



National College for  
Teaching & Leadership

# **The allocation of initial teacher training places**

**A guide for the 2015 to 2016 academic  
year**

**May 2014**

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# 1. Introduction

A range of routes are available for people to train as a teacher and receive Qualified Teacher Status in England. These include (but are not limited to):

- School Direct (tuition fee): where places are allocated to schools and trainees access student loans for the cost of their training;
- School Direct (salaried): where places are allocated to schools that employ the trainee; and
- provider-led programmes: where places are allocated to accredited initial teacher training providers (ITT providers), e.g. universities and school-centred initial teacher training providers (SCITTs).

The National College for Teaching and Leadership (NCTL) allocates the School Direct and provider-led places that attract government funding. We allocate School Direct places to lead schools and provider-led places to ITT providers.

This document sets out the characteristics and criteria we expect to consider in the allocation of places for School Direct (salaried), School Direct (tuition fee) and provider-led courses due to start in the 2015 to 2016 academic year. This information is intended to inform lead schools and ITT providers before they submit their requests for places.

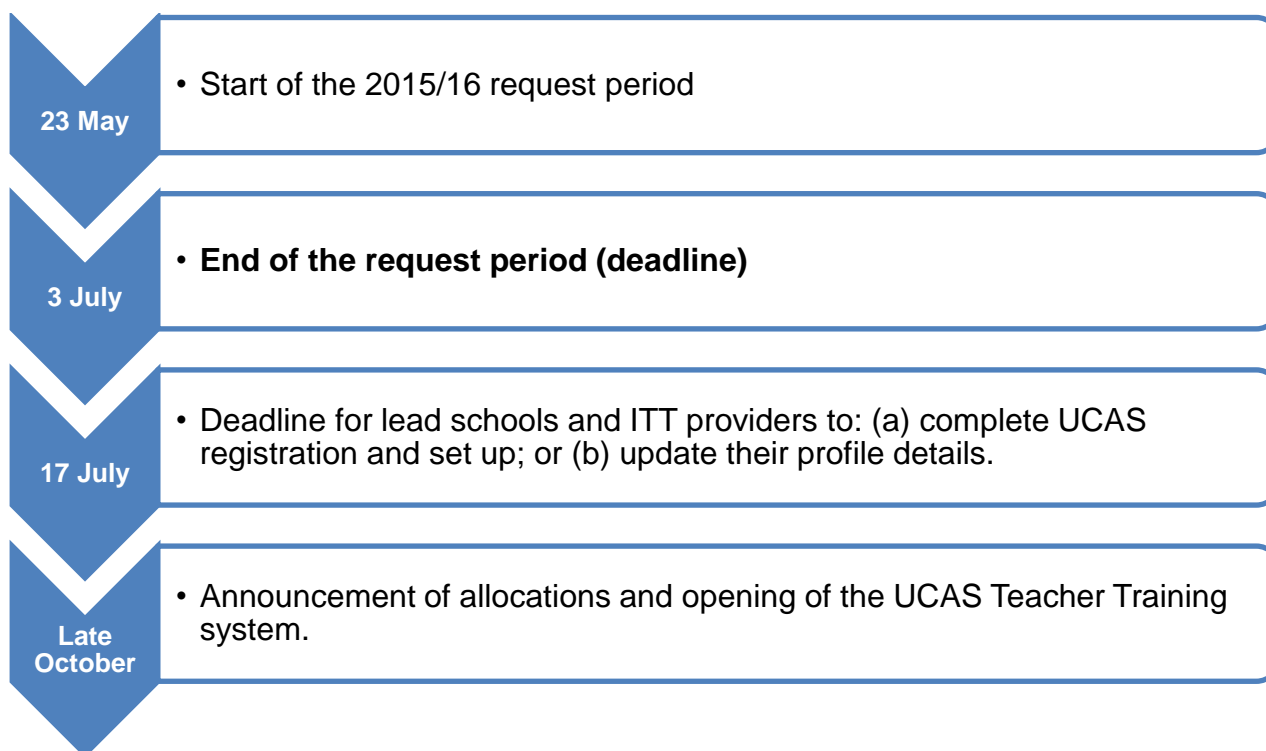
A summary of the methodology we intend to employ in the allocation of places is set out below. This includes a description of the different criteria we will consider. This does not describe the extent to which we will apply each criterion as we can only decide this once we have received all of the requests.

The process and criteria described in this document will apply to the allocation of places for the 2015 to 2016 academic year. NCTL, or any successor organisation, may modify or amend the approach it takes to allocate places in future years.

The process described will not apply to the allocation of places for Early Years Initial Teacher Training or *Teach First*. The distribution of these places is decided separately.

## 2. The request period

Lead schools and ITT providers have from **23 May** to **3 July** 2014 to request ITT places for the 2015 to 2016 academic year. In previous years we have asked lead schools and ITT providers to request places at separate times. This year we are running a single “request period” for both School Direct and provider-led places. Important dates within this process are shown below.



We want to let lead schools and ITT providers start recruitment earlier this year. To achieve this, the request period is taking place sooner than it has before. A requirement of the request process is that new lead schools and providers must complete registration for the UCAS Teacher Training system by 17 July. Existing providers of UCAS Teacher Training must also ensure that all entry profile and programme information is correct by 17 July.

### Deadline

We will not consider requests submitted before the start of the request period on 23 May. Lead schools and ITT providers then have until **midday** on **3 July 2014** to submit and, where appropriate, ratify requests.

**In the case of School Direct places, this means that all places must be requested and then ratified by the partner provider before the deadline.** It is the responsibility of the lead school requesting places to ensure that their partner provider ratifies all requests

before the deadline. We will not consider requests for School Direct places awaiting ratification at the deadline.

Please note that we will **not** allocate places on a first come, first served basis.

### 3. How to request places

We will allocate places in response to requests submitted by lead schools and ITT providers through our ITT data management system (DMS). In the initial allocation of places, we are unable to consider any information submitted by either lead schools or ITT providers outside this system.

#### Access for lead schools

Lead schools can access the system through the [schools data management system homepage](#). New lead schools are required to create an account on the ITT DMS before they can request places.

All lead schools will also need to answer a series of questions about their partnership in the DMS before they can request places. A two-page guide, available on the [schools DMS homepage](#), identifies the information that lead schools need to have to hand before they access the system for the first time this year. These questions will take about 10 minutes to answer with all the relevant information to hand.

#### Potential new providers

All ITT providers accredited before 3 July must request and ratify places through the normal process. We will communicate directly with potential new providers to identify the best way that they and their partners can, where possible, deliver programmes in the 2015 to 2016 academic year.

#### Partner school information

Last year we made sure that every lead school was allocated at least one place in each subject they requested. This was a one-off decision which had the effect of benefitting smaller partnerships. We will **not** use the same approach this year.

This year we will take partnership size into account in our allocation of places. We will favour larger school partnerships when allocating School Direct places (see below). To do this, we need lead schools to identify their partners when they apply for places.

All lead schools must identify the other schools they are working with before they submit their requests. Lead school users will be able to search for partner schools by name, postcode or Edubase URN. We will consider information provided about partner schools to be accurate at the deadline for requests (3 July 2014).

## Access for ITT providers

ITT providers should use either [the HEI data management system homepage](#) or, if they are a SCITT, [the NCTL data management system homepage](#) to access the system.

## Password and support

If you have forgotten your password, you will be able to request a new one from the relevant DMS homepage.

If you have any problems accessing the DMS, please contact either:

- [schoolsdmssupport@texunatech.com](mailto:schoolsdmssupport@texunatech.com) – for lead schools; or
- [dmssupport@texunatech.com](mailto:dmssupport@texunatech.com) – for ITT providers.

You will be able to find a user guide containing more detailed instructions in the “help” section on the DMS.

## 4. Requirements for requests

### Eligible requests

#### Type of school

We will **only** consider requests for School Direct places from:

- maintained schools;
- academies;
- academy trusts, or academy chain head offices;
- sixth-form colleges;
- pupil referral units (PRUs); and
- free schools.

An independent school cannot act as a lead school unless it is also a designated teaching school. In this case any places requested should benefit a wider partnership that includes maintained schools, and trainees should be employed within the maintained school sector.

#### Ofsted grade

We will **only** allocate School Direct places to lead schools that are:

- graded “good” or “outstanding” for overall effectiveness by Ofsted in their most recent inspection; *and*
- seeking to deliver places in partnership with an ITT provider graded “good” or “outstanding” for overall effectiveness.

We will **only** allocate provider-led places to ITT providers graded “good” or “outstanding” for overall effectiveness by Ofsted. This applies to both undergraduate and postgraduate places.

We will not allocate places to any lead school or ITT provider graded “requires improvement” or “inadequate” for overall effectiveness by Ofsted. We encourage any schools in either of these categories to work within school partnerships led by “good” or “outstanding” schools. Lead schools will not be disadvantaged if they work in partnership with schools graded “requires improvement” or “inadequate” and these schools will continue to be able to offer trainee placements.



We will use the latest available inspection grades as published by Ofsted to determine eligibility. We will work with lead schools to resolve any issues if their partner provider receives a “requires improvement” inspection outcome after the deadline for requests.

## Requirements

As part of the request process, **lead schools and ITT providers are required to:**

- submit all requests for places before the deadline (3 July);
- inform NCTL if they do not receive confirmation of their request (see below);
- identify their request by:
  - subject (see Annex A);
  - academic level (undergraduate or postgraduate); and
  - route (provider-led, School Direct (tuition fee) or School Direct (salaried)).

For School Direct places, **lead schools are required to:**

- identify a partner ITT provider for each request; and
- ensure that the identified partner provider has ratified all relevant requests before the deadline (3 July).

Lead schools can only select accredited ITT providers as their partner provider.

Lead schools and ITT providers are responsible for entering requests accurately. Any errors in submission are the sole responsibility of the lead school or ITT provider. We will only consider requests to amend or correct data in exceptional circumstances.

## UCAS Teacher Training

### New lead schools and ITT providers

As described above, **new lead schools and ITT providers are required** to complete the UCAS Teacher Training registration process in the summer term.

New lead schools have until **17 July** to register with UCAS and set up their profile. This means that all entry profile details and programme information (including identification of any academic award in addition to QTS) must be completed by this date. NCTL will not consider any requests from a new lead school or ITT provider that has not completed this process before 17 July.

NCTL will share lead school and ITT provider details with UCAS. UCAS will then send out a joining pack to all new lead schools and ITT providers by email. These lead schools

and providers will be required to sign and return the joining form before starting the set up process.

Once UCAS receive the joining form, they will contact the lead school or ITT provider with set up details for the required systems. They will also make an appointment to talk through the set up process and answer questions. These calls should last no more than 30 minutes and will allow the lead school or ITT provider to familiarise themselves with the UCAS systems, including how to set up programme details.

This set up process applies to any lead school or ITT provider that did not register on the UCAS Teacher Training system to advertise places for the 2014 to 2015 academic year but intends to do so for courses starting in 2015.

## Existing providers

Lead schools and ITT providers that are existing members of UCAS Teacher Training will not have to register again to use the scheme. We expect existing members to ensure that the details on their entry profile and programme information (including identification of any academic award in addition to QTS) are entered correctly before **17 July**.

## Email confirmation

The ITT DMS will generate an automatic email when a user submits or ratifies a request for places. If you do not receive this email, it might be the case that we have not received your request. It is the responsibility of lead schools or ITT providers to contact [itt.allocations@education.gsi.gov.uk](mailto:itt.allocations@education.gsi.gov.uk) if they do not receive email confirmation within 24 hours.

NCTL cannot be held responsible if emails are not received because the user has registered with an invalid or incorrect email address.

## **5. Information for lead schools and ITT providers to consider when requesting places**

### **Size of request**

Lead schools and ITT providers should base their requests on a realistic assessment of local need or organisational capacity. This applies to the capacity for training that they and their partner schools can accommodate and their ability to attract high-quality trainees who will make excellent teachers.

### **SCITTs**

We will ensure that each SCITT provider graded “good” or “outstanding” by Ofsted will receive at least as many places as they were allocated for the 2014 to 2015 academic year. We will consider both School Direct and provider-led places when applying this protection.

For example, SCITT A was allocated 20 provider-led places for 2014/15 and was the partner provider for a further 15 School Direct places. SCITT A is therefore guaranteed a minimum of 35 places for the 2015 to 2016 academic year.

Beyond this protection, we will prioritise School Direct when allocating places to SCITTs. We will also not allocate a SCITT more places than they received in the 2014 to 2015 academic year unless these are requested as School Direct places.

### **University places**

Universities have an important part to play in attracting high-quality applicants and delivering ITT programmes for their partnerships as well as providing the training required for School Direct. We will continue to allocate places directly to higher education institutions (HEIs) for the 2015 to 2016 academic year. Nonetheless we want HEIs to deliver programmes that meet school needs and, to encourage this, we intend to give preference to those universities most involved with School Direct when allocating provider-led places.

### **Physics and mathematics places**

The Secretary of State announced in September 2013 that published targets for teacher training places in physics and mathematics will be removed. We are keen to ensure that we recruit as many high-quality trainees in these priority subjects as possible, and

therefore we will continue to allocate all eligible requests in physics and mathematics across every route and level.<sup>1</sup>

## Physics *with* mathematics

In recent years, “physics with mathematics” courses have made a significant contribution to overall recruitment and we again encourage requests for these places for the 2015 to 2016 academic year. We would particularly like to encourage lead schools to consider the possibility of offering physics with mathematic places. We will allocate all places as requested in this subject.<sup>2</sup>

## Subject knowledge enhancement

Since places in physics and mathematics will be allocated on request, ITT providers and schools are now able to draw down subject knowledge enhancement (SKE) funding to support ITT entry to courses in these subjects starting in the 2015 to 2016 academic year.

We remain committed to funding SKE places as an important way to support ITT recruitment in priority subjects. As a result, we have extended the period of availability of SKE funding until 31 March 2015. Funding can now be requested for any SKE programmes that **begin** before 31 March 2015. ITT providers and lead schools, in partnership with their chosen SKE provider, should continue to follow the claim process in place as outlined in the [SKE Operations Manual](#). With the exception of physics and mathematics places, we are unable to guarantee any ITT allocation on the basis of SKE delivery.

## “Outstanding” ITT provision

For the past two years, we have guaranteed places for ITT provision graded “outstanding” by Ofsted. This guarantee has now ended and “outstanding” ITT providers will be allocated places alongside other ITT providers for the 2015 to 2016 academic year. We will continue to use quality to prioritise our allocations. It is important to highlight that competition for places will be high in the subjects that are most popular with applicants – particularly (but not restricted to) English, history and chemistry.

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<sup>1</sup> We will not allocate any physics or mathematics places to lead schools or ITT providers graded “requires improvement” or “inadequate”.

<sup>2</sup> With the exception of requests from lead schools or ITT providers graded “requires improvement” or “inadequate”.

## **Undergraduate provision**

We will allocate places for undergraduate ITT provision due to start in the 2015 to 2016 academic year alongside postgraduate provider-led places. These places will continue to include “top-up” routes for people who hold a foundation degree or, where acceptable to the university, other qualifications such as a higher national diploma.

We expect to continue to concentrate undergraduate provision in the primary phase. In addition, a number of universities have developed innovative programmes in recent years in science, technology, engineering and mathematics (STEM) subjects that lead to bachelors degrees with QTS. We are keen to see these courses spread and expand the contribution they make to recruitment. We encourage ITT providers to consider possible approaches to support these routes and request places accordingly. NCTL will seek to support such routes through national marketing activity.

## **Primary mathematics**

For the past two academic years, we have invited requests from lead schools and ITT providers to run primary mathematics specialist courses. These courses are designed for trainees who want to focus solely on teaching mathematics in primary schools.

Designated providers will still be able to request places on primary maths specialist courses for the 2015 to 2016 academic year. Lead schools can only request primary mathematics specialist places if they work with one of these designated providers as their partner.

We want to encourage other lead schools and ITT providers to identify or develop courses that train generalist primary teachers with a substantial mathematics element included alongside other areas of the curriculum. Teachers trained on these courses will not have the same exclusive focus on mathematics as a specialist but will have a robust grounding in the subject nonetheless. In particular, they will be capable of leading on mathematics in their school.

Lead schools and ITT providers are able to request places for “primary – general (with mathematics)” courses for the 2015 to 2016 academic year.

## **Information about courses**

As school-led ITT evolves, there will be a wider variety of courses on offer and therefore more choice for schools about ITT providers, and for applicants about the type of course that would suit them best. It is therefore important that schools and ITT applicants have access to better and more easily comparable information about the content and delivery of ITT courses. In the coming months we will be working with the sector to make this happen, and will be looking to all ITT providers to publish relevant information.

## Funding

Each allocated place will be for a specific subject (the list of designated subjects is shown at Annex A). Lead schools and providers will only attract funding for places allocated by NCTL in the subjects identified.

As usual, we expect to announce funding rates and bursary eligibility in early October for courses starting the following year. We are unable to confirm which subjects will attract funding for the 2015 to 2016 academic year until October 2014.

## 6. Allocation methodology

Our objective in allocating places is to ensure that enough people undertake teacher training to meet the needs of the school system. In achieving this, we must also demonstrate efficient use of public funds.

It is likely that the volume of requests for places will exceed the number available for distribution. Where this is the case, we will apply certain criteria to determine the requests we can grant, those we can only grant in part and those we have to reject.

We will use specific criteria to allocate places against the requests received. Due to the differences in how they are delivered, we will apply different criteria to allocate School Direct and provider-led places. Limits on the number of places available will generally apply to both.<sup>3</sup> Summaries of the two sets of criteria are provided below.

### Teacher Supply Model

The main determining factor in our allocation is the number of trainee teachers required by subject. We will prioritise requests according to subject and phase and we will allocate places to each subject using estimates calculated by the Teacher Supply Model (TSM).

The TSM provides an estimate of the number of trainee teachers required across England. This estimate provides the scale and limit against which we will allocate places. We intend to publish detail from the TSM relevant to the 2015 to 2016 academic year this autumn.

### School Direct criteria

We will consider the following criteria in the allocation of School Direct places.

#### a. Quality of lead school

As was the case for last year, the quality of the lead school will play a role in how we determine the allocation of School Direct places. As stated above, we will only consider requests for places from lead schools graded “good” and “outstanding” for overall effectiveness by Ofsted. We expect to give greater weight to requests from lead schools graded “outstanding”. We will use the latest available inspection grades as published by Ofsted to apply this criterion.

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<sup>3</sup> The exceptions are eligible requests for mathematics and physics places, which we will allocate on request.

## **b. Size of partnership**

As indicated above, we expect to give more weight to requests received from larger school partnerships. The size of a partnership will be determined by the number of schools engaged in the partnership as recorded on the ITT DMS on 3 July 2014. This is a new criterion for the 2015 to 2016 academic year.

## **Out of scope**

We recognise that the market for School Direct is still evolving. For this year we do not expect to apply criteria based on previous recruitment performance or trainee quality. These criteria will remain under consideration for future years and it remains important for lead schools to submit realistic and achievable place requests. NCTL reserves the right to apply recruitment or trainee quality criteria to allocate any places for the 2015 to 2016 academic year made after this initial round.

## **Provider-led criteria**

We will consider the following criteria in the allocation of provider-led places, using allocations from academic year 2014 to 2015 as our baseline for calculation.

### **a. Type of ITT provider**

We will consider requests for provider-led places from SCITTs separately to ensure that each receives as least as many places as they received in academic year 2014 to 2015 (see above).

### **b. Quality**

As described above, we will use Ofsted inspection grades for overall effectiveness as part of our criteria to allocate places. In doing this, we will use the latest available inspection grades as published by Ofsted .

We recognise that some ITT providers have been inspected under the current Ofsted framework and others have not. We appreciate that this means we may assess ITT providers across two different inspection frameworks for this criterion, but we believe this to be the fairest available assessment of an ITT provider's quality.

### **c. Engagement with the school-led system**

Our priority is to develop a school-led system for ITT. We intend to give more weight to requests for provider-led places from those ITT providers that have engaged particularly effectively with School Direct. We will refer to requests for School Direct places for the 2015 to 2016 academic year to apply this criterion.



#### **d. Recruitment**

We will consider giving more weight to requests from those ITT providers with a proven track record of recruiting well to priority subjects. We will take recruitment performance in the three years up to the 2013 to 2014 academic year into account in the application of this criterion.

#### **Denominational balance**

In previous years, we have considered the balance of places allocated between ITT providers of a denominational and non-denominational character. We will maintain this consideration in the allocation of provider-led places for the 2015 to 2016 academic year.

#### **Other considerations**

We reserve the right to review the impact of our allocation of places and make any adjustments considered necessary.

## **7. After allocation**

### **Announcement of allocations**

We will write to lead schools and ITT providers when the allocation of places is agreed and available to view on the ITT DMS. Lead schools and ITT providers will then be required to confirm courses on the UCAS Teacher Training system. Deadlines for doing this will be communicated in due course.

### **Publication of allocations data**

Data about the initial allocation of ITT places will be published on the gov.uk website. In August 2015 we will publish an updated, final version of this data.

Both publications will identify the number of places allocated by subject, ITT provider and, in the case of School Direct places, lead school.

### **Change of Ofsted grade**

#### **Lead schools**

Ofsted may inspect a lead school after our initial allocation of places. We will provide advice and guidance on the impact of Ofsted grade changes in the autumn.

#### **ITT providers**

If Ofsted inspects an ITT provider during the course of the year and awards them a higher grade, we will allow a review which may result in the allocation of additional places. Any consideration of extra places will use the methodology principles from this document, but will also depend on other factors, including the overall allocations position and recruitment patterns. There is no certainty of extra places being available.

If an ITT provider receives a lower grade judgement at an inspection during the course of the year, we will not automatically review or alter their allocation. We will not reduce an allocation of places unless there is compelling evidence that demands the immediate cessation of training provision.

### **Changes to allocations**

After initial allocation, lead schools and ITT providers will be able to request changes to their allocation. This must be done using the ITT DMS. Instructions for how to request

changes can be found in the system user guide. All change requests are subject to NCTL approval.

ITT providers must submit all change requests to NCTL before 1 August 2015.

## **Unused allocations**

If, at any time, a lead school or ITT provider becomes aware that they will not recruit to places they have been allocated, they should relinquish these places in the ITT DMS as soon as possible.

NCTL reserves the right to apply penalties against any lead school or ITT provider that significantly under- or over-recruits against allocation. In particular, lead schools and ITT providers may be liable for the cost of training anyone recruited in excess of allocation.

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# Annex A: List of designated ITT subjects

## Primary

- Primary - General
- Primary - FS/KS1
- Primary – foundation degree progression<sup>4</sup>
- Primary mathematics specialist<sup>5</sup>
- Primary – General (with mathematics)

## Secondary

- Art and design
- Biology
- Business studies
- Chemistry
- Citizenship
- Classics
- Computing
- Dance
- Design and technology
- Drama
- Economics
- Engineering
- English
- Geography
- Health and social care
- History
- Leisure and tourism
- Manufacturing

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<sup>4</sup> Undergraduate only.

<sup>5</sup> Only available where the ITT provider or School Direct partner provider is a recognised primary mathematics specialist provider and the trainee holds a grade B or higher in A level mathematics.

- Mathematics
- Media studies
- Modern languages
- Music
- Physical education
- Physics
- Physics with mathematics
- Psychology
- Religious education
- Social sciences



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