



National College for
Teaching & Leadership

Closure arrangements for providers ceasing to offer initial teacher training

March 2014

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Closure process for providers ceasing to offer initial teacher training (ITT) provision

1. Accredited providers who cease to offer provision of ITT must inform the National College for Teaching and Leadership (NCTL) and follow the appropriate procedures.
2. This document sets out:
 - the process for providers to follow when ceasing to offer ITT provision
 - the process which NCTL will follow on receipt of notification from a provider that it wishes to cease to offer ITT provision, including the withdrawal of accreditation
3. Throughout the process of closure, the provider should ensure that effective procedures are in place to:
 - ensure compliance with the ITT criteria as laid down by the Secretary of State for Education and available from <https://www.gov.uk/government/publications/initial-teacher-training-criteria>
 - meet their financial obligations
 - maintain the quality of training for current trainees; make arrangements for those trainees who have deferred or interrupted their training so that they are able to complete their programme; and, in the case of undergraduate trainees, ensure the quality of provision for those who will be continuing their training after the closure has been confirmed
4. These procedures are effective from 1 March 2014.

Notification of decision to cease to offer provision for ITT

5. The provider must notify NCTL of its decision to cease to offer ITT provision by writing to the head of the ITT accreditation team at itt.accreditation@education.gsi.gov.uk
6. The notification should include:
 - confirmation that the closure decision has been ratified in accordance with the provider's governance arrangements
 - reasons for the decision

- an anticipated date that training programmes will cease
 - details of the designated point of contact who will co-ordinate the closure process on behalf of the provider
7. On receipt of the notification, NCTL will:
- acknowledge receipt of the notification and assign a named point of contact to liaise with the provider
 - contact the provider to arrange an initial closure visit by members of our Quality Associate and Assurance teams to review the provider's closure plans and financial arrangements
 - request that the provider completes the Provider Closure Document (PCD) and Asset Registers which should be returned no later than 10 working days in advance of any meetings with NCTL
 - inform the Accreditation and Performance Committee and ensure that the relevant NCTL/DfE teams are informed of the closure
 - notify Ofsted, the Higher Education and Funding Council for England, UCAS, the UK Register of Learning Providers, and the Student Loans Company

Procedures for withdrawal of accreditation upon closure

8. NCTL will withdraw accreditation from a provider who is ceasing to offer ITT provision on the basis of the information received from the provider through the Provider Closure Document and through discussions and meetings.
9. NCTL will agree a final date of closure with the provider at which point accreditation will be withdrawn. This will be emailed to the designated point of contact within the provider.
10. The provider is requested to acknowledge receipt and agree the content of the NCTL email within 2 working days.

Procedures for the temporary closure of ITT

11. Providers should submit their request for temporary closure of ITT provision in writing to the head of the ITT accreditation team at itt.accreditation@education.gsi.gov.uk

12. The notification should include:

- confirmation that the request has been ratified in accordance with the provider's governance arrangements
- reasons for the decision
- anticipated date that training programmes will cease and recommence
- details of the designated point of contact who will co-ordinate the temporary closure on behalf of the provider

13. On receipt of the notification, the NCTL will:

- acknowledge receipt of the notification and assign a named point of contact to liaise with the provider
- inform the Accreditation and Performance Committee and ensure that the relevant NCTL/DfE teams are informed of the closure
- notify Ofsted, the Higher Education and Funding Council for England, UCAS, the UK Register of Learning Providers, and the Student Loans Company

14. The request will be tabled at the next Accreditation and Performance Committee meeting and if agreed would typically be for a maximum of 12 months. Thereafter NCTL reserves the right to withdraw accreditation in the event of the provider failing to resume its ITT provision.



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