



National College for
Teaching & Leadership

Core (formerly mainstream) initial teacher training

**Operations manual for academic year
2013 to 2014**

November 2013

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Section 1 – Introduction and background

This section gives an overview of post graduate funding, and the National College for Teaching and Leadership (NCTL) remit.

- 1.1 From 1 September 2012, ITT courses are funded by tuition fees. Please see Section two for more detail on the fee regime.
- 1.2 For 2013/14, the NCTL will allocate core post graduate (PG) and undergraduate (UG) places to accredited ITT providers, There may be penalties for mismanagement of recruitment (either under-recruitment or over-recruitment) through adjustment of allocated places.
- 1.3 Home or EU status trainees who do not access UK student finance but would be otherwise eligible for the package of grants, fees and loans as set out in the [Student Support Regulations \(2011\)](#), are required will be included in a provider's total head count against allocations when reporting recruitment via the annual trainee numbers census collection.
- 1.4 For the purposes of allocating bursary and any other funding to ITT providers, the academic year will run from **1 August 2013 to 31 July 2014**. The NCTL reserve the right to withhold any forthcoming payments to ITT providers if providers do not settle invoices or fail to supply required data by the agreed date.
- 1.5 The NCTL will continue to seek high levels of financial assurance, via externally verified audited accounts, and reserve the right to request information on expenditure of ring-fenced funding throughout the academic year, as set out in Part 1 of the Financial Memorandum.
- 1.6 Payments for core ITT places are made via the Department for Work and Pensions (DWP), all remittance advice received by ITT providers will come from them. Providers will be presented with one amount only on their remittance advice. The ITT funding [extranet](#) offers ITT providers detailed access to information regarding their funding. Access to the extranet can be requested by contacting the IT team at TA.Webfeedback@education.gsi.gov.uk about the content of the funding summaries on the extranet should be directed to the Funding Team at fa.team@education.gsi.gov.uk

Section 2 – Tuition fee regime

This section gives more information on the role of the Office for Fair Access (OFFA), the Student Loans Company (SLC), and their role in the tuition fee regime.

Regulation of tuition fees

- 2.1 Providers are advised to contact the Student Loans Company (SLC) <http://www.slc.co.uk> to determine the level of tuition fees that can be drawn down. HEFCE funded providers are also advised to contact the Office for Fair Access (OFFA) <http://www.offa.org.uk> an independent public body who are responsible for promoting and safeguarding fair access to higher education, as part of this process to establish whether an OFFA agreement is required.

Tuition fee payments

- 2.2 The SLC will pay tuition fee income directly to providers on behalf of home or EU trainees who choose to take out a tuition fee loan. Providers will have to register their trainee with SLC at three points during the academic year, in order to receive tuition fee income. Providers who run part-time or modular courses must register their trainee at the start of the programme, in order to receive funding.
- 2.3 Guidance from Department for Business, Innovation and Skills (BIS) states that, where a student withdraws from their course in AY2013/14, an institution is expected to charge that student an amount for tuition which **is no greater than the amount of tuition fee loan the student is liable to repay up to the date of withdrawal from the course.**
- 2.4 Home or EU status trainees who choose not to access student finance will have to pay the institution directly, and will need to agree timing of payment prior to the start of the ITT programme. This is between the provider and the trainee to agree those terms.

Funding for undergraduates in their second and subsequent years of training on the old fee regime

- 2.5 Undergraduates who started their course before 2012/13 will continue to be funded by NCTL. Providers will have been notified of their provisional funding. This will be adjusted to reflect actual recruitment following the census in October.

Section 3 - Eligibility of trainees for core PG places

This section sets out who is not eligible to take up a NCTL allocated place.

3.1 Providers may only use NCTL allocated places, for trainees who meet, and continue to meet, the eligibility criteria. The following categories of trainees are **not eligible**, and cannot take up a NCTL allocated place:

- Trainees domiciled outside of the UK, European Economic Area (EEA)¹ or Switzerland; i.e. trainees who do not meet the definition of home or EU status as set out in the Education (Student Support) regulations (see guidance from the UK Council for International Student Affairs, www.ukcisa.org.uk);
- Trainees domiciled in the Channel Islands or Isle of Man (although these trainees may still be eligible for the training bursary);
- Trainees who already hold QTS, or are eligible to receive QTS²;
- Trainees attending ITT courses not leading QTS to become adult or further education teachers;
- Trainees taking a School Direct Salaried place;
- Trainees taking continuing professional development (CPD) such as postgraduate professional development (PPD)
- Overseas trained teachers who qualified from a country which would fall under the NCTL's reciprocal QTS arrangements
- Trainees without a UK first degree, or equivalent;
- Trainees on pre-ITT subject knowledge enhancement (SKE) courses;
- Trainees who have previously been deemed to have failed a programme of ITT leading to QTS.

¹ The European Economic Area (EEA) consists of Austria, Belgium, Bulgaria, Cyprus, the Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, the Republic of Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, the Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden and the UK. Although Iceland, Liechtenstein and Norway are not members of the European Union (EU), their citizens have the same rights as EU citizens to enter, live in and work in the UK. Trainees domiciled in Switzerland are treated in the same way as those who are domiciled in the EEA for the purpose of paying tuition fees under a reciprocal agreement.

² See section 3.2 on Qualified Teachers

Qualified teachers

- 3.2 Individuals who already hold QTS are not eligible to take up a NCTL-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 [NCTL](#).
- 3.3 Teachers who qualified in Australia, Canada, New Zealand and the USA can apply to the NCTL directly for QTS. Providers with such applicants should ask them to apply to the NCTL by emailing QTSandinduction.team@education.gsi.gov.uk. Those that are successful in their application will not be eligible for an ITT place.
- 3.4 Individuals who hold Qualified Teacher and Learning Skills (QTLS) status from the Institute for Learning (IfL) can teach in schools as if they hold QTS, from 1 April 2013. They will still be able to apply for an ITT place; however they must hold a UK degree or equivalent to be eligible.

Section 4 - Accreditation and Governance

This section sets out the accreditation and governance requirements.

Accreditation

- 4.1 ITT providers are accredited by NCTL to deliver training leading to the award of qualified teacher status (QTS). More details about accreditation can be found [here](#).

The [Initial Teacher Training Criteria](#) apply to all training programmes leading to the award of qualified teacher status (QTS).

- 4.2 Additionally, the delivery of training must align with the 2012 Ofsted ITE Framework.

Governance

- 4.2 Providers must contact the National College for Teaching & Leadership (NCTL) to seek approval for any proposed significant variations to the governance and/or operational structure of the provider. This includes, for example, the loss or removal of a partner organisation, or a change in the accounting officer.

If a provider is in any doubt as to whether they should advise the NCTL of such a variation, they should do. If a provider makes significant changes to its governance and/or operational structures, the NCTL reserves the right to withdraw accreditation, and require the newly configured organisation to seek accreditation as a new provider.

Details of any proposed variations should be sent to ITT.accreditation@education.gsi.gov.uk.

Provider closure

- 4.3 Providers must inform the NCTL by emailing ta.inspection@education.gsi.gov.uk if they wish to close their provision. This must be done at latest by the December before the academic year in which they intend to close.

NCTL will work with the provider to develop a robust closure plan to mitigate risks relating to the quality of provision, and ensure the provision's finances (e.g. surpluses) are managed appropriately.

Section 5 - Allocation of ITT places

This section gives more detail on how providers can manage their core allocated ITT places.

Allocations and Recruitment Portal (ARP)

- 5.1 Providers who do not use the Graduate Teacher Training Registry (GTTR) to recruit trainees, or who are allocated undergraduate places, are required to inform the NCTL of offers they have made, acceptances, and the quality of applicants, via the Allocations and Recruitment Portal (ARP). This is a live and on-going data collection system. The NCTL reserves the right to approach providers to suggest relinquishing places in any subject if their recruitment data is well below allocation.
- 5.2 Failure to return offers and acceptance data via the ARP may have a negative impact on future allocations. Please see Section six on Data Collection and Management for more information.

New subject provision

- 5.3 Providers wishing to deliver a phase or subject that they have not delivered previously, can do this without seeking any approval as long as the NCTL allocations team have agreed a core allocation or a School Direct place with the School Direct Lead School. ITT providers must also be aware of and take responsibility for any risks arising from delivering a wider portfolio.

Physics with mathematics

- 5.4 The NCTL invited all providers of Physics ITT to run Physics with Mathematics courses in AY2013/14, in association with the Institute of Physics. The allocated places for this course were finalised in December 2012 and were disseminated along with providers' core allocations.

Primary Specialist places

- 5.5 A limited number of providers were selected by the NCTL to deliver specialist subjects in the primary phase in AY 2013/14. These providers have been contacted by the NCTL and the allocations confirmed.

Additional places

- 5.6 Flexibility around requests for increasing places is very limited. ITT providers must have interviewed suitable, high quality candidates who are willing to take up a place, before they can approach the NCTL requesting a place. Providers should be confident of their capacity to deliver training including school placement availability and post training employment opportunities.
- 5.7 Requests for places will be reviewed in line with national and local supply requirements, but it is unlikely that they will be met unless more places become available due to relinquishment. The NCTL will review provider requests for additional places in line with recruitment data provided and is likely to refuse requests if the data returned indicates under-recruitment.

Agreeing changes to allocated places

- 5.8 For the purposes of minimising the risk of penalty, and to help redistribute places, providers should request all changes by **31 July 2013**. The NCTL may consider requests after this date in exceptional circumstances (for example ITT programmes that start after the Census date in October).

Relinquishing unused places

- 5.9 Providers should relinquish places that they are not expecting to fill. The NCTL will allow providers to relinquish places up to 31 July 2013, after which further allocation changes can be made only in exceptional circumstances. Providers who under-recruit at the Census may be subject to recruitment penalties through the adjustment of places in the following academic year.
- 5.10 NCTL written permission must be obtained before any allocation changes are finalised. Providers are asked to contact the NCTL at itt.allocations@education.gsi.gov.uk with their intentions no later than 31 July 2013.

Allocations penalties

- 5.11 If places are not relinquished, and remain unfilled at the census date, then a penalty may be applied to the provider's allocation for the next academic year. The allocation in the following academic year will be reduced up to the number of unfilled places..
- 5.12 If providers over-recruit against their allocation, they will be subject to recruitment penalties. The allocation in the following academic year will be reduced up to the

number of trainees recruited over the agreed target allocation. If a provider thinks it will over-recruit, they should inform the NCTL in good time and request additional places, which may be met, but only if places are available.

- 5.13 Repeated mis-management of allocations and failure to regulate volume will result in eventual withdrawal of accreditation.
- 5.14 The NCTL may, at their discretion, apply a penalty threshold for providers who have a good record of regulating volume of recruitment.

Section 6 – Data Collection and Management

This section gives an overview of data requirements from providers.

- 6.1 Providers are required to return data to the NCTL as detailed below. Systematic failure to supply accurate data as required will render a provider non-compliant, and may result in withdrawal of accreditation.

Allocations and Recruitment Portal (ARP)

- 6.2 Providers who do not use the Graduate Teacher Training Registry (GTTR) to recruit trainees, or who are allocated undergraduate places, are required to inform the NCTL of offers they have made by recording their recruitment position against their allocation for all cohorts on the ARP, on at least a monthly basis. Failure to supply this data within this system will impact on any allocation decisions, and may result in withdrawal of accreditation.

ITT Census

- 6.3 Providers are required to record trainees registered on their ITT courses on the second Wednesday of every October. This data collection is called the ITT Census. HEI providers are required to validate their own data from the Higher Education Statistics Agency (HESA) within the HEI DMS, and all other ITT providers are required to enter their data in the SCITT Data Management System (DMS). Deadlines will be communicated by the NCTL Data Collection team on an annual basis.

Section 7 - Financial Assurance, Audit and Payment

This section gives an overview of auditing requirements, explains how payments will be made to providers, and details how providers can access their own funding information.

- 7.1 The NCTL has a responsibility to ensure that public funds relating to the allocation of ITT places are properly managed.
- 7.2 Providers will be required to satisfy the NCTL that they are operating all funding allocated to them in accordance with the terms and conditions of funding. This manual represents part 2 of the Financial Memorandum.
- 7.3 All providers are responsible for the proper management of the funds paid to them. The requirements include good governance and rigorous internal control arrangements, keeping proper accounting records and preparation of accounts, consistent with NCTL requirements.
- 7.4 It is a condition of funding, that all providers submit independently audited accounts each year, and return expenditure data via the Audit Grant Report (AGR). The Audit Grant Report asks for specific information regarding the annual spend up until and including 31 July 2014.
- 7.5 The NCTL 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

- 7.6 Payments of training bursaries will be made to providers in instalments during the academic year of the training.
- 7.7 Payments will be made through BACS via the Department for Work and Pensions (DWP) and will normally reach providers' accounts around the fourth working day of each month. Providers will receive one email remittance advice. Monthly payments are amalgamated and show as one amount on the remittance so providers will need to reconcile this amount to the payment profile on the ITT funding provider [extranet](#) and to obtain the breakdowns for each funding route.
- 7.8 The NCTL 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 TA.Webfeedback@education.gsi.gov.uk for more information and to be set up on the system.

Annex A - Frequently asked questions

This section gives answers to frequently asked questions.

The tuition regime

Q: We charged £9,000 to a trainee at the start of the programme because they did not want to take out a loan. Now they have withdrawn. Can we retain the whole amount?

A: Trainees not in receipt of Student Finance are not covered by the Student Support Regulations and therefore there is no obligation of the provider to refund any part of the tuition fee that has been paid to them if the trainee withdraws. However, the trainee and institution should agree timings of payment prior to the start of the course.

Q: If a trainee drops out, then we will only get some of the tuition fee funding. Can we ask them to sign a contract so that they are liable for any costs that we have incurred?

A: If your trainee is in receipt of government-funded student support, the only costs that they should be liable for is repayment of the loan relating to the period for which they are liable. If your trainee is not in receipt of student support you may wish to consider seeking independent legal advice.

Q: A trainee wants to use the bursary to pay their tuition fees. Can I deduct it from their monthly bursary income?

A: In principle, all eligible trainees should be able to take out tuition fee loans with the Student Loans Company to fund their training however those that do not may wish to use the bursary to pay their fees. There are restrictions on how these funds are spent other than for living costs but as they can take out loans to cover the cost of training, you as an institution would not be able to offset their bursary payment to deduct fee income as bursary funds are ring fenced for payments to students and not for paying fees.

Eligibility for taking up an ITT place

Q: I hold QTLS and I'm registered with the IfL, however I've got a 3rd class honours degree. Can I still get onto a course?

A: Individuals who hold QTLS are eligible to work in schools as if they held QTS. If they wish to take up an ITT place, they must hold a first degree. In order to attract bursary funding they must hold at least a 2:2 degree or equivalent.

Q: I hold a British Passport, however I've been living in Canada for the last eight years and my institution are saying that I'm overseas status. Can I get onto a course?

A: Individuals who are not ordinarily resident and settled in the United Kingdom, or European Economic Area/Switzerland are usually not eligible to access UK student support, and therefore will be ineligible for a place. However, please check your residency status with the UK Borders Agency (www.ukba.homeoffice.gov.uk) and your fee status with the UK Council for International Student Affairs (www.ukcisa.org.uk).

Bursary payments

Q: I'm in receipt of a £15k bursary, but I withdrew on 2 January. As I was still on course on 1 January, does this mean that I can get my enhanced payment of £1.5k?

A: The bursary payments will be suspended from the date that you withdraw, and the bursary is not paid to trainees who are absent from the course. The enhanced payment will be made in the February payment and a trainee must still be on course at this point.

Q: Do I have to pass the skills test before I can receive my final bursary payment?

A: No. The bursary should be paid upon completion, regardless of pass/fail outcome.

If you have further queries, please contact the relevant NCTL team:

- Accreditation: ITT.Accreditation@education.gsi.gov.uk
- Allocations: itt.allocations@education.gsi.gov.uk
- Assessment-only: TA.AO@education.gsi.gov.uk
- Performance: TA.Inspection@education.gsi.gov.uk
- ITT Funding: FA.Team@education.gsi.gov.uk
- School Direct: School.DIRECT@education.gsi.gov.uk
- Skills Test Delivery and Reform: Skills.Tests@education.gsi.gov.uk

Annex B - Glossary and contacts

BIS

Department for Business, Innovation and Skills

DfE

Department for Education

DMS

Data Management System

FSM

Free School Meals

GTTR

Graduate Teacher Training Registry

HEFCE

Higher Education Funding Council for England

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



National College for
Teaching & Leadership

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