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Guidance

Early years initial teacher training: 2019 to 2020 funding guidance

Funding guidance for early years initial teacher training (EYITT) providers for 2019 to 2020.

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Applies to: **England**

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Overview

The Department for Education (DfE) allocates and funds early years initial teacher training (EYITT) places each academic year. EYITT leads to the award of Early Years Teacher Status (EYTS).

We provide training bursaries and training grants to attract high-quality graduates to become early years teachers.

You can only use this funding to offer training programmes that help trainees to meet the [teachers' standards \(early years\)](#). The training grant includes the costs of assessment to meet these standards.

Trainees and potential applicants should visit the [Get Into Teaching](#) website and our list of [EYITT training providers](#) for more information. Employers should visit [EYITT: a guide for employers](#).

Training routes

We offer funding for 2 out of the 4 EYITT training routes.

Graduate entry route

This is for graduates studying full-time. Training is typically over a 1 year period.

EYITT providers will receive training grant funding of £7,000 to cover course fees.

Trainees with high academic achievement may be eligible to receive a [training bursary](#). This will be paid to the you to forward to your trainees.

Graduate employment based route

This is for graduates:

- in paid employment
- in an early years setting
- who need training and further experience to demonstrate the [teachers' standards \(early years\)](#)

The training is:

- part-time
- takes up to 1 year – based on a 12 months' employment from 1 September to 31 August

£14,000 is available for this route, made up of a:

- £7,000 training grant for providers
- £7,000 employer incentive for the trainee's employer

Employer incentive

The employer incentive is forwarded to the trainee's employer. It's a contribution towards costs that employers incur, such as:

- supply cover
- salary enhancements

employment costs

- National Insurance
- additional training costs and other overheads

You cannot use the employer incentive for:

- sick pay
- maternity or paternity pay
- costs not related to training such as buying equipment or internal training
- costs that have occurred outside of their training period

Undergraduate entry

Funding is not available from us for this route. Trainees should contact [Student Finance England](#) to see if they can receive a tuition free or maintenance loan.

This route is for undergraduates who want to take a level 6 degree in an early childhood-related subject along with EYTS.

This route is full-time and takes 3 or 4 years.

Assessment only

This is a self-funded route for graduates who:

- are very experienced at working with children from birth to 5 years old
- can demonstrate the [teachers' standards \(early years\)](#) without any further training

This could be an early years teacher who:

- practiced overseas
- understands the early years foundation stage

Training bursaries

Training bursaries are only available to trainees registered on the graduate entry route. You should use the trainee's highest qualification to determine how much they'll get.

Tier 1, £5,000: first-class honours degree, doctoral degree, medical masters (distinction)

Tier 2, £4,000: 2.1 honours degree, master's degree

Tier 3, £2,000: 2.2 honour's degree

No bursary: third-class honours degree, third honours degree, ordinary degree, aegrotat, no first degree

Qualifications record keeping

You must keep accurate records of trainees' qualifications and how they obtained them, especially for overseas qualifications.

You should record:

- names of all trainees granted a bursary
- details of how you assessed the trainees' qualifications

We may ask to see these records at any time. You should keep copies of:

- original trainee documentation or qualification certificates
- correspondence between you and trainees
- other documentation relating to the decision process

Eligibility

To receive a training bursary, trainees must:

- meet the [entry requirements](#)
- take a qualifying postgraduate EYITT course
- hold a UK first degree with at least second-class honours (or equivalent)
- meet the terms and conditions of the bursary scheme
- not already hold EYTS or Early Years Professional Status (EYPS)
- not do any type of paid-teaching work which contributes to their training whilst undertaking an EYITT course, for which the provider received early years funding
- not be registered on another EYITT course

You must also:

- notify trainees in writing that they're eligible
- ensure that trainees continue to meet the criteria throughout the course

Funding principles

You must use the training grant funding to meet all training costs for each trainee.

You must not:

- charge any additional fees
- switch allocated funding to other trainees
- allocate funding from one route to another

Full-time equivalence (FTE)

We calculate funding using the FTE principle:

FTE equivalence**Trainee status**

0.5 or less

Part-time

0.6 or more

Full-time

Duration of funding

Trainee funding is based on the number of days trainees are on a course. This is usually their course start date to the planned end date. You should include bank holidays and weekdays.

Trainees will continue to receive funding if they'll finish their course in the next academic year.

Trainees do not receive further funding if they withdraw.

Right to work

You must check that all trainees have the right to work or study in the UK for the duration of the training before you grant any bursaries.

Payments

You should pay bursaries in 10 monthly instalments.

This table shows you how to calculate trainees' monthly bursary instalments.

Bursary award**Monthly instalment**

£5,000

£500

£4,000

£400

£3,000

£300

£2,000

£200

Payment eligibility

Trainees should be paid their bursaries if they're on their course:

- on the 1st day of the month after their start date
- on the 1st day of the month for each month after

Example**Attendance****Payment due**

Trainee started course September 2019	1 October
Trainee on course 1 October	1 November
Trainee on course 1 November	1 December

Flexible payments

 **You must only pay trainees when they've started their course and for the parts of the course they've completed.**

You can offer a bespoke payment plan to:


- part-time trainees
- modular trainees
- trainees who started courses later in the academic year

Payments for next academic year

You can award bursaries beyond the 2019 to 2020 academic year for part-time trainees.

Any payments you make after 31 July 2019 will count as spending for the 2020 to 2021 academic year.

Withdrawals and deferrals

 **If a trainee withdraws or defers, you must stop any further payments and update your records immediately on the [trainee teacher portal](#).**

You can keep some funding if a trainee withdraws or defers. The amount retained should be proportional to how long the trainee attended the course before leaving

Graduate employment based EYITT providers can keep 1/12th of the total training grant and employer incentive funding for each month or part month the trainee remained in training.

Example

If a trainee is employed from September and leaves in March, you can retain 7 months' of funding and 5 months' will be recovered for April to August.

Eligible graduate entry trainees who withdraw or defer from a course should be paid for each month up to, and including, the month in which they formally withdraw.

Example

Trainee starts: September 2019

Trainee withdraws: January 2020

The trainee will receive 4 payments.

This is because they were on the course on 1 October 2019, 1 November 2019, 1 December 2019 and 1 January 2020.

The amount of the training grant that you can keep will be calculated using the same principle.

Example

You would be able to retain 1/10th of the training grant funding for every bursary payment that the trainee is entitled to.

Overpayments

We'll recover any overpayments made if a trainee withdraws or defers and will not reimburse you for any payments you make in error. You should recover any overpayments directly from trainees if this occurs.

Returning trainees

Returning trainees are those who:

- deferred and restarted their original course
- transferred any advanced standing or credit to a new EYITT course

Eligibility

Returning trainees can only receive the remaining EYITT funding up to the value which was available in the academic year when they started their original course.

Bespoke payment schedule

You may offer a bespoke payment schedule between the returning trainee, the provider and employer for the remaining EYITT funding. This can be used if you need to extend the length of the course.

Please note that funding amounts are fixed and cannot be increased.

New funding

For further advice, email: itt.funding@education.gov.uk

Trainees can get new funding if they leave one EYITT course and join another without a transfer of standing or credit. This is because this is classed as a new course.

Trainees will not get new funding if they've already received their full bursary or training grant from previous EYITT course. They would have to fund future costs themselves.

How you'll receive your funding

You'll be sent a remittance advice from the Department for Work and Pensions (DWP) when you've been paid.

You can use the [trainee teacher portal](#) to review your payment profile.

You'll be paid in:

- 11 monthly BACS instalments from September to July
- 7 working days from the 1st day of the month

You'll be paid different amounts until we have collected all your data, as set out in this table.

Month	Rate
September 2019 to November 2019	Provisional rate
December 2019 to July 2020	Actual rate

We'll recover any overpayments by sending you an invoice or deducting any future payments.

Data management

You can get more detailed information from the [grant funding agreement terms and conditions](#).

You must share data about trainee applications, recruitment and employment outcomes with us if we request it.

We may contact you or visit your premises if we need to clarify any potential discrepancies, especially in relation to unclassified degrees.

Recruitment data

You should use the [data collection portal](#) to submit your recruitment data.

You must share your monthly recruitment data with us every month. We may withhold funding if you do not do this.

Trainee data

[Submit your EYITT trainee data](#) using the portal.

This is a condition of your funding. We'll use this data to calculate how much funding you'll get.

You must register all trainees with us by October 2019 and complete a validation declaration.

You must also submit the:

- names of all your EYITT trainees
- training courses you provide
- outcomes of the training

You must update records on the trainee teacher portal if a trainee:

- withdraws
- changes their status
- defers

Financial monitoring

You must only use your funding as set out in this guidance.

If you do not comply with the terms and conditions, we may withdraw your accreditation and funding.

You must hold full records of all payments made to employers of trainees who get the employer incentive. This information can be audited by us at anytime.

Types of company

The trainee must be an employee of the early years business. Sole traders and business partners are not eligible for an employer incentive as they're classed as self-employed by HM Revenue and Customs (HMRC).

If the early years business is a limited company, the owners and those working for the company are not classed as self-employed and can be eligible for an employer incentive.

Annex G – independent audit

More information about Annex G will be available after the academic year. Before this, we'll request an interim return so we know what likely expenditure will be.

We'll use Annex G for to reconcile your funding with your declared expenditure.

This also takes in to account the effect of trainees who have withdrawn or deferred so we can recover any funding you did not spend.

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