Department for Education

Guidance

Postgraduate teacher apprenticeship manual: 2021 to 2022 academic year

Updated 3 December 2020

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1. 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)

1.1 Costs

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

- School Direct partnership
- employer, if they are not part of a partnership

The grant amount for each apprentice varies depending on the subject of the training and the apprentice's salary.

There are no regional funding variations in the grant amount.

Further information on salary ranges are eligible for funding and the apprenticeship service are included in this manual.

1.2 Bursaries and student finance

As an employed School 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 training qualifications, such as Postgraduate Certificate in Education (PGCE)

2. Who can employ an apprentice

As an employed School 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 training qualifications, such as Postgraduate Certificate in Education (PGCE)

2.1 Apprenticeship structure

ITT providers are responsible for the overall structure of the apprenticeship programme, including the training and assessment plan, the off-the-job training. This should develop their skills, knowledge and competencies in the classroom.

After completing the apprenticeship the apprentice will be assessed against the teaching standards and the ITT provider and school mentor will recommend that apprentice for award of QTS by the Secretary of State.

Apprentices will also need to complete an end point assessment (EPA). An assessor from an EPA organisation will conduct the EPA based on the evidence of apprenticeship assessment organisations who have been independent to the training provider. Independent assessors are responsible for:

The assessment has 3 components:

- lesson observation
- professional discussion

2.1 Schools in a School Direct partnership

Schools that are part of a School Direct partnership have more many of the processes in place which are needed to employ an apprentice. Local authorities can:

- contribute their partnership knowledge
- 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
- is responsible for the administration of the School Direct training place
- is responsible for the funding arrangements for the apprentice
- is accountable for grant funding received, its distribution and assurance

A lead school must be one of the following:

- an academy
- a free school
- a city technology college
- a city college for the technology and science
- a multi-academy trust (where a multi-academy trust may act as a strong lead school)
- a local authority maintained school
- a voluntary aided school
- a maintained special school

An independent school can act as a lead school in the 2021 to 2022 academic year, and receive salary grant funding. They may, however, be able to employ the apprentice through the apprenticeship service account to fund some or all of the training costs.

Partner schools

A partner school involved in ITT may employ an apprentice.

Partner schools can be in:

- the participating school
- the participating school

Independent partner schools may contribute to the training, but are ineligible to receive grant funding for the training.

Ofsted inspections

Ofsted inspections are made ('Outstanding' or grade 1 (good) by Ofsted to the lead school, or a school in the School Direct lead hub where the grade is a Ofsted inspection during the year, but is not placed into special measures, then the school is eligible. Ofsted inspections are made 'Outstanding' or grade 1 (good) by the lead school, or a school in the School Direct lead hub.

If Ofsted places the lead school into special measures during the year, the ITT provider must immediately inform the school and the school and its funding will be suspended until this action is completed.

Schools in special measures are ineligible to participate. If this happens after recruitment, but before training has begun, the apprentice will need to be transferred to a different School Direct partnership.

Employing schools and lead schools in School Direct partnerships are responsible for ensuring the apprentice is fit to undertake the training, but are ineligible to receive grant funding if the apprentice is not fit to undertake the training, or if the apprentice's ability to undertake the training is affected by a disability.

The lead school and ITT provider must also be willing to offer any necessary support to the apprentice and prospective school mentor to ensure the period and any subsequent employment as a newly qualified teacher ('NQT') is a positive experience. Lead schools should also be willing to offer any necessary support to the apprentice and school mentor after the apprenticeship ends, within the partnership and more generally. Further information on the role of the school mentor is in the ITT Professional Mentor mentors in schools guidance.

2.2 Schools not in a School Direct partnership

We recommend that schools in a partnership should use the apprenticeship service account to employ an apprentice.

Schools that are not Ofsted graded 'Outstanding' or grade 2 (good) for overall effectiveness must not apply to employ the apprenticeship.

Joining a partnership has clear benefits, including:

- greater opportunities for sharing expertise
- meeting the apprenticeship employment expectation
- strengthening the recruitment and development pipeline of the programme

It may also:

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

Further details on the apprenticeship service account section of this manual.

Schools that are rated grade 1 or grade 2 (but do not wish to join an existing School Direct partnership, or are unable to do so, may wish to form a new partnership. Guidance on how to form a School Direct partnership is here: recruitment-to-initial-teacher-training-ittt-for-schools-or-the-sitting-and-process.

Working with ITT providers

Schools may also offer the apprenticeship in conjunction with an accredited provider of initial teacher training (ITT). Information on the Initial Teacher Training Providers (ITT) is here.

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 subject in which it is ineligible. However, they may be able to access up to £9,000 funding from their apprenticeship service account.

3. Role of ITT training providers

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

Providers on the Register of Apprenticeship Training Providers (RoATP) can provide apprenticeship training to employers and apprentices.

Providers that wish to deliver the apprenticeship training must be on the Register of Apprenticeship Training Providers. They must do this even if they have registered on the RoATP.

3.1 Eligibility for QTS

Qualified teacher status is recognised in the European Economic Area (EEA) or Switzerland are able to receive QTS following an application to:

- Australia
- Canada
- New Zealand
- the USA

Potential apprentices who may already be eligible to receive QTS should email the teaching.qualifications@education.gov.uk mailbox for information on how to book a fee-paying assessment.

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 will be eligible.

3.2 Qualified Teacher Learning and Skills (QTLS)

Teachers 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 Institute for Learning (IfL)

They must continue to maintain their registration with the SET for this apprenticeship to be valid. The ITT Professional Mentor mentors in schools is ineligible.

3.3 Early Years Teacher Status (EYTS)

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

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

3.3 Offering ITT provider, school direct partnerships or training route

Ordinarily, we'd not permit a lead school to change to partner ITT provider once it has registered on the apprenticeship programme. However, if a school and place are advertised for applicants, the lead school should make all reasonable efforts to find a suitable ITT provider. The lead school should make all reasonable efforts to find a suitable ITT provider in the 2021 to 2022 academic year circumstances.

A lead school must not transfer an apprentice from one partnership or ITT route to another without their consent.

For further information about changing any aspect of courses that have been agreed with a provider, please contact teacher.training@education.gov.uk. The changes must be confirmed by an authorised signatory.

Failure to fully comply with the terms of the grant funding agreement may:

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

3.4 Training plans and employer involvement

Employers that pay 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 subject that attracts grant funding
- subjects that do not attract grant funding

The DfE has set out a model training plan that details 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 account.

The Government will pay 100% of the costs of training and assessment for apprenticeships (up to the £9,000 apprenticeship funding band maximum) and the school will pay the remainder.

Find out more about apprenticeship funding.

4. Grant funding apprentices

Lead schools with permission to recruit to funded apprenticeship courses can employ an eligible apprentice. Grant funding is available for 2 years in place.

We will contact all relevant lead schools before the start of the academic year to request the apprentice details.

If a lead school did not receive salary grant funding in the 2019 to 2020 academic year, they will need to provide information on their financial standing and capabilities and their ability to meet the requirements of the highlighted sections in the GFA, and email this document to GFA-Queries@education.gov.uk.

After the GFA, has been returned, fully completed and signed by the lead school, we will countersign the GFA. We will then inform the lead school of their responsibility of the number of places in the School Direct partnership. The completed document forms the GFA and must be retained by the lead school.

If a GFA is relevant, grant funding will be made in the following proportions:

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

7.1 Conditions of grant

You can only use grant funding to support the named apprentice. You cannot share funding across lead schools and hub providers.

Apprentices must:

- not be required to have to cover the cost of the QTS award
- be made aware if they is expect to pay for any additional academic qualifications, such as PGCE

For the period of their training, an apprentice must be employed by a school in a School Direct partnership, or by a school participating in a School Direct partnership, and be paid at least the National Minimum Wage.

Placement schools and lead authorities must abide by schoolteachers' pay and conditions, which set the minimum salary for a newly qualified teacher salary within the minimum and maximum of the unqualified teacher pay range.

The salary must be paid monthly in the apprentice's bank account.

Apprentices who are on full-time courses must be employed full-time. Apprentices are expected to be employed for the duration of the course.

7.2 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 on an unqualified teacher apprenticeship, as specified in the GFA criteria

Apprentices will need to be registered with either the:

- Higher Education Statistics Agency (HESA) by enrolment
- Statement of Fees Liability Form (SFLF) for Initial Teacher Training (ITT) 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 employing apprentices who are not eligible for grant funding.

Apprentices recruited by schools rated grade 1 or 2 but do not join or form a School Direct partnership are ineligible for grant funding. They may be able to use backing fund from apprenticeship service account to fund some or all of the training costs.

8. Payment of apprenticeship funding

8.1 Who we pay

We pay will be paid directly to the lead school if you're:

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

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

Lead schools in this category will need to make sure that suitable agreements are in place with their local authority to fund the apprentice appropriately.

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

8.2 When will payments be made?

Payments will be made in 11 monthly instalments from September to July as set out in Annex D, paragraph 2.

Payments will be made within the first 5 working days of each month and are subject to:

- an receiving your grant funding confirmation
- apprentice numbers being confirmed

The first payment of the 2021 to 2022 academic year will be made in November 2021 and the last payment will be made in September 2022. It will be delayed to include payments backdated to September.

The final payment will be made in July 2022.

8.3 How much will the payment be?

The payments from September to November 2021 will be calculated using formula calculations available at Annex D. Annex D. This funding may be at a different rate than the funding you received in previous years.

Following receipt of verified trainee data from the ITT provider in the October ITT census, we will make a final payment for the academic year September 2021 onwards. We'll issue any arrears that may be due or recover funding as necessary in the following year.

It's important that ITT providers have all the relevant information for trainees to be included in the October ITT census. Lead schools should also be willing to engage with the provider ITT providers to develop a sequence of payment.

Lead schools are responsible for paying salary for the administration of School Direct (Lead hub) courses.

8.4 Data requirements and reporting

Lead schools will need to provide information on their financial standing and capabilities and their ability to meet the requirements of the highlighted sections in the GFA, and email this document to GFA-Queries@education.gov.uk.

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with us.

This includes data on:

- applications
- recruitment
- employment outcomes

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

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.

8.5 Data requirements from schools

Once a candidate has been recruited, best practice is to request provider their ITT partner with accurate placement and employing school data. Latest schools must inform providers promptly of any changes such as:

- withdrawals
- deferrals

Latest schools are also required to provide trainee data to as a part of their termly census. Further details about the expected data and the deadlines are found in Annexes A and B.

8.6 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 ITT data guidance for providers and will be available through the DfSTF.

Guidance will be updated throughout the academic year.

9. Withdrawals and deferrals

9.1 Withdrawals

A withdrawal is when a trainee who has started a course informs their provider they no longer wish to continue.

ITT providers are required to record all trainee withdrawals in the end-of-month submission and the termly census in the DfSTF in the month in which the trainee withdraws.

In the event of a trainee withdrawal, funding will be adjusted on a pro rata basis. Latest schools can retain 51% of the full Postgraduate Teaching Apprenticeship course fee if the apprentice has remained in training, up to and including the month in which they withdraw.

Example

If a trainee starts a Postgraduate Teaching Apprenticeship course in September and withdraws in January, the latest school can keep 51% of the School Direct (salaried) grant.

Your Postgraduate Teaching Apprenticeship funding will then either be:

- adjusted in year if the ITT provider has updated the trainee data on the DfSTF
- recovered as part of the Annex G reconciliation exercise following the end of the academic year

We will not reimburse end schools for any expenditure incurred after the trainee has withdrawn.

If a trainee leaves without completing their ITT, the last date of training is the date they left the course. Providers must record the last date of training in attendance for any reporting that is part of their ITT.

Supporting evidence may be requested to corroborate the withdrawal date, and all appropriate records should be retained by the ITT provider and school.

For trainees undertaking Postgraduate Teaching Apprenticeship courses, we will take into consideration the withdrawal date and course length. Funding will be recovered on a pro rata basis.

9.2 Deferrals

A deferral is when a trainee who has started a course agrees with their provider for their course to be paused temporarily and then resume from the start of a return.

Schools, in agreement with the ITT provider, are responsible for making the decision to allow an apprentice to defer. Latest schools must communicate this decision to the ITT provider, who is responsible for recording this in the DfSTF through the DfSTF.

Apprentices can only defer once they have started their ITT course. The grant will only be paid up to the maximum rate referred to the academic year in which the apprentice starts, regardless of the year in which they return.

ITT providers are responsible for recording all apprentice deferrals, as demand periods, in the course details tab on the DfSTF.

The school must inform their provider when the apprentice returns to the course. If the apprentice does not return to the course, funds relating to the remaining demand period will be recovered as part of the Annex G reconciliation process. In this event, the deferral date will be deemed as the withdrawal date for the purpose of the 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 withdrawal date and course length when calculating any funding adjustments or recovery.

10. Assurance and audit

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

In most cases, where recovery is required, it will be carried out by offsetting against future payments. Where this is not possible, we will contact the ITT provider, who is responsible for the lead school to the outstanding amount.

Grant funding may be recovered as a result of:

- apprentices not starting
- apprentices leaving before obtaining QTS, including apprentices who accept course and subsequently withdraw
- errors identified in apprentice data submitted by schools and ITT providers
- ineligible apprentices, for example, those who do not have a right to work
- any misuse of grant funding which results in a loss to the government 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 non-compliance with the DFE, including, but not limited to, failure to submit an Annex G in accordance with the deadline, failure to provide further data 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.

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

Apprentices must be informed of the degree or which their assessment was based on, and be able to provide evidence of this. Lead schools must also hold evidence at any point during the academic year from lead schools and ITT providers, for the purpose of monitoring quality and funding accuracy.

ITT providers should make sure that all apprentice records on the DfSTF are complete. This includes amending the record 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 accuracy.

Lead schools are required to submit an appropriate assurance return to us by 31 December 2022.

Lead schools in receipt of grant funding:

- must have a Department for Education (DfE) secure sign-in (DfE Sign-in) account and be able to access the Apprenticeship service
- also have EHD, EDI and be sent an Annex G(i) and will need to be self-certified by the accounting officer (typically the school chief and governance)

As part of the grant assurance process lead schools are required to submit an audited breakdown of grant expenditure and supporting apprentice details. Where these apprentice details differ from those submitted through the DfSTF we will contact the ITT provider, who is responsible for the lead school, to request evidence from the lead school to confirm these details before make any additional recovery or reimbursement payments.

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

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

- failure ITT partner to meet conditions
- 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's training.

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

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

11.1 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 audit
- receives and distributes the grant funding for them
- must agree the course of apprenticeship with the ITT provider
- is responsible for the grant funding and its distribution
- is responsible for placing apprentices into the partnership

They'll be responsible for communications:

- across the partnership for the lead school from a
- between each partner school

The lead school has one of the following:

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

An independent school cannot act as a lead school in the 2021 to 2022 academic year. Independent schools can still act as ITT providers and can apply to put funding from their apprenticeships service account to fund some or all of the training costs.

11.2 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.

11.3 Employing school

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

Independent schools may contribute to the training, but are ineligible to receive funding from the lead school.

11.4 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, alongside the lead school partnership, for the marketing, selection, recruitment and standards monitoring for trainees

Only accredited ITT providers that have successfully registered on the NCTT can deliver ITT as part of a postgraduate teaching apprenticeship.

The ITT provider will recommend apprenticeships for the award of QTS. It assesses the apprentice's ability against the professional standards for QTS and the register of assessment apprenticeship organisations is required to carry out end point assessments in the apprenticeships fourth term.

12. Annex B: further information and contacts

12.1 Additional supporting information

Postgraduate teaching apprenticeship guidance

Apprenticeship technical funding guide

School Direct information for schools, setting involved and guidance for lead schools

School Direct funding: pages which support and inform hosts of funding for School Direct training

Ongoing assurance: information on complaints and whistleblowing across the World with Government grants 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 assessment assessment organisations

12.2 Contacts

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

For queries about apprenticeships to recruit email: teacherpipeline.technical@education.gov.uk

For grant funding letters/agreements queries email: ITE.ITTprofiles@education.gov.uk

For DfSTF: October census queries, or any other data matter, email: ITE.datamanagement@education.gov.uk

For ITT criteria and NCTT: ITE.accreditation@education.gov.uk

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

13. Annex C: funding cycle

13.1 June to July 2021

Lead schools who did not receive grant funding in the 2020 to 22 academic year will be contacted in order to submit grant funding agreements (GFAs).

If other documents, such as letters of variation are required, we will contact individual lead schools respectively.

13.2 August 2021

UCAS acceptance data is incorporated into the funding model. This allows us to make interim payments to you from September to November 2021.

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

13.3 September to November 2021

The ITT payment will be made if you have a GFA in place. This will be based on your UCAS acceptance data. Payment profiles are available in DfSTF during this period.

13.4 November 2021

The ITT provider's DfSTF data is incorporated into the funding model to confirm payments from December 2021. This is based on:

- the trainee registration returns, submitted through either HESA or DfSTF
- the trainee census data, submitted through HESA
- returns submitted on or before the census closure date

13.5 December 2021 to January 2022

These payments will be made if you have a GFA in place, based on your DfSTF data.

The DfSTF is available for you to see salary grant summaries and payment profiles.

13.6 February to April 2022

Your DfSTF data will be updated in the funding model in February 2022 to include any changes that ITT providers have submitted, through either HESA or DfSTF in January 2022, since the census was published. These payments will be made if you have a GFA in place based on your DfSTF data.

The DfSTF is available for you to see salary grant summaries and payment profiles.

13.7 May to July 2022

Your DfSTF data will be updated in the funding model in May 2022 to include any changes that ITT providers have submitted through either HESA or DfSTF in April 2022.

These payments will be made if you have a GFA in place based on your DfSTF data. Any subsequent changes to your DfSTF data will be considered on a case-by-case basis.

The DfSTF is available for you to see salary grant summaries and payment profiles.

14. Annex D: assurance and audit process

Key events in the funding cycle

14.1 September to December 2022

We'll send final assurance documents to you at the end of the academic year. We'll pre-populate this with the provider's data, the lead school's data, and the trainees that funding includes.

The completed document, and Auditor report if applicable, will help you to provide us with the necessary assurance for both the amount received and the expenditure that you used. Further guidance on this process will be sent to you at the same time.

These should be returned by the end of 31 December 2022.

14.2 January to March 2023

In addition to the final assurance document, and Auditor report (if applicable), we also apply a sampling process to ensure accuracy of the grant expenditure. This involves assurance checks through the collection of evidence on sampled trainees, including withdrawals, course information and trainee payments.

Recoveries and reimbursements will be completed through:

- the payment profile
- other method, such as invoice

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