

[Home](#) > [Education, training and skills](#) > [Further and higher education, skills and vocational training](#)
> [Apprenticeships, traineeships and internships](#) > [Hiring and training an apprentice](#)

Guidance

Provide training for postgraduate teaching apprenticeships

How providers and lead schools can provide training for this ITT route, including who's eligible, funding rules, apprenticeship levy and advertising courses.

Published 19 June 2019

From: [Department for Education](#)

Contents

- [Overview](#)
- [Requirements for providers](#)
- [Funding](#)
- [Training and assessment costs](#)
- [Salary](#)
- [Recruitment: what lead schools must do](#)
- [Grant funding agreements \(GFA\)](#)
- [Register trainees on the database of trainee teachers and providers \(DTTP\)](#)
- [Ofsted](#)
- [Contact](#)

Guidance for candidates who want to [apply to be a postgraduate teaching apprentice](#) is available on the Get into Teaching website.

There is separate guidance for [employers and local authorities](#) who want to recruit for the postgraduate teaching apprenticeship.

Overview

The postgraduate teaching apprenticeship is an employment-based initial teacher training (ITT) route leading to qualified teacher status (QTS).

Providers

You must agree on the overall [structure of the apprenticeship](#) with employers before the apprentice starts.

Providers are higher education institutes (HEIs) or school-centered initial teacher training (SCITT) providers who are accredited to recommend QTS and provide the training to the apprentice.

You can offer the postgraduate teaching apprenticeship alongside other employment-based ITT programmes.

Apprenticeship levy

Schools can get value for their apprenticeship levy contribution by using it to pay for the apprenticeship training and assessment costs.

Schools must:

- partner with ITT providers to provide the training
- have a Commitment Statement with you and the candidate before the apprenticeship starts

More information about the [funding and the apprenticeship levy](#) is available.

Apprentices

Apprentices are trainee teachers employed by schools. The apprenticeship allows them to combine paid work with on and off-the-job training.

Employers

Employers are the school or local authority that employs the apprentice.

Lead schools

Lead schools hold apprenticeship places for schools in a school direct partnership. Lead schools can also be providers.

Additional grant funding

Schools in a school direct partnership can access additional grant funding to help meet the costs of the apprentice's salary.

Requirements for providers

As for any other teacher training routes, apprentices must meet the [ITT entry requirements](#)

Eligibility

You can only provide the postgraduate apprenticeship training if you're:

- an accredited ITT provider
- on the [register of apprenticeship and training providers \(RoATP\)](#)
- an accredited ITT provider operating as a subcontractor to a provider on the register that can provide apprenticeship training up to a limit of £100,000 a year

Providers to non-levy paying schools

You can provide training to non-levy paying schools if you:

- are an accredited ITT provider
- have a non-levy contract with the Education and Skills Funding Agency (ESFA)

Email teaching.apprenticeship@education.gov.uk to get a list of providers.

New providers

You can [apply to the register of apprenticeship training providers](#) at any time.

As an approved ITT provider, you will be exempt from certain parts of the application process.

Email RoATP.maibox@education.gov.uk if you have any questions about becoming an accredited ITT provider.

Training period

Apprentices must train for a minimum of 12 months. The apprenticeship can start at any time of the year.

Structure of the apprenticeship

The apprentice must:

- be employed by the school
- spend 20% of their paid hours in off-the-job training
- be assessed by you to make sure they meet the standards for QTS
- take an end-point assessment (EPA)

Off-the-job training includes developing the knowledge, skills, values and behaviours set out in the [teachers' standards](#).

End-point assessment (EPA)

Use the [register of end-point assessment organisations \(RoEPAO\)](#) to:

- find a list of EPA organisations
- register your interest to become an EPA organisation

The EPA is a holistic test, which includes a:

- lesson observation
- professional discussion

The full EPA criteria are available in the teacher assessment plan which you can download from the Institute for Apprenticeships' [teacher standards](#) webpage.

EPAs must be carried out by other accredited ITT providers that have been separate from the training or employment. This is to ensure the EPA is fair and there is no conflict of interest.

Apprenticeship agreement

Before the apprenticeship starts, you must:

- obtain evidence that the apprentice has an apprenticeship agreement with the employer
- have a commitment statement with the apprentice and the employer

More information about the apprenticeship agreement is available in the [funding rules for providers](#).

Funding

You must agree the total cost of the apprenticeship training and assessment with the employer.

The employer is responsible for paying the full cost of training and assessment and the trainee's salary.

There is a completion element to the funding. 20% of the total training cost or the funding band maximum (whichever is lower) will be withheld until the apprentices complete their end-point assessment (EPA). For more detailed information, please refer to the ESFA's [funding rules for providers](#).

Training and assessment costs

Levy paying schools

Levy paying schools can use up to £9,000 of their apprenticeship service account to cover training and assessment costs for each apprentice they employ. This will be paid directly to you from the employer's apprenticeship service account.

Non-levy paying schools and schools with insufficient funds

These schools are eligible to get funding through government-employer co-investment. We will pay 95% of the training costs and the school will pay 5% of the total negotiated training cost up to £9,000 for apprenticeships started on or after April 2019.

Salary

Schools can get up to £19,400 in additional grant funding to contribute towards the apprentice's salary depending on:

- the subject the apprentice is training to teach
- the location of the employing school

Information on how schools can access this funding is available in the [guidance for employers](#).

General funding information is available in the [Postgraduate teaching apprenticeship funding manual](#).

Recruitment: what lead schools must do

Choose a provider

You must choose an ITT provider on the [RoATP](#) before you can get permission to recruit. Training places are held by the school direct partnership.

Get permission to recruit

Use the [database of trainee teachers and providers \(DTTP\)](#) to get permission to recruit. Email itt.datamanagement@education.gov.uk if you do not have an account.

You must have permission to recruit before you advertise.

You do not need permission to recruit if you do not want DfE funding.

You'll be expected to make requests for permission to recruit for other schools in your partnership. You can do this using the [DTTP](#).

Advertise courses

Use the UCAS website to register as a new provider.

More information on managing teacher training courses is available on [UCAS](#).

You must set courses up on [UCAS web link](#) to advertise courses online.

You can add additional information about courses using the publish

teacher training courses tool using your [DfE sign-in account](#).

The courses will be listed in [find postgraduate teacher training courses](#), DfE's online search service for potential teachers.

You can also place an advert on [recruit an apprentice](#). It will not affect your funding if you do not do this.

You can find out more about setting up and managing teacher training courses by visiting the secure providers' section of the [UCAS website](#).

If you have not registered as a provider, you can do this on the UCAS site.

Grant funding agreements (GFA)

Grant funding agreements are for lead schools with permission to recruit.

You'll only get your grant funding once you have a GFA with us.

These steps show you how you can get your GFA.

- 1 Apply for grant apprenticeship funding using the DTTP.
- 2 Complete the grant offer letter (GOL) that we will send you following your application for funding, including the highlighted sections and the signature of your accounting officer.
- 3 Return your GOL to GFA.ittfunding@education.gov.uk.
- 4 Keep the countersigned GOL we send to you as this is part of your GFA and contains important terms and conditions.

Lead schools

You can apply for grant apprenticeship funding at any time in the year if you are a lead school.

Maintained schools

You must ask your local authority to appoint an accredited ITT provider from the [register of apprenticeship training providers](#).

Register trainees on the database of trainee

teachers and providers (DTTP)

School-centred initial teacher training (SCITTs) must record apprentices on the DTTP.

Use the steps below to register apprentices.

- 1 Go to 'route' field and select 'postgraduate teaching apprentice route'.
- 2 Register your apprentice on DTTP.
- 3 Link your apprentice to a specific calendar period so they're recorded in the correct academic year.

HEIs who submit data to higher education statistics authority (HESA) should follow their own registration process.

Ofsted

The postgraduate teaching apprenticeship will be inspected as part of your normal ITE Ofsted inspection.

Contact

Please email teaching.apprenticeship@education.gov.uk if you want to discuss:

- the postgraduate teaching apprenticeship route
- how apprenticeships benefit school workforce planning

Published 19 June 2019

Explore the topic

[Apprenticeships](#)

Is this page useful? [Yes](#) [No](#)

[Is there anything wrong with this page?](#)

[Prepare your business or organisation for the UK leaving the EU](#)

[Living in Europe after the UK leaves the EU](#)

[Prepare for EU Exit if you live in the UK](#)

[Continue to live in the UK after it leaves the EU](#)

Services and information

[Benefits](#)

[Education and learning](#)

[Births, deaths, marriages and care](#)

[Employing people](#)

[Business and self-employed](#)

[Environment and countryside](#)

[Childcare and parenting](#)

[Housing and local services](#)

[Citizenship and living in the UK](#)

[Money and tax](#)

[Crime, justice and the law](#)

[Passports, travel and living abroad](#)

[Disabled people](#)

[Visas and immigration](#)

[Driving and transport](#)

[Working, jobs and pensions](#)

Departments and policy

[How government works](#)

[Departments](#)

[Worldwide](#)

[Services](#)

[Guidance and regulation](#)

[News and communications](#)

[Policy papers and consultations](#)

[Transparency and freedom of information releases](#)

[Help](#) [Cookies](#) [Contact](#) [Accessibility](#) [Terms and conditions](#)

Rhestr o Wasanaethau Cymraeg Built by the Government Digital Service

OGI All content is available under the [Open Government Licence v3.0](#), except where otherwise stated



© Crown copyright