

30 May 2024



**CAMBRIDGESHIRE  
& PETERBOROUGH**  
COMBINED AUTHORITY

Dear [REDACTED]

**Re: Freedom of Information request ref CA319**

Thank you for your request for information received on 29 April 2024. The response is given below:

**Request – Question 1**

A detailed list of the types of data that your authority holds on Skills Bootcamps they commission. This should include, but not be limited to, information on participant demographics, training outcomes, job placements, employer engagement, and any other relevant metrics or indicators used to assess the effectiveness of Skills Bootcamps.

**Response**

**Skills Bootcamp Details**

- Course Title
- Course planned start date
- Course planned end date
- Number of available places on course

**Employer Data**

- Companies house registration
- Employer name
- Does the employer operate from a single site or multiple sites
- If multiple sites, are the Skills Bootcamps participants mainly recruited to the employer's main site or a branch site
- Postcode of the site to which participants are mainly recruited
- Size of employer
- Industry / Business type of employer
- Is the employer offering vacancies
- Number of vacancies offered for Skills Bootcamp participants
- Is the employer sponsoring their own employees to participate on the Skills Bootcamp
- Is the employer offering any other co-investment

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- Date of employer co-investment buy-in agreed between employer and provider
- Employer contact name
- Employer email
- Employer telephone
- Receipt of privacy notice
- Opt in/Opt out of third party research commissioned by DfE
- Details of employer engagement/contribution

**Applicant data:**

- Name
- National Insurance Number
- Home postcode
- Email address
- telephone number
- Highest level of education
- Subject of level 6 qualification
- Application date
- Employment status
- Current employer name
- Workplace postcode
- Hours of employment
- Estimated salary
- Is the applicant planning to continue working whilst on the Skills Bootcamp
- Main job prior to applying for the Skills Bootcamp
- What industry did the applicant mainly work for prior to applying for the Skills Bootcamp
- Is the applicant currently claiming universal credit
- Does the applicant have caring responsibilities for children or other adults
- Date of Birth
- Gender
- Disability/Long Term Health Conditions
- Ethnicity
- Receipt of privacy notice and complaints procedure
- Opt in or opt out of taking part in qualitative interviews / surveys to understand their experience of participating in Skills Bootcamps
- Where did the learner hear about the course
- Has the applicant become a participant
- Planned Start date
- If the applicant did not become a participant, please select reason why



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## Course Participant Data

- Course start date
- Number of learners meeting payment milestone 1
- Learner attendance rate
- Number of GLH the learner has participated in
- Number of hours the learner has engaged in additional activity / support
- Has the learner completed all necessary assignments/ assessments
- Has the learner passed all necessary assignments/ assessments
- Has the learner exited the course before completion
- If yes, what date did the learner exit the course
- Reason for dropout
- Date training completed
- Name of employer who offered interview to learner or state if learner is co-funded or self employed
- If co-funded, has the learner been offered a new role and / or responsibilities which utilises the skills acquired on the Skills Bootcamp
- Number of learners who reach payment milestone 2
- Has the learner been successful at their interview for a job
- If co-funded has the learner accepted a new role and/or responsibilities
- If self-employed, has the learner secured new work/contracts
- Six months after the completion of the Skills Bootcamp, what best describes the learner's employment status
- If employed what best described the learner's employment situation compared to before joining the Skills Bootcamp
- If the learner has started an apprentice, what level
- If the learner has started an apprentice, what subject
- If the learner has started an apprenticeship, has the length of it been accelerated (reduced by 3 months or more)
- Was the learner's current employment obtained after a successful interview upon completing the Skills Bootcamp
- If the learner is employed, what is the name of their current employer
- What is the postcode of the learners main workplace
- Is their role full-time, part-time or self-employed
- After the Skills Bootcamp, how many hours per week does the learner usually work in their job
- What is the learner's estimated current salary after the Skills Bootcamp
- If employed, what is the learners main job
- If employed, what industry does the learner now mainly work in
- Has the learner met the outcome payment milestone
- If the learner has not met the outcome payment milestone after completion of the programme, please specific why

## KPI's

- Outcomes data in terms of milestones
  - Milestone 1 – Achievement of an agreed amount of guided learning hours a learner has attended over a period of days from the start date
  - Milestone 2 – Completion of the Skills Bootcamp course and an offer of a Job Interview, or an action plan for self-employed, or employer declaration for employer-supported learners
  - Milestone 3 – Offer of a New job, or new role and/or responsibilities with existing employer, or new works secured for self-employed (target of 75% of learners who complete a course, to progress to milestone 3)

## Request – Question 2

A description of the data collection methods, processes, and systems used by [your authority] to gather and manage data related to Skills Bootcamps.

## Response

Cambridgeshire and Peterborough Combined Authority commission and contract with Training Providers. Training Providers deliver the Skills Bootcamp courses and are paid by the Cambridgeshire and Peterborough Combined Authority in three payment instalments (payment milestones). As the learner progresses through the predetermined stages (payment milestones) on their Skills Bootcamp journey, the provider can draw down funds in line with the course cost per learner.

To help administer this process, the DfE devised a series of spreadsheets to enable them to capture, track and report on key activity such as learner, employer and training provider details.

## Methods

Cambridgeshire and Peterborough Combined Authority are required to use the Data Return spreadsheet and the Grant Management Plan spreadsheet, supplied to us by the DfE to gather and manage data related to Skills Bootcamps.

Cambridgeshire and Peterborough Combined Authority provide Training Providers with the following templates, and collate this documentation as part of the evidence to support their payment claims:

- attendance register
- learner enrolment form
- self-employed action plan

Additionally, Training Providers are required to supply to Cambridgeshire and Peterborough Combined Authority evidence of interview and job outcomes, such as a copy of the offer of employment, to support payment claims.

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## **Processes**

The Data Return spreadsheet is completed by Training Providers procured by Cambridgeshire and Peterborough Combined Authority and are submitted monthly to Cambridgeshire and Peterborough Combined Authority for review to support payment claims. The Cambridgeshire and Peterborough Combined Authority then submit a Grant Management Plan spreadsheet-based return on a monthly basis to the DfE, enabling the DfE to monitor and administer the scheme. Additionally, Cambridgeshire and Peterborough Combined Authority are required to submit the Training Provider Data Return spreadsheets each quarter to the DfE. This is a mandatory process.

Additionally, the DfE provide a number of Annexes for completion to support the receipt of and expenditure of Skills Bootcamp grant funding. For example year-end returns information.

## **Systems**

Cambridgeshire and Peterborough Combined Authority use secure SharePoint sites with each contracted training provider to gather and manage data. A training provider only has access to their SharePoint site, and does not have access to any other training provider SharePoint site. Members of the Skills Team at The Cambridgeshire and Peterborough Combined Authority have access to the Skills Bootcamp Training Provider SharePoint Sites in order to administrate and manage these. Colleagues outside of The Cambridgeshire and Peterborough Combined Authority Skills Team do not have access to these Sites.

Cambridgeshire and Peterborough Authority are required to submit the quarterly Data Return spreadsheets to DfE via a [secure portal](#) on a quarterly basis.

## **Request – Question 3**

An overview of the data reporting requirements imposed by the government on your authority in relation to Skills Bootcamps. Specifically, I would like to know what data your authority is required to send to the government, the frequency of reporting, and any guidelines or templates provided by the government for data submission.

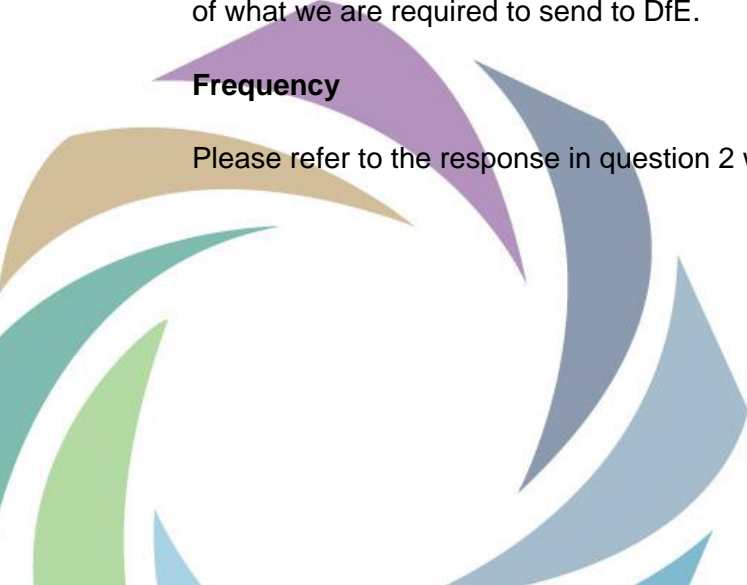
## **Response**

### **What Data**

Please refer to the response in question 1 which details the reporting requirements in terms of what we are required to send to DfE.

### **Frequency**

Please refer to the response in question 2 which details the frequency of reporting.



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## **Request – Question 4**

Copies of the data sets or reports that your authority sends to the government concerning Skills Bootcamps. This should include any data submitted as part of routine reporting or performance monitoring activities.

## **Response**

The requested information is held but is exempt from disclosure by virtue of Section 40 and Section 41 of the Freedom of Information Act 2000.

## **Personal Information**

Section 40 of the Freedom of Information Act 2000 provides that:

“(2) Any information to which a request for information relates is also exempt information if—

- (a) it constitutes personal data which do not fall within subsection (1), and
- (b) the first, second or third condition below is satisfied.

(3A) The first condition is that the disclosure of the information to a member of the public otherwise than under this Act—

- (a) would contravene any of the data protection principles, or
- (b) would do so if the exemptions in section 24(1) of the DPA2018 (manual unstructured data held by public authorities) were disregarded.

(3B) The second condition is that the disclosure of the information to a member of the public otherwise than under this Act would contravene Article 21 of the UK GDPR (general processing: right to object to processing).

(4A) The third condition is that

- (a) on a request under Article 15(1) of the UK GDPR (general processing: right of access by the data subject) for access to personal data, the information would be withheld in reliance on provision made by or under section 15, 16 or 26 of, or Schedule 2, 3 or 4 to, the Data Protection Act 2018, or
- (b) on a request under section 45(1)(b) of that Act (law enforcement processing: right of access by the data subject), the information would be withheld in reliance on subsection (4) of that section.

Your request for information is therefore refused on the basis that the information requested is exempt from disclosure under section 40 of the Act.

## **Section 41 exemption**

Section 41(1) of the Act provides that:

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**41.— Information provided in confidence.**

(1) Information is exempt information if—

(a) it was obtained by the public authority from any other person (including another public authority), and

(b) the disclosure of the information to the public (otherwise than under this Act) by the public authority holding it would constitute a breach of confidence actionable by that or any other person.

The guidance confirms that:

*Information will be covered by Section 41 if:*

- *it was obtained by the authority from any other person,*
- *its disclosure would constitute a breach of confidence.*
- *a legal person could bring a court action for that breach of confidence, and*
- *that court action would be likely to succeed*

*When determining if disclosure would constitute a breach of confidence, the authority will usually need to consider:*

- *whether the information has the quality of confidence,*
- *whether it was imparted in circumstances importing an obligation of confidence, and*
- *whether disclosure would be an unauthorised use of the information to the detriment of the confider.*

[ ... ]

*When determining if an action for breach of confidence would be likely to succeed, the authority will need to consider whether there would be a public interest defence to the disclosure.*

The exemption is designed to give those who provide information on a confidential basis a degree of assurance that their confidences will continue to be respected, should the information fall within the scope of a freedom of information request, unless and until they provide express permission that it may be disclosed.

Your request for information is therefore refused on the basis that the information requested is exempt from disclosure under section 41(1) of the Act.

## Request – Question 5

Any other relevant information or documentation pertaining to the data held by your authority on Skills Bootcamps commissioned by them, including data sharing agreements, data protection policies, and measures taken to ensure data accuracy and confidentiality.

## Response

We also have the following documents:

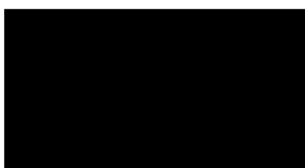
- DfE Skills Bootcamp Privacy Notice – for employers
- DfE Skills Bootcamp Privacy Notice – for individuals
- DfE Skills Bootcamp Privacy Notice – Q&A
- CPCA Skills Bootcamp Privacy Notice

I hope this information is helpful but if you are unhappy with the service you have received in relation to your request and wish to make a complaint or request a review, you should write to us via our contact us email address: [democratic.services@cambridgeshirepeterborough-ca.gov.uk](mailto:democratic.services@cambridgeshirepeterborough-ca.gov.uk) or write a letter to Complaints, Cambridgeshire and Peterborough Combined Authority, 2<sup>nd</sup> Floor, Pathfinder House, St Mary's Street, Huntingdon, Cambs PE29 3TN within 40 days of the date of this e-mail.


If you are not content with the outcome of the internal review, you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF, or via their website: <https://ico.org.uk/>

Generally, the ICO will not undertake a review or make a decision on a request until the internal review process has been completed.

Yours sincerely



Sam Garland  
Procurement and Governance Assistant



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