



Department
for Education

Requesting initial teacher training places

**Guidance for the 2019 to 2020 academic
year**

June 2018

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1. Introduction

This guidance sets out the process for requesting initial teacher training (ITT) places for ITT programmes that begin in the academic year 2019 to 2020. Recruitment to these ITT programmes begins in October 2018.

A range of routes are available for people to train as a teacher and be recommended for Qualified Teacher Status and Early Years Teacher Status in England. These include (but are not limited to):

Postgraduate:

- Provider-led: where a tuition fee is payable to the accredited ITT provider to cover the cost of training. Training places are held by the ITT provider.
- School Direct (fee): where a school partnership works with an ITT provider to which a tuition fee is payable to cover the cost of training. Training places are held by the school partnership.
- School Direct (salaried): where a school partnership works with an ITT provider and the trainee is employed within the school partnership. Training places are held by the school partnership in which the trainee is employed.
- Postgraduate Teaching Apprenticeship: where a school partnership works with an ITT provider that is on the [Register of Apprenticeship Training Providers](#) (RoATP) and the apprentice is employed within the school partnership. Training places are held by the school partnership in which the apprentice is employed.

Undergraduate:

- Where a tuition fee is payable to the accredited ITT provider to cover the cost of training. Training places are held by the ITT provider.

Early Years:

- There are also a range of routes available for people to train as an Early Years teacher leading to the award of Early Years Teacher Status (EYTS). There are two graduate funded routes and an undergraduate route.

For 2019 to 2020 recruitment ITT courses fall under two categories:

- Unlimited: recruitment to subjects and routes in this category is unrestricted.
- Fixed: recruitment to subjects in this category will be limited by the number of places allocated by the Department for Education (DfE).

DfE will give permission to recruit in unlimited subjects and will allocate places in fixed subjects. Both unlimited and fixed subjects attract government funding. **ITT providers and lead schools should note that recruitment to the majority of subjects and routes is unlimited.** A full list of the subjects and routes that are unlimited under the 2019 to 2020 methodology is available in Annex A.

ITT providers are required to inform the DfE of all of the subjects and routes in which they plan to offer ITT for the 2019 to 2020 academic year. They must submit this information to allow them to list their courses as open for recruitment and to access any DfE funding associated with training places. This information is required so that DfE can understand demand and capacity in the system nationally.

This document sets out the process that accredited ITT providers and lead schools need to follow in order to request permission to recruit in unlimited subjects and to request places in fixed subjects for the 2019 to 2020 academic year. This document does not at this stage detail how places will be allocated for fixed subjects to ITT providers and lead schools for the 2019 to 2020 academic year. DfE will write to ITT providers and lead schools to confirm the status of fixed subjects, alongside confirmation with ITT providers and lead schools of their permission to recruit to unlimited subjects, in September 2018.

The process described in this document applies to the 2019 to 2020 academic year only. The DfE, or any successor organisation, may modify or amend the approach taken in future years.

2. The request period

ITT providers and lead schools have from **midday Monday 4 June** to **midday Friday 22 June 2018** to inform the DfE of the subjects and routes in which they plan to offer ITT in 2019 to 2020 by submitting information in the ITT Data Management System (DMS).

Deadline

ITT providers and lead schools have until **midday Friday 22 June 2018** to submit information and, where appropriate, ratify any requests made in this window.

DfE will **not** accept information submitted outside of the request window, or information submitted by lead schools that has been entered but is awaiting ratification by partner ITT providers, beyond the deadline.

Password and support

ITT providers and lead schools are able to request a new password from the relevant DMS homepage by contacting:

- schoolsdmslogin@texunatech.com – for lead schools;
- HeiDmsSupport@texunatech.com – for HEIs;
- dmssupport@texunatech.com – for SCITTs.

User guides containing more detailed instructions can be found in the “help” section on the DMS.

3. Requesting permission to recruit

ITT providers and lead schools should submit numbers that reflect the minimum viability and maximum capacity of their training programmes for all subjects and routes in which they plan to deliver ITT for 2019 to 2020. DfE requires this information to understand demand and capacity in the system nationally.

When considering the minimum viability and maximum capacity of their training programmes, ITT providers and lead schools should account for their most recent cohort sizes, recent recruitment patterns, current or anticipated growth in partnership arrangements, recent trends in applicant route preferences and a realistic assessment of employment need in the local area. This applies to the capacity for training that their partnerships can accommodate and their ability to attract high quality trainees who will make excellent teachers.

ITT providers and lead schools have a responsibility to ensure that DfE funding, data and reporting requirements are met, and therefore are responsible for submitting accurate information on minimum viability and maximum capacity of their training programmes. Any errors in submission are the sole responsibility of the ITT provider or lead school. Requests to amend or correct data beyond the deadline will only be considered in exceptional circumstances.

Email confirmation

The ITT DMS will generate an automatic email when a user submits or ratifies a request for a training place. It is the responsibility of ITT providers or lead schools to contact itt.allocations@education.gov.uk promptly if they do not receive this email confirmation within 24 hours.

DfE cannot be held responsible if emails are not received because the user has registered with an invalid or incorrect email address.

4. ITT providers: requesting permission to recruit

Provider-led training places are held by accredited ITT providers (SCITTs and HEIs).

ITT providers are required to:

- submit information on the subjects and routes in which they plan to offer ITT in 2019 to 2020 before the deadline (midday 22 June 2018);
- enter specific information on the number of trainees by:
 - subject (see Annex A);
 - course type (postgraduate, undergraduate or Early Years ITT).

Access for ITT providers

HEIs should use the [HEI data management system](#) and SCITTs should use the [DfE data management system](#) to request permission to recruit. ITT providers will be able to request a new password from the relevant DMS login page if required.

For any problems accessing the DMS, please contact: dmssupport@texunatech.com (SCITTs) or HeiDmsSupport@texunatech.com (HEIs). This includes forgotten passwords.

User guides containing detailed instructions are available in the “help” section on the DMS.

New ITT providers

DfE will communicate directly with all new ITT providers that are accredited after the request window closes at midday 22 June 2018 with further information on course delivery for the 2019 to 2020 academic year.

Multiple Year Allocations

ITT providers that have been awarded Multiple Year Allocations, including those awarded as part of the Innovation Pilot, should also inform DfE of the subjects and routes in which they plan to offer ITT for the 2019 to 2020 academic year as outlined in the section above. This requirement is regardless of training places guaranteed under Multiple Year Allocations policy. This is so that DfE has information from these providers on their intention to recruit in 2019 to 2020, including any requests to revise guaranteed allocations to fixed subjects. It is essential that DfE has up to date information on demand and capacity in the system nationally.

The methodology for Multiple Year Allocations in 2019 to 2020 will be published in the autumn.

5. Lead schools: requesting permission to recruit

School Direct and Postgraduate Teaching Apprenticeship training places are held by schools partnerships. Lead schools should submit information on the subjects and routes in which they plan to offer ITT in 2019 to 2020 on behalf of their entire school partnership. All requests made in this window must be ratified by an accredited ITT provider before midday on 22 June 2018.

Eligibility

Lead schools must be one of the following:

- maintained schools;
- academies;
- academy trusts, or academy chain head offices;
- sixth-form colleges;
- pupil referral units (PRUs); and
- free schools.

An independent school cannot act as a lead school unless it is also a designated teaching school. In this instance any places requested should benefit a wider partnership of schools that includes state-funded schools as above.

Lead schools are required to:

- submit information on behalf of their partnership on the subjects and routes in which they plan to offer ITT in 2019 to 2020 before the deadline (midday 22 June 2018);
- enter specific information on the number of trainees by:
 - subject (see Annex A);
 - route - School Direct (fee), or School Direct (salaried) or Postgraduate Teaching Apprenticeship;
- identify a partner ITT provider for training places requested in the window;
- ensure that the identified partner ITT provider has ratified any requests made in this window before the deadline (midday 22 June 2018).

Lead schools can only select accredited ITT providers as their partner ITT provider. For the Postgraduate Teaching Apprenticeship they must select an accredited ITT provider that is on the [Register of Apprenticeship Training Providers](#) (RoATP).

For School Direct all requests for places must be made and **ratified by the partner ITT provider** before the deadline. This also applies for Postgraduate Teaching Apprenticeship places. **Those that have not been ratified by the partner ITT provider by the deadline will not be considered.**

Lead school partnership information

All lead schools must identify and list the schools in their partnership on the DMS when they register to deliver ITT for 2019 to 2020. Lead schools should use their (and their partners) most up to date names as listed on the [Register of Schools in England](#). This also applies to lead schools planning to offer the Postgraduate Teaching Apprenticeship.

New lead schools, or school partnerships where there has been a change in lead school, are required to create an account on the DMS before they can submit information. It is advised that schools wishing to become a lead school to first consider joining an existing School Direct partnership in their area.

In accordance with previous years, only schools judged by Ofsted as good or outstanding are able to be a lead school. The minimum partnership size is five partner schools (or three for special schools).

Please note: the above also applies to the **Postgraduate Teaching Apprenticeship** route.

Access for lead schools

Lead schools should submit information through the [Schools Data Management System](#). A short guide is available on the schools DMS homepage. This guide has information that lead schools need to have to hand before they access the system. Lead schools will be able to request a new password from the DMS login page if required.

For any problems accessing the DMS (including lost passwords), lead schools should contact schoolsdmslogin@texunatech.com.

User guides containing more detailed instructions are available in the “help” section on the DMS.

6. Additional information

Requesting undergraduate ITT places

ITT providers are required to inform the DfE of all of the undergraduate subjects in which they plan to offer ITT for the 2019 to 2020 academic year. **Providers should follow the above guidance in Section 4 of this document to request undergraduate places.**

Requesting Early Years places

There are also a range of routes available for people to train as an Early Years teacher leading to the award of Early Years Teacher Status (EYTS). There are two graduate funded routes and an undergraduate route.

Early Years ITT leads to the award of EYTS conferred by DfE. DfE will only award EYTS to trainees who have undertaken training delivered by an accredited ITT provider that holds Early Years ITT places.

Early Years teachers are specialists in early childhood development, trained to work with babies and young children from birth to five years old. EYTS is awarded to graduates who have been judged to have met all of the Teachers' Standards (Early Years) in practice from birth to the end of the [Early Years Foundation Stage \(EYFS\)](#). **Providers should follow guidance in Section 4 of this document to request Early Years places.**

Requesting Primary with Maths places

In previous years, ITT Providers and School Direct lead schools have been able to request places for primary courses with a maths specialism. These courses trained primary teachers to support the delivery of high quality maths teaching in primary schools.

For 2019 to 2020, all ITT Providers and lead schools are able to request places for primary ITT courses that provide additional training in maths while preparing trainees to teach the full primary curriculum. Primary with Maths trainees should be trained as primary generalists with additional maths training. **Trainees filling these places must have achieved a minimum of the standard equivalent to a B Grade at A level in maths** in order for them to receive an ITT bursary or for their employing school to receive a School Direct (salaried) grant.

Trainees who have not achieved a minimum of the standard equivalent to a B Grade at A level in maths may still join a Primary with Maths course, but will **not** be eligible for funding. ITT providers and lead schools may wish to put in place extra support to ensure that any such trainee is able to meet the specific maths subject requirements of the course.

PE with EBacc

In 2018 to 2019, DfE introduced a scheme that allows ITT providers and lead schools to request additional PE places on top of their PE allocations announced in September of 2017. Trainees filling these places are required to train in an additional EBacc subject alongside their main specialism of PE so that they are capable of teaching this in school. For recruitment purposes, these are 'PE with' courses, which require trainees to demonstrate the Teachers' Standards in PE only, whilst receiving additional training in an EBacc subject. DfE is currently evaluating the success of this scheme and will confirm with ITT providers and lead schools in September 2018 whether the scheme will continue. **ITT providers and lead schools cannot request PE with EBacc places during the 2019 to 2020 request window.** Further guidance will be issued when the 2019 to 2020 Allocations Methodology is published.

ITT Funding

DfE is responsible for managing bursary and grant funding associated with ITT for postgraduate and undergraduate courses. It also monitors the public cost of student loans accessed by trainees on these courses. Information on funding for ITT for the 2019 to 2020 academic year, including bursaries, scholarships and School Direct (salaried) grants, will be published in early autumn 2018.

7. Next Steps

DfE will write to ITT providers and lead schools to confirm the status of fixed subjects, alongside confirmation with ITT providers and lead schools of their permission to recruit to unlimited subjects, in September 2018.

DfE will share with UCAS information on the subjects and routes in which ITT providers and lead schools have permission to recruit in the 2019 to 2020 academic year. ITT providers and lead schools must ensure that they provide accurate information during the request window so that UCAS can list courses on their behalf. Further action will be required for ITT providers and lead schools to ensure that their course listings are active for the 2019 to 2020 recruitment cycle. DfE and UCAS will provide further advice in due course, including confirmation of the opening date of the recruitment cycle.

ITT providers and lead schools were informed in April 2018 that UCAS and DfE are working together to make improvements to help attract and support applicants to make postgraduate ITT applications. DfE will launch a new search tool for postgraduate ITT programmes in England for the 2019 to 2020 recruitment cycle. UCAS will continue to provide the central undergraduate admissions service and will work with DfE to ensure all UCAS' customers are kept fully informed through regular bulletins.

ITT providers and lead schools should contact becomingateacher@digital.education.gov.uk for further details.

Annex A: List of designated ITT subjects

Recruitment to all subjects listed below is unlimited for the 2019 to 2020 academic year, with the exception of those marked with an asterisk.

Early Years

- Early years graduate entry route*
- Early years graduate employment-based route*
- Early years undergraduate entry route*

Primary

- Primary*
- Primary with Maths*

Secondary

- Art & Design
- Biology
- Business Studies
- Chemistry
- Citizenship
- Classics
- Computing
- Dance
- Design & Technology
- Drama
- Economics
- English
- Food
- Geography
- Health & Social Care
- History
- Leisure & Tourism
- Mathematics
- Media Studies
- Modern Languages
- Music
- Physical Education*
- Physics
- Physics with Mathematics
- Psychology
- Religious Education
- Social Studies

* Recruitment to Primary provider-led and Primary School Direct (fee) courses will be **unlimited** for 2019 to 2020, however DfE will confirm in September 2018 if recruitment to Primary School Direct (salaried) and PE (all routes) will be fixed for the 2019 to 2020 academic year. DfE will also confirm the position on Early Years ITT in due course.



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