



Department
for Education

General mentor training: additional guidance

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Introduction

This publication provides further information about the general mentor training grant. This guidance is in addition to the [ITT reform funding guidance](#) and does not replace it.

The general mentor training grant is available for placement schools who wish to apply for funding to help with the cost of ITT mentors being away from the classroom. These mentors are undertaking training to support trainees on ITT courses leading to QTS from the 2024 to 2025 academic year. This covers all routes leading to qualified teacher status (QTS): undergraduate, postgraduate fee funded and postgraduate salaried (school direct salaried and the postgraduate teaching apprenticeship), except for assessment only.

This funding is not available to schools if a mentor only works with high potential initial teacher training (HPITT) trainees, as funding is provided separately for such mentors.

Who this publication is for

This guidance is for:

- placement schools
- accredited ITT providers
- lead partners (for information)

Overview of the grant funding available to placement schools in the 2024 to 2025 academic year

Placement schools can claim for the actual hours of training undertaken (this does not include any hours that may have been accredited to prior learning, but only new training carried out with an accredited provider) by the mentor to a maximum of 20 hours, per accredited ITT provider.

A mentor will need to undertake training for each accredited provider they work with. As a result, a school may need to submit multiple claims for a single mentor. When working with multiple accredited ITT providers, the training a mentor undertakes should reflect their prior learning and be adapted. It is unlikely that a mentor who has undertaken 20 hours of training with one accredited provider, would need to undertake another 20 hours with a second provider.

[Guidance](#) explaining the general mentor training, in addition to the lead mentor and intensive training and practice element of the ITT curriculum was updated in November 2024.

[Guidance](#) explaining what schools need to do to offer ITT placements from September 2024, was updated in November 2024.

The funding for the 2024 to 2025 academic year

The grant funding guidance applies to funding across the 2024 to 2025 academic year only (between 1 September 2024 and 31 August 2025, although teacher apprenticeships may start earlier from 1 June 2024). Providers and schools can incur costs ahead of the start of the academic year, as long it is not incurred before the start of the 2024 to 2025 financial year (6 April 2024).

The funding for the 2025 to 2026 academic year

Funding beyond the 2024 to 2025 academic year will be confirmed as part of the next spending review.

How much funding is available to schools

The amount of funding schools will receive depends on:

- the location of the school (recognising the different costs in different areas of the country)
- how many hours a mentor has spent training (which can be up to a maximum of 20 hours, per accredited ITT provider)

For each mentor that completes the full 20 hours of training, the table below sets out how much a school can claim.

If a mentor undertakes fewer than 20 hours of training, the funding is calculated per hour. For example, if a mentor in a school outside London completed 10 hours of training, the school can claim £438. This is calculated at £43.80 (per hour) x 10 (hours of training).

Funding available	Funding period	Recipient of funding	How it is paid
Up to £876 (£43.80 per hour) – for schools outside London (the rest of England)	Academic year 2024 to 2025	Schools who host ITT trainees	Payments will be made in arrears based on the number of hours of training
Up to £902 (£45.10 per hour) – for schools in the fringe region (the area between Outer London and the rest of England)			Schools will be able to claim this funding at the end of the 2024 to 2025 academic year

Funding available	Funding period	Recipient of funding	How it is paid
Up to £965 (£48.25 per hour) – for schools in Outer London			
Up to £1,072 (£53.60 per hour) – for schools in Inner London			

Timelines for the general mentor training grant

The following table can be used as an example, for planning, for schools and providers to support applications for the general mentor grant.

Activity	Key dates
Conditions of grant published	April 2024
GOV.UK service opens allowing school users to join the service and to review the grant terms and conditions	Early 2025
Schools submit a claim for general mentor funding in the GOV.UK service	From May 2025
First application window closes, to enable September 2025 payments ¹	Mid-July 2025
Payment is made to schools	From September 2025
At least 10% of claims are audited with evidence required to be provided by schools and providers.	From December 2025

How placement schools can claim funding

Invitation to join the service in February 2025

Invitation emails will be sent to placement schools to join the GOV.UK 'Claim funding for mentor training' service from February 2025 via the below process. If you do not receive an invitation by March 2025, please contact your accredited ITT provider to check that they have provided your school information to Register trainee teachers service.

¹ A second and final application window will open in September 2025

Register trainee teachers (Register) service

Every January, accredited ITT providers must ensure that Register trainee teachers (Register) is updated with their trainees' school placement details. Accredited ITT providers can continue to update their trainee records with placement schools after January. This placement school data is then shared with the 'Claim funding for mentor training' service from February.

Accredited ITT providers will need to upload placement school data for lead partners who have trainees starting ITT from September 2024 onwards.

Lead partners can view placement details for their trainees who start ITT in September 2024 onwards.

For any trainees who started ITT before September 2024, where the lead partner was previously an accredited ITT provider, the lead partner will be able to add/edit the placement details themselves in Register.

Get information about schools service

In February 2025, the Claim service will receive all the placement schools from Register and will invite users from these schools to join the service. We will use the contact information in [Get information about schools service](#) (GIAS). Schools can update their email address on GIAS by logging in to their GIAS entry with a DfE Sign in.

DfE Sign-in

To access the Claim service, each user must have a DfE Sign-in account. It is critical that school users create an account prior to trying to access Claim. In addition, when a new DfE Sign-in account is created, it needs to be authorised by an approver at the school.

From November 2024, DfE Sign-in will begin to incorporate multifactor authentication (MFA). We will contact users nearer the time to ensure a smooth transition.

If you are using a computer used by multiple colleagues, please check that someone isn't already [signed in](#) before accessing [Claim funding for mentor training](#).

Adding a user

Once signed in, a user can add other users to the service, for instance colleagues within a school or colleagues within a central function as part of an academy trust.

Submit a claim

Once a user has received an invitation to join the service and has accessed Claim through their DfE Sign-in account, they can submit a claim for their ITT mentor's training. The claim can only be submitted once the mentor's training has been completed.

We strongly recommend that claims are submitted after the mentor's hours have been confirmed by the accredited ITT provider.

Required information to submit a claim

To submit a claim, a user must know:

- the mentor's [teacher reference number](#) (TRN). If your mentor has forgotten their TRN, they can request the information from the [Find a lost teacher reference service](#). If your mentor has never had a TRN, please refer them to this [guidance](#) to request one.
- the mentor's date of birth
- the accredited ITT provider responsible for delivering the mentor's training
- the total hours of training undertaken by the mentor

Submit a claim on behalf of multiple schools

If you work for an organisation which is part of a collection of schools, for example a multi-academy trust (MAT) and would like to submit claims on behalf of multiple schools you can be added to multiple organisations within the service. If you know a colleague who has been added to the service, please ask them to add you.

If you experience difficulties adding users, please contact ittmentor.funding@education.gov.uk with a list of schools you would like to be added to and details of your role.

Claim windows

There will be two opportunities for placement schools to claim.

The first claim window will open in Spring 2025 and close in mid-July 2025. These claims will be paid by the Education and Skills Funding Agency (ESFA) in September and October 2025.

The second claim window will open and close in September 2025 and will be available for schools who missed the first deadline. These claims will be paid by ESFA from December 2025.

After a claim is submitted

After a claim is submitted a confirmation email will be sent to the person who completed the claim. In addition, during the claim window, exports of claims will be sent to accredited ITT providers for their reference, if requested. Providers do not need to take any action with these claims but can review them if they wish.

How schools can claim funding if they didn't receive an ITT trainee

Where a school trained a mentor in anticipation of receiving a trainee, after communication with an accredited ITT provider, but the trainee withdrew the school can still claim funding. If the school received at least one other trainee, then their details will be uploaded to Register and they will be onboarded onto the Claim service, along with all other schools. If they are not on Register, as they did not take any trainees, then their accredited provider will need to email ittmentor.funding@education.gov.uk to confirm that they need to be added to the service.

Audit overview

DfE will undertake further assurance on a random sample of at least ten percent of the value of the grant funding paid to schools and may ask for evidence of the stated expenditure.

Schools should ensure that they retain evidence of expenditure claimed for, as required for implementing the general mentor role, including backfill of the mentor whilst they were training. Evidence could include invoices, salary statements, timetables and registers, but we will not mandate what form this record should take, and trust school leaders to use their judgement.

Accredited ITT providers must also retain evidence of the general mentor training delivered, including the number of hours of training undertaken by the school-based mentor and as part of assurance will be asked to provide this evidence to DfE.

Accredited ITT providers are responsible for tracking and documenting the hours of mentor training undertaken by their lead partners. During the audit DfE will only contact the accredited ITT provider to confirm the claim details, not the lead partner.

Audit process and roles and responsibilities

After payment is made by the ESFA from September 2025, DfE will begin the post-payment audit process, also known as 'sampling'.

The Claim funding for mentor training service will select a sample of at least ten percent of claims to audit. These claims will be filtered by the accredited ITT provider and a CSV export will be created.

Each accredited ITT provider will then receive an email from ittmentor.funding@education.gov.uk with an export of their placement schools' claims which require verifying.

This email will be sent to the contacts listed in the application form for the Lead Mentor and ITaP grant. If you require different contacts to be emailed, please update us using the same email address: ittmentor.funding@education.gov.uk.

The accredited ITT provider will need to review the details of the claims for their placement schools, including the hours claimed for the mentors listed in the claims.

If the hours claimed match the provider's records, then the export can be returned to DfE indicating that all claims are checked and approved. This return email would complete the auditing process for the accredited ITT provider and their placement schools.

If the provider's records do not match with a claim, then they should contact the relevant placement school in the first instance. The provider and the school should discuss and understand why there is a discrepancy between the claim and the provider's records.

If the discrepancy can be resolved and the amount of funding does not need to be changed, then the provider can return the export indicating that all claims have been checked and approved and the audit process is complete.

If the discrepancy can be resolved, but the amount of funding or the mentor names need to be changed, then the provider can return the document to indicate the change required for each claim. DfE will then confirm this with the placement school.

If the discrepancy cannot be resolved, then the provider will need to email DfE ittmentor.funding@education.gov.uk to discuss the issue and indicate which claims are not approved and the reason why.

What happens when a SCITT is asked to assure claims for its own school(s)

Where the same organisation is both the placement school and accredited ITT provider, the assurance process must not be done by the colleague who submitted the claim.

What happens if an accredited ITT provider does not assure a placement school's claim

Where an accredited ITT provider does not assure a placement school's claim, DfE will contact the placement school to discuss the case. If evidence can be provided by the school to support the full hours claimed, it will be reviewed. If the evidence is satisfactory then no further action will be taken.

If evidence cannot be provided or is not satisfactory to support the claim, then a process to repay the money, also known as 'clawback', will be undertaken by ESFA. The ESFA will claw back the funding for the hours where evidence cannot be provided, not the entire claim.

Audit timelines

The audit process will start after the claim has been paid. The process will need to be completed by the end of the 2025 to 2026 financial year (April 2026).

Recommendation from the pilot

We piloted the claim service during the 2023 to 2024 academic year and one of the key recommendations is that placement schools and accredited ITT providers should confirm the number of hours of training their mentors undertook prior to submitting a claim. This will reduce the number of claims that need to be deleted or amended while the claim window is open, as well as making the post payment assurance process easier.

If you have any questions about the assurance process or the general mentor training grant, please contact ittmentor.funding@education.gov.uk.



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