



fundraising manual

Subject
knowledge
enhancement

for academic year
2009/10



developing people, improving young lives

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Introduction

This section provides an overview of subject knowledge enhancement courses.

- 1.1** Subject knowledge enhancement (SKE) courses are pre-initial teacher training (ITT) courses designed to help potential trainees gain the depth of knowledge needed to train to teach their chosen subject. These courses are delivered by SKE providers who design and deliver programmes that will best meet the needs of trainees.
- 1.2** Previously, there were different types of SKE courses run by providers that were funded and controlled under a number of different contracts and grant funded schemes. The Training and Development Agency for Schools (TDA) now operates a single SKE funding system that allows courses of varying length and intensity to be run within this funding structure. This funding structure replaces the mathematics, physics and chemistry enhancement courses, the extended and two-year PGCE, the modern language extension course, the subject knowledge booster course and any other subject knowledge enhancement based course.
- 1.3** This manual is designed to be a guide to managing your TDA funding for SKE courses and represents part two of the financial memorandum between the TDA and SKE providers. This manual covers the main aspects of SKE funding, although there may be exceptional circumstances that it does not directly address. In these circumstances, please contact the Funding Team at ittfunding@tda.gov.uk
- 1.4** As trainees on SKE courses may be eligible for a training bursary, this manual is used in conjunction with the training bursary funding manual.

Allocations

This section explains how subject knowledge enhancement courses are allocated.

- 2.1** Allocations for SKE courses have been made for all SKE providers. SKE providers are accredited ITT providers funded by the TDA to deliver SKE courses. SKE providers can request changes to their allocated places throughout the academic year by contacting the TDA. There are, however, no guarantees that these requests will be sanctioned.
- 2.2** Any permitted changes are only finalised once the SKE provider has received confirmation. It is the provider's responsibility to ensure that any agreed change is followed through and implemented. Please contact the ITT Provider and Market Management Team at **allocations@tda.gov.uk** for any allocations change requests.
- 2.3** The TDA will monitor providers' recruitment to SKE courses. If recruitment falls short of allocations the TDA reserves the right to adjust a provider's allocated number of SKE places for the next academic year.
- 2.4** If courses do not run, providers are required to inform the TDA at the earliest opportunity. The TDA reserves the right to recover all funding for those courses for that academic year.

Eligibility and operation

This section explains which courses are eligible for TDA funding and how they should be operated.

- 3.1** Providers may only use TDA funded places for trainees who are eligible for TDA funding. To be eligible, trainees must have accepted a conditional offer of a place on a TDA funded postgraduate route to qualified teacher status (QTS). This route must be a postgraduate ITT course, such as the postgraduate or professional certificate in education (PGCE) and the Graduate Teacher Programme. The ITT provider does not have to be the same provider that is delivering the SKE course.
- 3.2** The offer must be conditional on the trainee improving their subject knowledge. The SKE provider is only responsible for delivering courses that will allow trainees to meet the subject knowledge condition. If there are any other conditions to the offer, the ITT provider should be satisfied that these conditions can be met prior to the ITT course starting. These conditions must not be a barrier to the trainee completing the SKE course.
- 3.3** The eligibility criteria for entry onto a TDA funded ITT course can be found in the mainstream ITT and employment-based ITT funding manuals available at www.tda.gov.uk/ittfunding
- 3.4** Providers may only use SKE funding for eligible SKE courses. To be eligible an SKE course must:
- always start, and normally end, before the trainee begins their ITT course
 - be marketable and accessible to as many potential participants as possible
 - be designed with the aim of enabling trainees to meet QTS standard Q14 ('to have a secure knowledge and understanding of their subject/curriculum areas') by the time of completing their secondary postgraduate ITT course as according to the needs of the trainee, and
 - focus on the subject that the trainee will train to teach on their ITT course.
- 3.5** Providers may deliver SKE courses in the intensity that will best meet the needs of trainees. This may include part-time courses, distance learning courses, standard full-time courses and potentially intensive courses. In all situations the funding associated with these will depend on the number of units delivered.

Funding

This section describes the funding principles of subject knowledge enhancement courses, and how funding will be paid to providers.

- 4.1** Providers will receive funding based on their SKE course allocations, as confirmed by the TDA. There are various units of funding depending on length of course, as outlined in section 9 of this funding manual.
- 4.2** The units of funding have been designed so they compare with a full year's funding that a provider would receive for a mainstream postgraduate course, including tuition fees. As such, it is a condition of funding that providers may not charge trainees any fees if they are on a TDA funded SKE course.
- 4.3** Trainees must only be registered on one continuous SKE course which must be with one provider only. Trainees must not be registered on multiple courses either with a single provider or multiple providers.
- 4.4** Providers may enter into agreements to place SKE trainees who have started one course (at the lead provider) on another SKE provider's course (the secondary provider). This can be funded by the lead provider passing on funds to the secondary provider. When reporting such trainees, they must be counted only once and only at the lead institution, reflecting the total length of their SKE programme.
- 4.5** The TDA will pay providers allocated SKE funding in monthly instalments. Payments will be made electronically by BACS at the start of each calendar month. The TDA aims to pay between 60 and 70 per cent of the allocated SKE funding during the first eight months of the academic year (August to March), and the balance over the remaining four months (April to July).
- 4.6** Providers can access their up-to-date payment profile at any time by logging in to the ITT funding extranet <https://ittprovider.tda.gov.uk> If you have not been given a password for this site, please e-mail ittfunding@tda.gov.uk for more information and to be set up on the system.
- 4.7** Funding is allocated on an academic year basis. The academic year runs from 1 August to 31 July. For funding and data collection purposes the TDA will count courses that start between these dates to relate to that academic year. For example a course which starts on 20 July 2009 will relate to AY2008/09. A course which starts on 20 August 2009 will relate to AY2009/10.
- 4.8** Funding can only be used for eligible trainees and eligible courses as set out in this manual.

Funding flexibility (holdback)

This section explains the flexibility providers have to manage their allocated places. At the end of the academic year, funding is adjusted to take account of the actual number of recruited trainees. This section also describes this process, which is called holdback.

- 5.1** Places and funding for each subject grouping are ring-fenced. This means that SKE providers cannot offset over-recruitment in one subject group against under-recruitment in another.
- 5.2** If providers exceed allocations they will not necessarily be funded by the TDA. If providers feel that they have the capacity to deliver more than their allocated units and this delivery will meet the TDA's strategic priorities, they are encouraged to contact the ITT Provider and Market Management Team at **allocations@tda.gov.uk** to discuss.
- 5.3** Providers have some flexibility in the way they use their SKE allocations. Providers may use places/units within group A to deliver different lengths of courses to those allocated without prior permission from the TDA. This can be by combining the allocations for two short courses to make one long course, or vice versa. Providers, however, must ensure they do not exceed the overall SKE funding that they have been allocated and should contact the ITT Provider and Market Management Team at **allocations@tda.gov.uk** or the ITT Funding Team at **ittfunding@tda.gov.uk** to discuss any recruitment concerns.
- 5.4** Providers, without prior permission from the TDA, may offset over-recruitment in a group A subject against under-recruitment against another group A subject if they have allocations in both subjects. Providers may only recruit to subjects they have allocations for.
- 5.5** Units of funding are detailed in section 9. Course lengths will only be funded in denominations stated.
- 5.6** In order to assist providers in the flexible use of their SKE provision the TDA will produce an SKE calculator which will allow providers to test the financial impact of any adjustments they wish to make. This will be available on the funding web pages at **www.tda.gov.uk/ittfunding**
- 5.7** At the end of the academic year the TDA will collect data from providers on the number of places they have filled and the total number of units they have utilised. Taking into account the flexibilities detailed, this information will be used to calculate the number of units that remain unused.

- 5.8** Where a trainee embarks on an SKE course and either withdraws or completes early, the TDA will not recover funding for the period after withdrawal. The expected high retention rates and levels of sunk costs identified in previous subject knowledge courses suggest that this will be a small amount. The TDA, however, reserves the right to investigate any high levels of withdrawals or early completions and impose sanctions on providers. Sanctions may include reducing providers' future allocations and, in extreme circumstances, adjusting funding to actual levels of delivery. The TDA also reserves the right to change its holdback methodology for future academic years.
- 5.9** The TDA will normally not recover 100 per cent of unused funding. It will disregard the first £5,000 of the total holdback for subject knowledge enhancement courses.
- 5.10** Holdback will be calculated from data that will be collected through a web-based database. Further information on this database will be released in the future. Data will be collected at a certain point in time, which the TDA will tell providers well in advance. After this date, the database will be closed and providers will be unable to make any changes. If the data is inaccurate and needs to be changed or resubmitted, providers will lose their holdback disregards.
- 5.11** Once the total amount of holdback has been calculated, the TDA will recover this by offsetting it against other payments made in the following academic year.

Referrals

This section explains the basic principles of referring initial teacher training trainees to subject knowledge enhancement courses. Further guidance is available in the TDA's best practice for referrals document.

- 6.1** The TDA has increased the unit of funding and the total provision of SKE courses for a number of subjects nationally. In order to afford this we have removed referral premiums as courses are a more productive use of TDA resources. The TDA, however, still strongly encourages both SKE and ITT providers to work together as this will enable both parties to meet and deliver allocations targets.
- 6.2** The TDA may make additional funding available for SKE providers that wish to develop the delivery of SKE services to other ITT providers in their area or nationally. This limited pot is available for SKE providers to support development costs of advertising, recruitment practices or partnership working with the aim of extending SKE courses to other ITT providers. Please contact your provider link adviser or the ITT Funding Team at **ittfunding@tda.gov.uk** for further information.
- 6.3** The TDA has produced a best practice document to give SKE and ITT providers guidance on the process of referring trainees to SKE courses delivered by other providers. This guidance can be downloaded at **www.tda.gov.uk/ittfunding**

Financial support for trainees

This section explains the basic principles of the financial support available for trainees on subject knowledge enhancement courses. Further guidance is available in the training bursary funding manual.

SKE training bursary

- 7.1** As trainees are not on postgraduate mainstream ITT courses and not paying tuition fees, they are not covered under the student support regulations and cannot access any of the standard packages of support available to undergraduate or postgraduate mainstream ITT trainees.
- 7.2** Trainees on eligible SKE courses can receive a bursary similar to those on mainstream postgraduate ITT courses. The bursary is designed to cover the living costs of the student whilst on a course, including such things as travel, etc.
- 7.3** Training bursaries are paid by SKE providers on behalf of the TDA. Further information and guidance on operating training bursaries can be found in the training bursary funding manual.

SKE hardship fund

- 7.4** The TDA will provide a limited amount of SKE hardship funding to assist trainees in the greatest financial need. The hardship fund will be paid in addition to the SKE training bursary. The TDA will not allocate SKE providers additional funding once the hardship fund has been used. Trainees may be deemed to suffer financial hardship if they are in such serious financial difficulties due to being on an SKE course that continued attendance is at risk. The SKE hardship fund can only be accessed by trainees who are eligible for the SKE bursary and on SKE courses of at least eight units. The TDA expects SKE providers to prioritise those trainees in the greatest financial difficulty.
- 7.5** The SKE hardship fund will be calculated based on the number of allocated SKE places a provider has (see section 9 for further details). The funding will be paid separately to the standard SKE bursary and is ring-fenced for assisting trainees experiencing financial hardship. SKE providers will have to declare how much hardship funding they have used in the audit grant report following the end of the academic year. After the audit grant report has been received, the TDA will make funding adjustments to recover any unused SKE hardship funding.

Data collection, analysis and audit

This section explains the TDA's requirements for submitting management information and financial audit data.

- 8.1** Funding is paid by the TDA to SKE providers to cover the cost of running SKE courses. It is a condition of this funding that providers monitor and evaluate their courses on an annual basis. The TDA may request to see a summary of these evaluations and the changes and improvements that have resulted. The unit of funding is designed to cover the cost of this monitoring and also any costs of data collection and other reporting that the TDA requires to manage the operation and monitor the impact of SKE courses.
- 8.2** Holdback will be calculated from data that will be collected through a web-based database. Further information on this database will be released in the future. Data will be collected at a certain point in time, which the TDA will tell providers well in advance. After this date, the database will be closed and providers will be unable to make any changes. If the data is inaccurate and needs to be changed or resubmitted, providers will lose their holdback disregards.

9.1 Funding is provided based on the following groups of subjects for AY2009/10. These groups may change from year to year but are fixed as below for AY2009/10.

Group	Phase	Subjects
A	Secondary	Physics Chemistry Mathematics
B	Secondary	Other sciences Modern languages Design and technology ICT Music Religious education
C	Primary and secondary	Primary and all other secondary subjects

9.2 SKE courses will be funded based on the amounts in the tables below depending on the location of the provider. In the following tables one unit is equivalent to 50 hours or two weeks of learning. The rates shown increase in stages up to 18 units. Although providers may offer courses longer than this, they will not receive additional funding beyond the maximum levels shown.

9.3 National rates

Units	Group A	Group B	Group C
1	£ 565	£ 510	£ 410
2	£ 1,010	£ 920	£ 735
4	£ 1,910	£ 1,735	–
6	£ 2,810	£ 2,550	–
8	£ 3,705	£ 3,370	–
10	£ 4,605	£ 4,185	–
12	£ 5,500	£ 5,000	–
14	£ 6,115	£ 5,550	–
16	£ 6,725	£ 6,105	–
18+	£ 7,340	£ 6,655	–

Units of funding and subject groups

9.4 Outer London rates

Units	Group A	Group B	Group C
1	£ 595	£ 540	£ 430
2	£ 1,065	£ 965	£ 775
4	£ 2,005	£ 1,825	–
6	£ 2,945	£ 2,685	–
8	£ 3,885	£ 3,540	–
10	£ 4,825	£ 4,400	–
12	£ 5,765	£ 5,255	–
14	£ 6,410	£ 5,840	–
16	£ 7,050	£ 6,420	–
18+	£ 7,695	£ 7,005	–

9.5 Inner London rates

Units	Group A	Group B	Group C
1	£ 610	£ 555	£ 440
2	£ 1,095	£ 990	£ 795
4	£ 2,065	£ 1,870	–
6	£ 3,035	£ 2,750	–
8	£ 4,005	£ 3,625	–
10	£ 4,975	£ 4,505	–
12	£ 5,945	£ 5,380	–
14	£ 6,610	£ 5,975	–
16	£ 7,270	£ 6,565	–
18+	£ 7,935	£ 7,160	–

9.6 In order to support the additional costs associated with the study visits the TDA will provide additional funding of £1,000 per trainee for those on modern foreign language SKE courses of six units or longer. These funds will be paid on an allocation basis and recovered if the places remain unfilled or if the trainee records do not declare that a study visit was included.

9.7 SKE hardship funding

	Unit of funding
Per allocation of eight units or longer	£ 50

Glossary and contacts

Glossary

AY

Academic year

EBITT

Employment-based initial teacher training programmes such as the Graduate Teacher Programme (GTP)

Holdback

The process of the TDA recovering funding for unfilled allocations

ITT

Initial teacher training

Mainstream ITT

Mainstream initial teacher training courses such as the postgraduate certificate in education (PGCE)

QTS

Qualified teacher status

SKE courses

Subject knowledge enhancement courses

SKE providers

Accredited initial teacher training providers funded by the TDA to deliver SKE courses

TDA

The Training and Development Agency for Schools

Contacts

ITT funding extranet

<https://ittprovider.tda.gov.uk>

ITT Funding Team

ittfunding@tda.gov.uk

ITT Provider and Market Management Team

allocations@tda.gov.uk

TDA website funding pages

www.tda.gov.uk/ittfunding

The TDA is committed to providing accessible information.
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