



Teaching
Agency

Employment Based Initial Teacher Training

**Operational Manual
AY12/13**

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Section 1 – Key Changes

This section gives an overview of key changes to the Employment-Based Initial Teacher Training (EBITT) route for the academic year AY2012/13, including the changes to processes and the Teaching Agency's remit.

- 1.1 The Training and Development Agency for Schools (TDA) ceased to exist from 31 March 2012 and its main operations transferred into the Teaching Agency (TA), an executive agency of the Department for Education (DFE) on 1 April 2012.
- 1.2 The GTP policy for AY2013/14 is currently under review. The TA offers no guarantee on the future focus of the programme. Further details will be released in due course.
- 1.3 Further to the recent consultation on the review of the Secretary of State's accreditation criteria and requirements for initial teacher training (ITT), [new criteria for Initial Teacher Training \(ITT\)](#) have been introduced. These criteria replace the existing ITT accreditation criteria and requirements and come into effect on 1 September 2012.
- 1.4 The TA is responsible for the accreditation of institutions that provide ITT routes in England leading to Qualified Teacher Status (QTS), and accreditation certificates issued by the TDA remain valid after 31 March 2012. The TA will however issue new accreditation certificates after 1 April 2012 on a rolling basis.
- 1.5 From 1 September 2012 trainees on an ITT course will be required to have passed the new professional skills tests, before they can be recommended for QTS. Trainees applying for an ITT course which starts after 1 July 2013 will be expected to have passed the professional skills tests before they can take up a place. Please see Section 4 on the new skills tests for more detail.
- 1.6 The Assessment Only route (AO) route for QTS is a non-ITT self-funded route for very experienced graduate teachers who can demonstrate meeting all the standards for QTS without the need for further training. Only providers approved by the TA can offer the route. Although not an ITT route, AO is inspected by Ofsted as part of its overall inspection of provision. Providers should email TA.AO@education.gsi.gov.uk for further information.
- 1.7 The overall number of places available to allocate for the Graduate Teacher Programme (GTP) for AY2012/13 has been reduced to 4,400. GTP places are allocated on the same criteria applied to the mainstream allocations: quality, recruitment and employment. No additional criteria on the use of the GTP places will be introduced for AY2012/13.

- 1.8 Programme changes and other key points regarding this year's GTP and Overseas Trained Teacher Programme (OTTP) funding are set out below:
- Salary grant and training grant funding have been maintained at their AY2011/12 levels;
 - Salary grant administration fee will continue at £120 per trainee;
 - Assessment fees for non-Teaching Agency funded (self-funded) GTP and OTTP trainees have been maintained at their AY2011/12 levels;
 - All recruitment premiums have been discontinued and
 - Capital funding has been discontinued.
- 1.9 The Registered Teacher Programme (RTP) has been closed for new entrants from AY2012/13 onwards.
- 1.10 New legislation introduced regarding overseas teachers from Australia, USA, Canada and New Zealand reduced the demand for OTTP places. Therefore, the TA will be allocating places based on actual demand and on application. Please see Section 3 on eligibility.
- 1.11 There have been changes in the categorisation of subjects, driven by the reclassification of national targets. The highest priority category reflects the government's agenda and contains modern languages, mathematics, physics and chemistry. The full table of subject categorisation can be found in Annex B.
- 1.12 Funding categories remain strictly ring-fenced and providers cannot recycle any unused funding arising from early withdrawals of trainees to fund additional recruitment. The TA continues to recover the remainder of all funding arising from the withdrawal via the holdback exercise.
- 1.13 The TA's governance and compliance procedures will be similar as those of the TDA. We will continue to seek high levels of financial assurance, and reserve the right to request information on expenditure of ring-fenced funding throughout the academic year. The TA will recover in full any unused ring-fenced funding identified by providers in their audit grant report.
- 1.14 The DfE's payment process is handled by the Department for Work and Pensions (DWP), therefore future remittance advice received by your institution from 1 April 2012 will be issued by the DWP. As a result of this change, providers will be presented with one amount on their remittance advice. Providers should access the provider's ITT funding extranet which will display the payment profiles and funding summaries needed to reconcile this payment.

Section 2 - Operating EBITT

This section describes and sets out the different types of EBITT programmes.

Employment-based Initial Teacher Training (EBITT) programmes

- 2.1 EBITT schemes allow trainees to be employed in a school whilst following an individual training programme designed to enable them to meet the Secretary of State's standards for the award of qualified teacher status (QTS).
- 2.2 There are now two types of EBITT programmes: the Graduate Teacher Programme and the Overseas Trained Teacher Programme.

The Graduate Teacher Programme (GTP)

- 2.3 The GTP is for people who have a UK bachelor's degree or an equivalent qualification. A trainee on the GTP must be employed by the school as an unqualified teacher. The length of the training programme can be structured on assessment of the individual's needs and prior experience.

The Overseas Trained Teacher Programme (OTTP)

- 2.4 The OTTP is for people who have qualified as teachers in a country outside of the European Economic Area (EEA) and Switzerland having successfully completed a course of initial teacher training which is recognised by the relevant authorities in their home countries.
- 2.5 From 1 April 2012 qualified teachers from Australia, Canada, New Zealand and the USA no longer need to enrol onto the OTTP before gaining QTS. They can apply now to the Teaching Agency for qualified teacher status (QTS). OTTs from these countries can obtain further information on gaining QTS by telephoning 0370 496 8324 or emailing teacher.enquiries@education.gsi.gov.uk.

Section 3 - Eligibility of trainees

This section sets out who is eligible to take up a TA EBITT funded place.

- 3.1 All ITT providers must comply with the ITT criteria from September 2012.
- 3.2 Providers must also ensure that the trainee meets the following criteria:
 - Be eligible to work in England as an unqualified teacher;
 - Gain employment in an eligible school as an unqualified teacher and
 - Comply with any other guidance issued on the Department for Education (DfE) website.
- 3.3 Trainees who have previously been deemed to have failed a programme of ITT leading to QTS are not eligible for another TA funded ITT programme.
- 3.4 Any trainee with overseas qualifications will need to be assessed in order to prove eligibility for the programme. EBITT providers should ask potential trainees to contact the UK National Academic Centre (NARIC) to obtain a statement of comparability; providing information on the comparable level of the qualification to UK standards. Any queries should be directed to FA.team@education.gsi.gov.uk

Overseas qualified teachers (OTTs)

- 3.5 Individuals who already hold QTS on the first day of their ITT are not eligible to take up a TA-allocated place. Under current reciprocal arrangements, most qualified teachers from countries in the European Economic Area (EEA) or Switzerland are able to receive mutual recognition if they apply directly to the TA.
- 3.6 Teachers who qualified in Australia, Canada, New Zealand and the USA can apply to the TA directly for QTS, from 1 April 2012. Providers with such applicants should ask them to apply to the TA first; those that are successful in their application will not be eligible for a funded ITT place, those that are unsuccessful may be considered for eligibility.

Trainees who hold Qualified Teaching and Learning Skills (QTLS)

- 3.7 Individuals who hold QTLS status from the Institute for Learning (IfL) can teach in schools as if they hold QTS, from 1 April 2012; however they must continue to maintain their registration with the IfL. They will still be able to apply for a funded ITT place; however they must hold a UK degree or equivalent to be eligible.

Section 4 - The new professional skills tests

This section gives an overview of the new professional skills tests, and how they will affect trainees on programme from 1 September 2012 onwards.

- 4.1 From 1 September 2012, trainees who take up an ITT place must pass the new professional skills tests in numeracy and literacy in order to be recommended for QTS. This will apply to trainees already on programme, and those who have deferred their ITT place. These trainees will be able to register for the skills tests through the current system, using their Teacher Reference Number (TRN).
- 4.2 The number of re-sits that a trainee is allowed to take will be limited to **two per subject**. Previous unsuccessful attempts by any existing trainees will not count towards this limit; the first test they take from 1 September 2012 will count as their first attempt.
- 4.3 Trainees applying for ITT courses which start on or after **1 August 2013** will be required to pass the skills tests before starting their ITT course. Trainees may book their skills tests via the [skills test web pages](#) from 1 August 2012, and may take the tests from 1 September 2012.
- 4.4 Please direct any queries regarding the new skills tests to the Skills Test Delivery and Reform Team, at: skills.tests@education.gsi.gov.uk

Section 5 - Accreditation and governance

This section sets out the accreditation and governance priorities of the TA.

- 5.1 The TA is responsible for accrediting institutions to deliver mainstream (post graduate and undergraduate) and employment-based ITT courses. Providers must abide by the terms and conditions of accreditation, as set out in the ITT Criteria:

The Teaching Agency will consider withdrawal of the accreditation of a provider where:

- provision is not financially viable,
- the provider demonstrates impropriety or inadequate controls in its financial management, or does not comply with relevant financial reporting or governance requirements,
- the provider fails to comply with Teaching Agency data requirements,
- the provider acts unreasonably in regulating their volume of trainees, and not in accordance with their Teaching Agency allocation of trainee numbers,

- provision is repeatedly of satisfactory or lower quality (as determined by Ofsted inspection grade criteria),
- provision is non-compliant with one or more of the specified ITT criteria, or
- the provider ceases to offer provision.

The TA expects providers to comply with specific/targeted monitoring requirements set out by the TA, in order to improve quality and practice.

- 5.2 As the TDA ceased to exist on 31 March 2012, the TA will issue new accreditation certificates to all accredited ITT providers after 1 April 2012. Financial Memoranda issued before 31 March 2012 remain valid.
- 5.3 Providers need TA approval for significant changes in their provision. This includes relocation of premises, mergers, closures, and opening/closing phases or subjects. To ensure that the change does not jeopardise their compliance, please submit a written request to the Assessment team (TA.inspection@education.gsi.gov.uk) in advance of any such proposed change, and await TA approval before proceeding.
- 5.4 For provision closures, the TA must be given written notice by the December before the start of the academic year in which the provision is intended to close. This is to allow time for contingency planning, to give reasonable notice of closure to potential trainees to consider alternatives, and for the TA to reassign ITT places if required. Please email TA.inspection@education.gsi.gov.uk if you are planning to close provision.

Section 6 - Implications of Employment for Schools

This section sets out a brief outline of some of the employment considerations for EBITT providers, trainees and school.

- 6.1 EBITT trainees are working and training at the same time. As employees, they have the same rights and responsibilities as any other member of staff.
- 6.2 EBITT providers should ensure that the following training requirements are met:
- No trainee should be required to perform more than 90 per cent of the teaching duties normally required of a full-time qualified teacher;
 - That training programmes are designed to provide all trainees with at least 60 days of training activity per year (pro rata);
 - All trainees have opportunities to teach across the two or more consecutive age ranges and
 - All trainees have taught in at least two schools.

- 6.3 While training, trainees will need support, guidance and a well-structured plan to enable them to meet the teachers' standards. Their working arrangements should complement their aim of meeting these standards, which should be reflected in the partnership agreement.
- 6.4 The TA prefers EBITT trainees to be employed in a supernumerary position. However, a trainee can be employed in an established post provided there are no risks to the quality of their training. The trainee will only be eligible for the salary grant if they are employed in a supernumerary position.
- 6.5 An EBITT trainee in a maintained school or academy should be employed as an unqualified teacher and as such, the TA expects that trainees are paid on at least point one of the unqualified teachers' pay scale. It is at the discretion of the school whether it pays the trainee more than this. Only trainees paid on at least point one of the unqualified teachers' pay scale, and who are supernumerary, should be eligible for the salary grant.
- 6.6 Schools in special measures must not be the lead school for EBITT trainees. If a lead school goes into special measures while a trainee is employed, the trainee may exceptionally remain in place provided that:
- there are no risks to the individual's training;
 - another lead school is designated, and
 - the partnership agreement is amended to reflect increased support, monitoring and revisions to the Individual Training Plan (ITP).

If this instance occurs, providers are required to contact TA.inspection@education.gsi.gov.uk as each case needs to be reviewed separately.

Section 7 - EBITT Allocations

This section explains how TA funded GTP and OTTP places are allocated.

GTP Places

- 7.1 Allocated places are split by different funding streams for the GTP programme. Allocated places are either salary and training grant funded places (which attract a salary grant contribution for the school and training grant for the provider) or training grant only places (which excludes the salary grant contribution).
- 7.2 For academic year 2012/13, EBITT allocations have been brought together into ring-fenced group of subjects for secondary provision and primary. Secondary places are allocated by individual subject. As in previous years we have grouped together subjects based on the prevailing priority at that time and allow certain flexibility for providers to recruit trainees within that subject group, subject to conditions set in in Annex B.

- 7.3 Providers should be aware that the pattern of recruitment against different subjects is likely to be used in future allocation rounds.
- 7.4 Providers can request changes to their allocated places throughout the academic year by contacting the TA. However, due to reducing secondary ITT targets, there are no guarantees that these requests will be agreed. Each case will have to be formally requested and assessed individually. Currently, the TA will only consider additional place requests for modern languages, physics, maths, and chemistry; however this is subject to Government priorities.
- 7.5 Agreed changes are only finalised once providers receive an updated funding summary, or the ITT funding extranet is updated to reflect the change. It is the provider's responsibility to ensure that any agreed change is followed through and implemented. All requests for changes should be sent to TA.allocations@education.gsi.gov.uk. Providers must not pre-empt TA decisions on allocation changes and should not make offers of places until TA confirmation is received. The TA will not fund any over-recruitment.

OTTP Places

- 7.6 OTT providers are now required to apply for places. Priority for places will be given to trainees who will be specialising in maths, physics, chemistry, modern languages and primary programmes. Please contact TA.allocations@education.gsi.gov.uk with full details of applicants.
- 7.7 Providers should ensure that the applicant has fulfilled all eligibility criteria and have a supporting school prior to application. All overseas qualifications need to be checked prior to application.
- 7.8 Providers should ensure that schools have made OTTs aware on their appointment that there is a legal limit on the length of time they are allowed to teach without QTS.
- 7.9 Providers should not make offers of places until TA confirmation is received.

Section 8 - EBITT Funding

This section describes TA funding principles for EBITT and how the different funding types should be administered. It also details arrangements for deferments, sickness or special leave, and programme extensions.

Funding principles

- 8.1 The academic year runs from 1 August to 31 July. A trainee is defined as full-time if their full-time equivalence (FTE) is more than 0.5. Trainees with an FTE of 0.5 or less will be classified as part-time. All funding is allocated on the basis of full-time places.
- 8.2 GTP trainees are funded for the number of days between the start date of their

training and the planned end date of the programme (unless the trainee withdraws from training). This includes weekends and bank holidays, and also applies to trainees who start their training during the current academic year but are not due to complete it until a later academic year.

- 8.3 GTP trainees who withdraw from their programme attract funding between the start date of their programme and the date of withdrawal, any surplus funding will be recovered by the TA within the holdback exercise.
- 8.4 If an OTTP trainee withdraws from a training grant funded place after starting programme, the TA will still fund the full training grant to providers.
- 8.5 EBITT funding is ring-fenced for each individual allocation. For example, GTP allocated places cannot be used to recruit OTTP trainees. GTP funding is ring-fenced between the different programme subject category groupings (primary, S1, S2, & S3) and between the different funding types (salary grant and training grant only).
- 8.6 Providers may only use TA allocated places for trainees who are eligible for TA funding. Trainees funded by the TA must be trained in accordance with the Education (School Teachers' Qualifications) (England) Regulations 2003 Statutory Instrument 1662, Schedule 2 Part 1 Section 7 (as amended).
- 8.7 Providers may recruit a greater number of GTP trainees on shorter-length programmes in exchange for their one-year GTP allocated places.

Training grant

- 8.8 The TA pays a training grant to providers for the GTP and OTTP. This funding should be used in delivering training programmes to support trainees in meeting the QTS standards.
- 8.9 The TA expects providers to use their professional expertise to establish the length of training each GTP trainee will need, usually through the initial needs assessment process. The TA will monitor the number of trainees who complete their programmes earlier than expected, and reserves the right to adjust funding/future allocations accordingly.
- 8.10 Providers can only use the TA training grant funding for trainees who are employed in eligible schools.
- 8.11 Providers are required to have a partnership agreement with each lead school in accordance with the ITT criteria. This agreement sets out the roles and responsibilities for delivering the training programme. The TA does not specify how the training grant is apportioned as this will vary from one individual partnership agreement to another. However, the TA expects providers to recognise the contribution of each lead school and to ensure that training grants are distributed on a reasonable basis.
- 8.12 The TA funds different rates of training grant depending on the location of the provider. These differentials are applied across all ITT funding, mainstream, EBITT and Subject Knowledge Enhancement (SKE).

8.13 All providers are able to assess their own trainees against the standards for QTS, so the TA will pay a contribution towards assessment fee for all GTP and OTTP trainees, included as part of the training grant for training grant funded places. The training grant includes costs for the standard QTS assessment as well as assessment against the teacher's standards at the same time and is fixed irrespective of the length or intensity of training programmes.

GTP salary grant

- 8.14 For a trainee on a salary grant funded GTP programme, the TA pays a salary grant contribution towards the costs incurred by the employing school to employ the trainee over the period of the programme. It is not designed to meet the full costs of employment, and providers should make this clear to schools when establishing new partnerships.
- 8.15 The TA funds different rates of salary grant depending on the location of the employing school. There is a different unit of funding for Inner London, Outer London, fringe areas, and the rest of England. Salary grant amounts and the definitions of areas can be found in Annex A.
- 8.16 The types of school eligible to receive TA salary grant funding can also be found at the back of this manual. Schools in special measures will not be acceptable for GTP salary grants. Exceptionally, an experienced and able trainee may undertake part of their training in such a school, as long as another school is taking lead responsibility. In the case of the GTP salary grant, the partner school would need to employ the trainee.
- 8.17 The salary grant will initially be paid to providers based on their location. This will then be adjusted as part of holdback to reflect the location of each employing school to determine which regional salary grant each trainee attracts. Please see the section on holdback for further information.
- 8.18 From the start of the programme, providers must pay the correct salary grant to the school based on the school's location. Where salary grant allocations are less than those required by the provider because of the location of the employing school, the provider should contact the TA to discuss adjustments to salary grant funding.
- 8.19 Providers are required to pay the salary grant to the school. As a minimum, providers should reimburse schools on a term-by-term basis in arrears. However, providers may agree alternative arrangements with their schools.
- 8.20 Providers should always ensure that the total amount of salary grant paid to each school is in accordance with the amounts listed in Annex A. If more than this is paid, providers will be required to recover the excess amount from the school. Providers must keep clear, accurate and up-to-date records of the salary grant payments that have been released.
- 8.21 The TA will pay a separate administration fee (amounts shown in Annex A) for each salary grant fundable place to cover costs incurred by providers in processing payments to lead schools. This will be paid in line with the payment of the salary grant.

- 8.22 Schools must use the salary grant contribution for employment costs. This may include employer's National Insurance and other overheads. Trainees must be paid in accordance with the School Teachers' Pay and Conditions Document but the school can choose whether to pay higher than unqualified rate. The school, as employer, is responsible for sickness and maternity/paternity arrangements.
- 8.23 It is a requirement that providers ensure that maintained schools pay GTP trainee teachers on at least point one of the unqualified teacher scale.

Non-TA funded (self-funded) places

- 8.24 Providers may recruit additional trainees on a non-TA funded basis. Although non-TA funded trainees do not attract a training or salary grant from the TA, providers are required by regulation to ensure that trainees on these programmes must be employed for the full duration of their training programme on at least point one of the unqualified teachers' pay rate.
- 8.25 Although the TA has not set a limit on the number of trainees that providers may recruit on a non-TA funded basis, providers are advised that the TA will scrutinise the use of these places to inform future allocation decisions. Providers can recruit a number of these trainees throughout the academic year and enter them onto the EBITT database without needing to contact the TA.
- 8.26 The TA will pay the providers' assessment contributions for non-TA funded trainees as part of the holdback calculations at the end of the academic year. This will be a one-off payment in October or November after the end of the academic year. Assessment contribution amounts are shown in Annex A.

Deferments

- 8.27 If a trainee defers during their programme, the TA will continue to fund the provider for the trainee throughout the period of deferment up to the maximum of training and salary grants awarded. The deferral period is a maximum of one year, and during this period providers should hold on to the funding to be used when the trainee returns to their course. Providers should continue to use the funding mechanism described in this manual to calculate the training grant due to them, and the salary grant (where applicable) due to the school. However, if the trainee subsequently does not return to the training programme, the TA will recover any surplus funding accordingly. Exceptionally, a trainee might seek deferment more than once during the course of their training, but only two deferments may be entered on the EBITT database.

Sickness or special leave

- 8.28 The TA will continue to provide funding up to the maximum amount for trainees who are away from their programme because of sickness or other special leave. If this period of absence is likely to affect the trainee's ability to meet the teachers' standards within the time frame agreed, providers should exercise their professional judgement in deciding whether a deferment would be more appropriate.

Programme extensions

8.29 EBITT programmes may be extended by up to three months beyond the planned end date. The TA will pay funding for all or part of the extended period until the funding for the whole programme, including the extension, reaches the maximum grants outlined in this document. If the whole training programme becomes longer than that required for full TA funding, the TA will not provide additional financial support.

Ready reckoner

8.30 The TA provides a tool (the EBITT ready reckoner) to help providers calculate the amount of funding they may claim for each trainee. For GTP salary grant fundable trainees, the ready reckoner will show the amounts and timings of salary grant that should be paid to schools. It will also help providers manage their funding. Please note that the amounts and timings of salary grant payments to schools shown in the ready reckoner are only the TA's recommendations, and providers can use their own arrangements if they prefer.

8.31 The AY2012/13 EBITT ready reckoner will be made available by the end of June before the start of the academic year.

Section 9 - Funding recovery (holdback)

At the end of the academic year, funding is adjusted to take account of the actual number and type of trainees who were recruited and who completed programmes during the year. This section describes this process, which is called holdback.

9.1 The TA will recover all funding relating to unfilled places and withdrawals.

9.2 The TA will not allow the recycling of withdrawal leftover funding to fund additional trainees. All funding from withdrawals will be recovered.

9.3 The TA will compare the agreed amount of funding that a provider is entitled to claim (based on actual recruitment of EBITT places) against the amount of funding allocated (based on allocated EBITT places). If the amount claimed is less than that allocated, the TA will recover all of the unused funding it has paid to the provider. This will form the provider's holdback.

9.4 Funding is ring-fenced by route (GTP and OTTP), within GTP by subject groupings (S1, S2, S3 and primary), and between the different funding types (salary grant and training grant only). Holdback will calculate the unused funding from each of these distinct groups individually. We do not allow offsetting over-recruitment in one subject grouping with under-recruitment from other subject groupings.

9.5 The TA adjusts the level of salary grant paid to providers based on the location of the employing schools. Salary grant payments are initially allocated based on the provider's location (Inner London, Outer London, London fringe areas, or national).

This will then be adjusted as part of holdback to reflect the actual locations of the employing schools. This may either result in an increase in funding (where trainees attract a higher London weighting salary grant) or a decrease (if trainees attract a lower level of salary grant compared to the provider's location).

- 9.6 Holdback repayable to the TA is based on the calculation of trainee withdrawals and under-recruitment against allocated places, or differences in the salary grant rate attracted by the school.
- 9.7 The TA is reviewing the EBITT holdback exercise and reserves the right to change the current process to adhere to Departmental financial priorities. It is anticipated that this will include the recovery of holdback being brought, at least in part, into the academic year to which it relates. Further details will be made available to EBITT providers as soon as the process is finalised.

Section 10 - Data Collection and Management

Providers are required to return data to the TA within the online data management systems. Systematic failure to supply accurate data as required will render a provider non-compliant.

Allocations and Recruitment Portal (ARP)

10.1 Providers are required to record their recruitment position against their allocation for all cohorts on this system, on at least a monthly basis. Failure to supply this data within this system will impact on any allocation decisions.

EBITT Data Management System (DMS)

10.2 On this system, providers record details of all their EBITT trainees, training programmes, and training outcomes. This must be kept up to date at all times, and should accurately reflect any changes to the status of trainees, such as withdrawals and deferments. All trainees must be registered on the EBITT DMS and all records must be finalised and correct by 31 July of the current academic year. Providers will be asked to complete a validation declaration at year-end to confirm that all entries have been checked as correct. This data is a condition of funding as the TA will use information from the database in line with these dates to calculate the amount of funding that providers are entitled to claim for the academic year as part of the holdback calculations.

Section 11 - Financial Assurance and Audit

Financial Management.

11.1 The Teaching Agency has a responsibility to ensure that public funds and assets generated from the allocation of training places are properly deployed and managed.

11.2 The ITT criteria detail the governance and financial assurance requirements for accredited providers and how these will be assessed. Please contact TA.assessment@education.gsi.gov.uk for further guidance.

11.3 The TA is currently reviewing the way it collects financial information, and will issue further guidance in due course.

11.4 Providers will be required to satisfy the TA that they are operating all EBITT funding systems (GTP and OTTP) in accordance with the terms and conditions of funding. These are set out in this operating manual and should be adhered in conjunction with part one of the financial memorandum.

11.5 Audit Grant Reports (AGR). It is a condition of funding, that providers submit independently audited accounts each year, the AGR forms part of this exercise and asks for specific information regarding the annual spend for ring-fenced funding.

- 11.6 All providers are ultimately responsible to the TA for the proper stewardship of the funds paid to them. The requirements include keeping proper accounting records and preparation of accounts, consistent with TA requirements.
- 11.7 It is important that all data submissions to the TA are timely and accurate. The TA relies on this data in order to quantify activity and optimise management of provision within budgetary constraints.
- 11.8 The TA reserves the right to withdraw the accreditation of a provider if they do not comply with financial reporting requirements.

Payments and the ITT funding extranet

- 11.9 Payments for EBITT training grants for places allocated will be made to providers in monthly instalments during the same academic year.
- 11.10 The TA will pay the salary grant to providers on the basis of their allocated GTP salary grant places. This will be paid in three instalments at the end of each term (in December, March and July) unless an alternative arrangement has been agreed with the TA.
- 11.11 Payments will be made through BACS via the DWP and will normally be processed on the first working day of each month, reaching providers' accounts around the fourth working day of each month. Providers are only sent one email remittance advice. Monthly payments are now amalgamated and show as one amount on the remittance so providers are expected to reconcile this amount to the payment profile on the ITT funding provider extranet and to obtain the breakdowns for each funding route.
- 11.12 The TA produces a payment profile for each provider that sets out the timings and amounts to be paid for each funding stream. Providers can access their up-to-date payment profile and allocations summaries at any time by logging in to the ITT funding provider extranet. If you have not yet been given access to this site please e-mail FA.team@education.gsi.gov.uk for more information and to be set up on the system.

Annex A - Units of funding and subject groups

EBITT funding units for AY2012/13, including regional variations.

Please note that where full-time and part-time rates are quoted, the part-time figures are included for illustrative purposes only and are based upon exactly 0.5 of a whole-time equivalent (ie, a training period duration of up to two years).

Summary of GTP and OTTP training grant funding units

	National	Outer London	Inner London
GTP	£ 5,210	£ 5,470	£ 5,630
OTTP	£ 2,040	£ 2,150	£ 2,210

GTP training grant funding units

Length of training in days	National		Outer London		Inner London	
	Full-time	Part-time	Full-time	Part-time	Full-time	Part-time
1–120	£2,610	£2,090	£2,740	£2,190	£2,820	£2,250
121–240	£3,910	£2,870	£4,110	£3,010	£4,220	£3,100
241–360	£5,210	£3,650	£5,470	£3,840	£5,630	£3,940
361–480	£5,210	£4,430	£5,470	£4,660	£5,630	£4,780
481 or more	£5,210	£5,210	£5,470	£5,470	£5,630	£5,630

OTTP training grant

Location	Grant per trainee
National	£2,040
Outer London	£2,150
Inner London	£2,210

The OTTP training grant is fixed for each trainee, irrespective of the length or intensity of the training programme.

Assessment fees

Programme	Assessment fee	Programme	Assessment fee
OTTP	£640	GTP	£500

Please note that assessment fees are included in the training grant figures quoted in this manual for GTP and OTTP funded places, but are shown separately for instances where the trainee is non TA funded (self funded) and only the assessment fee is provided.

Summary of GTP salary grant funding units

Location	GTP salary grant
National	£13,500
Outer London	£16,000
Inner London	£17,000
Fringe areas	£14,400
Admin fee	£120

GTP salary grant funding units for AY2012/13

Length of training in days	National		Outer London		Inner London		Fringe areas	
	Full-time	Part-time	Full-time	Part-time	Full-time	Part-time	Full-time	Part-time
1-30	£1,350	£675	£1,600	£800	£1,700	£850	£1,440	£720
31-60	£2,700	£1,350	£3,200	£1,600	£3,400	£1,700	£2,880	£1,440
61-90	£4,050	£2,025	£4,800	£2,400	£5,100	£2,550	£4,320	£2,160
91-120	£5,400	£2,700	£6,400	£3,200	£6,800	£3,400	£5,760	£2,880
121-150	£6,750	£3,375	£8,000	£4,000	£8,500	£4,250	£7,200	£3,600
151-180	£8,100	£4,050	£9,600	£4,800	£10,200	£5,100	£8,640	£4,320
181-210	£9,450	£4,725	£11,200	£5,600	£11,900	£5,950	£10,080	£5,040
211-240	£10,800	£5,400	£12,800	£6,400	£13,600	£6,800	£11,520	£5,760
241-270	£12,150	£6,075	£14,400	£7,200	£15,300	£7,650	£12,960	£6,480
271-300	£13,500	£6,750	£16,000	£8,000	£17,000	£8,500	£14,400	£7,200
301-330	£13,500	£7,425	£16,000	£8,800	£17,000	£9,350	£14,400	£7,920
331-360	£13,500	£8,100	£16,000	£9,600	£17,000	£10,200	£14,400	£8,640
361-390	£13,500	£8,775	£16,000	£10,400	£17,000	£11,050	£14,400	£9,360
391-420	£13,500	£9,450	£16,000	£11,200	£17,000	£11,900	£14,400	£10,080
421-450	£13,500	£10,125	£16,000	£12,000	£17,000	£12,750	£14,400	£10,800
451-480	£13,500	£10,800	£16,000	£12,800	£17,000	£13,600	£14,400	£11,520

Length of training in days	National		Outer London		Inner London		Fringe areas	
	Full-time	Part-time	Full-time	Part-time	Full-time	Part-time	Full-time	Part-time
481–510	£13,500	£11,475	£16,000	£13,600	£17,000	£14,450	£14,400	£12,240
511–540	£13,500	£12,150	£16,000	£14,400	£17,000	£15,300	£14,400	£12,960
541–570	£13,500	£12,825	£16,000	£15,200	£17,000	£16,150	£14,400	£13,680
571 or more	£13,500	£13,500	£16,000	£16,000	£17,000	£17,000	£14,400	£14,400

Annex B - Subject Groupings and Geographical Locations

Subject Groupings and Geographical Locations

Subject group	Subjects in group	Flexibility within group	Flexibility between groups
Primary		N/A	In exceptional circumstances (with TA confirmation)
Secondary group 1	Maths Chemistry Physics Modern languages	Flexibility may be allowed, but variations between subjects are with prior TA confirmation only.	None
Secondary group 2	Art and design Biology Classics Dance Drama English Geography History Music Physical education Religious education	Flexibility to transfer up to two places of subject allocations within the group (no need to inform TA). Any variation above two places may be allowed but prior TA confirmation required.	Possible virements to secondary group 1 allowed as long as there is no major effect on overall subject balances (prior TA confirmation required).
Secondary group 3	Combined science Business studies Citizenship Design and technology Health and social care ICT Leisure and tourism Media studies Psychology Social sciences	Flexibility to recruit between subjects in group (no need to inform TA).	Possible virements to secondary groups 1 and 2 allowed as long as there is no major effect on overall subject balances (prior TA confirmation required).

Geographical locations

Inner London boroughs

'Inner London' means the area comprising the London boroughs of Barking and Dagenham, Brent, Camden, City of London, Ealing, Greenwich, Hackney, Hammersmith and Fulham, Haringey, Islington, Kensington and Chelsea, Lambeth, Lewisham, Merton, Newham, Southwark, Tower Hamlets, Wandsworth and Westminster.

Outer London boroughs

'Outer London' means Greater London, excluding the inner London area.

London fringe area (salary grant only)

Fringe area means:

(a) in Berkshire – the Districts of Bracknell Forest, Slough, and Windsor and Maidenhead

(b) in Buckinghamshire – the Districts of South Buckinghamshire and Chiltern

(c) in Essex – the Districts of Basildon, Brentwood, Epping Forest, Harlow and Thurrock

(d) in Hertfordshire – the Districts of Broxbourne, Dacorum, East Hertfordshire, Hertsmere, St Albans, Three Rivers, Watford and Welwyn Hatfield

(e) in Kent – the Districts of Dartford and Sevenoaks

(f) in Surrey – the whole county, and

(g) in West Sussex – the District of Crawley.

Initial allocations of salary grant are based upon the location of the provider, but actual payment will be calculated on the location of the employing schools and adjusted as part of the holdback calculations.

Annex C - Glossary and contacts

BIS
Department for Business, Education and Skills

DfE
Department for Education

DMS
Data Management System

EBITT
Employment-based initial teacher training

FSM
Free School Meals

GTP
Graduate Teacher Programme

GTTR
Graduate Teacher Training Registry

HEFCE
Higher Education Funding Council

HESA
Higher Education Statistics Agency

IOP
Institute of Physics

OFFA
Office for Fair Access

SCITT
School-centred initial teacher training

SD
School Direct

TRN
Teacher Reference Number

Contacts at the TA

Accreditation team

TA.Accreditation@education.gsi.gov.uk

Allocations team

TA.Allocations@education.gsi.gov.uk

Assessment-only team

TA.AO@education.gsi.gov.uk

Assessment team

TA.Inspection@education.gsi.gov.uk

Funding Delivery team

FA.Team@education.gsi.gov.uk

School Direct team

School.DIRECT@education.gsi.gov.uk

Skills Test Delivery and Reform team

Skills.Test@education.gsi.gov.uk



Department
for Education

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