



Department  
for Education

# **Further education (FE) initial teacher education (ITE) bursaries funding manual**

**2021 to 2022 academic year**

**April 2021**

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## What is an ITE bursary?

In the 2021/22 academic year we are making available a package of support to help FE providers attract high-quality individuals into the teaching profession in the FE sector in certain defined subject areas. This package includes FE ITE bursaries to support pre-service training of teachers in priority areas. This funding manual sets out the scope, eligibility criteria and application process for the FE ITE bursaries offer. These bursaries are for teaching in the FE sector only, and are distinct from the [school teacher training bursaries](#) also available.

We are also funding an in-service training grants programme to support those training in-service to teach maths, English and SEND, further information is available at [FE funding: initial teacher education \(ITE\) 2021 to 2022](#), plus Taking Teaching Further (TTF), which is a complementary programme which supports in-serviceteacher training for industry experts teaching technical and vocational subjects. If you want to get involved in the Taking Teaching Further programme in the 2021/22 academic year, please visit: <https://www.et-foundation.co.uk/supporting/support-teacher-recruitment/taking-teaching-further/>.

The bursaries, available for the 2021 to 2022 academic year, are awarded to trainees based on their relevant qualifications or professional experience, and their intention to teach a designated priority subject in the FE sector. The bursary amount varies according to the subject in which they train to teach.

Bursary awards are fixed for the duration of the trainee's ITE programme, and are for programmes starting in or after September 2021, and finishing no later than August 2022 (for full-time courses) or August 2023 (for part-time courses), only. Awards will be made from a finite funding pot on a first-come-first-served basis, as detailed in the [bursary allocations](#) section.

## COVID-19: teaching expectation

FE ITE trainees are considered to be in the critical worker pipeline along with other key Higher Education students. Department advice for FE providers is published on gov.uk: [Actions for FE colleges and providers during the coronavirus outbreak - GOV.UK](#). Our current advice confirms that a full curriculum should continue to be made available to trainees, including 100 hours of teaching practice and relevant observations, with the intention of completing their qualification on time. We continue to fully support the Education and Training Foundation's 'Additional guidance for qualifications in Education and Training' which was updated on 29 January 2021: [ETF ITE Qualification mitigations guidance 2 Oct 20 updated 29 Jan 21](#).

## Bursaries available

ITE bursaries are available in the below subjects for courses starting in the 2021 to 2022 academic year. See the [bursaries eligibility](#) section for details of trainee requirements.

| <b>Subject</b>  | <b>Bursary</b> |
|---|----------------|
| Mathematics   | £26,000        |
| Science, including Biology, Chemistry, and/or Physics | £26,000        |
| Engineering (and/or manufacturing)                    | £26,000        |
| Computing   | £26,000        |
| Special Educational Needs and Disabilities (SEND)     | £15,000        |
| English   | £12,000        |

Funding will not be provided for any subjects that are not included in this list.

You must not make assumptions about the continuation, value or scope of ITE bursary awards in future years based on the information provided in this document.

We will publish information regarding the availability of any future training bursaries (beyond the 2021 to 2022 academic year) at the appropriate time.

## Bursary eligibility

For a trainee to be eligible to receive a bursary, you must make sure that the trainee meets the criteria set out below. These points should be read in conjunction with the corresponding sections that follow, which give further guidance.

To be eligible, a trainee must:

- be eligible to receive student support
- have achieved a standard equivalent to GCSE grade 4 (C) or above in English and mathematics, and at least a Level 3 qualification in their subject of training (or have appropriate professional experience)
- be taking a qualifying pre-service ITE course in England
- not already be in possession of a diploma in education and training (DET), DET-compliant qualification or equivalent
- not have already received a full FE ITE bursary award for a previous FE ITE programme or a full FE ITE grant for a previous qualification
- not already hold, or be eligible to receive, early years teacher status (EYTS), qualified teacher status (QTS), qualified teacher learning and skills (QTLS) status or Advanced Teacher Status (ATS)
- not receive a salary or other payment for any teaching work associated with the FE ITE programme for which they are receiving the bursary;
- not be simultaneously undertaking any other ITE course, training scheme or programme, that leads to a DET or DET-compliant qualification
- not be on an apprenticeship programme
- meet other related expectations, including intending to seek an FE teaching post in England after qualification

If any of the above eligibility criteria cannot be met because of circumstances arising due to COVID-19, please email: [FE.workforceincentives@education.gov.uk](mailto:FE.workforceincentives@education.gov.uk).

## Eligibility for UK student support

To receive an ITE bursary the trainee must meet one or more of the definitions for being an 'eligible' student to receive grants and loans towards tuition fees or living costs as set out in the [Education \(Student Support\) Regulations 2011](#), part two (eligibility).

It has been agreed with the EU that current EU principles of equal treatment will continue to apply for those covered by the citizens' rights provisions in the Withdrawal Agreement. This means that EU nationals resident in the UK before the end of the transition period on 31 December 2020, and who qualify for pre-settled status or settled status under the EU Settlement Scheme, will continue to be eligible for home fee status and student financial support on a similar basis to domestic students, subject to meeting the usual residence requirements.

Further guidance for European Economic Area (EEA) and Swiss citizens [is available](#).

For further information on the above requirements, please contact [Student Loans Company](#).

Trainees from the Isle of Man, Jersey and Guernsey may not meet one of the definitions above. However, they may still be eligible for support from their respective home education departments and, where this is the case, they will still be eligible for an ITE bursary on the basis that they meet all other criteria.

International students can contact the [UK Council for International Student Affairs \(UKCISA\)](#) for advice on student support and other issues around studying in the UK.

## Qualifications

To be eligible to receive a bursary a trainee must have achieved a standard equivalent to:

- English GCSE grade 4 (C) or above
- Maths GCSE grade 4 (C) or above

DfE does not provide a list of qualifications that can be considered equivalent to the GCSE examinations in English and mathematics. When you look for evidence that a qualification is of a standard equivalent to GCSE grade 4, you should look at the content not only in terms of its level, but also in terms of its breadth.

It is the standard, not the certificate, that matters. Applicants who are otherwise suitable but have not successfully achieved a GCSE grade 4 may be given an opportunity to show that they can meet the required standard either by taking an equivalence test or by offering other evidence of attainment, which should demonstrate a similar level and breadth. You should consider making similar arrangements for candidates who cannot provide original certificates as evidence.

Qualifications in key and functional skills at level 2 are not equivalent to GCSEs in terms of content. You should look for additional evidence of breadth of knowledge and understanding in applicants who have key and functional skills certificates but do not have GCSEs at grade 4 or above in English and mathematics. You should look for further evidence of a breadth of achievement in English where applicants have achieved a GCSE grade 4 or above in English literature only.

You should be confident that a trainee's subject qualification has the same level of breadth and depth that would be expected of a UK Level 3 qualification. If the trainee does not hold a relevant Level 3 qualification, you can use your discretion when considering the trainee's skills, knowledge and experience – including relevant professional experience – to determine whether their subject knowledge is sufficiently robust to allow them to complete an ITE programme successfully.

An ITE bursary award is dependent on the subject that a trainee trains to teach – not the subject of any other qualifications they hold.

### **Example**

If a trainee with a degree in English and relevant sector experience trains to teach physics, they will be eligible for a £26,000 physics bursary. If they train to teach English, they will be eligible for a £12,000 English bursary.

This should not change your selection or recruitment process, including making judgements about the suitability of qualifications or professional experience to the subject of training.

Further information on making and recording qualification decisions is available from [annex B: assessing UK academic qualifications](#).

## **Qualifying ITE courses**

To be eligible to receive a bursary, the trainee must be recruited to a qualifying pre-service ITE course in England, beginning in or after September 2021 and finishing no later than August 2022 (for full-time courses) or August 2023 (for part-time courses). We will accept applications on behalf of eligible trainees who were recruited onto in-scope courses before the bursaries were announced.

A qualifying course must lead, upon successful completion, to the award of a Level 5 DET or same/higher level DET-compliant qualification, with a specialisation in one of the subjects identified in [annex A: list of subjects eligible for a bursary](#).

A small number of providers may call a part-time FE ITE course an ‘in-service’ course. To clarify if a trainee on such a titled course is not employed (i.e they are studying pre-service before entering paid teaching employment), then this course title by itself would not render them ineligible for the bursary.

As set out in [COVID-19: teaching expectation](#) a full curriculum should continue to be made available to trainees, including 100 hours of teaching practice and relevant observations, with the intention of completing their qualification on time.

Courses that enable a trainee to be recommended for the award of EYTS, QTS, or a non-DET-compliant qualification, are not eligible for ITE bursary funding.

## **Combination courses**

The course content must be at least 50% of the bursary subject awarded.

## **Example**

A course with content of 50% or more in English and the remainder in drama would receive the English bursary.

A course with content of more than 50% drama would not be eligible for a bursary as there is no bursary award for this subject.

Courses with equal content of two subjects will be awarded the bursary for the subject which attracts the highest bursary rate.

## **Possession of a DET, DET-compliant qualification, or equivalent**

Individuals who hold a DET or DET-compliant qualification on the first day of their ITE course are not eligible for a training bursary. Separate continuing professional development (CPD) may be appropriate for those who already hold these qualifications.

Information on qualifications which may be considered 'DET-compliant' is available from the [Student Finance England eligibility guidance](#)

## **Award of an FE ITE bursary or a grant for a previous qualification**

If an individual has already received a full FE ITE bursary award for a previous FE ITE programme or full a grant for a previous qualification, they are not eligible for another FE ITE bursary.

## **Possession of, or eligibility for, EYTS, QTS QTLS or ATS status**

Individuals who hold, or are eligible to receive, EYTS (early years teacher status), QTS (qualified teacher status) or QTLS (qualified teacher learning and skills) or ATS (advanced teacher status) are not eligible for an ITE bursary.

## **Paid teaching work**

Trainees receiving bursary payments must not receive a salary or other payment for any teaching work associated with the FE ITE programme for which they are receiving the bursary.

## Undertaking other ITE courses, training schemes or programmes that lead to a DET or DET-compliant qualification

To be eligible for an ITE bursary, trainees must not simultaneously undertake any other:

- teacher training course, including teaching apprenticeships
- programme leading to a DET or DET-compliant qualification

## Apprenticeship programme

Individuals studying on apprenticeship training programmes are not eligible for an FE ITE bursary.

## Trainee expectations

We expect that trainees who accept a place with you and are eligible to receive a bursary will:

- inform you of any changes in their bank account details and address
- promptly inform you if they intend to withdraw from the course
- sign a declaration of understanding with you to the effect that they expect to seek an FE teaching post in England on successful completion of their course

You should also make it clear how you intend to pay the bursary to the trainee. The [bursary payments](#) section contains more details on payment patterns.

# Bursary allocations

## General process

Bursaries are funded from a pre-defined pot of money, and the number that can be awarded will therefore be limited. It is possible that not every candidate who meets the eligibility criteria will be able to receive a bursary; this will depend on the total number of eligible applications received.

We welcome applications from everyone irrespective of background but, as ethnic minority groups are currently under-represented in the FE teaching workforce, we would encourage applications from members of these groups. Bursaries will be awarded based on applicants meeting the eligibility criteria set out in this manual and the availability of funding.

For the academic year 2021 to 2022, funding for pre-service bursaries, will be allocated on a first-come-first-served basis, regardless of the trainee's choice of eligible subject specialism.

Once the available funding has been exhausted, we will retain details of anyone remaining on a waiting list in case any trainee withdraws before their course starts, and their bursary can be reallocated.

If a trainee who has been deemed eligible for a bursary withdraws you must notify us immediately, so we can consider reassigning the funding to another trainee. You must not assume that such funding can be retained or will be allocated to another trainee in your institution, unless and until you have received explicit confirmation from us.

## How to apply for a bursary

You must determine whether a trainee and their specific course are eligible for a bursary prior to making an application.

The application form can be found at [FE funding: initial teacher education \(ITE\) 2021 to 2022](#). Only applications made using this form will be considered and only the FE ITE provider can make the application. We do not accept applications from trainees.

You can make applications for trainees at any time, either on a case-by-case basis or in batches, ahead of a course starting, by emailing a completed application form to [FE.workforceincentives@education.gov.uk](mailto:FE.workforceincentives@education.gov.uk).

You should wait to seek confirmation of whether a bursary can be awarded, before informing trainees in writing. You should make sure that trainees are informed of whether they are eligible for a bursary in good time before the start of their ITE course. We cannot provide written confirmation to trainees.

Only one bursary is available per trainee. Prior to making an application, you must ensure that your trainees have not applied for a bursary from another FE ITE provider. We reserve the right to make further enquiries where necessary to ensure proper use of public funds.

## Bursary payments

You are responsible for the management and administration of bursary payments, including:

- assessment of eligibility
- awarding the bursary to the trainee
- notifying us in a timely manner if a trainee withdraws from their course

To be able to receive bursary funding for your trainees, you must complete and return a grant funding agreement (GFA). When you first request confirmation of bursary availability for specific trainees we will issue a GFA for your signature, which you must return as soon as possible. If you are not already registered with us as a grant recipient it is particularly important to return the signed GFA quickly as there is a lead-in time to process these. Failure to do this promptly may mean we are unable to release funding until after trainees have started their courses. You will be issued with a single GFA, regardless of the number of bursary applications made; no funding can be released for any applicant until we have received and accepted the signed GFA.

If you are a new ITE provider in the academic year 2021 to 2022 and have not previously received grant funding you will need to set up a DfE supply record to receive payments. You can do this using the [standing provider form](#).

Details of other requirements, including around maintaining necessary evidence and audit trails, are set out in the [monitoring, assurance and data requirements](#) section.

## Trainee payments

You should make bursary payments to trainees throughout the academic year as detailed in [annex D: value and timing for ITE bursary payments](#).

These payments are not taxable. However, as with student maintenance loans, they may be treated as capital income for the purposes of assessing income for trainees in receipt of state benefits. We advise you to refer trainees to their local benefits office to determine their eligibility for state benefits.

If a trainee is found to be ineligible for the bursary, we will recover any bursary payments made by you to them. You must make all reasonable efforts to recover bursary payments from your trainee.

## Payment eligibility

Trainees will typically be entitled to receive the first bursary payment if they are actively engaged on the ITE programme on the first day of the month following their start date.

## Example

A trainee commencing their course in September 2021 will be entitled to their first payment if they are actively undertaking the programme on 1 October. They will be entitled to the second payment if they are on the programme on 1 November, and so on. This is regardless of your individual payment date.

Where a trainee successfully completes their course before the end of the academic year, you can choose to pay them the full balance of the bursary early at your discretion, but we will continue to make payments to you on the existing monthly cycle.

Training bursary funding must not be paid:

- as part of maternity or paternity pay arrangements
- during a period of unauthorised absence

In the event that a trainee is absent through sickness you may only make one further payment following the first day of absence. After this, if the absence will continue into the next payment period, the absence should be treated as a period of deferral from the course, and so withdrawal from the bursary scheme, and payments must stop with immediate effect. See the [withdrawals and deferrals](#) section for more information.

These principles also apply for trainees who start their courses later in the academic year – subject to their still completing no later than August 2022 (for full-time courses) or August 2023 (for part-time courses). For example, if a trainee commences their course in January 2022, they will be entitled to their first payment (subject to bursaries still being available) if they are actively completing the programme on 1 February.

Payments must not start before the trainee commences the course.

You must maintain an audit trail of all payments made to trainees and any decisions around payment structures.

We maintain the right to request this information at any time for assurance purposes.

## Trainee engagement

Trainees are entitled to receive bursary payments as long as they are actively engaged on the FE ITE programme. If you have valid concerns that a trainee is not engaging appropriately with the course, you have the discretion to withhold bursary payments until you are satisfied that engagement is at an acceptable level and you are confident the trainee will complete the course. Please notify us at [FE.workforceincentives@education.gov.uk](mailto:FE.workforceincentives@education.gov.uk) immediately if these circumstances apply.

## **Withdrawals and deferrals**

Eligible trainees who withdraw from a course will be entitled to payment for each month up to, and including, the month in which they formally withdraw. Trainees are not typically able to defer their study where this would mean they complete the course after the 2022 to 2023 academic year and continue to receive an ITE bursary on return, so must be treated as withdrawals for the purposes of bursary management. Please contact us immediately if exceptional circumstances may apply.

## Example

If a trainee starts their programme in September 2021 and withdraws (directly or by deferring) in January 2022, they will be entitled to 4 payments in total as they were engaged on the course on:

- 1 October 2021
- 1 November 2021
- 1 December 2021
- 1 January 2022

Withdrawal information should reflect the dates given to Student Finance England for student support purposes.

In the event of withdrawal, you must:

- suspend all bursary payments to the trainee immediately
- make sure that their records are updated, detailing the formal withdrawal date, by notifying us at [FE.workforceincentives@education.gov.uk](mailto:FE.workforceincentives@education.gov.uk)

We will recover any overpayments made to you after the trainee has withdrawn, and will not reimburse you for any payments made to trainees in error.

We expect you to recover any bursary overpayments from trainees.

## Suspended trainees

Trainees who are suspended from their course pending investigation may continue to receive their bursary payments. If a decision is reached to terminate the trainee's programme, you must notify us immediately so we can stop payments straightaway. If you make any payments in error, these should be recovered from the trainee.

# Monitoring, assurance and data requirements

## Monitoring and assurance

We have a responsibility to make sure that public funds and assets generated from applicable ITE places are properly managed in line with your grant funding agreement.

You will be required to demonstrate that you have administered all bursary funding in accordance with your grant funding agreements, including:

- selecting and recruiting the highest-quality candidates to programmes of ITE
- designing and delivering high-quality programmes of ITE
- rigorously assessing trainees against all of the relevant [FE professional standards](#)
- assuring the quality of trainee placements undertaken and mentoring received
- demonstrating propriety and adequate controls in your financial management and comply with relevant financial reporting or governance requirements
- complying with our data requirements and requests as stipulated in all our guidance
- passing on 100% of the training bursary funding issued to you under your grant funding agreement to the trainee

You must hold full records of all trainees in receipt of bursaries, including evidence of trainees' academic qualifications achieved (or other evidence of attainment) prior to starting their ITE.

Trainees must hold the highest eligible qualification on which their assessment was based. In most cases trainees must have obtained the relevant qualifications prior to starting the course. We reserve the right to request evidence of qualification (or delay) at any point during the academic year from you, for the purpose of quality monitoring and funding assurance. This may include copies of original documentation provided by trainees, including qualification certificates.

We also expect to see evidence of:

- payments you have made to trainees
- evidence of trainee attendance

It is advisable that you keep records for three years after the cohort has finished.

We require rigorous assurance of all bursary payments, including your accounting officer verifying the data sets. A sample "Annex G" will be included in your GFA, which demonstrates the breadth of this requirement, with more detailed guidance regarding the Annex G process to be provided at the end of the academic year 2021 to 2022 (annual certification of expenditure arrangements).

We will also review the allocated ITE bursary funding that you receive and reconcile this amount with the trainee records submitted. Funding will be adjusted to meet the actual amount required. Where funding that you have received is more than the amount that you were entitled to we will recover the excess by invoicing you or offsetting this amount against any future payments.

Remember to make sure that all trainee records submitted to us are complete. This includes amending the records of trainees who:

- withdraw (directly or by deferring) from their ITE course
- start later in academic year 2021 to 2022

We reserve the right to delay or withhold payments if data is inaccurate or incomplete.

We will carry out a reconciliation exercise between the bursaries allocated and the actual trainee records as confirmed by our data collection exercises during and after the period of training. In the event of any variances, we reserve the right to ask you for explanations of the variances and to seek further information. We will not reimburse you for any bursaries paid to ineligible trainees.

You will be asked to complete an Annex G in accordance with published guidance, containing: income, expenditure and trainee data. This has to be independently audited and countersigned by the accounting officer (see [annex F: assurance and audit process](#)).

We will use this information to reconcile the funding that you have received with your declared expenditure, taking into account the effect of withdrawn trainees. Prior to the Annex G we will request an interim return to provide an indicative training bursary expenditure figure so that we know what is likely to be spent on the programme.

We will write to you regarding the interim indicative return and we will issue more detailed guidance regarding the Annex G at the end of academic year 2021 to 2022 so that you are able to comply with the grant funding agreement requirements.

## **Data requirements and reporting**

You must submit relevant trainee-level data to us, at specific times before, during and after the course, including:

- individual and course data
- applications
- recruitment and employment outcomes

[Annex E: ITE provider bursary funding cycle](#) sets out the key timeline, and we will provide further details of requirements if you receive confirmation of bursary availability for your trainees.

Failure to comply with requests for data may be taken into account when we consider further requests for any future funding.

When submitting information to us you must comply with GDPR requirements. See the [General Data Protection Regulation \(GDPR\)](#) section for more information.

Any queries regarding the submission of trainee-level data should be directed to us at: [FE.workforceincentives@education.gov.uk](mailto:FE.workforceincentives@education.gov.uk).

## **General Data Protection Regulation (GDPR)**

As bursaries will be dispensed under grant funding from the Department for Education (DfE), you must ensure that you are aware of your obligations under the GDPR. This is on the basis that, for the purposes of grant funding and the terms of funding between the Department and your organisation you are Data Controller in respect of any Personal Data you will process as part of the activity you undertake. You will therefore be bound by responsibilities as data controller under Data Protection legislation. Should the DfE require you to process Personal Data then the DfE will issue written instructions to you in connection with such processing. Further information can be found at:

<https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>.

## **Annex A: list of subjects eligible for a bursary**

We will provide bursaries for the following ITE programmes:

- computing
- engineering (and/or manufacturing)
- English
- Mathematics
- science (including biology, chemistry, and/or physics)
- Special Educational Needs and Disabilities (SEND)

Funding will not be provided for any subjects that are not included in this list.

## Annex B: assessing UK academic qualifications

You must make sure that those responsible for making decisions on bursary eligibility are familiar with, or have access to, advice on the range of qualifications generally regarded as equivalent to GCSE grade 4 (C) or above and Level 3 in the UK. This may include:

- overseas qualifications
- professional or vocational qualifications
- qualifications no longer available but held by mature applicants

You should be aware of the range of qualifications awarded by UK institutions. In all cases, you are responsible for deciding whether an individual's highest relevant qualification meets the bursary eligibility criteria. This includes determining whether a particular qualification demonstrates the breadth and type of academic engagement that would be expected.

Where the trainee does not hold a formal qualification in the subject to be taught, you will need to assess whether the skills, knowledge and experience that they possess in the relevant subject/specialism is sufficient for them to meet the requirements of the training programme.

You must keep an audit trail of how you assess equivalency. In determining equivalency you may:

- use internal colleagues, such as those in the relevant subject department
- consult external organisations, such as the awarding body of the equivalent qualification or the professional body representing a particular professional domain
- conduct a review of the course content or transcripts of the other qualification

We reserve the right to request this information for assurance purposes and to ensure the robustness of your processes.

Where providers lack the institutional experience to assess the validity of academic qualifications they should refer to the [Framework for Higher Education in England, Wales and Northern Ireland](#).

## Annex C: assessing overseas qualifications

### Overseas qualification equivalency

When selecting trainees with overseas qualifications you should make sure that they comply with the ITE bursary requirements. A Statement of Comparability can be obtained from the [National Recognition Information Centre for the United Kingdom](#) (UK NARIC) which confirms whether or not the trainee's qualification is comparable to a UK qualification.

You must hold full records of all trainees in receipt of bursaries, including any qualifications or training they referenced in their application which was achieved before starting their ITE.

Decisions on eligibility must be based solely on the content of the qualification itself and must not include any unrelated additional qualifications. Where an individual does not hold at least a Level 3 qualification in the subject of training, you must make a professional assessment to determine eligibility. This should include taking into account the skills, knowledge and experience that an applicant has and the extent to which these will stand the applicant in good stead in order to meet the requirements of the ITE programme.

We reserve the right to request these details from you at any point during the academic year for the purpose of monitoring the robustness of your processes.

This may include:

- copies of original documentation provided by trainees, including qualification certificates
- correspondence related to the decision making process, for example, advice from internal colleagues or external organisations such as awarding bodies

## Annex D: value and timing of trainee bursary payments

### Payments for full-time courses

Bursary awards should typically be paid in a minimum of 10 equal monthly instalments over the duration of the course, as shown below. However, you may choose to amend the payment profile, at your discretion, for example to make an enhanced final payment, to help with retention.

| <b>Bursary award</b> | <b>Value of monthly instalments (for 10 month payment structure)</b> |
|----------------------|--|
| £12,000              | £1,200   |
| £15,000              | £1,500   |
| £26,000              | £2,600   |

You should not make any payments to the trainee until funding is released. Any payments prior to all eligibility criteria being met are made at the provider's sole risk; the department will not reimburse such payments if the trainee is unable to meet the eligibility criteria in full.

### Payments for part-time courses

You will receive the same payments for part-time trainees, in academic year 2021 to 2022, as for full-time trainees. You must make sure that the bursary payments broadly reflect the proportion of the course that the trainee has completed at any point, even where a trainee on a part-time course has agreed with you a specific monthly payment plan over the course to avoid financial hardship.

## Annex E: ITE provider bursary funding cycle

### Key dates in the bursary funding cycle

#### From March 2021

You will need to submit trainee and course data when seeking confirmation of bursary availability, ahead of receiving any confirmation. After this you will receive your grant funding agreement (GFA), which you should sign and return to us as soon as possible after receipt, to allow for prompt processing.

If you are a new FE provider in the academic year 2021 to 2022 and have not previously received grant funding you will need to set up a DfE supply record to receive payments. You can do this using the [standing provider form](#).

GFAs must be approved by us and your payment details must be on our system before August 2021 to ensure payments can be made from September.

You must notify us immediately if any trainee subsequently withdraws from their course. We will incorporate this into our bursary model and confirm the process for recovering unallocated funding.

#### August 2021

We will write to you about funding amounts for September to December 2021 based on your trainee data.

#### September 2021

The first payment will be made if you have a GFA in place, based on your trainee data.

#### October 2021

The second payment will be made if you have a GFA in place, based on your trainee data.

#### November 2021

The third payment will be made if you have a GFA in place, based on your trainee data.

In November we will ask you to confirm trainee records using a form which will be provided, so we can incorporate this into our grants model. If you fail to reply by the given deadline, future payments will be suspended.

## **December 2021**

The fourth payment will be made if you have a GFA in place, based on your trainee data. We will write to you about funding amounts from January 2021 based on your trainee data.

## **January to July 2022**

The remaining payments will be made each month if you have a GFA in place, based on your trainee data. In March we will again ask you to confirm trainee records using a form which will be provided, so we can incorporate this into our grant model. If you fail to reply by the given deadline, future payments will be suspended. We will also write to you in July to confirm trainee records.

## **December 2022**

You will need to provide retention-related data on former trainees alongside your Annex G return.

## **Part-time trainees**

The above timescale for the academic year 2021 to 2022 applies equally to part-time trainees, but you will also need to provide updated trainee records to the same schedule for the academic year 2022 to 2023, and in December 2023.

## **Annex F: assurance and audit process**

### **Key events in the bursary funding cycle**

#### **June to July 2022**

We will send indicative Annex G documents to you in June 2022.

These should be returned by 31 July 2022.

#### **September to December 2022**

We will send final Annex G documents to you at the end of the academic year. We will pre-populate this with the amount of funding you have received. The completed document will help you to provide us with the necessary assurance for both the amount received and the purpose for which it was used. Further guidance on this process will be sent to you at the same time.

These should be returned by 31 December 2022.

#### **January to March 2023**

Recoveries and reimbursements will be completed through appropriate methods, such as invoices.



Department  
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