Offer of Enrolment into School of Code Skills Bootcamp

You made it! You have impressed us at every stage of the application and interview process, and we would like to extend an offer of enrolment into School of Code to you.

The hard work has only just begun and your journey to code mastery on the School of Code Skills Bootcamp, part of the Government's Lifetime Skills Guarantee and Plan for Jobs, starts on the **Monday 15th November 2021**. However, before then, we have a bit of paperwork to cover. Please read the documents sent to you with this letter. These set out our requirements for your right to work in the UK and inform you about our process around getting you a job after you finish the course.

We know you're already aware, but we want to make sure you're ready for the commitment that School of Code requires. The Bootcamp is full time (9am – 5pm) and will take place beginning on the **Monday 15th November 2021** and finishing on the **Friday 11th March 2022**. There will be some **pre-course work** to run through learning the basics to help get people up to speed ready to start their School of Code journey. Within your welcome pack, there will be access to the SoC Community where you can get to know each other and we will organise a remote pre-course social event

Attendance is key to your success on the course - any time you miss is detrimental to your development as we move at a rapid pace. So, we ask that if you accept this offer that you confirm you can attend each day of the course to the best of your knowledge. If you foresee any issues, please bring them to our attention **ASAP**.

This offer of enrolment is conditional on agreeing to the following:

- **To adhere to the Code of Conduct**
- **That you understand that the course is full time from the Monday 15th November 2021 until the Friday 11th March 2022 (apart from any scheduled course breaks) and you intend on full attendance**
- **That you have the right to work in the UK and can provide appropriate proof of this (please ensure you have completed the proof of right to work by following the instructions at the end of this document - page 5. If you experience any problems with this, please let us know ASAP).**
- **That you are a resident in one of the regions where the bootcamp is taking place (South East, London, East Midlands, West Midlands, North West) and shall provide ID and proof of address to confirm (details below - page 4)**
- **That you understand the School of Code process includes both the teaching and the recruitment process, and you commit to both in full**

Full name: Toni Saraiva   Date: 10/14/2021

Signature: *Toni Saraiva*
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Application ID: qm56ukbmdjwz7smvfcfqm56ukbhwjor1

<Code /> of Conduct

We'll be working closely together, so we thought highlighting some expectations would help make the process `function` as smoothly as possible.

```
function getCodeOfConduct(you, schoolOfCode){
     let onTheBootcamp = true;
     if (onTheBootcamp) {
           return {
                 rule1: "Be respectful to everyone",
                 rule2: "Turn up and be on time",
                 rule3: "Be positive and encouraging",
                 rule4: "Stay motivated",
                 rule5: "Help others",
                 rule6: "Try, Search, and Ask for help",
                 rule7: "Be open to feedback, and be hungry
                        to improve",
                 rule8: "Be an ambassador for the School of
                        Code, our mission, and our values",
                 rule9: "Grasp opportunities",
                 rule10: "Do everything you can to make the
                         School of Code bootcamp the best in
                         the Galaxy!"
           }
     }
};
```

<u>Getting You a Job! - Our Recruitment Process</u>

The aim of the School of Code is to change people's lives and to help them start their tech careers. The training on the bootcamp is part of that, but a vital part is the School of Code recruitment process.

We believe in removing the barriers to opportunity, and so our 16 week Bootcamp is provided for free so that it is open to anyone. In order to make this happen, we rely on sponsorship upfront from organisations that align with our mission (such as government funding), and also getting people jobs through our School of Code recruitment agreement:

- Bootcampers gain employment through the School of Code, and recruitment fees are paid by organisations when Bootcampers are successfully placed into a role.

This model works on trust between School of Code and Bootcampers, which we believe is the right thing to do. Everyone is aligned on getting you into the right job as soon as possible.

We know this works. 85% of our graduates land their first roles in tech (even during the height of the recession due to the Covid-19 pandemic), and many employers prefer hiring from the School of Code even ahead of University graduates.

During the School of Code:
- We bring employers into the bootcamp, having them deliver workshops, present lectures, and network with bootcampers
- We give each bootcamper access to an industry mentor
- We give CV training, advice, interview practice, and career preparation sessions in collaboration with Spinks (our recruitment partners)
- We give self-awareness sessions to help create well-rounded, collaborative problem-solvers

After the School of Code:
- We host a Demo Day event, where employers will come and watch our bootcampers present their final projects
- We facilitate interviews with employers, and help align people with the right opportunities and organisations for them
- We manage the recruitment process, helping negotiate salaries and set expectations
- We help with sorting your contract of employment, and talking through options to ensure it is a good fit for everyone involved
- We follow-up once you are in a job to make sure it is working for you, your employer, and ensure you continue progressing in your exciting new career

We ask that you commit to our process, which means you will give us up to three months after the course end to help you find a job. We are supported by our recruitment partner, Spinks, and our growing pool of employers, supporters, and the wider School of Code community. We've put a tremendous amount of time, effort, blood, sweat, and tears into building up this community, and so we require bootcampers to gain employment through the School of Code agreement; employers contribute a hiring fee to help make the course

sustainable. Without the recruitment process, the School of Code cannot achieve our mission of providing a free, top quality bootcamp.

We will look after you throughout the whole of the bootcamp, the recruitment process, and beyond. You never leave the School of Code.

If you come across companies or opportunities outside of the School of Code that interest you, we can work together to bring them on board as a supporter and help handle the recruitment.

ID, Proof of Address and Right to Work

Proof of Identity

You cannot use one form of identification for both name and address (e.g. you should use one document for proof of identity and a different document for proof of address).

Acceptable personal identification documents include:

- Current UK (Channel Islands, Isle of Man or Irish) passport or EU/other nationalities passport
- Passports of non-EU nationals, containing UK stamps, a visa or a UK residence permit showing the immigration status of the holder in the UK
- A current UK or European photo-card driving licence.
- UK full or provisional photo-card driving licence
- A national ID card and/or other valid documentation relating to immigration status and permission of work.

Proof of Address

Acceptable documents providing proof of residence include:

- Recent utility bill (e.g. gas, electricity or phone) or a certificate from a supplier of utilities confirming the arrangement to pay for the services on pre-payment terms (Please note that mobile telephone bills are not acceptable as they can be sent to different addresses). Utility bills in joint names are permissible*
- Local authority tax bill valid for the current year**
- UK full or provisional photo-card driving licence or a full old-style paper driving licence (if not already presented as a personal ID document). Old style provisional driving licences are not acceptable.
- Most recent HM Revenue and Customs tax notification (i.e. tax assessment, statement of account, notice of coding) a P45 or P60 is not acceptable.
- Financial statement (e.g. bank, building society, credit card or credit union statement) containing current address*
- Most recent mortgage statement from a recognised lender**

- Current benefit book or card or original notification letter from Department of Work and Pensions (DWP) confirming the rights to benefit (for example, child allowance, pension)**
- Current local council rent card or tenancy agreement
- Confirmation from an electoral register search that a person of that name lives at the claimed address*

*The date on these documents should be within the last three months and they must contain the name and address of the applicant. Photocopies and documents downloaded from the internet (e.g. bank statements) will not be accepted.

** These documents must be dated within the last 12 months

Proof of Right to Work in the UK

To prove right to work in the UK, please use this form which will tell you which documents to use - https://www.gov.uk/legal-right-work-uk

Go through the questions on the Government website above and it should tell you which documents are appropriate for you to prove your right to work. Then send a copy of these documents to us so we can check them.

Alternatively, if you have instead previously used the Government's service to prove right to work and have generated a share code, please send us the share code so we can verify.

<u>School of Code Photo/Video Consent Form</u>

When joining the School of Code, we often record lectures, take group pictures, and use any opportunity we get to highlight you to employers. In order to do this, we require you to give us permission to take photos and videos of you and use these in print or online publicity.

By signing this offer letter, I give permission to the School of Code to take photographs and videos of me for the duration of the bootcamp. I grant full rights to School of Code to use the photograph and video assets and any adaptations or reproductions of them for fundraising, publicity, or any other purposes to help achieve the aims of School of Code. This may include (but not limited to), the right to use them in printed and online publicity, social media, press releases and funding/investment applications. These rights also extend to any photos or videos that I send to School of Code.

Full name: Toni Saraiva   Date: 10/14/2021

Signature:
DocuSigned by:

Toni Saraiva

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