



National College for
Teaching & Leadership

Requesting initial teacher training places

**Process for the 2017 to 2018
academic year**

June 2016

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1. Introduction

A range of routes are available for people to train as a teacher and be recommended for 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 accredited ITT providers.

This document sets out the process that lead schools and accredited providers will need to follow in order to register their requests for places in the 2017 to 2018 training year. The document does not at this stage detail the way in which we intend to allocate places to lead schools and providers once requests have been received; this will be the subject of a further communication that we expect to publish later in the summer.

The process described in this document will apply to the allocation of places for the 2017 to 2018 academic year. NCTL, or any successor organisation, may modify or amend the approach it takes to allocate places in future years.

2. The request period

Lead schools and ITT providers have from **20 June** to **15 July 2016** to request ITT places for the 2017 to 2018 academic year. This year we are running a single “request period” for both School Direct and provider-led places. This period will begin on 20 June 2016, and end at midday on 15 July 2016.

A requirement of the request process is that new lead schools and providers must complete registration for the UCAS Teacher Training system by 5pm on 22 July 2016. Existing providers who are already registered with UCAS Teacher Training must also ensure that all programme information is correct by 22 July.

All lead schools and ITT providers should also submit a *pro forma* (Annex B) to NCTL by 15 July. This *pro forma* will allow lead schools and ITT providers to submit any further relevant information relating to their request for places that they believe would be beneficial to share. For example, lead schools and ITT providers may wish to indicate the reasons for any significant changes in the size of their request. The *pro forma* also includes a section for lead schools to provide information on their existing relationships with partner schools.

The *pro forma* should be submitted to itt.allocations@education.gsi.gov.uk.

Deadline

We will not consider requests submitted before the start of the request period on 20 June. Lead schools and ITT providers then have until **midday on 15 July 2016** 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.

Further detail of the approach we will take to allocations will be published later in the summer; lead schools and ITT providers should request places based on a realistic assessment of local need and their minimum viability level to deliver the course.

3. How to request places

Lead schools and ITT providers will be asked to indicate a range of numbers for their request, based on a realistic assessment of local need and a minimum number below which they would not be viable to deliver the course. Lead schools and ITT providers must indicate the range of numbers in their request in their submission through the data management system (DMS) by 15 July. We are unable to consider any information submitted by either lead schools or ITT providers outside this system. As described above, lead schools and ITT providers should also submit a *pro forma* to itt.allocations@education.gsi.gov.uk by 15 July 2016. The *pro forma* can be found at Annex B.

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.

In accordance with previous years, only schools judged by Ofsted as good or outstanding will be eligible to be a lead school, and there will be a minimum partnership size of 5 (or 3 for special schools).

Potential new providers

All ITT providers accredited before 15 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 2017 to 2018 academic year.

Partner school information

Lead schools will be asked 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. All lead schools must also submit the *pro forma* (at Annex B) providing information on their existing relationships with their partner schools.

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 – for lead schools; or
- ▪ 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/or academies, and trainees on the School Direct (salaried) route should be employed within the state-funded sector.

Requirements

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

- submit all requests for places before the deadline (15 July);
- submit the *pro forma* (see Annex B) to itt.allocations@education.gsi.gov.uk before the deadline (15 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 (15 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

New lead schools and ITT providers are required to complete the UCAS Teacher Training registration process in the summer term.

New lead schools and ITT providers have until 5pm on 22 July 2016 to join UCAS Teacher Training (UTT) and set up their profile. This means that all 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 22 July. **It takes up to 10 days for new users to get set up so please allow enough time to get everything done before the 22 July deadline.**

NCTL will share lead school and ITT provider details with UCAS Teacher Training and you will be contacted by them directly. UCAS will contact all new lead schools and ITT providers by email to the registered administrator in accordance with the contact details provided to NCTL when you make your registration request. This email will contain the Terms and Conditions of joining UTT and a link to an online joining form. The joining form must be completed before starting the set up process.

There is an initial one-off joining fee to join UTT which is £500 plus VAT for the 2017 cycle. This fee is solely and exclusively for the initiation, set up and other administration costs involved in setting up your account with UTT.

You must also pay a capitation fee to UCAS for each trainee recruited through UTT; this is currently £22.77 exclusive of VAT.

Once UCAS Teacher Training have received 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 Teacher Training systems, including how to set up programme details.

This set up process applies to any lead school or ITT provider that has not previously joined the UCAS Teacher Training system to advertise places but intends to do so for courses starting in 2017.

Existing providers

Lead schools and ITT providers that are existing members of UCAS Teacher Training will not have to join again to use the scheme. We expect returning lead schools and ITT providers to ensure that the details on their programme information (including

identification of any academic award in addition to QTS) are entered correctly before **22 July 2016**.

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 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

For the 2017 to 2018 academic year, lead schools and ITT providers should include a range of numbers for their request, based on a realistic assessment of local need and their minimum viability level to deliver the course. 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.

One of the issues that we have encountered in previous years is the over-requesting of School Direct places, and the consequential challenge of determining where they should be allocated. All lead schools and ITT providers will have the opportunity to explain the rationale for large requests or substantial changes in the size of their request from previous years in the *pro forma* at Annex B.

Undergraduate provision

We will allocate places for undergraduate ITT provision due to start in the 2017 to 2018 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.

Primary mathematics

In previous 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 2017 to 2018 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 2017 to 2018 academic year.

Classics

There have been fewer places available in classics than the target number for the 2016 to 2017 academic year; in some regions, no places were available at all. This will mean that, despite healthy applicant numbers, there will inevitably be a shortfall in the number of trainees recruited in this subject. We strongly encourage lead schools and ITT providers to request more classics places for the 2017 to 2018 academic year than were registered for 2016 to 2017 so that this position does not recur.

School Direct (salaried) rates and bursaries for the 2017 to 2018 academic year

As is the case every year, ministers will be considering, over the summer the School Direct (salaried) rates and the level at which subjects receive bursaries in the 2017 to 2018 academic year. Should lead schools wish to switch their requested School Direct (salaried) and School Direct (tuition fee) places following the announcement of School Direct (salaried) rates and bursary rates for the 2017 to 2018 academic year, this will be possible.

Information about courses

As school-led ITT continues to evolve, 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 comparable information about the content and delivery of ITT courses. We will continue to work with the sector to make this happen, and expect all ITT providers to publish relevant information.

6. Next Steps

Publication of Allocations Methodology

We expect to publish further details of the approach that we will take to allocating requested places to providers and lead schools later in the summer.

Announcement of allocations

We will write to lead schools and ITT providers when the allocation of places is determined 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.

Annex A: List of designated ITT subjects

Primary

- Primary
- Primary - General (with Mathematics)
- Primary Mathematics Specialist
- Primary Physical Education (PE)

Secondary

- Art & Design
- Biology
- Business Studies
- Chemistry
- Citizenship
- Classics
- Computing
- Dance
- Design & Technology
- Drama
- Economics
- Engineering
- English
- Food
- Geography
- Health & Social Care
- History
- Leisure & Tourism
- Mathematics
- Media Studies
- Modern Languages
- Music
- Physical Education
- Physics
- Physics with Mathematics
- Psychology
- Religious Education
- Social Sciences

Annex B: *pro forma*

Please indicate whether you are a: lead school / SCITT / HEI

Name of provider: _____

Box 1: if you have information or evidence you would like to provide as further detail in respect of your request for places please do so here. E.g. this could be used to provide explanation for any large changes in requests from previous years (max 300 words)

Box 2 (for lead schools): please provide further detail of your existing relationships with your partner schools. E.g. this could include: years in partnership, no. of trainees they have taken in the last year, contact details for the partner school's headteacher

Your name and position: _____

Signature: _____

Once completed, please send the form to itt.allocations@education.gsi.gov.uk by 15 July 2016.



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