



Guidance

# Postgraduate teaching apprenticeship funding manual: 2022 to 2023 academic year

Updated 30 November 2021

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## What a postgraduate teaching apprenticeship is

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)

## Costs

Grant funding is available as a contribution to the training and salary costs for qualifying trainees on postgraduate teaching apprenticeship courses.

Funding varies by subject and not all subjects are eligible for funding.

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

## The apprenticeship levy

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.

## Bursaries and student finance

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

- an ITT training bursary
- student finance

Where grant funding is provided as a contribution to the training and salary costs, you cannot charge trainees for the award of qualified teacher status.

You will need to inform your trainees if they need to pay any fees.

## 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 apprentice 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 also need to complete an end-point assessment (EPA). 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 School Direct partnership may already have many of the processes in place which are needed to employ an apprentice. 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

A lead school must be one of the following:

- an academy
- a free school
- a city technology college
- a local authority maintained 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

An independent school cannot act as a lead school in the 2022 to 2023 academic year.

### 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

Independent partner schools may contribute to the training, but are ineligible to

receive grant funding from the lead school. They may, however, be able to use funding from their apprenticeships service account to fund some or all of the training costs.

### **Ofsted inspections**

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 during the year but is not placed into special measures, then we will 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 during the year, the ITT places must immediately be transferred to another lead school and all funding will be suspended until this action is completed.

Schools in special measures cannot recruit apprentices. If this happens after recruitment, but before training starts, the apprentice will need to be transferred to another school in the partnership.

Employing schools can retain apprentices if they are placed in special measures after the apprentice has started employment and training if the lead school and ITT provider agree that the continued employment at the school will not negatively affect the apprentice or the quality of their training.

The lead school and ITT provider must also be willing to offer any necessary support to the apprentice and placement school during both the training period and any subsequent employment as a newly qualified teacher (NQT) in the school (should it remain in special measures). If the lead school or ITT provider cannot offer such assurance and support, then an alternative school within the partnership must employ the apprentice. Schools and providers should contact [becomingateacher@digital.education.gov.uk](mailto:becomingateacher@digital.education.gov.uk) to arrange the transfer.

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

We recommend that 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 using the apprenticeship service account section of this manual.

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 [becomingateacher@digital.education.gov.uk](mailto:becomingateacher@digital.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 grant funding for the subjects in which a grant is available. However, they may still be able to access up to £9,000 funding from their apprenticeships service account.

## **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 [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 agreement from both 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 each funded apprentice:

- meets the relevant ITT eligibility criteria
- is eligible to work in England as an unqualified teacher
- not hold or is eligible to receive QTS

## Eligibility for QTS

Qualified teachers from these countries may be able to receive QTS following an application to the Teaching Regulation Agency (TRA):

- countries in the European Economic Area (EEA)
- Switzerland
- Gibraltar
- Australia
- Canada
- New Zealand
- USA

Teachers who qualified outside the listed countries will need to complete a course of Initial Teacher Training or as an experienced teacher with a degree they may be able to apply for Assessment Only QTS to demonstrate they meet the standards for QTS.

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 to receive QTS will not qualify for funding. Those that are unsuccessful in their application to receive QTS may be eligible.

## Qualified Teacher Learning and Skills (QTLS)

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

- hold QTLS status
- are members of the Society for Education and Training (SET), formerly the Education and Training Foundation (ETF)

They must continue to maintain their registration with the SET for this recognition to be valid. [The SET Professional Status register is available to check a trainee's status.](#)

## Early Years Teacher Status (EYTS)

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

- apply for an apprenticeship place
- be 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.

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

[Schools that are not in a School Direct partnership](#) can allocate places without permission in subjects with unlimited recruitment, 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 [becomingateacher@digital.education.gov.uk](mailto:becomingateacher@digital.education.gov.uk) for advice on the criteria and process.

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

Ordinarily, we will 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 will only consider a request from a lead school to change their partner ITT provider in exceptional circumstances.

A lead school must not transfer an apprentice from one partnership or ITT route to another without our prior agreement.

For further information about changing any aspect of courses that have been agreed with us please email [becomingateacher@digital.education.gov.uk](mailto:becomingateacher@digital.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 the lead schools
- non-compliance by the ITT provider, which may lead to the withdrawal of accreditation

## Grant funding rates

Grant funding will be paid to lead schools for each trainee depending on the subject of their ITT course. There are no funding region variations based upon the location of the employing school in the 2022 to 2023 academic year.

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, apply to any postgraduate teaching apprenticeship that start in the 2022 to 2023 academic year. Apprenticeships may start earlier from 1 June 2022 but the first grant payment will not be made before September 2022 even if the apprentice starts before this date.

<b>Subject</b>	<b>Postgraduate Teaching Apprenticeship Funding</b>
<b>Physics</b>	£15,000
<b>Secondary mathematics</b>	£15,000
<b>Computing</b>	£15,000
<b>Chemistry</b>	£15,000
<b>Design and Technology</b>	£6,000
<b>Geography</b>	£6,000

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<b>Languages (including ancient languages)</b>	£6,000
<b>Biology</b>	£1,000

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## 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

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 permission to recruit to funded apprenticeship courses must enter into a GFA with us. Grant funding will only be paid once a GFA is in place, and is due to commence in September 2022.

We will contact all relevant lead schools before the start of the academic year to request the appropriate documentation.

If a lead school did not receive salary grant funding in the 2021 to 2022 academic year, they will be sent a grant offer letter (GOL) which includes the terms and conditions of the grant. They must complete all the highlighted sections in the GOL and email this document to [GFA.ittfunding@education.gov.uk](mailto:GFA.ittfunding@education.gov.uk).

After the GOL has been returned, fully completed and signed by the lead school's accounting officer, we will 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.

If a GFA is delayed, grant funding payments will be made in the following month.

If a lead school already has a GFA in place from a previous academic year we will ask them to review any variations to the original agreement. The lead school must confirm that they accept any variations in order for funding to continue.

## Conditions of grant

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

For funded places, you cannot charge trainees for the award of qualified teacher status. You will need to inform your trainees if they need to pay any additional fees.

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.

Maintained schools and local authorities must abide by [school teachers' pay and conditions](#), which states that an unqualified teacher must be paid such salary within the minimum and maximum of the unqualified teacher pay range.

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
- [Register trainee teachers](#) service by SCITT providers

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 we pay

The grant will be paid directly to the lead school if you are:

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

If a lead school is a local authority maintained school the grant will be paid to the relevant 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 payments will be made

Payments will be made in 11 monthly instalments from September to July as set out in [Annex C: funding cycle](#).

Payments will be made within the third working day of each month and are subject to:

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

The first payment of the 2022 to 2023 academic year will be made in September 2022. If you receive your first payment after September 2022, it will be adjusted

to include payments backdated to September.

The final payment will be made in July 2023.

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

The payments from September to November 2022 will be calculated using trainee recruitment data available at that time. This funding may be at a preliminary rate.

Following receipt of verified trainee data from the ITT provider in the October ITT census, we will adjust the monthly payment amounts from December 2022 onwards. We will issue any arrears that may be due or recover funding as appropriate within this adjustment.

It is important that ITT providers have all the relevant information for trainees 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 will not provide any additional funding for the administration of School Direct (salaried) courses.

## **Data requirements and reporting**

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

This includes data on:

- applications
- recruitment
- employment outcomes

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

It's important that the data is:

- accurate
- complete
- submitted on time

Failure to meet these conditions 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 to 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 also required to provide trainee data to us as part of their Annex G assurance return. Further details about the assurance process can be found in [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 register trainee teachers guidance page for HEIs and non-HEIs.

Guidance will be updated throughout the academic year.

## Withdrawals and deferrals

### Withdrawals

Lead schools may retain 1/11th of the relevant funding rate per month for any trainee who starts and withdraws from a funded apprenticeship course up until the end of the month in which they withdraw.

Funding will either:

- cease in-year from the following month if the ITT provider has updated the trainee data in register trainee teachers
- as part of a funding reconciliation exercise following the end of the academic year

ITT providers are required to record all trainee withdrawals in the exit information section of the training record on register trainee teachers, in the same month that the trainee withdraws.

Reconciliation will be determined on a pro-rata basis. We will consider the

trainee's actual withdrawal date in relation to the intended completion date.

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

If a trainee leaves without completing their ITT, the last date of training is the final day and date for which the ITT provider has evidence that they were still in training or attendance for any learning that is part of their ITT.

Supporting evidence may be requested to corroborate the withdrawal date.

All appropriate records should be retained by the ITT provider or lead school.

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

## **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 register trainee teachers service.

Apprentices can only defer once they have started their ITT course. 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 in the register trainee teachers service.

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.

## **Assurance and audit**

Grant funding identified as recoverable as a result of this exercise will be recouped.

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.

Grant funding may be recovered as a result of:

- apprentices not starting
- apprentices leaving before obtaining QTS, including apprentices who accept a place and subsequently withdraw
- 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 funding 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 non-compliance with the GFA, including, but not limited to, failure to submit an Annex G in accordance with the requirements of the grant funding letter or any subsequent communication from us.

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

Lead schools and associated 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 lead schools and ITT providers, for the purpose of monitoring quality and funding assurance.

ITT providers should make sure that all apprentice records in [register trainee teachers](#) 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 appropriate assurance return to us by 31 December 2023.

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 accounting officer 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, the Chair of the Local Governing Body, or Chair of the Board of Trustees

As part of the grant assurance process lead schools are required to submit an audited breakdown of grant expenditure and corresponding apprentice details. Where these apprentice details differ from those submitted through the DTTP by the provider, we reserve the right to request further information and/or evidence from the lead school to confirm these details before making any additional recovery or reimbursement payments.

Further guidance on this will be sent out to you following the end of the academic year.

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.

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 will be responsible for communications:

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

The lead school must be one of the following:

- 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

An independent school cannot act as a lead school in the 2022 to 2023 academic year.

## Partner school

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

## Employing school

The employing school is defined as the school that employs the apprentice during their ITT year.

Independent schools may contribute to the training, but are ineligible to receive funding from the lead school.

## **Accredited ITT provider**

The ITT provider is accredited by us.

An ITT provider can be a:

- higher education institution (HEI)
- school centred 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, alongside the lead school partnership, for the marketing, selection, assessment and standards monitoring for trainees

Only accredited ITT providers that have successfully registered on the [register of apprenticeship training providers \(RoATP\)](#) 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 end-point assessment organisations is required to carry out an end-point assessment in the apprentice's fourth term.

## **Annex B: 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](#)

[Apply for teacher training](#)

[Teachers' Standards](#)

[School Direct \(salaried\) funding manual](#)

[Initial teacher 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 queries around permission to recruit, register trainee teachers, October census queries, or any other data matters email [becomingateacher@digital.education.gov.uk](mailto:becomingateacher@digital.education.gov.uk).

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

For ITT criteria email [itt.accreditation@education.gov.uk](mailto:itt.accreditation@education.gov.uk).

For all other enquiries, [contact DfE](#).

## Annex C: funding cycle

### June to July 2022

Lead schools who did not receive grant funding in the 2021 to 22 academic year will be contacted in order to submit grant funding agreements (GFAs) to us.

If other documents, such as letters of variation are required, we will contact

individual lead schools separately.

## **August 2022**

Apply acceptance data is incorporated into the funding model. This allows us to make interim payments to you from September to November 2022.

## **September to November 2022**

The first 3 payments will be made if you have a GFA in place. This will be based on your Apply acceptance data. Payment profiles are available in [register trainee teachers](#) during this period.

## **November 2022**

Your ITT provider's register trainee teachers data is incorporated into the funding model to confirm payments from December 2022. This is based on the trainee registration returns, submitted through either HESA or register trainee teachers along with the School Direct (salaried) route on or before the census closure date.

## **December 2022 to January 2023**

These payments will be made if you have a GFA in place, based on your register trainee teachers data.

The [register trainee teachers](#) service is available for you to see salary grant summaries and payment profiles.

## **February to April 2023**

Your register trainee teachers data will be updated in the funding model in February 2023 to include any changes that ITT providers have submitted, through either HESA or register trainee teachers in January 2023, since the census was published.

These payments will be made (if you have a GFA in place) based on your register trainee teachers data.

The register trainee teachers service is available for you to see salary grant summaries and payment profiles.

## **May to July 2023**

Your register trainee teachers data will be updated in the funding model in May 2023 to include any changes that ITT providers have submitted, through either HESA or register trainee teachers in April 2023.

These payments will be made (if you have a GFA in place) based on your register trainee teachers data. Any subsequent changes to your register trainee teachers data will be considered on a case-by-case basis.

The register trainee teachers service is available for you to see salary grant summaries and payment profiles.

# **Annex D: assurance and audit process**

Key events in the funding cycle

## **September to December 2023**

We'll send final assurance documents to you at the end of the academic year. We'll pre-populate this with the amount of funding you have received, and the trainees that funding includes.

The completed document, and Auditor report if applicable, 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.

These should be returned by the end of 31 December 2023.

## **January to March 2024**

In addition to the final assurance document, and Auditor report (if applicable), we also apply a sampling process to gain assurance of the grant expenditure. This involves assurance checks through the collection of evidence on sampled trainees, including withdrawals, course information and payment information.

Recoveries and reimbursements will be completed through the payment profile, invoice or credit memo.

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## Coronavirus (COVID-19)

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[Coronavirus \(COVID-19\): guidance and support](#)

## Services and information

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## Brexit

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