

# funding manual

Postgraduate  
Professional  
Development

for academic year 2011/12



*developing people, improving young lives*

## Update

Please be aware that as of 1 April 2012 the TDA will cease to exist in its current form and will reopen as part of a new Executive Agency of the Department for Education (DfE). The new Executive Agency will be called the Teaching Agency and will be responsible for ensuring the supply of high quality teachers and training, and for teacher regulation. We will update all providers and funding manuals when further information becomes available about any impact this may have on funding.



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# Contents

Section 1	Introduction	Page 2
Section 2	Allocations	Page 2
Section 3	Eligibility and Operation	Page 3
Section 4	PPD partnership manager	Page 6
Section 5	Funding	Page 7
Section 6	Data collection, analysis and audit	Page 8
Section 7	Funding recovery (holdback)	Page 9
Section 8	Units of funding	Page 10
Section 9	Glossary and contacts	Page 10
FAQ	Frequently asked questions	Page 12

## Section 1

# Introduction

This section provides an overview of postgraduate professional development courses.

- 1.1 In the past, postgraduate professional development (PPD) courses were available to eligible teachers to improve and develop their knowledge and skills in a number of subjects and areas relevant to their practice. These PPD courses were subsidised by the Training and Development Agency for Schools (TDA) and delivered through TDA-funded PPD provider partnerships. With effect from academic year (AY) 2011/12 the funding for this programme will not be made available to new entrants.
- 1.2 This manual is designed to be a guide to managing your TDA funding for PPD courses for continuers and represents part two of the financial memorandum between the TDA and PPD providers. This manual covers the main aspects of PPD 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** quoting your provider name and number in the subject line.

## Section 2

# Allocations

- 2.1 Allocations for PPD courses have been made for all providers based on the potential number of eligible continuers, as indicated through previous data collection. PPD course providers can request changes to their allocated places, by providing evidence to show an accurate number of continuers. There are no guarantees that these requests will be sanctioned.
- 2.2 The TDA will continue to monitor providers' recruitment to PPD courses and adjust allocations where necessary.

# Eligibility and operation

This section provides an overview of how postgraduate professional development (PPD) courses should be operated.

- 3.1 A teacher starting a second or third TDA-funded PPD course should be counted as a registration in the academic year (AY) in which they begin. Whenever a teacher completes a stage (60 CATS) of the programme and embarks on a further stage, the additional stage should also be counted as a further registration in the academic year in which this occurs. A single participant beginning and completing 60 CATS and embarking on a further 60 CATS in the same year should therefore be counted as two registrations.
- 3.2 If a teacher's single registration is started in one year and continues in the next, they may not also be counted as a registration in the continuing year. There is no need to make a distinction between full and part time registrants for whom registrations should be recorded in the same way.
- 3.3 A participant who has already gained some masters-level credits before starting a course, should be treated as a single registration when they begin the study needed to take them to the end of a single stage of the programme. After that, they should be registered in the same way as other teachers.

- 3.4 Teachers transferring from one programme to another 'mid-stage' at the same provider should not be counted as a new registration.

## Flexibility

- 3.5 PPD providers may transfer allocations of registrations between courses offered by the same PPD provider partnership, if the courses were approved as part of the application assessment process. Allocations and funding cannot be transferred to a course or module that has not been approved in the applications assessment process.

## Eligibility

- 3.6 The TDA's PPD responsibility is limited to England. PPD providers can recruit any teacher who has qualified teacher status (QTS) as long as they have previously registered for, and started, a postgraduate award. Newly qualified teachers (NQTs) are therefore eligible for PPD places.

# Eligibility and operation

## PPD programme eligibility

- 3.7 To be eligible for continuer funding, the teacher must be engaged with a programme leading to either a diploma (120 credits) or a masters (180 credits). Participants who are successful in securing funding through the Professional Development Scholarship Scheme are not eligible to receive PPD funding.
- 3.8 Programmes that only lead to a certificate (60 credits) or less cannot attract PPD continuer funding.
- 3.9 Credits are not transferrable to other programmes or to other providers.
- 3.10 As a result, all PPD funded continuers will be in one of the following categories:
1. On a diploma course with 60 credits outstanding.
  2. On a masters course with 60 credits outstanding.
  3. On a masters course with 120 credits outstanding.
- 3.11 Providers offering programmes starting towards the end of AY2010/11 (June or July 2011) should gain confirmation that teachers on these programmes are eligible for continuer funding from the TDA.
- 3.12 Providers may not move the start date of their programmes as a result of this guidance.

- 3.13 The TDA reserves the right to exclude teachers who embarked on programmes that had their start date moved.

## Continuer start eligibility

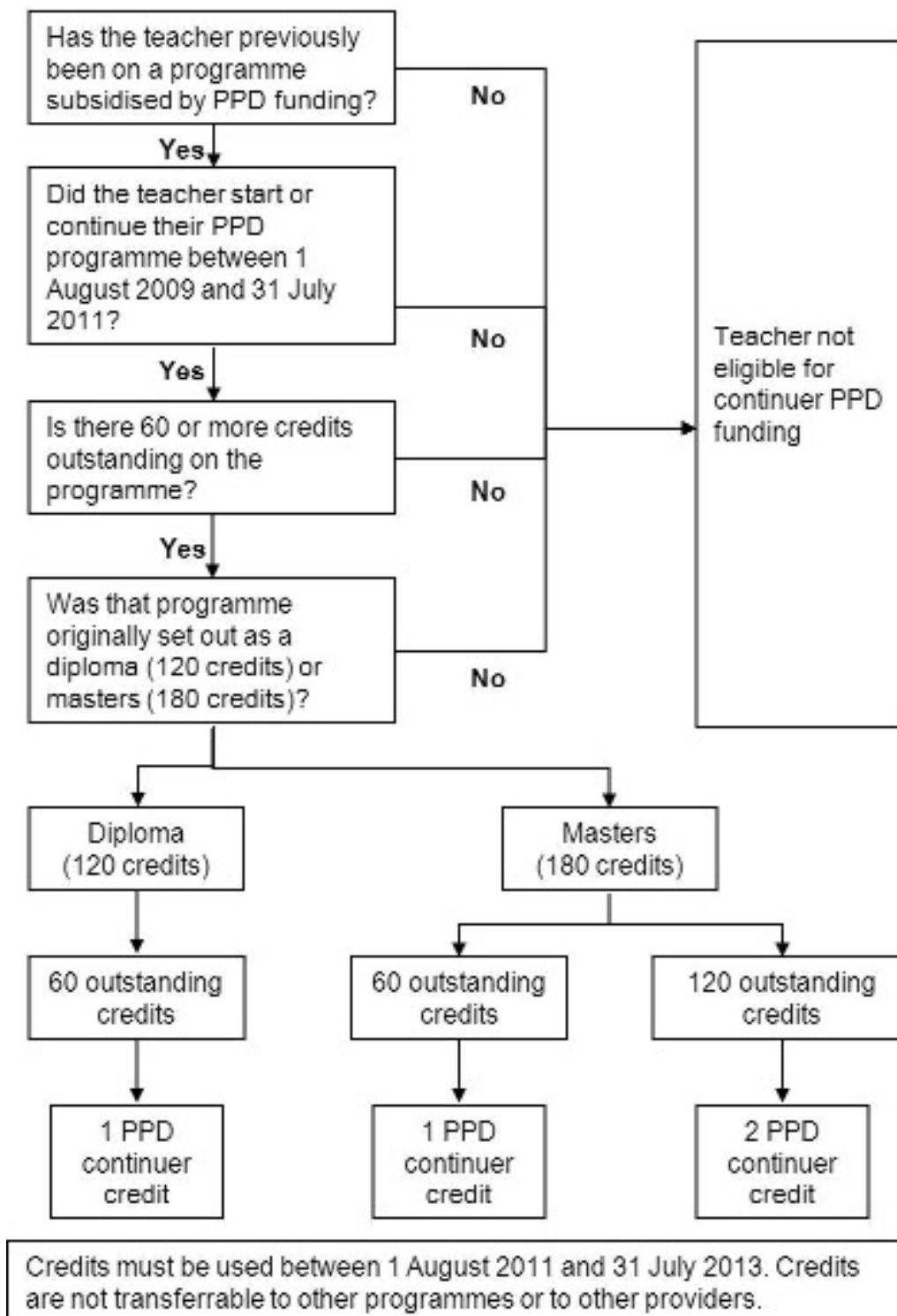
- 3.14 Teachers must start any 'continuer' elements of their programme between 1 August 2011 and 31 July 2013. This allows 24 months for teachers to start two outstanding PPD funding units, both worth 60 credits.

## Break in programme

- 3.15 Teachers may have started an eligible programme and then taken a break between modules. They will be eligible to resume their study on the next part (leading to diploma or masters) after the break but will only be fundable so long as they start this or any subsequent part before 31 July 2013.
- 3.16 Further education teachers without full QTS, such as those who teach adults, and teaching assistants are not eligible for TDA-funded PPD places. Professionals other than teachers are likely to be funded by other means, for example, educational psychologists are funded through Department of Health funding routes. If you have any questions regarding eligibility for PPD places, contact the PPD team at [PPD@tda.gov.uk](mailto:PPD@tda.gov.uk)

# Eligibility and operation

## 3.17 Can the teacher be counted as a PPD continuer?



# PPD partnership manager

This section outlines the role and the responsibilities of the postgraduate professional development course partnership manager.

- 4.1 The partnership manager role should facilitate the involvement of teachers, schools and other stakeholders in planning, reviewing and developing provision of the PPD partnership. These provisions must meet the needs of schools and teachers, and reduce barriers to participation.
- 4.2 The PPD partnership manager should also:
  - i. submit annual management information
  - ii. submit the annual impact evaluation report that is a condition of funding, including a review of the partnership activities that the specific allocation has supported
  - iii. ensure submission of the audit grant report, and
  - iv. attend, or organise appropriate attendance, at relevant events or meetings arranged by the TDA.
- 4.3 Management information and impact evaluation reports should be returned in the format circulated on 30 September each year. Audit grant reports should be returned by 31 December. Management information, impact evaluation and audit grant report forms are available from the TDA website via [www.tda.gov.uk/ppd](http://www.tda.gov.uk/ppd)



# Funding

This section describes the funding principles of postgraduate professional development courses, and how funding will be paid to providers.

### Payment of funding

- 5.1 Payment of PPD funding will be electronically by BACS, usually during the first week of each calendar month. The first payment will be made in August and the final payment in July. The TDA aims to pay between 60 and 70 per cent of the anticipated funding for the eight-month period from August to March, and the balance over the remaining four months from April to July. Total initial funding will be based on the assumption that 90 per cent of identified eligible continuers will return in AY2011/12 as indicated by analysis of historical data. Under or over recruitment against this profile will be reconciled upon receipt of the audit grant report using the holdback process described in section 7. Providers are asked, that if they can offer accurate updates based on actual recruitment, to provide this data at earlier opportunities than the audit grant report or data collection exercise, they should do so in writing to [allocations@tda.gov.uk](mailto:allocations@tda.gov.uk)
- 5.2 For access to the funding extranet, please contact [itffunding@tda.gov.uk](mailto:itffunding@tda.gov.uk) for a username and password.
- 5.3 Funding for PPD courses will be included in your payment profile, which is available on the TDA funding extranet found at <https://ittprovider.tda.gov.uk>

### Collaboration funding

- 5.4 With effect from AY2011/12 collaboration funding will cease. Collaboration funding was previously available to help providers carry out the partnership work specified in the PPD assessment criteria. It is not envisaged that sufficient significant work will be required during this final phase of the programme.

### Participation funding

- 5.5 Participation funding is provided to support the cost of running a PPD programme. It is not intended to cover full costs, and providers are free to explore other sources of funding and to set fees at appropriate levels. The TDA, however, expects PPD courses to be offered to teachers at a reduced cost. It should be noted that it is not permissible to use PPD funding in conjunction with funding received through Professional Development Scholarship Scheme.

## Section 5

# Funding

- 5.6 The TDA works on the basis that one unit of funding (one registration) should support half of a postgraduate diploma, or one-third of a masters. There is no requirement for a participant to complete one of these stages within a year. Teachers should only be registered once for each 60 CATS module, even if it takes longer than a year to complete. For example, a teacher should not be registered twice in successive years to support someone taking two years to complete a postgraduate certificate. However, a participant who embarks on two of these stages in a single year is eligible to be counted as two registrations.
- 5.7 If a PPD provider recruits in excess of their allocated places, the TDA will not increase participation funding from the original allocated level.

## Section 6

# Data collection, analysis and audit

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

- 6.1 The TDA will require information on the number of recruited registrations continuing on approved PPD courses each year, as well as the number of withdrawn registrations. Data collection is a condition of funding and will be included in the annual management information template.
- 6.2 Where providers have reported significant under-recruitment, the TDA reserves the right to adjust allocation levels to represent the actual recruitment of teachers on PPD courses.
- 6.3 Where a participant is continuing their course, i.e. embarking on a second or further 60 CATS, these should be identified as a continuer in AY2011/12 (in addition to the normal registration procedure) for data collection purposes. This is to allow the TDA to monitor continuers in AY2011/12 and forecast for likely continuers in AY2012/13.
- 6.4 Specified management information and impact evaluation reports should be returned in the format circulated each year by the TDA by 30 September. The forms will be available from July on the TDA website via [www.tda.gov.uk/ppd](http://www.tda.gov.uk/ppd)

## Section 6

# Data collection, analysis and audit

### Audit

- 6.5 All institutions funded by the TDA complete an annual audit of TDA-funded provision. This is in addition to the management information report required by the PPD programme and will usually be managed by the finance department of the funded institution. The audit will normally be sent out before the end of the academic year for submission by the end of December.
- 6.6 Holdback will be adjusted to reflect the provider's declared number of registrations in the audit grant report. Incomplete or missing audit grant reports will be treated as nil returns.

## Section 7

# Funding recovery (holdback)

- 7.1 At the end of the academic year, the TDA will adjust PPD funding to reflect the actual number of teachers registered on PPD courses. This process is called holdback.
- Participation funding holdback**
- 7.2 Participation funding holdback depends on the number of registrations PPD providers recruit to their courses. Participation funding holdback will be the amount of funding related to unfilled allocations. There are no longer any concessions or disregards for PPD funding.
- Recovery of PPD holdback**
- 7.3 PPD holdback is recovered in the academic year that recruitment figures are reported to the TDA. For example, registration figures are reported to the TDA in September (and confirmed in December via audit grant report) with the holdback recovered by July.
- 7.4 Holdback will be recovered by the TDA by offsetting the liability against other payments due from the TDA. Where the level of holdback exceeds the amount of other payments due from the TDA, alternative arrangements will be implemented – usually by raising an invoice.
- 7.5 Holdback will be adjusted to reflect the provider's declared number of registrations in the audit grant report. Incomplete or missing audit grant reports will be treated as nil returns.

## Section 8

# Units of funding

### 8.1 Participation funding

CATS point registration	£
60	£650

## Section 9

# Glossary and contacts

### **AY**

Academic year

### **CATS**

Credit accumulation and transfer scheme

### **Continuer**

Any participant on a PPD course who has previously received TDA funding for and undertaken at least one 60 credit PPD course in AY2009/10 or 2010/11.

### **Holdback**

The process of the TDA recovering funding for unfilled allocations.

### **NQT**

Newly qualified teacher

# Glossary and contacts

## **Participation funding**

Funding for registrations of postgraduate professional development courses.

## **PPD provider**

Organisations funded by the TDA to deliver postgraduate professional development courses.

## **PPD course**

Postgraduate professional development courses funded by the TDA for teachers to improve their knowledge and skills.

## **QTS**

Qualified teacher status

## **TDA**

The Training and Development Agency for Schools

## **Contacts**

ITT funding extranet

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

ITT funding team

[ittfunding@tda.gov.uk](mailto:ittfunding@tda.gov.uk)

PPD team

[ppd@tda.gov.uk](mailto:ppd@tda.gov.uk)

TDA website PPD pages

[www.tda.gov.uk/ppd](http://www.tda.gov.uk/ppd)

# Frequently asked questions

Q1: Will a trainee undertaking their PGCE course in AY2010/11 be eligible to be counted as a PPD funded continuer?

A1: No, PGCE participants from AY 2010/11 will not be counted as PPD continuers because they have not completed 60 credits of a PPD subsidised programme. Owing 60 credits from a PGCE or the Masters in Teaching and Learning (MTL) does not confirm PPD continuer status.

Q2: My PPD subsidised course has multiple start dates as standard and one of these is towards the end of the academic year. Will teachers on these programmes be eligible to be counted as a PPD continuer?

A2: We recognise that some programmes have flexible starts and may begin throughout the year. However, the TDA reserves the right to withhold funding where it appears that providers have changed programme dates in response to this guidance. Anyone in doubt of this should seek confirmation from the TDA.

Q3: Will a participant who began a PPD subsidised programme in AY2008/09, took maternity leave, and then returned to their studies in AY2010/11, be eligible as a PPD funded continuer?

A3: Yes, providing the participant has been engaged with an eligible PPD programme between 01 August 2009 and 31 July 2011 (see Break in programme).

Q4: Will a participant who began their studies in AY2008/09 and then deferred their studies indefinitely, e.g. on an extended career break, be eligible as a PPD funded continuer?

A4: No, if the participant was not engaged with an eligible PPD subsidised programme between 01 August 2009 and 31 July 2011 they would not be eligible as a PPD funded continuer.

Q5: Will a new entrant who registered for a PPD programme of study in AY2010/11 and subsequently deferred their start date until AY2011/12 be eligible for continuer funding?

A5: No, to be eligible for continuer funding the participant must have registered and substantively begun their studies in AY2010/11.