



Department
for Education

Requesting initial teacher training places

**Guidance for the 2020 to 2021 academic
year**

June 2019

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1. Introduction

This guidance sets out the process for requesting permission to recruit to initial teacher training (ITT) courses¹ that begin in the academic year 2020 to 2021.

The process applies to the 2020 to 2021 academic year only. DfE, or any successor organisation, may modify or amend the approach taken in future years.

Courses leading to Qualified Teaching Status (QTS)

A range of routes is available for people to train to become a teacher, all leading to QTS. These routes include (but are not limited to):

Postgraduate

- Provider-led: where a tuition fee is payable to the accredited ITT provider to cover the cost of training. Training places are held by the ITT provider.
- School Direct (fee-funded): where a school partnership works with an ITT provider to which a tuition fee is payable to cover the cost of training. Training places are held by the lead school.
- School Direct (salaried): where a school partnership works with an ITT provider and the trainee is employed within the school partnership. Training places are held by the lead school for the partnership in which the trainee is employed.
- Postgraduate Teaching Apprenticeship: where a school partnership works with an ITT provider that is on the [Register of Apprenticeship Training Providers](#) (RoATP) and the apprentice is employed within the school partnership. Training places are held by the lead school on behalf of the partnership in which the apprentice is employed. This is an employment-based route where the trainee is employed for the duration of the course (a minimum of 12 months), which includes an additional apprenticeship end-point assessment following the award of QTS. More information on the Postgraduate Teaching Apprenticeship is available on gov.uk².

Undergraduate

- Where a tuition fee is payable to the ITT provider to cover the cost of training. Training places are held by the ITT provider and training is typically delivered alongside undergraduate study.

¹ The term 'courses' in this document refers to each subject and route combination. For example, Physics School Direct (salaried) is a different course type to Physics School Direct (fee-funded). Postgraduate and undergraduate routes in any given subject are also defined as different courses.

² <https://www.gov.uk/guidance/postgraduate-teaching-apprenticeships-guidance-for-providers>

2020 to 2021 course categories

For 2020 to 2021 recruitment to ITT courses falls under two categories:

- Unlimited: recruitment to courses in this category is unrestricted.
- Allocated: recruitment to courses in this category is limited by the number of places allocated by the Department for Education (DfE).

DfE will give permission to recruit in unlimited courses and will allocate places to courses in the allocated category. **ITT providers and lead schools should note that recruitment to the majority of courses is unlimited for 2020 to 2021 and will also be unlimited for 2021 to 2022³.** A full list of the courses that are in the unlimited category for ITT courses in 2020 to 2021 is available in Annex A.

2020 to 2021 data requirement

ITT providers and lead schools are required to inform the DfE of all of the courses, by subject and route, in which they plan to offer ITT for the 2020 to 2021 academic year. This includes information on the number of trainees they need for each course to remain viable, and the number they intend to recruit for the 2020 to 2021 academic year. ITT providers will also be asked to give an indicative forecast for the next three years for each course. This information must be submitted to allow them to list their courses as open for recruitment on 'Find postgraduate teacher training' and UCAS, and to access any DfE funding associated with training places. DfE requires this information to understand demand and capacity in the system nationally.

Early Years courses leading to EYTS:

There is a range of routes available for people to train as an Early Years teacher leading to the award of Early Years Teacher Status (EYTS). There are two graduate funded routes and an undergraduate route.

Early Years teachers are specialists in early childhood development, trained to work with babies and young children from birth to five years old. EYTS is awarded to graduates who have been judged to have met all of the '[Teachers' Standards \(Early Years\)](#)' in practice from birth to the end of the [Early Years Foundation Stage \(EYFS\)](#).

³ <https://www.gov.uk/government/publications/teacher-recruitment-and-retention-strategy>

Early Years ITT leads to Early Years Teacher Status, awarded by DfE. DfE will only award EYTS to trainees who have completed training at an ITT provider with an Early Years ITT allocation.

2. The request period

ITT providers have until **midday Friday 12 July 2019** to submit information on the ITT courses they plan to offer for academic year 2020 to 2021, using the 2020 to 2021 request template spreadsheet. We will not use DTTP to collect requests information.

Only ITT providers can submit request templates to DfE for 2020 to 2021. ITT providers must return all requests to DfE using the request template spreadsheet. They should input information on provider-led courses, as well as all courses they agree to ratify on behalf of their School Direct partners (School Direct and Postgraduate Teaching Apprenticeship).

Partnerships can decide for themselves whether lead school request templates are completed by the lead school or the ITT provider, as long as they are submitted to DfE by the ITT provider. By submitting these requests, they also ratify them. ITT providers will not need to ratify requests on the DTTP separately.

ITT providers should agree requests being made on behalf of lead schools and ensure they submit all requests before **midday Friday 12 July 2019**. ITT providers should e-mail their completed template(s) to ITT.allocations@education.gov.uk.

New ITT providers

DfE will communicate directly with all new ITT providers that are accredited after the request window closes at midday 12 July 2019 with further information on course delivery for the 2020 to 2021 academic year.

New lead schools

New lead schools must register as a lead school using the 'Lead school registration template'. It is advised that schools wishing to become a lead school first consider joining an existing partnership in their area.

Only schools judged by Ofsted as 'good' or 'outstanding' are able to register as a lead school. The minimum partnership size is five partner schools (or three for special schools). This also applies to lead schools planning to offer the Postgraduate Teaching Apprenticeship route.

Schools may request a lead school registration template by e-mailing itt.allocations@education.gov.uk.

3. Permission to recruit requirements

ITT providers and lead schools should specify their minimum viability and forecast cohort sizes for their training programmes for each ITT course their partnership will offer for the 2020 to 2021 academic year.

ITT Providers and lead schools should note that the 'forecast' figure replaces the 'maximum' figure required in previous years. The 'forecast' figure should reflect the number of trainees the partnership *expects to realistically recruit* to that course and not maximum capacity.

For their forecast cohort sizes, they should consider their most recent cohort sizes, recent recruitment patterns, recent trends in applicant route preferences and a realistic assessment of employment need in their area(s) of operation. The forecast should equally take account of partnership capacity for training and their ability to attract and recruit candidates who will make excellent teachers. This information will help DfE to gain a more accurate understanding of capacity in the ITT market. **There will be no penalties for recruiting under or over this figure for unlimited courses. DfE may use this information to inform future policy development.**

A separate 3 year indicative forecast should reflect the partnership's plans over a longer period. ITT providers should indicate whether they expect their cohort for each subject to increase, decrease or stay roughly the same. **If there are no plans to specifically increase or decrease the cohort size, it should be logged as 'maintain a similar size cohort'.**

ITT providers and lead schools have a responsibility to ensure that DfE funding, data and reporting requirements are met, and therefore are responsible for submitting accurate information on minimum viability, forecast cohort sizes and future forecasts for their training programmes. For ITT providers, accurate data returns relating to both provider-led and School Direct courses are an important aspect of ITT provider compliance (see [ITT criteria](#) for more detail). Requests to amend or correct data beyond the deadline will only be considered in exceptional circumstances.

An automatic response will be sent by the itt.allocations@education.gov.uk mailbox when an e-mail request has been safely received.

Find postgraduate teacher training

'Find postgraduate teacher training' is DfE's new search tool for postgraduate ITT programmes in England. ITT providers and lead schools must provide accurate information during the request window to ensure that courses are listed correctly online. UCAS will continue to provide the central undergraduate admissions service and will work with DfE to ensure all UCAS customers are kept fully informed through regular

bulletins. Further action will be required for ITT providers and lead schools to ensure that their course listings are active for the 2020 to 2021 recruitment cycle.

For further details, please contact becomingateacher@digital.education.gov.uk.

4. Process for ITT providers: requesting permission to recruit

Provider-led training places are held by ITT providers (SCITTs and HEIs). School Direct and Postgraduate Teaching Apprenticeship places are held by lead schools, but requests must be submitted by the ITT provider. ITT providers should agree requests being made on behalf of lead schools and ensure they submit all requests before the end of the request period. Partnerships can decide for themselves whether lead school request templates are completed by the lead school or the ITT provider, as long as they are submitted to DfE by the ITT provider.

ITT providers are required to:

- Submit their request template and any additional request templates completed by their lead schools specifying the courses they plan to offer in 2020 to 2021 before the deadline (midday 12 July 2019) to itt.allocations@education.gov.uk. These must include:
 - Provider-led requests
 - School Direct and Postgraduate Teaching Apprenticeship requests on behalf of partner lead schools
- Enter specific information on the number of trainees by:
 - Route
 - Subject (see Annex A);
 - Lead school (if applicable)
 - Course type (postgraduate, undergraduate or Early Years ITT).

Requesting undergraduate ITT places

ITT providers are required to inform the DfE of all of the undergraduate subjects they plan to offer in 2020 to 2021. **ITT providers should follow the above guidance to request undergraduate places.**

Requesting Early Years places

There are two graduate funded routes and an undergraduate route. ITT providers are required to inform the DfE of all of the Early Years ITT places they plan to offer in 2020 to 2021. **ITT providers should follow the above guidance to request Early Years places.**

Multiple Year Allocations

ITT providers that have been awarded Multiple Year Allocations (MYA), including those awarded as part of the Innovation Pilot, must still inform DfE of the courses which they plan to offer ITT for academic year 2020 to 2021 as outlined in the section above.

5. Process for lead schools: requesting permission to recruit

School Direct and Postgraduate Teaching Apprenticeship training places are held by lead schools. Lead schools must agree requests with their ITT provider, who will ratify requests by submitting the template to DfE. Lead schools must not submit requests directly to DfE for 2020 to 2021, as they will not be considered.

Lead schools are required to:

- Notify their ITT provider of the courses they plan to offer for the 2020 to 2021 academic year using the template provided;
- Specify the details of the courses they wish to offer, by:
 - Subject (see Annex A);
 - Route - School Direct (fee funded), or School Direct (salaried) or Postgraduate Teaching Apprenticeship;
 - Minimum viable cohort size
 - Forecast cohort size for 2020 to 2021
 - 3 year indicative forecast
- Ensure that their partner ITT provider ratifies their requested places by submitting them to DfE before the deadline (midday 12 July 2019).

For the Postgraduate Teaching Apprenticeship, lead schools must partner with an ITT provider that is on the [Register of Apprenticeship Training Providers](#) (RoATP).

Eligibility

Lead schools must be one of the following:

- maintained school;
- academy;
- academy trust, or academy chain head office;
- sixth-form college;
- pupil referral unit (PRU); or
- free school.

An independent school cannot act as a lead school unless it is also a designated Teaching School. In this instance, trainees should benefit a wider partnership of schools that includes state-funded schools. Schools can request a lead school registration template by e-mailing itt.allocations@education.gov.uk.

Lead school partnership information

All lead schools must list the schools in their partnership on the registration template when they register for ITT for 2020 to 2021 to help DfE understand the reach of ITT provision. For data accuracy, lead schools should confirm their URN to their ITT provider and partner schools should be listed by URN.

6. Additional information

Requesting Primary with Maths places

Primary with Maths courses provide additional training in maths while preparing trainees to teach the full primary curriculum.

All ITT Providers and lead schools are able to request permission to recruit to Primary with Maths courses. These trainees must demonstrate the Teacher's Standards for Primary only, but receive additional maths training. **Trainees filling these places must have achieved a minimum of the standard equivalent to a grade B at A level in maths** to be eligible for an ITT bursary or for their employing school to receive a School Direct (salaried) grant.

Trainees who have not achieved a minimum of the standard equivalent to a grade B at A level in maths may still join a Primary with Maths course, but will **not** be eligible for funding. ITT providers and lead schools may wish to put in place extra support to ensure that any such trainee is able to meet the specific conditions of the course.

PE with EBacc

ITT providers and lead schools are able to request additional PE places on top of their PE allocations. Trainees filling these places are required to train in an additional EBacc subject alongside their main specialism of PE so that they are capable of teaching this in school. For recruitment purposes, these are 'PE with' courses, which require trainees to demonstrate the Teachers' Standards in PE only, whilst receiving additional training in an EBacc subject. Therefore, there is no separate allocation category for these PE with EBacc courses.

ITT providers and lead schools cannot request PE with EBacc places during the 2020 to 2021 request window. These additional places can only be requested during the recruitment cycle on an ad-hoc basis, as eligibility is dependent on the applicant. The purpose of these additional places is to increase employability of newly qualified teachers to take up teaching roles in EBacc subjects.

ITT providers and School Direct lead schools are responsible for the content and amount of additional training provided in the EBacc subject. ITT providers and lead schools should make details of the course clear to applicants in the course description.

ITT Funding

DfE is responsible for managing bursary and grant funding for postgraduate and undergraduate ITT courses. It also monitors the public cost of student loans accessed by trainees on these courses. Information on ITT funding for the 2020 to 2021 academic year, including bursaries, scholarships and grants for salaried courses, will be published in early autumn 2019.

7. Next Steps

The 2020 to 2021 request period will operate for lead school registration and for ITT providers to submit their information **by midday 12 July 2019**.

DfE will confirm recruitment permissions and allocations for courses in the allocated category with ITT providers and lead schools in September 2019.

Annex A: List of designated ITT subjects

Recruitment to all subjects listed below is unlimited for postgraduate ITT for the 2019 to 2020 academic year, with the exception of those marked with an asterisk.

Early Years

- Early years graduate entry route*
- Early years graduate employment-based route*
- Early years undergraduate entry route*

Primary

- Primary
- Primary with Maths

Secondary

- Art & Design
- Biology
- Business Studies
- Chemistry
- Citizenship
- Classics
- Computing
- Dance
- Design & Technology
- Drama
- Economics
- English
- Food
- Geography
- Health & Social Care
- History
- Leisure & Tourism
- Mathematics
- Media Studies
- Modern Languages
- Music
- Physical Education*
- Physics
- Physics with Mathematics
- Psychology
- Religious Education
- Social Studies

* Recruitment to PE (fee-funded routes) will be allocated for the 2020 to 2021 academic year. DfE will also confirm the position on Early Years ITT in due course.



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