



Llywodraeth Cynulliad Cymru
Welsh Assembly Government

Teacher training incentives in Wales PGCE (FE) 2010/11

Post Graduate Certificate of Education (Further Education)
Teacher Training Incentive Grant in Wales 2010/11 –
guidance notes

www.cymru.gov.uk

PHOTO REDACTED DUE TO THIRD PARTY RIGHTS OR OTHER LEGAL ISSUES

Guidance

Welsh Assembly Government Circular No: 004/2011
Date of issue: February 2011

Teacher training incentives in Wales PGCE (FE) 2010/11

Audience	Cardiff University, Glyndwr University and University of Wales, Newport.
Overview	Guidance for PGCE (FE) initial teacher training providers offering full-time pre-service courses of PGCE (FE) initial teacher training leading to a qualification to teach further education in the academic year 2010/11 (i.e. Cardiff University, Glyndwr University and University of Wales, Newport) in administering, assessing eligibility and the methodology for calculating grant payments.
Action required	None – for information.
Further information	Geoff Hanbury Learning Improvement and Professional Development Division Department for Children, Education, Lifelong Learning and Skills Welsh Assembly Government Cathays Park Cardiff CF10 3NQ Tel: 029 2082 5171 Fax: 029 2082 6109 e-mail: teachingenquiries@wales.gsi.gov.uk
Additional copies	This document can also be accessed from the Welsh Assembly Government website at www.wales.gov.uk/educationandskills

Contents

Summary	1
Section 1: Eligibility for PGCE (FE) training grants	2
Section 2: Payment of grant	3
Section 3: When the payments should be made	4
Section 4: How the training grants should be paid	4
Section 5: How funding for the training grants will be passed to training providers	5
Section 6: Funding to cover the provider's administration costs	5
Section 7: Recovery of grants paid	6

Annexes

1. PGCE (FE) Teacher training incentive grant – academic Year 2010/11: Information for students	7
2. Payment of training grants – instructions for training providers	12
2A. Form TTFE/2A 2010/11 – authorised signatures for claims	15
2B. Form TTFE/2B 2010/11 – student application and declaration	16
2C. Form TTFE/2C 2010/11 – provider's declaration	17
2D. Form TTFE/2D 2010/11 – notification form of eligible students	18
2E. Form TTFE/2E 2010/11 – payment claim and declaration	19
2F. Form TTFE/2F 2010/11 – training incentive – auditor's certification	20

Summary

The Welsh Ministers have powers under sections 14-17 of the Education Act 2002 to provide financial assistance for the promotion of the recruitment or retention of teachers or non-teaching staff. These powers were originally vested in the National Assembly for Wales, but transferred to the Welsh Ministers on 26 May 2007.

This summary offers a brief overview of the teacher training incentives for PGCE (FE) courses (“the scheme”). The scheme only relates to the period from 1 September 2010 to 31 August 2011 and in respect of those courses that start during that period. It does not cover every aspect; full information on eligibility and conditions are set out below. These guidance notes should be read as a whole for confirmation of grant eligibility.

These guidance notes provide information on the PGCE (FE) teacher training incentive in Wales and outline the funding available, grant eligibility and how payments will be made. The grants are available to eligible graduate students on full time pre-service PGCE (FE) initial teacher training courses leading to a qualification to teach further education, starting between 1 September 2010 and 31 August 2011. These courses do not confer Qualified Teacher Status (QTS).

A training grant of £4,000 may be paid to eligible students during the PGCE (FE) course. This may be increased to £7,000 for those eligible students who are studying to become mathematics or science FE lecturers on the PGCE (FE) course.

These guidance notes incorporate information for PGCE (FE) initial teacher training providers on the detailed arrangements for making grant payments and the forms which they will need to complete.

This guidance does not cover incentives offered on initial teacher training courses which lead to QTS.

1. Eligibility for PGCE (FE) training grants

1.1 The training grant is available to students who satisfy the eligibility criteria in paragraph 1.2, starting full-time pre-service postgraduate initial teacher training courses at further education level with a higher education institution (university or associated college) in Wales between 1 September 2010 and 31 August 2011, up to the intake targets for those courses.

1.2 To be eligible for this training grant students:-

- (a) must on entry to the course hold a first degree¹ of a United Kingdom higher education institution or equivalent qualification;
- (b) must qualify for support under regulations made under section 22 of the Teaching and Higher Education Act 1998 currently in force as they apply to the course²; and
- (c) must not be in any of the following categories of persons who are not entitled to receive the training grant: -
 - (i) students who completed a course of initial teacher training at further education level before 1 September 2010
 - (ii) students taking a non-postgraduate certificate in education (FE)
 - (iii) PGCE (FE) students who do not hold a degree on starting the course
 - (iv) PGCE (FE) students who study on in-service courses
 - (v) PGCE (FE) students who study part-time
 - (vi) anyone who already holds qualified teacher status
 - (vii) anyone employed to teach at any further education college or other education institution in any capacity.

1.3 Training grants are available as follows:-

- (a) £7,000 for eligible students studying to become maths or science FE lecturers on a pre-service PGCE (FE) full-time course, meeting the course element requirements set out in paragraph 1.4; and
- (b) £4,000 for eligible students following a pre-service PGCE (FE) full-time course other than those described in paragraph 1.3(a).

1.4 The following course elements qualify eligible students studying to become maths or science FE lecturers for the £7,000 training grant. To qualify, the student must spend more than 50% of teaching practice time in teaching one or more of the subjects listed below:-

¹ A "first degree" does not include a foundation degree.

² The Regulations currently in force are the Assembly Learning Grants and Loans (Higher Education) (Wales) Regulations 2009 (S.I. 2009/2737).

Maths subjects:

Maths (general)	Pure Maths
Applied Maths	Statistics
Maths and mechanics	Maths and statistics

Science subjects:

Science (general)	Science (applied)
Anatomy and physiology	Astronomy
Biology	Applied biology
Botany	Zoology
Combined/ General Sciences	Integrated science
Double Award science	Single Award science
Human biology	Chemistry
Environmental and conservation sciences	Electronics
Rural science	Agricultural science
Science in society	Geology
Earth science	Physics
Sports science	

2. Payment of grant

2.1 The training grant is payable in the last week of each month in nine monthly instalments, from October 2010 to June 2011 inclusive. Those entitled to a training grant of £4,000 will receive eight instalments of £400 each commencing in the last week of October 2010 and one final instalment of £800 in the last week of June 2011. Those entitled to a training grant of £7,000 will receive eight instalments of £700 each commencing in the last week of October 2010 and one final instalment of £1,400 in the last week of June 2011.

2.2 **Note:** for the purposes of paragraph 2.1, the “last week” of each month is the week which includes the last working day of that month, other than June. The “last week” in June will be the week which includes the last working day of June or, if earlier, the week the course finishes. A “working day” means any day other than a Saturday or Sunday when banks are open for business in Wales.

2.3 If someone is otherwise eligible to receive a training grant, but has also received some or all of a training grant under this or any previous scheme in Wales prior to 1 September 2010 (or received at any time any amount of any grant payable in respect of equivalent schemes in England), the instalments of training grant to which they are entitled will be reduced by the number of previous grant instalments received. For example, an eligible student who had attended a one-year PGCE (FE) full-time course in 2009/10 and received the first six monthly instalments before leaving the course, would on re-entering initial teacher training in 2010/11 (and still meeting the eligibility requirements) only be entitled to receive two further instalments and one final instalment.

2.4 Individuals who are eligible for a training grant and join a course which is already underway or leave a course before its completion will only be entitled to the monthly payments which fall due for payment in respect of the period they are on the training course. For example, if someone joins a course in December

they would only be entitled to payments in respect of the period December to June.

2.5 Training grants for students resuming a course, or starting a course where entry has been deferred, will be paid at the training grant rate which applies in the academic year a student rejoins/joins their training course, unless the Welsh Assembly Government agrees otherwise in writing.

2.6 If a student has been on long-term sick leave or has suspended their studies but resumes their course between 1 September 2010 and 31 August 2011 to complete the time they have missed, they will be eligible for funding for the period from resumption to the completion of the course. This is subject to the provisions of paragraph 2.5, and to the total payments not exceeding the sums set out in paragraph 2.1.

3. When the payments should be made

3.1 The payments should be made in the last week of each month they are due. It is for providers to decide the exact dates of payment, bearing in mind the definition of the “last week” of each month at paragraph 2.2.

3.2 Payments should only be made to those students who are on the course on the day of payment. If any student has left the course prior to that date, or is on long-term sick leave, payment should not be made. If the Welsh Assembly Government has already passed funding to the initial teacher training provider for a grant payment for any student who leaves the course before the payment is made, the Assembly Government will adjust subsequent payments.

4. How the training grants should be paid

4.1 Eligible students will receive the grant from their initial teacher training providers, who will receive funding from the Welsh Assembly Government for the number of students on their course.

4.2 We are content for providers to determine the most suitable arrangements for making the payments providing that there is an audit trail which ensures it can be demonstrated that particular students actually received the payments from the provider.

4.3 At the start of their courses, students will be asked to sign a declaration to enable them to claim their grant (on “Form TTFE/2B 2010/11”). The form at Annex 2B should be used for this purpose. It should be noted that this form includes an item in the declaration which asks the student to confirm that they have read the “PGCE (FE) Teacher Training Incentives Grant – Academic Year 2010/11: Information for Students” – a copy of this is at Annex 1.

Initial teacher training providers must ensure that all eligible students receive a copy of those information notes, and in sufficient time to read it before they are asked to sign the form.

5. How funding for the training grants will be passed to training providers

5.1 Each month from October 2010 to June 2011, each initial teacher training provider will need to provide the Welsh Assembly Government with lists of the names and numbers of the students on their PGCE (FE) course on Form TTFE/2D 2010/11, noting which (if any) students are studying to be maths or science FE Lecturers. These lists should be sent with Form TTFE/2E 2010/11 under cover of an official letter requesting payment of the appropriate amount to cover the grants. The first lists on Form TTFE/2D 2010/11 need to be sent to the Welsh Assembly Government together with a copy of the completed Form TTFE/2B 2010/11 for each student listed, under cover of Form TTFE/2C 2010/11.

5.2 Forms TTFE/2C 2010/11, TTFE/2D 2010/11 and TTFE/2E 2010/11 must be signed by an authorised signatory from the initial teacher training provider. Form TTFE/2A 2010/11 is a form for the initial teacher training provider to supply us with up to three authorised signatories for the payments. These are the only people who will be able to sign the claim for payment from the initial teacher training provider. We will need these forms to be returned to us before any payment may be made, and by no later than 31 October 2010.

5.3 The Welsh Assembly Government will then make monthly payments between October 2010 to June 2011 to initial teacher training providers directly into the providers' bank accounts to enable them to make payments to the eligible students. This sum will meet the cost of the grant payments due to students as well as a payment to the provider towards administration costs, as indicated in paragraph 6.1 below.

5.4. During the year the Welsh Assembly Government will liaise with the initial teacher training providers to identify students who leave the course prematurely to ensure any relevant adjustments are made to payments.

5.5 A copy of the detailed guidance including claim and payment timetables is included at Annex 2.

6. Funding to cover the provider's administration costs

6.1 Providers will be entitled to a flat rate payment each month between October 2010 to June 2011 from the Welsh Assembly Government equalling 2% of the total amount of grant payable towards the administrative costs of the scheme. This will be paid along with the training grants at the end of each month they are due. This sum should be included within the total payment requested each month.

6.2 Where refunds of grant have to be remitted to the Welsh Assembly Government the associated administrative costs should also be refunded.

7. Recovery of grants paid

7.1 The Welsh Ministers have powers to recover grants paid, in whole or in part. They have discretion about whether to exercise those powers and will consider all cases on their merits.

7.2 Cases where these powers might be exercised by the Welsh Ministers will be where:-

- (a) after receiving any instalment of grant, the recipient fails to meet any eligibility criteria adopted by the Welsh Assembly Government in relation to a subsequent instalment; or
- (b) the recipient has provided in, or in connection with, his or her application for a grant, information which is false or materially misleading; or
- (c) there is firm evidence that the recipient had never intended to complete the course or, having completed it, to enter teaching.

PGCE (FE) Teacher training incentive grant – academic year 2010/11: information for students

1. Eligibility

Who is eligible?

1.1 Students who start a full-time pre-service PGCE (FE) course on or after 1 September 2010 but no later than 31 August 2011 at a higher education institution (university or associated college) in Wales, up to the intake targets for those courses.

1.2 Students must, on entry to the course, hold a first degree¹ of a United Kingdom higher education institution or equivalent qualification. They must also qualify for support under regulations made under section 22 of the Teaching and Higher Education Act 1998 currently in force as they apply to the course (the Regulations currently in force are the Assembly Learning Grants and Loans (Higher Education) (Wales) Regulations 2009 (S.I. 2009/2737)).

Who is not eligible?

1.3 As well as students who do not satisfy the requirements set out in paragraphs 1.1 and 1.2, the following are not eligible to receive the grant:-

- (a) students who completed a course of initial teacher training at further education level before 1 September 2010
- (b) students taking a non-postgraduate certificate in education (FE)
- (c) PGCE (FE) students who do not hold a degree on starting the course
- (d) PGCE (FE) students who study on in-service courses
- (e) PGCE (FE) students who study part-time
- (f) anyone who already holds qualified teacher status
- (g) anyone employed to teach at any further education college or other education institution in any capacity.

What about students starting a PGCE (FE) course in September 2011?

1.4 The training incentives described here only apply to eligible students starting a course on or after 1 September 2010 but no later than 31 August 2011. Announcements about any funding which may be available in future years will be made separately as appropriate.

Are there upper or lower age limits for applicants?

1.5 No.

¹ A “first degree” does not include a foundation degree. A foundation degree is a university-level qualification in its own right, equivalent to the first two years of an honours degree.

What if the provider (university or associated college) requires eligible students to attend a further education institution before initial teacher training formally begins?

1.6 Provided that the course formally starts on or after 1 September 2010 but no later than 31 August 2011, they will be eligible for the training grant.

2. Financial Details

How much will eligible students receive?

2.1 Training grants are available as follows:-

- (a) £7,000 for eligible students studying to become maths or science FE lecturers on a pre-service PGCE (FE) full-time course, meeting the course element requirements set out in paragraph 1.4; and
- (b) £4,000 for eligible students following a pre-service PGCE (FE) full-time course other than those described in paragraph 2.1(a).

2.2 The following course elements qualify eligible students studying to become maths or science FE lecturers for the £7,000 training grant. To qualify, the student must spend more than 50% of teaching practice time in teaching one or more of the subjects listed below:-

Maths subjects:

Maths (general)	Pure Maths
Applied Maths	Statistics
Maths and mechanics	Maths and statistics

Science subjects:

Science (general)	Science (applied)
Anatomy and physiology	Astronomy
Biology	Applied biology
Botany	Zoology
Combined/ General Sciences	Integrated science
Double Award science	Single Award science
Human biology	Chemistry
Environmental and conservation sciences	Electronics
Rural science	Agricultural science
Science in society	Geology
Earth science	Physics
Sports science	

When will payments be made?

2.3 The training grant is payable in the last week of each month in nine monthly instalments, from October 2010 to June 2011 inclusive. Those entitled to a training grant of £4,000 will receive eight instalments of £400 each commencing in October 2010 and one final instalment of £800 in June 2011. Those entitled to a training grant of £7,000 will receive eight instalments of £700 each commencing in October 2010 and one final instalment of £1,400 in June 2011.

How?

2.4 Through the initial teacher training provider (university or associated college). The institution will claim the payments from the Welsh Assembly Government.

Can students claim more than £4,000 or £7,000 training grant if their course is extended into a further year?

No, the grants are a maximum of £4,000 or £7,000.

3. Related Financial Queries

Is the training grant taxable?

3.1 Our understanding is that the training grant is not taxable for full-time students. For part-timers, the salary may be taxable, depending on how high your total taxable income is for any financial year. However, students should speak to HM Revenue and Customs for advice about their individual position.

What will be the effect of the training grant on other student support?

3.2 For students who want student finance based on household income, a training grant is not considered as part of your income, and should not be included when working out your taxable unearned income.

What will be the effect of the training grant on benefits?

3.3 There is no hard and fast rule here - it will depend on what sort of income is taken into account in assessing entitlement to the particular benefit in question. The Department for Work and Pensions can provide further advice.

Will the training grant trigger loan repayments?

3.4 Not while you are in full-time training. Loan repayments may be triggered when you are earning a salary as a teacher - as in any other job. If you train part-time, your liability will depend on whether you are also earning a salary that is high enough to trigger repayments.

Are there any circumstances where I might have to repay the training grant?

3.5 The Welsh Assembly Government has powers to recover grants paid, in whole or in part. They have discretion about whether to exercise those powers and will consider all cases on their merits. Cases where these powers might be exercised will be where:-

- the recipient has provided in, or in connection with, his or her application for grant information which is false or materially misleading; or
- after receiving an instalment of the grant the recipient fails to meet any eligibility criteria adopted by the Welsh Assembly Government in relation to a subsequent instalment; or
- there is firm evidence that the recipient had never intended to complete the course or, having completed it, to enter teaching.

4. Eligibility for trainees who leave or re-start a course

What about people who drop out of training?

4.1 The grant payments will stop as soon as they leave the course.

What about people who cease training but subsequently resume their studies?

4.2 The grant payments will stop as soon as they leave the course. If a student has been on long-term sick leave or has suspended their studies but resumes their course to complete the time they have missed, they will be eligible for funding for the period from resumption to the completion of the course. Training grants for students resuming a course will be paid at the training grant rate which applies in the academic year a student rejoins/joins their training course, unless the Welsh Assembly Government agrees otherwise in writing. This is subject to the total payments not exceeding the sums set out in paragraph 2.1.

What about people who join a course which is already underway?

4.3 Individuals who are eligible for a training grant, have not previously received such a grant and join a course which is already underway will be entitled to the monthly payments which fall due for payment in respect of the period they are on the training course. For example, if someone joins a course in December they would only be entitled to payments in respect of the period December to June.

What about people who have previously received a training grant and want to start or re-enter a course between September 2010 and August 2011?

4.4 If someone who has previously received a training grant start or re-enters a PGCE (FE) full-time initial teacher training course between 1 September 2010 and 31 August 2011 (inclusive), any training grant for that course for which they may be eligible will be reduced by the number of previous grant instalments they have already received. For example, an eligible student who had attended a one-year PGCE (FE) full-time course in 2009/10 and received the first six monthly instalments before leaving the course, would on re-entering initial teacher training in 2010/11 (and still meeting the eligibility requirements) only be entitled to receive two further instalments and one final instalment.

4.5 Training grants for students resuming a course, or starting a course where entry has been deferred, will be paid at the training grant rate which applies in the academic year a student rejoins/joins their training course, unless the Welsh Assembly Government agrees otherwise in writing.

What if those students who had previously received a training grant have changed courses to one with a different grant rate?

4.6 On starting the new course (and still meeting the eligibility requirements), the provisions in paragraphs 4.4 and 4.5 would apply. Any remaining training grant payments to which they were entitled would be at the appropriate rate for the new course, not for the course previously undertaken. Any grant payments previously made would not be adjusted.

What about people who previously dropped out of part-time postgraduate initial teacher training at further education level before August 2010 and want to start again on the full-time course from September 2010?

4.7 Part-time courses completed or left before August 2010 do not affect eligibility for the training grant between 1 September 2010 and 31 August 2011.

Payment of training grants - instructions for training providers

Any questions about these instructions should be addressed to:

Geoff Hanbury
Learning Improvement and Professional Development Division
Welsh Assembly Government
Cathays Park
CARDIFF
CF10 3NQ

Tel: 029 2082 5171

Fax: 029 2082 6109

e-mail: teachingenquiries@wales.gsi.gov.uk

1. Information to be provided to Learning Improvement and Professional Development Division, Welsh Assembly Government

1.1 To ensure the simple administration of the training grants, a contact point from each training institution should be provided to the Learning Improvement and Professional Development Division of the Welsh Assembly Government. This Division will issue the relevant forms for the scheme and will act as a contact point for payment-related enquiries.

1.2 For 2010/11, payment claim forms must be signed by an authorised signatory from the initial teacher training provider. Form TTFE/2A 2010/11 at Annex 2A is a form for the initial teacher training provider to supply us with up to three authorised signatories for the payments. These are the only people who will be able to sign the claim for payment from the initial teacher training provider. We will need these forms to be returned to Learning Improvement and Professional Development Division before any payment may be made, and by no later than 31 October 2010.

1.3 Having determined the eligibility of all students on postgraduate further education courses (advice on eligibility is included in section 1 of the guidance notes "Teacher training incentives in Wales for PGCE (FE) students: academic year 2010/11") providers should prepare a list of eligible students using Form TTFE/2D 2010/11 at Annex 2D. This form requests details of surname, first name(s) and student number. A separate list should be completed for each course (including maths and science).

1.4 Providers should send copies of the Form TTFE/2D 2010/11 forms, together with copies of all completed Form TTFE/2B 2010/11 forms (see paragraph 4.3 below), to Learning Improvement and Professional Development Division under cover of Form TTFE/2C 2010/11 at Annex C, signed by the authorised signatory. Providers should send these to Learning Improvement and Professional Development Division by 31 October 2010.

2. How to claim the funding for the training grants from the Welsh Assembly Government

2.1 Each month, by the date specified on the timetable provided, send Form TTFE/2E 2010/11 at Annex E, together with updated Form TTFE/2D forms showing the full list of eligible students who are currently on the course, under cover of an official letter requesting payment of the appropriate amount to cover the grants for that month plus a payment equal to 2% of the training grant for that month to cover administration costs.

2.2 Any student who leaves the course after they have received the first payment should be indicated by crossing their name through on Form TTFE/2D forms with a red pen. Please insert the date the student left the course not only on the first month's sheet but every subsequent list.

2.3 Form TTFE/2E 2010/11 includes lines for 'adjustments plus' or 'adjustments minus'. Providers should enter here any amounts they are repaying or any additional monies they are reclaiming. The covering letter should note which students these relate to and the reasons for the adjustment (for example, to repay monies that were claimed in error).

3. How the funding for the training grant will be passed to training providers

3.1 The Welsh Assembly Government will pass funding to the training provider by the date indicated on the timetable in section 5. This will be paid directly into the institution's bank account.

4. How to pay the training grant to eligible students

4.1 Advise students of a common date for the payment of the training grant. Only those students on the course on the day of payment will be eligible to receive payment. If any student leaves the course prior to that date, payment should not be made. If the Welsh Assembly Government has already passed funding to the training provider for the grant to any student who leaves the course before the payment is made, the Welsh Assembly Government will adjust subsequent payments (including the associated administrative costs).

4.2 A copy of the information note 'PGCE (FE) Teacher Training Incentive Grant – Academic Year 2010/11: Information for Students' should be given to each student (see Annex 1). Initial teacher training providers must ensure that all eligible students receive a copy of those guidance notes, and in sufficient time to read it before they are asked to sign Form TTFE/2B 2010/11 (see paragraph 4.3).

4.3 Before the first payment is made, training providers should ensure the completion of the claim form Form TTFE/2B 2010/11 at Annex 2B for each of their eligible students. It should be noted that this form includes an item in the declaration which asks the student to confirm that they have read the

“PGCE (FE) Teacher Training Incentive Grant – Academic Year 2010/11: Information for Students”.

4.4 Each training provider will be required to supply Learning Improvement and Professional Development Division with an audit certificate signed by the provider’s auditors. The format for this certificate is at Annex 2F. This will provide the Welsh Assembly Government with assurance that the funding has been used for the purpose provided, and that the appropriate number of students have been on the course for the appropriate period. This form must be signed by the ITT provider’s external auditors – forms signed by the provider’s internal auditor will not be accepted.

4.5 The Welsh Assembly Government or an authorised representative may also require access to the records relevant to these grants and the checks that have been completed to ensure that they are valid.

4.6 Claiming funding under this scheme commits the provider to the conditions of the scheme set out in this scheme guidance.

5. Timetable for the Payment of Grants

Payment month	Training providers to send lists of eligible students and a claim for payment to Welsh Assembly Government by this date:	Welsh Assembly Government to have paid the instalment of the training grant into the training providers’ bank accounts by this date:	Training providers to pay instalment of the training grant to students during this week:
October	5 October	15 October	w/c 25 October
November	9 November	19 November	w/c 29 November
December	1 December	10 December	w/c 13 December
January	4 January	14 January	w/c 31 January
February	1 February	11 February	w/c 28 February
March	8 March	18 March	w/c 28 March
April	5 April	15 April	w/c 25 April
May	3 May	13 May	w/c 23 May
June	7 June	17 June	w/c 27 June

PGCE (FE) Teacher Training Incentives 2010/11*Training Grant – Authorised Signatures for Claims*

Form TTFE/2A 2010/11

**Name of training provider:****Name of individual and position within institution****Signature**

1.

2.

3.

Certification by Head of School of Education

The individuals listed above have been authorised to sign claims for payment of teacher training incentive funding (Form TTFE/2E 2010/11) on behalf of this institution.

They are also authorised to sign the declaration and notification of eligible students forms (Forms TTFE/2C 2010/11 and TTFE/2D 2010/11) on behalf of this institution.

I accept that the Welsh Assembly Government will only accept forms signed by one of the individuals included on this form as a valid claim from my institution.

Signature:**Name:****Official stamp of provider:**

This form should be completed and returned to: Learning Improvement and Professional Development Division, Welsh Assembly Government, Cathays Park, Cardiff, CF10 3NQ, before 31 October 2010.

PGCE (FE) Teacher Training Incentives 2010/11*Training Grants – Student Application and Declaration*

Form TTFE/2B 2010/11

Llywodraeth Cynulliad Cymru
Welsh Assembly Government

1. Name of provider	
2. Name of student	
3. Course title	
4. Date course started	
5. Student Number	

6. Student's declaration:

I wish to apply for a training grant. I can confirm that:-

- I have read the guidance notes "PGCE (FE) Teacher Training Incentive Grant – Academic Year 2010/11: Information for Students" ("the information notes").
- I meet the eligibility requirements described in paragraph 1.2 of the information notes.
- None of the categories of person described in paragraphs 1.3(a)-(g) of the information notes apply to me.
- * I have not previously received any training grant¹.

or

* I have already received a training grant¹ totalling £_____, paid in a total number of _____ instalments, and I understand that my training grant will be adjusted accordingly.

* *(please delete as appropriate)*

Signed*(by student)*

Note: A false declaration may result in any grant paid being reclaimed

¹ This includes any amount of any grant received in respect of equivalent schemes in England.

PGCE (FE) Teacher Training Incentives 2010/11*Training Grant – Provider's Declaration*

Form TTFE/2C 2010/11

**Name of training provider:**

I can confirm that we have checked that the students listed on the attached Form TTFE/2D 2010/11 forms are eligible for this training incentive in 2010-11. A completed Form TTFE/2B 2010/11 is attached for each student listed.

Signed on behalf of ITT provider:**Official stamp of provider:**

PGCE (FE) Teacher Training Incentives 2010/11

Training Incentive – Auditor’s Certification

Form TTFE/2F 2010/11 [section 1]



**TEACHER TRAINING INCENTIVES IN WALES -
EXPENDITURE IN ACADEMIC YEAR 2010/11**

CERTIFICATION OF THE DIRECTOR OF FINANCE

I certify that, to the best of my knowledge, the expenditure has been incurred in accordance with the terms and conditions of the Teacher Training Incentive Scheme, and

That the entries are fairly stated, and

That only eligible payments/expenditures are included, and

That the Institution maintains/has maintained proper controls and records for managing payment of the grant to eligible students.

I confirm a value of £..... (enter value) of expenditure being claimed.

Signature.....Date.....
(Training Institution Director of Finance)

Name (BLOCK CAPITALS).....

Name of Institution (BLOCK CAPITALS).....

Name, address and telephone number of the contact person in the Institution:
(BLOCK CAPITALS)

.....
.....
.....
.....

The certification above should be submitted to the Welsh Assembly Government along with the external auditors’ certification on the next page.

PGCE (FE) Teacher Training Incentives 2010/11

Training Incentive – Auditor’s Certification

Form TTFE/2F 2010/11 [section 2]



CERTIFICATION OF EXTERNAL AUDITOR (please complete either certification block 1, 2 or 3)

1. I certify that I have examined the related accounts and records of the Institution and confirm

That the grant was spent properly, and
That the grant was used for the purposes intended

in accordance with the terms and conditions of the PGCE (FE) Teacher Training Incentive scheme (being expenditure approved by the Welsh Assembly Government under section 14 of the Education Act 2002) in respect of the 2010/11 academic year.

Signature.....

Name (BLOCK CAPITALS).....

CERTIFICATION OF EXTERNAL AUDITOR (please complete either certification block 1, 2 or 3)

2. I certify that I am satisfied that the conditions of the grant have been complied with, but that the sum claimed is incorrect.

I have certified an amended figure. £..... (enter value)

Signature.....

Name (BLOCK CAPITALS).....

CERTIFICATION OF EXTERNAL AUDITOR (please complete either certification block 1, 2 or 3)

3. I certify that I am not fully satisfied that the conditions of the grant have been complied with, or that there is doubt regarding the admissibility of the sums claimed.

I have attached a report/qualification letter detailing the reasons for non-satisfaction.

Signature.....

Name (BLOCK CAPITALS).....