



Teaching  
Agency

# **Mainstream Initial Teacher Training**

**Operations Manual  
Academic year 2012/13**

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## Section 1 - Key changes

**This section gives an overview of key changes to the post graduate and undergraduate funding sector, including the new fee regime and the Teaching Agency's remit.**

- 1.1 The Training and Development Agency for Schools (TDA) ceased to exist from 31 March 2012 and its main operations transferred to the Teaching Agency (TA), an executive agency of the Department for Education (DfE) on 1 April 2012.
- 1.2 Further to the recent consultation on the review of the Secretary of State's accreditation criteria and requirements for initial teacher training (ITT), [new criteria for Initial Teacher Training \(ITT\)](#) have been introduced. These criteria replace the existing ITT accreditation criteria and requirements and come into effect on 1 September 2012.
- 1.3 The TA is responsible for the accreditation of institutions that provide-ITT routes in England leading to Qualified Teacher Status (QTS), and accreditation certificates issued by the TDA remain valid after 31 March 2012. The TA will however issue new accreditation certificates after 1 April 2012 on a rolling basis.
- 1.4 From 1 September 2012, funding for ITT courses will be provided by tuition fees, the cost of which are borne by the trainee, with the exception of continuing undergraduate courses that started before 1 September 2012. This means that the TA will no longer be the primary source of income for ITT courses. Please see Section 2 for more detail on the new fee regime.
- 1.5 The TA will allocate places to accredited ITT providers, for mainstream post graduate (PG) and undergraduate (UG) courses. Whilst there is no longer any financial penalty (holdback) associated with under-recruitment, there may be penalties through adjustment of allocated places for providers who mismanage recruitment against allocated places (either under-recruitment or over-recruitment).
- 1.6 A small amount of grant funding has been made available for some primary and secondary post graduate ITT courses to support transition to the new fee regime. Details of this funding can be found in Section 7. Please note that this manual offers no assurances about funding in future academic years.
- 1.7 Grant funding for undergraduate (UG) trainees on ITT programmes continuing into a further year of programme after 1 August 2012 has been maintained at AY2011/12 levels. Please see Section 6 for more detail on undergraduate grant funding.
- 1.8 From 1 September 2012 trainees on an ITT course will be required to have passed the new professional skills tests, before they can be recommended for QTS. Trainees applying for an ITT course which starts after 1 July 2013 will be expected to have passed the professional skills tests before they can take up a place. Please see Section 4 for more detail.

- 1.9 The Assessment Only route (AO) route for QTS is a non-ITT self-funded route for very experienced graduate teachers who can demonstrate meeting all the standards for QTS without the need for further training. Only providers approved by the TA can offer the route. Although not an ITT route, AO is inspected by Ofsted as part of its overall inspection of provision. Providers should email [TA.AO@education.gsi.gov.uk](mailto:TA.AO@education.gsi.gov.uk) for further information.
- 1.10 Home or EU status trainees who do not access UK student finance but would be otherwise eligible for the package of grants, fees and loans as set out in the [Student Support Regulations \(2011\)](#), will be included in a provider's total head count when reporting recruitment via the Census collection. These trainees will be included in providers' total recruitment numbers when calculating holdback and recruitment penalties. More detail on the Census collection is available in Section 11.
- 1.11 For the purposes of allocating bursary payments; and any other funding to ITT providers, the academic year will run from **1 August 2012 to 31 July 2013**. Any payments will be made to ITT providers to cover this period. As a condition of grant, and outlined in part 1 of the Financial Memorandum, the TA reserve the right to withhold any forthcoming payments to ITT providers made through the grants system if providers do not settle invoices or fail to supply required data by the agreed date.
- 1.12 The TA's governance and compliance procedures will be the same as those of the TDA. We will continue to seek high levels of financial assurance, via externally verified audited accounts, and reserve the right to request information on expenditure of ring-fenced funding throughout the academic year, as set out in Part 1 of the Financial Memorandum.
- 1.13 The TA will write out to non-HEI providers in the coming weeks regarding the AY2012/13 arrangements for capital support, funded by the Higher Education Council for England (HEFCE).
- 1.14 The DfE's payment process is handled by the Department for Work and Pensions (DWP), therefore all future remittance advice received by your institution from 1 April 2012 will be issued by DWP. As a result of this change, providers will be presented with one amount only on their remittance advice. To ensure providers continue to have detailed access to information relating to their funding, the ITT funding extranet is being retained, which displays the payment profiles and funding summaries for all ITT providers.

## Section 2 - The new fee regime

This section gives more information on the role of the Office for Fair Access (OFFA), the Student Loans Company (SLC), the Department for Business, Innovation and Skills (BIS), and their role in the new funding regime.

### Regulation of tuition fees

- 2.1 From 1 September 2012, ITT providers are able to charge up to £9,000 in tuition fees, on the condition that they submit an access agreement which is approved by OFFA. Providers wishing to charge over the basic tuition fee rate of £6,000 must satisfy OFFA's criteria in setting out their plans to widen access to trainees from under-represented groups to their courses. OFFA are an independent public body who are responsible for regulating tuition fees and ensuring that providers fulfil their commitments to widening access to Higher Education.
- 2.2 OFFA have set out in their guidance that Higher Education Institutions (HEIs), School-Centred Initial Teacher Training providers (SCITTs) and Further Education Colleges (FECs) wishing to charge over £6,000 for undergraduate HE courses, including undergraduate ITT, are expected to recycle between 15 and 30 per cent of their income over £6,000 per fee, to support measures to widen access. The amount to be recycled will vary on the provider's current record in widening access. For postgraduate ITT, OFFA's expectation is that providers will recycle around 10 per cent of their income over £6,000 per fee.
- 2.3 More information on access agreements can be found directly on OFFA's website, at: [www.offa.org.uk/publications](http://www.offa.org.uk/publications).

### Tuition fee payments

- 2.4 The Student Loans Company (SLC) will pay tuition fee income directly to institutions, on behalf of home or EU trainees who choose to take out a tuition fee loan. Providers will have to register their trainee with SLC at three points during the academic year, in order to receive tuition fee income. Providers who run part-time or modular courses must register their trainee at the start of the programme, in order to receive funding.
- 2.5 Guidance from BIS states that, where a student withdraws from their course in AY2012/13, an institution is expected to charge that student an amount for tuition which is **no greater than the amount of tuition fee loan the student is liable to repay up to the date of withdrawal from the course.**
- 2.6 Home or EU status trainees who choose not to access student finance will have to pay the institution directly, and will need to agree timing of payment prior to the start of the ITT programme. This is between the provider and the trainee to agree those terms.

- 2.7 For more information and guidance, please visit the [SLC Practitioners web pages](#), which offer guidance and support for institutions, or contact the Services Desk at: [HEI\\_Services@slc.co.uk](mailto:HEI_Services@slc.co.uk).

## Section 3 - Eligibility of trainees for mainstream PG and UG places

**This section sets out who is not eligible to take up a TA allocated place.**

- 3.1 Providers may only use TA allocated places, for trainees who meet, and continue to meet, the eligibility criteria. The following categories of trainees are not eligible, and cannot take up a TA allocated place:
- Trainees domiciled outside of the UK, European Economic Area (EEA)<sup>1</sup> or Switzerland; i.e. trainees who do not meet the definition of home or EU status as set out in the Education (Student Support) regulations (see guidance from the UK Council for International Student Affairs, [www.ukcisa.org.uk](http://www.ukcisa.org.uk));
  - Trainees domiciled in the Channel Islands or Isle of Man (although these trainees may still be eligible for the training bursary);
  - Trainees attending ITT courses to become adult or further education teachers;
  - Trainees taking an employment-based ITT (EBITT) course on the Graduate Teacher Programme (GTP), or the Overseas Trained Teacher Programme (OTTP);
  - Trainees taking continuing professional development (CPD) such as postgraduate professional development (PPD);
  - Trainees who already hold QTS, or are eligible to receive QTS<sup>2</sup>;
  - Overseas trained teachers who qualified from a country which would fall under the TA's reciprocal QTS arrangements;
  - Trainees without a UK first degree, or equivalent;

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<sup>1</sup> The European Economic Area (EEA) consists of Austria, Belgium, Bulgaria, Cyprus, the Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, the Republic of Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, the Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden and the UK. Although Iceland, Liechtenstein and Norway are not members of the European Union (EU), their citizens have the same rights as EU citizens to enter, live in and work in the UK. Trainees domiciled in Switzerland are treated in the same way as those who are domiciled in the EEA for the purpose of paying tuition fees under a reciprocal agreement.

<sup>2</sup> See section on Qualified Teachers

- Trainees on pre-ITT preparation or subject knowledge enhancement (SKE) courses;
- Trainees taking courses that will not enable them to achieve QTS by completing the course, and
- Trainees who have previously been deemed to have failed a programme of ITT leading to QTS.

### Qualified teachers

- 3.2 Individuals who already hold QTS on the first day of their ITT are not eligible to take up a TA-allocated place. Under current reciprocal arrangements, most qualified teachers from countries in the European Economic Area (EEA) or Switzerland are able to receive mutual recognition if they apply directly to the TA.
- 3.3 Teachers who qualified in Australia, Canada, New Zealand and the USA can apply to the TA directly for QTS, from 1 April 2012. Providers with such applicants should ask them to apply to the TA first; those that are successful in their application will not be eligible for an ITT place. Those that are unsuccessful in their application may be considered for eligibility.
- 3.4 Individuals who hold Qualified Teacher and Learning Skills (QTLS) status from the Institute for Learning (IfL) can teach in schools as if they hold QTS, from 1 April 2012; however they must continue to maintain their registration with the IfL. They will still be able to apply for an ITT place; however they must hold a UK degree or equivalent to be eligible.

## Section 4 - The new professional skills tests

**This section gives an overview of the new professional skills tests, and how they will affect trainees on programme from 1 September 2012 onwards.**

- 4.1 From 1 September 2012, trainees who take up an ITT place must pass the new professional skills tests in numeracy and literacy in order to be recommended for QTS. This will apply to trainees already on programme, and those who have deferred their ITT place. These trainees will be able to register for the skills tests through the current system, using their Teacher Reference Number (TRN).
- 4.2 The number of re-sits that a trainee is allowed to take will be limited to **two per subject**. Previous unsuccessful attempts by any existing trainees will not count towards this limit; the first test they take from 1 September 2012 will count as their first attempt.
- 4.3 Trainees applying for ITT courses which start on or after 1 August 2013 will be required to pass the skills tests before starting their ITT course. Trainees may book their skills tests via the [skills test web pages](#) from 1 August 2012, and may take the tests from 1 September 2012, once they have submitted an application.

- 4.4 Please direct any queries regarding the new skills tests to the Skills Test Delivery and Reform Team, at: [skills.tests@education.gsi.gov.uk](mailto:skills.tests@education.gsi.gov.uk)

## Section 5 - Accreditation and governance

**This section sets out the accreditation and governance priorities of the TA.**

- 5.1 The TA is responsible for accrediting institutions to deliver mainstream (post graduate and undergraduate) and employment-based ITT courses. Providers must abide by the terms and conditions of accreditation as set out in the ITT Criteria:

The Teaching Agency will consider withdrawal of the accreditation of a provider where:

- provision is not financially viable,
- the provider demonstrates impropriety or inadequate controls in its financial management, or does not comply with relevant financial reporting or governance requirements,
- the provider fails to comply with Teaching Agency data requirements,
- the provider acts unreasonably in regulating their volume of trainees, and not in accordance with their Teaching Agency allocation of trainee numbers,
- provision is repeatedly of satisfactory or lower quality (as determined by Ofsted inspection grade criteria),
- provision is non-compliant with one or more of the specified ITT criteria, or
- the provider ceases to offer provision.

The TA expects providers to comply with specific/targeted monitoring requirements set out by the TA, in order to improve quality and practice.

- 5.2 As the TDA ceased to exist on 31 March 2012, the TA will issue new accreditation certificates to all accredited ITT providers after 1 April 2012 on a rolling basis. Financial Memoranda issued before 31 March 2012 remain valid.
- 5.3 Providers need TA approval for significant changes in their provision. This includes relocation of premises, mergers, closures, and opening/closing phases or subjects. To ensure that the change does not jeopardise their compliance, please submit a written request to the Assessment team ([TA.inspection@education.gsi.gov.uk](mailto:TA.inspection@education.gsi.gov.uk)) in advanced of any such proposed change, and await TA approval before proceeding.



- 5.4 For provision closures, the TA must be given written notice by the December before the start of the academic year in which the provision is intended to close. This is to allow time for contingency planning, to give reasonable notice of closure to potential trainees to consider alternatives, and for the TA to reassign ITT places if required. Please email [TA.inspection@education.gsi.gov.uk](mailto:TA.inspection@education.gsi.gov.uk) if you are planning to close provision.

## Section 6 – Grant funding for undergraduate continuers

**This section contains details of how trainees who started on undergraduate ITT programmes before AY2012/13 will be funded through their study.**

- 6.1 Trainees on undergraduate (UG) ITT courses who started **before 1 August 2012** will continue to attract a unit of funding for every year of programme that they attend, until the end of their training. Trainees registered for AY2012/13 and covered under the new fee regime will not be included.
- 6.2 The units of funding for continuing trainees on UG ITT courses will stay at the same levels as AY2011/12, and will be weighted by priority and funding region. Trainees on part-time undergraduate courses will attract half a unit of funding, equal to half the full-time equivalent. The units of funding for UG continuers can be found in the data tables in **Annex C**. The rates contained with this manual are for AY2012/13 only and do not provide assurances about any units of funding in future academic years.
- 6.3 Continuer funding will be allocated to providers at the start of the academic year, based on historical usage. The funding will be allocated in monthly instalments throughout the academic year between August 2012 and July 2013. The allocated funding will adjust in-year to reflect actual trainees on course as reported in the Census. This adjustment of funds will take place after the Census collection in **December 2012** and a final adjustment to continuer funding will be completed by **September 2013** after providers have made their final data submissions via the Higher Education Statistics Agency (HESA), and the SCITT data collection system.

### Primary Foundation Undergraduate Courses

- 6.4 For the purposes of funding, students who have completed Primary foundation undergraduate degrees and immediately top up to a full degree with QTS, are treated as being an end-on course, and as such would come under the old fee and student support regime. The definition of 'end-on' course can be found in paragraphs **e**, **f** and **g** of the Education (Student Support) Regulations 2011 ([SI 2011/1986](#)).
- 6.5 ITT providers who attempt to include such trainees under the new fee regime starting from 1 September 2012 will be considered to be in breach of fee

regulations and will be investigated by OFFA. The maximum fee that can be charged for a full-time undergraduate trainee on an 'end-on' course is **£3,465** for AY2012/13 for an institution with an access agreement with OFFA.

- 6.6 The TA will provide continuer grant funding for trainees that are on Primary foundation courses on their final QTS year of programme, however these trainees must be recorded as being on their **final year of programme** in the Census collection.
- 6.7 Trainees who start a non-QTS undergraduate course from **1 August 2013**, and then go on to transfer onto a UG QTS route, will **not** attract UG continuer funding for the QTS year(s) of their programme.

## Section 7 - Transitional grant funding

**This section gives more detail on the transitional grant funding that has been allocated to support some post graduate ITT courses.**

- 7.1 A small amount of grant funding has been made available to support some primary and secondary **post graduate** ITT courses. A list of the ITT courses that will be supported by this grant are outlined in the data tables in **Annex C**.
- 7.2 The transitional grant funding has been calculated by looking at the maximum income a provider would have received in AY2011/12 for a high priority ITT course and supports the shortfall between this income and the provider's expected AY2012/13 fee income. A rationale document of how the units of funding were calculated is available at **Annex B**.
- 7.3 Transitional grant funding is based on a provider's allocated postgraduate places as of **12 March 2012**, and will be paid once total registrations are known after the October 2012 Census. Funding will be capped at a provider's allocations as of 12 March 2012. The transitional grant funding is available for AY2012/13 only and this manual offers no guarantees about transitional funding in future academic years.
- 7.4 The transitional grant funding will be paid in November 2012, through electronic BACS payment.

## Section 8 - Allocation of ITT places

This section gives more detail on how providers can manage their mainstream allocated ITT places.

### Allocations and Recruitment Portal (ARP)

- 8.1 Providers are required to inform the TA of offers they have made, and acceptances, as well as the quality of applicant data, via the Allocations and Recruitment Portal (ARP). This is a live and on-going data collection system, designed to inform the TA of recruitment, degree quality of applicants and, where possible identify any supply issues. The TA reserves the right to approach providers to suggest relinquishment of places in any subject if their recruitment data is well below allocation.
- 8.2 Failure to return offers and acceptance data via the ARP may have a negative impact on future allocations. Please see Section 12 on Data Collection and Management for more information.

### New Subject Provision

- 8.3 Providers wishing to offer ITT programmes in subjects that they have not previously delivered, including the primary specialisms, should contact the Assessment Team at [ta.inspection@education.gsi.gov.uk](mailto:ta.inspection@education.gsi.gov.uk) to ensure that they meet the criteria for new subject provision. Once permission has been granted and, subject to approval from the Allocations team, the Assessment Team will work with ITT providers to agree a point from when they can start advertising and recruiting to the programme.

### Science Specialisms

- 8.4 The TA have split the science allocations out into the separate specialisms: physics, chemistry, biology and earth science. General and combined science have been put into a further combined specialism. Providers wishing to change their general or combined science course to physics, biology, chemistry or earth science must contact the Assessment Team at [ta.inspection@education.gsi.gov.uk](mailto:ta.inspection@education.gsi.gov.uk) well in advance of the start of the academic year to discuss as this will be treated as new subject provision.

### Physics with Maths

- 8.5 The TA invited all providers of Physics ITT to run a Physics with Maths course in AY2012/13, in association with the Institute of Physics. The allocated places for this course were finalised in December 2011 and were disseminated along with providers' standard mainstream allocations. Adjustments to allocated places for these courses should be directed to the Allocations team, at: [ta.allocations@education.gsi.gov.uk](mailto:ta.allocations@education.gsi.gov.uk)

## **Additional Places**

- 8.6 The TA monitors recruitment and applications on a frequent basis, and gathers market intelligence on pupil numbers, teaching vacancies, existing and newly qualified teachers who are seeking a teaching post. As new intelligence becomes available, this may have an impact on the flexibility around increasing or decreasing allocated places in a certain ITT subject.
- 8.7 Flexibility around requests for increasing places is very limited, but the TA will make the effort to ensure that requests for extra places in physics and modern languages, and where possible, chemistry and maths, are met. However this cannot be guaranteed and ITT providers must have interviewed suitable, high quality candidates who are willing to take up a place, before they can approach the TA requesting a place. Providers may also be required to provide reassurance of employment prospects for trainees when requesting extra places to avoid over-supply of newly qualified teachers in a particular subject where demand has not been identified.
- 8.8 Requests for places in other subjects will be reviewed in line with the national targets, but it is unlikely that they will be met unless more places become available due to relinquishment. The TA will review provider requests for additional places in line with the data provided on the ARP and reserve the right to refuse requests if the data returned via the ARP indicates under-recruitment.

## **Agreeing Changes to Allocated Places**

- 8.9 For the purposes of minimising the risk of penalty, and to help redistribute places, providers should request all changes by **31 July 2012**. The TA may consider requests after this date in exceptional circumstances (for example ITT programmes that start after the Census date). The annual trainee numbers census collection, held on the second Wednesday of every October, will provide a snapshot of ITT recruitment data against agreed allocated places.

## **Virements**

- 8.10 Providers may make small virements to offset under and over recruitment between subjects in the same priority group, if deemed appropriate and in line with national ITT targets. If possible virements may also be made between providers so long as they are in line with the national ITT targets. However, TA written permission must be obtained in order to do this, and providers may not offset between different subject priority groups. Providers are asked to write to the TA at [ta.allocations@education.gsi.gov.uk](mailto:ta.allocations@education.gsi.gov.uk) with their intentions no later than 31 July 2013.

## **Relinquishing Unused Places**

- 8.11 Providers must relinquish places that they are not expecting to fill, so that they can be redistributed. The TA will allow providers to relinquish places up to 31 July 2012, after which no further allocation changes can be made unless in exceptional circumstances. Providers who under-recruit at the Census following repeated requests via their Professional Delivery Lead or the TA to relinquish places, will be

subject to recruitment penalties through adjustment of places in the following academic year.

- 8.12 Please inform [ta.allocations@education.gsi.gov.uk](mailto:ta.allocations@education.gsi.gov.uk) of School Direct allocated places that are unlikely to be filled as soon as possible.

## Section 9 - Recruitment Penalties

**This section looks at the implications for providers who fail to regulate their recruitment volumes.**

- 9.1 If places are not relinquished, and remain unfilled at the census date, then a penalty may be applied to the provider's allocation for the next academic year. This will be done by reducing the allocation in the following academic year up to the number of unfilled places against the agreed allocation.
- 9.2 If providers over-recruit against their allocation, they will be subject to recruitment penalties. This will be done by reducing the allocation in the following academic year up to the number of trainees recruited over the agreed target allocation. If a provider thinks it will over-recruit, they should inform the TA in good time and request additional places, which may be met, only if places are available.
- 9.3 Repeated mis-management of allocations and failure to regulate volume will result in eventual removal of accreditation to provide a designated course for the purpose of receiving student finance monies.
- 9.4 The TA may, at their discretion, apply a penalty threshold for providers who have a good record of regulating volume of recruitment.

## Section 10 - School Direct

**This section gives more information about the new School Direct route, and associated funding and allocations.**

- 10.1 School Direct is a new ITT route, which enables schools to be more directly involved in the commissioning of ITT. Schools must work in partnership with an accredited ITT provider to be able to deliver a School Direct route, and should have a clearly nominated lead school who is responsible for holding the School Direct allocation. Trainees may train in more than one school; however one of the schools will be expected to employ the trainee once they have completed their training.
- 10.2 Whilst schools may select and recruit the trainee, final decisions on trainee selection must be made in partnership with the ITT provider, and the trainee will need to meet the ITT provider's standards for entry. ITT providers will be responsible for confirming the trainee's eligibility for ITT and other necessary

checks, including monitoring the trainee's progress in passing the new professional skills tests.

- 10.3 School Direct allocated places are managed through the lead school, and requests for changes should go through the Allocations inbox, at: [ta.allocations@education.gsi.gov.uk](mailto:ta.allocations@education.gsi.gov.uk). Lead schools should have informed the TA of any unfilled School Direct places by 31 May 2012. If ITT providers have been approached by a school to deliver a particular subject, but do not have existing provision, they should contact the Assessment team, at: [ta.inspection@education.gov.uk](mailto:ta.inspection@education.gov.uk).
- 10.4 ITT providers will receive tuition fee funding from the Student Loans Company (SLC) to deliver School Direct courses. The lead school and ITT provider will need to work together to ascertain the distribution of School Direct places to allow for the SLC to pay them. The partnership should arrange, prior to the start of the programme, how the funding will be apportioned between ITT provider and schools, through the School Direct Partnership agreement. ITT providers must communicate to schools the timings and amounts of SLC income relating to School Direct.
- 10.5 Home or EU trainees, who are training on a School Direct course, may be eligible for a bursary depending on their degree class and the subject in which they wish to train to teach. A full list of eligible ITT subjects can be found in the data tables in **Annex C**. Trainees undertaking the School Direct route in a non-eligible ITT subject will not be eligible for the bursary.
- 10.6 Trainees who undertake the majority of their training (more than 50 per cent) in a school which has more than 25 per cent of pupils that are eligible for Free School Meals (FSM), will be entitled for a 25 per cent uplift to their existing bursary award. Details of the awards and how they will be paid are set out in Section 12.
- 10.7 The lead school in the School Direct partnership will be expected to inform the ITT provider of the school in which the trainee is undertaking the majority of their training, in order to attract the uplift. This data will be cross-referenced with the School Spring Census data, published by DfE in June 2011, to determine whether the school has more than 25 per cent pupils eligible for FSM. The extra funds for the uplift will only be paid after the trainee has been identified in the October 2012 Census and **the school has been appropriately verified**.
- 10.8 ITT providers will be required to support data collections regarding applications, recruitment and to register trainees in the same way once they have accepted an offer for a School Direct place. Therefore schools must inform the ITT provider of applicant data in good time before all data collections are due.

## Section 11 – Data collection and management

**This section gives an overview of data requirements from providers.**

- 11.1 Providers are required to return data to the TA within the online data management systems. Systematic failure to supply accurate data as required will render a provider non-compliant.

### **Allocations and Recruitment Portal (ARP)**

- 11.2 Providers are required to record their recruitment position against their allocation for all cohorts on this system, on at least a monthly basis. Failure to supply this data within this system will impact on any allocation decisions.

### **ITT Census**

- 11.3 Providers are required to record trainees registered on their ITT courses on the second Wednesday of every October in the autumn term, as set out by the TA. This data collection is called the Census. HEI providers are required to validate their own data from the Higher Education Statistics Agency (HESA) within the HEI DMS, and SCITT providers are required to enter their data in the SCITT Data Management System (DMS). Deadlines will be communicated by the Data Analysis & Market Intelligence team on an annual basis.
- 11.4 School-based providers who are made up of a consortium of schools, will be required to inform the TA on an annual basis of the school that are involved in their consortium, and the lead school. More details will be issued over the coming months.

## Section 12 - Financial assurance, audit and payment

**This section gives an overview of auditing requirements, explains how payments will be made, and details how providers can access their own funding information.**

- 12.1 The Teaching Agency has a responsibility to ensure that public funds and assets generated from the allocation of training places are properly deployed and managed.
- 12.2 The ITT criteria detail the governance and financial assurance requirements for accredited providers and how these will be assessed. Please contact [TA.assessment@education.gsi.gov.uk](mailto:TA.assessment@education.gsi.gov.uk) for further guidance.
- 13.3 The TA is currently reviewing the way it collects financial information, and will issue further guidance in due course.
- 12.4 Providers will be required to satisfy the TA that they are operating all funding allocated to them in accordance with the terms and conditions of funding. This manual represents part 2 of the Financial Memorandum.
- 12.5 It is a condition of funding, that providers submit independently audited accounts each year, and return expenditure data via the Audit Grant Report (AGR). The Audit Grant Report asks for specific information regarding the annual spend for ring-fenced funding up until and including 31 July 2013.
- 13.6 All providers are ultimately responsible to the TA for the proper stewardship of the funds paid to them. The requirements include keeping proper accounting records and preparation of accounts, consistent with TA requirements,
- 12.7 It is important that all data submissions to the TA are timely and accurate. The TA relies on this data in order to quantify activity and optimise management of provision within budgetary constraints.
- 12.8 The TA reserves the right to withdraw the accreditation of a provider if they do not comply with financial reporting requirements.

### **Payments and the ITT funding extranet**

- 12.9 Payments for training bursaries, transitional and undergraduate grant funding, will be made to providers in instalments during the same academic year.
- 12.10 Payments will be made through BACS via the Department for Work and Pensions (DWP) and will normally be processed on the first working day of each month, reaching providers' accounts around the fourth working day of each month. Providers are only sent one email remittance advice. Monthly payments are now amalgamated and show as one amount on the remittance so providers are expected to reconcile this amount to the payment profile on the ITT funding provider extranet and to obtain the breakdowns for each funding route.



12.11 The TA produces a payment profile for each provider that sets out the timings and amounts to be paid for each funding stream. Providers can access their up-to-date payment profile and allocations summaries at any time by logging in to the ITT funding provider extranet. If you have not yet been given access to this site please e-mail [FA.team@education.gsi.gov.uk](mailto:FA.team@education.gsi.gov.uk) for more information and to be set up on the system.

## Annex A - Frequently asked questions

This section gives answers to frequently asked questions. If you have further queries, please contact [FA.Team@education.gsi.gov.uk](mailto:FA.Team@education.gsi.gov.uk).

### The new fee regime

Q: Why do ITT providers have to recycle fee income for OFFA?

A: OFFA are an independent public body responsible for safeguarding and promoting access to higher education to ensure that all students from all backgrounds can apply. Therefore if providers wish to charge over the basic rate, then they will be expected to commit to widening access to trainees from disadvantaged groups. This may mean offering targeted financial support, or through outreach work

Q: We charged £9,000 to a trainee at the start of the programme because they did not want to take out a loan. Now they have withdrawn. Can we retain the whole amount?

A: Trainees not in receipt of Student Finance are not covered by the Student Support Regulations and therefore there is no obligation of the provider to refund any part of the tuition fee that has been paid to them if the trainee withdraws. However, the trainee and institution should agree timings of payment prior to the start of the course.

Q: If a trainee drops out, then we will only get some of the tuition fee funding. Can we ask them to sign a contract so that they are liable for any costs that we have incurred?

A: If your trainee is in receipt of government-funded student support, the only costs that they should be liable for is repayment of the loan relating to the period for which they are liable. If your trainee is not in receipt of student support you may wish to consider seeking independent legal advice.

Q: My trainee wants to use the bursary to pay their tuition fees. Can I deduct it from their monthly bursary income?

A: In principle, all eligible trainees should be able to take out tuition fee loans with the Student Loans Company to fund their training however those that do not may wish to use the bursary to pay their fees. There are restrictions on how these funds are spent other than for living costs but as they can take out loans to cover the cost of training, you as an institution would not be able to offset their bursary payment to deduct fee income as bursary funds are ring fenced for payments to students and not for paying fees.

## Transitional grant funding

Q: Why have you based your transitional grant funding on the maximum fee that a provider can charge?

A: OFFA are still receiving access agreements from HEIs and therefore they do not yet have permission on what they can charge for ITT courses. We have had to work on the principle of what providers can raise, not what they do raise. We have instead made uniform sector-wide assumptions for certain types of provision. Our reasons for doing so are set out in the Further and Higher Education Act 1992 (section 66 (2)) but in principle, we cannot subsidise institutions that seek a market advantage by charging lower fees, or disadvantage those who charge higher fees.

Q: Do undergraduate ITT courses attract transitional grant funding?

A: Whilst the TA encourages diversity of routes into teaching, undergraduate ITT courses are not covered by this funding. This is because most UG courses cost less to run than the maximum tuition fee, and the TA are not looking to develop UG provision at this time. .

Q: Why have SCITTs got more funding than HEIs?

A: The average SCITT has around 50 places and SLC is their primary source of income. HEIs run other courses outside of ITT, receive funding from HEFCE for new and existing students and can generate more income through their size, and other sources of income. In addition to this they have been able to build up reserves to support themselves financially, whereas SCITTs have not had the opportunity to do this due to previous restrictions. We have therefore made a larger allowance to support the shortfall expected from the new fee regime.

## Eligibility for taking up an ITT place

Q: I hold QTLS and I'm registered with the IfL, however I've got a 3<sup>rd</sup> class honours degree. Can I still get onto a course?

A: Individuals, who hold QTLS and continue to maintain their registration with the IfL, are eligible to take up an ITT place, if they hold a first degree. However, in order to attract bursary funding they must hold at least a 2:2 degree or equivalent.

Q: I hold a British Passport, however I've been living in Canada for the last 8 years and my institution are saying that I'm overseas status. Can I get onto a course?

A: Individuals who are not ordinarily resident and settled in the United Kingdom, or European Economic Area/Switzerland are usually not eligible to access one of the means of UK student support, and therefore will be ineligible for a place. However, please check your residency status with the UK Borders Agency ([www.ukba.homeoffice.gov.uk](http://www.ukba.homeoffice.gov.uk)) and your fee status with the UK Council for International Student Affairs ([www.ukcisa.org.uk](http://www.ukcisa.org.uk))

## **Bursary payments**

Q: I'm in receipt of a £15k bursary, but I withdrew on 2 January. As I was still on course on 1 January, does this mean that I can get my enhanced payment of £1.5k?

A: The bursary payments will be suspended from the date that you withdraw, and the bursary is not paid to trainees who are absent from the course. If your institution's bursary payment run is after 2 January, you will not receive your January monthly instalment. The enhanced payment is not applicable to those who withdraw between 1 January and the start of February.

Q: Do I have to pass the skills test before I can receive my final bursary payment?

A: No. The bursary should be paid upon completion, regardless of pass/fail outcome.

## Annex B – Rationale for Transitional Grant Funding

**This section sets out the rationale behind the units of funding for Transitional Grant funding for some post graduate ITT courses.**

- 1 The Department for Education (DfE) and the Training and Development Agency (TDA, soon to be the Teaching Agency (TA) from the 1 April 2012) have now agreed the funding amounts that will be provided, and the ITT courses that will be supported. The units have been calculated by considering the maximum tuition fee a provider can raise.
- 2 The Office for Fair Access (OFFA) have made it clear that they will permit providers to charge higher fees , as long as they make it clear how they intend to widen access to higher education in their area, and make a clear financial commitment to targeting under-represented groups. They have also made it clear that they will take a flexible approach with regards to ITT providers who have no previous experience of offering fee relief. Please see [www.offa.org.uk/publications](http://www.offa.org.uk/publications) for more information.
- 3 Our calculations take into account the maximum income a provider would have received in AY2011/12 for a high priority course in AY2011/12 (outlined in the letter) and compares it with the maximum fee income that can be raised for the same course. The unit of funding supports the shortfall between the total income received per ITT place in AY2011/12 and the maximum fee that can be raised per ITT place in AY2012/13.
- 4 The calculations also account for SCITT providers recycling 10 per cent of their fee income above the basic fee rate of £6,000 and not HEIs. This is to acknowledge that HEIs will be able to generate additional income through their non-ITT courses, and other grant funding, whilst SCITTs' ability to generate income is restricted by their size.
- 5 Secondary non-shortage ITT courses for HEIs in and outside of London will not be supported by this funding. This is because the cost of running the course can be met by charging the maximum tuition fee of £9,000. We have supported secondary non-shortage ITT courses run by SCITTs in London for the reasons outlined in paragraph 4.
- 6 For any queries, please email: [FA.Team@education.gsi.gov.uk](mailto:FA.Team@education.gsi.gov.uk).

## Annex C – Data tables

This section sets out the current funding rates for AY2012/13.

AY2012/13 UG Continuer funding units - these have been maintained at AY2011/12 levels.

| Region | Subject Group       | Mode of study | Unit of funding (£) |
|--------|---------------------|---------------|---------------------|
| NA     | Secondary high cost | UG - FT       | 5,830               |
| NA     | Secondary high cost | UG - PT       | 5,830               |
| NA     | Secondary           | UG - FT       | 5,220               |
| NA     | Secondary           | UG - PT       | 5,220               |
| NA     | Primary – HEI       | UG - FT       | 4,590               |
| NA     | Primary – HEI       | UG - PT       | 4,590               |
| OL     | Secondary high cost | UG - FT       | 6,120               |
| OL     | Secondary high cost | UG - PT       | 6,120               |
| OL     | Secondary           | UG - FT       | 5,480               |
| OL     | Secondary           | UG - PT       | 5,480               |
| OL     | Primary – HEI       | UG - FT       | 4,820               |
| OL     | Primary – HEI       | UG - PT       | 4,820               |
| IL     | Secondary high cost | UG - FT       | 6,290               |
| IL     | Secondary high cost | UG - PT       | 6,290               |
| IL     | Secondary           | UG - FT       | 5,630               |
| IL     | Secondary           | UG - PT       | 5,630               |
| IL     | Primary – HEI       | UG - FT       | 4,960               |
| IL     | Primary – HEI       | UG - PT       | 4,960               |

### AY2012/13 Transitional Grant funding units

ITT Courses not included within this table will not be supported.

| ITT Course           | Unit (£) |
|----------------------|----------|
| IL Primary SCITT     | 1245     |
| OL Primary SCITT     | 1055     |
| IL Primary - HEI     | 855      |
| NA Primary SCITT     | 745      |
| OL Primary - HEI     | 675      |
| IL High Cost - SCITT | 815      |
| IL High Cost - HEI   | 665      |
| OL High Cost - SCITT | 645      |
| OL High Cost - HEI   | 495      |
| NA Primary - HEI     | 385      |
| NA High Cost - SCITT | 355      |
| IL Sec - SCITT       | 305      |
| NA High Cost         | 205      |
| OL Sec - SCITT       | 155      |

## AY2012/13 Bursary rates

This manual offers no assurances about rates for future academic years

| Eligibility group                               | ITT Subject  | Bursary tier                              |
|---|--|---|
| Eligible – Secondary Priority                   | Chemistry<br>Mathematics<br>Modern languages<br>Physics  | 1 <sup>st</sup> class (top tier): £20,000 |
|   |  | 2:1 (middle tier): £15,000                |
|   |  | 2:2 (bottom tier): £12,000                |
| Eligible – Secondary other priority and Primary | Applied art and design<br>Art and design<br>Biology<br>Classics (including ancient languages)<br>Computer science<br>Dance<br>Design and technology<br>Drama<br>Economics<br>Engineering<br>English<br>Geography<br>Geology/Earth Science<br>History<br>Applied ICT<br>ICT<br>Manufacturing<br>Music<br>Physical education<br>Primary (all specialisms)<br>Religious education | 1 <sup>st</sup> class (top tier): £9,000  |
|   |  | 2:1 (middle tier): £5,000                 |
|   |  | 2:2 (bottom tier): £0                     |
| Not eligible – Secondary non-priority           | Applied business<br>Applied science<br>Business studies<br>Citizenship<br>General or combined science<br>Health and social care<br>Leisure and tourism<br>Media studies<br>Psychology<br>Social sciences (except economics)  | 1 <sup>st</sup> class (top tier): £0      |
|   |  | 2:1: (middle tier) £0                     |
|   |  | 2:2 (bottom tier): £0                     |

School Direct bursaries with 25 per cent uplift (for trainees doing the majority of their training in a school which has 25 per cent of more eligible pupils for Free School Meals)<sup>i</sup>

| School Direct bursary tier                     | Secondary maths, physics, chemistry, modern languages (£) | Other priority secondary specialisms and primary (£) | General science and non-priority secondary specialisms (£) |
|--|---|--|--|
| 1 <sup>st</sup> class* <sup>3</sup> (top tier) | 25,000  | 11,250   | 0  |
| 2:1* <sup>4</sup> (middle tier)                | 18,750  | 6,250  | 0  |
| 2:2* (bottom tier)                             | 15,000  | 0  | 0  |

### AY2012/13 SKE bursary rates (for 2013/14 ITT entry)

| Group | Subject               | Bursary per unit (£) |
|-------|-----------------------|----------------------|
| A     | Chemistry             | 400                  |
| A     | Mathematics           | 400                  |
| A     | Physics               | 400                  |
| B     | Design and technology | 300                  |
| B     | ICT                   | 300                  |
| B     | Modern languages      | 300                  |

### SKE rates per course

| Units | Weeks | Group A | Group B |
|-------|-------|---------|---------|
| 1     | 2     | 400     | 300     |
| 2     | 4     | 800     | 600     |
| 4     | 8     | 1,600   | 1,200   |
| 6     | 12    | 2,400   | 1,800   |
| 8     | 16    | 3,200   | 2,400   |
| 10    | 20    | 4,000   | 3,000   |
| 12    | 24    | 4,800   | 3,600   |
| 14    | 28    | 5,600   | 4,200   |
| 16    | 32    | 6,400   | 4,800   |
| 18+   | 36+   | 7,200   | 5,400   |

<sup>3</sup> PhDs attract the same bursary as trainees with 1<sup>st</sup> class degrees.

<sup>4</sup> Masters attract the same bursary as trainees with 2:1s. However, there are some restrictions. Please see section 4 for more details



## **AY2012/13 Tuition fees**

### **Full-time (equivalent to 1 year full-time)**

Basic rate: £6,000

Maximum rate: £9,000

### **Part-time (for trainees doing 25% or more intensity of their ITT course in one academic year)**

Basic rate: £4,500

Maximum rate: £6,750

Maximum fee rate for trainees on Primary foundation courses starting in AY2012/13 :  
£3,465

## Annex D - Glossary and contacts

**BIS**

Department for Business, Innovation and Skills

**DfE**

Department for Education

**DMS**

Data Management System

**EBITT**

Employment-based initial teacher training

**FSM**

Free School Meals

**GTP**

Graduate Teacher Programme

**GTTR**

Graduate Teacher Training Registry

**HEFCE**

Higher Education Funding Council

**HESA**

Higher Education Statistics Agency

**IOP**

Institute of Physics

**OFFA**

Office for Fair Access

**SCITT**

School-centred initial teacher training

**SD**

School Direct

**TRN**

Teacher Reference Number

## **Contacts at the TA**

Accreditation team

[TA.Accreditation@education.gsi.gov.uk](mailto:TA.Accreditation@education.gsi.gov.uk)

Allocations team

[TA.Allocations@education.gsi.gov.uk](mailto:TA.Allocations@education.gsi.gov.uk)

Assessment-only team

[TA.AO@education.gsi.gov.uk](mailto:TA.AO@education.gsi.gov.uk)

Assessment team

[TA.Inspection@education.gsi.gov.uk](mailto:TA.Inspection@education.gsi.gov.uk)

Funding Delivery team

[FA.Team@education.gsi.gov.uk](mailto:FA.Team@education.gsi.gov.uk)

School Direct team

[School.DIRECT@education.gsi.gov.uk](mailto:School.DIRECT@education.gsi.gov.uk)

Skills Test Delivery and Reform team

[Skills.Test@education.gsi.gov.uk](mailto:Skills.Test@education.gsi.gov.uk)

<sup>1</sup> As referenced in the Schools Spring Census data, published in June 2011



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for Education

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