



Department
for Education

Taking Teaching Further 2024

Programme Guidance

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

April 2024

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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 2024 cohort of Taking Teaching Further (TTF), covering financial years 2024-26.

Who this publication is 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.

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 to the TTF programme

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

¹ Also referred to 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/or industry experience to retrain as FE teachers.

Following previous rounds, the Department has been working with the sector to identify opportunities to continue to improve the TTF programme. Accordingly, TTF 2024 includes a number of changes (set out below) to help increase participation and reduce the administrative burden on colleges. This, together with the recently announced [expansion of the Levelling Up Premium to FE](#) for the first time, is a significant expansion of Government's support for FE. The expanded Levelling Up Premium (LUP) will also be available over academic years starting 2024 and 2025 where teachers meet the eligibility criteria.

TTF is a two-year programme, with either £15,200 or 21,200 available to colleges per recruit, depending on the teaching route undertaken and, therefore, the funding option utilised. Funding must be used to cover the cost of an early career support package to support new teaching recruits undertaking either an Ofqual-regulated Level 5, or higher, classroom-based teaching qualification, such as the Diploma in Teaching (FE & Skills) (DiT) / Diploma in Education and Training (DET)², or the Learning and Skills Teacher (LST) Apprenticeship. If the new teacher is undertaking a Level 5, or higher, teaching qualification, this must be funded through TTF, and they must also receive early career support. For those undertaking the LST Apprenticeship, the apprenticeship will be funded through the apprenticeship levy, and TTF funding must be used to provide additional early career support.

Funding is available to colleges who recruit candidates with the relevant knowledge and/or industry experience to teach across the 15 publicly funded 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 English, maths, or science, or for recruits who will provide support to students with special educational needs and disabilities (SEND).

You must register to the programme. If your college is part of a college group, registration must be done at group level by the college with a direct relationship with ESFA. The registration form will ask you to notify us how many places you expect to need, and can support, for the 2024-25 financial year, and how many will be undertaking the LST

² The DiT is a new qualification available from the academic year 2024 to 2025, replacing the Diploma in Education and Training (DET). Guidance is provided further on in this document as to whether TTF participants should be enrolled on the DET or DiT qualification, depending on the point at which their training begins.

Apprenticeship and how many will undertake a Level 5, or higher, teaching qualification. We will use this information to award an initial allocation by July 2024, which will provide an initial estimate of the number of places we will support. From September 2024, we will contact the college's TTF lead to confirm whether the initial allocation was correct, or if fewer or more places are required. Any additional places are subject to availability. We will then confirm your final allocation of TTF 2024 places in October 2024.

Subjects supported 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/or industry experience to retrain as an FE teacher across any of the publicly funded 15 technical teaching routes. These routes have been aligned to [T 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

English, maths, and science

In addition to supporting colleges with technical recruitment, we want to support colleges with recruitment of teachers in some publicly funded academic subjects that underpin many of the technical subject areas.

TTF funding is available to recruits with relevant knowledge and/or experience³ who have been recruited to teach either English, maths, or science (biology, chemistry, or physics).

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 the recruitment of SEND specialists as well.

TTF funding is available to recruits with relevant SEND knowledge and/or experience⁴, 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.

Key difference between TTF 2023 and TTF 2024

The following are the key changes implemented for TTF 2024:

- extending TTF eligibility to include new teachers who are undertaking a Learning and Skills Teacher (LST) Apprenticeship
- replacing the Diploma in Education and Training (DET) with the new Diploma in Teaching (FE & Skills) as the only awarding body Level 5 qualification fundable through TTF from the beginning of the academic year 2024 to 2025
- moving to an allocation model – removing the need for individual recruit registrations
- increasing the £2,000 (per year) limit on the funding provided for the Level 5, or higher, teaching qualification to £9,250 (in total across two years) – allowing for the full cost of the qualification to be funded by TTF, subject to being able to provide early career support as well
- providing greater flexibility on how the early career support is delivered. Previous rounds of TTF, for example, stipulated the number of remission hours that each recruit had to undertake. We are removing this stipulation and giving providers the flexibility to determine what would work best for new TTF recruits.
- due to the increased flexibility, there is no longer a full and reduced offer – instead colleges can utilise their total TTF funding allocation to provide fuller/reduced packages of support, based on the recruits need

³ Relevant experience will be determined by the college, but could include lawyers, office worker/managers, budget managers, credit controllers, scientists, or laboratory assistants, although this is not an exhaustive list.

⁴ 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.

- grant funding will be paid automatically by the Education and Skills Funding Agency (ESFA) based on your allocation, removing the claims process
- assurance will now be through a simpler statement of grant usage, rather than an independently audited annual certificate of expenditure
- the TTF 2023 pilot of a non-consolidated financial incentive for the most hard-to-fill subjects (digital; construction and the built environment; engineering and manufacturing; and maths) will not be available under TTF 2024. However, TTF 2023 participants in receipt of the pilot non-consolidated financial incentive will continue to receive payment this year, and TTF 2024 recruits may be able to claim the expanded [Levelling Up Premium](#) if they meet the eligibility criteria.

Taking Teaching Further funding options

TTF funding provides support to colleges to address the challenges around the cost of a recruit achieving occupational competency 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).

Level 5, or higher, teaching qualification option

The Level 5, or higher, teaching qualification option provides colleges with £21,200 per recruit to cover the costs of:

- the recruit undertaking a Level 5, or higher, classroom-based teaching qualification (e.g., a DiT/DET), up to a maximum of £9,250 in total across both years. Delivery of the qualification cannot be solely online (it must be classroom based or a hybrid delivery model that includes live online lessons and some face-to-face learning)
- the college providing the recruit with early career support, which must include a reduced teaching timetable. This will be paid at a maximum rate of £55 per hour.

The early career support **must** include a reduced teaching timetable, but we are flexible on the other elements that make up the package of support. For example, this could include the provision of a buddy system or mentoring support for the new teacher.

We recognise that not all recruits will be immediately ready to undertake a Level 5 qualification. In these circumstances, the early career support could include introductory learning ahead of undertaking the teaching qualification.

The table below sets out in more detail the breakdown of funding available for the teaching qualification option.

Table 1: Level 5 teaching qualification option

	Year 1 (ends 31 March 2025)	Year 2 (ends 31 March 2026)
Funding must be used to cover the costs of: <ul style="list-style-type: none"> • Level 5, or higher, teaching qualification (e.g., DiT) • Early career support, which must include a reduced teaching timetable and other activities such as a buddy system, mentoring support, introductory learning etc. 	£14,450	£6,750
Total (per recruit)	£14,450	£6,750
Grand total (per recruit)		£21,200

The Diploma in Education and Training (DET) will be replaced by the new Diploma in Teaching (FE & Skills) (DiT) from the academic year 2024/25. Both are Level 5 qualifications regulated by Ofqual. 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 DiT, if an Ofqual-regulated qualification is awarded as part of the TTF programme. 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](#). Teacher training qualifications at Level 5 and above offered by higher education providers with degree-awarding powers will also be based on the occupational standard for Learning and Skills Teachers, and can continue to be used as part of a TTF programme.

Teaching qualification guidance

You should note that providers of publicly-funded ITE (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 Teaching, or where a provider has its own degree-awarding powers), 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 have regard to the Department for Education's [Expectations for the delivery of initial teacher education for FE](#), and 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

LST Apprenticeship option

For those undertaking the LST Apprenticeship, the apprenticeship will be funded through the apprenticeship levy, which providers will need to make arrangements for in line with the existing processes and funding rules for apprenticeships. TTF 2024 will provide £15,200 per recruit to cover the cost of:

- the college providing the recruit with early career support which must include a reduced teaching timetable. This will be paid at a maximum rate of £55 per hour.

The early career support **must** include a reduced teaching timetable, but we are flexible on the other elements that make up the package of support. For example, this could include the provision of a buddy system or mentoring support for the new teacher.

We recognise that not all recruits will be immediately ready to undertake a Level 5 qualification. In these circumstances, the early career support could include introductory learning ahead of undertaking the teaching qualification.

The table below sets out in more detail the breakdown of funding available for the LST Apprenticeship option.

Table 2: LST Apprenticeship option

	Year 1 (ends 31 March 2025)	Year 2 (ends 31 March 2026)
TTF funding must be used to cover the costs of: <ul style="list-style-type: none"> • Early career support, which must include a reduced teaching timetable and other activities such as a buddy system, mentoring support, introductory learning etc. 	£11,450	£3,750
Total (per recruit)	£11,450	£3,750
Grand total (per recruit)		£15,200

Ineligible expenditure

Whilst we are flexible on what the early career support consists of, the below activities are not eligible TTF 2024 expenditure:

- expenditure on tangible items, such as the purchase of assets (for example, furniture, IT equipment, learning materials) up to and including individual items such as stationery
- financial incentives
- activities that are funded from other sources
- marketing or recruitment costs (for example, job adverts, job fairs, DBS checks)
- events, functions, or travel and subsistence

This is not an exhaustive list. If you are uncertain whether any of your proposed activities are suitable for TTF 2024, please contact us at TTF.Enquiries@education.gov.uk.

Examples of the TTF options

If you want to, you can utilise both TTF options, allowing you to tailor the support to best suit you and the recruit(s). The following are examples of how the funding could work. These are provided for illustrative purposes only.

College registers a need, and the ability to support, 4 recruits, all doing the Level 5, or higher, teaching qualification

College will receive an allocation of £84,800 over two financial years, split as £57,800 and £27,000.

They spend £4,000 per recruit on the Level 5 DiT, totalling £16,000. This cost is incurred in both financial years.

In year 1 of TTF 2024 (April 2024 – 31 March 2025), they spend the remaining £41,800 on early career support for the recruits. They split this funding as follows:

- each recruit receives 100 hours of a reduced teaching timetable
- recruits 1 and 2 receive 75 hours of mentoring support and completes the AET which costs £400 each, and recruits 3 and 4 receive 100 hours of mentoring support

In year 2 of TTF 2024 (April 2025 – 31 March 2026), the qualification costs a total of £16,000 for all 4 recruits, and they spend the remaining £11,000 on early career support for the recruits. They split this equally between all the recruits, with each receiving 50 hours of a reduced teaching timetable.

College registers a need, and the ability to support, 4 recruits, all doing the LST Apprenticeship

College will receive an allocation of £60,800 over two financial years, split as £45,800 and £15,000.

In year 1 of TTF 2024 (April 2024 – 31 March 2025), they spend the £45,800 on early career support for the recruits. They split this funding as follows:

- each recruit receives 120 hours of a reduced teaching timetable
- recruits 1 and 2 receive 50 hours of mentoring support and 50 hours of team teaching, recruits 3 and 4 receive 75 hours of mentoring support

In year 2 of TTF 2024 (April 2025 – 31 March 2026), they spend the £15,000 on early career support for the recruits. They split this equally between all the recruits, with each receiving 68 hours of a reduced teaching timetable.

College registers a need, and the ability to support, 4 recruits: 2 doing the Level 5, or higher, teaching qualification and 2 doing the LST Apprenticeship

College will receive an allocation of £72,800 over two financial years, split as £51,800 and £21,000.

They spend £4,000 for the 2 recruits undertaking the Level 5 DiT, totalling £8,000. This cost is incurred in both financial years. The costs of the apprenticeship are covered by the levy.

In year 1 of TTF 2024 (April 2024 – 31 March 2025), they spend the remaining £43,800 on early career support for all the recruits. They split this as follows:

- each recruit receives 100 hours of a reduced teaching timetable and 100 hours of mentoring support

In year 2 of TTF 2024 (April 2025 – 31 March 2026), the qualification costs a total of £8,000 for 2 recruits, and they spend the remaining £13,000 on early career support for the recruits. They split this equally between all the recruits, with each receiving 59 hours of a reduced teaching timetable.

Eligibility criteria

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

College eligibility

All 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 Skills Fund

If your college is part of a college group, registration must be done at group level by the college with a direct relationship with ESFA.

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. This means the recruit does not hold a level 5, or higher, teaching qualification and not previously been in a substantive teaching position⁵. Those in roles that supported a teacher (e.g., Teaching Assistants), or undertook some teaching activities as part of their studies (e.g., a PhD), or have undertaken some ad hoc teaching that does not exceed 1-year in length in total across all occasions, could be eligible, subject to meeting the other eligibility criteria.
- Start(ed) in post between 1 February 2024 and 31 January 2025
- Have, or be working towards, a Level 2 qualification in English and maths

⁵ For example, they must not have previously been in a role where their main role included general teaching duties such as lesson planning, creation of learning materials, delivering a curriculum/lesson, and assessing/grading students work.

- Have a Level 3 qualification, or adequate industry experience⁶, in their subject area
- Be recruited to a permanent role on a minimum of 0.5FTE
- Be recruited to a face-to-face teaching role, or a role with a hybrid delivery model that includes live online lessons and some face-to-face teaching
- Be recruited to one of the eligible subject areas/disciplines
- Be teaching a minimum of a recognised Level 2 qualification⁷ (excluding those recruited to a SEND specialist teaching role)

Teacher training qualification criteria

- Must be an Ofqual-regulated Diploma in Teaching (DiT), or equivalent HEI qualification at levels 5, 6 or 7⁸
- Cannot be solely online – it must be classroom based or a hybrid delivery model that includes live online lessons and some face-to-face learning

Apprenticeship criteria

- Must be the Level 5 Learning and Skills Teacher (LST) Apprenticeship
- Must be delivered by an approved provider as listed on the find an apprenticeship gov.uk page

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, contact us at TTF.Enquiries@education.gov.uk.

⁶ 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.

⁷ They can teach a recognised level 1 qualification in the first year of TTF if it is guaranteed they will teach a recognised level 2 qualification throughout the two years of TTF 2024.

⁸ A Level 5 Diploma in Education and Training (DET) can be used where a trainee is enrolled before 1 August 2024.

How and when to register your interest in TTF

Colleges who wish to take part in TTF 2024 will need to complete a [Taking Teaching Further 2024: College \(route 1\) registration form](#) by 5pm on 14 June 2024.

If your college is part of a college group, registration must be done at group level by the college with a direct relationship with ESFA.

The registration form will ask you to notify us how many places you expect to need, and can support, for the 2024-25 financial year, and how many will be undertaking the LST Apprenticeship and how many will undertake a Level 5, or higher, teaching qualification.

We may suggest a different number of places than requested if the number of places requested across all colleges exceeds the total number of available places, or if we feel a different number is more appropriate based on size and/or previous TTF utilisation. If we do this, we will work with you to agree a number.

Once the registration window has closed, we will review all registration forms and aim to confirm your initial allocation by July 2024.

From September 2024, we will contact the TTF lead of all registered colleges to confirm whether this initial allocation was correct, or if fewer or more places are required. This will allow for a more accurate allocation as it will be based on recruitment from 1 February 2024, but can still include forecasted recruitment until 31 January 2025. Any additional places are subject to availability.

We then aim to confirm your final allocation of TTF 2024 places in October 2024. The ESFA will then issue a Grant Offer Letter detailing your allocation, which must be signed and returned within the specified timeframe.

Recruit withdrawals

We are aware that there could be some recruits that you intend to put through the TTF programme but who leave during the funding period.

If the recruit leaves ahead of you delivering any TTF support, you can simply 'swap' them for another eligible TTF recruit. For example, if a recruit leaves in September 2024 having not started their qualification and early career support, and a new eligible recruit starts later in the funding period such as December 2024.

If the recruit has started their Level 5, or higher, teaching qualification, or the LST Apprenticeship, and has received some of the early career support ahead of them leaving, we will cover these costs, but will recover any unspent funds for that recruit. Please see the potential recovery of unspent funds section below.

Grant payments

Your TTF 2024 payment will automatically be issued by ESFA in March (subject to a signed Grant Funding Agreement being in place).

Year one payment window

- Grant payments will be made in March 2025

Year two payment window

- Grant payments will be made in March 2026

Audit and assurance requirements

As there will be no claim process, we will be undertaking random sampling of college's TTF spend. However, colleges should continue to collect and retain evidence of spend against TTF 2024 related activities, such as invoices and a completed early career support tracker (a sample tracker will be shared with you when we confirm your initial allocation), in case they are selected for sampling.

At the end of each year of grant funding, you will be required to complete a statement of grant usage (also known as an 'Annex G (ii)'). This is different from previous rounds, where FE colleges have had to complete an independently audited annual certificate of expenditure (also known as an 'Annex G (i)'). The statement of grant usage is a less burdensome requirement, which does not require independent assurance. It will ask for details about the recruits who have received TTF support, such as their name, D.O.B, gender, subject area recruited to, and whether they are undertaking the Level 5, or higher, teaching qualification or the LST Apprenticeship. This must be returned by 28 April 2025 for year one funding and 28 April 2026 for year two funding. A template for this will form part of your Grant Funding Agreement.

Potential recovery of unspent funds

As funding will be awarded as an allocation of anticipated need, you may not be successful in recruiting/supporting as many new teachers with the TTF programme as you had proposed. If this is the case, we will look to recover any excess funding for the shortfall in recruits being supported through TTF, compared to the number of recruits that your allocation was based on.

Furthermore, as detailed in the recruit withdrawals section, if a recruit leaves during the TTF funding window, we will cover the TTF related costs incurred, but will recover any unspent funds for that recruit.

Any recovery of funds will be actioned in the 2025-26 financial year (for year one of the programme) following completion of the assurance arrangements.

What happens next?

You should complete the [Taking Teaching Further 2024: College \(route 1\) registration form](#). Completing and submitting a registration form confirms that you have read, understood, and will comply with the [DfE grant funding agreement: terms and conditions](#).

As explained in the how and when to register your interest in TTF section, we aim to confirm your initial allocation of places by July 2024, ahead of working with you to agree a final allocation of TTF 2024 places in October 2024. A Grant Offer Letter will then be sent, which must be signed and returned within the specified timeframe.

Grant funding will automatically be paid in March (subject to a signed Grant Funding Agreement being in place).

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



Department
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