



National College for  
Teaching & Leadership

**This document has been withdrawn**

# **School Direct operations manual**

**Academic Year 2014 to 2015 (Version 2)**

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## Introduction

This manual is a guide to the operational delivery of School Direct for both schools and initial teacher training (ITT) providers. It is a live document and the information and guidance contained is relevant to trainees starting in academic year (AY) 2014/15 only. The guidance relates to all School Direct places leading to the award of Qualified Teacher Status (QTS).

This document should be used in conjunction with the [School Direct bulletin](#). Changes may be made to the guidance and requirements contained within this document. A new version of this document will be issued to supersede this version. All changes will be communicated to schools and ITT providers by email and through the School Direct Bulletin and the [ITT provider update](#). All changes made will be logged at the back of the manual.

## Background to School Direct

School Direct was developed as a response to demand from schools to have greater control and influence over the training of teachers. It was initially proposed in the 2011 Department for Education (DfE) [Initial Teacher Training \(ITT\) Strategy paper](#) 'Training Our Next Generation of Outstanding Teachers' and introduced in AY 2012/13.

School Direct allows schools to request training places directly; select the ITT provider of teacher training they want to work with; agree the content and focus of the training programme depending on their needs; and negotiate with the provider on how the money for training should be divided. Most importantly they can choose and recruit the candidate they want with an expectation that the trainee will be employed by the school or wider partnership of schools.

The Government is committed to raising the status of teaching by attracting graduates with the best degrees into the profession. In line with this priority, the Secretary of State has set the National College for Teaching and Leadership (NCTL) targets to recruit trainees with a 2:1 or above. Schools and ITT providers are therefore encouraged to select the best candidates possible.

School Direct partnerships must be led by a 'lead school' and must also include an ITT provider. As School Direct offers a leading role for schools, the NCTL would expect that any training model developed in partnership would reflect the leading role and vision of the school or partnership of schools, whilst ensuring that the quality and standards required by the ITT provider are met.

School Direct in AY 2014/15 offers two types of training places the School Direct Training Programme (tuition fee) and the School Direct Training Programme (salaried). For the purpose of this manual we will refer to the programme types as School Direct (tuition fee) and School Direct (salaried).

## School Direct lead school and ITT provider roles

We encourage schools to work in partnerships led by outstanding schools. They (schools) must be Local Authority (LA) maintained (primary or secondary), a special school, an academy, free school or a Sixth Form College, further details can be found at our [School Direct webpages](#).

The lead school must be Local Authority (LA) maintained (primary or secondary, a special school, an academy, Sixth Form college or free school). They are the agreed point of contact for the partnership and holds the allocations from the NCTL for the partnership's School Direct training places. They will be responsible for communications across the partnership to and from the NCTL and between each participating member of the partnership. The lead school is responsible for partnership activity and actions.

In School Direct (salaried) the lead school is responsible for the distribution of the training and salary grant funding and for placing trainees across the partnership. The lead school must notify the ITT provider of the location of trainees.

The provider is accountable and responsible for the recommendation of the award of qualified teacher status (QTS). The provision must therefore be compliant with the Secretary of State's [criteria for ITT](#) and align with the [2012 Ofsted Framework](#) for the inspection of ITT. 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 they have the experience of delivering teacher training and we anticipate they would have significant involvement in marketing, selection, assessment and standards monitoring for the trainees.

## School Direct training programme

All courses will carry the award of Qualified Teacher Status (QTS) and some courses may also lead to the award of a Professional or Post Graduate Certificate of Education (PGCE), delivered in partnership with an ITT provider. More information can be found in [Section 5 Training](#). Please note no additional funding is available for the award of PGCE.

## School Direct (tuition fee)

School Direct (tuition fee) is open to all high quality graduates. The trainee is deemed to be a student of higher education for the period of training. The course is funded by tuition fees paid by the trainee, either directly or with a Student Loans Company (SLC) loan. Trainees may be eligible to receive training bursaries and scholarships see Section 3 Receiving Funding.

ITT providers will receive the tuition fee from SLC and the training bursary funding from NCTL (on behalf of the eligible trainee).

There is an uplift to the bursary rate if trainees spend more than 60 days of their training in a school or schools where more than 35 per cent of the pupils are eligible for FSM. More information on funding can be found in [Section 4 Receiving Funding](#).

## School Direct (salaried)

School Direct (salaried) is primarily for graduates with at least three years' work experience, but schools can consider exceptional candidates who do not meet these criteria in hard to fill subjects such as maths, physics, chemistry, languages and computing.

A school must employ the trainee for the duration of the training. The trainee must be employed as an unqualified teacher and the school is responsible for meeting all employment responsibilities.

NCTL may pay training and salary grant funding to schools depending on the ITT subject they have trainees training in. NCTL provides funding to lead schools to cover training costs to achieve qualified teacher status (QTS) and subsidise the trainee's salary.

Trainees will not need to pay fees to cover the cost of the QTS award. The trainee will not be eligible for a training bursary or student finance. However, schools and providers should ensure the candidate is aware of any expectation to pay for any additional academic qualifications, such as PGCE.

Trainees on the School Direct (salaried) programme will be employed as unqualified teachers at one of the schools in the School Direct partnership and need not be in a 'supernumerary' position (i.e. in addition to your regular teaching staff numbers).

There is an uplift to the training and salary grant funding rate if trainees spend more than 60 days of their training in a school or schools where more than 35 per cent of the pupils are eligible for FSM. More information on funding can be found in [Section 4 Receiving Funding](#).

As the trainee is employed, schools should decide in collaboration with their ITT providers what teaching duties the trainee is able to take on. ITT criteria specify the amount of training activity that the trainee must undertake each year and the maximum amount of teaching duties that they should be expected to perform.

## The stages involved in School Direct training programmes



Each stage of the diagram is further explained in this manual.



## Section 1. Registration for Academic Year 2014/15

- 1.1 For schools to request School Direct places for AY2014/15, they must have registered as a lead school via the online registration form. They will have received account details enabling them to use the Schools Data Management System (DMS) to request places. The deadline for registrations for AY2014/15 was 16 September 2013.
- 1.2 If you have any queries about your registration, please contact the School Direct team at [schooldirect@education.gsi.gov.uk](mailto:schooldirect@education.gsi.gov.uk).

## Section 2. Requesting and receiving places

- 1.1 School Direct is a partnership between a 'lead school', other 'partner schools' and an accredited ITT provider. The lead school must decide which ITT provider they wish to work with before they request School Direct places.

### Setting up a School Direct partnership

- 2.2 Case studies from established School Direct partnerships are available via this [link](#).

### Which schools can request School Direct places?

- 2.3 School Direct places are requested from the NCTL by the lead school. Lead schools can be:

- LA maintained primary schools;
- LA maintained secondary schools;
- LA maintained special schools;
- Academies;
- Multi Academy Trusts/academy chain head offices;
- Sixth Form Colleges;
- Pupil Referral Units (PRUs);or
- Free schools.

- 2.4 Private schools cannot be lead schools unless they are also designated teaching schools. In these cases there is an expectation that any places requested should benefit a wider partnership that includes state maintained schools, and that trainees should be employed in a state maintained school in the partnership rather than in the private school.

- 2.5 The **lead** school cannot be a school in special measures. In some cases, **partner** schools that are in special measures will be able to take part in training. For more information see [Section 5 Training](#).

### Which ITT Providers can be involved in School Direct?

- 2.6 Schools can choose any type of accredited ITT provider to work with on School Direct. They must have been accredited by NCTL to provide ITT courses leading to Qualified Teacher Status (QTS) and can be HEI (university) or non-HEI-led i.e. a

SCITT (provider of school-centered initial teacher training) or an EBITT (provider of employment based initial teacher training). If the lead school is itself accredited as an ITT provider it can act as both the lead school and the provider. EBITT providers can only deliver School Direct (salaried) programmes.

- 2.7 You can find a list of accredited ITT providers and their Ofsted inspection grades by following this [link](#).

## Partnership agreement

- 2.8 The lead school is responsible for working in collaboration with the ITT provider to secure agreement of the respective roles and responsibilities. This should be set out in a formal partnership agreement. The partnership agreement should adhere to the ITT Criteria and specify the following:

- the roles and responsibilities of each partner;
- whether you will award PGCE as part of QTS;
- how funding will be distributed between school and ITT provider and how it would be recovered by NCTL if trainees withdraw or complete early;
- if delivering School Direct (tuition fee), the tuition fee to be charged, what this includes, and how and when tuition fees will be shared between lead schools and ITT providers;
- if delivering School Direct (salaried) places; whether the training fees will just cover the cost of training to achieve Qualified to Teacher Status (QTS), and whether trainees will be expected to pay for any further academic qualifications, such as PGCE;
- how administration costs are covered;
- how recruitment and selection decisions will be made, who is responsible for communicating with applicants;
- which parts of the training schools are able to deliver themselves and which they would like the ITT provider to deliver; and
- the schools in which training will take place.
- Who is responsible for fulfilling NCTL data requirements. See [Section 3 Recruiting trainees](#) for further information on data requirements.

- 2.9 ITT Providers and schools are advised to refer to the [ITT criteria supporting advice](#) which provides a steer on what should be taken into account when drawing up a partnership agreement.

## How to request School Direct places

- 2.10 The lead school requests training places on behalf of the partnership and in agreement with the accredited partner ITT provider.
- 2.11 Places requested by lead schools must be ratified by their identified partner ITT provider.
- 2.12 The school and ITT provider request and ratify places by using the [Allocations and Request Management System \(ARMS\)](#). ARMS is accessed through the [DMS](#) which registered schools and ITT providers have access to.
- 2.13 Initial allocations of places were made in October 2013. Allocations were calculated using the requests for places and based on criteria as set out in the [School Direct allocations methodology document](#).
- 2.14 Schools and ITT providers must secure an allocated place from NCTL before they begin recruitment. Places that have not been allocated by NCTL will not receive tuition fee, training bursary or School Direct training and salary grant funding.
- 2.15 A full user guide for schools and ITT providers is available on the DMS.
- 2.16 The deadline for requests was 23 September 2013.

## Making changes and amendments to allocated places

- 2.17 Schools and ITT providers must not pre-empt NCTL decisions on allocation changes and should not make offers of places until NCTL confirmation is received.
- 2.18 The lead school holds the allocated School Direct places for the partnership. The NCTL will only correspond with the lead school and the partner ITT provider on issues relating to School Direct places. We expect all correspondence regarding School Direct places to include contacts from the lead school and ITT provider. All changes must be agreed between the school partnership and the ITT provider prior to formally requesting the allocations change.
- 2.19 Lead schools may not request changes via e-mail. Lead schools and ITT providers are required to request changes to their allocations through ARMS which can be accessed through the [DMS](#). Full guidance documents are available on the DMS site.

- 2.20 If a lead school holds School Direct allocated places, either tuition fee or salaried, and, in agreement with their ITT provider wants to change or make a revision to the subject, programme, and number of places, the lead school should make the request through the [Schools DMS](#). Any change requests must be confirmed by the ITT provider before it will be considered by the NCTL for approval. Full guidance is available within the ARMS.
- 2.21 Changes are only finalised once lead schools and ITT providers receive confirmation from NCTL through ARMS that the lead school's request has been approved.

## Under recruitment

- 2.22 If lead schools hold School Direct allocated places that will not be filled, they should be handed back (relinquished) to the NCTL. If lead schools retain allocated places which remain unfilled this means that the place can't be reallocated to other School Direct partnerships with capacity, putting a strain on the wider system. The NCTL encourages lead schools to continue to fill places if possible especially in the high priority subjects (maths, physics, chemistry, languages, computing and design and technology).
- 2.23 As with any request to change School Direct allocations, the lead school should request any relinquishments using the change request process via the [Schools DMS](#).
- 2.24 Funding will be recovered for unfilled places. See [Section 4. Receiving Funding](#).
- 2.25 NCTL will take into account previous School Direct recruitment patterns when making future allocations. It will discuss with lead schools and ITT providers the of future place requests, where there are significant differences between previous recruitment and allocations.

## Over recruitment

- 2.26 Lead schools can recruit trainees in addition to their allocation in any subject in the School Direct (salaried) programme only. The trainee will be taking up a non-NCTL allocated place, and therefore the school will not receive a Training and Salary Grant from NCTL for the trainee.
- 2.27 This is only permissible on SD salaried programmes. The trainee will need to be registered on the data management system as 'non-NCTL allocated'
- 2.28 When Ofsted inspect they will take into account all trainees on programmes leading to QTS regardless of how they are funded.

## Changing ITT providers

2.29 NCTL does not permit School Direct lead schools to change ITT provider once a school has requested places, except in extremely exceptional circumstances that must be agreed with the NCTL. Once a partnership agreement is drawn up, and places are advertised to applicants, the partnership must be the same partnership that delivers the training. If you require further information regarding changing ITT provider, contact the NCTL allocations team at [ITT.allocations@education.gsi.gov.uk](mailto:ITT.allocations@education.gsi.gov.uk).

## Section 3. Recruiting trainees

### Recruitment principals

- 3.1 Schools and ITT providers must ensure that all aspects of the [ITT criteria](#) are met when the recruiting and selecting candidates. The relevant ITT criteria can be found in section C1 of the ITT criteria document, further guidance can be found in the [supporting advice document](#).
- 3.2 Schools should take the lead in interviewing and selecting candidates, but all School Direct candidates must meet ITT eligibility and entry criteria. All School Direct candidates will also have to meet the entry requirements of the school's chosen ITT provider. **ITT providers retain the final accountability for ensuring that all trainees meet the entry criteria.** If the candidate fails the ITT provider's entry requirements they will be declined by the ITT provider and cannot be offered a School Direct place.
- 3.3 Candidates should only be given confirmation of an offer of a place after the formal partnership agreement between the lead school and ITT provider is signed.
- 3.4 Schools must be transparent and open in their recruitment activities, which will be subject to inspection of the ITT provider by Ofsted. All applications for School Direct places will be made through the UCAS Teacher Training application system.
- 3.5 The recruitment period should be well communicated to candidates and be long enough to allow open and fair access to places.
- 3.6 Further information on marketing can be found on the Department of Education's website [here](#). You may also join the [School Direct online community](#) where lead schools share their experiences, resources and tips.

### UCAS Teacher Training scheme

- 3.7 The UCAS Teacher Training (UTT) scheme is a mandatory single application system, operated by UCAS for recruitment for the 2014/2015 academic year.
- 3.8 All lead schools and ITT providers with NCTL allocated places have been provided with a UTT account to manage applications. Applicants can apply for ITT places through the single application system from 21 November 2013.
- 3.9 It is a condition of allocation of places that all School Direct places advertised and managed on the [UCAS Teacher Training application system](#).
- 3.10 Lead schools may advertise their provision on UTT under their school name or their alliance or partnership name. The UCAS application system will automatically use

the lead school name. If schools wish to change the name of their partnership on UTT they will need to submit a request to [ITT.allocations@education.gsi.gov.uk](mailto:ITT.allocations@education.gsi.gov.uk).

3.11 If an ITT provider wishes to make changes to their name, they must contact the NCTL accreditation team at [ITT.ACCREDITATION@education.gsi.gov.uk](mailto:ITT.ACCREDITATION@education.gsi.gov.uk).

3.12 If you have any questions regarding UTT please contact the UCAS HEI and Training Providers Team on 0844 984 1111.

## Skills Test requirement

3.13 ITT criterion C1.4 states that candidates starting ITT after 1 August 2013 must have passed the [professional skills tests](#) prior to entry. All lead schools will be issued with login details for the skills tests results database to enable them to check candidates' results. Candidates should be strongly encouraged to take their tests as early as possible in the application process so that schools are able to use the results to inform their selection decisions.

## Optional recruitment tools

### Subject Knowledge Enhancement

3.14 In academic year 2013/14, any School Direct lead school or ITT provider which receives an ITT allocation for academic year AY2014/15 in mathematics, physics, computing, chemistry, languages or design and technology, can request Subject Knowledge Enhancement (SKE) funding to support their ITT recruitment.

3.15 Pre-ITT SKE courses are designed to help potential trainees gain the depth of subject knowledge required prior to being recommended for the award of QTS.

3.16 For further details on SKE, please consult the SKE guidance on our [web pages](#).

### School Experience Programme

3.17 Schools may want to consider registering for the [School Experience Programme](#) to help attract and talent scout potential trainees.

### Non-cognitive assessment

3.18 To support schools' selection process, especially in meeting ITT criterion C1.3 which relates to suitability to teach, a selection of non-cognitive assessment resources is available commercially. The resources signposted on the [DfE website](#) have been reviewed by the NCTL and judged to be suitable for use, if desired, as part of the ITT selection and recruitment process, ideally prior to interview.



## Trainee eligibility

3.19 Any ITT places allocated via School Direct may only be used for trainees who meet, and continue to meet, the eligibility criteria set out for each School Direct route. **All trainees must initially meet the standards for entry to an ITT programme as set out in the [ITT criteria](#) before they can be considered for either programme.**

3.20 The following categories of trainees are not eligible to take up an allocated place on either School Direct programme:

- those who have previously been deemed to have failed any ITT course leading to the award of QTS;
- those who do not meet entry criteria as set out in the [ITT criteria](#) – providers and lead schools should be aware that this now includes passing the professional skills tests prior to entry; and
- those who already hold, or are eligible to receive, QTS.

3.21 More information on QTS can be found on the [QTS webpages](#).

## Already qualified teachers

3.22 Individuals who are members of the Institute for Learning (IfL) and hold Qualified Teacher in Learning and Skills (QTLS) are recognised as qualified teachers in schools; however they must continue to maintain their registration with the IfL, this will allow them to be appointed to permanent posts in state maintained schools in England. They are therefore not eligible to take up an allocated School Direct place.

3.23 Under current reciprocal arrangements, many qualified teachers from countries in the EEA or Switzerland are able to receive QTS if they apply directly to the NCTL. Individuals who are fully qualified teachers in Australia, Canada, New Zealand or the USA can also apply to the NCTL directly for QTS. Those who are subsequently awarded QTS may not take up a place. Those who are unsuccessful may be eligible to take up a place if they satisfy all other eligibility criteria. The outcome of the QTS application must be known before the offer of the School direct place can be considered.

3.24 Schools and ITT providers must ask applicants who have qualified as teachers in one of the countries mentioned above, to apply to the NCTL directly for QTS. This can be done by emailing mailto:[qts.enquiries@education.gsi.gov.uk](mailto:qts.enquiries@education.gsi.gov.uk) and must be done before a School Direct offer is made.

3.25 In addition to the above eligibility criteria, there are further conditions that need to be met, which are specific to each training route. These are set out below.

## **Additional criteria for School Direct (tuition fees) candidates**

3.26 Trainees are only eligible to take up places on this route if they:

- meet the conditions for eligibility for student support, as set out in part 2, schedule 1 of the [Education \(Student Support\) Regulations](#);
- are eligible to pay the 'home' tuition fee after assessment using the criteria set out in the Education Regulations above;
- are undertaking a designated course leading to QTS for the purposes of attracting student support as outlined in schedule 2 of the Education (Student Support) Regulations, and not an employment based ITT programme or adult education programme; and
- meet the eight eligibility criterion for receiving the training bursary as set out in the [training bursary guidance](#).

## **Additional criteria for School Direct (salaried) candidates**

3.27 Trainees are eligible to take up places on this route if they:

- are eligible to work in England as an unqualified teacher; and
- possess three or more years' work experience. However, the NCTL will allow schools to accept applications from high quality graduates with less than three years' work experience in hard to fill subjects, especially in maths, 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.

3.28 The lead school should take responsibility for ensuring that the candidate is eligible to take up employment as an unqualified teacher in England, before they are offered a place on the School Direct (salaried) route.

## **Applications**

3.29 All applications for School Direct places will be made through the [UCAS Teacher Training application system](#). Full guidance can be found on the UCAS webpages.

3.30 The NCTL will be taking regular data extracts from the UCAS application system. The schools and ITT provider must, therefore, ensure that the status of all applications is up-to-date. The Allocations team may use this data to inform monthly decisions requests for changes to allocations.

- 3.31 When considering making an offer, please refer to the UTT guidance available [on line](#).

## Data requirements and reporting

- 3.32 Schools and ITT providers are required to share all data on School Direct with NCTL, including data on applications, recruitment and employment outcomes.

### Data requirements from schools

- 3.33 Once a candidate has been recruited, lead schools are required to give accurate data to their partner ITT provider regarding which schools the trainee is undertaking their training. This must include the dates of the training periods so that this can be entered on to the Schools DMS. The relevant uplifts to training bursaries and School Direct salary funding will be calculated on the basis of the trainee spending more than 60 days of their training in a school or schools, where more than 35 per cent of pupils are eligible for FSM.

### Data requirements from ITT providers

- 3.34 Failure to comply with requests for data may result in non-compliance for the ITT provider, which may lead to eventual withdrawal of accreditation. If this does happen the lead school would have to find a new accredited ITT provider with whom to work.

## HEI providers

- 3.35 Trainee data will be collected via the Higher Education Statistics Agency (HESA) Initial Teacher Training In Year Record. Providers need to submit trainee level data, School Direct trainees will have a Teacher Training Course codes which are to be confirmed.
- 3.36 Once the data has been imported into the HEI Data Management System (DMS) for each School Direct trainee, ITT providers are required to indicate the Lead School and up to five schools where the trainee will be undertaking their training during their ITT course.
- 3.37 Details of the process are available in the HEIDMS Guidance document which is available to users of the HEIDMS. Further information on this is sent out prior to the start of each new academic year. HEI providers can contact the Helpdesk via [TASupport@Texunatech.com](mailto:TASupport@Texunatech.com) to gain access to the HEIDMS.

## Non-HEI providers

- 3.38 Non-HEI ITT providers need to submit trainee level data; School Direct can be identified by selecting the appropriate route options on the trainee form. ITT Providers will be required to indicate the Lead School and up to five schools where the trainee will be undertaking their training during their ITT course.
- 3.39 Full details of the process are available in the NCTLDMS Guidance document which is available to users of the NCTLDMS. Further information on this is sent out prior to the start of each new academic year. New users can contact the Helpdesk via mailto:[SchoolsDMSsupport@texunatech.com](mailto:SchoolsDMSsupport@texunatech.com) to gain access to the NCTLDMS.

## Section 4. Receiving funding

- 4.1 NCTL allocated places can only be used for trainees who are eligible for NCTL funding, as set out in [Section 3 Recruiting Trainees](#).
- 4.2 NCTL funds are to be used for the named trainee only. Funding cannot be shared across NCTL funded and non-funded places. Please see the Reconciliation and Audit Requirement section below.

### School Direct (tuition fee) funding

- 4.3 The School Direct (tuition fee) course is funded by the trainee, either directly, or with a SLC tuition fee loan. ITT providers will receive the tuition fee from SLC and the training bursary funding from NCTL (on behalf of the eligible trainee).
- 4.4 For the School Direct (tuition fees) programme, lead schools and ITT providers may only deliver places allocated by NCTL. This is because all places attract public funding in the form of student loans from SLC. Even if trainees do not plan on accessing a tuition fee loan, they still need take up an NCTL allocated place.
- 4.5 Only ITT places agreed by NCTL will attract financial support from Government in the form of bursaries and Student Loans.

### Tuition fees

- 4.6 Providers are advised to contact the [SLC](#) to determine the level of tuition fees that can be accessed. HEFCE funded providers are also advised to contact the [Office for Fair Access \(OFFA\)](#) an independent public body who are responsible for promoting and safeguarding fair access to higher education, as part of this process to establish whether an OFFA agreement is required.
- 4.7 Trainees can apply for student finance from the SLC as soon as they have accepted an ITT place. They will need to be confirmed as eligible (see [Section 3 Recruiting Trainees](#)) by the SLC in order to be able to access student finance including the tuition fee loans.
- 4.8 Once approved, the SLC will pay tuition fee amount directly to ITT providers on the trainee's behalf. **SLC will only pay the tuition fee loans to NCTL accredited ITT providers.**
- 4.9 ITT providers running courses will need to register their School Direct (tuition fee) trainee with the SLC at the start of the programme to receive tuition fee loans. They will need to register the trainee's attendance at the start of each term to receive the

tuition fee loan. ITT providers who run part-time or modular courses only need to register their trainee once at the start of the programme to receive tuition fee loans.

- 4.10 Home or EU status trainees who choose not to access student finance (self-funders) will have to pay the ITT provider directly, and will need to agree timing of payment with the ITT provider prior to the start of the programme.
- 4.11 The School Direct partnership agreement should clearly set out the tuition fee to be charged for the course, how this will be allocated between the ITT provider and schools for their contribution to delivering the training.
- 4.12 For more information and guidance on student finance, please visit the [SLC Practitioners web pages](#), which offer guidance and support for institutions.

### **Training bursaries and scholarships**

- 4.13 Home or EU status trainees on School Direct (tuition fee) courses may be eligible to receive training bursaries. The training bursary awards are relevant to the academic year of study and can change from year to year.
- 4.14 Trainees will also receive an uplift to their existing training bursary or scholarship if they spend more than 60 days of their training in a school or schools where more than 35 per cent of the pupils are eligible for FSM.
- 4.15 Information regarding eligibility, training bursary rates, discretionary bursaries, scholarships and Free School Meal uplifts is published in the [Training Bursary Guide](#) for AY2014/15.
- 4.16 Information regarding training bursary rates and scholarship funding for AY2014/15 is available on our [webpages](#).

### **Payments of School Direct (tuition fee) funding**

- 4.17 Training bursaries will be paid by NCTL to ITT providers to distribute to eligible trainees on School Direct (tuition fee). Please see the Training Bursary AY2014/15 guide on our [training bursary webpage](#) for full guidance.

### **School Direct (salaried) funding**

- 4.18 Trainees on the School Direct (salaried) programme will be employed as unqualified teachers at one of the schools in the School Direct partnership and need not be in a 'supernumerary' position (i.e. in addition to your regular teaching staff numbers). Trainees in LA maintained schools must be paid at least point 1 on the unqualified teacher pay scale. Trainees in academies and free schools must be paid at an advertised rate.

- 4.19 NCTL may pay salary and training grant funding to Lead schools depending on the ITT subject they have trainees training in. This funding is provided to cover training costs for trainees to achieve qualified teacher status (QTS) and subsidise the trainee's salary.
- 4.20 Trainees will not pay fees to cover the cost of the QTS award. The trainee will not be eligible for a training bursary or student loan. Schools and ITT providers should ensure the candidate is aware of any expectation to pay for any additional academic qualifications, such as PGCE.
- 4.21 There is an uplift to the salary funding rate if trainees spend more than 60 days of their training in a school or schools where more than 35 per cent of the pupils are eligible for FSM.
- 4.22 Only lead schools as set out in [Section 2 Requesting and Receiving](#) places are eligible to receive salaried funding. Lead Schools must complete all highlighted sections in the School Direct (salaried) funding grant offer letter and agree to the [Grant funding agreement terms and conditions](#) before any funding is released. A link to the Grant Funding Letter and terms and conditions can be found [here](#). (Lead Schools that received School Direct (Salaried) funding in 2013/14 are not required to submit a further Grant funding Letter/Agreement. A letter of variation will be issued by NCTL.)
- 4.23 Lead schools may want to train candidates in subjects that do not attract funding, or where the candidate is ineligible for funding. For the School Direct (salaried) programme, lead schools are not restricted in the number of additional places they recruit to, but they must be aware that there will not be any funding for these additional places, and take into account the implications of this.
- 4.24 Only eligible Schools Direct (salaried) places allocated by NCTL in priority subjects will attract financial support from NCTL. Lead schools and ITT providers can train individuals without an agreed place on the School Direct Training Programme (salaried), however no funding will be forthcoming from NCTL.

## Training and salary grant rates

- 4.25 The training and salary grant rates are based on locality and subject; the definitions of geographic areas can be found in [Annex B](#).
- 4.26 Training and salary grant rates paid to the lead school can be found [here](#).

## Payments of School Direct (salaried) funding

- 4.27 The first payment of School Direct (Salaried) grant funding is due to be made to Lead Schools at the beginning of September 2014 for the start of the new

Academic Year 2014/15. Details of the School Direct places currently allocated to Lead schools' by subject and route are available on the Allocation and Request Management System ([ARMS](#)) The amount payable for each trainee is dependent on the subject and geographical location of the school.

- 4.28 The training and salary grant will be paid on behalf of NCTL by the Education Funding Agency (EFA) to School Direct lead schools (or LAs for LA maintained schools) in 11 monthly instalments from September to July. The payment will be received within the first 5 working days of each month.
- 4.29 NCTL will write to lead Schools in August 2014 when data from the UCAS recruitment system is clearer to confirm the amounts we will pay for the first 3 months of the academic year. We expect the payments will be sufficient to meet commitments; however if after receiving details of the September to November 2014 payments, a Lead School is of the view that this is not the case and may cause the partnership undue financial hardship, they are invited to inform [fa.team@education.gsi.gov.uk](mailto:fa.team@education.gsi.gov.uk) of the actual recruitment levels against allocated places. NCTL will include further information about this process when confirming the amounts to be paid from September to November. In any event, the accurate completion of ITT census data in October 2014 will enable actual funding requirements to be established and necessary adjustments made to subsequent months.
- 4.30 Following receipt of verified trainee data from the ITT Provider, NCTL will adjust funding to reflect actual recruitment and FSM uplifts where payable in year from the December payment onwards, issuing any arrears that may be due. Please note it is imperative that ITT Providers have all the relevant information for trainees to complete the October ITT census. NCTL encourages Lead Schools to engage with ITT Providers in this process to enable NCTL to get the correct funding to Lead Schools.
- 4.31 After the end of the Academic Year, NCTL will reconcile funded allocated places against final trainee data for the Academic Year and further adjustments to funding, including adjustments for withdrawals and trainees that complete their training early, the Troops to Teachers uplift for qualifying trainees, and the location of the trainee if they are employed at a school in a different funding area from the lead school, will be made where appropriate.
- 4.32 Lead Schools that are Academies, Multi Academy Trusts, Free Schools, Private Schools (that are Teaching Schools) or Sixth Form Colleges that currently receive funding directly from the EFA will receive the monthly payment directly from the EFA.
- 4.33 If a Lead School is Local Authority maintained, including voluntary aided, voluntary controlled or a Sixth Form College that currently receives its funding via the Local



Authority, the training and salary grant will be paid to the Local Authority by EFA. Local Authority maintained Lead Schools and Sixth Form Colleges will need to work with their Local Authority to ensure that arrangements are in place to ensure the school receives the funding promptly, so the payments can be made to ITT Providers and partner Schools in a School Direct Partnership, as required.

- 4.34 Lead schools will be able use the [ITT funding extranet](#) during the Academic year to view their current allocations and a breakdown of the funding they will receive. The ITT funding extranet is accessible via a secure username and password. NCTL will write to Lead Schools to supply their Log in details once allocations and funding data has been uploaded to the extranet.
- 4.35 Local Authority Maintained schools are required to pay trainees on at least point 1 of the unqualified teachers' scale and the employing school is expected to fund any shortfall in salary and further costs.
- 4.36 Academies are not required to pay trainees at least at point 1 of the unqualified teachers' scale, but they must pay trainees at an advertised rate and fund any shortfall in salary and further costs.
- 4.37 Regardless of the type of school, the partnership should build in the administration costs for their trainees within their partnership agreement. Funding arrangements and the recovery of unused funds should be covered in the Partnership Agreement. There is no extra funding available for administrative costs of running the School Direct (salaried) programme or delivering academic qualifications, e.g. PGCE Training or masters credits.

## Duration

- 4.38 The NCTL will monitor the number of trainees who complete their programmes earlier than expected and may adjust funding/future allocations accordingly.

## 10 percent Training and Salary Grant Uplift (Free School Meals)

- 4.39 A 10 per cent uplift to the training and salary grant will be paid to lead schools on the School Direct (salaried) programme with trainees on the School Direct (salaried) programme who spend the majority of their training (more than 60 days) in a school or schools where more than 35 per cent of the pupils are eligible for Free School Meals. NCTL will use the 2013 School Spring Census data, published by DfE, to determine whether the school has more than 35 per cent pupils eligible for FSM. An Extract of this data will be made available on our web pages.

## Primary maths specialist

- 4.40 NCTL offers a higher rate of funding to candidates who wish to train as a primary mathematics specialist. When qualified, these teachers will be expected to teach primary mathematics only, having not necessarily been trained to teach other primary elements of the curriculum.
- 4.41 These higher funding rates only apply to trainees who have a B or above at maths A level and are on primary maths specialist courses.
- 4.42 Trainees who do not have a B or above at maths A level, will be funded as per primary-(non-specialist) courses.
- 4.43 Further information about training bursary rates for School Direct (tuition fee) can be found on our [training bursary webpage](#). Information on the training and salary grant rates relating to School Direct (salaried) can be found on our [School Direct webpage](#).

## Troops to Teachers programme

- 4.44 To be eligible for the [Troops to Teachers](#) programme, a Service leaver must be within the two years before or after leaving the Armed Forces. Their time in the Armed Forces counts towards the three years' work experience requirement. The extra funding will be paid once the trainee has been identified in the trainee registration on the DMS.
- 4.45 Eligible graduate service leavers on School Direct (tuition fee) will receive an additional £2,000 uplift to their training bursary, where existing training bursary eligibility has been established.
- 4.46 Schools will receive a £2,000 uplift to the training and salary grant for eligible graduate service leavers. The £2,000 School Direct (Salaried) uplift will be paid to Lead Schools shortly after the end of the ITT Year.

## School Direct withdrawals and deferrals

### Withdrawals

- 4.47 For trainees who withdraw from the School Direct (tuition fee), NCTL will pay training bursary payments to cover the last month of participation on the programme. Any monies issued by NCTL that cover beyond this date will be recovered in full from the ITT provider.
- 4.48 Trainees who withdraw from the School Direct (salary) programme attract funding between the start date of their programme and the date of withdrawal; any surplus

funding will be recovered by the NCTL after the end of the 2014/15 Academic year. Providers are required to record all trainee withdrawals in the exit information tab on the DMS.

## Deferrals

- 4.49 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 and NCTL.
- 4.50 Trainees can only defer once they have commenced their ITT course, for the School Direct (tuition fee) in receipt of a bursary, the school or Provider must inform the NCTL Funding Team immediately. The NCTL will continue to pay the training bursary, the school, or ITT provider must retain these funds until the trainee returns to the course. If the trainee does not return to course the NCTL will recover these unused funds in full.
- 4.51 On School Direct (salaried) the NCTL will only pay the ITT provider up to the maximum training and salary grant rate. ITT providers are required to record all trainee deferrals as dormant periods in the course details tab on the DMS.

## Reconciliation

- 4.52 A reconciliation exercise will be carried out at the end of the academic year for both School Direct (salaried) and School Direct (tuition fee). NCTL will recover any surplus funds. NCTL funds are to be used for the named trainee only; any surplus funds as a result of withdrawals cannot be used for any other purpose, i.e. to fund additional trainees. The NCTL will recover all funding that is unused as a result of:
- Under-recruitment against allocated places;
  - trainee withdrawal;
  - training location (School Direct Salaried only) or;
  - trainees completing the programme early (School Direct salaried only).

## Section 5. Training

### Training programme and compliance

- 5.1 The ITT provider is accountable and responsible for the recommendation of the award of QTS. The provision must therefore be compliant with the Secretary of State's [ITT Criteria](#) and align with the [2012 Ofsted Framework](#) for the inspection of ITT.
- 5.2 The school and the ITT provider should train the trainee in accordance with the [ITT Criteria](#). School Direct is a school-led model of ITT and the NCTL would expect that the models of training developed should reflect the leading role of the school or partnership of schools. NCTL and DfE are keen that schools are able to design their own programmes working in partnership with accredited ITT providers. Schools need to consider what they want from ITT and how it should evolve to meet their needs.
- 5.3 All accredited ITT providers can now deliver ITT programmes leading to QTS in any phase they wish, i.e. primary or secondary (in all designated subjects). They no longer need to gain approval from NCTL. This is to enable providers to be more responsive to demand. However, lead schools must ensure that all School Direct places are allocated by and confirmed with NCTL. Any new provision must be compliant with the Secretary of State's [ITT Criteria](#) and must align with the [Ofsted ITE Framework](#). Further information can also be found in the [ITT criteria supporting advice document](#).
- 5.4 ITT providers are responsible and will be held accountable for any judgments by Ofsted for ITT programmes that they deliver including any School Direct programmes from September 2013. All trainees, including self-funders, in any phase are subject to inspection.

### Schools in special measures

- 5.5 NCTL will not allocate places to **lead** schools who are in special measures. In some cases, **partner** schools that are in special measures will be able to take part in training.
- 5.6 Partner schools in special measures should only be used for School Direct (tuition fee) places if the lead school and the accredited ITT provider are confident that the trainee will not be disadvantaged by the school experience, and the situation will need to be kept under close review. In some cases, the ITT provider and lead school may need to put in place additional support for any affected trainees, or ask another participating school to provide their training placement.

- 5.7 Schools in special measures should not recruit and therefore employ School Direct (salaried) trainees; they will not be eligible to receive funding from the NCTL.
- 5.8 If a partner school goes into special measures whilst a trainee is already employed, the trainee may remain in place provided that:
- there are no risks to the individual's training;
  - another school provides any necessary additional support; and
  - the partnership agreement is amended to reflect increased support, monitoring and revisions to the Individual Training Plan (ITP).
- 5.9 The lead school and the ITT provider should assure themselves that the trainee will not be disadvantaged by being employed in the school, and should keep the situation under close review.
- 5.10 Schools that go into special measures while a trainee is already employed may continue to receive funding only for those trainees, but should not take on any further trainees while they remain in special measures.

## Section 6. Employment

### Employment considerations for School Direct (salaried)

- 6.1 School Direct (salaried), trainees are working and training at the same time. Partnerships need to be aware that as employees, these trainees have the same rights and responsibilities (subject to the 90 per cent limit of the teaching duties normally required of a full-time qualified teacher) as any other member of staff and this should be reflected in the partnership agreement and policies held by the ITT provider.
- 6.2 Trainees need not be employed in a supernumerary (in addition to your regular teaching staff numbers) position and can be employed in an established post provided there are no risks to the quality of their training.

### Post training employment expectation

- 6.3 The Government's Training Our Next Generation of Outstanding Teachers: Implementation Plan published in November 2011 stated "Once the trainee has completed training and gained qualified teacher status, the school will be expected to employ the trainee."
- 6.4 In determining how many School Direct places to request, schools should have reviewed their previous employment patterns and use any current knowledge on staffing/budgetary issues to make an assessment of future need. This assessment should enable schools to request a number of places that broadly matches the future employment requirements within the school or partnership of schools where the trainee will be based. The NCTL expects the lead school or partnership of schools to have a clear capacity to employ the trainees when they successfully complete their training programme.
- 6.5 Trainees can be employed within the individual school or group of schools in which they have trained. In recruiting and selecting trainees, schools will want to have in mind the suitability of candidates to train and teach in the particular environment of the school partnership.
- 6.6 Throughout the process, schools should be aiming to employ trainees at the end of their training. However there will be occasional circumstances that prevent a trainee taking up employment in one of those schools (such as not completing the course, changes to the school structure, outside factors or personal preference) but it should be the school's intention to retain the trainees as Newly Qualified Teachers (NQT), based on a reasonable expectation of there being a vacancy.

- 6.7 When assessing future requests from schools for School Direct places, the NCTL may consider how successful the school's previous School Direct trainees have been in securing employment and prioritise requests from schools with high employment rates.

## Section 7. Audit and evaluation

### Audit requirements

- 7.1 Lead schools and accredited ITT providers should work together to ensure correct expenditure of NCTL funds and other public funds. Schools and ITT providers, as the beneficiary of the funding, will be responsible to ensure that the funding is being spent for the purposes intended. ITT providers along with the lead schools are expected to have good governance and internal controls in place to ensure financial sustainability. The NCTL reserve the right to request financial information from the ITT provider and lead schools at any time. Failure to act appropriately will lead to withdrawal of accreditation of the ITT provider.
- 7.2 NCTL expect providers to return details of expenditure via annual audited accounts. Further guidance on governance, financial management and audit will be made available on our [financial requirements webpage](#) shortly.
- 7.3 For guidance on effective improvement planning in Initial Teacher Training, please go to our [webpage](#).



## Annex A – Organisation types involved in School Direct

	Definition/Role
<b>Lead School</b>	The Lead School is the agreed point of contact for the partnership and holds the allocations from the NCTL for the partnership's School Direct training places. They will be responsible for communications across the partnership to and from the NCTL 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 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 with the ITT Provider of the location of trainees. The Lead School can be a participating school.
<b>ITT Provider</b>	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 Initial Teacher Training they have the experience of delivering teacher training and we anticipate they would have significant involvement in marketing, selection, assessment and standards monitoring for the trainees. The ITT Provider will formally recommend QTS for trainees for the partnership. Any training bursary funding from the NCTL is paid to the ITT Provider who is responsible for paying it to the trainee.

## Annex B - Area definitions to calculate training and salary grant rates of funding

Please note that all **rates** are calculated in Academic Years (AY) which runs from 1 August to 31 July.

Initial allocations 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 schools and adjusted after the submission to the DMS of the trainee record by the ITT provider.

The geographical locations for variation are:

### Inner London boroughs

‘Inner London’ 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 boroughs

‘Outer London’ means Greater London, excluding the inner London area.

### London 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 available the websites below:

Purpose	Location
Get Into Teaching: Initial website for teachers to find out about teaching and routes into teaching	<a href="http://www.education.gov.uk/get-into-teaching">http://www.education.gov.uk/get-into-teaching</a>
School Direct Funding: pages which support and inform types of funding for Initial Teacher Training	<a href="https://www.gov.uk/funding-initial-teacher-training-itt">https://www.gov.uk/funding-initial-teacher-training-itt</a>
Degree Equivalency: information on compatibility of qualifications across the World with UK recognised degree standards	<a href="http://www.education.gov.uk/ta-assets/~media/get_into_teaching/resources/subjects_age_groups/overseas_grade_comparison.pdf">http://www.education.gov.uk/ta-assets/~media/get_into_teaching/resources/subjects_age_groups/overseas_grade_comparison.pdf</a>
Popular Questions: frequently asked questions and answers around teaching and becoming a teacher	<a href="http://www.education.gov.uk/get-into-teaching/faqs">http://www.education.gov.uk/get-into-teaching/faqs</a>
UCAS teacher training: search and apply for training programmes beginning in 2014 through the UCAS Teacher Training scheme	<a href="http://www.ucas.com/apply/teacher-training">http://www.ucas.com/apply/teacher-training</a>

Funding and payment queries should routinely be e-mailed to:

[FA.Team@education.gsi.gov.uk](mailto:FA.Team@education.gsi.gov.uk)

Questions surrounding allocations or available places should be e-mailed to:

[ITT.Allocations@education.gsi.gov.uk](mailto:ITT.Allocations@education.gsi.gov.uk)

Queries regarding the Grant Funding letters/agreements should be e-mailed to:

[GFA.nctl@education.gsi.gov.uk](mailto:GFA.nctl@education.gsi.gov.uk)

Queries regarding the October census, or any other data matter, should be e-mailed to the Data team at:

[ta.DataAssessment@education.gsi.gov.uk](mailto:ta.DataAssessment@education.gsi.gov.uk)

Queries regarding ITT funding Extranet access:

[TA.WEBFEEDBACK@education.gsi.gov.uk](mailto:TA.WEBFEEDBACK@education.gsi.gov.uk)

All other School Direct Queries not answered on the website should be e-mailed to:

[schooldirect@education.gsi.gov.uk](mailto:schooldirect@education.gsi.gov.uk)

## Glossary

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

## Change log

Version	Published Date	Changes made
1	December 2013	Previous version
2	July 2014	<p>Current Version:</p> <p>Various Web links updated.</p> <p>3.22 QTLS - maintained IfL registration requirement included.</p> <p>Page 7, 3.33, 4.14, 4.21, 4.39 Revision to the FSM uplift qualifying criteria.</p> <p>4.22 Reference to the ITT Grant funding offer letter and Grant Funding Terms included.</p> <p>4.34 ITT Extranet information updated.</p> <p>4.27, 4.31 and 4.52 Funding and Trainee Data reconciliation process updated and clarified.</p> <p>4.46 Salaried Troops 2 Teach uplift payment date clarified.</p> <p>Page 36 additional contact email addresses added.</p>

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