



Department  
for Education

# **Postgraduate teaching apprenticeship funding manual**

**2018 to 2019 academic year**

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**Version 1.2**

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## Change log

Version	Published Date	Page	Changes made
1.0	29/11/2017	-	-
1.1	29/03/2018	-	References to NCTL replaced with DfE following closure of Agency. <a href="#">Section 6: Amended 6.2 to include further detail around the possible reconciliation exercise.</a> All reference to ITT DMS replaced with reference to Teacher Training Portal (TTP)
1.2	06/07/2018	17	Removal of section relating to 1% marketing expenditure allowance.

# 1. Introduction

1.1 This manual is a guide to the delivery of grant funding for the postgraduate teaching apprenticeship, which is an employment-based initial teacher training (ITT) programme in England. This guidance is relevant to schools and ITT providers<sup>1</sup>. It contains information relevant to the 2018/19 academic year only and relates to all apprenticeship places leading to the award of qualified teacher status (QTS). This manual should be read in conjunction with our [Postgraduate teaching apprenticeship guidance](#). Information for applicants and trainees is available on the [Get Into Teaching website](#).

1.2 Postgraduate teaching apprenticeship grant funding from the Department for Education (DfE) is paid under School Direct (Salaried) Grant and this manual should also be read in conjunction with the School Direct (salaried) funding manual 2018 to 2019.

1.3 We may need to make changes to this guidance. If so, we will issue a new version and let School Direct Lead schools and ITT providers know. Any changes to this publication are available in the change log.

## Overview

1.4 The postgraduate teaching apprenticeship is an ITT route that combines paid work with off-the-job training, qualifications, and progression. It allows candidates to train to become qualified teachers. The introduction of the postgraduate teaching apprenticeship does not affect current initial teacher training routes.

1.5 The full costs of training and the apprentice's salary are the partnerships responsibility, or where a school is not part of a partnership costs must be met by the employing school. Employers that pay the apprenticeship levy will be able to use up to £9,000 of funding from their apprenticeship service account to cover the cost of training and assessing the apprentice. Employers that do not pay the levy or who have insufficient funds in their digital account can also access funding to support training and assessment of an apprentice, see paragraph 3.10 for further information. Grant funding may also be available from the Department and arrangements for this element of funding are set out in this manual.

1.6 The grant funding from the Department for each trainee varies depending on:

- the subject of the trainee's ITT course and;
- the location of the school that employs the trainee.

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

Some ITT course subjects will attract no grant funding. Apprenticeship grant funding rates are set out in [Section 3](#).

1.7 Postgraduate teaching apprentices are not eligible for an ITT training bursary and cannot access student finance, as it is an employment based ITT route. The ITT provider must not charge the apprentice trainee fees for the award of QTS. Schools and providers should ensure the trainee is aware of any requirement to pay for any additional academic qualifications (e.g. a Postgraduate Certificate in Education [PGCE]).

1.8 ITT providers and schools will decide the overall structure of the apprenticeship, but the apprentice must spend 20% of their time in off-the-job training, designed to build up their skills, knowledge and competence in the classroom. Having completed their training, the apprentice must demonstrate the knowledge, skills and behaviours contained within the Teachers' Standards.

1.9 Apprentices will work towards attaining qualified teacher status (QTS). They will need to meet the apprenticeships standard and will need to pass an end-point assessment (EPA) as required for all apprenticeships. The end goal is to become a qualified teacher. After completion of a course of ITT, the trainee will be assessed as to whether they have met the Teachers' Standards required to be awarded QTS, and ITT providers will make this recommendation to the Department in the usual way.

1.10 The apprentice will then go on to complete an EPA in their fourth term. An assessor from an EPA organisation (an accredited ITT provider on the register of apprenticeship assessment organisations who has been independent to the training process) conducts the assessment, helping to quality assure their training and development. The assessment has two components: a lesson observation and a professional discussion. Details of on-programme activity are in the approved [EPA plan](#).

## 2. Criteria and requirements

### Schools

2.1 Schools interested in delivering the teaching apprenticeship may currently lead or be a member of a School Direct partnership. Where this is the case, many of the processes should already be in place that will enable delivery of the apprenticeship. Lead schools will need to update their partnership agreements and will need to sign a grant funding agreement (GFA).

2.2 For schools not currently in a School Direct partnership that would like to employ a teaching apprentice, we recommend that they join an existing partnership. Schools that are not Ofsted Grade 1 (outstanding) or Grade 2 (good) for overall effectiveness should join a School Direct partnership to offer the apprenticeship.

2.3 Joining a School Direct partnership has clear benefits including greater opportunities to share expertise, meet the apprenticeship employment expectation, and implement efficient management and administration of the programme. It can also bring economies of scale in negotiations with teacher training providers and may allow access to additional funding. For further details, see the Grant funding section below.

2.4 Schools that are rated Grade 1 or Grade 2 that do not wish to join an existing School Direct partnership, or are unable to do so, may wish to form a new partnership. To become a School Direct lead school, please contact [itt.allocations@education.gov.uk](mailto:itt.allocations@education.gov.uk) for advice on the criteria and process.

2.5 Schools may also offer the apprenticeship in conjunction with an accredited ITT provider that have successfully registered on the [Register of Apprenticeship Training Providers \(RoATP\)](#) while not being part of a School Direct partnership, but must be Grade 1 or Grade 2 to do so. Schools that are not part of a School Direct partnership cannot access the grant funding available for the subjects in which a grant is available, for any apprentices they employ; however, they may still be able to access up to £9000 funding from their apprenticeships service account. For further information on partnerships and allocations, see the [allocation of ITT places](#) section of this manual.

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 rated Grade 1 or 2 by Ofsted 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 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 the Allocations team to arrange the transfer in all circumstances.

2.8 In a School Direct Partnership, the lead school is the agreed point of contact for the partnership and holds the partnership's Apprenticeship and School Direct training places. The lead school is responsible for the funding arrangements for the partnership and is accountable for grant funding received, its distribution and assurance.

2.9 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.

2.10 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.

2.11 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 apprentice. State-funded partner schools may be the principal training school for an apprentice and receive funding from the lead school. Schools that are private schools may employ the apprentice but cannot receive grant funding unless they are a designated Teaching School; however, they may be able to use funding from their apprenticeships service account to fund some or all of the training costs.

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



## Training providers

2.13 Schools can employ apprentices, but only accredited ITT providers that have successfully registered on the [Register of Apprenticeship Training Providers \(RoATP\)](#) can deliver the 'off the job' training for the teaching apprenticeship. Providers on this register can provide apprenticeship training to levy paying employers.

2.14 Training providers must decide with the employing school whether they want to offer an apprenticeship place. If working with a lead school in a School Direct partnership, training providers will need to agree with the employing school and the lead school whether to offer an apprenticeship place.

2.15 Providers that wish to deliver the apprenticeship EPA, will also need to register on the register of end-point assessment organisations. They will need to register to deliver the end-point assessment irrespective of whether they have registered on the RoATP.

2.16 Non-levy paying employers will be able to select a provider that has been successful in the Education and Skills Funding Agency's recent procurement to deliver apprenticeship training to employers that do not pay the levy. The providers successful in the procurement are also able to enter into sub-contracting arrangements with other providers who did not participate in the procurement exercise. Further information is available [here](#).

## Trainee eligibility criteria

2.17 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.

2.18 The employing school must ensure that all funded trainees meet the following eligibility criteria.

All trainees must:

- a) be eligible to work in England as an unqualified teacher;
- b) not already hold QTS, or be eligible to receive QTS.

## Possession of, or eligibility for, QTS

2.19 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 DfE. Teachers who qualified in Australia, Canada, New Zealand and the USA can also apply to the DfE to receive QTS. Lead schools and ITT providers should advise applicants in both of these categories to apply to the DfE. Teachers who are

successful in their application and receive QTS will not qualify for funding; those that are unsuccessful in their application to the DfE may be considered eligible.

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

2.21 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.<sup>2</sup> They are therefore not eligible for apprenticeship grant funding.

2.22 Postgraduate teaching apprentices who hold Early Years Teacher Status (EYTS) are able to apply for a postgraduate teaching apprenticeship place and are eligible for funding purposes. However, they must meet all the specified criteria in paragraphs 2.17 and 2.18.

2.23 Information about the award of QTS is available on the [QTS webpages](#).

## Allocation of ITT places

2.24 DfE is responsible for the allocation of ITT places in England that attract government funding and lead to the award of QTS. If schools wish to make use of School Direct (salaried) grant funding to offer the apprenticeship, they must take note of the information in this section on ITT allocations<sup>3</sup>.

2.25 In general, for the purposes of offering the apprenticeship, ITT providers and School Direct lead schools should treat School Direct (salaried) places and apprenticeship places in the same way. Providers are able to offer and run both School Direct (salaried) and the apprenticeship simultaneously, and are able to choose how many of their School Direct (salaried) places they use as apprenticeship places for the 2018 to 2019 recruitment cycle. School Direct lead schools may be asked to inform the DfE about the number of apprenticeship places and School Direct (salaried) places which have been recruited to. The DfE will contact providers to inform them of this process.

2.26 ITT providers and School Direct lead schools should consider their unlimited and fixed allocations as outlined in [the initial teacher training 2018 to 2019 allocations methodology](#) when offering apprenticeships. We communicated [the allocation of places](#)

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<sup>2</sup> They must continue to maintain their registration with the ETF for this recognition to be valid.

<sup>3</sup> Courses that enable the trainee to be recommended for the award of Qualified Teacher Learning and Skills (QTLS) are not eligible for School Direct (salaried) grant funding.

[for School Direct \(tuition fee\), School Direct \(salaried\) and provider-led courses due to start in 2018 to 2019](#) in September 2017.

2.27 For the following information to apply, School Direct lead schools must be working with an accredited ITT provider that is registered on the [Register of Apprenticeship Training Providers](#).

### **For current School Direct lead schools: subjects in which they currently have permission to recruit School Direct (salaried) trainees in 2018 to 2019**

2.28 For unlimited School Direct (salaried) subjects, recruitment to the apprenticeship is unrestricted. Schools have automatic permission to recruit in unlimited subjects without first having to request additional places from the Department.

### **For fixed School Direct (salaried) subjects, the following applies:**

2.29 For primary apprenticeship places, School Direct lead schools may only receive grant funding for places that are part of their School Direct (salaried) allocation. They may recruit additional apprentices above their allocation, provided they do not wish to claim grant funding for these trainees. For PE there is no limit to the number of apprentices that School Direct lead schools can recruit, as there is no grant funding for these places.

### **For current School Direct lead schools: subjects in which they do not currently have permission to recruit School Direct (salaried) trainees in 2018 to 2019**

2.30 Unlimited allocations: Schools that wish to recruit apprentices to subjects covered by unlimited allocations and access the grant funding associated with these places are able to do so, as recruitment to these subjects is unrestricted. This will enable them to access grant funding as outlined in this manual. These schools will simply need to request permission to recruit in the relevant subject. Please contact the DfE at [itt.allocations@education.gov.uk](mailto:itt.allocations@education.gov.uk) to request permission to recruit in these subjects.

### **For fixed School Direct (salaried) subjects, the following applies**

2.31 For primary School Direct (salaried) places, schools that did not request places in June of 2017 should contact DfE with an expression of interest, specifying the name of their School Direct lead school, name of their accredited provider and an indication of the number of primary apprenticeship places they wish to offer. Expressions of interest should be sent to [teaching.apprenticeship@education.gov.uk](mailto:teaching.apprenticeship@education.gov.uk).

2.32 Expressions of interest should be submitted no later than 12 January 2018. The outcome of this process will be shared with schools at the end of January 2018, once ITT providers have been confirmed on [the Register of Apprenticeship Training Providers](#).

2.33 If you do not wish to access grant funding for primary apprenticeship places, you do not need to request places from DfE. For PE, there is no limit to the number of apprentices that School Direct lead schools can recruit, as there is no School Direct (salaried) grant funding for these places.

### **Schools that wish to offer the apprenticeship but have not been involved in School Direct before**

2.34 Schools that have not been involved in School Direct before should review the criteria and requirements specified in paras 2.1 to 2.33.

2.35 For further information on apprenticeship and School Direct (salaried) allocations please contact: [itt.allocations@education.gov.uk](mailto:itt.allocations@education.gov.uk).

### **Changing ITT provider, School Direct partnerships or training route**

2.36 Ordinarily, we will not permit a 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.

2.37 A lead school must not transfer a trainee from one partnership or ITT route to another, without the prior agreement of the Department.

2.38 If you require further information about changing any aspect of courses that has been agreed with DfE, please email [ITT.allocations@education.gov.uk](mailto:ITT.allocations@education.gov.uk). All changes must be confirmed by the Department before a place is offered to any applicant.

2.39 Failure to fully comply with the criteria and requirements stated in paragraphs 2.1 to 2.38 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. Grant funding rates

3.1 Qualifying postgraduate teaching apprenticeship places offered by School Direct partnerships only will be supported by Grant funding. The amount will depend on the subject of their ITT course and location of the school they are employed in. For example, 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 grant rates that will be paid to the lead school for each apprentice can be found below. Funding will only be provided for trainees on courses in the identified subjects.

3.3 Grant funding is not available for apprentices employed in a school that is not part of a School Direct partnership. Such schools may however receive funding from their apprenticeship service account.

#### Apprentices in high priority subjects

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

Funding per apprentice (by location)	Amount
National (excluding the London Area)	£12,500
Inner London Area	£17,400
Outer London Area	£16,100
Fringe Area	£13,700

#### Apprentices in other priority subjects

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

Funding per apprentice (by location)	Amount
National (excluding the London Area)	£7,500
Inner London Area	£11,100
Outer London Area	£10,100
Fringe Area	£8,400

## Primary general apprentices

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

Funding per apprentice (by location)	Amount
National (excluding the London Area)	£2,500
Inner London Area	£4,900
Outer London Area	£4,300
Fringe Area	£3,100

## Primary Maths Specialist and Primary General with Maths apprentices

Figure 4: Funding for Primary Mathematics apprentices

Funding per apprentice (by location)	Amount
National (excluding the London Area)	£7,500
Inner London Area	£11,100
Outer London Area	£10,100
Fringe Area	£8,400

3.4 This higher Primary Mathematics funding rate is only available for apprentices 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 apprentice 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 apprentices 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. The Department 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
- Religious Education

3.9 Employers that pay into the apprenticeship levy will be able to use up to £9,000 of funding from their apprenticeship service account to cover the cost of training and assessing the apprentice in the above subjects and also other subjects that do not attract grant funding.

3.10 The Education and Skills Funding Agency has set funding rules which detail what the funding can be spent on. [The guidance](#) also explains how employers that do not pay the levy or who have insufficient funds in their service account can access funding to support the training and assessment of an apprentice. In this instance, the government will pay 90% of the costs of training and assessment for the apprenticeship (up to the £9,000 apprenticeship funding band maximum) and the school will pay the remaining 10% for schools who either:

- do not pay the apprenticeship levy
- pay the levy but have used all of the funding in their service accounts

3.11 Find out more about apprenticeship funding [here](#).

## 4. Grant funding agreements

4.1 All lead schools with approval to recruit to grant funded apprenticeship 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 2018. To receive this, all lead schools must have a signed GFA in place by **14 August 2018**. 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 apprenticeship funding GOL and email this documentation to [GFA.ittfunding@education.gov.uk](mailto:GFA.ittfunding@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 DfE'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 apprentice only. Funding cannot be shared across funded and non-funded places.

4.6 Apprentices must not be required to pay fees to cover the cost of the QTS award. Schools and providers should ensure the apprentice is aware if there is any expectation that they will be required to pay for any additional academic qualifications (e.g. a PGCE).

4.7 For the period of their training<sup>4</sup> all apprentices must be employed by a school<sup>5</sup> as an unqualified teacher. Apprentices in Local Authority 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 apprentice beforehand.

4.8 Apprentices must be employed for a minimum of 12 months.

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<sup>4</sup> 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. Apprentices who are on a full-time course should be employed full-time.

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



## Apprentices ineligible for grant funding

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

4.10 Such apprentices will need to be registered with the Higher Education Statistics Agency (HESA) by universities or on the Teacher Training Portal (TTP) by school-centered initial teacher training (SCITT) providers, but recorded as “Not Fundable”.

4.11 Lead schools must be aware of the financial implications of recruiting apprentices for whom they will not receive grant funding. The Department cannot be held responsible for any costs associated with recruiting or training apprentices, irrespective of the provision of grant funding.

4.12 Apprenticeship places recruited to by schools rated Grade 1 or 2 that do not join or form a School Direct partnership are ineligible for grant funding. They may however be able to use funding from their apprenticeships service account to fund some or all of the training costs.

## 5. Payment of apprenticeship funding

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

5.2 The first payment of the 2018/19 academic year apprenticeship grant funding will be made to lead schools in September 2018 where a Grant Funding Agreement is in place and apprentice 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 2019.

5.3 We will write to lead schools in June 2018 to provide further information and GFA documentation, and again 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 apprenticeship recruitment data available at that time. This funding is 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 2018 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 information for trainees 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 grant will be paid directly to the lead school's main account by the ESFA.

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 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 The Department will not provide any additional funding for the administration of apprenticeship courses.

## **Data requirements and reporting**

5.10 Schools and ITT providers offering postgraduate teaching apprenticeships are required to share all data on apprenticeships with the Department, including data on applications, recruitment and employment outcomes. Apprenticeship grant funding is calculated on the basis of data submitted by ITT providers through HESA and the TTP. 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 partnership. ITT providers and employers offering apprenticeships training are also required to provide data to the apprenticeships service.

## **Data requirements from schools**

5.11 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.

5.12 Lead schools are required to provide trainee data to the Department as part of their grant funding agreement Annex G audit and assurance return. Further details about the assurance process can be found in [Section 7](#).

## **Data requirements from ITT providers**

5.13 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 TTP data guidance for HEIs and non-HEIs available through the TTP. Guidance will be updated throughout the academic year.

## 6. Withdrawals and deferrals

### Withdrawals

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

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 an apprentice is employed from 1 September 2018 until 15 March 2019, the partnership will retain 7 months' of funding and 4 months' (April 19 – July 19) will be recovered. We will not reimburse lead schools for any expenditure made after the trainee has withdrawn. If an apprentice leaves without completing their ITT, the last date of training is the apprentice's final day/date for which the ITT Provider has evidence they were still in training for any learning that is part of their apprenticeship/ITT.

6.3 The total grant that is due to the lead school for the individual apprentice 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 apprentice'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 an apprentice to defer. Lead schools must communicate this decision to their ITT provider, who is in turn responsible for reporting this to the Department through the ITT TTP.

6.5 Apprentices 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 grant rate relevant to the academic year in which the apprentice starts, regardless of the year in which they return to the course.

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

apprentice returns to the course. If the trainee does not return to the course, funds relating to the remaining months on which the apprentice was not training will be recovered in full. If the apprentice returns to the course, however subsequently withdraws, funding will be recovered on the basis of the total time that the apprentice 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 the grant funding paid to the lead school. Any grant funding identified as recoverable as a result of such an exercise will be recouped. In most cases, where recovery is required, it 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 As part of any such reconciliation exercise, grant funding may be recovered as a result of:

- apprentices not starting;
- apprentices that leave before obtaining QTS including apprentices that accept a place and subsequently withdraw;
- apprentices not recorded as such on the ITT TTP or any replacement ITT trainee database;
- the location of any partner school that employs the apprentice, or main placement school in the ITT year being in a lower funding area than the lead school;
- apprentices offered a place beyond the lead school's permitted recruitment in that subject<sup>6</sup>;
- 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.

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

- a) where any additional trainees recruited after 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 DfE has not given an allocation of places.

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

- early completion of training; and / or
- non-compliance with the grant funding agreement 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 DfE.

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

## 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 ITT TTP, are complete. This includes amending the records of trainees who withdraw or defer from their ITT programme, those trainees that start later in 2018 to 2019 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 the Department by 31 December 2019. For lead schools in receipt of grant funding of £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 TTP by the provider, we reserve the right to withhold or recover funding from the lead school. As part of the grant assurance process, any marketing expenditure should be presented within a separate line on the payment schedule of Annex G.

7.8 If a school is both a lead school for apprenticeship 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 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 being withheld and the recovery of funding paid.

7.10 Further information about this process will be supplied by the Department in autumn 2019.

7.11 Failure to fully comply with the data reporting and assurance requirements set out 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 postgraduate teaching apprenticeships and ITT partnerships

Organisation	Definition/Role
<p><b>Lead school</b></p>	<p>The lead school is the agreed point of contact for the School Direct partnership and holds the partnership's Apprenticeship and School Direct training places. They will be responsible for communications across the partnership to and from the Department and between each partner school. The lead school is responsible for the partnership activity. The lead school must be a maintained (primary or secondary) school, a special school, sixth form college, a pupil referral unit, a city technology college, an academy, a multi academy trust or free school. Private schools cannot be lead schools unless they are designated as a Teaching School. The lead school is responsible for the grant funding and its distribution and for placing trainees across the partnership. The lead school can employ apprentices, and receive grant funding for such trainees. The lead school must agree the location of trainees with the ITT provider.</p>
<p><b>Partner school</b></p>	<p>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 PGTA trainee. Partner schools, which are private schools, may contribute to the training.</p>
<p><b>Employing School / Main Placement School</b></p>	<p>The employing school is defined as the school that employs the apprentice 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. A private school cannot receive grant funding for its apprentices unless they are a designated Teaching School.</p>

Organisation	Definition/Role
<p><b>Accredited ITT provider</b></p>	<p>The ITT provider is accredited by the Department for Education. An ITT Provider can be a higher education institution (HEI) or a school centered ITT (SCITT) provider. 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. Only accredited ITT providers that have successfully registered on the Register of Apprenticeship Training Providers can deliver ‘off the job’ apprenticeship training. The ITT provider will recommend trainees for the award of QTS. A separate ITT provider that has not delivered the apprentices’ training and is on the <a href="#">register of assessment apprenticeship organisations</a> is required to carry out an end-point assessment in the apprentices 4<sup>th</sup> term.</p>

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

Initial payments of the 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 TTP 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

[Postgraduate teaching apprenticeship guidance](#)

[Apprenticeships Technical Funding Guide for starts from May 2017](#)

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

[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 2018](#)

[Teachers' Standards](#)

2018/19 School Direct (salaried) funding manual

2018/19 Training Bursary Manual

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

[Register of end-point assessment organisations](#)

## Contacts

For funding and payment queries from schools and ITT providers email [itt.funding@education.gov.uk](mailto:itt.funding@education.gov.uk).

For questions surrounding available ITT places email [itt.funding@education.gov.uk](mailto:itt.funding@education.gov.uk).

For grant funding letters/agreements queries email [gfa.ittfunding@education.gov.uk](mailto:gfa.ittfunding@education.gov.uk)

For October census queries, or any other data matter, email [itt.datamanagement@education.gov.uk](mailto:itt.datamanagement@education.gov.uk).

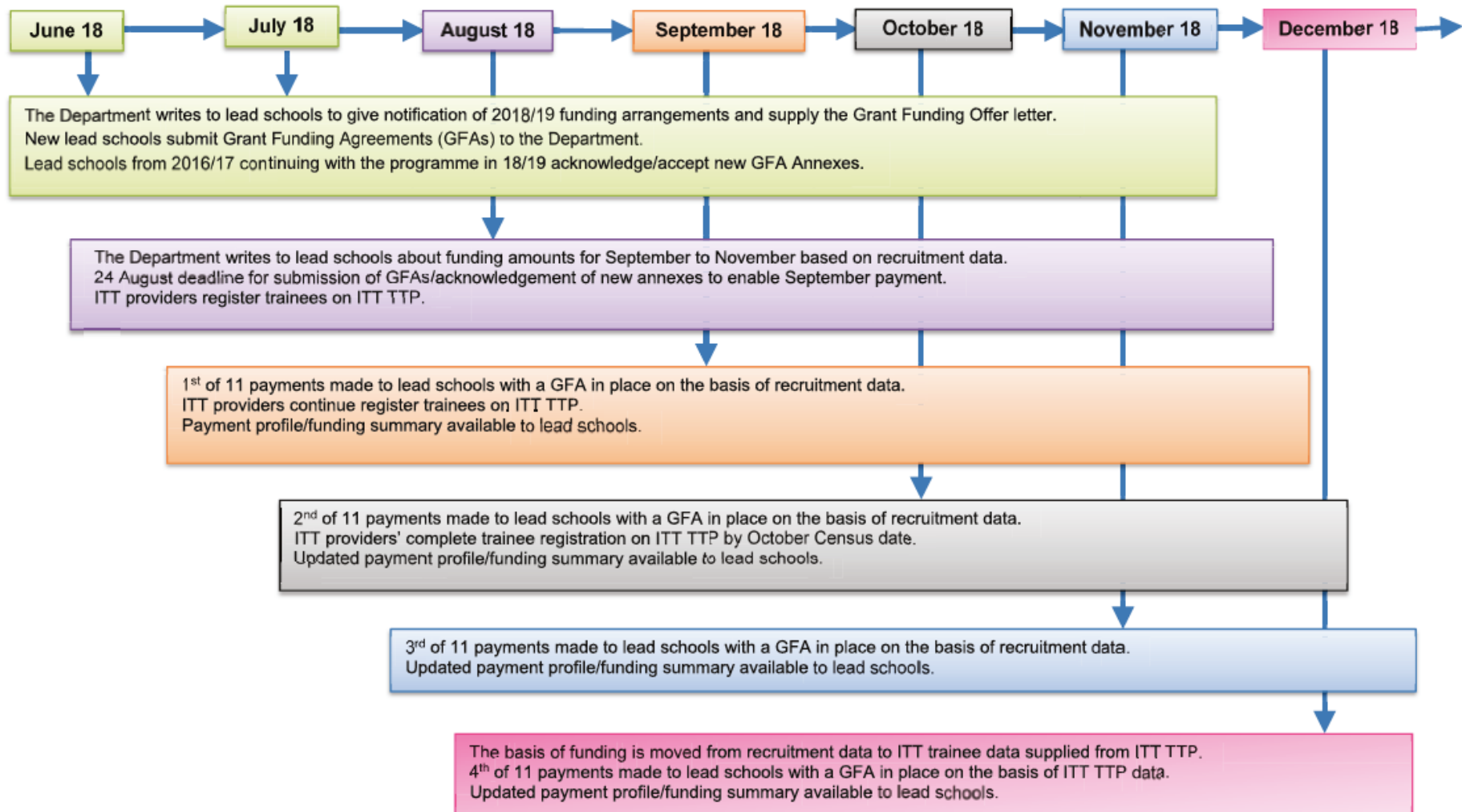
For ITT criteria email [itt.accreditation@education.gov.uk](mailto:itt.accreditation@education.gov.uk).

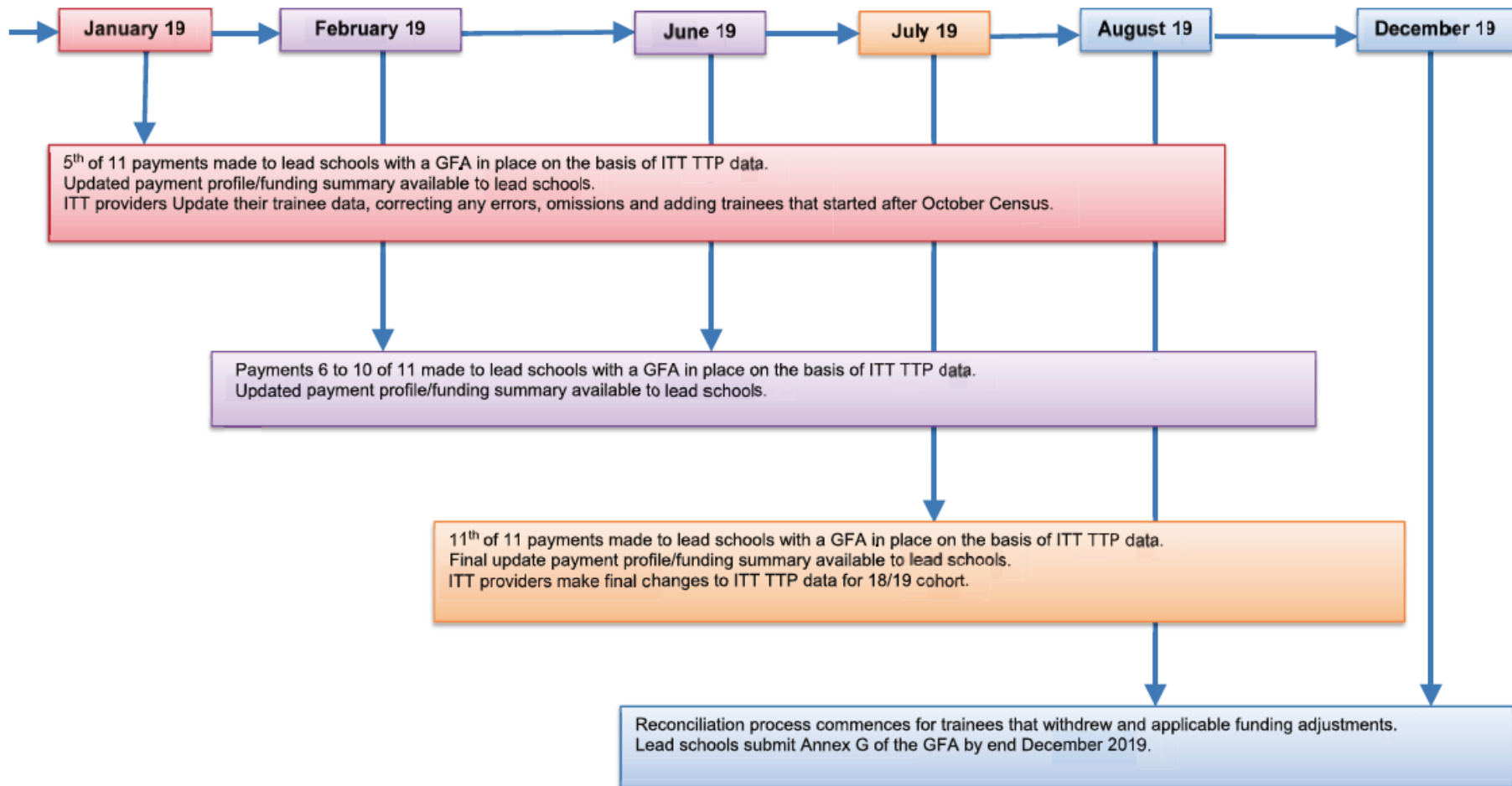
All other enquiries should be directed to <https://www.gov.uk/contact-dfe> for a response.

## Annex D: Glossary

Term	Description
AY	Academic Year
DfE	Department for Education
EU	European Union
HEI	Higher Education Institution
HEI TTP	Teacher Training Portal to be accessed by HEI ITT providers
HESA	Higher Education Statistics Agency
ITT	Initial Teacher Training
PGCE	Postgraduate Certificate in Education
QTS	Qualified Teacher Status
Schools TTP	Teacher Training Portal to be accessed by schools
SCITT	School Centred Initial Teacher Training
The Department	The Department for Education
UCAS	Universities and Colleges Admissions Service (UK)
EPA	End Point Assessment
RoATP	Register of Apprenticeship Training Providers

# Annex E: Funding cycle









Department  
for Education

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

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