



Guidance

Registering initial teacher training places 2016 to 2017

From: [National College for Teaching and Leadership](#)
First published: 23 June 2015
Part of: [Initial teacher training \(ITT\)](#)

Changes to the allocations approach for postgraduate courses starting in the 2016 to 2017 academic year.

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This guidance is for School Direct lead schools and ITT providers as they plan recruitment activity, and identifies a number of tasks that must be completed before this activity can begin.

The approach described here will only apply to postgraduate courses starting in the 2016 to 2017 academic year and includes all subjects listed under the [list of designated ITT subjects](#). We reserve the right to modify or amend the approach we take to the registration of courses or allocation of places for future years.

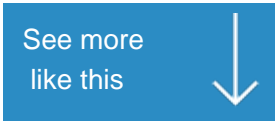
We will continue to allocate places to undergraduate courses for the 2016 to 2017 academic year. Our approach to allocating undergraduate places is explained in [the allocation of undergraduate initial teacher training places](#).

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Arrangements for [early years initial teacher training](#) courses (programmes leading to the award of early years teacher status), [Teach First](#) or the provision of discrete small-scale programmes (for example, Troops to Teachers) will be managed separately.

Timescales, activities and deadlines

Date	Activity
Tuesday 23 June	Start of the registration period. Register and, where appropriate, ratify courses. This will include submitting information on: planned recruitment; partner schools; the academic award attached to any course; and contact details
6pm, Friday 10 July	Registration deadline
Friday 17 July	Complete and return joining form to UCAS
Friday 24 July	Deadline for lead schools and ITT providers to complete UCAS teacher training registration. For new users of the UCAS teacher training scheme (UTT): complete training programme set up. For existing users: update training programme information for the 2016 admissions cycle
Tuesday 1 September	Email notification from NCTL of approval to recruit or approval to recruit withheld
Mid- September	Deadline for lead schools and ITT providers to finalise programme information and confirm courses on the UCAS teacher training scheme
Mid to late	Publication of further information about the recruitment

September	controls for courses starting in the 2016 to 2017 academic year
Late October	Opening of the UCAS teacher training system
Up to the closure of UTT (end of October 2016)	Email to advise that a control threshold is close to being met. Email identifying that recruitment to a particular course has been frozen because a control threshold has been met

Introduction

“I want to thank you all for your efforts in securing the best trainees who will go on to become part of our high quality teaching profession.

We have been listening to your feedback and next year we want to give you the freedom and flexibility to recruit the trainees that you need. We know that you have often found our allocations process complicated and you have been frustrated when you have not received the number of places you asked for. We have therefore simplified the process for the distribution of ITT places, and for the 2016 to 2017 academic year we will not be making direct allocations. Instead, we will be giving you the chance to recruit up to the number of trainees required nationally within a set of clear controls.”

Charlie Taylor, CEO, National College for Teaching and Leadership

Recruitment without allocations

The National College for Teaching and Leadership (NCTL) is responsible for managing bursary and grant funding associated with initial teacher training (ITT) as well as monitoring the public cost of student loans

accessed by trainees. NCTL has previously done this by allocating places to School Direct lead schools and ITT providers (ie universities and school-centred ITT (SCITT) providers) on a course-by-course basis using bids received from those schools and providers. Each year the requests for training places have significantly exceeded the number we have been able to allocate and we know that some schools and providers have had to turn away good potential trainees once all of their allocated places have been filled.

We will continue to use a national estimate of the number of trainees required to meet the needs of the school system and we will manage recruitment at a national level. This means that eligible schools and ITT providers will be able to recruit (subject to a limited number of controls) as many trainees as they feel they need – until the system has recruited sufficient trainees.

We are running this approach for one year. We will monitor recruitment to 2016 to 2017 courses at both national and individual school or ITT provider level to inform the approach for 2017 to 2018.

The number of trainees needed

Each year the Department for Education produces the [teacher supply model](#) (TSM), an estimate of the number of trainee teachers required to meet the needs of the school sector in England. The Department for Education will publish a new version of the teacher supply model in the autumn. NCTL will use this information and the planned recruitment numbers provided by schools and ITT providers during the registration process described below to inform the extent of our recruitment controls and the funding available to support trainees.

Eligibility for recruitment

Type of school

We will only approve School Direct courses where the identified lead school is either:

- an academy (including free schools)
- an independent school designated as a teaching school (an independent school can only act as a lead school if it is also a designated teaching school. Where this is the case, the trainees recruited should benefit from a partnership that includes maintained schools and/or academies. By “maintained schools and/or academies”, we mean: an academy; a free school; a maintained school; a pupil referral unit; a sixth form college; a special school)
- a maintained school
- a multi-academy trust (if a multi-academy trust is acting as a lead school we would not expect a member of that multi-academy trust to act as a lead school in their own right)
- a pupil referral unit (PRU)
- a sixth-form college
- a maintained special school

Ofsted grade of the lead school

We will only approve recruitment to School Direct courses where the identified lead school is graded “good” or “outstanding” for overall effectiveness by Ofsted in their most recent section 5 inspection.

We will use the latest available inspection grades as published by Ofsted to determine eligibility. We will use the last available Ofsted grade of predecessor schools to determine the eligibility of recent academy convertors. Uninspected maintained schools and academies will be exempt from this criterion.

Schools graded “requires improvement” or “inadequate” by Ofsted are still able to offer trainee placements and contribute to the planning and provision of School Direct courses within a school partnership. We will not apply penalties to a lead school, or disadvantage it in any other way, on the basis that it has chosen to work with schools in these categories.

In fact, we strongly encourage lead schools to consider the range of school placements they offer to provide a broad mix of experiences for trainees. As part of this it is appropriate to evaluate how trainees can contribute to improvement in schools graded “requires improvement” or “inadequate”

and, in turn, how they might benefit from experience of working within those schools.

Ofsted grade of the ITT provider

We will only approve School Direct courses where the partner ITT provider is graded “good” or “outstanding” for overall effectiveness by Ofsted in the relevant phase of provision.

Similarly, we will only approve provider-led courses where the ITT provider is graded “good” or “outstanding” for overall effectiveness in the relevant phase of provision.

Similar to schools, we will use the latest published inspection grades when applying this criterion. Uninspected SCITTs will be exempt from this criterion. Where necessary, we will work with lead schools directly to resolve any issues if their partner provider receives an “inadequate” or “requires improvement” inspection outcome after the deadline for registration.

School partnership size

We will consider the size of the school partnerships identified by lead schools before approving recruitment to School Direct courses. Larger school partnerships provide better economies of scale for the planning, recruitment to, and provision of courses. As a result, we will only approve courses registered by a lead school with 4 or more partner schools, ie where there are at least 5 schools in total in the partnership. We expect to increase the minimum school partnership size in future years.

We will apply an exception to this rule where at least 3 members (ie the lead school plus partner schools) of the partnership are special schools.

The registration process

All lead schools and ITT providers who want to offer ITT courses in the 2016 to 2017 academic year will have to register their intention to do so in

advance. This is very similar to the process through which lead schools and ITT providers requested places in recent years using the ITT data management system. However, this year we are asking for planned recruitment estimates rather than bids only so we know whether we need to encourage higher levels of recruitment to some subjects to meet teacher supply model forecasts.

Approval to recruit

NCTL will consider each course requested and, where they meet the eligibility and registration requirements, approve them so that lead schools and ITT providers can start recruiting. We expect to confirm approval to recruit by email in early September. We will not set a limit on the number of potential recruits at that stage. This will be managed at a national level and we will advise schools and ITT providers when we are close to meeting the number of recruits we need nationally.

In a small number of cases, we will contact lead schools or ITT providers either for clarification and/or to inform them that approval has been withheld.

HEIs will only be allowed to provide ITT courses in subjects that they received an initial allocation in 2015 to 2016.

Planned recruitment estimates

As part of the registration process, lead schools and ITT providers are required to identify the number of trainees they plan to recruit to each registered course. This will allow us to identify any potential shortfall in the supply of trainees for specific subjects. This is not a recruitment target and we will use this for information purposes only.

Planned recruitment should represent the number of trainees that, if all external conditions remain constant, the lead school or ITT provider expects to recruit. Every effort should be made to recruit to these numbers. The figures identified as “planned recruitment” will not be treated as a bid or request; they will not be used to determine which courses we approve to recruit, nor used to set a limit on recruitment.

Deadline for registration

The registration period will start on Tuesday 23 June. Lead schools and ITT providers then have until 6pm on Friday 10 July 2015 to submit and, where appropriate, ratify course information. Failure to do so may result in approval for recruitment being withheld.

In the case of School Direct, this means that all courses must be registered and ratified by the partner provider before the deadline. It is the responsibility of the lead school to ensure that a partner provider has ratified all registered courses before the deadline.

Partner school information

Lead schools must identify all of their partner schools before submitting registration information. Lead school users of the ITT data management system will be able to search, identify and select partner schools by name, postcode or Edubase unique reference number (URN).

When making decisions about approval to recruit, we will refer to partner school information as shown on the ITT data management system at the registration deadline. Lead schools are responsible for making sure that partner school information is accurate at the deadline. In determining eligibility to recruit we will not consider information amended after the registration deadline but, once confirmed as eligible to recruit, lead schools will be able to add additional partners throughout the course of the year.

By partner school, we mean those schools working with the lead school to plan or participate in the provision of training for School Direct places, including those schools that provide placements for trainees. All partner schools must be either: an academy (including free schools); an independent school designated as a teaching school; a maintained school; a pupil referral unit; a sixth form college; a maintained special school.

Lead schools should be able to demonstrate evidence that all the schools they list meet this definition. We reserve the right to request evidence from

any lead school at any time to verify the authenticity of the partner schools listed.

Registration requirements

All courses

As part of the registration process, all lead schools and ITT providers are required to:

- register all courses on the ITT data management system, identifying:
 - subject (see below)
 - route (provider-led, School Direct (tuition fee) or School Direct (salaried))
 - recruitment estimate
- complete registration before the deadline (6pm, Friday 10 July)
- check that all course registrations are completed fully and inform NCTL if they do not receive email confirmation of the course registration
- identify information about any academic award available to trainees on each course (this is a new data requirement for the 2016 to 2017 academic year to give us better information about the type of provision currently on offer)
- complete the relevant registration tasks for the [UCAS teacher training scheme] before the deadline

School Direct courses

For School Direct courses, lead schools are required to:

- identify a partner ITT provider for each course
- ensure that the identified partner provider has ratified all relevant courses before the registration deadline
- identify all current partner schools before the registration deadline (lead schools will be able to add partners throughout the course of the year, however in determining eligibility to recruit we will not consider information amended after the registration deadline)

Lead schools must identify a partner ITT provider for each School Direct course that they register. The ITT provider must then agree, or ratify, the course using our data management system. A lead school may register courses with more than one ITT provider if they wish but only one ITT provider can be identified for each individual course.

UCAS teacher training

There will be no significant changes to UCAS teacher training and all processes remain the same as recent years.

All new lead schools and ITT providers are required to complete the UCAS teacher training scheme (UTT) set up process before Friday 24 July. A joining fee, payable to UCAS, will apply for these users.

Existing users of UCAS teacher training will not have to register again to use the scheme. However, these lead schools and ITT providers are required to ensure that the details on their entry profile and programme information are entered correctly. In many cases this means that users will simply need to confirm existing entries and no new information will be required.

Where a SCITT is also a lead school and wishes to offer both School Direct and provider places, a profile for each route will be required (ie one for School Direct and one for provider places).

Detailed instructions on how to complete the set up process can be found in the [UCAS teacher training scheme](#) section.

Accuracy

Lead schools and ITT providers are responsible for registering courses accurately. Any errors in submission are the sole responsibility of the lead school or ITT provider. We will only consider requests to amend or correct data in exceptional circumstances.

How to register

Lead schools and ITT providers must register through our ITT data management system. We will not consider any information submitted by either lead schools or ITT providers outside this system.

Access to the data management system for lead schools

Lead schools can access the system through the [schools data management system](#). New lead schools are required to create an account on the ITT data management system.

In addition, all lead schools will need to answer a series of questions about their partnership in the data management system before registering course information. These questions ask for contact details and information about the schools within the partnership; they should take about 10 minutes to answer with all the relevant facts to hand. A two-page guide, available on the [schools data management system](#), describes the information that lead schools need to have to hand in more detail before they start the registration process.

Access to the data management system for ITT providers

To access the ITT data management system, universities should log in using the [HEI data management system](#); and SCITTs the [NCTL data management system](#).

Access to the data management system for new SCITTS

All ITT providers accredited before Tuesday 23 June 2015 must register and ratify courses through the process described above. We will communicate directly with potential new providers to identify the best way that they and their partners can, where possible, provide courses in the 2016 to 2017 academic year.

Password and support

If you have forgotten your password, you will be able to request a new one



from the relevant data management system home page.

You will be able to find a user guide containing more detailed instructions in the help section on the data management system.

If you have any problems accessing the data management system, please contact:

- itt.allocations@education.gsi.gov.uk for lead schools or
- dmssupport@texunatech.com for ITT providers

Email confirmation

It is the responsibility of the lead school (in the case of School Direct courses) or ITT provider (for provider-led courses) to ensure that requests are submitted in a timely and accurate manner.

The ITT data management system will generate an automatic email when a user successfully submits or ratifies information about School Direct courses. This email serves as confirmation and proof for a lead school that the registration has been submitted.

If you do not receive this email, it might be the case that we have not received your registration. Users should contact itt.allocations@education.gsi.gov.uk if they do not receive email confirmation within 24 hours of submitting or ratifying a recruitment estimate. We cannot guarantee that a registration will be considered if contact is not made within this timeframe.

NCTL cannot be held responsible if emails are not received because the user has registered with an invalid or incorrect email address.

For registrations made within the 24 hours prior to the deadline it is the responsibility of the lead school or ITT provider to check that the registration is completed in full before 6pm on Friday 10 July.

Recruitment controls

We are giving eligible lead schools and ITT providers the flexibility to

recruit to approved courses starting in the 2016 to 2017 academic year without the allocation of places. However, to insure against over recruitment and ensure sufficient national trainee coverage whilst protecting individual school and ITT provider viability we will also operate a number of controls on recruitment. These controls will place a stop on recruitment when certain thresholds are met.

We will apply two specific controls, and will hold in reserve two controls that will be applied only in the event that anomalous behaviour is observed as evidenced by recruitment data.

Controls will be applied against:

National demand by subject

We will limit recruitment on a subject-by-subject basis to prevent more trainees being recruited than is necessary. The threshold level by subject will be based on our estimate of trainee need as determined by the teacher supply model which will be published in October 2015. As and when recruitment meets the threshold for any subject, course activity will be frozen. We will communicate in advance of this to advise that a threshold is close to being met. We are least likely to close recruitment for subjects that are the hardest to recruit to (for example, physics and mathematics). We will confirm the level of control that will be applied by subject in September.

Route

School-led provision is an important part of the mix of ITT routes. It gives schools more influence over the training of teachers than might otherwise exist within an entirely provider-led system.

There has been overwhelming demand among schools to provide school-led ITT, either as the lead school for School Direct or as a SCITT provider in their own right and we have seen year-on-year increases in recruitment levels since the introduction of School Direct in 2012. To ensure a mix of provision and the continued growth of school-led provision, we will set national minimum levels of recruitment to school-led courses (ie School

Direct and SCITT provider-led courses) by subject. Lead schools and SCITTs will be able to recruit above these levels until the national subject threshold is met. There will be no minimum recruitment level for university provider-led courses.

This control will allow for moderate growth in school-led provision where such demand exists. The minimum recruitment level for School Direct and SCITT provider-led courses will be informed, in part, by recruitment to courses starting in September 2015.

School Direct tuition fee and SCITT provider-led courses will be considered under the same minimum recruitment level. School Direct salaried will have its own separate controls for each subject reflecting national recruitment requirements and available funding.

In the autumn, once we have the latest teacher supply model forecasts and information about recruitment in 2015, we will publish more information about this control and how it will apply to different routes by subject. The minimum recruitment level for each subject will be calculated using the latest available recruitment data, information supplied about planned recruitment at route level and the updated teacher supply model.

If necessary, we may also apply the following controls:

Organisation

We reserve the right to control recruitment to prevent individual ITT providers expanding their share of the market beyond a certain level. Whilst we would expect to see some expansion at individual school or provider level we would not expect this to be at the expense of quality. We know providers and schools are committed to recruiting the best possible quality of trainees. This is also very important to the Department for Education and is reflected in the significance that Ofsted places on this matter in their inspection framework and the importance attached to Ofsted grade in our eligibility requirements.

This control is intended to maintain the mix of ITT provision locally and to limit any long-term negative effects of over-expansion from this change of approach for 2016 to 2017. ITT providers will remain free to expand their

business by establishing new partnerships and acting as the ITT provider for School Direct courses.

If applied, this control will vary by subject, as with the control based on route, and will also be calculated using data on recruitment to courses starting in the 2015 to 2016 academic year, planned recruitment and the updated teacher supply model. By its nature it will also vary by individual institution.

Location

We reserve the right to control recruitment in particular regions for both School Direct and ITT provider courses. It is important to maintain the regional balance of provision and consequently we may use this control to prevent significant geographical variation in the distribution of provision compared to previous years. However, we will not operate with regional targets. In practice, this control is most likely to be applied to allow one or two regions to continue to recruit when courses in other areas of the country have been frozen.

Use of controls

It is a NCTL requirement that all lead schools and ITT providers join the UCAS teacher training scheme (UTT) and use this system to record recruitment activity. We will use a combination of the number of offers accepted (“acceptances”) and the number awaiting applicant response (“offers”) as recorded on UTT to measure recruitment against our control thresholds.

The controls will operate independently so that one can override another. For example, if the threshold for course acceptances is met in one subject we may halt recruitment regardless of the position against any of the other controls.

We will write to lead schools and ITT providers if a course is close to meeting one of the recruitment control thresholds and again if it is met. If the threshold is met, all existing offers will remain in place but no further recruitment activity will be permitted. In practice, this means that the lead

school or ITT provider must not record any more offers on UTT for the affected course. Any places offered after a course is frozen are made entirely at the lead school or ITT provider's risk; malpractice may result in additional recruitment controls, reduced allocations for future intakes or, in extreme cases, withdrawal of accreditation.

We will publish further information about the level of these thresholds in September. Once this is available, we recommend that lead schools and ITT providers review the weekly recruitment data available through UTT to understand whether any of their courses are close to meeting one of these thresholds.

Impact on lead schools and SCITTs

Lead schools and SCITTs will be able to recruit to courses without constraint until one of the controls is applied. Lead schools and SCITTs will be able to continue to recruit beyond the identified minimum recruitment level until the national subject thresholds are met.

Impact on universities

Universities will be able to recruit until route, national subject or organisation and location thresholds are met and controls are applied to stop recruitment.

Further information for lead schools and ITT providers to consider

Subject knowledge enhancement

We are committed to funding subject knowledge enhancement (SKE) places as an important way to enable ITT recruitment in priority subjects, and we expect ITT providers and lead schools that are offering these subjects to consider offering SKE. If you intend to recruit trainees to subjects in which SKE funding is available, you should identify where you will source your SKE provision from as part of your plans to recruit next

year. We will be contacting lead schools and providers in the autumn to ask for details on the arrangements that are in place.

To support recruitment to ITT for 2016 to 2017, SKE funding will continue in physics, mathematics, chemistry, computing, languages and design and technology. We are also extending SKE funding to biology and geography.

Funding can now be requested for any SKE programmes that begin before Thursday 31 March 2016, with SKE programme costs and SKE training bursaries available up to this date. Any eligible SKE programme that commences before 31 March and continues beyond this date will receive full training programme funding. We are not yet able to guarantee SKE bursary funding for the 2016 to 2017 financial year, however further announcements on SKE bursaries will be made in due course.

Primary mathematics

Primary mathematics specialist courses are designed for trainees who want to focus solely on teaching mathematics in primary schools. Only those institutions that have been specifically accredited to offer this type of training course, or lead schools working with those providers, may recruit to such courses in 2016 to 2017.

The list of designated ITT providers for primary mathematics specialist courses is as follows:

Bishop Grosseteste University College, Brook Learning Trust, Edge Hill University, UCL Institute of Education, University of Birmingham, University of East London, University of Greenwich, University of Leicester, University of Northampton, University of Reading, University of Roehampton, University of Wolverhampton, University of Worcester.

In addition, we want to encourage other lead schools and ITT providers to identify or develop courses that train generalist primary teachers with a substantial mathematics element included alongside other areas of the curriculum. Teachers trained on these courses will not have the same exclusive focus on mathematics as a specialist but will have a robust grounding in the subject as part of their training. In particular, they will be

capable of leading on mathematics in their school. Courses of this nature should be identified in the registration process as “primary – general (with mathematics)”.

Primary physical education (PE)

Primary physical education specialist courses are designed for trainees who want to focus on teaching physical education in primary schools. They are made up of 50% generalist primary training in the core subjects (English, mathematics and science) and 50% PE training.

Lead schools and ITT providers are able to register to recruit to primary physical education (PE) courses for the 2016 to 2017 academic year.

Funding

Trainees will only be eligible for funding if they are registered on courses in specific subjects. The subject of a course will be identified by the lead school or ITT provider at the point of registration. As and when recruitment controls are applied, the cost and liability for any additional trainees subsequently recruited will be at the lead school or ITT provider’s own risk; funding will not be guaranteed.

We expect to announce funding rates and bursary eligibility before the UCAS teacher training system opens for courses in September. Funding arrangements will be determined in line with national recruitment priorities.

After registration

Notification of course approval

We will email lead schools and ITT providers to confirm that the course approval process is complete in early September. Confirmation will be sent to the email address identified on the ITT data management system as part of the registration process.

After approval, lead schools and ITT providers will be required to review training programme information and confirm courses on the UCAS teacher training scheme. These tasks must be complete before Friday 25 September.

Publication of course data

Course data, including planned recruitment, will be published on GOV.UK in the autumn. This publication will identify planned recruitment by subject, ITT provider, lead school (in the case of School Direct courses) and partner schools.

UCAS teacher training (UTT) scheme

At a glance

- All applications for postgraduate teacher training programmes must be made through the UCAS teacher training scheme.
- Once you have registered with NCTL, identifying the appropriate contact information, your details will be passed to UCAS so that you can join the UCAS teacher training scheme for programmes starting in 2016.
- If you are a returning member of the scheme, UCAS will contact you by email with a step-by-step guide to getting ready for the next admissions cycle.
- If you are a new member, you will need to complete a joining form and pay the £500 joining fee plus VAT.
- Once they have received your completed form and the joining fee, UCAS will arrange a set up call to talk you through their systems.

UCAS teacher training

UCAS teacher training look after the admission services for the following full-time, part-time, modular and non-modular types of training programmes:

- one-year professional graduate and postgraduate training programmes

based in universities or SCITTs

- School Direct and School Direct (salaried) training programmes
- two-year subject conversion programmes

It is a NCTL requirement that all lead schools and ITT providers join the UCAS teacher training scheme.

As a provider of ITT this is where you will list and manage the programmes that you are running. Applicants will use this information to research and apply for available training programmes.

The information that you enter on the UCAS systems must match the programmes you have registered with NCTL exactly, including the programme title.

ITT providers and School Direct lead schools new to the scheme

It takes up to 10 days for new users to get set up so please allow enough time to get everything done before the 24 July deadline.

This set up process applies to any lead school or ITT provider that did not register on the UTT system to advertise places for the 2015 to 2016 academic year but intends to do so for programmes starting in 2016.

Once you have registered your programme with NCTL, your details will be passed to UCAS. They will then contact you, by email, with information about the activities required to join the UTT scheme; this is referred to as the joining process. Don't forget you need to ensure you've completed your joining form for UTT by Friday 10 July at the latest to be able to meet the Friday 24 July deadline for set-up.

You should hear from UCAS within 10 working days of registering your course with NCTL. If you have not received an email from UCAS after this time please contact joinucasteachertraining@ucas.ac.uk and a member of the team will contact you.

Available services


Once you have joined UTT you will have access to several benefits,

including:

- a dedicated relationship manager
- help and support with application and technical queries from the UCAS higher education providers and schools team
- a 30 minute personal set up call to guide you through UCAS's programme listing system, Weblink
- use of the UTT search tool to display your programme and provider information in a comprehensive format; everything a potential trainee will need to make an informed choice about where to train;
- ongoing support with managing your provider and programme information listed on www.ucas.com from the data collection team
- use of Apply, UCAS's online admissions portal, providing comprehensive information on the people applying to your programmes
- a specialist verification service to identify fraud in applications and similarity in personal statements to aid your recruitment processes

Cost of joining UCAS teacher training

There is an initial one-off joining fee to join the UTT scheme which is £500 plus VAT for the 2016 cycle (this joining fee is subject to an annual review by UCAS). This fee is solely and exclusively for the initiation, set-up and other administration costs involved in setting up your account with UTT.

You must also pay a capitation fee to UCAS for each trainee recruited through UTT; for the 2016 cycle the capitation fee will be £20 (exclusive of VAT) per successfully placed applicant. The capitation fee is subject to annual review. 

Actions required

UCAS will contact you directly, by email, using the contact information forwarded to them by NCTL once you have registered. They will provide you with full information on your next steps. This email will come from joinucasteachertraining@ucas.ac.uk so please ensure this is added to your email safe list so that you don't miss it. As mentioned above, NCTL will forward your details to UCAS who will contact you directly with further information on how to join the scheme.

UCAS will set up your account using the details that you provide to NCTL when registering programmes. The person's details identified in the "UCAS contact" fields on the NCTL ITT data management system will be used for this.

The identified UCAS contact will:

- be set up as the administrator for your UTT account
- receive the initial joining fee invoice (you can change these details once you have set up your account if you would prefer future invoices to be sent to a different contact)

The administrator is responsible for managing user accounts for you as a user of the scheme. They are able to set up additional users, and set the appropriate permission levels. UCAS will only release password information to this contact.

UCAS will email you to ask you to complete a joining form and will provide information about the next steps to be taken.

All lead schools and ITT providers will be required to complete a joining form before starting the set up process. Please remember that the set-up process can take up to 10 working days so please do not delay completing your joining form. Joining forms should be completed by Friday 10 July to ensure you have adequate time to complete the joining process before the final deadline.

Once the UCAS team has received your joining form, they will contact you by phone using the contact number provided, with set up details for the required systems. They will also make an appointment for your personal support call which will allow you to familiarise yourself with the UTT systems and explain how to set up programme details.

Existing ITT providers and School Direct lead schools

Actions required

Lead schools and ITT providers that are existing members of UCAS teacher training will not have to register again to use the scheme. We

expect existing members to ensure that the details on their entry profile and programme information (including identification of any academic award in addition to qualified teacher status) are entered correctly before Friday 24 July 2015.

UCAS will email you using the contact details you have provided on the data management system. Your welcome back email will provide step-by-step instructions on getting ready for the next admissions cycle.

Cost of continued use of UCAS teacher training

There is an annual capitation fee payable to UCAS for each trainee recruited through UTT. For the 2016 cycle the capitation fee will be £20* (exclusive of VAT) per successfully placed applicant. The capitation fee is subject to annual review.

Existing members do not have to pay a joining fee.

List of designated ITT subjects

Primary

- Primary (this combines what was previously Primary – General and Primary – FS/KS1)
- Primary mathematics specialist (only available where the ITT provider or School Direct partner provider is a recognised primary mathematics specialist provider and the trainee holds a grade B or higher in A level mathematics)
- Primary – General (with mathematics)
- Primary physical education (PE)

Secondary

Art and design, biology, business studies, chemistry, citizenship, classics, computing, dance, design and technology, drama, economics, engineering, English, geography, health and social care, history, leisure and tourism, mathematics, media studies, modern languages, music,

physical education, physics, physics with mathematics, psychology, religious education, social sciences.

Published:

23 June 2015

From:

National College for Teaching and Leadership

Part of:

Initial teacher training (ITT)

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