



Department
for Education

Taking Teaching Further 2023

Programme guidance

Route 1: Guidance for general further education colleges, sixth-form colleges, land-based colleges, and institutes of adult learning in England

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Summary

This publication provides non-statutory guidance from the Department for Education. It has been produced to help general further education (FE) colleges, sixth-form colleges, land-based colleges, and institutes of adult learning (IALs)¹ in England to apply for the 2023 cohort of Taking Teaching Further (TTF), covering financial years 2023-25.

Who is this publication for?

This guidance is for FE colleges, sixth-form colleges, land-based colleges, and IALs in England. Throughout the guidance, these providers will be referred to as colleges.

Expiry or review date

This guidance will expire on 31 March 2025, which is the date by which all activities funded by TTF 2023 must be completed.

Main points

This guidance explains:

- what TTF is and what it will fund
- eligibility criteria that must be met
- how and when colleges can register interest in the TTF programme
- how and when colleges can register recruit(s) to the TTF programme

You should read the guidance in full before registering your interest. If you have any questions, please contact the TTF team at TTF.Enquiries@education.gov.uk.

¹ Previously known as Specialist Designated Institutions (SDIs)

What is Taking Teaching Further?

Taking Teaching Further (TTF) provides funding to support FE providers to recruit and provide early career support to those with the relevant knowledge and industry experience to retrain as FE teachers.

TTF is a two-year programme, with either £18,200 or £11,100 available to colleges per recruit (subject to eligibility) depending on the support/funding option utilised. Funding must be used to cover the cost of a teaching qualification (minimum of a Level 5 Diploma in Education and Training), the college providing the recruit with mentoring support, and to allow the recruit to have a reduced teaching timetable by covering the cost of backfilling.

Funding is available to eligible colleges who recruit candidates with the relevant knowledge and industry experience to teach across the 15 technical routes. These routes have been aligned to [T Levels](#) and the [Institute for Apprenticeships and Technical Education \(IfATE\)](#) approved technical qualifications. Funding is also available to support recruits who will teach the core skills that underpin good technical education (English and maths), and for recruits who will provide support to students with special educational needs and disabilities (SEND).

You must register to the programme. Once eligibility is confirmed, you will initially be pre-allocated places for the number of recruits stated on the registration form (up to a maximum of three). If you successfully utilise the places initially allocated, you can register any additional need by emailing us at TTF.Enquiries@education.gov.uk. We may be able to support additional recruits, subject to the availability of places. If additional places become available, we will notify colleges who have utilised their pre-allocated places and registered their need for additional places. Any additional places will be allocated on a first-come, first-served basis.

For the TTF 2023 cohort, we are piloting a non-consolidated financial incentive to support those with the relevant knowledge and industry experience recruited to teach in some of the most hard-to-fill subjects (digital; construction and the built environment; engineering and manufacturing; and maths). Eligible *recruits* will be able to access a £6,000 incentive payment: £3,000 at the end of year one of the programme and £3,000 at the end of year two of the programme. **Places are limited and will be available on a first-come, first-served basis, so it is vital you inform us of any recruits, by completing the standard recruit registration form, at the earliest opportunity.** If all the available financial incentive places are utilised, we will notify you via email at the earliest opportunity. You will still be able to access TTF funding for eligible recruits in these subject areas, however, the recruit will not receive the financial incentive.

Subjects considered under TTF

Technical routes

TTF funding is available to support colleges to recruit and provide early career support to those with the relevant knowledge and industry experience to retrain as an FE teacher across any of the 15 technical teaching routes. These routes have been aligned to [I Levels](#) and the [Institute for Apprenticeships and Technical Education \(IfATE\)](#) approved technical qualifications. However, TTF is not limited to colleges delivering T Levels as it aims to support recruitment in these subject areas:

- Agriculture, environmental and animal care
- Business and administration
- Care services
- Catering and hospitality
- Construction and the built environment
- Creative and design
- Digital
- Education and childcare
- Engineering and manufacturing
- Hair and beauty
- Health and science
- Legal, finance, and accounting
- Protective services
- Sales, marketing, and procurement
- Transport and logistics

Core Skills

As there is a requirement for students enrolled on a 16-19 study programme to continue to study English and maths until they secure a GCSE grade 4 or above, we want to support colleges with recruitment of teachers in these areas as well.

TTF funding is available to recruits with relevant English or maths knowledge and experience² who have been recruited to teach either English or maths GCSE resits or Level 2 functional skills.

² Relevant experience will be determined by the college, but could include lawyers, office worker/managers, budget managers or credit controllers, although this is not an exhaustive list.

Special Educational Needs and Disabilities

In the [SEND code of practice](#), there are additional duties placed on colleges to support learners with complex needs, so we want to support colleges with recruitment of SEND specialists as well.

TTF funding is available to recruits with relevant SEND knowledge and experience³, or those with industry experience who want to support learners with complex needs into employment, who have been recruited to a SEND specialist teaching role.

³ Relevant experience will be determined by the college but could include teaching assistants for children with special needs, social workers or psychologists/counsellors, although this is not an exhaustive list.

Taking Teaching Further funding options

TTF funding provides support to colleges to address the challenges around the cost of a recruit undertaking Initial Teacher Education (ITE) and helps to create capacity for new recruits to learn and receive training and on-the-job support.

If the recruit has a permanent contract and meets the [eligibility criteria](#), you can access one of two funding options, depending on which is most suitable for you and the recruit.

TTF funding is not available to recruits on a temporary contract and/or a contract under 0.5 full-time equivalent (FTE).

Full TTF offer

The full TTF offer provides eligible colleges with up to £18,200 per recruit to cover:

- the cost of undertaking a teaching qualification (a Level 5 Diploma in Education and Training (DET), or higher, qualification) up to a maximum of £4,000 per recruit. Delivery of the DET cannot be solely online (it must be classroom based or hybrid delivery that includes live online lessons)
- costs of additional teacher time to provide the recruit with 144 hours of intensive support (for example through team teaching/work shadowing/mentoring arrangements)
- costs to cover the recruit having a reduced teaching timetable over the two years of the programme, with 70 hours in the first year of the programme (following the period of intensive support) and 70 hours in the second year of the programme (140 hours in total)

We recognise that not all recruits will be immediately ready to undertake a Level 5 qualification. In these circumstances, there is an option to utilise some of the reduced teaching timetable funding to support a Level 3 Award in Education and Training (AET) ahead of the recruit undertaking the DET. Both completing the AET and enrolling onto the Level 5 DET must be completed by 31 January 2024. To support this option, the reduced teaching timetable allocation would be 62 hours in the first year of the programme and 70 hours in the second year of the programme (132 hours in total).

The tables below set out in more detail the breakdown of funding available for the full TTF offer, depending on if the recruit is undertaking the Level 3 AET or going straight on to the Level 5 DET.

Table 1: Level 5 only funding breakdown for full TTF offer

Full TTF offer Level 5 only option	Year 1 (ends 31 March 2024)	Year 2 (ends 31 March 2025)
Level 5 enrolment (up to amount)	£2,000	£2,000
144 hours of intensive support (e.g., shadowing/mentoring support)	£7,200	
140 hours of reduced teaching timetable	£3,500	£3,500
Total (up to)	£12,700	£5,500
Grand total (up to)		£18,200

Table 2: Level 3 and level 5 funding breakdown for full TTF offer

Full TTF offer Level 3 and 5 option	Year 1 (ends 31 March 2024)	Year 2 (ends 31 March 2025)
Level 3 enrolment (up to amount)	£400	
Level 5 enrolment (up to amount)	£2,000	£2,000
144 hours of intensive support (e.g., shadowing/mentoring support)	£7,200	
132 hours reduced teaching timetable	£3,100	£3,500
Total (up to)	£12,700	£5,500
Grand total (up to)		£18,200

Reduced TTF offer

We recognise there could be occasions where a recruit is eligible for TTF funding, but due to a variety of reasons, such as working patterns or the recruit's/college's needs, it might not be possible to accommodate the remission elements of the full TTF offer. To support these recruits, and to assist you in supporting the recruit's transition to FE teaching, we also offer a reduced TTF offer that requires fewer remission hours.

The reduced TTF offer will provide up to £11,100 per recruit to cover:

- the cost of undertaking a teaching qualification (a Level 5 Diploma in Education and Training (DET), or higher, qualification) up to a maximum of £4,000 per recruit. Delivery of the DET cannot be solely online (it must be classroom based or hybrid delivery that includes live online lessons)

- costs of additional teacher time to provide the recruit with 72 hours of intensive support (for example through team teaching/work shadowing/mentoring arrangements)
- costs to cover the recruit having a reduced teaching timetable over the two years of the programme, with 35 hours in the first year of the programme (following the period of intensive support) and 35 hours in the second year of the programme (70 hours in total)

As with the full TTF offer, we recognise that not all recruits will be immediately ready to undertake a Level 5 qualification. In these circumstances, there is an option to utilise some of the reduced teaching timetable funding to support a Level 3 Award in Education and Training (AET) ahead of the recruit undertaking the DET. Both completing the AET and enrolling onto the Level 5 DET must be completed by 31 January 2024. To support this option, the reduced teaching timetable allocation would be 27 hours in the first year of the programme and 35 hours in the second year of the programme (62 hours in total).

The tables below set out in more detail the breakdown of funding available for the reduced offer, depending on if the recruit is undertaking the Level 3 AET or going straight on to the Level 5 DET.

Table 3: Level 5 only funding breakdown for reduced TTF offer

Reduced TTF offer Level 5 only option	Year 1 (ends 31 March 2024)	Year 2 (ends 31 March 2025)
Level 5 enrolment (up to amount)	£2,000	£2,000
72 hours of intensive support (e.g., shadowing/mentoring support)	£3,600	
70 hours of reduced teaching timetable	£1,750	£1,750
Total (up to)	£7,350	£3,750
Grand total (up to)		£11,100

Table 4: Level 3 and level 5 funding breakdown for reduced TTF offer

Reduced TTF offer Level 3 and 5 option	Year 1 (ends 31 March 2024)	Year 2 (ends 31 March 2025)
Level 3 enrolment (up to amount)	£400	
Level 5 enrolment (up to amount)	£2,000	£2,000
72 hours of intensive support (e.g., shadowing/mentoring support)	£3,600	

62 hours of reduced teaching timetable	£1,350	£1,750
Total (up to)	£7,350	£3,750
Grand total (up to)		£11,100

Further details for both the full and reduced TTF offers

For the Level 5 (or higher) qualification, enrolment must happen in the first year of the programme, including the college incurring the associated enrolment costs, however, the qualification can start in the second year of the programme. This ensures recruits who join a college outside of the qualification start window can still benefit from TTF support/funding, subject to the [eligibility criteria](#) being met, and the department providing confirmation of the recruit securing a TTF place.

Level 5 enrolment example

A recruit who meets the [eligibility criteria](#), and has a confirmed TTF place, joins a college in November, but the preferred Level 5 (or higher) qualification provider does not have a new intake of students until the following academic year. The recruit enrolls onto the course (and the college pays the associated costs) by January 2024, and the recruit starts the qualification in September 2024.

The Diploma in Education and Training (DET) will be replaced by the new Diploma in Teaching (FE & Skills) from the academic year 2024/25. Both are Level 5 qualifications. Public funding is available for enrolments onto the DET on or before 31 July 2024. Any enrolment for the qualification as part of a Taking Teaching Further programme after that date must be for the new Diploma in Teaching (FE & Skills). The new Diploma is based on the occupational standard for Learning and Skills Teachers. A framework describing the structure and outline content of the new qualification is available [here](#).

Whilst it is our expectation that you will deliver all hours of remission, we are aware that sometimes extenuating circumstances may mean this is not possible. If this is the case, please contact us at TTF.Enquiries@education.gov.uk so we can discuss your needs.

Teaching qualification guidance

You should note that providers of publicly-funded ITE at level 5 and above (including programmes delivered as part of TTF) are in scope for inspection by Ofsted. You should consider working with an established provider of ITE programmes who will have the necessary quality-assurance processes in place.

Where a TTF provider wishes to deliver a “standalone” ITE programme (for example, using qualifications offered by Awarding Organisations, such as the Diploma in Education and Training), they should ensure that they are able to meet the expectations for high quality ITE set out by Ofsted in their [inspection framework](#).

Providers may also find it helpful to consider the following points when thinking about the quality of their ITE provision:

- You should have evidence that your ITE curriculum:
 - addresses all elements of the [Learning and Skills Teacher \(LST\) occupational standard](#)
 - is high quality and ambitious
 - is differentiated for and appropriate to the subjects the trainee will teach, and the level at which they are studying
- Those responsible for managing an ITE programme should ensure that they have evidence that trainees:
 - experience a rigorous curriculum that prepares them to teach their subject in the sector
 - have knowledge and understanding of a relevant range of theoretical approaches, teaching techniques and skills, in line with current evidence-based best practice across the sector relevant to their subject
 - learn and use the most effective approaches to teaching, learning and assessment
 - learn the principles and practice of effective curriculum design, including the selection and sequencing of curriculum content, especially in relation to their subject specialism

Taking Teaching Further financial incentive

In addition to the support a college will receive, we are piloting a financial incentive for eligible recruits registered to the programme that will teach in some of the most hard-to-fill subjects. The aim of the financial incentive is to attract those with the relevant knowledge and industry experience to teach in one of the following subject areas:

- digital
- construction and the built environment
- engineering and manufacturing
- maths

The financial incentive is available to eligible recruits, subject to places being available, on either the full or reduced TTF offer. Eligible recruits will receive a non-consolidated £6,000 payment, split as £3,000 at the end of the first year of the programme and £3,000 at the end of the second year of the programme.

Places are limited, and will be available on a first-come, first-served basis, so it is vital you inform us of any recruits at the earliest opportunity. If all available places for the financial incentive are utilised, we will notify you at the earliest opportunity. You will still be able to access TTF funding for eligible recruits in these subject areas, however, the recruit will not receive the financial incentive.

Payments will be made in March 2024 for the first year of the programme and March 2025 for the second year of the programme. Payment will be made to the college to then pass on to the recruit(s). Upon receipt of payment, you will need to pay the funding to the recruit(s) as a non-consolidated payment in the following months payroll. All payment(s) will be subject to the normal deductions that are applied to non-consolidated payments, which will vary by college and individual.

For avoidance of doubt, this payment does not form part of the recruits' regular teaching salary, which is separate and is the sole responsibility of colleges. The financial incentive must not be treated as a substitute or payment against a recruit's regular teaching salary, and the level of a recruit's regular teaching salary must not be influenced by them receiving this financial incentive.

Eligibility criteria

There are certain eligibility requirements that must be met to access Taking Teaching Further funding.

College eligibility

General further education colleges, sixth-form colleges, land-based colleges, and institutes of adult learning (IALs) in England (excluding the exemptions listed below), with a direct relationship with the Education and Skills Funding Agency (ESFA), and in receipt of *at least one* of the following funding streams or programmes that have funding attached, are considered eligible colleges:

- 16 to 19 study programme (or aged up to 25 with an education, health, and care (EHC) plan)
- Adult Education Budget (AEB)

Colleges with an Ofsted overall effectiveness rating of inadequate and/or an inadequate finance rating from ESFA are not eligible for TTF funding.

Schools, academies, and universities are unable to apply.

Recruit eligibility

Whilst your own recruitment processes should determine whether recruits are of suitable quality/calibre to be an effective FE teacher, there are certain criteria recruits must meet to be eligible for TTF funding.

- Be new to teaching and not already hold any teaching qualifications
- To have, or be working towards, a Level 2 qualification in English and maths
- For technical recruits, we would expect a minimum of a Level 3 qualification in their field⁴
- Be recruited to a permanent role, with a minimum of a 0.5FTE contract
- Be recruited to a face-to-face teaching role, or a role with a hybrid delivery model that includes live online lessons
- Be teaching course(s) that are aligned to one of the [15 technical routes](#), or English or maths, or be a SEND specialist teaching role

⁴ Colleges can use their discretion when considering a trainee's experience, including relevant professional experience, to determine whether their subject knowledge is sufficiently robust to allow them to teach their chosen subject.

- Be teaching a minimum of a recognised Level 2 qualification (excluding those recruited to a SEND specialist teaching role)

Questions and clarification

If you have any queries about the TTF offer, whether your recruit meets the eligibility criteria, or where some eligibility criteria cannot be met but you feel there are special circumstances we should consider, please contact us at

TTF.Enquiries@education.gov.uk.

How and when to register your interest in TTF

College registration

Colleges who wish to take part in TTF 2023 will need to complete a [Taking Teaching Further 2023 college registration form: route 1](#) by 30 November 2023, and send the completed form to TTF.Enquiries@education.gov.uk.

Once we have reviewed the registration form, we will confirm if you're eligible for TTF by issuing a grant funding agreement for the number of places stated on the registration form (up to a maximum of three). You must return the signed grant funding agreement to us within 10 working days to be eligible to receive funding. You will then be able to start notifying us about recruits you would like to be considered for TTF funding.

Recruit registration

Once you have successfully registered to the programme, you can start notifying us of recruits.

Although you will already have pre-allocated places, you **must notify us of a recruit you would like to be considered for TTF support/funding at the earliest opportunity**, following successful recruitment, as we will need to confirm their eligibility for TTF funding. You can do this by completing the recruit registration form (which will be emailed to you after you have successfully registered to the programme) and returning it to TTF.Enquiries@education.gov.uk.

We will review the recruit registration form and confirm eligibility for TTF funding, and the financial incentive where applicable, via email. After receiving confirmation of the recruit's enrolment on to the TTF programme, they can start undertaking TTF related activities.

Grant payment(s) cannot be made without the college and recruit registration forms being completed and having a signed grant funding agreement in place. Before submitting the forms, you should ensure that you have agreement from the principal/CEO, as well as the TTF programme lead. These individuals will be accountable for delivery and ensuring funding is used correctly and in compliance with the department's [grant funding agreement: terms and conditions](#).

Grant claims and payments

Claim form(s) (which will form part of the grant funding agreement) can be submitted at any point after a recruit has successfully completed all the years activities but must be submitted no later than 29 February 2024 for the first year of the programme and 28 February 2025 for the second year of the programme.

All grant payments (irrespective of when you submit the claim form) will be made in March 2024 for the first year of the programme, and March 2025 for the second year of the programme. To receive a payment, you will need to submit a valid claim form and supporting evidence.

Year one claim and payment window

- Recruitment window closes on **31 January 2024**
- All claim forms and supporting evidence must be submitted by **29 February 2024**
- Grant payments will be made in **March 2024**

Year two claim and payment window

- All claim forms and supporting evidence must be submitted by **28 February 2025**
- Grant payments will be made in **March 2025**

If a confirmed recruit leaves the college before completing all TTF funded activities, you will be able to make a part claim for the expenses incurred. To receive a part payment, you will need to submit a valid claim form and supporting evidence.

Part claim example

A recruit who has had eligibility confirmed starts TTF funded activity in September 2023. The college has enrolled them onto the DET and started delivering the mentoring support, but the recruit leaves the college in December 2023.

The college submits a claim form and supporting evidence in January 2024 for the TTF activities they have incurred an expense for. A payment covering these expenses will then be made to the college in March 2024.

If you have any questions relating to submitting and evidencing claims, please contact us at TTF.Enquiries@education.gov.uk.

What happens next?

You should complete the [Taking Teaching Further 2023 college registration form: route 1](#). Completing and submitting a registration form confirms that you have read, understood, and will comply with the [DfE grant funding agreement: terms and conditions](#).

If the college is eligible for TTF funding, you will receive a grant funding agreement for the number of places stated on the registration form (up to a maximum of three), which you (or an authorised signatory) will be required to sign. This will set out our expectations, including specific grant conditions, monitoring arrangements, and payment details, which, by signing, you are accepting in full.

You will then be able to notify us of recruit(s) you would like to be considered for TTF support/funding by completing a recruit registration form. You can do this from signature of the grant funding agreement up until the recruitment window closes on 31 January 2024.

You should notify us of a recruit at the earliest opportunity as we need to confirm eligibility. Furthermore, as there are a limited number of places for the [financial incentive](#), and it is available on a first-come, first-served basis, we need to be notified about recruits at the earliest opportunity to give eligible recruits the greatest chance of receiving the financial incentive.

If you successfully utilise the places initially allocated, you can register additional need by emailing us at TTF.Enquiries@education.gov.uk. We may be able to support additional recruits, subject to the availability of places. If additional places become available, we will notify colleges (by emailing the named point of contact) who have utilised their pre-allocated places and who have registered their need for additional places. Any additional places will be allocated on a first-come, first-served basis.

If you have any questions, please contact us at TTF.Enquiries@education.gov.uk.



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