



National College for
Teaching & Leadership

Initial teacher training (ITT): provision closure

Version 1

March 2015

Contents

Closure process for providers ceasing to offer initial teacher training (ITT) provision	3
Provider Requirements	4
ITT provision closure process map	5
ITT provision closure process	6
1 Notification of decision to cease to offer provision for ITT	6
2 Acknowledge receipt of closure notification	6
3 Arrange meeting with Quality Associate and Viability and Intervention Team	6
4 Send completed IPCD	7
5 Inform stakeholders	7
6 Attend meeting with ITT provider	7
7 Write a closure report and set actions	7
8 Follow up on set actions	9
9 Accreditation withdrawn	9
10 Supply final accounts	9
11 Access to deferrals data given to the alternative provider	10
12 Invoice provider to recover surplus funds	10
Appendix 1 Financial Requirements	11

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

Accredited ITT providers, who intend to cease to offer provision of ITT, both permanently or temporarily, must inform the National College for Teaching and Leadership (NCTL) and follow the appropriate procedures.

This document sets out:

- the requirements NCTL expects the ITT provider to meet during the closure process
- the process for ITT providers and NCTL to follow when ceasing to offer ITT Provision either temporarily or permanently

Request for temporary closure 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.

If you have any queries about this process please contact the NCTL performance team at Performance.Team@education.gsi.gov.uk.

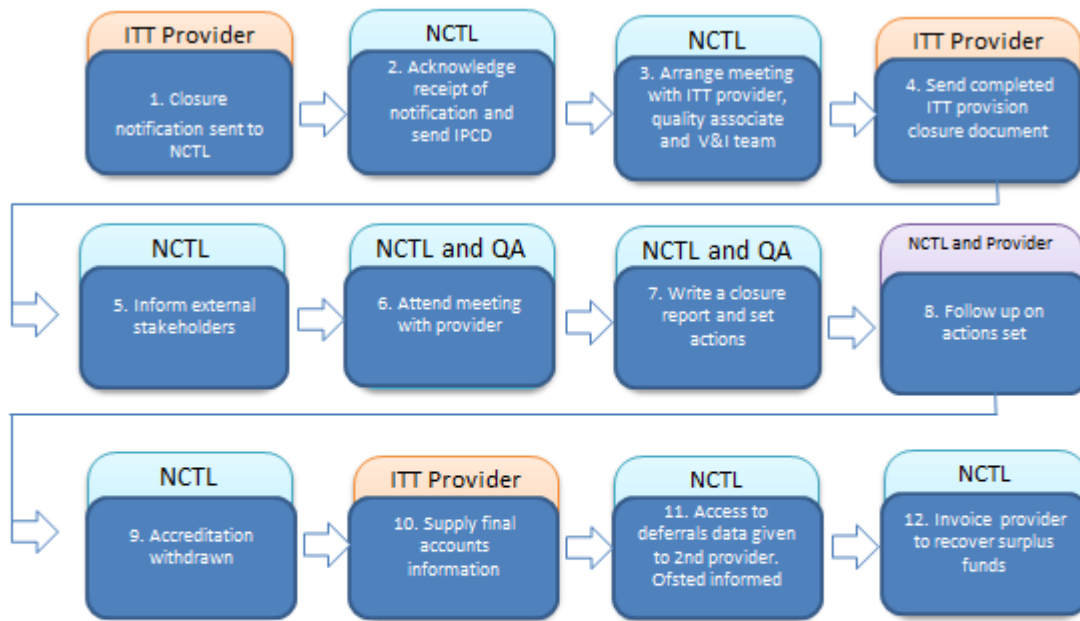
These procedures are effective from March 2015.

Provider Requirements

Throughout the process of closure, the provider should ensure that effective procedures are in place to meet the following requirements.

- Ensure compliance with the ITT criteria as set out by the Secretary of State for Education and available from <https://www.gov.uk/government/publications/initial-teacher-training-criteria>
- Meet their financial obligations as per Appendix 1, providing all required financial data
- Work with quality associates (QAs) to 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
- Inform any lead school partnered to deliver School Direct about the decision to close.
- Provide assurance that required information on trainee data will continue to be supplied.
- Make arrangements to ensure all NQTs are able to request and be provided with a reference.
- Write to current and previous trainees informing them of your decision to close and outlining how and when you will meet the requirements above.

ITT provision closure process map



IPCD – ITT provision closure document
 V&I – Viability and Intervention Team
 QA – Quality Associates

ITT provision closure process

The following sections outline the closure process which you, the provider, and NCTL will follow. Each section is illustrated in the process map above.

1 Notification of decision to cease to offer provision for ITT

You must notify NCTL of your intention to cease to offer ITT provision by writing to the head of the ITT accreditation team at itt.accreditation@education.gsi.gov.uk

The notification should include:

- confirmation that the closure decision has been ratified in accordance with the your governance arrangements (agreed and communicated by the governing board)
- reasons for the decision
- an anticipated date when training programmes will cease
- details of the designated point of contact who will co-ordinate the closure process (closure manager)
- If closing temporarily, the anticipated date that training programmes will cease and recommence

2 Acknowledge receipt of closure notification

We will acknowledge receipt of the notification and assign a named point of contact to liaise with the provider and provide guidance through the process. This will usually be a member of the performance team (performance.TEAM@education.gsi.gov.uk)

On receipt of this notification the **allocations** team will remove any provider-led places allocated to the provider after identified final year of delivery from our records. The allocations team will inform UCAS who will make arrangements to remove your provider's profile from the UTT system once you have closed.

3 Arrange meeting with Quality Associate and Viability and Intervention Team

We will make plans to arrange an initial closure visit where we will review your

closure plans and financial arrangements. This visit should last no more than three hours and should be attended by your finance lead and SCITT Director or Head of ITT (who would usually be the closure manager).

We will also send you an ITT Provision Closure Document (IPCD) for you to complete. The form details information relating to current trainees, financial arrangements and closure plans. The IPCD should be returned to the performance team no later than 10 working days in advance of the meeting with NCTL. This document will then be used as a record of your and NCTL activities up until the end of the closure process. Detailed guidance on filling in the IPCD is included in the document.

4 Send completed IPCD

Please send the complete IPCD to the performance team at performance.TEAM@education.gsi.gov.uk

5 Inform stakeholders

We will inform the NCTL Accreditation and Performance Committee and all the relevant NCTL teams of your plans for closure.

We will also notify Ofsted, the Higher Education and Funding Council for England, UCAS, the UK Register of Learning Providers, Bis, HESA, UCET, NASBTT and the Student Loans Company.

6 Attend meeting with ITT provider

A member of our Quality Assurance Operational Associates (QAs) and a member of our Viability and Intervention team will attend the meeting.

The QAs are a team of former HMIs contracted by NCTL to carry out visits to providers who are closing their provision. Through the visits and setting actions they provide support to you in planning and maintaining quality ITT provision up until the withdrawal of accreditation.

The Viability and Intervention team provide assurance services for NCTL. The team will provide support to ensure you meet your financial obligations as per Appendix 1.

7 Write a closure report and set actions

NCTL representatives will record the outcomes of the meeting in the IPCD. If necessary, we will set actions which will be recorded in the IPCD and followed up by NCTL. The actions are set to support you in meeting your ITT provider

requirements as set out below.

- Ensure **compliance with the ITT criteria** as set out by the Secretary of State for Education and available from <https://www.gov.uk/government/publications/initial-teacher-training-criteria>
- Meet their **financial obligations** as per Appendix 1, providing all required financial data
- Work with quality associates (QAs) to **maintain the quality of training** for current trainees. Once a provider has informed NCTL of their intention to close NCTL will make arrangements for the QA and Viability and Intervention team to visit.
 -
- You are required make arrangements **deferred trainees** or for those whose training will be interrupted 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. We expect the provider to make arrangements with an alternative provider to transfer those trainees who have not completed in order to complete their programme at the alternative provider. NCTL expects the second provider to be rated good or outstanding by Ofsted.
- **Ofsted** has agreed that the transferring trainees will not be counted as a part of the alternative provider's cohort for an inspection. The grades of these trainees will not be attributed to the alternative provider's provision.
- If you have School Direct **allocations**, you will need to inform your partner lead school/s of your decision to close your provision. You will need to indicate that the lead school can either:
 - change their partner ITT provider; or
 - withdraw from delivery.

The responsibility for the School Direct places remains with the lead school in all instances. It is the lead school's decision to which provider they wish to transfer their allocation. However, you may want to suggest, or make arrangements for an alternative provider to become their new partner ITT provider. Before making any requests for changes to allocations on the allocation request management system (ARMS), you must contact the allocations team (ITT.ALLOCATIONS@education.gsi.gov.uk) confirming the agreement with your partner school. We will then update our allocation records.

- You are required to continue to supply information on **trainee data**

throughout the closure process. We require you to complete existing trainee information on the NCTL Data Management System, ensuring all relevant trainee data is up to date by closure. For example any open records, relating to deferred trainees, must have details of the alternative provider logged. They will then take over the responsibility of providing the information.

- Make arrangements to ensure all NQTs are able to request and be provided with a **reference**.
- **Write to current and previous trainees** informing them of your decision to close and outlining how and when you will meet the requirements above.

8 Follow up on set actions

Following the closure visit and action setting, we will contact you for updates and we may carry out follow up visits where necessary.

9 Accreditation withdrawn

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 IPCD and through discussions and meetings.

NCTL will agree a final date of closure with you, at which point accreditation will be recommended to be withdrawn at the Accreditation and Performance Committee. Confirmation of this will be emailed to the designated point of contact within the provider.

You will be requested to acknowledge receipt and agree the content of the NCTL email within 2 working days.

If the closure is temporary we will inform the Accreditation and Performance Committee and all the relevant NCTL/DfE teams of the plans for reopening. This will ensure you will be able to enter the process to bid for ITT places for the academic year in which you plan to reopen.

10 Supply final accounts

As set out in Appendix 1, The Viability and Intervention team will assist you so we are able to recover any NCTL funds held by the ITT provider. They will

arrange for an invoice for the amount agreed to be raised by the Funding Team.

11 Access to deferrals data given to the alternative provider

12 Invoice provider to recover surplus funds

Appendix 1 Financial Requirements

Once a closure date has been agreed between the ITT Provider and NCTL and following cessation of ITT provision NCTL will require the following information to be provided in the IPCD.

1. A set of final annual accounts showing any balances at the ITT Provider closure date along with a balance sheet. Please indicate the date the accounts are drawn up to. This information is to be sent to NCTL by **31 December** of the final year of operations unless pre-arranged with NCTL during the closure meeting.

The income and expenditure accounts for the **final** period of operation will show:

- Any NCTL income received separated between bursaries, SKE, School Direct Salaries (SDS) or any other funding stream
- Any other income received from public funds such as Student Loans Company (SLC)
- Any capital funding received from NCTL
- Any expenditure incurred providing the ITT programme which may include the following:
 - ITT staff costs
 - Bursary payments to trainees
 - Payments to the awarding HEI
 - SDS payments to schools
 - Educational supplies and services
 - Overhead costs
- Any proposed staff redundancy costs should be separated out and the ITT Provider should provide the workings to support these costs

The balance sheet at the end of operations should contain the following balances:

- Any NCTL funded assets
- Debtors
- Bank
- Creditors

- Accruals / Prepayments

A breakdown of the Net Assets is required separating the final balance into the different fund providers e.g. NCTL, SLC, private, etc. This will allow the funds to be reclaimed by the correct agency.

Note that these accounts will have to be **independently** examined and signed off before being presented to NCTL. Details of the independent examiner should be supplied when submitting the final accounts.

2. A detailed breakdown of any further expenditure that maybe incurred that is recorded in the ITT Provider accounts as per Point 1. We appreciate that this will be a 'best' estimate but it will allow NCTL to take these costs into consideration before raising any repayment invoices.
3. If you had any surplus since the inception of ITT Provision, please provide the details of that surplus year by year. If you carried that surplus from NCTL or its predecessors it will be clawed back at the closure.
4. Please provide NCTL with details of finances from first year of allocation, how much surplus was carried forward each year and what was it made up of, how many bank accounts, will they be closed, would the entity close or only the ITT part will close.
5. Please provide NCTL with contact details of a staff member who will be the first point of contact for NCTL and able to authorise payment of the invoices and who will remain in post once the ITT Provider is closed.
6. Please provide a fixed asset and current asset register showing all assets purchased using NCTL or its predecessor agencies' capital funds, their purchase dates, their initial costs and their residual value. This should be done independently.
If there are any planned disposals please provide your fixed asset disposal policy (approved by your governing body) as NCTL will be required to grant permission.
7. If appropriate, a detailed list of debtors and creditors reconciling with the figures shown in the balance sheet in Point 1 above, with an estimated date for when the balances will be cleared. This will give NCTL an indication of the liquidity of the ITT Provider and indicate how quickly any potential repayment invoices will be paid.

8. If you have any queries about this process please contact the NCTL Viability and Intervention Team at Financial.Monitoring@education.gsi.gov.uk.



National College for
Teaching & Leadership

© Crown copyright [2015]

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

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

Any enquiries regarding this publication should be sent to us at www.education.gov.uk/contactus.

This document is available for download at www.education.gov.uk/publications. [### or insert alternative web address for publication ###]