months of the participant's completion of the course with the individual participant's outcome data.
- 8.2. Column AL should be filled in for those participants who had positive outcomes following Skills Bootcamp.
- 8.3. The date inputted here should be the date the participant reached the Milestone (positive outcome following Skills Bootcamp).
- 8.4. **At the final data return submission, please ensure you have filled in column AM for all learners who have not achieved an outcome (to identify if they did not achieve a positive outcome or were uncontactable).**

9. Data return spreadsheet: What do these additional tabs mean?

9.1. Completeness Tracker tab

- 9.1.1. Each tab will monitor the completeness of entries in individual columns to ensure data is filled in. This links to the 'Completeness Tracker tab', which can be used to monitor whether there are large gaps in data quality (in terms of completeness), and consequently swiftly identify any issues relating to data collection.

9.2. Guidance – please read tab

- 9.2.1. The Guidance tab contains useful information relating to data collection permissions, and how this data will be used. It outlines GDPR regulations in force, which Grant Areas, Suppliers and Delivery Partners should be aware of when making arrangements to collect & store data.

9.3. Data timetable tab

- 9.3.1. The Data Timetable tab outlines how to submit data – and what data needs to be submitted – within a neat table format.

9.4. Comments tab

- 9.4.1. The Comments tab is for Grant Areas / Suppliers / Delivery Partners to add any notes that contextualise data or flag any concerns relating to data.

9.5. Annex 1 tab

9.5.1. Annex contains qualification levels and descriptions of what sits in each level. Please see [Annex B](#) below for a summary. The lists for drop-down lists are also saved in this tab for reference.

10. Contacting us

10.1. You can contact us through our query mailbox at skills.programmes@wmca.org.uk You can also contact your assigned Skills Delivery Officer.

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

Annex A

Employer engagement data (M1)

Excel cell	Data requested	What does this mean?
A2	Employer number	This column generates a unique ID for each corresponding employer entered in column C. Individual Employer Numbers are automatically generated, based on the Skills Bootcamp ID (course participant tab B7) and employer row number. This column is locked to prevent editing.
B2	Companies House Registration Number Please refer to https://find-and-update.company-information.service.gov.uk/	Companies House Registration Numbers have 8 characters. This column has data validation in place, and only allows 8 characters max.
C2	Employer name	This will be the company name of the employer engaged by the supplier/delivery partner. Please enter the Company Name of the employer as it appears on Companies House (or if not on Companies House - how it appears on the company's website).
D2	Does the employer operate from a single site or multiple sites?	This column has data validation in place - it only allows selection from a drop-down list. 'One site' means the employer only has a single, physical site 'Two or more sites' means the employer has more than one physical site
E2	If multiple sites: Are Skills Bootcamps participants mainly recruited to the employer's main site or a branch site?	This column has data validation in place - it only allows selection from a drop-down list. The 'main site' is the central HQ the employer operates from. The 'branch or subsidiary site' refers to other sites that the company operates from.
F2	Postcode of the site to which participants are mainly recruited	Please enter the postcode of the site the employer intends to base the majority of participants recruited from the Skills Bootcamp. This column has data validation in place and only allows up to 8 characters max.
G2	Size of employer	This column has data validation in place - it only allows selection from a drop-down list. Please use these drop-down options to identify the number of employees currently working for the employer. This helps us identify the size of the employer (i.e. SME or large multinational).
H2	Most relevant industry/business type (free text)	This column is free text - please enter the most relevant industry/business area that the employer operates in. You may like to refer to Annex 1 T71 to T85 for examples of business areas.
I2	Is the employer offering vacancies?	Column I have data validation in place - it only allows selection from a drop-down list: Please select 'Yes' if the employer is recruiting from the Skills Bootcamp for confirmed vacancies within their company and use column J to identify the number of vacancies the employer has available for Skills Bootcamp participants. Please select 'No' if the employer does not have any vacancies and is involved with Skills Bootcamps in another way.
J2	Number of vacancies offered for bootcamp participants	Please state the number of vacancies committed by the employer for participants. This column has data validation in place and will only allow whole numbers. It is possible for this value to be 0 if employers are offering other types of engagement with the Skills Bootcamp programme.
K2	Is the employer sponsoring their own employees to participate on the Skills Bootcamp?	This column has data validation in place - it only allows selection from a drop-down: If the employer is sending its employees onto the Skills Bootcamp, please select 'yes'. If the employer is recruiting from the Skills Bootcamp or is involved in some other way, please select 'No'.
L2	Is the employer offering any other co-investment? E.g., venue, equipment, time given.	This column has data validation in place. If the employer is offering other engagement with Skills Bootcamp either alongside or instead of recruiting directly from Skills Bootcamps

		<p>(column I & J) or sending their own employees on the course (column K), please use the drop-downs to select the type of engagement/support they are offering:</p> <p>'No' - if they are not offering any other types of engagement than stated in columns I/J or K.</p> <p>'Yes, providing venue' - if they are providing a venue space for the Skills Bootcamp to take place.</p> <p>'Yes, providing equipment' - if they are providing equipment or resources needed for the Skills Bootcamp to take place.</p> <p>'Yes, time given' - if they are offering expertise or their own time (i.e. in the form of a talk or a mentorship for example) as part of the Skills Bootcamp curriculum.</p> <p>'Yes, other' - if they are offering any other type of engagement with the Skills Bootcamp not specified in columns I/J, K or L.</p>
M2	Date of employer co-investment (engagement) buy-in agreed between employer & provider (DD/MM/YYYY):	<p>Please enter the date when the co-investment / engagement offered by the employer for the Skills Bootcamp (columns I-L) was agreed between employer and supplier.</p> <p>This column has data validation in place, and only dates in the format of DD/MM/YYYY - between 01/01/2021 and 01/06/2023 - will be accepted.</p>
N2	Employer contact name	<p>All employers engaged should state a named contact (column N), and contact details (columns O & P).</p> <p>Prior to entering these employers' details, please ensure they have read the Privacy Notice (column Q), and whether they have consented to contact by third-party researchers contracted by DfE (column R).</p> <p>Please note that column P has data validation in place and will only accept whole numbers. As any entries starting with '0' will automatically drop this, we will assume each telephone number starts with this unless an area code is used.</p> <p>Column Q & R have drop downs – please ensure these are used.</p>
O2	Employer email	
P2	Employer telephone number	
Q2	Please confirm the employer has received the Employer Privacy Notice, so employers know how their data will be used. This is necessary to provide the training.	
R2	Has the employer opted out of contact with a third-party research contractor commissioned by DfE? The research contractor will invite employers to participate in interviews and surveys covering their experience of courses and any potential improvements. Participation in this research is entirely voluntary and employers can opt out at any time.	

Applicant information data (M1)

Excel cell	Data requested	What does this mean?
A6	Individual applicant number	<p>This column generates a unique ID for each corresponding applicant entered in column B.</p> <p>Individual Applicant Numbers are automatically generated, based on the Skills Bootcamp ID (course participant tab B7) and applicant row number. This column is locked to prevent editing.</p>
B6	First Name	<p>First name and surname should be inputted into these respective columns.</p>
C6	Surname	
D6 (and E6)	National Insurance number	<p>Please only enter National Insurance numbers (with no spaces) into this column. If an applicant does not have a NI number, the provider should notify Grant Manager who will advise on the next steps. Applicants should have a good reason to have not supplied a NINO (i.e. they have applied for one recently and have a temporary number).</p> <p>Column E6 identifies whether NINO entered in column E is valid. If it is invalid, please liaise with the applicant to ensure the right NINO has been entered.</p>
F6	Home Postcode	<p>Please enter a UK Postcode; please ensure a postcode is entered rather than a town name. This column has data validation in place and only allows up to 8 characters max.</p>
G6	Email address	<p>Please ensure you have collected contact details for each applicant - this is the email address AND a telephone number.</p>
H6	Telephone number	
I6	Please complete the Learner's highest level of education completed.	<p>Please ensure the applicant has identified their highest education level completed. This column has data validation in place - please use the categories shown in the drop-down list (see Annex 1, column A).</p> <p>If you are unsure about what qualification sits at what level, please refer to Annex B which has more information on which qualifications align with which level of education.</p>
J6	If the applicant has completed level 6 qualification (or above), please select which subject	<p>This column has data validation in place - please select from the drop-down options.</p> <p>If you are unable to view, drop-down options, please refer to Annex 1 N72 to N95 for a list of subjects.</p>

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K6	What month/year did the applicant apply to join the Skills Bootcamp? MM/YY	This column has data validation in place and only allows 5 characters to be inputted. Please enter what month/year the applicant made their application, and please enter this in number format, e.g. 05/22 instead of May 2022. A date formula has been added to the column, and so will automatically convert the numbers into date format.
L6	What best describes the applicant's employment status before they applied to the Skills Bootcamp?	This column has data validation in place. Please select from drop-down the employment status which most closely describes the applicant before attending a Skills Bootcamp course. If you are unable to view the drop-down options, please refer to Annex 1 N27 to N37. An applicant is classed as unemployed if they have not been working but have been available to work and actively seeking work. If an applicant has not been working but is also unavailable or not seeking work, please record this as retired / long-term sickness / caring responsibilities/education - whichever is most appropriate.
M6	If the applicant is employed, what is the name of their current employer? (Employer name)	Please enter Company Name of current employer (if employed). If applicant is unemployed or has never worked before, please enter N/A
N6	What is the postcode of the applicant's main workplace? (Employer postcode)	If the applicant is employed, please enter their current workplace's post code. If they work more than one job, please enter the workplace postcode that they spend most time at. This column has data validation in place, and will only allow 8 characters max. If the applicant has never worked before, please enter N/A
O6	Has the learner applied to participate in the Skills Bootcamp through their current employer?	This column has data validation in place - please select an option from the drop down: If the applicant has applied through their employer (i.e. the employer has sent them on this course), please enter 'yes'. If 'yes', the employer contribution will differ depending on the size of the employer. If employer is an SME, contribution will be 10%, If the employer is larger (i.e. 250+ employees), the contribution will be 30% If the applicant has entered as an individual, please select 'No'.
P6	Prior to applying for the Skills Bootcamp, how many hours per week does the applicant usually work in their job(s)?	This column has data validation in place, and only accepts whole numbers. Please enter average hours worked per week by the applicant prior to Skills Bootcamp application. If they are unemployed or have never worked, please enter 0.
Q6	What is the learner's estimated current salary?	Column P has data validation in place, and only accepts numbers (to 2 decimal points). Please provide salary figures as either: (1) an hourly rate (if on zero-hour contract), (2) weekly, (3) monthly, (4) yearly gross pay as stated for current job. If unemployed or never worked, please enter '0'. In column Q, please then specify whether figure provided in column P is hourly, weekly, monthly or yearly. Please select N/A if unemployed or never worked. It is important that we get an accurate understanding of income for evaluation purposes. All data will remain confidential and will not be compared across employers or individuals. The data will be anonymised and used to understand if income changes after participation in skills bootcamps.
R6	Please indicate whether this income estimate is hourly, weekly, monthly, or yearly.	
S6	Is the applicant planning to continue working while on the Skills Bootcamp?	This column has data validation in place - please select from the drop-down options whether the applicant plans to continue working (if currently employed) full-time, part-time or as self-employed during the course of the Skills Bootcamp.
T6	What is the applicant's main job prior to applying for the Skills Bootcamp?	Please enter the applicant's job title: - If the applicant is unemployed, please request their most recent job title. - If applicant has multiple jobs, please enter their main job's title. - If applicant has never worked, please enter 'never worked'
U6	What industry did the learner mainly work for prior to applying for the Skills Bootcamp?	Please enter the industry the applicant worked in most recently: - If the applicant is unemployed, please request their most recent industry. - If applicant has multiple jobs, please enter the main industry they worked in. - If applicant has never worked, please enter 'never worked'
V6	Is the learner currently claiming Universal Credit?	This column has data validation in place - please select option from the drop down: If an applicant claims any benefit under Universal Credit, please state 'yes' - additional detail is not needed in this column.
W6	Does the learner have caring responsibilities for children or other adults?	This column has data validation in place - please select option from the drop down: If the applicant is currently not working or working reduced hours due to caring responsibilities, please enter 'yes'.
X6	Learner Date of Birth (DD/MM/YYYY)	Please enter the date of birth for the applicant as DD/MM/YYYY, rather than their age. This column has data validation in place and will only accept entries in date format that are between 01/01/1920 and 01/01/2005.

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Y6	Gender	This column has data validation in place - please use drop down options to select applicant's stated gender.
Z6	Disability / Long Term Health condition	This column has data validation in place - please use drop downs to specify whether applicant has a disability or long-term health condition.
AA6	Ethnicity	This column has data validation in place - please ensure the applicant uses the drop-down categories to specify what ethnicity they belong to; this is not the same as nationality.
AB6	Please confirm the applicant has received all the necessary supporting materials about how their data will be used. This is necessary to provide the training.	This column has data validation in place - please use the drop-down options: 'Yes, confirmed all materials were received' if suppliers can confirm applicants have received material outlined in header. 'No cannot confirm materials were received' if the supplier cannot confirm applicants received material outlined in header.
AC6	All Applicants/Learners may be asked to take part in qualitative interviews and or surveys to understand their experience of participating in Skills Bootcamps. This is optional. Has the Applicant/Learner opted out of being contacted for this purpose?	This column has data validation in place - please use the drop-down options: 'Yes, opted out' if learners have opted out of being contacted by third-party research contractors commissioned by DfE. 'No - consents to contact' if learners consent to being contacted by third-party research contractors commissioned by DfE. If at any point the applicant / learner no longer wants to be contacted or has severe illness or circumstances which means contact would be inappropriate, it is important that the provider updates this column to reflect this change.
AD6	Where did the applicant hear about the course?	Please use the drop-down categories to specify how the applicant has found out about the course.
AE6	Has the applicant become a participant?	Please ensure you have selected the appropriate option for this column – this will automatically enable information to feed into to the course participant tab if the applicant becomes a participant.
AF6	Bootcamp start date	Please enter the Skills Bootcamp start date that the participant will begin the course on. This date should align with Skills Bootcamp start dates entered in row 12 of the course participant tab. Please enter the Skills Bootcamp start date as DD/MM/YYYY. This column has data validation in place and will only accept entries in date format that are greater than 01/03/2022.
AG6	If the applicant did not become a participant, please select reason why	Please select reason from the drop-down list.

Course participant data (M1)

Excel cell	Data requested	What does this mean?
A1	SUBMISSION DATE (date submitted)	This is the date the data return has been submitted to DfE. This date will change each time you submit or re-submit the data return. The Grant Area should fill this in prior to submission.
A2	Lead Supplier	This is the organisation which holds the primary contract with the Grant Area. The Lead Supplier should fill this in.
A3	Supplier UKPRN	If the lead supplier has a UKPRN, please fill this in. You can find this here - https://www.ukrlp.co.uk/ukrlp/ukrlp.first . The Lead Supplier should fill this in.
A4	Delivery Partner	This is the organisation who is delivering the training (which might be the same as the lead supplier in row 2). The Delivery Partner should fill this in.
A5	Delivery Partner UKPRN (if applicable)	Please enter the delivery partner's UKPRN. You can find this here - https://www.ukrlp.co.uk/ukrlp/ukrlp.first The Delivery Partner should fill this in.
A6	Skills Bootcamp Name	Please enter the Skills Bootcamp name the data return relates to (as stated in the contract).
A7	Skills Bootcamp ID	The DfE will supply this, and the MCA/GLA/LEP should fill this in once they receive the code. Please leave blank until the code is received.
A8	Area	Please select from drop down the area that the bootcamp is being delivered. If it is national or multi-regional, please use cell C8 to list the different areas.
A9	Delivery mode	Please specify how the course is being delivered – online, face-to-face or blended (both online & face-to-face).
A10	Total Skills Bootcamp Guided Learning Hours (GLH)	Please enter the total number of guided learning hours the course will take.
A11	Cohort number	Please specify the start date, the end date and the number of available places for each cohort on the Skills Bootcamp that the data return relates to.
A12	Skills Bootcamp Start date	
A13	Skills Bootcamp End date	
A14	Number of available places in course	
A18	Individual learner number:	This column pulls the Individual Applicant Numbers from the Applicant Information tab. This column is locked to prevent editing.
B18	First Name	This information is automatically pulled across for each Individual Applicant IF the applicant has become a participant (as listed in column AE of the Applicant Information tab).
C18	Surname	
D18	National Insurance number	
E18	Please complete the name of the Skills Bootcamp	Please enter the name of the Skills Bootcamp course as marketed to learners by the Delivery Partner. This may differ between cohorts within the same Skills Bootcamp - i.e. a Data Engineering Skills Bootcamp may have cohort 1 on a standard data engineering course but cohort 2 on an accelerated data engineering course.

F18	Please select which cohort the learner is participating in; this should align with cohort start & end dates listed in rows 12-14.	Please select what cohort the learner has joined. Please ensure you have filled out rows 12-14 with start dates, end dates and number of available places for each cohort.
G18	Is learner co-funded?	This is automatically filled in if the applicant has become a participant (as listed in column AE of the Applicant Information tab).
H18	Has the learner met the First Milestone requirement?	Please use the drop-down options to indicate whether the participant has met attendance requirements for the First Milestone.
I18	Please enter First Payment Milestone Date DD/MM/YYYY	This column has data validation in place and will only accept entries between 01/01/2022 and 01/01/2024. The data entered here should be when the learner meets the minimum attendance for the First Milestone.

Course participant data (M2)

Excel cell	Data requested	What does this mean?
J18	Attendance rate of total course (%)	Please ensure you enter the total guided learning hours of the course in B10. When you enter the number of guided learning hours the learner has participated to date in K18, column J18 will automatically calculate the participant's attendance rate across total course as a percentage. This is calculated by: (Total GLH learner has spent on course ÷ Total GLH of Skills Bootcamp Course) X 100.
K18	Number of Guided Learning Hours (GLH) the learner has participated in classes (in total).	This is the total GLH the learner has participated across the Skills Bootcamp course. This column has data validation in place and will only accept numbers to 1 decimal points.
L18	Number of hours learner has engaged in additional activity / support (in total)	This is the total number of hours that the learner has engaged in additional activity or support. This includes extra support from tutors, extra credit work etc. This column has data validation in place and will only accept numbers to 1 decimal points.
M18	Has the learner completed all necessary assessments / assignments?	Please identify whether the participant has completed all assignments (column M) and whether the participant has passed all assignments (N). Please use the drop-down options.
N18	Has the learner passed all necessary assessments / assignments?	
O18	Has the learner exited the course before completion? (yes / no)	If the participant has dropped out before completing the course, please ensure they are still included in the course participant tab. Please ensure you fill out columns J-R for these participants.
P18	Reason for drop-out (select main reason):	
Q18	Has the learner completed the course?	Please specify whether the participant has completed the course.
R18	Please enter the employer's name who offered guaranteed interview to learner, or state if the learner is co-funded or self-employed.	Please enter the Company Name of employer who offers a guaranteed interview for the learner. Co-funded and self-employed learners have different evidence checks so please state here if they fall under those categories.
S18	If co-funded has the learner been offered a new role and/or responsibilities which utilises the skills acquired on the Skills Bootcamp?	If the learner has attended the course through their employer, please use the drop down to specify whether the co-funded learner has been offered a new role and/or responsibilities with their employer which uses the skills gained through the bootcamp course.
T18	35% payment - insert the date of the naming convention claim (dd/mm/yyyy)	This column has data validation in place and will only accept entries between 01/01/2022 and 01/01/2024.

Course participant data (M3)

Excel cell	Data requested	What does this mean?
U18	Has the learner been successful at their guaranteed interview for a job?	Please confirm whether the learner was successful at the guaranteed interview on offer. If the learner was co-funded or self-employed, please select 'N/A', and refer to V18 for co-funded, or W18 for self-funded.
V18	If co-funded, has the learner accepted a new role and/or responsibilities?	Please specify whether an employee sent on course by their employer (i.e. co-funded learner) accepted new roles and/or responsibilities. If the learner is self-employed or fully funded, please select 'N/A' and refer to W18 for self-funded, or U18 for fully funded.
W18	If self-employed, has the learner secured new work/contracts?	Please specify whether a self-employed participant secured new work or contracts. If the learner is self-employed or fully funded, please select 'N/A' and refer to V18 for co-funded, or U18 for fully funded.
X18	Employment status within 6 months of completion of Skills Bootcamp	Please ensure you keep track of learners after the course is completed, and record their outcomes as listed in the drop-down lists for column X and column Y.
Y18	Job outcome within 6 months of completion of Skills Bootcamp	
Z18	If the outcome is apprenticeship, what level?	If the outcome was an apprenticeship, please select the relevant drop-down option in columns Z, AA, and AB.
AA18	If learner started an apprenticeship, what subject?	
AB18	If learner started an apprenticeship, has the length of it been accelerated [reduced by at least 3 months]?	
AC18	Was the learner's current employment obtained after a successful guaranteed interview upon completing the Skills Bootcamp?	If the learner gained employment due to a guaranteed interview arranged by the training provider, please select 'yes'. If the learner gained employment through sourcing their own opportunities, please select 'no'.

AD18	If the learner is employed, what is the name of their current employer?	If the learner is employed, please identify their: a) Employer's name (company name) in column AD b) Postcode of the employer's site (company site) the learner is based in column AE; if the learner is working more than one job, please enter the postcode of the main workplace c) Select drop down that best describes the role type in column AF d) Number of hours the learner works PER WEEK in column AG; please note data validation only allows numbers to 1 decimal point
AE18	What is the postcode of the learner's main workplace?	
AF18	Is the new role full-time, part-time or self-employed?	
AG18	How many hours per week does the learner usually work in their job(s)?	
AH18	What is the learner's estimated current salary?	Please also include the starting wage of the job offered in column AH, specifying how often this is paid in column AI. Column AH has data validation in place, and only accepts numbers (to 2 decimal points). Wage can be entered as an hourly, weekly, monthly or yearly figure. Column AI should be used to specify whether it is hourly, weekly, monthly or yearly. It is important that we get an accurate understanding of income for evaluation purposes. All data will remain confidential and will not be compared across employers or individuals. The data will be anonymised and used to understand if income changes after participation in skills bootcamps.
AI18	Please indicate whether this income is hourly, weekly, monthly or yearly.	
AJ18	If employed, what is the learner's main job? Insert JOB TITLE.	If they are employed, please enter the learner's new job title here – if they are working more than one job, please enter their main workplace's job title.
AK18	If employed, what industry does the learner mainly work for? Insert INDUSTRY TITLE.	If they are employed, please enter the name of the industry that the learner now works in – if they are working more than one job, please enter the industry of their main workplace.
AL17	10% payment - insert the date of the naming convention claim (dd/mm/yyyy)	This column has data validation in place and will only accept entries between 01/01/2022 and 01/01/2024.

Annex B

<p>Entry Level: Each entry level qualification is available at three sub-levels - 1, 2 and 3. Entry level 3 is the most difficult. Entry level qualifications are: entry level award entry level certificate (ELC) entry level diploma entry level English for speakers of other languages (ESOL) entry level essential skills entry level functional skills Skills for Life</p>	<p>Level 1: first certificate GCSE - grades 3, 2, 1 or grades D, E, F, G level 1 award level 1 certificate level 1 diploma level 1 ESOL level 1 essential skills level 1 functional skills level 1 national vocational qualification (NVQ) music grades 1, 2 and 3</p>	<p>Level 2: GCSE - grades 9, 8, 7, 6, 5, 4 or grades A*, A, B, C intermediate apprenticeship level 2 award level 2 certificate level 2 diploma level 2 ESOL level 2 essential skills level 2 functional skills level 2 national certificate level 2 national diploma level 2 NVQ music grades 4 and 5 O level - grade A, B or C</p>
<p>Level 3: A level access to higher education diploma advanced apprenticeship applied general AS level international Baccalaureate diploma level 3 award level 3 certificate level 3 diploma level 3 ESOL level 3 national certificate level 3 national diploma level 3 NVQ music grades 6, 7 and 8 tech level</p>	<p>Level 4: certificate of higher education (CertHE) higher apprenticeship higher national certificate (HNC) level 4 award level 4 certificate level 4 diploma level 4 NVQ</p>	<p>Level 5: diploma of higher education (DipHE) foundation degree higher national diploma (HND) level 5 award level 5 certificate level 5 diploma level 5 NVQ</p>

<p>Level 6: degree apprenticeship degree with honours (e.g. Bachelor of Arts (BA) honours, Bachelor of Science (BSc) honours) graduate certificate graduate diploma level 6 award level 6 certificate level 6 diploma level 6 NVQ ordinary degree without honours</p>	<p>Level 7: integrated master's degree, for example Master of Engineering (MEng) level 7 award level 7 certificate level 7 diploma level 7 NVQ master's degree, for example Master of Arts (MA), Master of Science (MSc) postgraduate certificate postgraduate certificate in education (PGCE) postgraduate diploma</p>	<p>Level 8: doctorate, for example Doctor of Philosophy (PhD or DPhil) level 8 award level 8 certificate level 8 diploma</p>
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