

# funding manual

Subject  
Knowledge  
Enhancement

for academic year 2010/11



*developing people, improving young lives*

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# Section 1

## Introduction

- 1.1** Subject knowledge enhancement (SKE) courses are pre-initial teacher training (ITT) courses designed to help potential trainees gain the depth of knowledge needed to train to teach their chosen subject. These courses are delivered by SKE providers that design and deliver programmes according to the needs of the trainee. The Training and Development Agency for Schools (TDA) operates a single SKE funding system that allows courses of varying length and intensity to be run within this funding structure.
- 1.2** This manual is designed to be a guide to managing your TDA funding for SKE courses. Although the manual covers the main aspects of SKE funding, there may be exceptional circumstances that it does not directly address. In such cases, please contact the funding team at [ittfunding@tda.gov.uk](mailto:ittfunding@tda.gov.uk)
- 1.3** As trainees on SKE courses may be eligible for a training bursary, this manual is used in conjunction with the training bursary funding manual.

# Section 2

## Allocations

- 2.1** Allocations for SKE courses have been made for all SKE providers. SKE providers can request changes to their allocated places throughout the academic year (AY) by contacting the TDA. All requests will be assessed against regional and national needs and there are no guarantees that these requests will be sanctioned.
- 2.2** Any permitted changes are only finalised once the SKE provider has received confirmation. It is the provider's responsibility to ensure that any agreed change is followed through and implemented. Please contact the TDA at [allocations@tda.gov.uk](mailto:allocations@tda.gov.uk) for any allocations change requests.
- 2.3** The TDA will monitor providers' recruitment to SKE courses. This monitoring will take place at least once a year at the end of the academic year. The TDA expects providers to also supply information at other points in the year to enable the Agency to manage allocations and recruitment expectations. If recruitment falls short of allocations the TDA reserves the right to change a provider's allocated number of SKE places for the current and/or next academic year.
- 2.4** If courses do not run, providers are required to inform the TDA at the earliest opportunity. The TDA reserves the right to recover all funding for those courses for that academic year.

## Section 3

# Eligibility and operation

- 3.1** Providers may only use TDA-funded places for trainees who are eligible for TDA funding. To be eligible, trainees must have accepted a firm offer of a place on a TDA-funded postgraduate route to qualified teacher status (QTS). This route must be a postgraduate ITT course, such as the postgraduate certificate in education (PGCE) or the Graduate Teacher Programme (GTP). The ITT provider does not have to be the same provider that is delivering the SKE course.
- 3.2** If the postgraduate route is not TDA funded (eg, an overseas fee paying PGCE or a self-funded GTP) then the TDA will not fund the SKE course.
- 3.3** Offers on TDA-funded postgraduate routes should only be conditional on the need to improve subject knowledge. Where the offer is conditional on meeting other areas as well as improvement in subject knowledge, the ITT provider should be satisfied that the trainee will be able to meet these conditions before starting the ITT course and outside the SKE course. The SKE provider is only responsible for ensuring the trainee meets the subject knowledge condition.
- 3.4** Other entry requirements to the ITT course only need to be met before starting an ITT course and not before starting an SKE course. The requirement of a Criminal Records Bureau (CRB) check, for example, is normally only necessary for starting an ITT course.
- 3.5** The eligibility criteria for entry onto a TDA-funded ITT course can be found in the mainstream ITT and employment-based ITT funding manuals available at [www.tda.gov.uk/ittfunding](http://www.tda.gov.uk/ittfunding)
- 3.6** Providers may only use SKE funding for eligible SKE courses. To be eligible the SKE course must:
- always start, and normally end, before the trainee begins their ITT course
  - be marketable and accessible to as many potential participants as possible
  - be designed with the aim of enabling trainees to meet QTS standard Q14 ('to have a secure knowledge and understanding of their subject/curriculum areas') by the time of completing their secondary postgraduate ITT course according to the needs of the trainee, and
  - have sufficient focus on the subject that the trainee will train to teach on their ITT course.
- 3.7** Providers may deliver SKE courses in the intensity that will best meet the needs of trainees. This may include part-time courses, distance learning courses, standard full-time courses and potentially intensive courses. In all situations the funding associated with these will depend on the number of units delivered.

## Section 4

# Funding

- 4.1** Providers will receive funding based on their SKE course allocations, as confirmed by the TDA. There are various units of funding depending on length of course, as outlined at the end of this funding manual.
- 4.2** The units of funding have been designed so they compare with a full year's funding that a provider would receive for a mainstream postgraduate course, including tuition fees. As such, it is a condition of funding that providers may not charge trainees any fees if they are on a TDA-funded SKE course.
- 4.3** Trainees should only be registered on one continuous SKE course which should only be with one provider. Trainees should not be registered on multiple courses either with a single provider or multiple providers.
- 4.4** Providers may enter into agreements to place SKE trainees who have started one course (at the lead provider) on another SKE provider's course (the secondary provider). This can be funded by the lead provider passing on funds to the secondary provider. When reporting such trainees, they must be counted only once and only at the lead institution, reflecting the total length of their SKE programme.
- 4.5** The TDA will pay providers allocated SKE funding in monthly instalments. Payments will be made electronically by BACS at the start of each calendar month. The TDA aims to pay between 60 and 70 per cent of the allocated SKE funding during the first eight months of the academic year (August to March), and the balance over the remaining four months (April to July).
- 4.6** Providers can access their up-to-date payment profile at any time by logging in to the ITT funding extranet (<https://ittprovider.tda.gov.uk>). If you have not been given a password for this site, please e-mail [ittfunding@tda.gov.uk](mailto:ittfunding@tda.gov.uk) for more information and to be set up on the system.
- 4.7** Funding is allocated on an academic year basis. The academic year runs from 1 August to 31 July. For funding and data collection purposes the TDA will count courses that start between these dates to relate to that academic year. For example, a course that starts on 20 July 2010 will relate to AY2009/10. A course which starts on 20 August 2010 will relate to AY2010/11.
- 4.8** Funding can only be used for eligible trainees and eligible courses as set out in this manual.

## Section 5

# Funding flexibility and holdback

- 5.1** Places and funding for each subject grouping are ring-fenced. This means that SKE providers cannot offset over-recruitment in one subject group against under-recruitment in another.
- 5.2** Providers have some flexibility in the way they use their SKE allocations. If providers exceed allocations they will not be funded by the TDA. If providers feel that they have the capacity to deliver more than their allocated units and this delivery will meet the TDA's strategic priorities, they are encouraged to contact the TDA at [allocations@tda.gov.uk](mailto:allocations@tda.gov.uk) to discuss.
- 5.3** Providers may use places/units within group A to deliver different lengths of courses to those allocated without prior permission from the TDA. This can be by combining the allocations for two short courses to make one long course or vice versa. Providers, however, must ensure they do not exceed the overall SKE funding that they have been allocated and should contact the ITT Funding Team at [ittfunding@tda.gov.uk](mailto:ittfunding@tda.gov.uk) to discuss any recruitment concerns.
- 5.4** Providers, without prior permission from the TDA, may offset over-recruitment in a group A subject against under-recruitment against another group A subject if they have allocations in both subjects. Providers may only recruit to subjects they have allocations for.
- 5.5** Units of funding are set out at the end of this manual. Course lengths will only be funded in denominations stated. Where a course's length falls between two funded lengths it will be funded at the lower of the two options. For example, a course that is notionally 13 units in length will be counted for funding as the same as a 12-unit course.
- 5.6** In order to assist providers in the flexible use of their SKE provision, the TDA will produce an SKE calculator which will allow providers to test the financial impact of any adjustments they wish to make. This will be available under the section Subject Knowledge Enhancement at [www.tda.gov.uk/ittfunding](http://www.tda.gov.uk/ittfunding)
- 5.7** At the end of the academic year the TDA will collect data from providers on the number of places they have filled and the total number of units they have utilised. Taking into account the flexibilities detailed in this section, this information will be used to calculate the number of units that remain unused.
- 5.8** Where a trainee embarks on an SKE course and either withdraws or completes early, the TDA will not recover funding for the period after withdrawal. The expected high retention rates and levels of sunk costs identified in previous subject knowledge courses suggest that this will be a small amount. The TDA, however, reserves the right to investigate any high levels of withdrawals or early completions, and impose sanctions on providers. Sanctions may include reducing providers' future allocations and, in extreme circumstances, adjusting funding to actual levels of delivery. The TDA also reserves the right to change its holdback methodology for future academic years.
- 5.9** The TDA will recover 100 per cent of unused funding.
- 5.10** Holdback will be calculated from data that will be collected through a web-based database. Further information on this database will be released in due course. Data will be formally collected after the academic year. Following this collection, the database will be closed and providers will be unable to make any changes.
- 5.11** Once the total amount of holdback has been calculated, the TDA will recover this by offsetting it against other payments made in the following academic year.

## Section 6

# Referrals

- 6.1** The TDA strongly encourages both SKE and ITT providers to work together as this will enable both parties to meet and deliver allocations targets.
- 6.2** The TDA may exceptionally make additional funding available for SKE providers that wish to develop the delivery of SKE services to other ITT providers in their area or nationally. Please contact the ITT Funding Team at [ittfunding@tda.gov.uk](mailto:ittfunding@tda.gov.uk) for further information.
- 6.3** The TDA has produced a best practice document to give SKE and ITT providers guidance on the process of referring trainees to SKE courses delivered by other providers. This guidance can be downloaded at [www.tda.gov.uk/ittfunding](http://www.tda.gov.uk/ittfunding)

## Section 7

# Training bursaries

- 7.1** As trainees are not on postgraduate mainstream ITT courses and not paying tuition fees, they are not covered under the student support regulations and cannot access any of the standard packages of support available to undergraduate or postgraduate mainstream ITT trainees.
- 7.2** Trainees on eligible SKE courses can receive a bursary similar to those on mainstream postgraduate ITT courses. The bursary is designed to support the student whilst on course.
- 7.3** Training bursaries are paid by SKE providers on behalf of the TDA. Further information and guidance on operating training bursaries can be found in the training bursary funding manual available at [www.tda.gov.uk/ittfunding](http://www.tda.gov.uk/ittfunding)

## Section 8

# Data collection, analysis and audit

- 8.1** Funding is paid by the TDA to SKE providers to cover the cost of running SKE courses. It is a condition of this funding that providers monitor and evaluate their courses on an annual basis. The TDA may ask to see a summary of these evaluations and the changes and improvements that have resulted. The unit of funding is designed to cover the cost of this monitoring and any costs of data and reporting that the TDA requires to manage the operation and monitor the impact of SKE courses.
- 8.2** Holdback will be calculated from data submitted by providers. It is imperative that the data submitted is accurate and complete. Failure to complete accurate returns may have an impact on a provider's funding.
- 8.3** Providers will be expected to externally validate their data returns as part of the audit grant report. This collection is undertaken annually as part of the wider TDA funding audit. Full details of this will be sent out closer to the time.



# Section 9

## Subject classification and units of funding

9.1 Funding is provided based on the following groups of subjects for AY2010/11. These groups may change from year to year but are fixed as below for AY2010/11.

Group	Subjects
A	Physics
	Chemistry
	Mathematics
B	Other sciences
	Modern languages
	Design & technology
	ICT
	Music
	Religious education
C	All other secondary subjects and primary

9.2 SKE courses will be funded based on the amounts in the tables below depending on the location of the provider. In the following tables one unit is equivalent to 50 hours or two weeks of learning. The rates shown increase in stages up to 18 units. Although providers may offer courses longer than this, they will not receive additional funding beyond the maximum levels shown.

### National rates

Units	Weeks	Group A	Group B	Group C
1	2	£565	£510	£410
2	4	£1,010	£920	£735
4	8	£1,910	£1,735	-
6	12	£2,810	£2,550	-
8	16	£3,705	£3,370	-
10	20	£4,605	£4,185	-
12	24	£5,500	£5,000	-
14	28	£6,115	£5,550	-
16	32	£6,725	£6,105	-
18+	36+	£7,340	£6,655	-

# Section 9

continued

## Outer London rates

Units	Weeks	Group A	Group B	Group C
1	2	£595	£540	£430
2	4	£1,065	£965	£775
4	8	£2,005	£1,825	-
6	12	£2,945	£2,685	-
8	16	£3,885	£3,540	-
10	20	£4,825	£4,400	-
12	24	£5,765	£5,255	-
14	28	£6,410	£5,840	-
16	32	£7,050	£6,420	-
18+	36+	£7,695	£7,005	-

## Inner London rates

Units	Weeks	Group A	Group B	Group C
1	2	£610	£555	£440
2	4	£1,095	£990	£795
4	8	£2,065	£1,870	-
6	12	£3,035	£2,750	-
8	16	£4,005	£3,625	-
10	20	£4,975	£4,505	-
12	24	£5,945	£5,380	-
14	28	£6,610	£5,975	-
16	32	£7,270	£6,565	-
18+	36+	£7,935	£7,160	-

**9.3** In order to support the additional costs associated with the study visits, the TDA will provide additional funding of £1,000 per trainee for those on modern foreign languages SKE courses of longer than six units. These funds will be paid on an allocation basis and recovered if the places remain unfilled or the trainee records do not declare that a study visit was included.

# Section 10

## Glossary and contacts

### Glossary

#### AY

Academic year.

#### EBITT

Employment-based ITT programmes such as the Graduate Teacher Programme (GTP).

#### Holdback

The process of the TDA recovering funding for unfilled allocations.

#### ITT

Initial teacher training.

#### Mainstream ITT

Mainstream courses such as the postgraduate certificate in education (PGCE).

#### Regional lead (RL)

The regional leads are accountable for the implementation of the TDA's business plan within a specified locality, whilst also sharing responsibility with regional delivery partnership (RDP) colleagues for the overall delivery of the business plan in their government office region.

#### SKE courses

Subject knowledge enhancement courses.

#### SKE providers

Institutions funded by the TDA to deliver SKE courses.

#### TDA

The Training and Development Agency for Schools.

### Contacts

ITT funding extranet

<https://ittprovider.tda.gov.uk>

ITT funding team

[ittfunding@tda.gov.uk](mailto:ittfunding@tda.gov.uk)

PPD team

[ppd@tda.gov.uk](mailto:ppd@tda.gov.uk)

TDA website PPD pages

[www.tda.gov.uk/ppd](http://www.tda.gov.uk/ppd)

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