



Department
for Education

School Direct (salaried) funding manual

2017 to 2018 academic year

March 2018

Version 1.3

Contents

Change log	4
1. Introduction	5
Overview	5
2. Criteria and Requirements	6
Lead school and partner school eligibility for School Direct (salaried) places	6
Trainee eligibility criteria	7
Eligibility to work	8
Possession of, or eligibility for, QTS	8
Changing ITT provider, School Direct partnerships or School Direct route	9
3. Funding rates	10
Trainees in high priority subjects	10
Trainees in other priority subjects	10
Primary general trainees	11
Primary Maths Specialist and Primary General with Maths trainees	11
4. Grant Funding Agreements	13
Conditions of grant	13
Trainees ineligible for grant funding	14
Use of grant funding for marketing	14
5. Payment of School Direct (salaried) funding	15
Maths and Physics Chairs	16
Flexible School Direct (salaried)	16
Data requirements and reporting	16
Data requirements from schools	16
Data requirements from ITT providers	17

6. Withdrawals and deferrals	18
Withdrawals	18
Deferrals	18
7. Reconciliation, assurance and audit	20
Reconciliation	20
Assurance and audit	21
Annex A: Types of organisation involved in School Direct	22
Annex B: Locations used to calculate the value of grant funding	23
Inner London Area	23
Outer London Area	23
Fringe Area	23
Annex C: Further information and contacts	24
Additional supporting information	24
Contacts	25
Annex D: Glossary	26
Annex E: Funding cycle	27

Change log

Version	Published Date	Page	Changes made
V1.1	April 17		ITT Funding Team contact email addresses updated
V1.2	December 2017		<p>Section 2: Amended lead schools list in p2.2; clarified position of private schools and schools that go into special measures; included reference to trainees who hold EYTS in p2.14, inserted p2.19 which clarifies actions that may be taken if lead schools/ITT providers are non-compliant.</p> <p>Section 3: Inserted example into p3.1 around geographical funding; restructured p3.5 to p3.7 with regard to primary maths.</p> <p>Section 4: Amended p4.1-4.10 to clarify responsibilities around GFAs, grant conditions and ineligible trainees; amended p4.11 to reflect that 1% of 17/18 funding can be used to market 18/19 School Direct courses.</p> <p>Section 6: Amended all paras to include more detail around funding rules if a trainee withdraws or defers.</p> <p>Section 7: Amended all paras to include more detail around assurance processes and responsibilities of lead school/ITT provider.</p>
V1.3	March 2018		<p>Section 6: Amended 6.2 to include further detail around the possible reconciliation exercise.</p> <p>Section 7: Amended para 7.1 to reflect the Department reserves the right to complete reconciliation activity at the end of the academic year.</p>

1. Introduction

1.1 This manual is a guide to the delivery of funding for School Direct (salaried), an employment based initial teacher training (ITT) programme in England. This guidance is intended for both schools and ITT providers¹. It contains information relevant to the 2017/18 academic year only and relates to all School Direct (salaried) places leading to the award of qualified teacher status (QTS). Information for applicants and trainees is available on the [Get into Teaching website](#).

1.2 This funding manual should be read in conjunction with our [School Direct webpages](#), and the [ITT funding webpage](#) for the 2017/18 academic year. The [Training Bursary Manual](#) for the 2017/18 academic year provides guidance on the funding arrangements for all courses, including School Direct (tuition fee) programmes that will attract Training Bursaries in the 2017/18 academic year.

1.3 We may need to make changes to this guidance. If so, we will issue a new version and let schools and ITT providers know. Any changes made will be logged in the change log in revised publications.

Overview

1.4 Grant funding is available as a contribution the training and salary costs for each qualifying trainee on School Direct (salaried) courses. Payments are determined by trainee data submitted by the partner ITT provider and are made in 11 instalments.

1.5 School Direct partnerships are required to meet the full costs of training to qualified teacher status (QTS) and the trainee's salary as they are employed whilst undertaking their training. Grant funding is provided to School Direct lead schools to contribute to these costs. The funding for each trainee varies depending on (a) the subject of the trainee's ITT course and (b) the location of the school that employs the trainee. Courses for some subjects will attract no funding. School Direct (salaried) grant funding rates are set out in [Section 3](#).

1.6 Trainees on School Direct (salaried) courses are not eligible for a training bursary and cannot access student finance. The ITT provider must not charge the School Direct (salaried) trainee fees for the award of QTS. Schools and providers should ensure the trainee is aware of any requirement to pay any additional fees, (e.g. for an academic qualification such as a Post Graduate Certificate in Education).

1.7 When the trainee's employment starts, the employing school should decide, in collaboration with its partner ITT provider, the teaching duties that the trainee is expected to undertake. The [ITT Criteria](#) specify that trainees on employment-based courses should not be required to perform more than 90 per cent of the teaching duties normally required of a full-time teacher. This limit applies to all School Direct (salaried) courses.

¹ School-centred initial teacher training providers (SCITTs) and higher education institutions (HEIs).

2. Criteria and Requirements

Lead school and partner school eligibility for School Direct (salaried) places

2.1 The lead school is the agreed point of contact for the partnership and holds the partnership's School Direct training places. The lead school is responsible for the funding arrangements for the partnership and is accountable for grant funding received and its distribution.

2.2 The lead schools must be either:

- an academy;
- a free school;
- a city technology college;
- a local authority (LA) maintained school;
- a private school designated as a Teaching School;
- a multi-academy trust (if a multi-academy trust is acting as a lead school we would not expect a member of that multi-academy trust to also act as a lead school in their own right);
- a pupil referral unit (PRU);
- a sixth-form college; or
- a maintained special school.

2.3 A private school can only act as a lead school if it is also a designated Teaching School. Where this is the case, the trainees recruited should benefit from a partnership that includes maintained schools, academies or free schools. Such lead schools along with the other categories of school set out above may employ School Direct (salaried) trainees and receive grant funding for their place.

2.4 The partner school is any school working with a lead school to plan or deliver ITT. A partner school involved in ITT may employ the trainee if it is state funded and may receive funding from the lead school. State-funded partner schools may be the principal training school for any School Direct trainee. Partner schools that are private schools may contribute to the training but if they employ the trainee they cannot receive grant funding for the place unless they are a designated Teaching School.

2.5 Further information on School Direct partners is available in [Annex A](#).

2.6 Ofsted may inspect a lead school after our initial allocation of places. Changes in the grade of the lead school will not change our initial allocation to the partnership. A school must be graded by Ofsted as 'good' or 'outstanding' to bid for places as a lead school. If a lead school falls below this grade in a new Ofsted inspection in-year, but is not placed into special measures, then the Department will permit them to continue as a lead school until such time as it is practical to switch the lead school status to another in the partnership.

2.7 If Ofsted places the lead school into special measures in-year, the ITT places must immediately be transferred to another lead school, and all funding will be suspended until this action is completed. Schools and providers should contact itt.allocations@education.gov.uk to arrange the transfer in all circumstances.

2.8 Schools that are placed in special measures cannot recruit School Direct (salaried) trainees. Schools that are placed in special measures after recruitment but prior to the commencement of employment/training must transfer the trainee to another school in the partnership where practical and cannot employ the trainee whilst they require special measures. Employing schools can retain trainees if they are placed in special measures after the trainee has commenced employment/training provided that the lead school and ITT provider are in agreement that the continued employment at the school will not be detrimental to the trainee and the quality of their training. The lead school and ITT provider must also be willing to offer any necessary support to the trainee and placement school during both the training period and any subsequent employment as a NQT in the school (should it remain in special measures). If the lead school/ITT provider cannot offer such assurance and support, the trainee must be employed at an alternative school within the Partnership.

Trainee eligibility criteria

2.9 All trainees, regardless of route or funding, must meet the criteria for entry to an ITT programme as set out in the [ITT criteria](#) before they can be considered for the programme. The lead school and employing school must ensure that all funded trainees meet the following School Direct (salaried) eligibility criteria. The trainee must:

- a) be taking a qualifying postgraduate ITT course;
- b) be eligible to work in England as an unqualified teacher;
- c) possess at least three years' work experience or be a high quality graduate undertaking a hard to fill subject²;

² NCTL/DfE will allow schools to accept applications from high quality graduates with less than three years' work experience in hard-to-fill subjects, especially mathematics, physics, chemistry, languages and computing. It will be for schools to decide whether they wish to accept applications from candidates with less than three years' work experience.

- d) not have received an offer for a place on their course if relevant recruitment controls have been applied; and
- e) not already hold QTS, or be eligible to receive QTS.

Eligibility to work

2.10 The lead school must ensure that an applicant is eligible to take up employment as an unqualified teacher in England **before** they are offered a place on a School Direct (salaried) course.

Possession of, or eligibility for, QTS

2.11 Under current reciprocal arrangements, most qualified teachers from countries in the European Economic Area (EEA) or Switzerland are able to receive QTS following application to NCTL/DfE. Teachers who qualified in Australia, Canada, New Zealand and the USA can also apply to NCTL/DfE to be awarded QTS. Lead schools and ITT providers should advise applicants in both of these categories to apply to NCTL/DfE. Teachers who are successful in their application and receive QTS will not qualify for funding; those that are unsuccessful in their application to NCTL/DfE may be considered eligible.

2.12 Potential trainees who may already be eligible to receive QTS under the conditions described above should email qts.enquiries@education.gsi.gov.uk or visit [Qualified teacher status \(QTS\): qualify to teach in England](#) for more information.

2.13 Individuals who hold Qualified Teacher Learning and Skills (QTLS) status and are members of the Education and Training Foundation (ETF), formerly the Institute for Learning (IfL) are recognised as qualified teachers in maintained schools in England.³ They are therefore not eligible for School Direct (salaried) grant funding.

2.14 Candidates who hold Early Years Teacher Status (EYTS) are able to apply for a School direct (salaried) place and are eligible for funding purposes. However, they must meet all the specified criteria in paragraph 2.9 and 2.10.

2.15 More information about the award of QTS can be found on the [QTS webpages](#).

³ They must continue to maintain their registration with the ETF for this recognition to be valid.

Changing ITT provider, School Direct partnerships or School Direct route

2.16 Ordinarily, we will not permit a School Direct lead school to change its identified partner ITT provider once it has registered a course. After a partnership agreement is drawn up and places are advertised to applicants, the lead school should make all reasonable efforts to deliver the course as described. We may however consider a request from a lead school to change a partner ITT provider in exceptional circumstances.

2.17 A lead school must not transfer a trainee from one School Direct partnership to another, or from one School Direct route (salaried or tuition fee) to the other without our prior agreement.

2.18 If you require further information about changing any aspect of courses that has been agreed with the Department, please email ITT.alloactions@education.gov.uk. All changes must be confirmed by the Department before a place is offered to any applicant.

2.19 Failure to fully comply with the criteria and requirements stated in paras 2.1 to 2.18 may result in the withdrawal of funding to lead schools. It may also result in non-compliance by the ITT provider, which may lead to withdrawal of accreditation.

3. Funding rates

3.1 Grant funding will be paid to lead schools for each trainee, depending on the subject of their ITT course and location of the school they are employed in, e.g. if the lead school is in an Inner London area, but the employing school is in a National area, funding will be paid at the National rate.

3.2 The training and salary grant rates that will be paid to the lead school for each trainee can be found below. Funding will only be provided for trainees on courses in the identified subjects.

Trainees in high priority subjects

Figure 1: Funding for chemistry, classics, computing, mathematics, languages, physics

Funding per trainee (by location)	Amount
National (excluding the London Area)	£19,000
Inner London Area	£23,900
Outer London Area	£22,600
Fringe Area	£20,200

Trainees in other priority subjects

Figure 2: Funding for biology, design and technology, English, geography, history, music and religious education.

Funding per trainee (by location)	Amount
National (excluding the London Area)	£14,000
Inner London Area	£17,600
Outer London Area	£16,600
Fringe Area	£14,900

Primary general trainees

Figure 3: Funding for non-specialist / specialism primary trainees

Funding per trainee (by location)	Amount
National (excluding the London Area)	£9,000
Inner London Area	£11,400
Outer London Area	£10,800
Fringe Area	£9,600

Primary Maths Specialist and Primary General with Maths trainees

Figure 4: Funding for Primary Mathematics trainees

Funding per trainee (by location)	Amount
National (excluding the London Area)	£14,000
Inner London Area	£17,600
Outer London Area	£16,600
Fringe Area	£14,900

3.4 The higher Primary Mathematics funding rate is only available for trainees with at least a B in mathematics A Level (or equivalent) and who are registered on Primary Mathematics Specialist or Specialism courses.

3.5 To be registered on a Primary Maths Specialist course, the trainee must hold at least B at A level or equivalent. These courses can only be delivered by providers designated to run Primary Maths Specialist courses. The Primary Maths grant rate will be payable to the partnership.

3.6 Primary General with Maths trainees will only attract the higher Primary Maths grant rate where they have at least a B at A level (or equivalent) in mathematics. The lower Primary General rate is payable where the trainee does not have this grade/qualification.

3.7 It is the responsibility of the recruiting organisation, be that the lead school or ITT provider, to determine and decide equivalency. NCTL/DfE will not determine equivalency for individual cases.

3.8 The subjects listed in the above tables and below are the only subjects that attract grant funding. This list is exhaustive:

- Biology;
- Chemistry;
- Classics;
- Computing;
- Design and technology;
- English;
- Geography;
- History;
- Languages;
- Mathematics;
- Music;
- Physics;
- Physics with mathematics;
- Primary including Primary Maths Specialist/Primary General with Maths; and
- Religious Education.

4. Grant Funding Agreements

4.1 All lead schools with approval to recruit to funded School Direct (salaried) courses must enter into a Grant Funding Agreement (GFA) with the Department. Schools with approval to recruit to grant funded courses must enter into a Grant funding agreement (GFA) with the Department. Grant funding will only be released when a GFA is in place.

4.2 The first payment of grant funding will be made in September 2017. To receive this, all lead schools must have a signed GFA in place by **18 August 2017**. If a GFA is in place after this date, we will start making grant funding payments in the following month.

4.3 Lead schools will be sent a Grant Offer letter (GOL) which includes the terms and conditions of the grant. They must complete **all** of the highlighted sections in the GOL and email this documentation to GFA.nctl@education.gov.uk. After the GOL has been returned fully completed and signed by the lead school's Accounting Officer, we will arrange for this to be countersigned by the Department's responsible officer and returned to the lead school. This countersigned document forms the GFA and must be retained by the lead school.

4.4 We will write to lead schools to advise them when the GOL, which includes the GFA and terms and conditions, is available.

Conditions of grant

4.5 Grant funding must be used to support the named trainee only. Funding cannot be shared across funded and non-funded places.

4.6 Schools and providers should ensure the trainee is made aware of any requirement to pay any additional fees, (e.g. for an academic qualification such as a Post Graduate Certificate in Education).

4.7 For the period of their training⁴ all trainees must be employed by a school⁵ as an unqualified teacher. School Direct (salaried) trainees in maintained schools must be paid in accordance with at least the minimum of the unqualified teachers' pay range. Non Local Authority maintained schools such as Academies and Free Schools have the freedom and flexibility to adopt pay arrangements that best reflect their local circumstances. They will need to ensure that pay rates are clearly advertised to the trainee beforehand.

⁴ C4.1 of the ITT criteria states that employment based trainees should be employed for the period of their training as unqualified teachers. This employment includes periods of training spent in other schools. Trainees who are on a full-time course should be employed full-time.

⁵ Or 'other institution' as defined by the Education (School Teachers' Qualifications) (England) Regulations 2003 (SI 2003/1662) as amended.

Trainees ineligible for grant funding

4.8 Schools may, if they so choose, recruit trainees who are on courses in subjects that do not attract funding. These trainees must be eligible to work in England as an unqualified teacher and must meet requirements identified in the [ITT criteria](#).

4.9 Such trainees will need to be registered with the Higher Education Statistics Agency (HESA) by universities or on the [NCTL/DfE](#) Data Management system (DMS) or successor ITT trainee database by school-centered initial teacher training (SCITTs), but recorded as “Not Fundable”.

4.10 In subjects where recruitment is unlimited, as set out in the allocations methodology, lead schools are not restricted in the number of trainees that they recruit. For subjects in this category that attract no grant, lead schools must be aware of the financial implications of recruitment. NCTL/DfE cannot be held responsible for any costs associated with recruiting trainees in subjects that do not attract funding.

Use of grant funding for marketing

4.11 Lead schools are permitted to spend up to 1% of their 2017/18 academic year School Direct (salaried) grant funding on marketing. Grant funding up to this limit can be used to publicise School Direct (salaried) courses that the school partnership will seek to deliver in the 2018/19 academic year.

4.12 As part of the GFA, school partnerships should provide evidence to auditors that any marketing expenditure has been undertaken in connection with their School Direct (salaried) programme. This funding should be used to deliver measureable outcomes relating to the GFA aims and objectives. The grant funding used for marketing purposes is intended to endorse School Direct (salaried) and School Direct (tuition fee) programmes only.

5. Payment of School Direct (salaried) funding

5.1 The training and salary grant will be paid by the Education and Skills Funding Agency (ESFA) to School Direct lead schools (or local authorities for maintained schools) in 11 monthly instalments from September to July as set out in [Annex E: Funding cycle](#). The payment will be received within the first eight working days of each month. Payment is subject to the GFA being received and trainee numbers being established from available data.

5.2 The first payment of the 2017/18 academic year School Direct (salaried) grant funding will be made to lead schools in September 2017 where a GFA is in place and trainee numbers are established from available data. In cases where funding commences in later months, the first instalment will be adjusted to include the payments backdated to September. The lead school will receive the grant in full by the final instalment made in July 2018.

5.3 We will write to lead schools prior to payment of the first monthly instalment to confirm the amounts we will pay for the first three months of the academic year. These payments will be calculated using trainee recruitment data available at that time. This funding will also be based on the location of the lead school and may be at a preliminary rate.

5.4 Following receipt of verified trainee data from the ITT provider in the October ITT Census, we will adjust the monthly payment amounts that will be paid to lead schools from December 2017 onwards. We will issue any arrears that may be due or recover funding as appropriate within this adjustment. If the relevant data is supplied, this adjustment may also reflect any changes required to grant funding amounts based on the location of the trainee's employing/main placement school.

5.5 It is imperative that ITT providers have all the relevant trainee information to complete the October ITT census. We strongly encourage all lead schools to engage with their partner ITT provider in the supply of census data to avoid any delay in or suspension of payment.

5.6 If a lead school is an Academy, a Multi Academy Trust or a Free School, the School Direct (salaried) grant will be paid directly to the lead school's main account by the EFA.

5.7 If a lead school is a local authority maintained school (including voluntary-aided, voluntary-controlled, foundation schools and sixth-form colleges that receive their funding from the local authority), the School Direct (salaried) grant will be paid to the relevant local authority by the ESFA. Lead schools in this category will need to ensure suitable agreements are in place with their local authority to ensure funding is transferred appropriately.

5.8 Lead schools should identify funding arrangements and mechanisms to recover unused funds in written agreements with their partner schools and ITT providers.

5.9 NCTL/DfE will not provide any additional funding for the administration of School Direct (salaried) courses.

Maths and Physics Chairs

5.10 The Maths and Physics Chairs programme provides the opportunity for postdoctoral researchers to train and teach mathematics and physics in state-funded schools in England.

5.11 In their first year participants on the programme train as teachers in their host school on a School Direct (salaried) course. For the 2017/18 academic year, ITT places are allocated for the Maths and Physics Chairs programme to lead schools via NCTL/DfE's delivery partner.

5.12 These places are treated as standard School Direct (salaried) places, with the same requirements for data reporting and the funding levels as identified in this document. Additional costs associated with the programme, such as salary contributions are funded separately.

Flexible School Direct (salaried)

5.13 Lead schools delivering part-time or accelerated courses will receive the same School Direct (salaried) grant funding for each trainee as a full-time equivalent trainee. This will be paid over the course of the same monthly instalment schedule as any other School Direct (salaried) trainee. It is therefore the responsibility of the lead school to decide the payment profile for the trainee's salary and how the grant will be managed as a contribution towards this.

Data requirements and reporting

5.14 Schools and ITT providers are required to share all data on School Direct with the Department, including data on applications, recruitment and employment outcomes. School Direct (salaried) grant funding is calculated on the basis of data submitted by ITT providers through HESA and the [NCTL/DfE](#) Data Management System (DMS) or any successor ITT trainee database. It is therefore imperative that data submitted is accurate, complete and submitted on time. Failure to do so is likely to result in the suspension of the funding of the School Direct Partnership.

Data requirements from schools

5.15 Once a candidate has been recruited, lead schools are required to give accurate placement and employing school data to their partner ITT provider. Lead schools must inform providers promptly of any changes such as withdrawals and deferrals.

5.16 Lead schools are required to provide trainee data to the Department as part of their GFA Annex G audit and assurance return.

Data requirements from ITT providers

5.17 Failure to comply with requests for data in an accurate or timely manner may lead to the withdrawal of accreditation for the ITT provider. Full details of the process are included in the ITT DMS data guidance for HEIs and non-HEIs available through the DMS. Guidance will be updated throughout the academic year.

6. Withdrawals and deferrals

Withdrawals

6.1 Lead schools will receive funding for any trainee who starts and withdraws from a funded School Direct (salaried) course up until the end of the month in which the trainee withdraws. Funding will either cease in-year from the following month if the ITT provider has updated the trainee data on the ITT DMS (via HESA for HEIs and NCTL/DfE DMS for SCITTs), or any successor ITT trainee database, or failing this, as part of a funding reconciliation exercise following the end of the academic year. ITT providers are required to record all trainee withdrawals in the exit information tab on the ITT DMS or any successor ITT trainee database.

6.2 The value of funding to be recovered will be calculated on the same basis as the payments that have been made during the academic year (usually over 11 months September - July). For example, if a trainee is employed from 1 September 2017 until 15 March 2018, the partnership will retain 7 months' of funding and 4 months' (April 18 – July 18) will be recovered. We will not reimburse lead schools for any expenditure made after the trainee withdraws. If a trainee leaves without completing their ITT, the last date of training is the final day/date for which the ITT Provider has evidence they were still in training for any learning that is part of their ITT.

6.3 The total grant that is due to the lead school for the individual trainee will be used to calculate the value of funding to be recovered. Where funding ceases in-year any further adjustment that is required for different funding areas will be included in the reconciliation exercise. In cases where the lead school is a multi-academy trust, funding will initially be based on the location of the Trust's registered office and will be adjusted to reflect the location of the trainee's employing/main placement academy during their training.

Deferrals

6.4 Schools, in agreement with the ITT provider, are responsible for making the decision to allow a trainee to defer. Lead schools must communicate this decision to their ITT provider, who is in turn are responsible for reporting this to the Department through the ITT DMS.

6.5 Trainees can only defer once they have started their ITT course and the deferral period is usually a maximum of one year, however the deferral period may be extended to more than one year with prior approval from the Department. The grant will only be paid up to the maximum training and salary grant rate relevant to the academic year in which the trainee starts, regardless of the year in which they return to the course.

6.6 ITT providers are required to record all trainee deferrals as dormant periods in the course details tab on the DMS. The school must retain these funds until the trainee

returns to the course. If the trainee does not return to the course, funds relating to the remaining months on which the trainee was not training will be recovered in full. If the trainee returns to the course, however subsequently withdraws, funding will be recovered on the basis of the total time that the trainee was on his/her course.

7. Reconciliation, assurance and audit

Reconciliation

7.1 The Department reserves the right to carry out a reconciliation exercise at the end of the academic year for School Direct (salaried) funding. Grant funding identified as recoverable as result of this exercise will be recouped. In most cases, recovery will be carried out by offsetting funding that will be paid to the lead schools in subsequent years. If this is not possible, we will invoice the lead school for the outstanding amount.

7.2 Grant funding will be recovered as a result of:

- trainees not starting;
- trainees that leave before obtaining QTS including trainees that accept a place and subsequently withdraw;
- the location of any partner school that employs the trainee, or main placement school in the ITT year being in a lower funding area than the lead School;
- trainees recruited and offered a place beyond the lead school's allocation in that subject⁶;
- errors identified in trainee data submitted by schools and ITT providers, upon which the grant funding is calculated and an overpayment results;
- any miscalculation of grant which results in an overpayment to the lead School; and / or
- any grant payment made to an incorrect recipient.

7.3 Grant funding may also be recovered as a result of:

- early completion of training; and / or
- non-compliance with the GFA including but not limited to failure to submit Annex G in accordance with the requirements of the grant funding letter or any subsequent communication from NCTL/DfE.

Where a recovery of grant is required, we may recover grant in the same or subsequent academic years.

⁶ The liability for any trainees will be borne by the lead school/provider in the following circumstances:

- a) where any additional trainees recruited after NCTL/DfE has instructed to stop recruiting in a given subject or a reserve recruitment control threshold is met.
- b) where any trainees recruited outside the UCAS teacher training system or not within UCAS guidelines.
- c) where any trainees recruited to courses for which NCTL/DfE has not given an allocation of places.

Assurance and audit

7.4 ITT providers must hold full records of all trainees in receipt of grant funding, including evidence of trainees' academic qualifications achieved prior to starting their training. Trainees must be in receipt of the degree on which their assessment was based, prior to starting the course. We reserve the right to request this evidence at any point during the academic year from ITT providers, for the purpose of monitoring quality and funding assurance.

7.5 ITT providers are reminded of the need to ensure that all trainee records on the NCTL/DfE

's ITT DMS or any successor ITT trainee database are complete. This includes amending the records of trainees who withdraw or defer from their ITT programme, those trainees that start later in 2017 to 2018 and trainees returning from earlier academic years. We reserve the right to delay or withhold payments to the lead school if data is inaccurate or incomplete.

7.6 Lead schools are required to submit an annual certification of expenditure to NCTL/DfE by 31 December 2018. For lead schools in receipt of grant funding £40,000 and above this is found at Annex G(i) of the GFA and requires independent external auditor and Chair of Governors approval. For those in receipt of funding less than £40,000, this is found at Annex G(ii) of the GFA and is self-certified by the Accounting Officer of the lead school and Chair of Governors.

7.7 As part of the grant assurance process Lead Schools are required to submit an audited breakdown of grant expenditure and corresponding trainee details. Where these trainee details differ from those submitted through the DMS by the provider, we reserve the right to withhold or recover funding from the lead school.

7.8 If a school is both a lead school for School Direct (salaried) places and the accredited entity for a SCITT Provider, it must complete both the Annex G to the Grant Funding Agreement for School Direct grant and Audit Grant Return for other grant funding such as for Training Bursaries.

7.9 Failure to submit accurately completed and signed off assurance and audit documentation on time is likely to result in future ITT grant funding being withheld and the recovery of funding paid.

7.10 Further information about this process will be supplied by the Department in Autumn 2018.

7.11 Failure to fully comply with the reporting and assurance requirements stated in this manual may result in the withdrawal of funding to lead schools. It may also result in non-compliance by the ITT provider, which may lead to withdrawal of accreditation.

Annex A: Types of organisation involved in School Direct

Organisation	Definition/Role
Lead school	The lead school is the agreed point of contact for the School Direct partnership and holds the partnership's School Direct training places. They will be responsible for communications across the partnership to and from the NCTL/DfE and between each partner school. The lead school is responsible for the partnership activity. The lead school must be a maintained (primary or secondary), a special school, Sixth form college, a Pupil Referral Unit, an Academy, a Multi Academy Trust or Free School. Private schools cannot be lead schools unless they are designated as a Teaching School. In School Direct (salaried), the lead school is responsible for the training and salary grant funding and its distribution and for placing of trainees across the partnership. The lead school must agree the location of trainees with the ITT provider.
Partner school	The partner school is any school within the partnership of schools involved in initial teacher training. State funded partner schools may be the principle training school for any School Direct trainee. Partner schools which are private schools may contribute to the training.
Employing School / Main Placement School	The employing school is defined as the school that employs the trainee during their ITT year. The trainee must carry out their ITT in at least two schools; the main placement school is the school where the trainee spends the majority of their ITT placement. The main placement school and employing school are usually the same entity; however this may not always be the case.
ITT provider	The ITT provider is formally recognised and accredited by the Department for Education in this role. The ITT provider is a full member of the School Direct partnership. As an accredited provider of ITT, it has the experience of delivering teacher training and is accountable for the marketing, selection, assessment and standards monitoring for the trainees. The ITT provider will formally recommend QTS for trainees on behalf of the partnership.

Annex B: Locations used to calculate the value of grant funding

Initial payments of School Direct training and salary grant are based upon the location of the lead school, but actual payment will be calculated on the location of the employing/main placement schools and adjusted after the submission to the Data Management System of the trainee record by the ITT provider.

The geographical locations for variation are those set out within the [School teachers' pay and conditions](#):

Inner London Area

“Inner London Area” means the area comprising the London boroughs of Barking and Dagenham, Brent, Camden, City of London, Ealing, Greenwich, Hackney, Hammersmith and Fulham, Haringey, Islington, Kensington and Chelsea, Lambeth, Lewisham, Merton, Newham, Southwark, Tower Hamlets, Wandsworth and Westminster.

Outer London Area

“Outer London Area” means the area comprising the London boroughs of Barnet, Bexley, Bromley, Croydon, Enfield, Harrow, Havering, Hillingdon, Hounslow, Kingston-upon-Thames, Redbridge, Richmond-upon-Thames, Sutton and Waltham Forest.

Fringe Area

“Fringe Area” means:

- a) in Berkshire – the districts of Bracknell Forest, Slough, and Windsor and Maidenhead;
- b) in Buckinghamshire – the districts of South Buckinghamshire and Chiltern;
- c) in Essex – the districts of Basildon, Brentwood, Epping Forest, Harlow and Thurrock;
- d) in Hertfordshire – the districts of Broxbourne, Dacorum, East Hertfordshire, Hertsmere, St Albans, Three Rivers, Watford and Welwyn Hatfield;
- e) in Kent – the districts of Dartford and Sevenoaks;
- f) in Surrey – the whole county; and
- g) in West Sussex – the district of Crawley.

Annex C: Further information and contacts

Additional supporting information

[School Direct information for schools; getting involved and guidance for lead schools](#)

[ITT Extranet](#)

[Schools DMS](#)

[School Direct Funding: pages which support and inform types of funding for Initial Teacher Training](#)

[Degree Equivalency: information on compatibility of qualifications across the World with UK recognised degree standards](#)

UCAS teacher training: search and apply for training programmes beginning in 2017

[2017/18 Training Bursary Manual](#)

[Initial Teacher Training criteria and supporting advice](#)

Contacts

For funding and payment queries from schools and ITT providers email itt.funding@education.gov.uk.

For funding and payment queries from schools and ITT providers email itt.funding@education.gov.uk.

For grant funding letters/agreements queries email gfa.nctl@education.gov.uk.

For October census queries, or any other data matter, email itt.datamanagement@education.gov.uk.

For allocation queries email itt.allocations@education.gov.uk

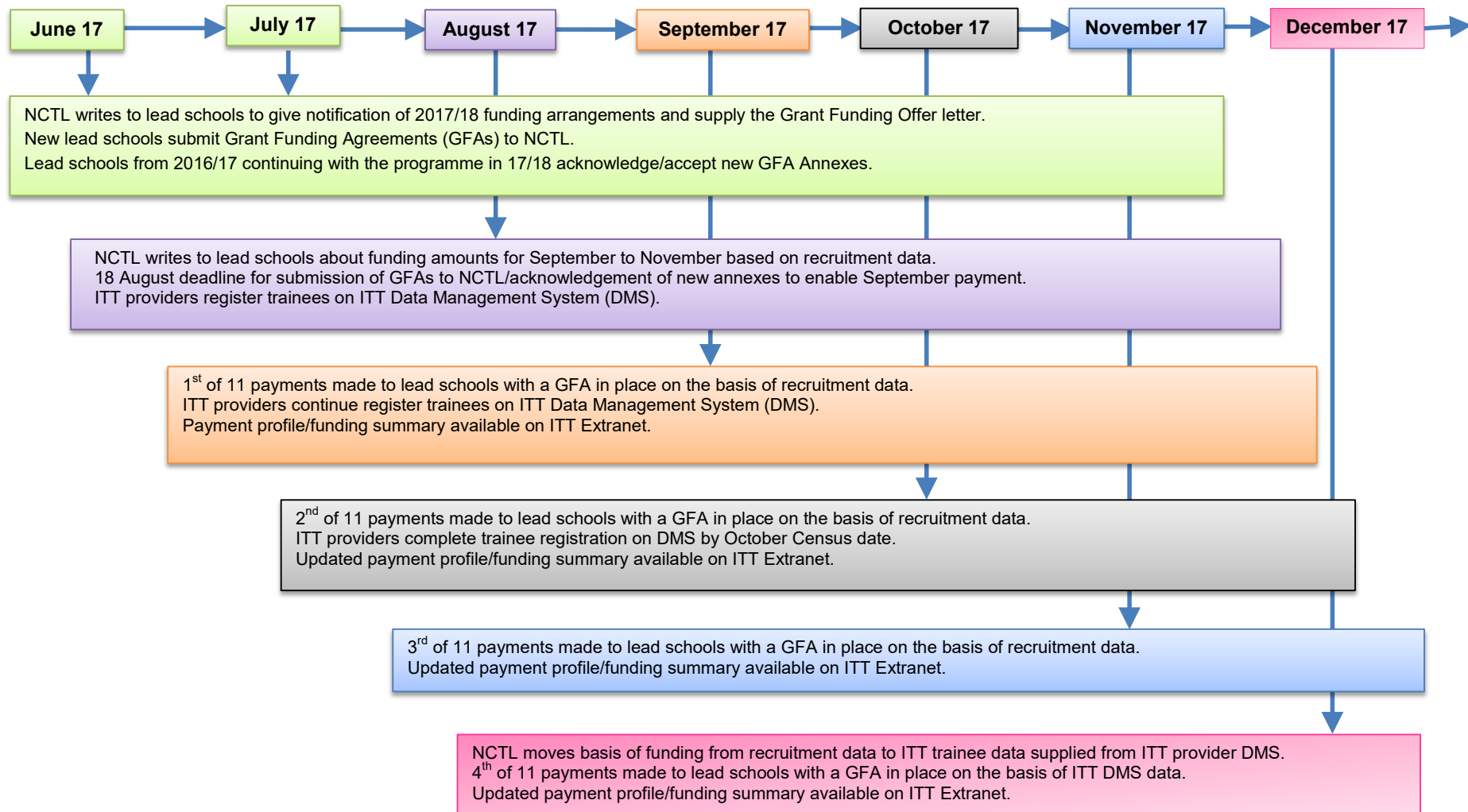
For ITT criteria email itt.accreditation@education.gov.uk.

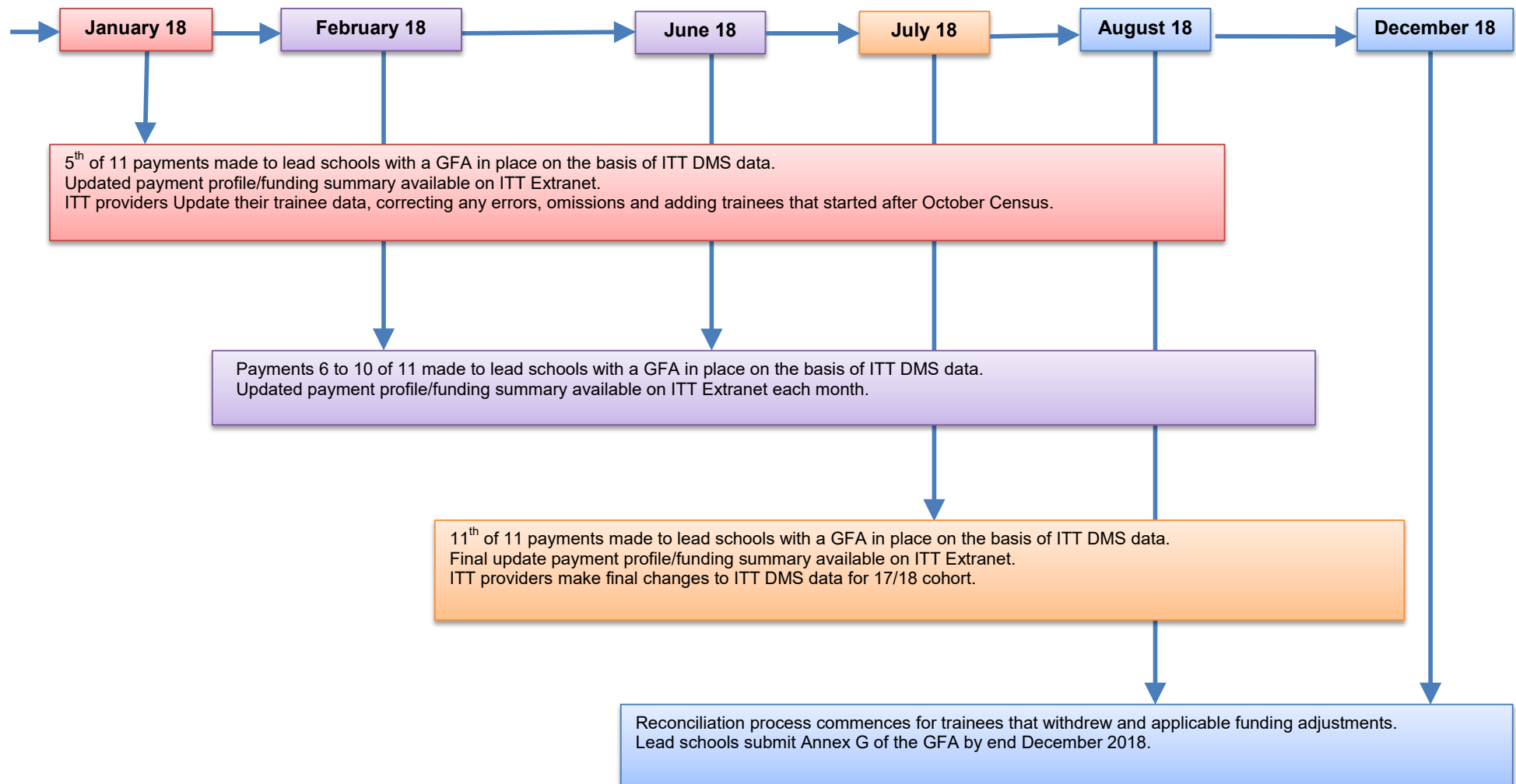
All other enquiries should be directed to <https://www.gov.uk/contact-dfe> for a response.

Annex D: Glossary

Term	Description
AY	Academic Year
DfE	Department for Education
EU	European Union
HEI	Higher Education Institution
HEI DMS	National College for Teaching and Leadership Data Management System to be accessed by HEI ITT providers
HESA	Higher Education Statistics Agency
ITT	Initial Teacher Training
NCTL	National College for Teaching and Leadership
NCTL/DfE DMS	National College for Teaching and Leadership Data Management System to be accessed by Non-HEI ITT providers
PGCE	Post Graduate Certificate in Education
QTS	Qualified Teacher Status
Schools DMS	National College for Teaching and Leadership Data Management System to be accessed by schools
SCITT	School Centred Initial Teacher Training Provider
UCAS	Universities and Colleges Admissions Service (UK)

Annex E: Funding cycle







Department
for Education

© Crown copyright 2018

This publication (not including logos) is licensed under the terms of the Open Government Licence v3.0 except where otherwise stated. Where we have identified any third party copyright information you will need to obtain permission from the copyright holders concerned.

To view this licence:

visit www.nationalarchives.gov.uk/doc/open-government-licence/version/3

email psi@nationalarchives.gov.uk

write to Information Policy Team, The National Archives, Kew, London, TW9 4DU

About this publication:

enquiries www.education.gov.uk/contactus

download www.gov.uk/government/publications

Reference: DFE-00098-2018



Follow us on Twitter:
[@educationgovuk](https://twitter.com/educationgovuk)



Like us on Facebook:
facebook.com/educationgovuk