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Guidance

Postgraduate teaching apprenticeship funding manual 2020 to 2021 academic year

Updated 22 October 2019

Contents

[What is a postgraduate teaching apprenticeship](#)

[Who can employ an apprentice](#)

[Role of ITT training providers](#)

[Apprentice eligibility criteria](#)

[Permission to recruit](#)

[Grant funding rates](#)

[Grant funding agreements \(GFA\)](#)

[Payment of apprenticeship funding](#)

[Withdrawals and deferrals](#)

[Assurance and audit](#)

[Annex A: types of organisation involved in postgraduate teaching apprenticeships and ITT partnerships](#)

What is a postgraduate teaching apprenticeship

The postgraduate teaching apprenticeship is an initial teacher training (ITT) route that:

- combines paid work with off-the-job training.
- leads to qualified teacher status (QTS)

It does not affect other ITT routes.

Costs

The full costs of training and the apprentice's salary should be covered by the:

- School Direct partnership

[Annex B: locations used to calculate the value of grant funding](#)

[Annex C: further information and contacts](#)

[Annex D: funding cycle](#)

- employing school, if they are not part of a partnership

The amount for each apprentice varies depending on the:

- subject of the apprentice's ITT course
- location of the school that employs the apprentice

A list of what course subjects are eligible for funding and the [grant funding rates](#) are included in this manual.

The apprenticeship levy

Employers that pay the apprenticeship levy can use up to £9,000 from their apprenticeship service account to cover the cost of:

- training
- assessing the apprentice

Employers that do not pay the levy, or who have insufficient funds in their digital account, can access funding to support training and assessment of an apprentice.

Bursaries and student finance

As an employment based ITT route, apprentices are not eligible for:

- an ITT training bursary
- student finance

The ITT provider must:

- not charge the apprentice any fees for the award of QTS
- make sure the apprentice is aware of any requirement to pay for any additional academic qualifications, such as Postgraduate Certificate in Education (PGCE)

Apprenticeship structure

ITT providers and schools will decide the overall structure of the apprenticeship, but the apprentice must spend 20% of their time in off the job training. This should develop their skills, knowledge and competence in the classroom.

After completing the apprenticeship the apprentice will be assessed against the Teachers' Standards required to be awarded QTS. ITT providers will recommend that apprentices receive QTS in the usual way.

Apprentices will then complete an end point assessment (EPA) in their fourth

term. An assessor from an EPA organisation (an accredited ITT provider on the register of apprenticeship assessment organisations who has been independent to the training process) conducts the assessment, helping to quality assure their training and development.

The assessment has 2 components:

- lesson observation
- professional discussion

Who can employ an apprentice

Schools in a School Direct partnership

Schools that are part of a School Direct partnership may already have many of the processes in place which are needed to employ an apprentice. Lead schools will need to:

- update their partnership agreements
- sign a grant funding agreement (GFA)

Lead schools

In a School Direct partnership, the lead school:

- is the agreed point of contact for the partnership
- holds the partnership's apprenticeship and School Direct training places
- is responsible for the funding arrangements for the partnership
- is accountable for grant funding received, its distribution and assurance

The lead schools must be either:

- an academy
- a free school
- a city technology college
- a local authority maintained school
- an independent school designated as a teaching school
- a multi-academy trust (only 1 school within a multi-academy trust may act as a proxy lead school)
- a pupil referral unit (PRU)
- a sixth-form college
- a maintained special school

An independent school can only act as a lead school if it's also a designated teaching school. When this is the case, the apprentices recruited should benefit from a partnership that includes maintained schools, academies or free schools.

Partner schools

A partner school involved in ITT may employ an apprentice.

State-funded partner schools may:

- be the principal training school for an apprentice
- receive funding from the lead school

Independent schools may employ an apprentice but cannot receive grant funding unless they are a designated teaching school. They may be able to use funding from their apprenticeships service account to fund some or all of the training costs.

Please refer to [ITT: requesting places and allocations methodology 2020 to 2021](#) for further guidance.

Ofsted inspections

A school must be rated grade 1 (outstanding) or grade 2 (good) by Ofsted to bid for places as a lead school. If a lead school falls below this grade in a new Ofsted inspection during the year, but is not placed into special measures, then we'll permit them to continue as a lead school until it is practical to switch the lead school status to another in the partnership.

If Ofsted places the lead school into special measures during the year, the ITT places must immediately be transferred to another lead school and all funding will be suspended until this action is completed.

Schools in special measures cannot recruit apprentices. If this happens after recruitment, but before training starts, the apprentice will need to be transferred to another school in the partnership.

Employing schools can retain apprentices if they're placed in special measures after the apprentice has started employment and training, if the lead school and ITT provider agree that the continued employment at the school will not negatively affect the apprentice or the quality of their training.

The lead school and ITT provider must also be willing to offer any necessary support to the apprentice and placement school during both the training period and any subsequent employment as a newly qualified teacher (NQT) in the school (should it remain in special measures). If the lead school or ITT provider cannot offer such assurance and support, then an alternative school within the partnership must employ the apprentice. Schools and providers should contact itt.allocations@education.gov.uk to arrange the transfer.

Schools not in a School Direct partnership

We recommend that schools join a partnership if they want to employ an apprentice.

Schools that are not Ofsted grade 1 (outstanding) or grade 2 (good) for overall effectiveness must join a partnership to offer the apprenticeship.

Joining a partnership has clear benefits, including:

- greater opportunities to share expertise
- meeting the apprenticeship employment expectation
- implementing efficient management and administration of the programme

It may also:

- bring economies of scale in negotiations with teacher training providers
- allow access to additional funding

For further details see the using the apprenticeship service account section of this manual.

Schools that are rated grade 1 or grade 2 that do not wish to join an existing School Direct partnership, or are unable to do so, may wish to form a new partnership. To become a School Direct lead school, please contact itt.allocations@education.gov.uk for advice on the criteria and process.

Working with ITT providers

Schools may also offer the apprenticeship in conjunction with an accredited ITT provider that has successfully joined the [Register of Apprenticeship Training Providers \(RoATP\)](#).

The school must be rated grade 1 or grade 2 by Ofsted to do this.

Funding

Schools that are not part of a partnership cannot access grant funding for the subjects in which a grant is available. However, they may still be able to access up to £9,000 funding from their apprenticeships service account.

Role of ITT training providers

Schools can employ apprentices but only accredited ITT providers can deliver the off the job training for the teaching apprenticeship.

Providers on the [Register of Apprenticeship Training Providers \(RoATP\)](#) can

provide apprenticeship training to levy and non-levy paying employers.

Providers that wish to deliver the apprenticeship EPA, will also need to be on the [register of end-point assessment organisations](#). They must do this even if they have registered on the RoATP.

Offering places

Training providers must decide with an employing school whether they want to offer an apprenticeship place. If working with a lead school in a partnership, training providers will need agreement from both the employing school and the lead school.

Non-levy paying employers

Non-levy paying employers will be able to select a provider that has been successful in the Education and Skills Funding Agency's (ESFA) procurement to deliver apprenticeship training to employers that do not pay the levy.

The providers successful in the procurement are also able to enter into sub-contracting arrangements with other providers who did not participate in the procurement exercise.

Apprentice eligibility criteria

The employing school must ensure that each funded apprentice:

- meets the ITT criteria for all ITT programmes
- is eligible to work in England as an unqualified teacher
- not hold or is eligible to receive QTS

Eligibility for QTS

Under current reciprocal arrangements, most qualified teachers from countries in the European Economic Area (EEA) or Switzerland are able to receive QTS following application to us.

Teachers can also apply to us for QTS if they qualified in:

- Australia

- Canada
- New Zealand
- the USA

Potential apprentices who may already be eligible to receive QTS should email qts.enquiries@education.gov.uk or visit [Qualified teacher status \(QTS\): qualify to teach in England](#) for more information.

Teachers who are successful in their application to receive QTS will not qualify for funding. Those that are unsuccessful in their application to receive QTS may be eligible.

Individuals are recognised as qualified teachers and are not eligible for funding if they:

- hold QTLS status
- are members of the Society for Education and Training (SET), formerly the Education and Training Foundation (ETF)

They must continue to maintain their registration with the SET for this recognition to be valid.

Early Years Teacher Status (EYTS)

Apprentices who hold Early Years Teacher Status (EYTS) may:

- apply for an apprenticeship place
- be eligible for funding purposes

Permission to recruit

Schools interested in delivering the apprenticeship must have permission to recruit from us if they wish to access any associated grant funding.

They must have partnered with an ITT provider that is registered on RoATP before doing this.

Schools that require a secure access account to the portal should contact ITT.DataManagement@education.gov.uk.

[Schools that are not in a School Direct partnership](#) can allocate places without permission, but they:

- must be rated as grade 1 (outstanding) or grade 2 (good) by Ofsted

- will not be able to apply for grant funding

Schools that wish to become a School Direct lead school should contact itt.allocations@education.gov.uk for advice on the criteria and process.

ITT providers and School Direct lead schools should consider the unlimited and allocated categories as outlined in the [initial teacher training allocations methodology 2020 to 2021](#) when offering apprenticeships.

Changing ITT provider, school direct partnerships or training route

Ordinarily, we'll not permit a lead school to change its partner ITT provider once it has registered a course. After a partnership agreement is drawn up and places are advertised to applicants, the lead school should make all reasonable efforts to deliver the course as described. We will only consider a request from a lead school to change their partner ITT provider in exceptional circumstances.

A lead school must not transfer an apprentice from one partnership or ITT route to another without our prior agreement.

For further information about changing any aspect of courses that have been agreed with us please email ITT.allocations@education.gov.uk. All changes must be confirmed by us before a place is offered to any applicant.

Failure to fully comply with the criteria and requirements may result in:

- the withdrawal of funding to the lead schools
- non-compliance by the ITT provider, which may lead to the withdrawal of accreditation

Grant funding rates

Only places offered by School Direct partnerships will receive grant funding.

The amount will depend on the:

- subject of the ITT course
- location of the school that the apprentice is employed in

Example

If the lead school is in an inner London area, but the employing school is in a national area, funding will be paid at the national rate.

[Subjects that attract grant funding](#) are included in this manual.

Grant funding is not available for apprentices employed in a school that is not part of a School Direct partnership. Such schools may receive funding from their [apprenticeship service account](#).

The grant funding amounts set out below apply to any postgraduate teaching apprenticeship that start in the 2020 to 2021 academic year. Apprenticeships may start earlier from 1 June 2020 but the first grant payment will not be made before September 2020, even if the apprentice starts before this date.

Apprentices in high priority subjects

The following funding is available for:

- chemistry
- classics
- computing
- mathematics
- languages
- physics

Funding per apprentice (by location)	Amount
National (excluding the London Area)	£14,500
Inner London Area	£19,400
Outer London Area	£18,100
Fringe Area	£15,700

Apprentices in other priority subjects

The following funding is available for:

- biology
- design and technology
- English
- geography
- history
- music
- religious education

Funding per apprentice (by location)	Amount
National (excluding the London Area)	£9,500
Inner London Area	£13,100
Outer London Area	£12,100
Fringe Area	£10,400

Primary general apprentices

The following funding is available for non-specialist primary apprentices.

Funding per apprentice (by location)	Amount
National (excluding the London Area)	£4,500
Inner London Area	£6,900
Outer London Area	£6,300
Fringe Area	£5,100

Primary with mathematics apprentices

The following funding is available for primary with mathematics apprentices.

Funding per apprentice (by location)	Amount
National (excluding the London Area)	£9,500
Inner London Area	£13,100
Outer London Area	£12,100
Fringe Area	£10,400

This higher primary with mathematics funding rate is only available for eligible apprentices with at least a B grade in A level mathematics (or equivalent). The lower non-specialist rate is payable if the apprentice does not have this grade or qualification.

It's your responsibility to determine A level equivalency. We will not determine the equivalency of other qualifications to A levels in individual cases.

You must keep an audit trail of how you assess equivalency. In determining equivalency you may:

- use internal colleagues, such as those in the relevant subject department
- consult external organisations, such as the awarding body of the equivalent qualification
- conduct a review of the course content or transcripts of the other qualification

We reserve the right to request this information for assurance purposes and to ensure the robustness of your processes.

Subjects that attract grant funding

Grant funding is only available for apprentices working towards QTS in:

- biology
- chemistry
- classics
- computing
- design and technology
- English
- geography
- history
- modern foreign languages
- mathematics
- music
- physics
- physics with mathematics
- primary
- primary with mathematics
- religious education

Using the apprenticeship service account

Employers that pay into the apprenticeship levy will be able to use up to £9,000 of funding from their apprenticeship service account to cover the cost of training and assessing an apprentice in:

- the [subjects that attract grant funding](#)
- subjects that do not attract grant funding

The ESFA has set [funding rules](#) that detail what the funding can be spent on.

Funding is available for schools who:

- do not pay the apprenticeship levy
- pay the levy but have used all of the funding in their service accounts

The government will pay 90% of the costs of training and assessment for the apprenticeship (up to the £9,000 apprenticeship funding band maximum) and the school will pay the remaining 10%.

Find out more about [apprenticeship funding](#).

Grant funding agreements (GFA)

All lead schools with approval to recruit to funded apprenticeship courses must enter into a GFA with us. Grant funding will only be paid once a GFA is in place.

The first payment will be made in September 2020. To receive this, all lead schools must have signed and returned their GFA by 18 August 2020. If a GFA is delayed, grant funding payments will be made in the following month.

If a lead school already has a GFA in place from a previous academic year we will ask them to review any variations to the original agreement. The lead school must confirm that they accept any variations in order for funding to continue.

Lead schools will be sent a grant offer letter (GOL) which includes the terms and conditions of the grant. They must complete all the highlighted sections in the GOL and email this document to GFA.itffunding@education.gov.uk.

After the GOL has been returned, fully completed and signed by the lead school's accounting officer, we will arrange for this to be countersigned by our responsible officer and returned to the lead school. This countersigned document forms the GFA and must be retained by the lead school.

We will write to lead schools to advise them when the GOL, which includes the GFA and terms and conditions, is available.

Conditions of grant

You can only use grant funding to support the named apprentice. You cannot share funding across funded and non-funded places.

Apprentices must:

- not be required to pay fees to cover the cost of the QTS award
- be made aware if they're expected to pay for any additional academic qualifications, such as a PGCE

For the period of their training, all apprentices must be employed by a school as an unqualified teacher and paid in line with their employing school's pay policy. This includes periods of training spent in other schools.

Maintained schools and local authorities must abide by [school teachers' pay and conditions](#), which states that an unqualified teacher must be paid such salary within the minimum and maximum of the unqualified teacher pay range.

Pay rates must be clearly advertised to the apprentice beforehand.

Apprentices who are on full-time courses should be employed full-time. Apprentices are expected to be employed for a minimum of 12 months.

Apprentices ineligible for grant funding

Schools can recruit apprentices who are on courses in subjects that are not eligible for grant funding.

These apprentices must:

- be eligible to work in England as an unqualified teacher
- meet the requirements identified in the [ITT criteria](#)

Apprentices will need to be registered with either the:

- Higher Education Statistics Agency (HESA) by universities
- [Database of Trainee Teachers and Providers \(DTTP\)](#) by SCITT providers

Lead schools must be aware of the financial implications of recruiting apprentices who are not eligible for grant funding.

We cannot be held responsible for any costs associated with recruiting or training apprentices, irrespective of the provision of grant funding.

Apprentices recruited by schools rated grade 1 or 2 that do not join or form a School Direct partnership are ineligible for grant funding. They may be able to use funding from their [apprenticeships service account](#) to fund some or all of the training costs.

Payment of apprenticeship funding

Who we pay

The grant will be paid directly to the lead school if you're an:

- academy
- multi-academy trust (MAT)
- free school

If a lead school is a local authority maintained school the grant will be paid to the relevant local authority.

This includes:

- voluntary-aided
- voluntary-controlled
- foundation schools
- sixth-form colleges that receive their funding from the local authority

Lead schools in this category will need to make sure that suitable agreements are in place with their local authority so that funding is transferred appropriately.

Lead schools should identify funding arrangements and mechanisms to recover unused funds in written agreements with their partner schools and ITT providers.

Grant funding will be paid by the ESFA on our behalf.

When will payments be made

Payments will be made in 11 monthly instalments from September to July as set out in [Annex D: funding cycle](#).

Payments will be made within the first 8 working days of each month and are subject to:

- us receiving your grant funding documentation
- apprentice numbers being established from available data

The first payment of the 2020 to 2021 academic year will be made in September 2019. If you receive your first payment after September 2019, it will be adjusted to include payments backdated to September.

The final payment will be made in July 2021.

How much will the payment be

We'll write to lead schools:

- in June 2020 to provide further information and GFA documentation
- prior to first monthly payment to confirm the amounts for the first 3 months of the academic year

These payments will be calculated using apprenticeship recruitment data available at that time. This funding may be at a preliminary rate.

Following receipt of verified apprentice data from the ITT provider in the October ITT census, we'll adjust the monthly payment amounts from December 2020 onwards.

We'll issue any arrears that may be due or recover funding as appropriate within this adjustment. If the relevant data is supplied, this adjustment may also reflect any changes required to grant funding amounts based on the location of the apprentice's employing or main placement school.

It's important that ITT providers have all the relevant information for apprentices to complete the October ITT census. We strongly encourage all lead schools to engage with their partner ITT provider to avoid any delay or suspension of payment.

We'll not provide any additional funding for the administration of apprenticeship courses.

Data requirements and reporting

Schools and ITT providers are required to share all data on apprenticeships with us.

Including data on:

- applications
- recruitment
- employment outcomes

Apprenticeship grant funding is calculated on the basis of data submitted by ITT providers through HESA and the DTP.

It's important that the data is:

- accurate
- complete
- submitted on time

Failure to meet these conditions is likely to result in the suspension of funding. ITT

providers and employers offering apprenticeship training are also required to provide data to the apprenticeships service.

Data requirements from schools

Once a candidate has been recruited, lead schools are required provide their ITT partner with accurate placement and employing school data. Lead schools must inform providers promptly of any changes such as:

- [withdrawals](#)
- [deferrals](#)

Lead schools are required to provide apprentice data to us as part of their GFA Annex G audit and assurance return. Further details about the assurance process can be found in [Assurance and audit](#).

Data requirements from ITT providers

Failure to comply with requests for data in an accurate or timely manner may lead to the withdrawal of accreditation for the ITT provider. Full details of the process are included in the DTTP data guidance for HEIs and non-HEIs available through the DTTP.

Guidance will be updated throughout the academic year.

Withdrawals and deferrals

Withdrawals

Lead schools will receive funding for any apprentice who starts and withdraws from a funded apprenticeship course up until the end of the month in which they withdraw.

Funding will either:

- cease in-year from the following month if the ITT provider has updated the apprentice data on the DTTP
- as part of a funding reconciliation exercise following the end of the academic year

ITT providers are required to record all apprentice withdrawals in the exit information section of the training record on the DTTP in the same month that the apprentice withdraws.

Lead schools will retain one-twelfth of the total funding for each month or part month the apprentice has remained in training.

Example

If an apprentice is employed from September and leaves during March, the partnership will retain 7 months' of funding and we will recover 5 months' (April to August) of funding.

We'll not reimburse lead schools for any expenditure made after the apprentice has withdrawn.

If an apprentice leaves without completing their ITT, the last date of training is the final day and date for which the ITT provider has evidence that they were still in training or attendance for any learning that is part of their ITT. Supporting evidence may be requested to corroborate the withdrawal date.

All appropriate records should be retained by the ITT provider or lead school.

The total grant that is due to the lead school for the individual apprentice will be used to calculate the value of funding to be recovered.

In cases where the lead school is a MAT, funding will initially be based on the location of the Trust's registered office and will be adjusted to reflect the location of the apprentice's employing or main placement academy during their training.

For apprentices undertaking flexible funded apprenticeship courses, we will take into consideration the withdrawal date and course length. Funding will be recovered on a pro-rata basis.

Deferrals

Schools, in agreement with the ITT provider, are responsible for making the decision to allow an apprentice to defer. Lead schools must communicate this decision to their ITT provider, who is responsible for reporting this to us through the DTTP.

Apprentices can only defer once they have started their ITT course. The deferral period is usually a maximum of 1 year. It can be extended to more than 1 year with prior approval from us. The grant will only be paid up to the maximum grant rate relevant to the academic year in which the apprentice starts, regardless of the year in which they return.

ITT providers are required to record all apprentice deferrals as dormant periods in the course details tab on the DTTP.

The school must retain these funds until the apprentice returns to the course. If the apprentice does not return to the course, funds relating to the remaining months on which the apprentice was not training will be recovered in full. In this event, the deferral date or date of last attendance would become the date of withdrawal.

If the apprentice returns to the course and subsequently withdraws, funding will be recovered on the basis of the total time that the apprentice was on the course.

For apprentices undertaking flexible funded apprenticeship courses, we will take into consideration the deferral date and course length when calculating any funding adjustments or recoveries.

Assurance and audit

Grant funding identified as recoverable as result of this exercise will be recouped.

In most cases, where recovery is required, it will be carried out by offsetting funding that will be paid to the lead schools in subsequent years. If this is not possible, we will invoice the lead school for the outstanding amount.

Grant funding may be recovered as a result of:

- apprentices not starting
- apprentices leaving before obtaining QTS, including apprentices who accept a place and subsequently withdraw
- the location of any partner school that employs the apprentice, or main placement school in the ITT year, being in a lower funding area than the lead school
- apprentices offered a place beyond the lead school's allocation in that subject
- errors identified in apprentice data submitted by schools and ITT providers, upon which the grant funding is calculated resulting in an overpayment
- any miscalculation of grant funding which results in an overpayment to the lead school
- any grant payment made to an incorrect recipient
- any grant payment made in error

Grant funding may also be recovered as a result of:

- early completion of training
- non-compliance with the GFA, including, but not limited to, failure to submit an Annex G in accordance with the requirements of the grant funding letter or any subsequent communication from us

Where a recovery of grant funding is required, we may do this in the same or subsequent academic years.

Where a payment of grant funding is required outside of the academic year to which it relates, this will be classed as income to the lead school. Follow-up assurance will be required at the end of the academic year in which the payment was made.

Lead schools and associated ITT providers must hold full records of all apprentices in receipt of grant funding, including evidence of the apprentices' academic qualifications achieved prior to starting their training.

Apprentices must be in receipt of the degree on which their assessment was based, prior to starting the course. We reserve the right to request this evidence at any point during the academic year from lead schools and ITT providers, for the purpose of monitoring quality and funding assurance.

ITT providers should make sure that all apprentice records on the DTTP are complete. This includes amending the records of apprentices who:

- withdraw or defer from their ITT programme
- start later in the academic year
- return from earlier academic years

We reserve the right to:

- delay or withhold payments to the lead school if data is inaccurate or incomplete
- request this evidence from ITT providers and lead schools for the purpose of monitoring quality and funding assurance

Lead schools are required to submit an annual certification of expenditure to us by 31 December 2021.

Lead schools in receipt of grant funding of:

- £40,000 and above will be sent an Annex G(i) which requires an independent external auditor and accounting officer approval
- less than £40,000 will be sent an Annex G(ii) and will need to be self-certified by the accounting officer of the lead school and chair of governors

As part of the grant assurance process lead schools are required to submit an audited breakdown of grant expenditure and corresponding apprentice details. Where these apprentice details differ from those submitted through the DTTP by the provider, we reserve the right to withhold or recover funding from the lead school.

Further guidance on this will be sent out to you following the end of the academic year.

If a school is both a lead school for apprenticeship places and the accredited entity for a SCITT provider, it must complete both the:

- Annex G to the GFA for School Direct (salaried) grants
- Annex G for other funding, such as for training bursaries

Failure to submit accurately completed and signed off assurance and audit documentation on time is likely to result in:

- future ITT grants being withheld
- the recovery of funding paid

Further assurance will be sought in the following academic year for apprentices who:

- deferred their apprenticeship into the following academic year
- extended their apprenticeship into the following academic year

Lead schools need to retain all appropriate records for the next audit, such as when the apprentice resumed the apprenticeship and the status of the apprentice.

We'll supply further information about this process in autumn 2021.

Failure to fully comply with the data reporting and assurance requirements set out in this manual may result in:

- the withdrawal of funding to lead schools
- non-compliance by the ITT provider, which may lead to withdrawal of accreditation

Annex A: types of organisation involved in postgraduate teaching apprenticeships and ITT partnerships

Lead school

The lead school:

- is the agreed point of contact for the School Direct partnership
- holds the partnership's apprenticeship and School Direct training places
- is responsible for the partnership activity
- can employ apprentices and receive grant funding for them

- must agree the location of apprentices with the ITT provider
- is responsible for the grant funding and its distribution
- is responsible for placing apprentices across the partnership

They'll be responsible for communications:

- across the partnership to and from us
- between each partner school

The lead school must be:

- a maintained school – primary or secondary
- a special school
- a sixth form college
- a pupil referral unit (PRU)
- a city technology college
- an academy
- a multi-academy trust
- a free school

Independent schools cannot be lead schools unless they are designated as a teaching school.

Partner school

The partner school is any school within the partnership of schools involved in ITT. Partner schools that are independent schools may contribute to training.

Employing school

The employing school is defined as the school that employs the apprentice during their ITT year.

An independent school that employs an apprentice can only receive funding if they are a designated teaching school.

Accredited ITT provider

The ITT provider is accredited by us.

An ITT Provider can be a:

- higher education institution (HEI)
- school centred ITT (SCITT) provider

The ITT provider is a full member of the School Direct partnership.

As an accredited provider of ITT it:

- has the experience of delivering teacher training
- is accountable for the marketing, selection, assessment and standards monitoring for apprentices

Only accredited ITT providers that have successfully registered on the RoATP can deliver 'off the job' apprenticeship training.

The ITT provider will recommend apprentices for the award of QTS. A separate ITT provider that has not delivered the apprentices' training and is on the register of assessment apprenticeship organisations is required to carry out an end-point assessment in the apprentices fourth term.

Annex B: locations used to calculate the value of grant funding

Initial payments will be made based on the location of the lead school, as detailed in [funding rates](#).

The geographical locations for variation are set out in the [school teachers' pay and conditions](#).

Inner London Area

'Inner London Area' means the area comprising the London boroughs of:

- Barking and Dagenham
- Brent
- Camden
- City of London
- Ealing
- Greenwich
- Hackney
- Hammersmith and Fulham
- Haringey
- Islington

- Kensington and Chelsea
- Lambeth
- Lewisham
- Merton
- Newham
- Southwark
- Tower Hamlets
- Wandsworth
- Westminster

Outer London Area

‘Outer London Area’ means the area comprising the London boroughs of:

- Barnet
- Bexley
- Bromley
- Croydon
- Enfield
- Harrow
- Havering
- Hillingdon
- Hounslow
- Kingston-upon-Thames
- Redbridge
- Richmond-upon-Thames
- Sutton
- Waltham Forest

Fringe Area

‘Fringe Area’ means:

- Berkshire – the districts of Bracknell Forest, Slough, and Windsor and Maidenhead
- Buckinghamshire – the districts of South Buckinghamshire and Chiltern
- Essex – the districts of Basildon, Brentwood, Epping Forest, Harlow and Thurrock
- Hertfordshire – the districts of Broxbourne, Dacorum, East Hertfordshire,

Hertsmere, St Albans, Three Rivers, Watford and Welwyn Hatfield

- Kent – the districts of Dartford and Sevenoaks
- Surrey – the whole county
- West Sussex – the district of Crawley

Annex C: further information and contacts

Additional supporting information

[Postgraduate teaching apprenticeship guidance](#)

[Apprenticeship technical funding guide](#)

[School Direct information for schools: getting involved and guidance for lead schools](#)

[School Direct funding: pages which support and inform types of funding for initial teacher training](#)

[Degree equivalency: information on compatibility of qualifications across the World with UK recognised degree standards](#)

[UCAS teacher training: search and apply for training programmes](#)

[Teachers' Standards](#)

[School Direct \(salaried\) funding manual](#)

[Initial teacher training bursary manual](#)

[Initial Teacher Training criteria and supporting advice](#)

[Register of end-point assessment organisations](#)

Contacts

For funding and payment queries from schools and ITT providers email itt.funding@education.gov.uk.

For questions surrounding available ITT places <email itt.funding@education.gov.uk>.

For grant funding letters/agreements queries email gfa.ittfunding@education.gov.uk.

For DTTP, October census queries, or any other data matter, email itt.datamanagement@education.gov.uk.

For ITT criteria email itt.accreditation@education.gov.uk.

All other enquiries should be directed to contact form for a response.

Annex D: funding cycle

June to July 2020

We'll write to lead schools to:

- give notification of 2020 to 2021 funding arrangements
- supply the GFA

Lead schools should submit GFAs to us.

Lead schools continuing with the programme from 2019 to 2020 should acknowledge and accept their new GFA annexes.

August 2020

We'll write to lead schools about funding amounts for September to November based on recruitment data.

Lead schools must submit their GFAs/acknowledgement of new annexes by 24 August to enable September payment.

ITT providers can begin to register apprentices on DTTP.

September 2020

The first of 11 payments are made to lead schools with a GFA in place on the basis of recruitment data.

ITT providers continue register apprentices on DTTP.

Payment profile and funding summary available to lead schools on DTTP.

October 2020

The second of 11 payments are made to lead schools with a GFA in place based on recruitment data.

ITT providers complete apprentice registration on DTTP by end of October census period.

Updated payment profile and funding summary available on DTTP for lead schools.

November 2020

The third of 11 payments are made to lead schools with a GFA in place based on recruitment data.

Updated payment profile and funding summary available on to lead schools.

December 2020

The basis of funding is moved from recruitment data to ITT apprentice data supplied from ITT provider DTTP.

The fourth of 11 payments are made to lead schools with a GFA in place based on DTTP data.

Updated payment profile and funding summary available on DTTP for lead schools.

January 2021

The fifth of 11 payments are made to lead schools with a GFA in place based on DTTP data.

Updated payment profile and funding summary available on DTTP for lead schools.

ITT providers update their apprentice data, correcting any errors or omissions and adding apprentices that started after the October census.

February to June 2021

Payments 6 to 10 of 11 are made to lead schools with a GFA in place based on DTTP data.

Updated payment profile and funding summary available on DTTP for lead schools.

July 2021

The final payment is made to lead schools with a GFA in place based on DTTP data.

Final update payment profile and funding summary available to lead schools on DTTP.

ITT providers make final changes to DTTP data for the 2020 to 2021 cohort.

August to December 2021

Reconciliation process commences for apprentices that withdrew and applicable funding adjustments.

We'll send final Annex G documents to you at the end of the academic year. We'll pre-populate it with the amount of funding that you have received. The completed document will help you to provide us with the necessary assurance for both the amount you received and the purpose for which it was used. Further guidance on this process will be sent to you at the same time.

Lead schools will be asked to return the Annex G by the end of December 2021.

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

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[Get ready for Brexit](#)

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