

London Borough of Hounslow

Funding retention and charges policy: Skills Bootcamps

...

Last Updated: 31 Oct 2025

Reviewed annually.

Date of next review: 31 Oct 2026

Document Control

Publication Date:	31 October 2025
Next Review Date:	31 October 2026

Approval

Approved By:	Jude Robinson
Position:	Interim Head of Service – Careers, Skills & Employment
Date Approved:	31 October 2025
Signature:	

Version Control

Version	Details of amendment	Date
1.0	Version 1 – Original	31 October 2025

The updating and maintenance of this policy is the responsibility of the Lifelong Learning, Skills and Employment Service.

DISTRIBUTION LIST

Roles:
Portfolio holder for Lifelong Learning, Skills and Employment Service
LB Hounslow Staff
LB Hounslow Partners and Suppliers
Greater London Authority

Funding Retention and Charges Policy Including Subcontracting

For GLA-Funded Skills Bootcamps (2025–26)

London Borough of Hounslow

Scope

This policy applies to all subcontracting activity supported with funds supplied by the Greater London Authority (GLA), or any successor organisations.

1. Introduction

The London Borough of Hounslow is committed to delivering high-quality, inclusive, and impactful adult education and skills programmes that support Londoners into good work and contribute to the capital's green economy.

This Funding Retention and Charges Policy outlines our approach to managing funding, subcontracting arrangements, and associated charges for the delivery of Skills Bootcamps funded by the GLA under the Adult Skills Fund (ASF) for the 2025–26 academic year.

As a local authority, we recognise our responsibility to ensure public funds are used effectively, transparently, and in accordance with the GLA's Funding and Performance Management Rules. This policy sets out the principles and procedures we follow to retain funding, apply charges, and manage subcontracted provision, with a focus on ensuring value for money, robust quality assurance, and alignment with our strategic priorities for green skills development.

We are committed to working collaboratively with subcontractors and delivery partners who share our values and can demonstrate the capacity to deliver high-quality training that meets the needs of learners, employers, and the wider community. All subcontracting arrangements will be procured in accordance with the [Public Contracts Regulation 2015](#) or [the Procurement Act 2023](#) and the Council's [Contract Procedure Rules](#) to ensure fairness, compliance, and accountability.

This policy will be reviewed annually and updated to reflect any changes in GLA funding guidance, local priorities, or statutory requirements.

2. General Funding Principles

The London Borough of Hounslow will deliver Skills Bootcamps in accordance with the GLA's funding and performance management rules set out in the GLA Wave 6 Skills Bootcamp Delivery Handbook 2025–26. This section outlines the core principles that govern how funding is accessed and retained, including subcontracted provision.

2.1 Funding Model

- Bootcamp funding is milestone-based, with payments linked to learner progression and outcomes as defined by the GLA.
- Funding is claimed via the data submitted via the Individualised Learner Record (ILR) and the Supplementary Data Return (SDR) submitted monthly in accordance with specifications set out by the GLA and DfE.
- Learners must complete a minimum number of qualifying days to trigger funding eligibility.

2.2 Learner Eligibility

- Learners must meet GLA residency and eligibility criteria, including age, residency status, and location.
- Priority will be given to Hounslow residents who are unemployed or seeking to transition into green sector roles.
- Providers must ensure robust eligibility checks and retain appropriate evidence for audit purposes.

2.3 Recognition of Prior Learning (RPL)

- RPL must be considered to avoid duplication of learning and ensure efficient use of public funds.
- Adjustments to learning plans and funding claims must be documented and compliant with GLA guidance.

2.4 Fees and Charges

- There is no charge to the individual learner for any element of the Skills Bootcamps.
- Any additional learner costs (e.g., travel, equipment) must be clearly communicated and, where possible, mitigated through local support schemes.
- Subcontractors must not charge learners for participation in bootcamps unless explicitly permitted by the GLA.

2.5 Data Protection

- Personal data must be securely stored and shared in accordance with the Data Protection Act 2018 and UK GDPR and local authority data protection policies.
- A declaration is signed by the Learner participating in a Skills Bootcamp detailing the purposes of data processing, retention of personal data and GDPR implications which relate to their involvement in the Skills Bootcamp.

3. Subcontracting Strategy

The London Borough of Hounslow recognises that subcontracting can play a vital role in extending the reach, capacity, and specialist expertise required to deliver high-quality Skills Bootcamps across the borough. Our subcontracting strategy is designed to ensure that all subcontracted provision aligns with our strategic priorities, delivers value for money, and meets the standards set out by the GLA.

3.1 Strategic Rationale

Hounslow Council may subcontract Skills Bootcamp delivery where this enhances:

- Access to specialist skills, knowledge or facilities not otherwise available.
- Capacity to deliver provision across priority sectors in Hounslow.
- Responsiveness to local employer demand.
- Opportunities for disadvantaged or under-represented learners.

Subcontracting will only be used where it supports strategic aims and demonstrably adds value for learners and local employers.

3.2 Compliance and Governance

- Subcontracting arrangements will comply with the Public Contracts Regulations 2015 or the Procurement Act 2023, DfE Subcontracting Rules, and GLA funding conditions, ensuring it meets local priorities and value-for-money principles.
- Subcontractor performance will be monitored through formal agreements, audits, learner interviews, and data checks to ensure compliance with safeguarding, prevent, and quality assurance requirements.

3.3 Review and Approval

- All subcontracting proposals are subject to review by Procurement, Finance and Legal.
- Any changes to subcontracting arrangements will require prior approval from the GLA.

3.4 Subcontractor Selection and Procurement Process

Hounslow Council will ensure a fair, transparent, and robust process, including:

- Due diligence checks covering financial stability, track record, safeguarding, quality assurance, and Prevent compliance.
- Conflict of interest checks to ensure no undue advantage exists between the Council and subcontractors.
- Procurement in line with the Council's Contract Procedure Rules and Public Contracts Regulations 2015 or the Procurement Act 2023.
- Assessment criteria based on quality of provision, sector expertise, employer links, ability to support under-represented learners and training experience.
- Approval only where subcontractors meet GLA's definition of "low risk" and provide evidence of high-quality delivery.

5. Contracting and Delivery Requirements

All subcontracted delivery of Skills Bootcamps under the London Borough of Hounslow are governed by robust contractual arrangements that ensure compliance, quality, and value for money.

5.1 Contractual Terms

- All subcontractors will enter into a legally binding agreement with the Council before delivery commences.
- Contracts will clearly define the scope of delivery, funding arrangements, performance expectations, and reporting requirements.
- All subcontractors must agree to comply with GLA funding rules, ILR data standards, and audit protocols.
- Contracts will include clauses on termination, dispute resolution, and clawback of funds in cases of non-compliance or underperformance.

5.2 Delivery Expectations

- Subcontractors must deliver training that aligns with the GLA's Skills Bootcamp Delivery Handbook requirements, including sector relevance, employer engagement, and progression pathways.
- Delivery must be inclusive, accessible, and responsive to the needs of Hounslow residents, with particular attention to priority groups.

- Subcontractors must ensure that all learning environments are safe, well-equipped, and conducive to high-quality learning.
- No charges will be made to individual learners for any aspect of Skills Bootcamps.

5.3 Data and Reporting

- Data must be securely stored and shared in accordance with the Data Protection Act 2018 and GDPR.
- Monthly performance reports must be submitted to the council, including learner outcomes, attendance, progression metrics and supporting evidence retained in auditable form as agreed in a Subcontractor's contract or service level agreement.
- Subcontractors will be required to cooperate with the Council and GLA audits and quality assurance checks.

5.4 Quality Assurance

- Subcontractors will be subject to planned monitoring activities, desk-based monitoring, teaching visits and observations, monitoring meetings and learner satisfaction surveys and or interviews.
- The council will assess delivery quality using a range of indicators, including learner satisfaction, achievement rates, employer feedback and compliance.
- Progress against Key Performance Indicators (KPIs) will be reviewed monthly. Please find the KPI set out in **Appendix A**.

5.5 Safeguarding and Compliance

- All subcontractors must comply with safeguarding legislation, including the Council's Safeguarding Policy.
- All delivery staff must hold enhanced DBS checks and appropriate safeguarding training.
- Any safeguarding concerns must be reported immediately to the council's designated safeguarding lead.

6. Funding Retention

- Hounslow Council will retain a maximum of 20% of the Skills Bootcamps funding allocated to subcontractors, in line with GLA guidance for project and performance management, administration and quality assurance.
- Retention is calculated as a percentage of funding attached to each learner outcome delivered by the subcontractor.
- Retention above 20% will only be applied in exceptional circumstances (e.g. where additional oversight is required) and will be fully justified, documented, and agreed in advance with the GLA.

6.1 Payment terms and schedule details

- Subcontractors will be paid in line with GLA milestone payments:
 - **Milestone 1:** On successful completion of the first 14 days of the bootcamp and on completion of the initial assessment.
Date of Payment: Upon verified milestone achievement, paid per learner.

- **Milestone 2:** On successful course completion, including completion of a final assessment, and an offer of an interview for a vacancy which meets the criteria set out in the service requirements.

Date of Payment: Upon verified milestone achievement, paid per learner.

- **Milestone 3:** On achievement of a successful job outcome.

Date of Payment: Upon verified milestone achievement, paid per learner.

- Payments to subcontractors will be made within 30 days of Hounslow Council receiving confirmed GLA funding for those outcomes.
- Retention will be deducted prior to payment.
- All payment arrangements will be clearly set out in legally binding subcontract agreements, including dispute resolution procedures.

Appendix A

Key Performance Indicators

Key Performance Indicators (KPIs)	Definition	Performance Measure
Learner Start	Completion of 14 qualifying days and completion of initial assessment equating to at least a minimum of 10 guided learning hours within this period	W6 Direct Award bootcamps: • 30% by 31st July 2025 • 60% by 30th September 2025 W6 Open Competition bootcamps: • 30% by 30th September 2025 All Wave 6 bootcamps: • 100% achieved by 31st March 2026
Guaranteed Interview for each Relevant learner* on the Skills Bootcamp *a relevant Learner is one who is not training with the support of their existing employer, or are self-employed	Interview must be for a job (which can be an apprenticeship). The interview must be for a job that matches the skills acquired by learner through the successful completion of the Skills Bootcamp.	100%
Learner Outcomes / Career Progression Providers to ensure a positive outcome for at least 75% of individuals within 6 months of completing their Skills Bootcamp	Unemployed learners/independent learners: Should get a new job (which can be an apprenticeship) within 6 months of completion of their Skills Bootcamp, which utilises the skills acquired in the Skills Bootcamp Employed learners being supported by their employers: Should get a new or different role within 6 months of completion that utilises the skills acquired in the Skills Bootcamp. Self-employed learners: Should secure new opportunities/contracts within 6 months of completion that utilises the skills acquired in the Skills Bootcamp	75%
New Skills	Learners who successfully complete a Skills Bootcamp will have acquired new skills within	100%

	the scope of the Skills Bootcamp programme.	
Referral to Alternative Opportunities	Learners who are unsuccessful at post completion interview should be referred to other job and training opportunities.	100%
Learner Drop-out Rates	Robust recruitment and learner support processes must be in place to minimise learner drop-outs.	20% or less
Employer Engagement	Every Skills Bootcamp should be able to evidence Employer Engagement at the Design Stage, during the Delivery Stage and Post Skills Bootcamp Stage, supporting the learner into the improved outcome.	100%
Employer Co-Funding	Where they are training their own existing employees*, all employers must co-fund the training with a cash contribution. *Employee defined as directly employed by the employer, not a worker, sub-contractor, or freelancer ** SME defined as an employer with less than 250 employees.	30% of Skills Bootcamp cost (large employers). 10% of Skills Bootcamp cost if the employer is an SME**
Equality Targets	The Provider is required to meet the equality targets specified in the grant agreement. Progress towards these targets will be monitored on a monthly basis and reviewed during the monthly performance meetings with the GLA's Provider Manager.	100%