## BERKSHIRE SKILLS BOOTCAMPS

## Wave 6 grant proposal application form

Once complete please consider this document ‘Commercial in Confidence’

All proposals for a grant award to deliver Skills Bootcamps in Berkshire should be submitted to The Skills and Business Hub at [berkshireskillsbootcamps@skillsandbusinesshub.org](mailto:berkshireskillsbootcamps@skillsandbusinesshub.org) no later than **17:00 BST on Friday 8th August 2025.**

All submitted proposals will be acknowledged. If you do not receive an acknowledgement, please contact The Skills and Business Hub on 0118 945 0200.

**How to complete this grant proposal application form**

1. Complete one full grant proposal application form for **each** proposed Skills Bootcamp
2. Ensure the ‘Attestation’ is signed by an appropriate person in your organisation who has authority to commit to the delivery of the Skills Bootcamps should the grant be awarded
3. Complete the box below outlining the total number of pages in your proposal (including this page) to ensure we receive all information.
4. Submit your proposal to [berkshireskillsbootcamps@skillsandbusinesshub.org](mailto:berkshireskillsbootcamps@skillsandbusinesshub.org) by the deadline

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| **Please confirm the total number of pages of your submission (both sections A and B)** |  |

**Section A – Delivery Partner information (please complete just once)**

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| **Part 1: Delivery Partner organisation details** | | |
| **Question** | | **Answer** |
| a) | Registered Organisation name |  |
| b) | Registered Organisation address |  |
| c) | Trading status | 1. further education provider 2. public limited company 3. private limited company 4. limited liability partnership 5. other partnership 6. sole trader 7. charity 8. other (please specify your trading status) |
| d) | UK PRN registration number |  |
| e) | Companies House registration number |  |
| f) | Registered VAT number |  |
| g) | Registered website address |  |
| h) | Lead contact name |  |
| i) | Lead contact email address |  |
| j) | Lead contact telephone number |  |

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| **Part 2: Declarations** | | |
| Please answer the following questions in full. Note that every organisation that forms part of your bidding group/consortium, as well as every organisation that is being relied on (including subcontractors being relied on) to meet the selection criteria must complete and submit responses to part 1 and the declarations in part 2. | | |
| **Grounds for mandatory exclusion** | | |
| **Question** | | **Declaration** |
| 2.1 | Within the past five years, anywhere in the world, have you or any person who:   * is a member of the proposed Delivery Partners administrative, management or organisation or * has powers of representation, decision or control for the Delivery Partner,   been convicted of any of the offences below? | |
| a) | Participation in a criminal organisation | Yes ☐ No ☐ |
| b) | Corruption | Yes ☐ No ☐ |
| c) | Terrorist offences or offences linked to terrorist activities | Yes ☐ No ☐ |
| d) | Money laundering or terrorist financing | Yes ☐ No ☐ |
| e) | Child labour and other forms of trafficking in human beings | Yes ☐ No ☐ |
| 2.2 | If you have answered yes to any part of question 2.1, please provide further details, including:   * date of conviction and the jurisdiction, * which of the grounds listed the conviction was for, * the reasons for conviction, * the identity of who has been convicted.   If the relevant documentation is available electronically please provide:   * the web address, * issuing authority, * precise reference of the documents. |  |
| **Grounds for Discretionary Exclusion** | | |
| The detailed grounds for discretionary exclusion of an organisation are set out in Annex D and should be referred to before completing these questions. | | |
| **Question** | | **Declaration** |
| 2.3 | Within the past three years, anywhere in the world, have any of the situations summarised below applied to you? | |
| a) | Breach of environmental obligations?  To note that environmental law obligations include Health and Safety obligations | Yes ☐ No ☐ |
| b) | Breach of social law obligations? | Yes ☐ No ☐ |
| c) | Breach of labour law obligations? | Yes ☐ No ☐ |
| d) | Bankruptcy or subject of insolvency? | Yes ☐ No ☐ |
| e) | Guilty of grave professional misconduct? | Yes ☐ No ☐ |
| f) | Distortion of competition? | Yes ☐ No ☐ |
| g) | Conflict of interest? | Yes ☐ No ☐ |
| h) | Been involved in the preparation of the grant award procedure? | Yes ☐ No ☐ |
| i) | Had any grants or contracts funded partly or fully originating from Department for Education terminated or suspended for any reason? | Yes ☐ No ☐ |
| 2.4 | If you are a relevant organisation please   1. confirm that you have published a statement as required by Section 54 of the Modern Slavery Act 2. confirm that the statement complies with the requirements of Section 54 and any guidance issued under Section 54 | Yes ☐ No ☐  Not applicable ☐  Yes ☐ No ☐  Not applicable ☐ |
| 2.5 | If you have answered YES to any of the questions in 2.3, or NO to question 2.4, please explain what measures have been taken to demonstrate your reliability despite the existence of a relevant ground for exclusion. (Self cleaning) |  |

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| **Part 3: Ofsted** | | |
| Since April 2023, OFSTED have included Skills Bootcamps into its regular inspection of further education and skills providers. Please provide details of any inspections on your Skills Bootcamps. | | |
| **Question** | | **Declaration** |
| 3.1 | Have you delivered Skills Bootcamps inspected by Ofsted? If yes, what grade did you receive? | Inspected ☐  Not inspected ☐  Grade if inspected: \_\_\_\_ |
| 3.2 | If inspected, please provide the date and link to the published Ofsted report (or electronic copy): |  |
| 3.3 | If your Skills Bootcamps have not been inspected by Ofsted, what processes will you implement to ensure high-quality delivery and compliance with standards? |  |

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| **Attestation** | |
| I confirm that I have the appropriate authority to submit this grant proposal application and have familiarised myself with the requirements of Skills Bootcamps.  I also confirm that the information provided in this grant proposal application is true and accurate to the best of my knowledge and belief at the time of signing. | |
| Full name |  |
| Position / Job title |  |
| Signature |  |
| Date |  |

**Section 2: Skills Bootcamps proposal (please complete this section once for each Skills Bootcamp proposal)**

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| Skills Bootcamps title |  | |
| Category (sector) area |  | |
| Education level |  | |
| Training standard (please provide details of which accreditation / standard) | Accredited |  |
| Aligned to IfA&TE occupational standards |  |
| Recognised standard for representing attainment (e.g., RARPA, SFIA). |  |
| Mode of delivery | Face to Face | ☐ |
| Live Virtual | ☐ |
| Blended (provide details of est. split) |  |
| Location |  | |
| Planned number of learners |  | |
| Planned number of Guided Learning hours (GLH) |  | |
| Duration (weeks) |  | |
| Planned cost per learner |  | |

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| Please provide a brief description of the proposed Skills Bootcamps content (max 300 words) |
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### **1. Experience of post 19 delivery in the UK**

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| Please provide examples of previous post-19 short course delivery that demonstrates your track record for successful education delivery that responds to employer need and if appropriate include destination data for learners.  If you have previous Skills Bootcamp delivery – please provide information on the programme including planned and actual learner numbers and successful outcome data by milestones one, two and three. |
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### **2. Approach to employer engagement**

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| Please outline your strategy for engaging with local employers to create, facilitate and / or deliver your proposed Skills Bootcamps.  Include details of how your proposed Skills Bootcamps will address skills shortages and vacancies in the Berkshire region. Please provide references to specific job titles if appropriate. | | |
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| Please include details of employers who are or will support your proposal, either through curriculum development, delivery and/or learner outcomes | | | |
| Employer 1 | | | |
| Organisation name | |  | |
| Main contact name | |  | |
| Main contact email | |  | |
| Industry / sector | |  | |
| Anticipated contribution (please select all that apply) | | Design | ☐ |
| Delivery | ☐ |
| Outcomes | ☐ |
| Employer 2 | | | |
| Organisation name | |  | |
| Main contact name | |  | |
| Main contact email | |  | |
| Industry / sector | |  | |
| Anticipated contribution (please select all that apply) | | Design | ☐ |
| Delivery | ☐ |
| Outcomes | ☐ |
| Employer 3\* | | | |
| Organisation name | |  | |
| Main contact name | |  | |
| Main contact email | |  | |
| Industry / sector | |  | |
| Anticipated contribution (please select all that apply) | | Design | ☐ |
| Delivery | ☐ |
| Outcomes | ☐ |

*\* please copy and add details of additional employers as required*

### **3. Approach to learner recruitment**

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| Please outline how learners will be recruited for this Skills Bootcamps, and who are the key stakeholders in your learner recruitment plan?  Describe how you will ensure that recruitment processes are fair and transparent, that alternative selection methods are available according to need and that participants fully understand the commitment involved so that drop outs from the programme are minimised. |
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### **4. Approach to learner engagement and support**

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| Please describe what support will be provided to learners before, during and after the completion of the Skills Bootcamp course delivery e.g., mentoring, coaching, interview preparation, signposting, career advice.  Please describe what support will be offered to unsuccessful applicants and what other options/routes they will be referred to? |
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### **5** **Data and Quality Management**

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| DfE requires all providers to demonstrate their approach to robust data collection. Please provide information on how you will ensure that all required data is collected and reported at the required intervals, and of the necessary accuracy/quality.  Please include previous experience of involvement in the grant management process, including submitting government returns on performance and financial information.  Please note Data collection, storage and retrieval must be compliant with the requirements of General Data Protection Regulations (GDPR) |
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### **6 Delivery capability and capacity**

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| Please describe how you will ensure that training is delivered by suitable, high quality, experienced practitioners, and that you have sufficient teacher resource to deliver the proposed Skills Bootcamps.  Describe any specific examples of prior successful delivery of this type of employer-led medium to higher level skills (level 2 - 5 or equivalent) training. | |
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| Do you plan to use any third parties for any elements of your Skills Bootcamps (if yes please provide details below including the company / individuals name and overview of how performance and quality will be managed) | Yes ☐ No ☐ |
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### **7 Mobilisation of the Skills Bootcamp**

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| Please set out a high-level project plan for delivery of the proposed Skills Bootcamps, including demonstrating its contribution to the overall learner targets for Berkshire for both the end of July and September 2025 and March 2026 |
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### **8 Delivery costs and value for money**

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| Please provide a breakdown of anticipated cost per learner.  This should include   * course development / administration and set up * learner recruitment and onboarding * marketing costs * learner engagement and wrap around support * outsourced / contracted delivery |
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### **9 References**

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| Please provide the details of two referees. At least one referee should be associated with projects closely aligned with the scope of this opportunity, particularly if relevant experience includes Skills Bootcamps. Referees should be individuals who have first-hand knowledge of your delivery and can comment on its quality, effectiveness, and successful completion. | |
| **Reference 1** | |
| Name |  |
| Position / Organisation |  |
| Email address |  |
| Phone number |  |
| Nature of relationship |  |
| **Reference 2** | |
| Name |  |
| Position / Organisation |  |
| Email address |  |
| Phone number |  |
| Nature of relationship |  |