



Department
for Education

Initial teacher training: requesting places and allocations methodology

2021 to 2022 academic year

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Summary

This publication provides non-statutory guidance from the Department for Education. It has been produced to provide accredited initial teacher training providers with the methodology used to allocate places on their courses for the 2021 to 2022 academic year.

Who is this publication for?

This guidance is for:

- Accredited providers offering initial teacher training courses in England for the 2021 to 2022 academic year

Main points

Each year the Department for Education requires accredited providers offering initial teacher training courses in England to communicate how many trainees they wish to recruit onto their courses for the following academic year. The Department for Education then grants a number of allocations to each provider for each relevant course, and asks providers to not recruit above that number.

For the 2021 to 2022 academic year, the allocations process is relevant only to providers wishing to offer:

- Undergraduate courses leading to Qualified Teacher Status
- Postgraduate Physical Education (fee-funded) courses leading to Qualified Teacher Status
- Early Years courses leading to Early Years Teacher Status

Introduction

The Department for Education (DfE) is responsible for regulating the volume of trainee teachers in England where training leads to the award of [Qualified Teacher Status \(QTS\)](#) and Early Years Teacher Status (EYTS). The Department aims to support recruitment for all initial teacher training (ITT) courses¹ in order to meet teacher demand from schools in England, efficiently using public funds and minimising an oversupply of teachers.

This document provides guidance on teacher trainee recruitment for all routes into teaching for the 2021 to 2022 academic year and the methodology for allocating training places for the 2020 to 2021 recruitment cycle. It is intended to be of use for accredited ITT providers and School Direct lead schools across the country.

To formulate this approach, DfE has accounted for previous recruitment patterns, estimations provided from the Teacher Workforce Model (TWM), sector feedback and the information supplied by ITT providers and lead schools during the request period in July 2020. DfE has also considered the implications of Covid-19 on the sector when developing this guidance. DfE, or any successor organisation, may modify or amend the approach taken in future years.

This guidance applies to the academic year 2021 to 2022 only. As the [Teacher Retention & Recruitment Strategy](#) published by DfE in January 2019 covers the methodology to adopt for the 2020 to 2021 and 2021 to 2022 academic years only, this methodology will be subject to review for the 2022 to 2023 academic year.

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

Routes into teaching

A range of routes are available for people to train to become a teacher and obtain QTS or EYTS in England:

- Undergraduate courses (in all subjects) leading to QTS
- Postgraduate courses (in all subjects) leading to QTS
- Early Years courses leading to EYTS

Undergraduate courses leading to QTS

Training places are held by the ITT provider and training is typically delivered alongside undergraduate study. There are two types of undergraduate training routes available for people to train and be recommended for QTS upon successful completion:

- **University degree with QTS:** where students typically complete a Bachelor of Education (commonly completed by students hoping to become primary school teachers), Bachelor of Arts, or Bachelor of Science (commonly completed by students hoping to become secondary school teachers).
- **University degree with opt-in QTS:** where students on selected undergraduate or integrated Master's courses can incorporate teacher training partway their degree course.

For both routes, a tuition fee is payable to the ITT provider to cover the cost of teaching training. Bursaries are available for eligible trainees (see 'ITT funding' section).

Postgraduate courses leading to QTS

There are four postgraduate training routes available for people to train and be awarded QTS upon successful completion:

- **Provider-led:** where a tuition fee is payable to the ITT provider to cover the cost of teaching and training. Training places are held by the ITT provider. Bursaries are available for eligible trainees (see 'ITT funding' section).
- **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 teaching and training. Training places are held by the school partnership. Bursaries are available for eligible trainees (see 'ITT funding' section).
- **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. Bursaries

are not available for trainees on this route. [Grant funding](#) is available for eligible subjects.

- **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.uk](#). [Grant funding](#) is available for eligible subjects.

Early Years courses leading to EYTS

There are three training routes available for people to train as an Early Years teacher and be awarded EYTS upon successful completion:

- **Graduate entry:** where a financial grant is allocated to providers by DfE to assist course fees coverage for graduate trainees studying full-time. Bursaries are available for eligible trainees (see 'ITT funding' section).
- **Graduate employment-based:** where a [training grant and employer incentive](#) is given respectively to graduate trainees and to the trainee's employer. This is a route open to graduates in paid employment, working in an early years setting and requiring further training to demonstrate Teachers' Standards (Early Years). Trainees must have the right to work in the UK for the duration of the training.
- **Undergraduate:** where a tuition fee is payable by a person studying for a full-time degree (three or four year-long) in an early childhood-related subject. Funding is not available for trainees on this route, but may be eligible to receive a [tuition fee or maintenance loan](#).

Recruitment categories

ITT courses leading to QTS or EYTS for the 2021 to 2022 academic year fall under two recruitment categories:

- **Allocated:** where providers are given a limited number of trainees they can recruit.
- **Unlimited:** where providers are not limited in the number of trainees they can recruit.

Allocated

Recruitment to courses in this category is limited by the number of places granted by the DfE to providers. **'Allocations' indicates the number of places available for each organisation to recruit trainees for each of their ITT courses in this category.** To recruit for courses in this category, accredited providers must first complete specific actions (see 'Recruiting for courses: Allocated category' section). On the basis of national teacher demand and providers' requests, DfE grants an established set of allocations to providers for courses in this category. Providers must not recruit over their granted allocations, unless in-year requests are permitted, or communicated otherwise by DfE.

For the 2021 to 2022 academic year, allocations are assigned to:

- **Undergraduate courses leading to QTS**
- **Postgraduate Physical Education (PE) (fee-funded) courses leading to QTS**
- **Early Years courses leading to EYTS**

Unlimited

Recruitment to courses in this category is unrestricted and uncapped, and only accredited providers are able to recruit for these courses. **For the 2021 to 2022 academic year, recruitment is unlimited for all postgraduate courses, with the exception of PE (fee-funded) courses.**

A full list of the courses that are in the unlimited category for ITT courses in 2021 to 2022 is available in Annex A.

Preparing for recruitment

Provider-led training courses are held by ITT providers (SCITTs and HEIs), whilst School Direct and Postgraduate Teaching Apprenticeship courses are held by lead schools. All organisations offering ITT courses must ensure they have taken the adequate steps to ensure they are ready to recruit.

ITT providers

To ensure ITT providers and lead schools can offer courses in both the allocated and unlimited recruitment categories for the 2021 to 2022 academic year, and recruit trainees for these, they must firstly ensure they have received accreditation by DfE. More information on the ITT accreditation process is available on [gov.uk](https://www.gov.uk).

Lead Schools

Existing lead schools must ensure they have the ability to recruit with the ITT provider they partner with.

New lead schools must register as a lead school via this [Google Form](#), to be able to recruit. It is advised that schools that wish 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.

Recruiting for courses: Allocated category

To recruit trainees for courses in the allocated recruitment category for the 2021 to 2022 academic year, accredited providers must:

- Request permission to recruit trainees
- Provide recruitment figures
- Receive allocations

They will then be able to publish their courses on '[Find postgraduate teacher training](#)' ('Find') (see 'Publishing courses' section).

Where applicable, they can also consider:

- In-year allocations

Permission to recruit trainees

The process to request permission to recruit applied only for courses in the allocated category, and had to be completed by all accredited ITT providers between Monday 1 June 2020 and Friday 10 July 2020. For lead schools, their permission to recruit was to be completed by the ITT provider they partner with.

ITT Providers were instructed to inform DfE of their recruitment figures² for each of their courses in the allocated recruitment category for the 2021 to 2022 academic year (see 'Recruitment figures' section). They were also asked to agree on requests being made on behalf of lead schools and ensure they submitted all requests before the end of the request period. Partnerships were able to decide for themselves whether lead school requests were completed by the lead school or the ITT provider, as long as the ITT provider submitted the request to DfE.

For courses in the allocated recruitment category offered for the 2021 to 2022 academic year, ITT providers were required to complete actions via dedicated online platforms. These have undergone changes since the previous recruitment cycle, to facilitate and speed-up the data collection and improve the provider experience. The process to request permission differed depending on the type of course offered:

- **Undergraduate courses leading to QTS:** The request to offer and the recruitment figures were to be submitted via a Google Form for each different

² Recruitment figures: Number of trainees providers wish to recruit

Undergraduate ITT course. The form was sent via email to all accredited ITT providers by DfE.

- **Postgraduate PE (fee-funded) courses leading to QTS:** The request to offer this course was to be submitted via providers' individual 'Publish teacher training courses' ('Publish') portal, accessible via [DfE Sign-in](#). This is the publishing service for 'Find'. For first-time PE courses, providers were asked to also include recruitment figures.
- **Early Years courses leading to EYTS:** The request to offer this course and the recruitment figures were to be submitted via a Google Form. The form was sent via email to all accredited ITT providers by DfE.

Where an ITT provider was given accreditation by DfE after Friday 10 July 2020, they were accredited in time to publish and recruit for courses in the unlimited recruitment category, but not for courses in the allocated one for the 2021 to 2022 academic year. This is because the deadline to receive permission to recruit for the latter had passed.

ITT providers can request permission to recruit for courses in the allocated recruitment category for the 2022 to 2023 academic year when the request window opens in Summer 2021.

Recruitment figures

When requesting permission to recruit for courses in the allocated recruitment category, providers were required to specify the recruitment figures for their undergraduate and EYITT courses for the 2021 to 2022 academic year. Where providers intended to offer PE (fee-funded) courses for the first time in the 2021 to 2022 academic year, they were required to also include the recruitment figures. Providers were not required to provide recruitment figures for existing PE (fee-funded) courses offered again for the 2021 to 2022 academic year, but had to equally request permission to recruit for the course.

DfE requires this information to understand demand and capacity in the system nationally. DTTP is not used to collect information of requests.

When considering these figures, ITT providers and lead schools should account for their most recent cohort sizes, recent recruitment patterns, current or anticipated growth in partnership arrangements, recent trends in applicant route preferences and a realistic assessment of employment need in the local area. This applies to the capacity for training that their partnerships can accommodate and their ability to attract high quality trainees who will make excellent teachers. 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 the capacity of their training programmes. Any errors in submission are the sole responsibility of the ITT

provider or lead school. Requests to amend or correct data beyond the deadline will only be considered in exceptional circumstances.

Allocations

Where an ITT provider has requested permission to recruit trainees and provided recruitment figures, DfE reviews these to grant a set number of allocations for each course in the allocated recruitment category. The approach used by DfE to allocate numbers to ITT providers offering courses in this category for the 2021 to 2022 academic year was dependent on the course offered:

- **Undergraduate courses leading to QTS:** The number of places allocated for these courses was equal to recruitment figures submitted during the request period in June/July 2020.
- **Postgraduate PE (fee-funded) courses leading to QTS:** The number of places allocated for these courses was equal to the allocations issued in 2020 to 2021. ITT providers and lead schools who were new to delivering PE (fee-funded) courses were granted 50% of the allocations they requested during the request period in June/July 2020.
- **Early Years courses leading to EYTS:** The total number of places to allocate for the postgraduate EYITT courses has been set to 335, accounting for recruitment trends in previous years. With recruitment figures for the 2020 to 2021 academic year showing 15% to be for Graduate entry, and 85% for Graduate employment-based, these proportions are maintained for allocations for the 2021 to 2022 academic year. Allocations were granted to each provider by considering these proportions for their individual recruitment figures for the 2020 to 2021 academic year. Where providers requested fewer allocations for the 2021 to 2022 academic year than the number of trainees they recruited for the 2020 to 2021 academic year, these proportions were applied to the requested allocations. Providers that did not recruit trainees for that year were not granted allocations for the 2021 to 2022 academic year. All allocation requests for the undergraduate EYITT route were granted.

In-year allocations

ITT providers may request additional training places on top of their allocations throughout the year for **undergraduate** and **postgraduate PE with English Baccalaureate (EBacc)** ITT courses for the 2021 to 2022 academic year.

In-year requests for PE (fee-funded) and EYITT courses are not granted.

The procedure to request in-year allocations differs according to the course:

- **Undergraduate courses leading to QTS:** ITT providers can submit their request when their allocations are terminated, and they require additional places to onboard exceptional candidates on their courses.
- **Postgraduate PE with EBacc leading to QTS:** ITT providers should request additional places once an application from a candidate meeting the eligibility criteria (see 'PE with EBacc') has been received.

Should providers require additional training places on top of their allocations for either courses, they must send an expression of interest via email at becomingateacher@digital.education.gov.uk. They will then be required to fill out a form stating how many extra allocations they would like to request. Their request will be reviewed and processed by the 'Becoming a teacher' Support Team, and approval of these places will be decided on a case-by-case basis. Any granted in-year allocations will be communicated to the provider via email.

Recruiting for courses: Unlimited category

To recruit trainees for courses in the unlimited recruitment category, accredited providers must:

- Confirm their courses

ITT providers are allowed to recruit an indefinite number of trainees for courses in this category, but are advised to account for the capacity of school placements, and the need for teachers in their geographical area.

Confirming courses

All courses in this category offered for the 2020 to 2021 academic year via 'Find' have been automatically copied and rolled over by DfE in each provider's 'Publish' portal. Here, providers can confirm which of these courses they want to publish for the 2021 to 2022 academic year, and can add new courses (see 'Adding new courses' section).

Before publishing courses, it is recommended that ITT providers contact their training partners to agree which courses to continue offering for the 2021 to 2022 academic year.

Publishing courses

Accredited providers can create and publish their courses via their 'Publish' portal, that they can access through [DfE Sign-in](#). Via 'Publish', they can open their courses for the 2021 to 2022 academic year and make them visible on 'Find' service from its opening on 6 October 2020, to its closing in Autumn 2021.

Where providers do not wish for a specific course to be available for this recruitment cycle, they can decide to not publish it on the 'Find' service via their 'Publish' portal.

Opening and closing courses

For courses in the allocated recruitment category, providers are able to open their courses on 'Find' once their allocations have been granted, and start recruiting trainees.

For courses in the unlimited recruitment category, providers are able to open their courses on 'Find' and start recruiting trainees, without the need to request permission to do so in advance.

Providers are advised to close their courses when they run out of places for courses. They may want to re-open these courses should they have newly-freed places, such as if a candidate withdraws their accepted offer.

Adding new courses

Where a provider wants to add a new course in the allocated recruitment category for the 2021 to 2022 academic, they should get in contact with DfE via becomingateacher@digital.education.gov.uk.

Where a provider wants to add a new course in the unlimited recruitment category, they can do so via their 'Publish' portal.

If a new course has been added by a lead school for the 2021 to 2022 academic year, the ITT provider will receive a notification confirming that the new course has been added onto 'Find'.

Additional information

PE with EBacc

Providers may want to offer the PE with EBacc course. Here, trainees are required to train in an EBacc subject in addition to their main specialism of PE so that they are capable of teaching this in school.

ITT providers and lead schools were not asked to request PE with EBacc places during the request period in July 2020. However, where PE with EBacc courses are offered by providers, training places for this course are included within the granted PE allocations. This is because trainees are required to demonstrate the Teachers' Standards in PE only, while receiving additional training in an EBacc subject. A complete list of EBacc subjects is available on [gov.uk](https://www.gov.uk).

ITT Providers and lead schools offering a PE with EBacc course as well as a PE (fee-funded) course can publish the PE with EBacc course on 'Find', and should make the details of the course clear to applicants in the course description. 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. There is no additional funding or bursary available for trainees on PE with EBacc courses.

Providers must ensure the following:

- All entrants must meet the ITT eligibility criteria as detailed in the ITT criteria and supporting advice
- All entrants must have achieved a standard equivalent to a C grade or above at A level in the relevant EBacc subject
- The ITT provider or lead school must be confident that the candidate is suitable for the course and has agreed to undertake the additional workload required to train in PE with an EBacc subject

Where ITT providers and lead schools have used up their PE (fee-funded) allocations for the 2021 to 2022 academic year, they can request additional in-year allocations only for PE with EBacc (see 'In-year allocations' section), on top of their initial PE allocations. These allocations should only be used in instances to recruit outstanding candidates who applied for PE (fee-funded) courses, and meet the PE with EBacc eligibility criteria. Therefore, providers should not publish this as part of their PE (fee-funded) course on 'Find'.

ITT funding

DfE is responsible for managing grant funding for postgraduate and undergraduate ITT courses leading to QTS, and EYITT leading to EYTS. Information on ITT funding for the academic year 2021 to 2022, including bursaries, scholarships and grants for salaried courses, was announced in October 2021. Details on ITT bursaries for the 2021 to 2022 academic year can be found in the [bursaries funding manual](#).

Over-supply contingency

Over-supply indicates the instance in which there is a significantly higher number of trainees for a course in the unlimited category, which is undesirable. In the case of over-supply occurring, DfE reserves the right to stop recruitment, and ask ITT providers and lead schools to close courses on 'Find' immediately. This will mean candidates will not be able to view the available courses, nor apply for them via the ITT application services '[Apply for teacher training](#)' and 'UCAS Teacher Training'. This approach has been included in methodologies for previous academic years, but has not been used, as instances of over-supply were not reported.

Where ITT providers are given a 'stop notice' by DfE, they will be asked to close their courses due to oversupply via 'Publish'. They will have a minimum notice period of five working days to process applications received before the stop notice. In the instance of a stop notice, DfE will provide information on conditions relating to this requirement, such as the date on which ITT providers and lead schools must stop making offers. Applications received after the required course closure date may not be considered. This may be reconsidered in cases where a candidate who has dropped out is being replaced or where an ITT provider has yet to recruit to their guaranteed places under the multi-year allocations policy.

Data accuracy

Accredited ITT providers who report inaccurate data may be impacted in their permission to recruit or in their granted allocations in subsequent years. Following the [ITT criteria and supporting advice](#), failure to comply with DfE data requirements may lead to withdrawal of accreditation.

Next steps

DfE confirmed recruitment permissions and allocations for courses in the allocated category to ITT providers and lead schools in September 2020. Allocations to EYITT courses were confirmed in November 2020.

Annex A: List of designated subjects for Postgraduate ITT courses

The list included below includes all Postgraduate ITT courses available for the 2021 to 2022 academic year. Recruitment to all subjects listed below is uncapped, with the exception of those marked with an asterisk which indicate allocated courses. These include all Early Years ITT courses and PE (fee-funded).

Early Years

- Early Years graduate entry*
- Early Years graduate employment-based entry*

Primary

- Primary
- Primary with English
- Primary with geography and history
- Primary with mathematics
- Primary with modern languages
- Primary with physical education
- Primary with science

Secondary

- Art & Design
- Biology
- Business Studies
- Chemistry
- Citizenship
- Classics
- Communication and media studies
- Computing

- Dance
- Design and technology – also includes food, product design, textiles, and systems and control
- Drama
- Economics
- English
- Geography
- Health and Social Care
- History
- Mathematics
- Modern Languages
- Music
- Physical Education*
- Physics
- Psychology
- Religious Education
- Science
- Social Studies



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