



National College for  
Teaching & Leadership

# **Requesting initial teacher training places, including Early Years ITT**

**Process for the 2018 to 2019 academic  
year**

**June 2017**

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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 (QTS) and Early Years Teacher Status (EYTS) 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).

There are also a range of routes available for people to train as an Early Years teacher leading to the award of EYTS. There are two graduate funded routes and an undergraduate route.

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 request places in the 2018 to 2019 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 2018 to 2019 academic year. NCTL, or any successor organisation, may modify or amend the approach it takes to allocate places in future years.

## Early Years

The NCTL also allocates places for early years initial teacher training places. For detail on how to request places please see Section 3 of this document.

## 2. The request period

Lead schools and ITT providers have from **9am 5 June** to **midday 22 June 2017** to request ITT places for the 2018 to 2019 academic year.

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 21 July 2017- Existing providers who are already registered with UCAS Teacher Training must also ensure that all programme information is correct by 21 July 2017.

All lead schools and ITT providers should also submit a *pro forma* (Annex B) to NCTL by **midday 22 June 2017**. 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. We also invite lead schools and ITT providers to provide optional detail on their assessments for 2019 and 2020 ITT. This is only necessary if they are projecting a need that is different from 2018, and will help us with our future planning. 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.gov.uk](mailto:itt.allocations@education.gov.uk).

## Deadline

Lead schools and ITT providers then have until **midday 22 June 2017** 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. This range should be included in their submission through the data management system (DMS) by midday 22 June 2017. 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.gov.uk](mailto:itt.allocations@education.gov.uk) by midday 22 June 2017. The *pro forma* can be found at Annex B.

Early years ITT leads to the award of EYTS conferred by NCTL. NCTL will only award EYTS to trainees who have undertaken training delivered by an accredited ITT provider awarded early years ITT places.

Early years teachers are specialists in early childhood development, trained to work with babies and young children from birth to five years old. EYTS is awarded to graduates who have been judged to have met all of the Teachers' Standards (Early Years) in practice from birth to the end of the [Early Years Foundation Stage \(EYFS\)](#).

## 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. Details on accessing the ITT DMS can be found on the [ITT data management system](#) website.

We advise schools wishing to become a lead school to first consider joining an existing School Direct lead school partnership in their area.

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

We will communicate directly with all ITT providers accredited after the request for places closes at midday 22 June 2017 to identify the best way that they and their partners can, where possible, deliver programmes in the 2018 to 2019 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:

- [schoolslogin.texunatech.com](https://schoolslogin.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/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 (midday 22 June 2017);
- submit the *pro forma* (see Annex B) to [itt.allocations@education.gov.uk](mailto:itt.allocations@education.gov.uk) before the deadline (midday 22 June 2017)
- 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 (midday 22 June 2017).

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.

**Note: Early years courses leading to the award of early years teacher status (EYTS) are not managed via UCAS but directly with ITT providers.**

New lead schools and ITT providers have until 5pm on 21 July 2017 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 21 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 21 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 2018 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 £25.00 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 2018.

## 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 **21 July 2017**.

## 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.gov.uk](mailto:itt.allocations@education.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 2018 to 2019 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 2018 to 2019 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 2018 to 2019 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 2018 to 2019 academic year.

## **School Direct (salaried) rates and bursaries for the 2018 to 2019 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 2018 to 2019 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 2018 to 2019 academic year, this will be possible.

## **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

## Early Years

1. Early years graduate entry route (funded by NCTL)
2. Early years graduate employment-based route (funded by NCTL)
3. Early years undergraduate entry route, through an Early Childhood related degree blended with early years teacher status (funded via [Student Finance England \(SFE\)](#)).

## 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
- 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.gov.uk](mailto:itt.allocations@education.gov.uk) by midday 22 June 2017.



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