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# Teacher training incentives in Wales PGCE (FE) 2011/12

Post Graduate Certificate of Education (Further Education)  
Teacher Training Incentive Grant in Wales 2011/12 –  
guidance notes

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## Guidance

Guidance document No: 063/2012

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# Teacher training incentives in Wales for PGCE (FE) 2011/12

<b>Audience</b>	Cardiff University, Glyndŵr University and University of Wales, Newport.
<b>Overview</b>	Guidance for use by PGCE (FE) initial teacher training providers offering full-time pre-service courses of PGCE (FE) initial teacher training leading to a qualification to teach further education in the academic year 2011/12 (i.e. Cardiff University, Glyndŵr University and University of Wales, Newport) in administering, assessing eligibility and the methodology for calculating grant payments.
<b>Action required</b>	None – for information only.
<b>Further information</b>	Enquiries about this document should be directed to: Learning Improvement and Professional Development Division Welsh Government Cathays Park Cardiff CF10 3NQ Tel: 029 2082 5171 Fax: 029 2082 6109 e-mail: <a href="mailto:teachingenquiries@wales.gsi.gov.uk">teachingenquiries@wales.gsi.gov.uk</a>
<b>Additional copies</b>	This document can be accessed from the Welsh Government's website at <a href="http://www.wales.gov.uk/educationandskills">www.wales.gov.uk/educationandskills</a>
<b>Related documents</b>	None.

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## **Summary**

The Welsh Ministers have powers under sections 14-17 of the Education Act 2002 to provide financial assistance for the promotion of the recruitment or retention of teachers or non-teaching staff.

This guidance covers teacher training incentive grants available for eligible students who start full time pre-service PGCE (FE) initial teacher training courses leading to a qualification to teach further education ("PGCE (FE) incentives"). It applies in relation to students in Wales who start such courses between 1 September 2011 and 31 August 2012.

The guidance is issued by the Welsh Government and provides information on PGCE (FE) incentives and outlines the funding available, grant eligibility and how payments will be made. These guidance notes should be read as a whole for confirmation of eligibility and conditions.

This guidance does not cover incentives offered on initial teacher training courses which lead to Qualified Teacher Status.

## 1. Overview

1.1 This section offers a brief overview of the PGCE (FE) incentives for courses starting between 1 September 2011 and 31 August 2012. Full information on eligibility and conditions are set out in sections 2-7 of this guidance.

1.2 The PGCE (FE) incentives are grants available to eligible persons to undertake specified postgraduate further education initial teacher training courses in Wales. Courses must start between 1 September 2011 and 31 August 2012, and be full time pre-service PGCE (FE) initial teacher training courses leading to a qualification to teach further education.

1.3 Subject to eligibility, a PGCE (FE) incentive grant of up to £5,000 is available for eligible students on courses outlined in paragraph 1.2 and studying in specified subjects outlined in paragraph 2.3.

1.4 No grant will be paid to a person unless they have made an application to the Welsh Ministers, care of the Welsh Government, in the approved format. Students must be asked by their PGCE (FE) initial teacher training provider to complete the relevant forms.

## 2. Eligibility for PGCE (FE) incentives

2.1 PGCE (FE) incentives are available to students who satisfy the eligibility criteria in paragraph 2.2 and who are starting full-time pre-service postgraduate ITT courses in specified subjects at further education level with a higher education institution (university or associated college) in Wales between 1 September 2011 and 31 August 2012.

2.2 To be eligible for a PGCE (FE) incentive, students:-

- a. must on entry to the eligible course hold a first degree<sup>1</sup> of a United Kingdom higher education institution or, in the opinion of the Welsh Ministers, an equivalent qualification;
- b. must qualify for support under regulations made under section 22 of the Teaching and Higher Education Act 1998 relating to the relevant academic year<sup>2</sup>; and
- c. must **not** be in any of the following categories of persons:-
  - i. students who completed a course of initial teacher training at further education level before 1 September 2011;
  - ii. students taking a non-postgraduate Certificate in Education (FE);

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<sup>1</sup> A "first degree" does not include a foundation degree.

<sup>2</sup> The Regulations which currently apply the provision of support to students in relation to the academic year running from 1 September 2011 to 31 August 2012 are the Assembly Learning Grants and Loans (Higher Education) (Wales) Regulations 2011 (S.I. 2011/148). These Regulations may be amended from time to time so care should be taken to ensure that the provisions being considered are currently in force and that they have not been amended or replaced at the point in time when grant eligibility is being assessed.

- iii. PGCE (FE) students who do not hold a degree on starting the course;
- iv. PGCE (FE) students who study on in-service courses;
- v. PGCE (FE) students who study part-time;
- vi. anyone who already holds Qualified Teacher Status; or
- vii. anyone employed to teach in any capacity at any further education college or other education institution.

2.3 The specified subjects referred to in paragraph 2.1 above are as follows:-

#### **Mathematics subjects**

Applied Mathematics  
 General Mathematics  
 Mathematics and mechanics  
 Mathematics and statistics  
 Pure Mathematics  
 Statistics

#### **Science subjects**

Applied Science  
 Biology  
 Chemistry  
 Conservation  
 Earth science  
 Ecology  
 Electronics  
 Environmental science  
 General Science  
 Geology  
 Human Biology  
 Physics  
 Sports science

#### **Information and Communication**

##### **Technology**

Computer Aided Design (CAD)  
 Computer engineers  
 Computer studies  
 IT Operations

#### **Welsh**

##### **Skills for Life – Literacy and Numeracy**

##### **Technology and Engineering**

Auto Electricians  
 Car maintenance  
 Design and development engineering  
 Design and Technology  
 Electrical engineering  
 Electroplating  
 Engineering studies  
 Mechanical engineering  
 Metal plate engineering  
 Motor mechanics/engineers  
 Motor sport mechanisation  
 Production and process engineering  
 Refrigeration engineering  
 Resistant Materials Technology  
 Tool making and fitting  
 Tyre, exhaust and windscreen fitting  
 Vehicle and spray painting  
 Vehicle bodybuilding and airing  
 Welding and fabrication

### **3. Payment of PGCE (FE) incentives**

3.1 A PGCE (FE) incentive of up to £5,000 is payable to eligible students as detailed in section 2 above. The PGCE (FE) incentive will be paid in nine monthly instalments in or around the last week of each month during the period October 2011 to June 2012. The payments from October 2011 to May 2012 inclusive will be £500; the final payment in June 2012 will be £1,000.

3.2 **Note:** for the purposes of paragraph 3.1, save for the month of June, the “last week” of each month is the week which includes the last working day of that month, a “working day” being a day other than a Saturday or Sunday when banks are open for business in Wales. The “last week” in June will be the week which includes the last working day of June or, if earlier, the week the course finishes.

3.3 Individuals who are eligible for a PGCE (FE) incentive and join a course which is already underway or leave a course before its completion will only be entitled to the monthly payments which fall due for payment while they are undertaking the training course. Payments for part-completed months will not be made. For example:-

- if someone joins a one year course (which began in September 2011) in December 2011 and stays on that course until completion, they would only be entitled to the monthly payments falling due during the period December 2011 to June 2012;
- if someone joins a one year course in September 2011 and stays on that course until mid-November 2011, they would only be entitled to the October 2011 monthly payment (the November 2011 monthly payment not having fallen due by the leave date).

3.4 If someone is otherwise eligible to receive a PGCE (FE) incentive, but has also received some or all of a PGCE (FE) incentive under this or any previous scheme in Wales prior to 1 September 2011 (or received at any time any amount of any grant payable in respect of equivalent schemes in England), the instalments of PGCE (FE) incentive to which they are entitled will be reduced by the number of previous grant instalments received.

3.5 PGCE (FE) incentives for students resuming a course that they have left will be paid at the lower rate (if any) of the PGCE (FE) incentive rate that applied in the academic year that the student left the course or the PGCE (FE) incentive rate that applies in the academic year the student rejoins the course, unless the Welsh Government agrees otherwise in writing. PGCE (FE) incentives for students starting a course where entry has been deferred will be paid at the PGCE (FE) incentive rate (if any) which applies in the academic year a student rejoins/joins the course, unless the Welsh Government agrees otherwise in writing.

3.6 If a student has been on long-term sick leave or has suspended their studies, but resumes their course between 1 September 2011 and 31 August 2012 to complete the time they have missed, they will be eligible for funding for the period from resumption to the completion of the course. This is subject to the provisions of paragraph 3.5, and to the total payments not exceeding the sums set out in paragraph 3.1.

## **4. When the payments should be made**

4.1 The payments should be made in the last week of each month they are due. It is for PGCE (FE) initial teacher training providers to decide the exact dates of

payment, bearing in mind the definition of the “last week” of each month at paragraph 3.2 above.

4.2 Payments should only be made to those students who are undertaking the course on the day of payment. If any student has left a course prior to that date, or is on long-term sick leave, payment should not be made. If the Welsh Government has already passed funding to the PGCE (FE) initial teacher training provider for an incentive grant payment to any student who subsequently leaves a course before the payment is made, the Welsh Government will adjust subsequent payments.

## **5. How the PGCE (FE) incentives should be paid**

5.1 Eligible students will receive the incentive grant from their PGCE (FE) initial teacher training provider, who will receive funding from the Welsh Government for the number of students on their course.

5.2 At the start of their courses, students should be asked to sign a declaration form to enable them to claim their PGCE (FE) incentive grant (on “Form TTFE/2B 2011/12”). The form at Annex 2B should be used for this purpose. It should be noted that this form includes an item in the declaration which asks the student to confirm that they have read the information notes “PGCE (FE) Teacher Training Incentives Grant – Academic Year 2011/12: Information for Students” – a copy of this is at Annex 1.

5.3 PGCE (FE) initial teacher training providers must ensure that all eligible students receive a copy of those information notes, and in sufficient time to read them before they are asked to sign the Form TTFE/2B 2011/12.

5.4 If you need advice to determine whether a student is an eligible student who qualifies for support under regulations made under section 22 of the Teaching and Higher Education Act 1998 which apply to academic year 2011/12, please check with the student’s local authority rather than the Welsh Government. The Welsh Ministers’ functions of assessing eligibility under the regulations have been delegated to local authorities who are best placed to assess the position.

5.5 We are content for PGCE (FE) initial teacher training providers to determine the most suitable arrangements for making payments to students providing that there is a clear audit trail which ensures it can be demonstrated that particular students actually received the payments from the PGCE (FE) initial teacher training provider.

## **6. How funding for the PGCE (FE) incentives will be passed to PGCE (FE) initial teacher training providers**

6.1 In academic year 2011/12, each PGCE (FE) initial teacher training provider must, during the course of each month from October 2011 to June 2012 (inclusive), provide the Welsh Government with lists of the names and numbers of the students on each of their PGCE (FE) courses on Form TTFE/2D 2011/12 (copy at Annex 2D). Students who have left the course since the previous month’s list was sent should be indicated clearly on the form. These lists should be sent with the payment claim and

declaration Form TTFE/2E 2011/12 (copy at Annex 2E) under cover of a letter from the PGCE (FE) initial teacher training provider, signed by one of the authorised signatories, requesting payment of the appropriate amount to cover the grants.

6.2 The first month's lists on Form TTFE/2D 2011/12 need to be sent to the Welsh Government together with a copy of the completed Forms TTFE/2B 2011/12 for each student listed. These should be sent under cover of the provider's declaration Form TTFE/2C 2011/12 (copy at Annex 2C).

6.3 Forms TTFE/2C 2011/12, TTFE/2D 2011/12 and TTFE/2E 2011/12 must be signed by an authorised signatory from the PGCE (FE) ITT provider. Form TTFE/2A 2011/12 (copy at Annex 2A) is a form for the PGCE (FE) initial teacher training provider to supply the Welsh Government with up to three authorised signatories for the payments. These are the only people who will be able to sign the claim for payment from the PGCE (FE) initial teacher training provider. We will need these forms to be returned to the Welsh Government before any payment may be made, and by no later than 31 October 2011.

6.4 The Welsh Government will make monthly payments between October 2011 to June 2012 to PGCE (FE) initial teacher training providers directly into the providers' nominated bank account to enable them to make payments to the eligible students. Paragraph 5 of Annex 2 sets out the timetable for submitting claims to the Welsh Government to ensure that we are able to make the payments before they are due to the student.

6.5 During the year the Welsh Government will liaise with the PGCE (FE) initial teacher training providers to identify students who leave the course prematurely to ensure any relevant adjustments are made to payments.

6.6 A copy of the detailed guidance including claim and payment timetables is included at Annex 2.

## **7. Funding to cover PGCE (FE) initial teacher training providers' administration costs**

7.1 PGCE (FE) initial teacher training providers will be entitled to a flat rate payment each month between October 2011 to June 2012 from the Welsh Government, equalling 2% of the total amount of PGCE (FE) incentives payable, towards their administrative costs.

7.2 This will be paid along with the incentive grants at the end of each month they are due. This sum should be included within the total payment requested each month.

7.3 Where refunds of incentive grant have to be remitted to the Welsh Government the associated administrative costs payment should also be refunded.

## **8. Recovery of PGCE (FE) incentives paid**

8.1 In the circumstances set out in paragraph 8.2 below, the Welsh Ministers may require PGCE (FE) incentives to be repaid, or recovered by PGCE (FE) initial teacher training providers, in whole or in part. The Welsh Ministers will consider all cases on their merits. Once payments have been made into a trainee's bank account by a PGCE (FE) initial teacher training provider, any decision to recover should be referred to the Welsh Government before any action is taken.

8.2 Welsh Ministers may require PGCE (FE) incentives to be repaid, or recovered by PGCE (FE) initial teacher training providers, where:-

- a. after receiving any instalment of PGCE (FE) incentive, the recipient fails to meet any eligibility criteria adopted by the Welsh Government in relation to a subsequent instalment; or
- b. the recipient has provided in, or in connection with, his or her application for a PGCE (FE) incentive, information which is false or materially misleading; or
- c. there is firm evidence that the recipient had never intended to complete the course or, having completed it, to enter teaching.

8.3 In relation to paragraph 8.2(a), the Welsh Government is aware of the practical difficulties of stopping payments around the time when PGCE (FE) initial teacher training providers are trying to determine if a trainee has withdrawn from a course, or when deciding whether to terminate their training programme. Providing that clarification that a trainee has withdrawn from a course is received, or a decision is made to terminate a programme, within 5 working days before the date of a payment, the Welsh Government will not require PGCE (FE) initial teacher training providers to recover payments made under the provisions of paragraph 8.2(a). This will not preclude recovery if the circumstances in paragraphs 8.2(b) or (c) apply.

8.4 Notwithstanding paragraph 8.3, PGCE (FE) initial teacher training providers should take all steps necessary to put a stop on future payments immediately once clarification that a trainee has withdrawn from a course is received, or a decision has been reached that a programme should be terminated.

# Annex 1: PGCE (FE) teacher training incentive grants – Academic year 2011/12 – Information for students

## 1. Eligibility

### Who is eligible?

1.1 Students are eligible for a PGCE (FE) teacher training incentive grant (“PGCE (FE) incentive”) if they satisfy the eligibility criteria in paragraphs 1.2 and 1.3, and are starting full-time pre-service postgraduate initial teacher training (“ITT”) courses in specified subjects at further education level with a higher education institution (university or associated college) in Wales between 1 September 2011 and 31 August 2012.

1.2 Students must, on entry to the course, hold a first degree of a United Kingdom higher education institution or, in the opinion of the Welsh Ministers, an equivalent qualification. (**Note:** a “first degree” does not include a foundation degree. A foundation degree is a university-level qualification in its own right, equivalent to the first two years of an honours degree.)

1.3 Students must also qualify for support under regulations made under section 22 of the Teaching and Higher Education Act 1998 relating to academic year 2011/12. (The regulations which currently make provision for support to students in relation to the academic year running from 1 September 2011 to 31 August 2012 are the Assembly Learning Grants and Loans (Higher Education) (Wales) Regulations 2011 (S.I. 2011/148) (as amended)).

1.4 The specified subjects referred to in paragraph 1.1 above are as follows:-

#### **Mathematics subjects**

Applied Mathematics  
General Mathematics  
Mathematics and mechanics  
Mathematics and statistics  
Pure Mathematics  
Statistics

#### **Science subjects**

Applied Science  
Biology  
Chemistry  
Conservation  
Earth science  
Ecology  
Electronics  
Environmental science  
General Science  
Geology  
Human Biology  
Physics  
Sports science

## Welsh

### Skills for Life – Literacy and Numeracy

### Information and Communication

#### Technology

Computer Aided Design (CAD)

Computer engineers

Computer studies

IT Operations

## Technology and Engineering

Auto Electricians

Car maintenance

Design and development engineering

Design and Technology

Electrical engineering

Electroplating

Engineering studies

Mechanical engineering

Metal plate engineering

Motor mechanics/engineers

Motor sport mechanisation

Production and process engineering

Refrigeration engineering

Resistant Materials Technology

Tool making and fitting

Tyre, exhaust and windscreen fitting

Vehicle and spray painting

Vehicle bodybuilding and airing

Welding and fabrication

## Who is not eligible?

1.5 In addition to students who do not satisfy the requirements set out in paragraphs 1.1 and 1.2, the following persons are not eligible to receive a PGCE (FE) incentive:-

- a. students who completed a course of ITT at further education level before 1 September 2011;
- b. students taking a non-postgraduate Certificate in Education (FE);
- c. PGCE (FE) students who do not hold a degree on starting the course;
- d. PGCE (FE) students who study on in-service courses;
- e. PGCE (FE) students who study part-time;
- f. anyone who already holds Qualified Teacher Status; or
- g. anyone employed to teach in any capacity at any further education college or other education institution.

## What about students starting a PGCE (FE) course in September 2012?

1.6 The PGCE (FE) incentives described here only apply to eligible students starting a qualifying course on or after 1 September 2011 but no later than 31 August 2012. Any funding which might be made available in future years would be announced separately and no assumption should be made about any future funding.

## **Are there upper or lower age limits for applicants?**

1.7 No.

## **What if the provider (university or associated college) requires eligible students to attend a further education institution before initial teacher training formally begins?**

1.8 Provided that the course formally starts on or after 1 September 2011 but no later than 31 August 2012, students will be eligible for the incentive grant.

## **2. Financial Details**

### **How much will eligible students receive?**

2.1 Subject to eligibility, PGCE (FE) incentives of up to £5,000 are available for eligible students on courses outlined in paragraph 1.1 and studying in the specified subjects outlined in paragraph 1.4.

### **What payments will be made, and when?**

2.2 Those entitled to a PGCE (FE) incentive of up to £5,000 in respect of academic year 2011/12 will be paid in nine monthly instalments in or around the last week of each month during the period October 2011 to June 2012. The payments from October 2011 to May 2012 inclusive will be £500; the final payment in June 2012 will be £1,000.

2.3 For the purposes of paragraph 2.2, save for the month of June, the “last week” of each month is the week which includes the last working day of that month, a “working day” being a day other than a Saturday or Sunday when banks are open for business in Wales. The “last week” in June will be the week which includes the last working day of June or, if earlier, the week the course finishes.

### **How will payments be made?**

2.4 Through the PGCE (FE) initial teacher training provider (university or associated college). The institution will claim the payments from the Welsh Government.

2.5 At the start of their courses, students will be asked to sign a declaration form to enable them to claim their PGCE (FE) incentive (on “Form TTFE/2B 2011/12”). It should be noted that this form includes an item in the declaration which asks the student to confirm that they have read these information notes.

### **Can students claim more than a £5,000 PGCE (FE) incentive if their course is extended into a further year?**

2.6 No, the PGCE (FE) incentive is a maximum of £5,000.

### **3. Issues for trainees who leave or re-start a course**

#### **What about people who join a course which is already underway or drop out of training?**

3.1 Individuals who are eligible for a PGCE (FE) incentive and join a course which is already underway or leave a course before its completion will only be entitled to the monthly payments which fall due for payment in respect of the period they are undertaking the training course. Payments for part-completed months will not be made. For example:-

- if someone joins a one year course (beginning in September 2011) in December 2011 and stays on that course until completion they would only be entitled to the monthly payments falling due in respect of the period December 2011 to June 2012.
- if someone joins a one year course in September 2011 and stays on that course until mid-November 2011, they would only be entitled to the October 2011 monthly payment (the November 2011 monthly payment not having fallen due by the leave date).

#### **What about people who cease training but subsequently resume their studies?**

3.2 PGCE (FE) incentives for students resuming a course that they have left will be paid at the lower rate (if any) of the PGCE (FE) incentive rate that applied in the academic year that the student left the course or the PGCE (FE) incentive rate that applies in the academic year the student rejoins the course, unless the Welsh Government agrees otherwise in writing.

3.3 PGCE (FE) incentives for students starting a course where entry has been deferred will be paid at the PGCE (FE) incentive rate (if any) which applies in the academic year a student rejoins/joins the course, unless the Welsh Government agrees otherwise in writing.

3.4 If a student has been on long-term sick leave or has suspended their studies, but resumes their course between 1 September 2011 and 31 August 2012 to complete the time they have missed, they will be eligible for funding for the period from resumption to the completion of the course. This is subject to the provisions of paragraphs 3.2 and 3.3, and to the total payments not exceeding the sums set out in paragraphs 2.1 and 2.2.

#### **What about people who have previously received a PGCE (FE) incentive?**

3.5 If someone who has previously received a PGCE (FE) incentive prior to 1 September 2011 under this or any previous scheme in Wales (or has received at any time any amount of any grant payable in respect of equivalent schemes in England), starts or re-enters a course, any PGCE (FE) incentive for that course for which they may be eligible will be reduced by the number of previous incentive grant payments they have already received. For example, an eligible student who had attended a one-year PGCE (FE) full-time course in 2009/10, and received the first six monthly instalments before leaving that course, would on re-entering initial

teacher training in 2011/12 (and still meeting the eligibility requirements) only be entitled to receive two further instalments and one final instalment.

3.6 Any instalments available under the provisions of paragraph 3.5 will be paid at the monthly amount applicable to the lower rate (if any) of the PGCE (FE) incentive rate that applied in the academic year that the student left the course or the PGCE (FE) incentive rate that applies in the academic year the student rejoins the course, unless the Welsh Government agrees otherwise in writing.

**What about people who previously dropped out of part-time postgraduate initial teacher training at further education level before August 2011 and want to start again on the full-time course from September 2011?**

3.7 Part-time courses completed or left before August 2011 do not affect eligibility for a PGCE (FE) incentive grant between 1 September 2011 and 31 August 2012.

#### **4. Related Financial Queries**

**Are there any circumstances where I might have to repay the PGCE (FE) incentive?**

4.1 The Welsh Ministers may require PGCE (FE) incentives to be repaid, in whole or in part. The Welsh Ministers will consider all cases on their merits.

4.2 The Welsh Ministers may require PGCE (FE) incentives to be repaid where:-

- a. after receiving any instalment of PGCE (FE) incentive, the recipient fails to meet any eligibility criteria adopted by the Welsh Government in relation to a subsequent instalment; or
- b. the recipient has provided in, or in connection with, his or her application for an incentive grant, information which is false or materially misleading; or;
- c. there is firm evidence that the recipient had never intended to complete the course or, having completed it, to enter teaching.

**Is the PGCE (FE) incentive taxable?**

4.3 Our understanding is that the PGCE (FE) incentive is not taxable for full-time students. However, students should seek advice from HM Revenue and Customs about their individual position.

**What will be the effect of the PGCE (FE) incentive on other student support?**

4.4 For other student finance provisions based on household income, a PGCE (FE) incentive is not considered as part of your income, and should not be included when working out your taxable unearned income.

### **What will be the effect of the PGCE (FE) incentive on benefits?**

4.5 You should seek advice from the Department for Work and Pensions on your individual position.

### **Will the PGCE (FE) incentive trigger loan repayments?**

4.6 Our understanding is that the PGCE (FE) incentive is not taxable for full-time students and will therefore not trigger loan repayments; however, you should seek advice from Student Finance Wales on your individual position. Loan repayments will normally be triggered once your taxable income exceeds the current threshold.

## **Annex 2: Payment of PGCE (FE) incentive – Detailed instructions for PGCE (FE) initial teacher training providers**

Any questions and correspondence about these instructions should be addressed to:

Learning Improvement and Professional Development Division  
Welsh Government  
Cathays Park  
CARDIFF  
CF10 3NQ

Tel: 029 2082 5171

Fax: 029 2082 6109

e-mail: [teachingenquiries@wales.gsi.gov.uk](mailto:teachingenquiries@wales.gsi.gov.uk)

### **1. Information to be provided to Learning Improvement and Professional Development Division, Welsh Government**

1.1 To ensure the simple administration of the PGCE (FE) incentives, a contact point from each PGCE (FE) initial teacher training provider should be provided to the Learning Improvement and Professional Development Division of the Welsh Government. This Division will issue the relevant forms for the scheme and will act as a contact point for payment-related enquiries.

1.2 For 2011/12, payment claim forms must be signed by an authorised signatory from the PGCE (FE) initial teacher training provider. Form TTFE/2A 2011/12 at Annex 2A is a form for the PGCE (FE) initial teacher training provider to supply us with up to three authorised signatories for the payments. These are the only people who will be able to sign the claim for payment from the PGCE (FE) initial teacher training provider. We will need these forms to be returned to Learning Improvement and Professional Development Division before any payment may be made, and by no later than 31 October 2011.

1.3 Having determined the eligibility of all students on postgraduate further education courses (advice on eligibility is included in section 2 of the guidance notes “Teacher training incentives in Wales for PGCE (FE) students - academic year 2011/12”), PGCE (FE) initial teacher training providers should prepare a list of eligible students using Form TTFE/2D 2011/12 at Annex 2D. This form requests details of surname, first name(s) and student number. A separate list should be completed for each course.

1.4 PGCE (FE) initial teacher training providers should send copies of the Form TTFE/2D 2011/12 forms, together with copies of all completed Form TTFE/2B 2011/12 forms (see paragraph 4.2 below), to Learning Improvement and Professional Development Division under cover of Form TTFE/2C 2011/12 at Annex C, signed by the authorised signatory. PGCE (FE) initial teacher training providers should send these to Learning Improvement and Professional Development Division by 31 October 2011.

## **2. How to claim the funding for the PGCE (FE) incentives from the Welsh Government**

2.1 Each month, by the date specified on the timetable provided, send Form TTFE/2E 2011/12 at Annex E, together with updated Form TTFE/2D forms showing the full list of eligible students who are currently on the course, under cover of an official letter requesting payment of the appropriate amount to cover the PGCE (FE) incentives for that month plus a payment equal to 2% of the PGCE (FE) incentives for that month in respect of administration costs.

2.2 Any student who leaves the course after they have received the first payment should be indicated by crossing their name through on Form TTFE/2D forms in red. Please insert the date the student left the course not only on the first month's sheet but on every subsequent list.

2.3 Form TTFE/2E 2011/12 includes lines for 'adjustments plus' or 'adjustments minus'. PGCE (FE) initial teacher training providers should enter here any amounts they are repaying or any additional monies they are reclaiming. The covering letter should note which students these relate to and the reasons for the adjustment (for example, to repay monies that were claimed in error).

## **3. How the funding for the PGCE (FE) incentives will be passed to PGCE (FE) ITT providers**

3.1 The Welsh Government will pass funding to the PGCE (FE) ITT provider by the date indicated on the timetable in section 5. This will be paid directly into the PGCE (FE) ITT provider's nominated bank account.

## **4. How to pay the PGCE (FE) incentives to eligible students**

4.1 A copy of the information note "PGCE (FE) teacher training incentive grants – academic year 2011/12: information for students" (see Annex 1) should be given to each student. PGCE (FE) ITT providers must ensure that all eligible students receive a copy of that information in sufficient time to read it before they are asked to sign Form TTFE/2B 2011/12 (see paragraph 4.2).

4.2 Before the first payment is made, PGCE (FE) initial teacher training providers should ensure the completion of the claim form TTFE/2B 2011/12 at Annex 2B for each of their eligible students. It should be noted that this form includes an item in the declaration which asks the student to confirm that they have read the "PGCE (FE) Teacher Training Incentive Grant – Academic Year 2011/12: Information for Students".

4.3 Advise students of a common date for the payment of the PGCE (FE) incentive. Only those students undertaking the course on the day of payment will be eligible to receive payment. If any student leaves the course prior to that date, payment should not be made. If the Welsh Government has already passed funding to the PGCE (FE) initial teacher training provider for the PGCE (FE) incentive to any student who leaves the course before the payment is made, the Welsh Government will adjust subsequent payments (including the associated administrative costs payment).

4.4 Each PGCE (FE) initial teacher training provider will be required to supply Learning Improvement and Professional Development Division with an audit certificate signed by the provider's auditors. The format for this certificate is at Annex 2F. This will provide the Welsh Government with assurance that the funding has been used for the purpose provided, and that the appropriate number of students have been on the course for the appropriate period. This form must be signed by the PGCE (FE) initial teacher training provider's external auditors – forms signed by the PGCE (FE) initial teacher training provider's internal auditor will not be accepted.

4.5 The Welsh Government or an authorised representative may also require access to the records relevant to these incentive grants and the checks that have been completed to ensure that they are valid.

4.6 Claiming funding to cover payments of PGCE (FE) incentives and a payment in respect of administration costs commits the PGCE (FE) initial teacher training provider to the conditions set out in this guidance.

## 5. Timetable for the Payment of PGCE (FE) incentives 2011/12

Payment month	Training providers to send lists of eligible students and a claim for payment to Welsh Government by this date:	Welsh Government to have paid the instalment of the PGCE (FE) incentives into PGCE (FE) initial teacher training providers' bank accounts by this date:	PGCE (FE) initial teacher training providers to pay instalment of the PGCE (FE) incentives to students during this week:
<b>October</b>	4 October	14 October	w/c 24 October
<b>November</b>	8 November	18 November	w/c 28 November
<b>December</b>	1 December	9 December	w/c 12 December
<b>January</b>	3 January	13 January	w/c 30 January
<b>February</b>	1 February	10 February	w/c 27 February
<b>March</b>	7 March	16 March	w/c 26 March
<b>April</b>	4 April	13 April	w/c 23 April
<b>May</b>	2 May	11 May	w/c 28 May
<b>June</b>	6 June	15 June	w/c 25 June (see note 3)

### Notes:

1. PGCE (FE) incentives should be paid in nine monthly instalments in respect of the period October 2011 to June 2012 and will be payable in the last week of each month. The payments from October 2011 to May 2012 inclusive will be £500; the final payment in June 2012 will be £1,000.
2. For months other than June, "the last week" of each month is the week which includes the last working day of that month, a "working day" being a day other than a Saturday or Sunday when banks are open for business in Wales.
3. The "last week" in June will be the week which includes the last working day of June or, if earlier, the week the course finishes.

## Annex 2A

<p><b>PGCE (FE) teacher training incentives 2011/12</b></p> <p><b>PGCE (FE) incentives – Authorised signatures for claims</b></p> <p><b>Form TTFE/2A 2011/12</b></p>	 Llywodraeth Cymru Welsh Government
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<b>Name of training provider:</b>	
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Name of individual and position within institution	Signature
1.	
2.	
3.	

<b>Certification by Head of School of Education</b>	
<p>The individuals listed above have been authorised to sign claims for payment of PGCE (FE) incentive funding (Form TTFE/2E 2011/12) on behalf of this institution.</p> <p><b>They are also authorised to sign the declaration and notification of eligible students forms (Forms TTFE/2C 2011/12 and TTFE/2D 2011/12) on behalf of this institution.</b></p> <p>I accept that the Welsh Government will only accept forms signed by one of the individuals included on this form as a valid claim from my institution.</p>	
<b>Signature:</b>	
<b>Name:</b>	
<b>Official stamp of provider:</b>	

*This form should be completed and returned to: Learning Improvement and Professional Development Division, Welsh Government, Cathays Park, Cardiff, CF10 3NQ, before 31 October 2011.*

## Annex 2B

### PGCE (FE) teacher training incentives 2011/12

### PGCE (FE) incentives – Student application and declaration

Form TTFE/2B 2011/12



Llywodraeth Cymru  
Welsh Government

1. Name of provider	
2. Name of student	
3. Course title	
4. Date course started	
5. Student Number	

**6. Student's declaration:** I apply for a PGCE (FE) incentive. I can confirm that:-

- I have read the guidance notes "PGCE (FE) teacher training incentive grants – academic year 2011/12: information for students" ("the information notes").
- I meet the eligibility requirements described in paragraphs 1.1-1.3 of the information notes.
- none of the categories of person described in paragraphs 1.5(a)-(g) of the information notes apply to me.
- \* I have not previously received any PGCE (FE) incentive<sup>1</sup>.

**or**

- \* I have already received a PGCE (FE) incentive<sup>1</sup> totalling £\_\_\_\_\_, paid in a total number of \_\_\_\_\_ instalments, and I understand that my PGCE (FE) incentive will be adjusted accordingly.

\* (please delete as appropriate)

**Signed**

(by student) -----

**Note: A false declaration may result in any grant paid being reclaimed.**

<sup>1</sup> This includes any amount of any grant received in respect of equivalent schemes in England.

## Annex 2C

<b>PGCE (FE) teacher training incentives 2011/12</b>	 Llywodraeth Cymru Welsh Government
<b>PGCE (FE) incentives – Provider's declaration</b>	
<b>Form TTFE/2C 2011/12</b>	

<b>Name of training provider:</b>	
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I can confirm that we have checked that the students listed on the attached Form TTFE/2D 2011/12 forms are eligible for a PGCE (FE) incentive in the academic year 2011/12. A completed Form TTFE/2B 2011/12 is attached for each student listed.

<b>Signed on behalf of ITT provider:</b>	
<b>Official stamp of provider:</b>	

*This form should be completed and returned to: Learning Improvement and Professional Development Division, Welsh Government, Cathays Park, Cardiff, CF10 3NQ.*



## Annex 2E

<b>PGCE (FE) teacher training incentives 2011/12</b> <b>PGCE (FE) incentives – Payment claim and declaration</b> <b>Form TTFE/2E 2011/12</b>	 Llywodraeth Cymru Welsh Government
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<b>Name of PGCE (FE) ITT provider</b>			
<b>Month to which claim relates</b>			
<b>Date of claim</b>			
<b>Course Title</b>	<b>Number of trainees</b>	<b>Monthly Payment Rate (£)</b>	<b>Total claimed for course (£)</b>
<b>Adjustments plus</b>			
<b>Adjustments minus</b>			
<b>Total</b>		<b>a.</b>	
<b>2% administration fee ie. 2% of box (a)</b>		<b>b.</b>	
<b>Total claimed ie. box (a) plus (b)</b>			
<b>Certification by PGCE (FE) ITT provider</b>			
<ul style="list-style-type: none"> <li>I certify that this claim for funding is valid, accurate and complete; and that the student eligibility requirements set out in the guidance notes "Teacher Training Incentives in Wales for PGCE (FE) students - academic year 2011/12" have been checked and are met for the claims included on this claim form.</li> <li>I agree that the Welsh Government or its authorised representatives may have access to inspect the records relating to this claim in accordance with arrangements set out in the guidance notes.</li> </ul>			
<b>Signed</b>			
<b>Date</b>			
<b>Official stamp of provider</b>			

*This form should be completed and returned to: Learning Improvement and Professional Development Division, Welsh Government, Cathays Park, Cardiff, CF10 3NQ.*

## Annex 2F

PGCE (FE) teacher training incentives 2011/12

PGCE (FE) incentives – Auditor’s certification

Form TTFE/2F 2011/12 [section 1]



Llywodraeth Cymru  
Welsh Government

### PGCE (FE) INCENTIVES IN WALES – EXPENDITURE IN ACADEMIC YEAR 2011/12

#### CERTIFICATION OF THE DIRECTOR OF FINANCE

I certify that, to the best of my knowledge, the expenditure has been incurred in accordance with the terms and conditions of the guidance notes “Teacher Training Incentives in Wales for PGCE (FE) students - academic year 2011/12”, and that:

- the entries are fairly stated, and
- only eligible payments/expenditures are included, and
- the Institution maintains/has maintained proper controls and records for managing payment of the grant to eligible students.

I confirm a value of £..... [enter value] of expenditure being claimed.

**Signature**.....**Date**.....  
(Training Institution Director of Finance)

**Name** (BLOCK CAPITALS).....

**Name of Institution** (BLOCK CAPITALS).....

Name, address and telephone number of the contact person in the Institution:  
(BLOCK CAPITALS)

.....  
.....  
.....  
.....

*The certification above should be submitted to the Welsh Government along with the external auditors’ certification on the next page by 31 December 2012.*

**PGCE (FE) teacher training incentives 2011/12**

**PGCE (FE) incentives – Auditor’s certification**

**Form TTFE/2F 2011/12 [section 2]**



Llywodraeth Cymru  
Welsh Government

**CERTIFICATION OF EXTERNAL AUDITOR**  
*(please complete one only from certification block 1, 2 or 3)*

1. I certify that I have examined the related accounts and records of the Institution and confirm that

- the grant was spent properly, and
- the grant was used for the purposes intended.

in accordance with the terms and conditions of the guidance notes “Teacher Training Incentives in Wales for PGCE (FE) students - academic year 2011/12” (being expenditure approved by the Welsh Government under section 14 of the Education Act 2002) in respect of the 2011/12 academic year.

**Signature**.....

**Name** (BLOCK CAPITALS).....

**CERTIFICATION OF EXTERNAL AUDITOR**  
*(please complete one only from certification block 1, 2 or 3)*

2. I certify that I have examined the related accounts and records of the Institution and I am satisfied that the conditions of the grant have been complied with, but that the sum claimed is incorrect.

I have certified an amended figure: £..... *[enter value]*

**Signature**.....

**Name** (BLOCK CAPITALS).....

**CERTIFICATION OF EXTERNAL AUDITOR**  
*(please complete one only from certification block 1, 2 or 3)*

3. I certify that I have examined the related accounts and records of the Institution and that I am not fully satisfied that the conditions of the grant have been complied with, or that there is doubt regarding the admissibility of the sums claimed.

I have attached a report/qualification letter detailing the reasons for non-satisfaction.

**Signature**.....

**Name** (BLOCK CAPITALS).....