



Department  
for Business  
Innovation & Skills

**FURTHER EDUCATION INITIAL  
TEACHER TRAINING**

Bursary Guide  
Academic Year 2014/15

MARCH 2014

### Record of Changes from 2013/14 Guidance

Description	Reference
The levels of maths bursaries have been increased for degree classes 2.1 and 2.2.	Page 7 para 2.8
Additional reference to the generic DET course	Page 20
There is an additional section. Trainees who do not quite meet the underpinning knowledge, skills and capacity requirements to teach maths may be considered after successfully completing a Subject Knowledge Enhancement (SKE) programme.	Page 23 Section 7
Some minor changes to Q and A	Pages 34 and 35
Annex A setting out Overseas degrees equivalence data has been removed. Information can now be found by following links to the websites, see section 4	Page 14 para 4.1

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# Section 1 – Introduction and Overview

## Introduction

- 1.1 This guide covers the operational delivery of Further Education (FE) initial teacher training (ITT) bursaries. Its primary audience is ITT providers, but it can be used as a source of reference for trainees. This is a live document and subsequent revisions may be issued. This version is dated February 2014 and applies to the second year of the bursary scheme. The information, training bursary rates, qualifying subjects and associated degree classifications contained within this document are all relevant for trainees starting training during academic year 2014/15 only.
- 1.2 Although there are similarities with the school teacher bursary scheme, this is a separate arrangement.
- 1.3 This is the second year of operation of this scheme. The funding available is limited and will be allocated on a first come basis first served basis. Early application is therefore advisable for students who meet the necessary qualifying requirements.

## Overview

- 1.4 The training bursary is a financial incentive to attract and retain new high quality graduates to become teachers in the Further Education (FE) sector. Bursary levels will vary according to the degree classification held by the trainee and the specialism in which they wish to train to teach ie English language, mathematics (from basic to GCSE and level 3), or supporting learners with special educational needs (SEN)<sup>1</sup>. Trainees must have at least a 2:2 degree to access a bursary for mathematics, and at least a 2:1 degree for the English language or SEN bursaries.
- 1.5 The bursary scheme has been designed to acknowledge a trainee's prior academic achievements and their potential to teach, with the top tier of the bursary payments for trainees with 1<sup>st</sup> class degrees, the middle tier aligned with 2:1 degrees and the bottom tier aligned with 2:2 degrees. Figure 1 provides an overview of the financial incentives and eligibility criteria for trainees. The eligible bursary awards and levels are outlined in more detail in Section 2 of this guide.

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<sup>1</sup> Commonly referred to as learning difficulties and disabilities in the FE sector

**Figure 1 – Available financial incentives and eligibility criteria**

	<b>Degree Class</b>		
	<b>First</b>	<b>2:1</b>	<b>2:2</b>
<b>Mathematics</b>	£20,000	£20,000	£15,000
<b>English</b>	£9,000	£4,000	No bursary
<b>SEN</b>	£9,000	£4,000	No bursary

- 1.6 Providers will receive monthly bursary payments to pass on to trainees who are eligible for the bursary. The amount of these monthly payments will reflect the total needed to pass on to eligible trainees, in accordance with the schedule set out in Section 8 of this guidance. Bursary funding is limited and once all of the funding has been allocated no more will be available. Providers should allocate bursaries to qualifying trainees on a first come first served basis, whilst being mindful that allocations are to cover English, mathematics and SEN.
- 1.7 The total amount of bursary funding will be paid based on the trainee records that providers will submit, which will detail the level of bursary awarded. ITT providers will only receive an allocation once we know about an eligible trainee(s) starting training. The amount will be sufficient to cover instalments as outlined in Section 8. Payments will be adjusted in-year to reflect the actual trainee records to take into account any withdrawals and trainee information returns completed by providers. The bursary application form can be downloaded via the following link: <http://et-foundation.co.uk/downloads/external-documents.html>  
Failure to follow the process will delay payment.
- 1.8 The level of bursary that a trainee is eligible for will depend on their most relevant academic qualification, combined with the specialism in which they are training to teach. For the purpose of awarding the bursary to a trainee, providers should take the highest relevant academic qualification that aligns with a bursary tier. This, combined with the specialism on which their training is focused, will determine the level of bursary award for which the trainee is eligible.
- 1.9 The bursary is available to all eligible home or European Union (EU) status trainees on eligible post graduate routes that provide specialist training in English or mathematics or teaching students with SEN. Trainees should hold at least a UK degree or equivalent, with at least a 2.2 class to be eligible for the mathematics bursary and a 2.1 class to be eligible for the English Language or SEN bursaries.

Eligibility status is determined by the provider and must be established prior to making any decisions on bursary entitlement.

- 1.10 Where the trainee has a degree from outside the UK, providers may find the Information about Overseas Equivalence Section 4 helpful in reaching a decision about overseas degree equivalence to UK degree classification.
- 1.11 Providers must distinguish between eligibility for the bursary and eligibility for a post graduate ITT route at their institution. **Being ineligible for a bursary should not make a trainee ineligible for an ITT place.** There is no requirement for providers to decline applications solely because the trainee is ineligible for a bursary or because the available bursary funds have been allocated. Providers continue to control the selection and recruitment of ITT trainees and this process of selection and recruitment remains independent of bursary eligibility.
- 1.12 Trainees who are not able to convince the ITT provider that they have the necessary underpinning knowledge to teach maths across the full range may be considered to attend a Subject Knowledge Enhancement (SKE) programme to help bring them up to the required standard.
- 1.13 Further details of the SKE programme are set out are set out in Section 7.

## Withdrawals from ITT programmes

- 1.14 Trainees in receipt of a bursary who withdraw from their course are entitled to be paid the training bursary for each month up to, and including, the month in which they withdrew. Trainees will only be entitled to receive the bursary payment for the month they withdrew if they were still on the course on the day the payment was made.
- 1.15 Providers **must** inform [fa.team@education.gsi.gov.uk](mailto:fa.team@education.gsi.gov.uk) immediately when a trainee withdraws from an ITT programme or from continuing with the specialism agreed with the provider at the start of the course.

## Suspended Trainees

- 1.16 Trainees who are suspended from their course pending investigation may continue to receive their bursary payments. Payments will be stopped immediately if a decision is reached to conclude their programme. Any final bursary payment will be determined using the rule in paragraph 1.11. Any payments made in error by the ITT provider may be recovered from the trainee.

## Section 2 - Core Bursary Award Eligibility and Duration

### Eligibility

- 2.1 Bursaries are only for those trainees taking a specialist teaching qualification for either English, mathematics or SEN; to equip them with the knowledge, pedagogy and confidence to teach English, mathematics and numeracy from basic level through to GCSE and students with special educational needs. However, trainees on generic programmes may also be entitled to bursaries if they follow a specialist pathway through the optional units and in the providers' opinion, the combination of course content, teaching practice in the subject specialism and existing qualifications, equips them to teach English and mathematics from basic to GCSE and level 3, or to teach students with SEN. **It will be for providers to make judgements about this**, and the extent to which for particular trainees, additional specialist training and teaching practice might be required. The ITT qualifications are specified in para 6.10
- 2.2 The bursary level and award is dependent on the area in which the trainee wishes to teach and the outcome of their most relevant qualification. The subject of the trainee's academic qualification is also an important consideration in determining eligibility for the English and mathematics bursary. It will be for providers to make judgements about this, using the following guidelines:

### Mathematics

- 2.3 To teach mathematics, trainees should ideally have a mathematics degree; or a joint degree with mathematics; or a degree like physics or engineering, where the mathematics element is significant. But other degrees will be considered, subject to the ITT provider's judgement that the applicant has the necessary underpinning knowledge, skills and capacity to teach mathematics to students from basic to GCSE and level 3.

### English Language

- 2.4 To teach English language, trainees should have an English language degree, or a humanities degree with a significant English language or linguistics component. But other degrees will be considered subject to the ITT provider's judgement that the



applicant has the necessary underpinning knowledge, skills and capacity to teach English language to students from basic to GCSE level.

## SEN

- 2.5 There will be no specific subject requirement for trainees who wish to apply to specialise in SEN teaching. It is for providers to judge that the applicant has the potential to teach students with SEN in FE.

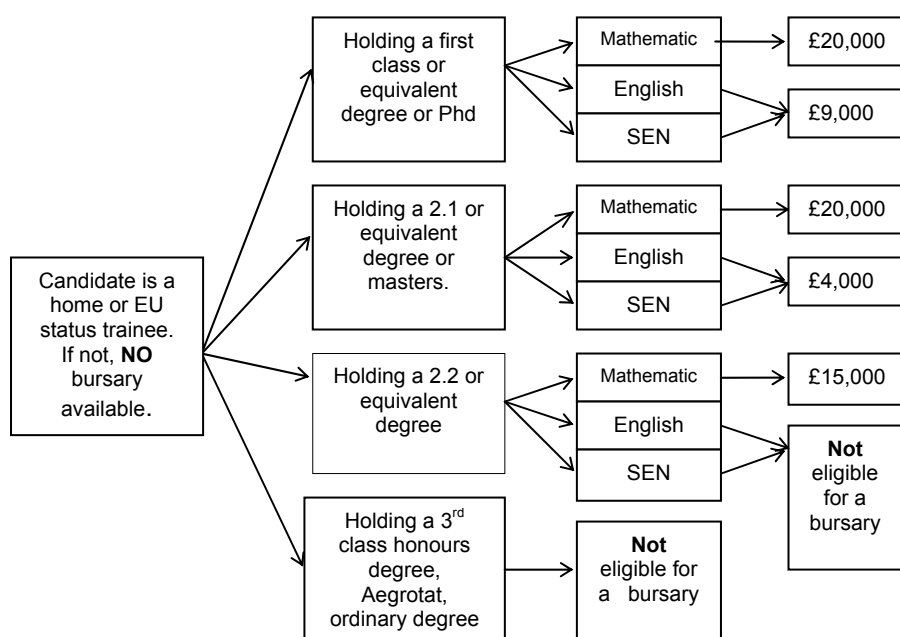
## Duration

- 2.6 The bursary award is fixed for the duration of the trainee's ITT programme and will not vary according to the length or mode of the programme.
- 2.7 Bursaries are not only financial incentives to encourage high quality graduates into ITT, but are intended to encourage successful retention and completion of the course. Bursary payment arrangements can be found in Section 7 of this guide.
- 2.8 Figure 2 sets out the bursary rates for academic year (AY) 2014/15. These are relevant to (AY) 2014/15 only and do not provide assurances about any future bursary rates. We advise against providers giving any assurance to potential trainees on future bursary rates until these are released by the Department for Business Innovation and Skills.

**Figure 2: Financial incentives for those who train in 2014/15**

ITT Specialism	Degree Class		
	First	2:1	2:2
Mathematics	£20,000	£20,000	£15,000
English	£9,000	£4,000	No Bursary
SEN	£9,000	£4,000	No Bursary

- 2.9 Figure 3 provides an overview of the key considerations to be taken into account when assessing whether a trainee is eligible for financial support via the bursary funding.

**Figure 3: Considering a trainee's eligibility for financial support**

NB an ITT provider and trainee may agree that an SKE maths programme is needed as a condition for entering ITT and receiving a bursary (see section 7)

## Eligible ITT subjects

- 2.10 Mathematics will attract a bursary if the trainee has a 2.2 degree or above. English language and SEN programmes will attract a bursary if the trainee has a 2:1 degree or above. The bursary levels will vary depending on the trainee's degree classification and subject, as shown in figure 2 above.
- 2.11 PhDs will attract the same bursary award as a 1<sup>st</sup> class honours degree; and Master's degrees will attract the same bursary award as a 2:1. However there are some restrictions on this - please see Section 4 for further information.

## Non-eligible ITT subjects

- 2.12 Trainees on all other ITT courses will not be eligible for bursaries under this scheme, regardless of a trainee's degree class. Details of which academic qualifications are linked to the relevant bursary levels are given in Section 4.

## Section 3 - Assessing UK Academic Qualifications

### Honours and Ordinary Bachelor's Degrees

- 3.1 The [Framework for Higher Education Qualifications in England, Wales and Northern Ireland](#) (FHEQ), maintained by the Quality and Assurance Agency for Higher Education (QAA), sets out that someone who holds a Bachelor's degree with honours will have “developed an understanding of a complex body of knowledge, some of it at the current boundaries of an academic discipline. In addition, holders of this award “will be able to evaluate evidence, arguments and assumptions, to reach sound judgements and to communicate them effectively.” (Quality and Assurance Agency for Higher Education, 2008). Honours degree holders will usually have completed an independent dissertation or thesis relating to the subject in which they are specialising and will have undertaken considerably fewer contact hours than an ordinary degree. The length of study for a full-time Bachelor's degree with honours usually equates to three years; longer for the part-time equivalent. Honours degrees require 370 credits for completion.
- 3.2 Ordinary Bachelor's degrees are largely taught degree programmes, with less specialisation or independent study involved and the outcome can sometimes be a licence to train in a particular subject, such as accounting. A trainee may sometimes be transferred from an Honours programme onto an Ordinary degree programme if they have not achieved the required grades throughout the programme, to graduate with Honours. Open Degrees from the Open University awarded *without honours*, would fall into this category and would not be eligible for bursaries in their own right.

### Medical First Degrees

- 3.3 First degrees in medicine which are qualifying awards in professional terms are not classified. Although usually entitled 'Bachelor', they are at level 7 (Master's level) on the FHEQ. However, this will apply only to degrees that are 5 years in length. Trainees holding these 5-year degrees in Medicine, Dentistry, Veterinary Science and Surgery can be awarded the *middle tier* or 2:1 level of bursary for the subject in which they wish to train to teach. These degrees can be funded from a provider's *core* bursary allocation. Trainees who hold a 1st or distinction in an integrated masters medical degree will be entitled to the top level bursary.
- 3.4 However, there are also medical Bachelor's degrees which may be awarded as exit awards to students who satisfy the criteria specified but fail to meet the criteria

for progression to the fourth or fifth year of the qualifying medical degree. These are often called Bachelor's of Medical Science (B Med Sci). Trainees holding these degrees can be awarded the *bottom tier* or 2:2 level of bursary for the subject in which they will train to teach. These can also be awarded from a provider's *core* bursary allocation.

- 3.5 As a number of award titles may be used in both categories of award, providers are advised to check individual instances with the relevant awarding bodies before making a decision about awarding bursaries.

### List of Eligible Academic Qualifications

- 3.6 One of the conditions for receiving the bursary is that the trainee holds a UK degree or equivalent, with at least 2<sup>nd</sup> class honours. However, for the purposes of determining the bursary award, providers should take the trainee's highest relevant academic qualification that aligns with a bursary tier. Figure 4 sets out the eligible academic qualifications and equivalent bursary award.

**Figure 4: Higher qualifications and bursary tier eligibility**

Highest qualification	1 <sup>st</sup> (top)	2:1 (middle)	2:2 (bottom)	Not eligible
PhD <sup>7</sup>	X			
1 <sup>st</sup> class honours degree <sup>*8</sup>	X			
Medical Masters (distinction)	X			
Masters <sup>9</sup>		X		
2:1 honours degree		X		
2:2 honours degree			X	
3 <sup>rd</sup> class honours degree				X
Aegrotat				X
Ordinary degree				X
No first degree				X

7. Honorary doctoral degrees are not recognised by QAA as academic qualifications.

8. May include Integrated Masters, please refer to section 3.11

9. These do not include the MA granted on application by the University of Oxford or Cambridge. Please see Section 4 for more details.

\* or equivalent, supported by the data in the Overseas Equivalence Data Annex A.

- 3.7 Aegrotats are degrees awarded if a trainee was unable to sit their final exams due to illness and are not eligible for the bursary in their own right. Non-honours and Ordinary degrees are also ineligible for the bursary in their own right. Trainees who do not hold a first degree or equivalent at second class honours or above will not be eligible for a bursary in principle unless they have an eligible relevant higher academic qualification, as set out in figure two. Trainees who do not hold a first degree or equivalent of at least second class honours, but hold a postgraduate certificate (PGCert) or diploma (PGDip) as their highest qualification will not be eligible for a bursary.

## PhD and Masters Qualifications

- 3.8 PhD and Masters-level qualifications may include other UK qualifications deemed by the provider to have the same level of academic breadth and depth. These qualifications can be funded from a provider's bursary allocation.
- 3.9 If a provider is using a higher academic award, i.e. PhD or Masters, to uplift the bursary entitlement they must seek confirmation that the qualification was completed. If the outcome is not yet known, the bursary award must be made based on the highest relevant academic award on the date the trainee started. If the trainee successfully gains the higher award a retrospective uplift can be applied. In these circumstances please contact the Funding Team for further information at: [FA.Team@education.gsi.gov.uk](mailto:FA.Team@education.gsi.gov.uk)

## Master's Degrees

- 3.10 The [FHEQ](#) describes Master's degrees as separate from other postgraduate qualifications in their "increased intensity, complexity and density of study." (Quality and Assurance Agency for Higher Education, 2008). Masters degrees are awarded after the completion of taught courses, programmes of research or a mixture of both and the FHEQ's descriptor for Master's degrees states that they "typically include planned intellectual progression that often includes any optic/research or scholarly activity." The level of study associated with a Masters degree should typically equate to one calendar year full-time. These do not include the Master of Arts (MA) which are granted, on application, by Oxford, and the University of Cambridge, to graduates of these universities with a Bachelor of Arts (BA).<sup>1</sup> Master's degrees which are offered as part of a trainee's route to QTS, will not count for the purposes of assessing eligibility.

## Integrated Master's Degrees

- 3.11 Integrated Master's degrees are undergraduate programmes extended by one year to enable students to reach Master's level. Providing they have reached a suitable standard of achievement after three years of Bachelor's level-study, students can study for a fourth year for a Master's degree where the academic level of work in the fourth year is at Master's rather than at Bachelor's level. These programmes are normally found in science and engineering academic disciplines, and the usual degree awarded is MEng or a named integrated Master's degree such as M Phys (Masters of Physics) or M Chem (Masters of Chemistry). Completed Integrated Master's degrees are equivalent to Level 7 (Master's degree) on the FHEQ and trainees who have achieved a distinction are eligible to receive the top tier bursary. Trainees who took an Integrated Masters but didn't have a degree classification or pass/merit distinction, they can be considered for the higher top tier bursary, but the provider will be required to demonstrate that the trainee is of high quality. Trainees that did not complete the final year can be awarded a bursary based on their final degree classification on exit and the subject in which they train to teach.

## Doctoral Degrees

- 3.12 The FHEQ's descriptor of Doctoral degrees sets out that they are awarded for the "creation and interpretation, construction and/or exposition of knowledge which extends the forefront of a discipline, usually through original research." (Quality and Assurance Agency for Higher Education, 2008). Professional doctoral programmes that may include a research component, but which have a substantial taught element lead usually to awards which include the name of the discipline in their title (Ed.D, DClinPsy or DBA are common examples). The titles PhD and DPhil are commonly used for doctoral degrees awarded on the basis of original research. The level of study associated with a doctoral degree should typically equate to 3 calendar years full-time for a research-based doctoral degree although it may take up to 5 years of full-time study for a professional doctoral degree. Honorary doctorates are not eligible academic qualifications and are not accepted by QAA as academic qualifications.

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<sup>1</sup> The MA is normally granted, on application, to graduates of these universities with a Bachelor of Arts (BA). No further assessment or study is needed but the recipient may pay a fee. At the University of Oxford, the MA may be granted during or after the twenty-first term from matriculation and at the University of Cambridge, the MA may be granted six years after the end of the first term.

## Section 4 - Assessing Overseas Qualifications

### NARIC equivalence data

- 4.1 When selecting trainees with overseas degrees, ITT providers should ensure that they follow the appropriate procedures when assessing overseas qualifications and ensure that they are compliant with the ITT requirements. This will involve obtaining, or asking the candidate to obtain, evidence from the [National Recognition Information Centre for the UK](#) which confirms whether or not the trainee's degree is comparable to UK British Bachelor, Masters or Doctorate level. The Statement of Comparability provided by NARIC as evidence *cannot* be used to establish the classification of the trainee's degree; this has to be done either by using the equivalence data in [Overseas Equivalence Data](#) document, or by making a professional assessment.
- 4.2 NARIC produced a set of independent data (see the [Overseas Equivalence Data](#) document) for the NCTL, to help ITT providers make assessments on whether overseas degrees were comparable to 2nd class honours and above. The study looked at all overseas degrees comparable to British Bachelor degree standard, and where the degree was comparable to an honours degree, equivalence to 2:2, 2:1 or 1st class honours was made, to help ITT providers determine the appropriate level of bursary award. The methodology used to produce the data is published on the DfE Grade comparisons of overseas qualifications webpage. UK NARIC does not recommend applying the methodology or the resulting dataset in other contexts. Please follow this link to the [Overseas Equivalence Data](#) grade comparisons document.
- 4.3 Please access the equivalency table (PDF, 1MB) via this link. Please contact the Funding team at [FA.Team@education.gsi.gov.uk](mailto:FA.Team@education.gsi.gov.uk) if you require further assistance or if the country from where your trainee's degree originates is not included in the data. This data is intended as an advisory guide for ITT providers, and ITT providers must use their professional judgement in determining eligibility.
- 4.4 It is important to note that many overseas qualifications sit either above or below "British Bachelor degree standard," and therefore will not be included in the data in the [Overseas Equivalence Data](#) document as they were outside of the original scope of the commissioned report. It is therefore important to seek a NARIC-sourced Statement of Comparability from the trainee to verify the actual degree itself before making any judgements about bursary eligibility. The data in the

[Overseas Equivalence Data](#) document should not be used to inform judgements about the trainee's qualification in general, and should be used to make an informed decision on the level of bursary associated with degrees which have been found comparable to honours level.

## Assessing Overseas Bachelor's Degrees

- 4.5 Overseas undergraduate degrees that can be compared to a Bachelor's degree by NARIC, will usually have 3 outcomes:
- Comparable to British Bachelor (Ordinary) degree standard
  - Comparable to British Bachelor degree standard; or
  - Comparable to British Bachelor (Honours) degree standard

### British Bachelor (Ordinary) Degree Standard

- 4.6 Where the trainee's first degree is comparable to "British Bachelor (Ordinary) degree standard", this means that the degree is based around a taught education, often multi-disciplinary, or with a broader range of subjects studied and more contact hours involved.
- 4.7 Comparison to British Bachelor (Ordinary) degree standard indicates that there is clear differentiation between the types of study programmes in that country. This means that the degree has been found to be below Honours level and therefore the trainee would not be eligible for a bursary in principle, as would be the case had the trainee undertaken an Ordinary or non-Honours degree in the UK. Ordinary degrees are *not* eligible for discretionary bursary funding.

### British Bachelor Degree Standard

- 4.8 Where the trainee's first degree is comparable to "British Bachelor degree standard", this usually means that a comparison cannot be drawn with either an Ordinary or Honours degree, and this statement acknowledges the differences that may exist between institutions and programmes on a national level.
- 4.9 Comparison to "British Bachelor degree standard" does not rule out the possibility of the qualification in a particular subject area or from a particular institution being comparable to an honours degree in the UK and therefore eligible for a bursary. Providers, if wishing to award a bursary, should use their professional judgement and consider all relevant information, including league tables for higher education institutions in that country, and any additional evidence of the trainee's own achievement to make an assessment. In these cases, providers may also wish to seek advice from UK institutions that have a high intake of overseas trainees.



- 4.10 If providers choose to award the bursary, this must be funded from their allocation.

### British Bachelor (Honours) Degrees Without Grading

- 4.11 Where the trainee's first degree can be compared to "British Bachelor Honours degree standard" but there is no actual grading of the degree available as suggested by the equivalence data, providers may award a bursary at the initial 2:2 level for the appropriate ITT subject, providing they are satisfied that the trainee's degree is of the same depth and breadth as a degree with at least 2<sup>nd</sup> class honours. Providers are also advised to seek a transcript of the trainee's degree if available.

### Use of Equivalence Data to Assign a Bursary Level

- 4.12 Provider judgements on overseas degree equivalence to UK degree classifications can be supported by the data in the [Overseas Equivalence Data](#) document, if the trainee's degree is equivalent to "British Bachelor Honours degree standard", and has a grading available. Overseas degrees not equivalent to at least 2<sup>nd</sup> class honours as supported by the data in the [Overseas Equivalence Data](#) document are deemed equivalent to ordinary or 3<sup>rd</sup> class degrees, unless they have been compared to "British Bachelor degree standard" and the provider is able to defend their assessment that the individual's degree is equivalent to at least 2<sup>nd</sup> class honours. These bursaries can be funded from a provider's core allocation.

### Countries Not Included in the Equivalence Data

- 4.13 Where the data in the [Overseas Equivalence Data](#) document does not include the country from where the trainee holds their degree, or the data refers to a "case-by-case" analysis, then ITT providers should contact the Funding team at [FA.Team@education.gsi.gov.uk](mailto:FA.Team@education.gsi.gov.uk)
- 4.14 Providers are reminded that they must hold full and transparent audit trails relating to core bursary payments which are made to trainees with overseas degrees which are not comparable to Honours level as confirmed by the data in the [Overseas Equivalence Data](#) and are equivalent to "British Bachelor degree standard." *Providers who have made bursary payments to trainees holding Ordinary degrees, or degrees which sit below Bachelor's level, will be required to repay the sums involved.*

## Agreed exceptions to the Overseas Equivalence Data

### France

- 4.15 The M1 qualification, which is awarded after exiting the new 2 year French Masters programme, can be treated in the same way as a Maitrise if the trainee has successfully completed 2 semesters and holds 240 credits. Alternatively, trainees exiting the new Masters programme may request a Maitrise on exit.
- 4.16 French trainees, who hold the Licence post 2009, and a score of 11, may be considered for bursary eligibility at 2:2 level. However, they must be able to demonstrate outstanding achievement and other merits in order to be considered.

### Colombia

- 4.17 The Licenciado and other Professional Titles obtained in Colombia are comparable to British Bachelor degree standard, due to the variance between institutions and programmes. However professional Licenciado titles which have been awarded an accreditation of excellence can be compared to British Bachelor (Honours) degree standard. Most institutions should be able to provide this confirmation, however it is also available on the Colombian National Council for Accreditation's website ([www.cna.gov.co](http://www.cna.gov.co))
- 4.18 The NCTL will continue to review individual overseas degrees which may need further examination. The outcome of any reviews undertaken by NARIC will be published as new revisions to the equivalence data in the [Overseas Equivalence Data](#)

## Overseas Master and Doctoral Degrees

- 4.19 Trainees who hold overseas Masters and Doctoral degrees may be assessed for eligibility independently of the [Overseas Equivalence Data](#). Providers must carry out the necessary checks on the trainee's overseas qualification that they would usually make when assessing eligibility for entry to an ITT course, and obtain a Statement of Comparability from NARIC or source confirmation from the trainee as advised in Section 4 of this guide.
- 4.20 Where a trainee's degree can be compared to UK Masters or Doctorate level, these degrees should be treated as equivalent, and the appropriate bursary award should be awarded for that ITT subject from the *core* bursary allocation as outlined in Section 2.
- 4.21 Any bursary awards for overseas Master's or Doctoral degrees which are not equivalent to a UK Master's or Doctoral degree may be funded from a provider's

bursary fund. Providers must use their professional judgement to determine the level of bursary, but must be prepared to build a strong case for awarding a higher bursary award than their qualification would suggest. Trainees must hold an undergraduate degree of at least 2<sup>nd</sup> class honours or above in addition to holding an overseas Masters or Doctorate degree to be eligible for an upgrade.

- 4.22 In *exceptional* cases, trainees who hold overseas Bachelor's and Master's or Doctoral degrees that both sit *below* British Bachelor Honours degree standard as confirmed by NARIC *may* be funded at the 2:2 level from a provider's *core* bursary allocation if the provider is able to provide a strong business case backed up by a full audit trail for bursary eligibility.

## Section 5 - Admissions

- 5.1 Providers will need to ensure those responsible for decisions on eligibility for the bursary are familiar with, or have access to, advice on the range of qualifications generally regarded as equivalent to a first (Bachelors) degree in the UK, including overseas qualifications, professional or vocational qualifications, and qualifications no longer available but held by mature applicants.
- 5.2 Providers will need to be aware of the range of degrees awarded by UK Institutions. It is for the provider to decide whether an individual's highest relevant academic qualification meets the bursary eligibility criteria, and whether a particular qualification demonstrates the breadth and type of academic engagement that would be expected from undertaking a Bachelors, Masters or Doctoral degree.
- 5.3 Providers that are not themselves degree-awarding bodies, or are unfamiliar with assessing the validity of academic qualifications, may wish to familiarise themselves with the [Framework for Higher Education Qualifications in England, Wales and Northern Ireland](#) by the QAA.

## Section 6 - Eligibility Criteria for Receiving the Bursary

- 6.1 For a trainee to be eligible to receive a bursary, **the provider must ensure** that, from the first day of training, the trainee meets, and then continues to meet, the criteria set out and explained below. The trainee must:
1. Be an 'eligible' student for the provision of UK student support,
  2. Must be training through an eligible specialist programme, - English language, mathematics or SEN
  3. Hold a UK first degree with at least 2<sup>nd</sup> class honours, or equivalent,
  4. Not already hold QTS/QTLS, or be eligible to receive QTS/QTLS,
  5. Not be undertaking paid teaching work when receiving the bursary,
  6. Be taking a qualifying specialist ITT course at Level 5 or above,
  7. Not already hold a full level 5 teaching qualification - PGCE or DTLLS
  8. Not be taking any other ITT course,
  9. Be notified by their ITT provider in writing that they are eligible, and
  10. Comply with the terms and conditions of the bursary scheme.
  11. Where relevant, have completed a maths SKE scheme within the agreed timescale

### **Criterion 1: The trainee must be an 'eligible' student for the provision of UK student support**

- 6.2 To receive a training bursary the trainee must meet one or more of the definitions for being an 'eligible' student to receive grants and loans towards tuition fees or living costs, as set out in the current Education (Student Support) Regulations 2011, part two (eligibility), no. 1986.
- 6.3 The only exceptions to this are for trainees who are ordinarily resident in the Channel Islands or Isle of Man. These trainees are not eligible to access the UK student support system, but this does not prevent them being eligible for the training bursary, so long as the trainees satisfy all other eligibility criteria.

### **Criterion 2: The trainee must be training to teach through an eligible ITT specialist programme**

- 6.4 Trainees will be training to teach English language, mathematics from basic to GCSE and level 3, or learners with SEN and be committed to teaching in the FE sector.

**Criterion 3: The trainee must hold a UK first degree or equivalent, with at least 2<sup>nd</sup> class honours**

- 6.5 Providers should use the trainee's highest relevant academic qualification that aligns with a bursary tier, to determine eligibility for a bursary. If equivalents are being considered, providers should be confident that a trainee's academic qualification has the same level of breadth and depth that would be expected of a UK first degree or equivalent with at least 2<sup>nd</sup> class honours.

**Criterion 4: The trainee must not already hold QTS/QTLS, or be eligible to receive QTS/QTLS**

- 6.6 Individuals who already hold QTS/QTLS on the first day of their ITT are not eligible.
- 6.7 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 NCTL. From April 2013, teachers who qualified in Australia, Canada, New Zealand and the USA can also apply directly to the NCTL for QTS. Providers with such applicants should ask them to apply to the NCTL first. Those that are successful in their application will not need to take up an ITT place, and they will not be eligible for a bursary. Those that are unsuccessful in their application can be considered for eligibility.

**Criterion 5: The trainee must not be undertaking paid teaching work when receiving the bursary.**

- 6.8 The bursary is designed to support the trainee whilst undertaking their initial teacher training and, in particular, their teaching practice. Trainees who undertake paid teaching whether full time, part time or on a sessional basis in a school or institution become ineligible to receive the bursary from the date they start this work.
- 6.9 Providers are advised to make it clear to trainees that they cannot undertake paid teaching work as outlined above *and* receive the bursary at the same time.

**Criterion 6: The trainee must be taking a qualifying specialist ITT course at Level 5 or above**

6.10 To be eligible to receive a bursary, the trainee must be taking a qualifying ITT course at Level 5 or above. A qualifying course is one of the following Diplomas or an equivalent HEI qualification:

- **Level 5 Diploma in Education and Training including a specialist pathway (QCF)**
  - o *Level 5 Diploma in Education and Training (including teaching English: Literacy)*
  - o *Level 5 Diploma in Education and Training (including teaching English: Literacy and ESOL)*
  - o *Level 5 Diploma in Education and Training (including teaching Mathematics: Numeracy)*
  - o *Level 5 Diploma in Education and Training (including teaching Disabled Learners)*
  
- One of the following **Level 5 integrated specialist diplomas (QCF)**:
  - o *Level 5 Diploma in Education and Training (English: Literacy)*
  - o *Level 5 Diploma in Education and Training (English: Literacy and ESOL)*
  - o *Level 5 Diploma in Education and Training (Mathematics: Numeracy)*
  - o *Level 5 Diploma in Education and Training (Disabled Learners)*
  
- **Level 5 Diploma in Education and Training (QCF)** on the condition that the provider is absolutely confident that the trainee has prior qualifications and exceptional experience or knowledge that a generic course can build on, to equip them to the same standards as the above two courses ie Diploma in Education and Training including a specialist pathway or Integrated Specialist Diplomas - perhaps by using and tailoring part of the (undefined) 45 optional credits to enhance the trainees knowledge/skills in English, maths or SEN; and effectively using the teaching practice element for the subject specialism.

**Note :** For further information on specialist qualifications see the appropriate guidance produced by LSIS in May 2013 to support HEIs and Awarding Organisations to develop their respective specialist qualifications:

LSIS May 2013 Teaching and Training Qualifications for the Further Education and Skills Sector in England (2013) Guidance for higher education institutions

LSIS May 2013 Qualification Guidance for awarding organisations

- Level 5 Diploma in Education and Training (English: Literacy)/ (English: Literacy and ESOL)/ (Mathematics: Numeracy) (QCF)
- Level 5 Diploma in Teaching English: Literacy/ English: Literacy and ESOL/ Mathematics: Numeracy (QCF)

These guidance documents specify the qualification content and teaching practice requirements.

**Criterion 7: The trainee must not be taking any other ITT course, scheme or programme**

- 6.11 To be eligible for the training bursary, trainees must not be undertaking any ITT course, training scheme or programme leading to QTS other than those specified in 6.10 above

**Criterion 8: The trainee must not already hold a level 5 teaching qualification eg PGCE or DTLLS.**

- 6.12 To be eligible for the training bursary, trainees must not already hold a level 5 teaching qualification such as PGCE or DTLLS.

**Criterion 9: The trainee must be notified by their ITT provider in writing that they are eligible**

- 6.13 The provider will determine whether a trainee is eligible to receive a bursary and whether they continue to receive it.
- 6.14 The trainee must be informed in writing, by their provider, that they are eligible. They do not become eligible for a bursary until the date the provider has made that determination and informed the trainee of their decision.
- 6.15 Providers should ensure that trainees are informed of whether they are eligible for the bursary, in good time before the start of their ITT course.



**Criterion 10: The trainee must comply with the terms and conditions of the new bursary scheme**

- 6.16 Trainees must agree in writing to comply with the terms and conditions of the bursary scheme, including:
- promptly informing their ITT provider of any changes in their bank and address details promptly informing their provider of their intention to withdraw, and
  - signing a declaration of understanding that they will be expected to seek a teaching post in the Further Education sector in England upon completion of their ITT if they are in receipt of a bursary.
- 6.17 Providers must make clear in their terms and conditions the bursary implications of not completing the course. Please see Section 7 on bursary payments for more detail.
- 6.18 The terms and conditions must also make clear how the ITT provider intends to pay the trainee. Please see Section 7 for more details on payment patterns.
- 6.19 If a trainee is found to be ineligible for the bursary, the provider must recover any payments that have been incorrectly paid to the trainee.

**Criterion 11: The trainee must complete a maths SKE scheme within the agreed timescale**

- 6.20 If as a condition of starting a maths ITT course the trainee is required to undertake a maths SKE programme, the trainee must complete that programme within the agreed timescale in order to continue entitlement to a bursary.
- 6.21 It is the provider's responsibility to assure themselves that the SKE programme has been completed to their satisfaction. This must be done to confirm that the candidate successfully complete the ITT programme. Where a trainee does not complete the SKE programme, entitlement to bursary should cease on the basis that they have not acquired the necessary knowledge to enable them to teach.

## Section 7 – Subject Knowledge Enhancement (SKE) Programmes for mathematics

- 7.1 Some people who apply for ITT with the potential to become outstanding maths teachers may not have enough specific subject knowledge to begin a maths ITT course. SKE programmes are pre-ITT programmes designed to help these applicants gain the depth of subject knowledge needed to train to teach their chosen subject. These arrangements will only apply to the subject of **maths, and only for pre service post graduate programmes**. They are specifically to support those programmes which enable trainees to teach maths to GCSE and level 3.
- 7.2 ITT providers who are in receipt of HEFCE funding, or registered with the SFA as Registered Training Providers, and who are delivering post graduate, pre service maths training to at least GCSE level will be able to request funding for maths SKE programmes.
- 7.3 The offer of a maths SKE programme may only be made to trainees who have been offered a conditional FE maths ITT teaching place subject to satisfactory completion of the maths SKE Programme.
- 7.4 ITT providers may be able to offer the maths SKE programme themselves. Others may find it more cost effective to purchase appropriate maths provision from external providers. Some maths ITT providers may elect to combine together to facilitate the delivery of a cost effective maths programme.
- 7.5 In certain circumstances trainees who have accepted a place on a pre-ITT maths SKE programme may be eligible for a maths SKE training bursary.
- 7.6 Maximum maths SKE programme and bursary funding rates are set out in the table below. The maths SKE bursary may not be claimed at the same time as claiming a maths ITT bursary.

Programme length in Weeks	Maximum Programme Funding	Maximum bursary (£200 a week)	Total funding
Up to 8 weeks	£1,910	£1,600	£3,510
9 to 12 weeks	£2,810	£2,400	£5,210
13 to 16 weeks	£3,705	£3,200	£6,905
17 to 20 weeks	£4,605	£4,000	£8,605

7.7 Full details of how the maths SKE programme will operate including the application, accounting and reporting arrangements are set out in the SKE Guide.

## Section 8 – Bursary payments

- 8.1 This section covers Bursary payments for ITT courses. Separate arrangements are available to pay bursaries for trainees who need to complete a maths SKE scheme, but trainees cannot get a SKE bursary at the same time as an ITT bursary. Full details are in the SKE Guidance.
- 8.2 ITT providers will receive monthly payments sufficient to cover the instalments for each eligible trainee they have reported (see also Section 8). Bursary awards should be paid in equal monthly instalments over the duration of the course. The standard payment months for full-time courses are **October to July** of the academic year. The payment structure for bursary awards of £9,000 and below is set out in Figure 5. Arrangements for the monthly payments to trainees commencing training at other times in the academic year will be provided separately.

**Figure 5: Bursary payment schedules for awards of £9,000 and below**

Bursary award	Payment schedule
£4,000	10 equal monthly instalments of £400, from October to July
£9,000	10 equal monthly instalments of £900, from October to July

- 8.3 Trainees in receipt of the larger awards should receive two enhanced payments over the course of their training.
- 8.4 The bursary awards are not taxable; however they may be treated as capital income for the purposes of assessing income for trainees in receipt of state benefits. Providers are advised to direct trainees towards their local benefits office to check whether this may affect their state benefits.

### Bursary awards at £15,000 and above

- 8.5 Bursary awards that are set at £15,000 and above should be paid so that a trainee receives equal monthly installments for the duration of their course, but will also receive enhanced payments at two points during their training, which will make up their total bursary award.
- 8.6 The enhanced payments should be paid in the February of the trainee's ITT course and either July, or the final month in which the trainee successfully completes their ITT course. The trainee will have to satisfy two conditions in order to receive these enhanced payments, which are:
- That the trainee is present on programme at 1 January 2014 and,

- That the trainee completes their ITT programme.

- 8.7 The trainee would need to be on course at 1 January 2014 to receive the first enhanced payment, as this aligns with when the trainee has to be registered with the Student Loans Company (SLC) in order to receive student finance monies for their second term. The trainee would need to have completed the ITT course, to receive the second enhanced payment. Trainees who are on programme at 1 January 2014 but leave before the start of the second term payment point in February will **not** receive the first enhanced payment.
- 8.8 Figure 6 sets out the pattern of payments for trainees on full-time courses in receipt of awards that are set at £15,000 and above.

**Figure 6: Bursary payment schedules for awards at £15,000 and above to trainees studying full-time**

Bursary award	Payment schedule
£15,000	10 equal monthly instalments of £1,200, from October to July with enhanced payments of £1,500 in February and £1,500 in July or the final month in which the trainee
£20,000	10 equal monthly instalments of £1,400, from October to July with enhanced payments of £3,000 in February and £3,000 in July or the final month in which the trainee

### Bursary awards at £12,000 and below for part-time and modular courses

- 8.9 Trainees on part-time courses may be paid in larger instalments over the duration of the course, but providers must ensure that no more than 50 per cent of the award is paid in any one instalment.
- 8.10 Providers can pay bursaries in instalments (eg at the start and end of the course and on completion). However, the payments should be not be weighted in such a way that they present cash flow problems to the trainee.
- 8.11 As part-time courses will span more than one academic year, providers may award the bursary outside the period of October to July. Providers are reminded that any bursary payments made **after** 31 July of the academic year will be included as expenditure for the following academic year.
- 8.12 Figure 7 sets out the payment patterns for paying the bursary to trainees on part-time or modular

**Figure 7: Bursary payment schedules for awards at £12,000 and under**

Bursary award	Payment schedule
£4,000	<ul style="list-style-type: none"> <li>• 2 equal payments of £2,000 at the start and end of the course or</li> <li>• 2 equal payments of £1,333 during the course plus 1 of £1,334 or</li> <li>• Flexible payment plan for modular course ensuring that no more than £2,000 is paid in one instalment</li> </ul>
£9,000	<ul style="list-style-type: none"> <li>• 2 equal payments of £4,500 at the start and end of the course</li> <li>• 3 equal payments of £3,000 during the course</li> <li>• Flexible payment plan for modular course ensuring that no more than £4,500 is paid in one instalment</li> </ul>
£12,000	<ul style="list-style-type: none"> <li>• 2 equal payments of £6,000 at the start and end of the course</li> <li>• 3 equal payments of £4,000 during the course</li> <li>• Flexible payment plan for modular course ensuring that no more than £6,000 is paid in one instalment</li> </ul>

### Bursary awards at £15,000 and above

- 8.13 Trainees studying on part-time or modular courses, who are in receipt of the larger bursary awards, may continue to receive the bursary award in installments as outlined for the smaller bursary awards. However, as with the larger full-time awards, they will be subject to weighting depending on attendance and completion of the course, as with the larger awards for full-time trainees.
- 8.14 The trainee will receive the enhanced payments at the end of the first half of their programme, and upon completion. The trainee will have to satisfy two conditions in order to receive these enhanced payments, which are:
- That the trainee is present on programme at the end of the first half of their programme, and
  - That the trainee completes their ITT programme.
- 8.15 Figure 8 sets out the payment patterns for awards over £15,000 for trainees on part-time and modular courses.

**Figure 8: Bursary payment schedules for awards at £15,000 and above to trainees studying on part-time or modular courses**

Bursary award	Payment schedule
£15,000	<ul style="list-style-type: none"> <li>Flexible payment pattern of instalments, the total of which should not equal £12,000, with 2 enhanced payments of £1,500 at the end of the first half of the programme, and upon completion of the programme</li> </ul>
£20,000	<ul style="list-style-type: none"> <li>Flexible payment pattern of instalments, the total of which should not exceed £14,000, with 2 enhanced payments of £3,000 at the end of the first half of the programme, and upon completion of the programme</li> </ul>

## Withdrawals

- 8.16 Eligible trainees who withdraw from their course or specialist modules are entitled to be paid the training bursary for each month up to, and including, the month in which they withdrew. Trainees will only be entitled to receive the bursary payment for that month if they were still on the course at the time the payment was made.
- 8.17 In the event of withdrawal, the provider must suspend all bursary payments to the trainee immediately and ensure that their records are updated to reflect the withdrawal. The NCTL will not reimburse providers who have paid the training bursary in error to trainees who have already withdrawn. The NCTL expects providers to recover any overpayment of bursary from trainees. Providers should not make any pro rata training bursary payments to trainees.
- 8.18 Providers **must** inform [fa.team@education.gsi.gov.uk](mailto:fa.team@education.gsi.gov.uk) immediately when a trainee withdraws from an ITT programme, or from continuing with the specialism agreed with the provider at the start of the course.
- 8.19 For enhanced payments, a trainee who starts in September 2013 but withdraws after 1 January 2014 will not receive their enhanced payment in February.

## Returning trainees

- 8.20 Returning trainees who leave and then re-join their course will normally only be eligible to receive up to the value of the bursary award applicable in the year they started the course. In extenuating circumstances, where the length of the course is increased and the trainee needs to complete a longer period of training than expected, providers should contact the NCTL.

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- 8.21 If a trainee leaves one ITT course which started after 1 August 2013 and joins a new one, and they carry with them advanced standing or credit from their previous ITT course, the trainee will only be eligible for a training bursary up to the value agreed at the start of their course.
- 8.22 Where trainees are not charged a tuition fee because they are either repeating or returning after withdrawal, they will not be eligible for a new bursary award.
- 8.23 If a trainee does not take any advanced standing or credit from the previous ITT course, and is being charged a new tuition fee, this is viewed as a separate route. However, trainees who have already received a full bursary award on a previous route will not be eligible for another bursary.

## Repayment

- 8.24 In selecting candidates, ITT providers should consider that, after completion of their course, trainees are expected to enter a teaching post in post 14 FE skills learning sector in England. Whilst bursary payments will be recovered if they have been paid in error, there will be no recovery where a trainee completes a course but fails to secure a teaching post in the subject they have studied; or fails to secure a teaching post.



## Section 9: Monitoring and Assurance

- 9.1 Providers must hold full records of all trainees in receipt of bursaries, including details of the trainees' academic qualifications achieved prior to starting their ITT. Trainees must be in receipt of the degree on which they are assessed, **prior to starting the course**. BIS and the NCTL reserves the right to request these details at any point during the academic year from providers, for the purpose of monitoring quality.
- 9.2 The NCTL will seek rigorous assurance about the bursaries allocated to eligible trainees from the trainee information record, which will need to be verified by an institution's Responsible Officer as being a true and accurate record. Trainee information must be provided on the application form which can be downloaded via the following link <http://et-foundation.co.uk/downloads/external-documents.html> Providers must use this as the basis for creating a composite record for all trainees. This should be kept up to date as new trainees are recruited; and submitted to NCTL at [FA.team@education.gsi.gov.uk](mailto:FA.team@education.gsi.gov.uk) as a claim for bursary funds.

Note: this address should ONLY be used for trainee records. Enquiries that trainees have about bursaries should be directed to either the ITT provider (if already accepted/enrolled on a course) or the Education & Training Foundation (if an enquiring about ITT and bursaries) helpline on 0300 303 1877. See Q&A at the end of this guidance.

- 9.3 Providers are reminded that funds for bursaries are limited, so records and any updates need to be submitted promptly to NCTL so that funds can be released. Records received after the 15<sup>th</sup> of each month may be carried forward to the following month. Funding adjustments will be made to bursary payments for that month in these cases.
- 9.4 Providers are reminded of the need to ensure that all trainee records are accurate and complete. Where there is a lack of accurate or complete data, this will result in provider payments being delayed until the data is corrected and re-submitted.
- 9.5 The NCTL will carry out a reconciliation exercise between the bursary payments, and the actual trainee records. In the event of any variances, particularly with regard to unclassified degrees, the NCTL reserves the right to contact providers to request explanations of the variances and to seek further information. Providers who have paid bursaries to trainees who hold degrees that sit below 2:2 for trainees specialising in mathematics and below 2.1 for trainees

specialising in English language and teaching students with SEN will not be reimbursed for any expenditure and funding will be adjusted accordingly.

## Annex A: Frequently asked questions

### Q. How will trainees find out about this scheme, what should I do if they want further information?

We will be working with all major partners and representative bodies on advertising the new bursary programmes, including through HE and FE routes. We expect and encourage providers to promote the bursary to eligible students on relevant programmes and prospective students considering relevant programmes. For more details:

- New trainees who have not made any arrangements with a specific ITT provider and want more information should contact the Education and Training Foundation helpline on 0300 303 1877.
- Trainees who already have places agreed with ITT providers should consult their provider about any entitlement to a bursary.
- All trainees seeking information on any aspect of student loan financial matters **MUST** contact the Student Loan Company on 0845 300 50 90

### Q. Does the value of the bursary depend on the class of degree held by the trainee?

Yes. This new bursary scheme has been designed to acknowledge the academic achievements of the trainee and their potential to teach, with the top tier of bursary payments awarded to trainees with a 1<sup>st</sup> class degree; the middle tier for those with a 2:1; and a bottom tier (for mathematics only) for those awarded a 2:2 degree (there will only be two tiers for English and SEN). The table below provides details of amounts that will be paid:

ITT Specialism	Degree Class		
	First	2:1	2:2
Mathematics	£20,000	£20,000	£15,000
English	£9,000	£4,000	No bursary
SEN	£9,000	£4,000	No bursary

### Q. For graduates to attract a bursary to teach mathematics, does their degree have to be simply in mathematics, or is another related subject acceptable?

Ideally mathematics, or a joint degree with mathematics, or a degree like physics or engineering, where the mathematics element is significant. But other degrees will be considered, **subject to the ITT provider's judgement** that the applicant has the necessary underpinning knowledge, skills and capacity to teach mathematics to students from basic to GCSE and level 3.

**Q. For graduates to attract a bursary to teach English, does their degree have to be English or will another subject be acceptable?**

Ideally English language or a humanities degree with a significant English component. But other degrees will be considered subject to the ITT providers' judgement that the applicant has the necessary underpinning knowledge, skills and capacity to teach English language to students from basic to GCSE level. The fuller bursary guidance will help in determining whether a degree is acceptable.

**Q. Is there a degree subject requirement for those wishing to specialise in teaching students with special educational needs (SEN)?**

No, there will no specific subject requirement for those who wish to apply to specialise in teaching students with SEN. It is for providers to judge whether the applicant has the necessary underpinning knowledge, skills and capacity to teach in FE, but an important consideration will be ITT providers' judgment whether the applicant will be able to teach students with a range of special educational needs, including complex needs, effectively.

*Note: in the FE sector SEN is commonly referred to as 'learning difficulties and disabilities (LDD)*

**Q. Does the English bursary include those proposing to teach ESOL?**

No, the bursary is to support those intending to teach English from basic to GCSE level.

However, if a trainee intends to teach English and follows a combined specialist ITT programme in English: Literacy and ESOL, this will be in scope of the bursary.

**Q. Will bursaries be available to those already employed in the sector?**

No, a bursary will only be considered for new applicants who have no prior experience of teaching in FE. If a trainee already holds a QTS/QTLS, they won't be eligible for a bursary.

**Q. Will bursaries be available to those who previously worked in the sector, but want to return to teach mathematics, English or students with special educational needs?**

(a) If a trainee left the sector and wants to return, and they don't already hold QTS/QTLS, they may be eligible for a bursary so long as they meet all other criteria.

(b) If a trainee already holds QTS/QTLS, they won't be eligible for a bursary.

*Note: scenario (a) may apply if a trainee left before fulfilling the requirements to become qualified that were imposed under 2007 regulations.*

**Q. Will the bursary be available to those who wish to study on a part time basis?**

Yes, but only for those studying pre-service for a specialist Diploma in Education and Training. This will **not** apply to those studying in-service.

**Q. How do trainees apply for a bursary?**

If a trainee is accepted onto an ITT course that attracts a bursary they will automatically qualify and will not need to apply separately. The trainee must be an 'eligible' student for the provision of UK student support and there must be sufficient funds available as the bursaries are paid on a first come first served basis.

**Q. What is the time scale for applications?**

Providers should make NCTL aware of eligible trainees as soon as possible. Successful applications will be processed as speedily as possible and any outstanding monthly payments will be paid retrospectively. Failure to complete the application form correctly will delay payment.

**Q. If a trainee decides to switch and study a specialism half way through the course, will they be entitled to arrears?**

No. Bursary payments will be start from the point that a trainee switches and will continue until the end of the course. Arrears will not be calculated.

**Q. Is there an appeals process for a trainee refused a bursary?**

If a trainee is unhappy with the decision and it relates to acceptance on a course, they should approach their provider. If the complaint is about the policy or availability of bursary funds, they can write to BIS at [FEworkforceincentives@bis.gsi.gov.uk](mailto:FEworkforceincentives@bis.gsi.gov.uk)

**Who is the bursary paid to – the trainee or the ITT provider?**

The bursary will be paid to the ITT provider who will pay the trainee on a monthly basis.

**Q. Who will administer the bursary scheme?**

The bursary scheme will be administered by the National College for Teaching and Leadership (NCTL).

**Q. Is there any funding to support the providers administration of the bursaries?**

No.

**Q. Will trainees be able to apply for student support loans?**

Yes - being eligible for a student support is a pre-cursor for receiving a bursary. The ITT provider must be approved by and meet the current requirements of the Student Loan Company.

**Q. Will trainees have to repay their bursary if they do not secure a job teaching in their specialism?**

There is an expectation that trainees will seek a teaching post in the post 14 FE and skills learning sector in England, but bursaries do not have to be repaid if the trainee does not secure a teaching job.

**Q. Is there specific guidance for providers about the selection of trainees? Having a first class degree is no guarantee of the ability to be able to teach the subject or to teach students with special educational needs.**

It is the ITT provider's responsibility to assure themselves of the capability of the trainee. ITT providers will apply their own entry criteria that they should already be using to determine the suitability of an applicant to pursue the course and for assessing the capacity and capability of the trainee to become a teacher of English, mathematics, or to teach students with SEN. By signing the trainee's bursary application the provider is confirming that this process been properly carried out.

**Q. Are the bursaries for those intending to take the specialist subject English or mathematics teaching qualifications, or generic teaching qualifications?**

The bursaries are aimed at trainees undertaking training with a specialism in either English, mathematics or teaching students with SEN who intend to teach in these areas. Trainees on generic programmes may be entitled to bursaries if they follow specialist pathways through the optional units and a combination of course content and existing qualifications equips them to teach English, mathematics at basic to GCSE and level 3, or to teach students with SEN. It will be for providers to make judgements about this, and the extent to which particular trainees may require additional specialist training. mathematics courses must cover the full specialisms and offer work experience in an appropriate environment as set out in the QCF framework.

**Q. Does that mean that a trainee on the 120 credit, level 5 Diploma in Education and Training (QCF) is not eligible for a bursary?**

Not necessarily. The two main courses that clearly attract bursaries are the Level 5 DET including a specialist pathway (120 credits) and the Level 5 integrated specialist diploma (120 credits). Both of these cover the training for teachers in English, maths and SEN to the standard/level we are expecting. However, if a trainee enrolls on the Level 5 diploma (120 credits) and the provider is absolutely confident that the trainee has prior qualifications and exceptional experience or knowledge that a generic course can build on, to equip them to the same standards as the other two courses - perhaps by using and tailoring part of the (undefined) 45 optional credits to enhance the trainees knowledge/skills in English, maths or SEN; and effectively using the teaching practice element for the subject specialism – then a bursary can be paid. The provider should assess carefully the candidate's prior learning/experience and must be absolutely confident that the trainee can deliver to the standards/levels expected at the end of the course. If that isn't the case, the trainee should consider the DET with specialist pathway, or the integrated specialist DET, if they wish to receive a bursary.

**Q. Will there be funding to support teachers who have full ITT qualification and wish to undertake the 45 credit stand-alone subject specialist English and mathematics qualification?**

No, the bursary is only available for the full 120 credit generic and integrated specialist ITT qualification. A mathematics CPD course is available to existing mathematics teachers to enable them to teach to the GCSE standard. An English CPD course is being developed.

**Q. Will there be funding to support teachers who have full ITT qualification and wish to undertake the 45 credit stand-alone subject specialist SEN qualification?**

No, the 45 credit stand-alone subject on SEN will not be eligible for ITT bursary support. However, funding up to March 2014 for the 45 credit stand-alone subject on SEN for existing teachers who already have a full ITT qualification will be available from another source.

**Q. When can trainees enrol on courses that attract bursaries?**

Providers publish their own prospectuses showing course enrolment dates and determine enrolment arrangements. Trainees should decide which of these best suits their needs.

**Q. How long is the bursary paid for?**

The bursary is fixed for the duration of the trainee's programme.

**Q. Does a provider need to undertake any safeguarding checks for accepting a trainee and paying a bursary?**

Providers should follow their own procedures for assessing the suitability of a trainee and accepting them on a course. As teaching is subject to the vetting and barring scheme, this will need to be considered if a candidate divulges they have a record that may debar them from a future career in teaching.

**Q. What happens if a trainee withdraws from the course?**

Bursaries should not be paid to any trainee before they start the course. If a trainee starts and then withdraws, the provider must suspend bursary payments immediately and ensure records are updated to reflect the withdrawal. Trainees are entitled to be paid a bursary up to the point they withdraw.

**Q. Does a trainee have to repay the bursary if they leave early?**

If the trainee leaves the course we will not expect any repayment of the bursary, unless the bursary has been paid in error.

**Q. Is there deadline to receive bursary applications?**

This is the second year that FE ITT bursaries have been made available. Funding is limited and there is likely to be increased demand. ITT providers are encouraged to make early application on behalf of their students.

#### **Q. Who decides if I need a maths SKE programme?**

It's for the provider to decide if a potential ITT trainee needs to undertake an SKE in order to start or successfully complete a maths ITT course. The provider and the trainee will agree what's needed and best ways of meeting it.

#### **Q. Who pays for the SKE programme?**

Money to fund SKE programmes will be released by NCTL to the ITT provider. The provider will be responsible for using this to pay any SKE programme costs, and any SKE bursary to the trainee.

#### **Q. Where can I find out more details about maths SKE?**

Separate guidance has been produced on the SKE scheme. This provides all the information for both providers and trainee on both the programme and separate SKE bursaries.

### **Further Qualification Questions**

#### **Non-honours UK degrees**

##### **Q: I have an ordinary degree but I trained to be a doctor. Will I be eligible?**

The Bachelors of Medicine, Dentistry, Veterinary Science and Surgery may all be eligible for the bursary at 2:1 level providing that the trainee completed the whole degree. Exit qualifications after 3 years (usually Bachelors of Medical Science) will be eligible for the 2:2 bursary. Trainees will be expected to provide a transcript of their final degree and score.

##### **Q My applicant does not hold a degree of a UK university, but does have 2 Accountancy qualifications and a one-year Chartered Association of Certified Accountants certificate. Would he be eligible for the bursary.**

If a trainee holds these professional/vocational qualifications, the provider will need to examine, and demonstrate that they have examined, the qualification in more detail and are confident that it covers that same academic breadth and depth of a first undergraduate degree at honours level. In addition to this it's likely that this may get picked up during evaluation *if* the provider is unable to provide relevant evidence that they believe the qualification is equivalent to at least 2<sup>nd</sup> class honours. It's therefore advisable to keep transparent audit trails relating to any decisions.

You may wish to consult the QAA website [www.qaa.ac.uk](http://www.qaa.ac.uk) to find out at which level they think it would sit on the Framework of Higher Education Qualifications. It will need to sit at Level 6, and would need to be deemed equivalent to 2<sup>nd</sup> class honours and 360 credits to be considered for bursary eligibility.



**Q. I did an Open University degree worth 300 credits. Can this be considered for bursary eligibility?**

The Open University's Open degree can be awarded with or without honours. Those without honours consist of 300 credits and would therefore not be eligible for bursaries in their own right. Those that consist of 360 credits are honours degrees, and will be eligible for the bursary providing that the trainee holds a 2:2 or higher in an eligible subject. Trainees with Open degrees of 300 credits may be able to study a further 60 credit module with The Open University to convert the degree to honours, but this may not necessarily uplift the trainee's final classification to at least 2:2 which is necessary for bursary eligibility. Trainees in this position are advised to contact the Open University for advice.

**Q: Will trainees who hold post graduate qualifications ie PhD and Masters qualifications qualify?**

Yes, provided the qualification is one that fully meets the requirements and all other selection criteria are met.

**Q: Can trainees with 3rds still get bursaries if they have a Masters or PhD?**

Yes, the new scheme looks at a trainee's most relevant academic qualification when assessing eligibility for bursaries. However the trainee would have to be studying an eligible ITT subject.

**Q: Can trainees with 3rds and extensive professional experience still get a bursary?**

No, as the minimum requirement for a bursary is 2:2 and above. However, they may still be eligible for the package of grants, fee loans and maintenance loans available from the Student Loans Company.

**Q: What if a trainee has 2 first undergraduate degrees and one is a 3<sup>rd</sup>?**

The degree with the highest outcome should be used for assessing bursary eligibility.

## **Eligibility for overseas trainees**

**Q: Is a bursary available to overseas students?**

Where the trainee has a degree from outside the UK, providers should consult the bursary guidance for further advice on deciding whether an overseas degree has equivalence to UK degree classification, and the process for checking. A trainee must then fulfil all other selection criteria.

**Q: I am not an EU national. I have been studying in the UK for the past 5 years and have been paying my tuition fees at overseas rates. I would appreciate if you could let me know if I am eligible for the bursaries, otherwise if there are any other funding available for my current status. Other advice you could give would be helpful, too.**

If you are not 'home' or 'EU status', i.e. you don't meet the residency criteria as the purpose of your stay in the UK over the last 3 years has been to receive full-time education, then you will most likely not be eligible for the bursary. You may wish to verify this though with the [UK Council for International Student Affairs](#), to determine your fee status.

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