

|  |
| --- |
| **Insert name**Position/titleCompany nameAddress line 1Address line 2Address line 3  |

[*Insert date*]

Dear Sir/Madam,

**Re: Grant Offer Letter for Subject Knowledge Enhancement (SKE) NCTL6/2013(SKE)**

This Grant Offer is made between:

(1) **The Secretary of State for Education** and

(2) **[*name of the body*]** of **[*address*]** [*with Charity Commission registration number or Companies House Registration number*].

This letter confirms that a grant will be awarded for Subject Knowledge Enhancement (SKE) programmes and associated SKE Training Bursaries in accordance with the amounts and arrangements for administering the grant as stated within the SKE Operations Manual. These funds are to be used solely for the purpose of delivering SKE in preparation for Initial Teacher Training (ITT) or to enhance existing skills. This grant is subject to the Department for Education [Grant Terms and Conditions](http://www.education.gov.uk/schools/careers/traininganddevelopment/initial/b00204256/itt-funding-and-allocations/financial-requirements).

This Grant Offer Letter, relevant annexes and the Grant Terms and Conditions together make up the Grant Funding Agreement.

Any grant paid by the Secretary of State will be paid pursuant to the Education Act 2002, section 14, and will accordingly be paid only in respect of approved expenditure incurred by your institution for the purpose of the funded activities.This letter must be read in conjunction with the relevant annexes:

**Annex A** - Acceptance of Grant Offer and effective date

**Annex B** -Not applicable

**Annex C** - Not applicable

**Annex D** - Not applicable

**Annex E** - Details of Grant

**Annex F** - List of Objectives for which the grant is being paid

**Annex G** -Annual Certification of Expenditure (external auditor /accountant’s report arrangements)

**Annex H** - Not applicable

**Annex I** - Exit Plan

To accept this offer of funding, we require you to complete all highlighted sections in the Grant Offer Letter, except Annex G, which you can complete at a later date, sign annex A and return all pages of the letter back to the Department for Education at gfa.nctl@education.gsi.gov.uk.

Yours sincerely,

Paul Cohen

Deputy Director

Initial Teacher Training and Fieldwork Division

# Annex A - Acceptance of Grant Offer and effective date

**Subject Knowledge Enhancement (SKE) – NCTL6/2013 (SKE)**

**This Grant Funding Agreement is effective from the date of signing.**

|  |
| --- |
| Signed by a person authorised to sign on behalf of the Secretary of State |
| Date |  |
| Signature |  |
| Name (please print) |  |
| Position in DfE |  |

As representative of [*insert name of the body*] I have read both the Grant Offer Letter and associated annexes, and the Department for Education Grant Funding Agreement [Terms and Conditions](http://www.education.gov.uk/schools/careers/traininganddevelopment/initial/b00204256/itt-funding-and-allocations/financial-requirements) as contained on its website.I agree to comply with the notified terms and conditions of the grant on which the offer is made.

|  |
| --- |
| Signed by a person authorised to sign on behalf of [insert name of the body] |
| Date |  |
| Signature |  |
| Name (please print) |  |
| Position in organisation |  |

|  |  |  |
| --- | --- | --- |
| **Principal contacts** | **Department** | **[name of the body]** |
| Contact name | James Stewart, NCTL, DfE  |  |
| Position | Head of ITT Recruitment Reporting |  |
| Telephone no. | 0161 600 1221 |  |
| Email address | james.stewart@education.gsi.gov.uk |  |

**Annex E - Details of Grant**

**Subject Knowledge Enhancement (SKE) – NCTL6/2013 (SKE)**

The grant will be paid to ITT Providers and Lead Schools on a demand led basis. Payments will be made in line with regular NCTL monthly payments, and recipients will receive payment within the first 5 working days of each month. Recipients of grant funding will receive remittance advice from NCTL detailing the payment amount and a unique reference number in order to help identify trainee payments.

**Recovery of Funding**

SKE funding that is unused as a result of trainee withdrawals will be recovered. NCTL will write to ITT Providers and Lead Schools regarding the recovery exercise later in the academic year.

# Annex F – List of objectives for which the grant is being paid

**Subject Knowledge Enhancement (SKE) – NCTL6/2013 (SKE)**

**1 Background**

Some people who apply for ITT with the potential to become outstanding teachers may not have enough specific subject knowledge to begin an ITT course. SKE programmes are pre-ITT programmes designed to help these applicants gain the depth of subject knowledge needed to train to teach their chosen subject of biology, chemistry, computer science, D&T, geography, languages, maths or physics.

While SKE programmes, and their content, are designed to reflect the individual needs of the applicant, they all serve the same purpose –  to ensure that a trainee’s subject knowledge meets the Teachers’ Standards by the end of their ITT course.

**2 Aim**

2.1 [insert name of the body] shall use all reasonable endeavours to:

* Commission training solely for the purpose of candidate or trainee teacher subject knowledge development, for initial teacher training.

**3 Objectives**

3.1 [Insert name of the body] shall use all reasonable endeavours to:

* Select the highest quality SKE programmes.
* Consider SKE provision in partnership with their accredited ITT provider when appropriate.
* Rigorously assess all SKE provision on offer considering quality of provision and value for money.
* Use the funding issued under this agreement to achieve the aim set out above.
* Distribute the funding issued under this agreement only to their partners, in accordance with their partnership agreement. Failure to do so may result in the suspension of funding and alternative payment arrangements being put in place to ITT provider/s and schools in their partnership.
* Demonstrate propriety and adequate controls in their financial management, and comply with relevant financial reporting or governance requirements.
* Comply with the NCTL data requirements and requests as stipulated in all NCTL guidance.
* Complete and submit to NCTL the funding request form in conjunction with this GOL, which must take place before funding can be released.
* Ensure that invoices are kept and made available at any reasonable time for inspection.

**4 Complying with new Government policies**

4.1 The grant funding is provided on the strict understanding that none of this funding is to be used for advertising, marketing, communications and consultancy, or for any costs associated with the maintenance, technical development or updating of existing websites or for the development/creation of new websites.

# ANNEX G



 [*Insert date*]

Dear Sirs,

**Re: Annual Certification of Expenditure**

Given the volume of the grant recipients administered by the Department, we are unable to enter into individual tailored engagement agreements.

In order to ensure that your auditors/accountants can proceed, it is our intention to publish a set of standard terms of engagement that will be available on our website.

By publishing the above document the DfE confirms that these pre-agreed terms will form its agreement with the grant recipient and the reporting auditors/accountants.

**Annex G – Annual Certification of Expenditure**

**Annual Certification of Subject Knowledge Enhancement (SKE) NCTL6/2013 (SKE) Expenditure for the Year** [20XX-XX]

(i) [*insert name/address of the body*] NCTL6/2013 (SKE)

(ii) [*insert name/address of the external auditor/accountant/organisation*]

Dear Sirs,

## Re: Subject Knowledge Enhancement (SKE)

This certificate is provided to [*name of grant recipient*] to enable it to comply with the Department for Education (DfE)’s terms and conditions of the Grant Funding Agreement (GFA) and the Grant Offer Letter requirements. We have obtained a *reasonable* assurance that the expenditure, for which grant of [*insert £XX*] for the year ending [*insert date*] was paid, was applied for the purposes intended by the DfE and the financial transactions conform to the GFA and list of objectives specified. Our work included examination, on a sample basis, of evidence relevant to the regularity and propriety of [insert name of the *body*]’s income and expenditure.

In our opinion, having carried out our work in all material respects, the expenditure for the year ended [*20XX – XX*] and the grant conditions have been met and the grant funding has been spent for the intended purposes.

This report is made solely to [Insert name of the body] to be produced to the DfE. Our work has been undertaken so that we might state to [Insert name of the body] those matters we are required to state in a report and for no other purpose.

Yours faithfully,

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[Signature / Name of external auditor/accountant or equivalent] [Position in organisation]

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[Name of the body] senior officer or equivalent] [Position in organisation]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

**Annex I – Exit Plan**

**Subject Knowledge Enhancement (SKE) – NCTL6/2013 (SKE)**

**This standard exit plan should be used by all grantees. If you wish to amend the standard exit plan in any way please contact us.**

## Introduction

Although the Department does not seek to exercise detailed control of the activities of [insert name of the body], it must ensure that public money is protected and value for money achieved. To meet this requirement, this Annex describes the duties and responsibilities of [insert name of the body] and the Department, leading up to and covering the expiry or termination of this grant for whatever reason and the transfer of the grant funded activities.

1. This Annex defines the exit plan and how it shall be revised to ensure that it remains workable at any time. The Department and [insert name of the body] acknowledge the importance of keeping the exit plan up to date during the term of the Grant and of reflecting the impact of all relevant changes to the grant funded activities or outputs required. You shall not make any additional charge for any work undertaken in making changes to the exit plan. Where there are principles to be adopted in implementing this plan, the parties to this Grant Funding Agreement shall endeavour to agree the relevant details within such principles.
2. The Department shall be entitled to disclose the contents of the exit plan to any future bidder for the Grant (or its equivalent).

## Objectives

1. The objective of the exit plan is to ensure:
2. an orderly and smooth transition of the grant funded activities from [insert name of the body] to a successor body or the Department at the expiry or termination of this Grant;
3. the continuation of grant funded activities;
4. that there is no undue favour to [insert name of the body] in any future competition for the Grant (in whole or in part); and
5. that the responsibilities of both parties to the Grant Funding Agreement are clearly defined in the event of expiry or termination.

## General

1. Where the Department intends to continue the operation of the grant funded activities in broadly the same way after expiry or termination, either by performing them itself or by means of a successor, you shall endeavour to ensure the smooth and orderly transition of the grant funded activities and shall co-operate with the Department or the successor, as the case may be, in order to achieve such transition.
2. When such endeavours and co-operation are outside the scope of the Grant, you shall provide quotations for reasonable charges associated with providing such assistance and the Department shall pay such reasonable charges.
3. You shall comply with any reasonable request of the Department for information relating to the performance of the grant funded activities, including the use of other parties. You will be allowed a reasonable period of time in which to respond to the Department.

## Exit Planning

1. You shall, in conjunction with the Department, maintain, and as necessary update, the Exit Plan throughout the period of the Grant so that it can be implemented immediately, if required. From time-to-time either the Department or you can instigate a review of the Exit Plan.
2. You shall co-operate with all reasonable requests made by either the Department or a successor body relating to exit transition arrangements for the grant funded activities.

## Assistance

1. You shall be responsible for delivering the grant funded activities and achieving the objectives at Annex F until the date of expiry or termination or transfer of the Grant (as appropriate).
2. You shall use all reasonable endeavours to ensure that a transition of responsibility for the delivery of the grant funded activities to the successor body or the Department, as the case may be, minimises any detrimental effect on the delivery of the activities and the Department shall use all reasonable endeavours to co-operate in such transfer.

## Assets Register

1. You shall maintain throughout the exit period of this Grant an asset register in accordance with the Terms and Conditions of the Grant Funding Agreement.
2. You shall not change the status of any asset without the prior written consent of the Department where such a change would either be viewed as a major change or would require repayment in accordance with the Terms and Conditions of the Grant Funding Agreement.

## Transfer of the Department's Data

1. In addition to complying with the provisions of the main agreement, you shall, upon reasonable written request by the Department or in any event, within one month of notice of termination, deliver the Department's data, including the following:
2. an inventory of the Department's data and any other data available for transfer;
3. a data structure definition (where relevant) covering all available Departmental data; and
4. a proposed method for testing the integrity and completeness of the Department's data transferred.

## Documentation and Access

1. You shall provide the Department on request with information and documentation reasonably necessary to assist with the transfer of the grant funded activities to the Department or to a successor body, including any documentation required to support any bidding process for the provision of the activities. This includes full details of:
2. the work programme, objectives/targets, and other services delivered by you under this funding agreement;
3. any software, including third party software and any hardware used in connection with the delivery of the activities;
4. software and supply agreements used to deliver any services associated with delivery of the activities, including the agreements relating to any third party software identified by name of supplier, term of Grant, and charges payable under the Grant; and
5. any employees used by you to help deliver the grant funded activities who are essential to this delivery; this information shall be provided under conditions of confidentiality reasonably acceptable to you.
6. The Department may make the documentation available to suppliers who wish to bid for the provision of the activities. You shall respond expediently and in full to any reasonable questions by the Department or the suppliers and shall co-operate with any reasonable due diligence activities carried out by suppliers.

## Transfer Support Activities

You shall co-operate with all reasonable requests made by either the Department or a successor relating to the grant funded activities transition arrangements. The Department and you shall discuss the implementation plan for the transition of the activities to either the Department or a Successor body.