



Payment Milestone 1 - Starts				
Outcome	Learner Status	Evidence	Evidence examples	
Learner Enrolment	All Learners	Registration/enrolment documentation	Enrolment/registration form signed by learner, confirming Learner Details (name, postcode, date of birth), Eligibility (RTW & ID), Privacy Notice, & EMCCA Policies.	
		Learner Eligibility - Right to Work & ID checks		
		Learner privacy notice issued		
		EMCCA Whistleblowing helpline & Complaints policy provided	Timesheet or attendance log signed by the learner and learning organisation showing dates and times of attendance. Email confirmation from the learner confirming the dates and times of attendance.	
14 qualifying days & 10 guided learning hours		Proof of completion of 10 GLH and 14 qualifying days have elapsed since start date.		

Payment Milestone 2 - Completions				
Learning organisations must achieve Completions by 30th April 2027, and in line with delivery plans				
Outcome	Learner Status	Evidence	Evidence examples	
Completion of learning & GLH	All Learners	Evidence of attainment of learning and/or certification.	Certificate of course completion and timesheet or attendance log signed by the learner and learning organisation showing dates and times of attendance.	Certificate of course completion
		Evidence learner has achieved a minimum of 90% total GLH	Signed attendance log showing dates, and times of attendance	Confirmation from the learner confirming the dates and times of attendance. (Email confirmation, signed statement)
Interview Attendance	Independent Learner - one or more of the following	Learner declaration confirming attended interview detail for a live vacancy	Company name, job title, date, and time of interview	
		Voice recording of conversation between Learner & Learning Organisation confirming attended interview detail for a live vacancy	Company name, job title, date, and time of interview	Recording must include the learner's name and the Skills Bootcamp
		Email or text (or other message) from Learner confirming attended interview details for a live vacancy	Company name, job title, date, and time of interview	Must be a screenshot of the original message. Must include time and date sent. Email address or phone number must match that declared on the learner's enrolment documentation.
	Employer Co-funded Learner	An interview for a new role/responsibility within the current organisation which meets the criteria set out in the bid/EMCCA Contract.	Employer headed letter detailing the new role/responsibilities being offered.	Email confirmation from the employer or learner confirming the new role/responsibilities being offered. Must be a screenshot of the original email.
	Self-employed Learner	An individual action plan that details how the specific skills, knowledge and behaviours gained from the Skills Bootcamp will be used to get new work or contracts as a self-employed individual. - Action plans MUST be individual per learner.	Declaration form completed and signed by learner.	Email, voice recording, or text - must include learner details as above, and must be a screenshot of the original message.

Payment Milestone 3 - Outcomes				
Please note we are unable to approve Milestone 3 payments where Milestone 2 has not been evidenced. Learning organisations must achieve Outcomes by 31st July 2027, and in line with delivery plans				
Outcome	Learner Status	Evidence	Evidence examples	
Positive outcome	Independent Learner - one or more of the following	Signed learner declaration confirming job details	Company name, job title, date, salary	
		Employer confirmation of learner's new role and details	Company name, job title, date, salary	
		Voice recording of conversation between Learner & Learning Organisation confirming job details	Company name, job title, date, salary	Recording must include the learner's name and the Skills Bootcamp
		Email or text (or other message) from Learner confirming interview details	Company name, job title, date, salary	Must be a screenshot of the original message. Must include time and date sent. Email address or phone number must match that declared on the learner's enrolment documentation.
		Screenshot of LinkedIn account showing the learner has started a new job, AND supplier declaration below	Company name, job title, date	
	Employer Co-funded Learner	Confirmation from the Employer that the Learner has started a new role or gained additional responsibilities	Declaration from employer stating role details, and how this utilises the new skills acquired through the Skills Bootcamp	
		Confirmation from the Learner that they have started a new role or gained additional responsibilities	Declaration from employer stating role details, and how this utilises the new skills acquired through the Skills Bootcamp	
	Self-employed Learner:	Confirmation from the Learner that they have obtained new contracts or opportunities that utilise the new skills acquired through the Skills Bootcamp	New client name, date of client contract agreement, how the Skills Bootcamp has enabled the learner to gain the new opportunity.	
		If an independent learner becomes self-employed, they can achieve a self-employed learner outcome. However must be evidenced by:	Confirmation from learners of their self-employed status, including their UTR number and proof of HMRC self-employment registration, or a copy of their self-assessment tax return.	
			For learners who have not met the £1,000 earnings threshold for HMRC registration, an email from the learner confirming the work undertaken for the company, accompanied by an invoice issued to the company that engaged them. Evidence from the learner showing an invoice issued to an organisation for consultancy work undertaken. The invoice must be on company letterhead or alternatively supported by an email from the company confirming the duration of the engagement and the fee payable	
Learning Organisations should note that learners who are claiming a Self-Employed Positive outcome must have earned a minimum of £200				

Glossary

Right to Work checks
Right to Work checks
Learner Confirmation
Timesheet/Attendance Log
Certificate of Course Completion
Independent enrolment to self-employed completion and/or outcome

Please see <https://www.gov.uk/government/publications/right-to-work-checklist> for acceptable documents. If the learner is unable to provide these, please discuss alternative options with your Relationship Manager.
 If a learner is unable to provide the required documents for Right to Work checks, please discuss appropriate alternatives with your Relationship Manager.
 Accepted formats are: verified e-signature, wet signature, statement via email or text from learner from the same email address or phone number given on enrolment documentation.
 This must include dates and times of sessions, whether the session was face-to-face or remote, how many GLH were completed, and learner confirmation.
 A document confirming the learner has completed the Bootcamp and passed any assessments required for completion.
 If a learner's status changes from independent to self-employed or vice-versa, further evidence will be required to support the completion and/or outcome.