



## Guidance

# Postgraduate teaching apprenticeship funding manual 2019 to 2020 academic year

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## What is a postgraduate teaching apprenticeship

The postgraduate teaching apprenticeship is an initial teacher training (ITT) route that:

- combines paid work with off-the-job training.
- leads to qualified teacher status (QTS)

It does not affect other ITT routes.

## Costs

The full costs of training and the apprentice's salary should be covered by the:

- School Direct partnership
- employing school, if they are not part of a partnership

Employers that pay the apprenticeship levy can use up to £9,000 from their apprenticeship service account to cover the cost of:

- training
- assessing the apprentice

Employers that do not pay the levy, or who have insufficient funds in their digital account, can access funding to support training and assessment of an apprentice.

The amount for each apprentice varies depending on the:

- subject of the apprentice's ITT course
- location of the school that employs the apprentice

A list of what course subjects are eligible for funding and the [grant funding rates](#) are included in this manual.

## Bursaries and student finance

As an employment based ITT route, apprentices are not eligible for:

- an ITT training bursary
- student finance

The ITT provider must:

- not charge the fees for the award of QTS
- make sure the apprentice is aware of any requirement to pay for any additional academic qualifications, such as Postgraduate Certificate in Education (PGCE)

## Apprenticeship structure

ITT providers and schools will decide the overall structure of the apprenticeship, but the apprentice must spend 20% of their time in off the job training. This should develop their skills, knowledge and competence in the classroom.

After completing the apprenticeship the trainee will be assessed against the Teachers' Standards required to be awarded QTS. ITT providers will recommend that apprentices receive QTS in the usual way.

Apprentices will then complete an end point assessment (EPA) in their fourth term. An assessor from an EPA organisation (an accredited ITT provider on the register of apprenticeship assessment organisations who has been independent to the training process) conducts the assessment, helping to quality assure their training and development.

The assessment has 2 components:

- lesson observation
- professional discussion

## Who can employ an apprentice

### Schools in a School Direct partnership

Schools that are part of a partnership may already have many of the processes needed to do this in place already. Lead schools will need to:

- update their partnership agreements
- sign a grant funding agreement (GFA)

#### Lead schools

In a School Direct partnership, the lead school:

- is the agreed point of contact for the partnership
- holds the partnership's apprenticeship and School Direct training places
- is responsible for the funding arrangements for the partnership
- is accountable for grant funding received, its distribution and assurance

The lead schools must be either:

- an academy
- a free school
- a city technology college
- a local authority maintained school
- a private school designated as a teaching school
- a multi-academy trust (only 1 school within a multi-academy trust may act as a proxy lead school)
- a pupil referral unit (PRU)
- a sixth-form college
- a maintained special school

A private school can only act as a lead school if it's also a designated teaching school. Where this is the case, the trainees recruited should benefit from a partnership that includes maintained schools, academies or free schools.

#### Partner schools

A partner school involved in ITT may employ an apprentice.

State-funded partner schools may:

- be the principal training school for an apprentice
- receive funding from the lead school

Private schools may employ an apprentice but cannot receive grant funding unless they are a designated Teaching School. They may be able to use funding from their apprenticeships service account to fund some or all of the training costs.

Further information on [School Direct partners](#).

### **Ofsted inspections**

Ofsted may inspect a lead school after our initial allocation of places. Changes in the grade of the lead school will not change our initial allocation to the partnership. A school must be rated Grade 1 (outstanding) or Grade 2 (good) by Ofsted to bid for places as a lead school.

If a lead school falls below this grade in a new Ofsted inspection in-year, but is not placed into special measures, then we'll permit them to continue as a lead school until it is practical to switch the lead school status to another in the partnership.

If Ofsted places the lead school into special measures in-year, the ITT places must immediately be transferred to another lead school and all funding will be suspended until this action is completed. Schools and providers should contact [itt.allocations@education.gov.uk](mailto:itt.allocations@education.gov.uk) to arrange the transfer in all circumstances.

## **Schools not in a School Direct partnership**

We recommend schools join a partnership if they want to employ an apprentice.

Schools that are not Ofsted Grade 1 (outstanding) or Grade 2 (good) for overall effectiveness must join a partnership to offer the apprenticeship.

Joining a partnership has clear benefits, including:

- greater opportunities to share expertise
- meeting the apprenticeship employment expectation
- implementing efficient management and administration of the programme

It may also:

- bring economies of scale in negotiations with teacher training providers
- allow access to additional funding

For further details, see the [funding](#).

Schools that are rated Grade 1 or Grade 2 that do not wish to join an existing School Direct partnership, or are unable to do so, may wish to form a new partnership. To become a School Direct lead school, please contact [itt.allocations@education.gov.uk](mailto:itt.allocations@education.gov.uk) for advice on the criteria and process.

### **Working with ITT providers**

Schools may also offer the apprenticeship in conjunction with an accredited ITT provider that has successfully joined the [Register of Apprenticeship Training Providers \(RoATP\)](#).

The school must be rated Grade 1 or Grade 2 by Ofsted to do this.

### **Funding**

Schools that are not part of a partnership cannot access the grant funding for the subjects in which a grant is available. They may still be able to access up to £9,000 funding from their apprenticeships service account.

For further information on partnerships and allocations, see the [allocation of ITT places](#) section of this manual.

## **Role of ITT training providers**

Schools can employ apprentices, but only accredited ITT providers can deliver the off the job training for the teaching apprenticeship.

Providers on the [Register of Apprenticeship Training Providers \(RoATP\)](#) can provide apprenticeship training to levy and non-levy paying employers.

Providers that wish to deliver the apprenticeship EPA, will also need to be on the [the register of end-point assessment organisations](#). They must do this even if they have registered on the RoATP.

### **Offering places**

Training providers must decide with an employing school whether they want to offer an apprenticeship place. If working with a lead school in a partnership, training providers will need to agree with the employing school and the lead school.

### **Non-levy paying employers**

Non-levy paying employers will be able to select a provider that has been successful in the Education and Skills Funding Agency's (ESFA) procurement to deliver apprenticeship training to employers that do not pay the levy.

The providers successful in the procurement are also able to enter into sub-contracting arrangements with other providers who did not participate in the procurement exercise.

## Apprentice eligibility criteria

The employing school must ensure that all funded apprentices meet the following eligibility criteria.

All apprentices must:

- meet the [ITT criteria](#) for all ITT programmes
- be eligible to work in England as an unqualified teacher
- not hold or be eligible to receive QTS

## Eligibility for QTS

Under current reciprocal arrangements, most qualified teachers from countries in the European Economic Area (EEA) or Switzerland are able to receive QTS following application to us.

Teachers can also apply to us for QTS if they qualified in:

- Australia
- Canada
- New Zealand
- the USA

Potential apprentices who may already be eligible to receive QTS should email [qts.enquiries@education.gov.uk](mailto:qts.enquiries@education.gov.uk) or visit [Qualified teacher status \(QTS\): qualify to teach in England](#) for more information.

Teachers who are successful in their application and receive QTS will not qualify for funding. Those that are unsuccessful in their application to us may be considered eligible.

Individuals are recognised as qualified teachers and are not eligible for funding if they:

- hold QTLS status

- are members of the Education and Training Foundation (ETF), formerly the Institute for Learning (IfL)

They must continue to maintain their registration with the ETF for this recognition to be valid.

## Early Years Teacher Status (EYTS)

Apprentices who hold Early Years Teacher Status (EYTS) are:

- able to apply for a an apprenticeship place
- eligible for funding purposes

## Permission to recruit

Schools interested in delivering the apprenticeship must have permission to recruit from us if they wish to access any associated grant funding.

School Direct lead schools can request permission for their partnership using the [trainee teacher portal \(TTP\)](#).

They must have partnered with an ITT provider that is registered on RoATP before doing this.

Schools that require a secure access account to the portal should contact [ITT.DataManagement@education.gov.uk](mailto:ITT.DataManagement@education.gov.uk).

[Schools that are not in a School Direct partnership](#) can allocate places without permission, but they:

- must be rated as Grade 1 (outstanding) or Grade 2 (good) by Ofsted
- will not be able to apply for grant funding

Schools that wish to become a School Direct lead school should contact [itt.allocations@education.gov.uk](mailto:itt.allocations@education.gov.uk) for advice on the criteria and process.

## Unlimited and fixed allocations

ITT providers and school direct lead schools should consider their unlimited and fixed allocations as outlined in the [initial teacher training 2019 to 2020 allocations methodology](#) when offering apprenticeships.

**For current school direct lead schools: subjects in which they currently have permission to recruit apprenticeship trainees in 2019 to 2020**

For schools with permission to recruit in unlimited apprenticeship subjects, recruitment is unrestricted.

**For current school direct lead schools: subjects in which they do not currently have permission to recruit school direct (salaried) trainees in 2019 to 2020**

Schools that wish to recruit apprentices to subjects in the unlimited category and access the grant funding associated with these places are able to do so.

You can request permission to do this by contacting us at [itt.allocations@education.gov.uk](mailto:itt.allocations@education.gov.uk).

## **Changing ITT provider, school direct partnerships or training route**

Ordinarily, we'll not permit a lead school to change its partner ITT provider once it has registered a course. After a partnership agreement is drawn up and places are advertised to applicants, the lead school should make all reasonable efforts to deliver the course as described. We may consider a request from a lead school to change a partner ITT provider in exceptional circumstances.

A lead school must not transfer a trainee from one partnership or ITT route to another, without our prior agreement.

Further information about changing any aspect of courses that has been agreed with us, please email [ITT.allocations@education.gov.uk](mailto:ITT.allocations@education.gov.uk). All changes must be confirmed by us before a place is offered to any applicant.

Failure to fully comply with the criteria and requirements may result in:

- the withdrawal of funding to lead schools
- non-compliance by the ITT provider, which may lead to withdrawal of accreditation

## **Grant funding rates**

Only places offered by School Direct partnerships will receive grant funding.

The amount will depend on the:

- subject of their ITT course

- location of the school they are employed in

### Example

If the lead school is in an Inner London area, but the employing school is in a National area, funding will be paid at the National rate.

[Subjects that attract grant funding](#) are included in this manual.

Grant funding is not available for apprentices employed in a school that is not part of a school direct partnership. Such schools may receive funding from their [apprenticeship service account](#).

The grant funding amounts set out below apply to any postgraduate teaching apprenticeship that start in the 2019 to 2020 academic year. Apprenticeships may start earlier from 1 June 2019 but the first grant payment will not be made before September 2019, even if the apprentice starts before this date.

## Apprentices in high priority subjects

The following funding is available for:

- chemistry
- classics
- computing
- mathematics
- languages
- physics

| Funding per apprentice (by location) | Amount  |
|--------------------------------------|---------|
| National (excluding the London Area) | £14,500 |
| Inner London Area                    | £19,400 |
| Outer London Area                    | £18,100 |
| Fringe Area                          | £15,700 |

## Apprentices in other priority subjects

The following funding is available for:

- biology
- design and technology
- English
- geography
- history
- music
- religious education

| <b>Funding per apprentice (by location)</b> | <b>Amount</b> |
|---|---------------|
| National (excluding the London Area)        | £9,500        |
| Inner London Area                           | £13,100       |
| Outer London Area                           | £12,100       |
| Fringe Area                                 | £10,400       |

## Primary general apprentices

The following funding is available for non specialist and specialism primary apprentices.

| <b>Funding per apprentice (by location)</b> | <b>Amount</b> |
|---|---------------|
| National (excluding the London Area)        | £4,500        |
| Inner London Area                           | £6,900        |
| Outer London Area                           | £6,300        |
| Fringe Area                                 | £5,100        |

## Primary with mathematics apprentices

The following funding is available for primary with mathematics apprentices.

| <b>Funding per apprentice (by location)</b> | <b>Amount</b> |
|---|---------------|
| National (excluding the London Area)        | £9,500        |
| Inner London Area                           | £13,100       |
| Outer London Area                           | £12,100       |

This higher primary with mathematics funding rate is only available for eligible apprentices with at least a B in mathematics A Level (or equivalent). The lower rate is payable if the trainee does not have this grade or qualification.

## Subjects that attract grant funding

Grant funding is only available for apprentices working towards QTS in:

- biology
- chemistry
- classics
- computing
- design and technology
- English
- geography
- history
- modern foreign languages
- mathematics
- music
- physics
- physics with mathematics
- primary
- primary with mathematics
- religious education

## Using the apprenticeship service account

Employers that pay into the apprenticeship levy will be able to use up to £9,000 of funding from their apprenticeship service account to cover the cost of training and assessing an apprentice in:

- the [subjects that attract grant funding](#)
- subjects that do not attract grant funding

The ESFA has set [funding rules](#) that detail what the funding can be spent on.

Funding is available for schools who:

- do not pay the apprenticeship levy

- pay the levy but have used all of the funding in their service accounts

The government will pay 90% of the costs of training and assessment for the apprenticeship (up to the £9,000 apprenticeship funding band maximum) and the school will pay the remaining 10%.

Find out more about [apprenticeship funding](#).

## Grant funding agreements (GFA)

All lead schools with approval to recruit to grant funded apprenticeship courses must enter into a GFA with us. Grant funding will only be paid to schools once a GFA is in place.

The first payment will be made in September 2019. To receive this, all lead schools must have a signed GFA in place by 24 August 2019. If a GFA is in place after this date grant funding payments will be made in the following month.

Lead schools will be sent a grant offer letter (GOL) which includes the terms and conditions of the grant. They must complete all of the highlighted sections and email this to [GFA.itffunding@education.gov.uk](mailto:GFA.itffunding@education.gov.uk).

After the GOL has been returned fully completed and signed by the lead school's accounting officer, we'll arrange for this to be countersigned by our responsible officer and returned to the lead school.

This countersigned document forms the GFA and must be retained by the lead school.

We'll write to lead schools to advise them when the GOL, which includes the GFA and terms and conditions, is available.

## Conditions of grant

You can only use grant funding to support a named apprentice. You cannot share funding across funded and non-funded places.

Apprentices must:

- not be required to pay fees to cover the cost of the QTS award
- be made aware if they're expected to pay for any additional academic qualifications, such as a PGCE

For the period of their training, all apprentices must be employed by a school as an unqualified teacher and paid in line with their employing school's pay policy.

This includes periods of training spent in other schools.

Pay rates must be clearly advertised to the apprentice beforehand.

Apprentices who are on full-time courses should be employed full-time.  
Apprentices are expected to be employed for a minimum of 12 months.

## **Apprentices ineligible for grant funding**

Schools can recruit apprentices who are on courses in subjects that are not eligible for grant funding.

These apprentices must:

- be eligible to work in England as an unqualified teacher
- meet the requirements identified in the [ITT criteria](#)

Apprentices will need to be registered with either the:

- Higher Education Statistics Agency (HESA) by universities
- [ITP](#) by SCITT providers, as 'not fundable'

Lead schools must be aware of the financial implications of recruiting apprentices who are not eligible for grant funding.

We cannot be held responsible for any costs associated with recruiting or training apprentices, irrespective of the provision of grant funding.

Apprentices recruited by schools rated Grade 1 or 2 that do not join or form a School Direct partnership are ineligible for grant funding. They may be able to use funding from their [apprenticeships service account](#) to fund some or all of the training costs.

## **Payment of apprenticeship funding**

### **Who will payments be made to**

The grant will be paid directly to the lead school by the ESFA if you're an:

- academy
- multi-academy trust (MAT)
- free school

If a lead school is a local authority maintained school the grant will be paid to the relevant local authority by the ESFA.

This includes:

- voluntary-aided
- voluntary-controlled
- foundation schools
- sixth-form colleges that receive their funding from the local authority

Lead schools in this category will need to make sure that suitable agreements are in place with their local authority, so that funding is transferred appropriately.

Lead schools should identify funding arrangements and mechanisms, to recover unused funds in written agreements with their partner schools and ITT providers.

## **When will payments be made**

Payments will be made in 11 monthly instalments from September to July as set out in [Annex D: funding cycle](#). Payments will be made within the first 8 working days of each month and is subject to:

- us receiving your grant funding documentation
- apprentice numbers being established from available data

The first payment of the 2019 to 2020 academic year will be made in September 2019. If you receive your first payment after September 2019, it will be adjusted to include payments backdated to September.

The final payment will be made in July 2020.

## **How much will the payment be**

We'll write to lead schools:

- in June 2019 to provide further information and GFA documentation
- prior to first monthly payment to confirm the amounts for the first 3 months of the academic year

These payments will be calculated using apprenticeship recruitment data available at that time. This funding may be at a preliminary rate.

Following receipt of verified apprentice data from the ITT provider in the October ITT census, we'll adjust the monthly payment amounts from December 2019 onwards.

We'll issue any arrears that may be due or recover funding as appropriate within this adjustment. If the relevant data is supplied, this adjustment may also reflect any changes required to grant funding amounts based on the location of the trainee's employing or main placement school.

It's important that ITT providers have all the relevant information for apprentices to complete the October ITT census. We strongly encourage all lead schools to engage with their partner ITT provider to avoid any delay or suspension of payment.

We'll not provide any additional funding for the administration of apprenticeship courses.

## **Data requirements and reporting**

Schools and ITT providers offering postgraduate teaching apprenticeships are required to share all data on apprenticeships with us.

Including data on:

- applications
- recruitment
- employment outcomes

Apprenticeship grant funding is calculated on the basis of data submitted by ITT providers through HESA and the [ITP](#).

It's important that the data is:

- accurate
- complete
- submitted on time

Failure to do this is likely to result in the suspension of funding. ITT providers and employers offering apprenticeship training are also required to provide data to the apprenticeships service.

## **Data requirements from schools**

Once a candidate has been recruited, lead schools are required provide their ITT partner with accurate placement and employing school data. Lead schools must inform providers promptly of any changes such as:

- withdrawals
- deferrals

Lead schools are required to provide trainee data to us as part of their GFA Annex G audit and assurance return. Further details about the assurance process can be found in [Reconciliation, assurance and audit](#).

## Data requirements from ITT providers

Failure to comply with requests for data in an accurate or timely manner may lead to the withdrawal of accreditation for the ITT provider. Full details of the process are included in the ITT TTP data guidance for HEIs and non-HEIs available through the TTP.

Guidance will be updated throughout the academic year.

## Withdrawals and deferrals

### Withdrawals

Lead schools will receive funding for any apprentice who starts and withdraws from a funded apprenticeship course up until the end of the month in which the apprentice withdraws.

Funding will either:

- cease in-year from the following month if the ITT provider has updated the trainee data on the ITT TTP (via HESA for HEIs and the TTP for SCITTs)
- as part of a funding reconciliation exercise following the end of the academic year

ITT providers are required to record all apprentice withdrawals in the exit information tab on the ITT TTP.

Lead schools will retain one-twelfth of the total funding for each month or part month the apprentice has remained in training.

#### **Example**

If an apprentice is employed from September and leaves during March, the partnership will retain 7 months' of funding and we will recover 5 months' (April – August) of funding.

We'll not reimburse lead schools for any expenditure made after the trainee has withdrawn.

If an apprentice leaves without completing their ITT, the last date of training is either the:

- apprentice's final day
- date for which the ITT provider has evidence they were still in training

Supporting evidence may be requested to corroborate the withdrawal date. All appropriate records should be retained by the ITT Provider and lead school.

The total grant that is due to the lead school for the individual apprentice will be used to calculate the value of funding to be recovered.

Where funding ceases in-year any further adjustment that is required for different funding areas will be included in the reconciliation exercise. In cases where the lead school is a MAT, funding will initially be based on the location of the Trust's registered office and will be adjusted to reflect the location of the apprentice's employing or main placement academy during their training.

For apprentices undertaking flexible funded apprenticeship courses, we will take into consideration the withdrawal date and course length. Funding will be recovered on a pro-rata basis.

## **Deferrals**

Schools, in agreement with the ITT provider, are responsible for making the decision to allow an apprentice to defer. Lead schools must communicate this decision to their ITT provider, who is responsible for reporting this to us through the ITT TTP.

Apprentices can only defer once they have started their ITT course. The deferral period is usually a maximum of 1 year. It can be extended to more than 1 year with prior approval from us. The grant will only be paid up to the maximum grant rate relevant to the academic year in which the apprentice starts, regardless of the year in which they return.

ITT providers are required to record all apprentice deferrals as dormant periods in the course details tab on the TTP.

The school must retain these funds until the apprentice returns to the course. If the apprentice does not return to the course, funds relating to the remaining months on which the apprentice was not training will be recovered in full. In this event, the deferral date or date of last attendance would become the date of withdrawal.

If the apprentice returns to the course and subsequently withdraws, funding will be

recovered on the basis of the total time that the apprentice was on the course.

For apprentices undertaking flexible funded apprenticeship courses, we will take into consideration the deferral date and course length when calculating any funding adjustments or recoveries.

## Reconciliation, assurance and audit

### Reconciliation

We reserve the right to carry out a reconciliation exercise at the end of the academic year. Any grant funding identified as recoverable will be recovered.

In most cases, where recovery is required, it will be carried out by offsetting funding that will be paid to the lead schools in subsequent years. If this is not possible, we will invoice the lead school for the outstanding amount.

As part of any such reconciliation exercise, grant funding may be recovered as a result of:

- apprentices not starting
- apprentices that leave before obtaining QTS, including apprentices that accept a place and subsequently withdraw
- apprentices not recorded as such on the ITT TTP or any replacement ITT trainee database
- the location of any partner school that employs the apprentice, or main placement school in the ITT year, being in a lower funding area than the lead school
- apprentices offered a place beyond the lead school's permitted recruitment in that subject
- errors identified in apprentice data submitted by schools and ITT providers, upon which the grant funding is calculated resulting in an overpayment
- any miscalculation of grant which results in an overpayment to the lead school
- any grant payment made to an incorrect recipient
- any grant payment made in error

Grant funding may also be recovered as a result of:

- early completion of training
- non-compliance with the GFA, including but not limited to failure to submit Annex G in accordance with the requirements of the grant funding letter or any subsequent communication from us

Where a recovery is required, we may do this in the same or subsequent academic years.

Where a payment of grant funding is required outside of the academic year to which it relates, this will be classed as income to the lead school and follow up assurance will be required at the end of the academic year in which the payment was made.

## **Assurance and audit**

ITT providers must hold full records of all apprentices in receipt of grant funding, including evidence of the apprentices' academic qualifications achieved prior to starting their training.

Apprentices must be in receipt of the degree on which their assessment was based, prior to starting the course. We reserve the right to request this evidence at any point during the academic year from ITT providers, for the purpose of monitoring quality and funding assurance.

ITT providers should make sure that all apprentice records on the ITT TTP, are complete. This includes amending the records of apprentices who:

- withdraw or defer from their ITT programme
- start later in the academic year
- return from earlier academic years

We reserve the right to:

- delay or withhold payments to the lead school if data is inaccurate or incomplete
- request this evidence from ITT providers and lead schools, for the purpose of monitoring quality and funding assurance

Lead schools are required to submit an annual certification of expenditure to us by 31 December 2020.

Lead schools in receipt of grant funding of:

- £40,000 and above will be sent an Annex G(i) which requires an independent external auditor and Chair of Governors' approval
- less than £40,000 will be sent an Annex G(ii) and will need to be self-certified by the Accounting Officer of the lead school and Chair of Governors

As part of the grant assurance process lead schools are required to submit an audited breakdown of grant expenditure and corresponding trainee details. Where these trainee details differ from those submitted through the TTP by the provider, we reserve the right to withhold or recover funding from the lead school. As part of the grant assurance process, any marketing expenditure should be presented

within a separate line on the payment schedule of the Annex G. Further guidance on this will be sent out to you following the end of the academic year.

If a school is both a lead school for apprenticeship places and the accredited entity for a SCITT provider, it must complete both the:

- Annex G to the GFA for School Direct (salaried) grants
- audit grant return for other funding, such as for training bursaries

Failure to submit accurately completed and signed off assurance and audit documentation on time is likely to result in:

- future ITT grants being withheld
- the recovery of funding paid

Further assurance will be sought in the following academic year for apprentices who:

- deferred their apprenticeship into the following academic year
- extended their apprenticeship into the following academic year

Lead schools need to retain all appropriate records for the next audit, such as when the apprentice resumed the apprenticeship and the status of the apprentice.

We'll supply further information about this process in autumn 2020.

Failure to fully comply with the data reporting and assurance requirements set out in this manual may result in:

- the withdrawal of funding to lead schools
- non-compliance by the ITT provider, which may lead to withdrawal of accreditation

## **Annex A: types of organisation involved in postgraduate teaching apprenticeships and ITT partnerships**

### **Lead school**

The lead school:

- is the agreed point of contact for the school direct partnership
- holds the partnership's Apprenticeship and School Direct training places

- is responsible for the partnership activity
- can employ apprentices, and receive grant funding for them
- must agree the location of apprentices with the ITT provider
- is responsible for the grant funding and its distribution
- is responsible for placing apprentices across the partnership

They'll be responsible for communications:

- across the partnership to and from us
- between each partner school

The lead school must be:

- a maintained school – primary or secondary
- a special school
- a sixth form college
- a pupil referral unit (PRU)
- a city technology college
- an academy
- a multi-academy trust
- a free school

Private schools cannot be lead schools, unless they are designated as a teaching school.

## **Partner school**

The partner school is any school within the partnership of schools involved in ITT. Partner schools, which are private schools, may contribute to the training.

## **Employing school or main placement school**

The employing school is defined as the school that employs the apprentice during their ITT year. The apprentice must carry out their ITT in at least 2 schools.

The main placement school is the school where the apprentice will spend the majority of their placement. The main placement school and employing school are usually the same entity, however this may not always be the case.

A private school cannot receive grant funding for its apprentices unless they are a designated teaching school.

## Accredited ITT provider

The ITT provider is accredited by us.

An ITT Provider can be a:

- higher education institution (HEI)
- school centered ITT (SCITT) provider

The ITT provider is a full member of the school direct partnership.

As an accredited provider of ITT it:

- has the experience of delivering teacher training
- is accountable for the marketing, selection, assessment and standards monitoring for apprentices

Only accredited ITT providers that have successfully registered on the RoATP can deliver 'off the job' apprenticeship training.

The ITT provider will recommend apprentices for the award of QTS. A separate ITT provider that has not delivered the apprentices' training and is on the register of assessment apprenticeship organisations is required to carry out an end-point assessment in the apprentices fourth term.

## Annex B: locations used to calculate the value of grant funding

The geographical locations for variation are those set out within the [school teachers' pay and conditions](#).

### Inner London Area

"Inner London Area" 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
- Westminster

## **Outer London Area**

“Outer London Area” means the area comprising the London boroughs of:

- Barnet
- Bexley
- Bromley
- Croydon
- Enfield
- Harrow
- Havering
- Hillingdon
- Hounslow
- Kingston-upon-Thames
- Redbridge
- Richmond-upon-Thames
- Sutton
- Waltham Forest

## **Fringe Area**

“Fringe Area” means:

- Berkshire – the districts of Bracknell Forest, Slough, and Windsor and Maidenhead
- Buckinghamshire – the districts of South Buckinghamshire and Chiltern

- Essex – the districts of Basildon, Brentwood, Epping Forest, Harlow and Thurrock
- Hertfordshire – the districts of Broxbourne, Dacorum, East Hertfordshire, Hertsmere, St Albans, Three Rivers, Watford and Welwyn Hatfield
- Kent – the districts of Dartford and Sevenoaks
- Surrey – the whole county
- West Sussex – the district of Crawley

## **Annex C: further information and contacts**

### **Additional supporting information**

[Postgraduate teaching apprenticeship guidance](#)

[Apprenticeship technical funding guide](#)

[School Direct information for schools: getting involved and guidance for lead schools](#)

[School Direct Funding: pages which support and inform types of funding for Initial Teacher Training](#)

[Degree equivalency: information on compatibility of qualifications across the World with UK recognised degree standards](#)

[UCAS teacher training: search and apply for training programmes beginning in 2018](#)

[Teachers' Standards](#)

[2018 to 2019 School Direct \(salaried\) funding manual](#)

[2018 to 2019 training bursary manual](#)

[Initial Teacher Training criteria and supporting advice](#)

[Register of end-point assessment organisations](#)

### **Contacts**

For funding and payment queries from schools and ITT providers email

[itt.funding@education.gov.uk](mailto:itt.funding@education.gov.uk).

For questions surrounding available ITT places email [itt.funding@education.gov.uk](mailto:itt.funding@education.gov.uk).

For grant funding letters/agreements queries email [gfa.ittfunding@education.gov.uk](mailto:gfa.ittfunding@education.gov.uk).

For October census queries, or any other data matter, email [itt.datamanagement@education.gov.uk](mailto:itt.datamanagement@education.gov.uk).

For ITT criteria email [itt.accreditation@education.gov.uk](mailto:itt.accreditation@education.gov.uk). All other enquiries should be directed to [contact form](#) for a response.

## **Annex D: funding cycle**

### **June to July 2019**

We'll write to lead schools to:

- give notification of 2019 to 2020 funding arrangements
- supply the GFA letter

Lead schools should submit GFAs to us.

### **August 2019**

We'll write to lead schools about funding amounts for September to November based on recruitment data.

Lead schools must submit their GFAs/acknowledgement of new annexes by 24 August to enable September payment.

ITT providers register trainees on ITT TTP.

### **September 2019**

The first of 11 payments are made to lead schools with a GFA in place on the basis of recruitment data.

ITT providers continue register trainees on ITT TTP.

Payment profile and funding summary available to lead schools.

## **October 2019**

The second of 11 payments are made to lead schools with a GFA in place based on recruitment data.

ITT providers' complete trainee registration on TTP by October Census date.

Updated payment profile and funding summary available on to lead schools.

## **November 2019**

The third of 11 payments are made to lead schools with a GFA in place based on recruitment data.

Updated payment profile and funding summary available on to lead schools.

## **December 2019**

The basis of funding is moved from recruitment data to ITT trainee data supplied from ITT provider TTP.

The fourth of 11 payments are made to lead schools with a GFA in place based on ITT TTP data.

Updated payment profile and funding summary available on to lead schools.

## **January 2020**

The fifth of 11 payments are made to lead schools with a GFA in place based on ITT TTP data.

Updated payment profile and funding summary available on to lead schools.

ITT providers update their trainee data, correcting any errors or omissions and adding trainees that started after October Census.

## February to June 2020

Payments 6 to 10 of 11 are made to lead schools with a GFA in place based on TTP data.

Updated payment profile and funding summary available on to lead schools.

## July 2020

The final payment is made to lead schools with a GFA in place based on ITT TTP data.

Final update payment profile and funding summary available to lead schools.

ITT providers make final changes to ITT TTP data for the 2019 to 2020 cohort.

## August to December 2020

Reconciliation process commences for trainees that withdrew and applicable funding adjustments.

We'll send final Annex G documents to you at the end of the academic year. We'll pre-populate it with the amount of funding you received. The completed document will help you to provide us with the necessary assurance for both the amount received and the purpose for which it was used. Further guidance on this process will be sent to you at the same time.

Lead schools will be asked to return the Annex G by the end of December 2020.

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[Prepare for Brexit if you live in the UK](#)

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