



Department
for Education

Subject Knowledge Enhancement

**Operational Manual
Academic Year 2012/13**

Contents

Section 1 - Introduction

Section 2 - Allocations

Section 3 – Eligibility and Operation

Section 4 – Funding

Section 5 – Funding Flexibility and Holdback

Section 6 – Referrals

Section 7 – Training Bursaries

Section 8 – Data Collection, Analysis and Audit

Annex A – Subject Classifications and Units of Funding

Annex B – Glossary of Terms

Section 1 - Introduction

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. Additionally, SKE courses for existing serving and returning teachers enabling them to teach a priority subject not previously trained in or to update the knowledge of those who have not taught the subject for some time.
2. These courses are delivered by Accredited ITT providers who design and deliver programmes according to the needs of the trainee. The Teaching Agency for Schools (TA) operates a single SKE funding system that allows courses of varying length and intensity to be run within this funding structure.
3. This manual is designed to be a guide to managing your TA funding for SKE courses. Although the manual covers the main aspects of SKE funding, there may be exceptional circumstances that it does not directly address. In such cases, please contact the funding team at FA.team@education.gsi.gov.uk
4. As trainees on SKE courses may be eligible for a training bursary, this manual should be used in conjunction with the [training bursary operations manual](#).

Section 2 - Allocations

5. Allocations for both pre and post-ITT SKE courses have been made for all SKE providers. SKE providers can request changes to their allocated places throughout the academic year (AY) by contacting the TA. All requests will be assessed against regional and national needs and there are no guarantees that these requests will be agreed.
6. Any permitted changes are only finalised once the SKE provider has received confirmation from the TA allocations team. It is the provider's responsibility to ensure that any agreed change is followed through and implemented. Please contact the TA at TA.allocations@education.gsi.gov.uk for any allocations change requests.
7. The TA will monitor providers' recruitment to SKE courses. This monitoring will take place at least once a year at the end of the academic year. The TA expects providers to also supply information at other points in the year to enable the Agency to manage allocations and recruitment expectations. If recruitment falls short of allocations the TA reserves the right to change a provider's allocated number of SKE places for the current and/or next academic year.
8. If courses do not run, providers are required to inform the TA at the earliest opportunity. The TA reserves the right to recover all funding for those courses for that academic year.

Section 3 - Eligibility and Operation

Pre-ITT

9. Providers may only use TA-funded places for trainees who are eligible for TA funding, either through mainstream, School Direct or employment based routes. The main criterion for eligibility is that trainees must have accepted a firm offer of a place on a postgraduate route to qualified teacher status (QTS). This route must be a postgraduate ITT course, such as the postgraduate certificate in education (PGCE). The ITT provider does not have to be the same provider that is delivering the SKE course.
10. If the participant is not eligible for a TA bursary in respect of postgraduate route (e.g. an overseas fee paying PGCE or a self-funded participant) then the TA will still fund the SKE course however no bursary will be payable for the SKE course. Providers are able to accept self-funded trainees on to their programme without affecting the TA-funded allocation.
11. Offers on TA bursary supported postgraduate routes maybe conditional on the need to improve subject knowledge along with requirements relating to other areas. Where the offer is conditional on meeting other areas as well as improvement in subject knowledge, the ITT provider should be satisfied that the trainee will be able to meet these conditions before starting the ITT course and outside the SKE course. The SKE provider is only responsible for ensuring the trainee meets the subject knowledge condition.
12. Other entry requirements to the ITT course only need to be met before starting an ITT course and not before starting an SKE course. The requirement of a Criminal Records Bureau (CRB) check, for example, is normally only necessary for starting an ITT course.
13. The eligibility criteria for entry onto a TA-funded ITT course can be found in the mainstream ITT, School Direct and employment-based ITT operations manuals available at <http://tinyurl.com/operation-manuals>
14. Providers may only use SKE funding for eligible SKE courses. To be eligible the SKE course must:
 - always start, and normally end, before the trainee begins their ITT course, in exceptional circumstances where an SKE course overlaps the ITT course, only the higher rate bursary that a participant is eligible will be payable;
 - be accessible and marketed 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 according to the needs of the trainee, and

- have sufficient focus on the subject that the trainee will train to teach on their ITT course. For Example, a trainee on a Physics SKE course must have a place on a Physics ITT course.

15. 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.

Post-ITT

16. Providers may only use SKE funding for eligible SKE courses. To be eligible the SKE course must:

- be accessible and marketed to as many potential participants as possible;
- be designed with the aim of enhancing teachers' subject knowledge to level comparable with QTS standard Q14 ('to have a secure knowledge and understanding of their subject/curriculum areas') and
- have sufficient focus on the subject that the participant will subsequently teach.

17. A number of providers who have successfully bid for places under the post-ITT scheme will offer SKE courses in the following subjects maths, physics, chemistry (Group A) and modern foreign languages (Group B) to existing QTS holders alongside trainee teachers.

18. The courses will be funded in the same way as other SKE courses. It is intended that these places are awarded to existing teachers or teachers returning to the profession who intend to teach a subject that they weren't initially trained to teach. These trainees are expected to be in the employment of schools already and therefore will not be eligible for any training bursary. A contribution towards supply cover is available to assist schools in releasing participants to attend sessions in term time should this be necessary.

19. There is an expectation that providers will minimise the need for this through flexible delivery methods. Supply cover contribution will be received by the provider based on their total allocation of places and should only be used where supply cover costs have been incurred.

20. Where participants are not currently employed there will be an extension to the existing hardship fund to assist those whose continued participation is at risk.

Section 4 – Funding

21. Providers will receive funding based on their SKE course allocations, as confirmed by the TA. There are various units of funding depending on length of course which can be seen at Annex A.

22. 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 TA-funded SKE course.
23. Trainees should only be registered on one continuous SKE course which should only be with one provider. Trainees should not be registered on multiple courses either with a single provider or multiple providers.
24. 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.
25. The TA will pay providers allocated SKE funding in monthly instalments. Payments will be made electronically by BACS at the start of each calendar month. The TA 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).
26. Providers can access their up-to-date payment profile at any time by logging in to the ITT funding extranet (<https://ittprovider.education.gov.uk>). If you have not been given a password for this site, please e-mail FA.team@education.gsi.gov.uk for more information and to be set up on the system.
27. 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 TA will count courses that start between these dates to relate to that academic year. For example, a course that starts on 20 July 2012 will relate to AY 2011/12. A course which starts on 20 August 2012 will relate to AY 2012/13.
28. Funding can only be used for eligible trainees and eligible courses as set out in this manual.

Section 5 – Funding Flexibility and Holdback

29. 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.
30. Providers may however offset over-recruitment in a Group A subject against under-recruitment against another Group A subject if they have allocations in both subjects.
31. Providers may only recruit to subjects for which they have an allocation of places. Providers have some flexibility in the way they use their SKE allocations. If providers exceed allocations they will not be funded by the TA. If providers feel that they have the capacity to deliver more than their allocated units and this

delivery will meet the TA's strategic priorities, they are encouraged to contact the TA at TA.allocations@education.gsi.gov.uk to discuss.

32. Providers may use places/units within Group A to deliver different lengths of courses to those allocated after seeking prior permission from the TA. This can be by combining the allocations for two short courses to make one long course or vice versa. Providers must ensure they do not exceed the overall SKE funding that they have been allocated and should contact the ITT Funding Team at FA.team@education.gsi.gov.uk to discuss any recruitment concerns.
33. Units of funding are set out at the end of this manual. Course lengths will only be funded in the denominations stated. Where a course's length falls between two funded lengths it will be funded at the lower of the two options. For example, a course that is notionally 13 units in length will be counted for funding as the same as a 12-unit course.
34. At the end of the academic year the TA 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 in the previous section, this information will be used to calculate the number of units that remain unused.
35. Where a trainee embarks on an SKE course and either withdraws or completes early, the TA 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 TA, 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 TA also reserves the right to change its holdback methodology for future academic years. The TA will recover all unused funding.
36. As previously, holdback will be calculated from data that will be collected through the web-based database. Data will be formally collected after the academic year. Following this collection, the database will be closed and providers will be unable to make any changes.
37. Once the total amount of holdback has been calculated, the TA will recover this by offsetting it against other payments made in the following academic year.

Section 7 – Referrals

38. The TA strongly encourages both SKE and ITT providers to work together as this will enable both parties to meet and deliver allocations targets.
39. The TA may exceptionally 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. Please contact the ITT Funding Team at FA.team@education.gsi.gov.uk for further information.

Section 8 – Training Bursaries

40. 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.
41. Trainees on eligible SKE courses can receive a bursary which is designed to support the student whilst on course.
42. Training bursaries are paid by SKE providers on behalf of the TA. Further information and guidance on operating training bursaries can be found in the [training bursary operations manual](#).
43. There will be no bursaries for Teachers taking part in the Post-ITT Scheme or for Group B subjects of 2 units or less in length.

Section 9 – Data Collection, Analysis and Audit

44. Funding is paid by the TA 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 TA may ask 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 any costs of data and reporting that the TA requires to manage the operation and monitor the impact of SKE courses.
45. Holdback will be calculated from data submitted by providers. It is imperative that the data submitted is accurate and complete. Failure to complete accurate returns may have an impact on a provider's funding.
46. Providers will be expected to externally validate their data returns as part of the audit grant report. This collection is undertaken annually as part of the wider TA funding audit. Full details of this will be sent out closer to the time.

Subject Classification and Units of Funding

Funding is provided based on the following groups of subjects for AY2012/13. These groups may change from year to year but are fixed as below for AY2012/13.

Group	Subjects
A	Physics
	Chemistry
	Mathematics
B	Modern languages
	Design & technology
	ICT/Computer Sciences

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.

National rates

Units	Weeks	Group A	Group B
1	2	£565	£510
2	4	£1,010	£920
4	8	£1,910	£1,735
6	12	£2,810	£2,550
8	16	£3,705	£3,370
10	20	£4,605	£4,185
12	24	£5,500	£5,000
14	28	£6,115	£5,550
16	32	£6,725	£6,105
18+	36+	£7,340	£6,655

Outer London rates

Units	Weeks	Group A	Group B
1	2	£595	£540
2	4	£1,065	£965

4	8	£2,005	£1,825
6	12	£2,945	£2,685
8	16	£3,885	£3,540
10	20	£4,825	£4,400
12	24	£5,765	£5,255
14	28	£6,410	£5,840
16	32	£7,050	£6,420
18+	36+	£7,695	£7,005

Inner London rates

Units	Weeks	Group A	Group B
1	2	£610	£555
2	4	£1,095	£990
4	8	£2,065	£1,870
6	12	£3,035	£2,750
8	16	£4,005	£3,625
10	20	£4,975	£4,505
12	24	£5,945	£5,380
14	28	£6,610	£5,975
16	32	£7,270	£6,565
18+	36+	£7,935	£7,160

In order to support the additional costs associated with the study visits, the TA will provide additional funding of £1,000 per trainee for those on modern foreign languages SKE courses of six units or more. These funds will be paid on an allocation basis and recovered if the places remain unfilled or the trainee records do not declare that a study visit was included. There is no additional funding associated with study visits for Post-ITT SKE.

Glossary of Terms

AY

Academic year.

EBITT

Employment-based ITT programmes such as the Graduate Teacher Programme (GTP).

Holdback

The process of the TA recovering funding for unfilled allocations.

ITT

Initial teacher training.

Mainstream ITT

Mainstream courses such as the postgraduate certificate in education (PGCE).

Professional Delivery Lead (PDL)

The Professional Delivery leads are accountable for the implementation of the TA's business plan within a specified locality, whilst also sharing responsibility with regional delivery partnership (RDP) colleagues for the overall delivery of the business plan in their government office region.

SKE courses

Subject knowledge enhancement courses.

SKE providers

Institutions funded by the TA to deliver SKE courses.

TA

The Teaching Agency.



Department
for Education

© Crown copyright 2012

You may re-use this information (excluding logos) free of charge in any format or medium, under the terms of the Open Government Licence. To view this licence, visit <http://www.nationalarchives.gov.uk/doc/open-government-licence/> or e-mail: psi@nationalarchives.gsi.gov.uk.

Where we have identified any third party copyright information you will need to obtain permission from the copyright holders concerned.

Any enquiries regarding this publication should be sent to us at fa.team@education.gsi.gov.uk

This document is also available from our website at <http://www.education.gov.uk>