



Department
for Education

Further education (FE) initial teacher education (ITE) grants funding manual

2021 to 2022 academic year

March 2021

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What is an ITE grant?

In the 2021/22 academic year we are making available a package of support to help FE providers attract high-quality individuals into the teaching profession in the FE sector in certain defined subject areas. This package includes an in-service training grants programme to support those training in-service to teach maths, English and SEND. This funding manual sets out the scope, eligibility criteria and application process for the FE ITE grants offer. These grants are for teaching in the FE sector only, and are distinct from [School Direct \(salaried\) teacher training grants](#), which are available for teaching in schools.

In addition to these grants, Taking Teaching Further (TTF) is a complementary programme which supports in-service teacher training for industry experts teaching technical and vocational subjects. In the 2021/22 academic year, round 4 of TTF is making over 500 new training places available for industry professionals to move into FE teaching posts.

Both programmes offer a training grant of £18,200 for each individual training to teach in an eligible subject while working as a salaried FE teacher ('trainee'). If you want to get involved in the Taking Teaching Further programme in the 2021/22 academic year, please visit: <https://www.et-foundation.co.uk/supporting/support-teacher-recruitment/taking-teaching-further/>.

We are also funding training bursaries to support pre-service training of teachers in priority areas. Further information is available at [FE funding: initial teacher education \(ITE\) 2021 to 2022](#).

The FE ITE grants, available for the 2021 to 2022 academic year, are awarded to trainees based on their relevant qualifications or professional experience, and their employment to teach a designated priority subject in the FE sector in England.

Grant awards are fixed for the duration of the trainee's ITE programme, and are for programmes starting in or after September 2021, and finishing no later than August 2023 (for part-time courses) only. Awards will be made from a finite funding pot on a first-come-first-served basis, as detailed in the [grants allocations](#) section.

The grant must be used by the trainee's employing FE provider to cover the costs of a prescribed ITE qualification, associated remission from teaching time, and additional support (such as mentoring). It must not be used to cover salary costs.

COVID-19: teaching expectation

FE ITE trainees are considered to be in the critical worker pipeline along with other key Higher Education students. Department advice for FE providers is published on gov.uk: [Actions for FE colleges and providers during the coronavirus outbreak - GOV.UK](#). Our current advice confirms that a full curriculum should continue to be made available to trainees, including 100 hours of teaching practice and relevant observations, with the intention of completing their qualification on time. We continue to fully support the Education and Training Foundation's 'Additional guidance for qualifications in Education and Training' which was updated on 29 January 2021: [ETF ITE Qualification mitigations guidance 2 Oct 20 updated 29 Jan 21](#).

Grants available

ITE grants are available in the below subjects for programmes starting in the 2021 to 2022 academic year. See the [grant eligibility](#) section for details of trainee requirements.

Subject	Grant
English	£18,200
Mathematics	£18,200
Special Educational Needs and Disabilities (SEND)	£18,200

Funding will not be provided for any subject that is not included in this list.

You must not make assumptions about the continuation, value or scope of ITE grant awards in future years based on the information provided in this document.

We will publish information regarding the availability of any future training grants (beyond the 2021 to 2022 academic year) at the appropriate time.

Accessing grants

In order to be able to access ITE grants, you must be an ESFA-funded FE provider (of any type, not just a general FE college). We cannot accept applications from any other providers.

Grant eligibility

For a trainee to be eligible to receive a grant, you must make sure that the trainee meets the criteria set out below. These points should be read in conjunction with the corresponding sections that follow, which give further guidance.

To be eligible, a trainee must:

- be employed by you, for at least the full academic year or duration of their training programme (whichever is longer)
- achieved a standard equivalent to GCSE grade 4 (C) or above in English and mathematics, and at least a Level 3 qualification in their subject of training (or have appropriate professional experience)
- be taking a qualifying in-service ITE qualification in England
- not already be in possession of a diploma in education and training (DET), DET-compliant qualification or equivalent
- not have already received a full FE ITE grant award for a previous qualification or a full bursary for an FE ITE programme
- not already hold, or be eligible to receive, early years teacher status (EYTS), qualified teacher status (QTS), qualified teacher learning and skills (QTLS) status or Advanced Teacher Status (ATS)
- not be simultaneously undertaking any other ITE course, training scheme or programme that leads to a DET or DET-compliant qualification
- not be benefiting from any other direct or indirect public funding for their teacher training (for instance as an apprentice, via the apprenticeship levy), other than any funding provided to the trainee by Student Finance England (which includes both fee and maintenance loans)
- meet other related expectations, including intending to remain in FE teaching in England after qualification

If any of the above eligibility criteria cannot be met because of circumstances arising due to COVID-19, please email: FE.workforceincentives@education.gov.uk.

Employment

To be eligible to receive a grant, trainees must be employed to fill an existing vacancy in the available subjects. Typically, a suitable post will have been vacant for at least 3 months and/or re-publicised at least once before. Grants must not be used to provide training to existing employed teachers.

Trainees must be employed full- or part-time (including sessional) on a 0.5 or higher FTE contract for at least the whole of the 2021 to 2022 academic year or the duration of their programme (whichever is longer).

Additionally, in relation to trainees' funded remission from teaching time, we would expect that this typically includes at least 18 hours a week of shadowing for their first 8 weeks, and 5 hours a week of reduced load until March 2022.

Qualifications

To be eligible to receive a grant, a trainee must have achieved a standard equivalent to:

- English GCSE grade 4 (C) or above
- Maths GCSE grade 4 (C) or above

DfE does not provide a list of qualifications that can be considered equivalent to the GCSE examinations in English and mathematics. When you look for evidence that a qualification is of a standard equivalent to GCSE grade 4, you should look at the content not only in terms of its level, but also in terms of its breadth.

It is the standard, not the certificate, that matters. Applicants who are otherwise suitable but have not successfully achieved a GCSE grade 4 may be given an opportunity to show that they can meet the required standard either by taking an equivalence test or by offering other evidence of attainment, which should demonstrate a similar level and breadth. You should consider making similar arrangements for candidates who cannot provide original certificates as evidence.

Qualifications in key and functional skills at level 2 are not equivalent to GCSEs in terms of content. You should look for additional evidence of breadth of knowledge and understanding in applicants who have key and functional skills certificates but do not have GCSEs at grade 4 or above in English and mathematics. You should look for further evidence of a breadth of achievement in English where applicants have achieved a GCSE grade 4 or above in English literature only.

You should be confident that a trainee's subject qualification has the same level of breadth and depth that would be expected of a UK Level 3 qualification. If the trainee does not hold a relevant Level 3 qualification, you can use your discretion when considering the trainee's skills, knowledge and experience – including relevant professional experience – to determine whether their subject knowledge is sufficiently robust to allow them to complete an ITE programme successfully.

An ITE grant award is dependent on the subject that a trainee trains to teach – not the subject of any other qualifications they hold.

Example

If a trainee with a degree in physics and relevant sector experience trains to teach English, they will be eligible for an £18,200 English grant. If they train to teach physics, they will not be eligible for a grant.

This should not change your selection or recruitment process, including making judgements about the suitability of qualifications or professional experience to the subject of training.

Further information on making and recording qualification decisions is available from [annex B: assessing UK academic qualifications](#). You may also wish to consult with your ITE provider or qualification Awarding Organisation, for any support or advice they can offer.

Qualifying ITE programmes

To be eligible to receive a grant, the trainee must be recruited to and undertake a qualifying in-service ITE programme in England, beginning in or after September 2021 and finishing no later than August 2023 (for part-time courses) only. We will accept applications on behalf of eligible trainees who were recruited onto in-scope courses before the grants were announced.

A qualifying programme must lead, upon successful completion, to the award of a Level 5 DET or same/higher level DET-compliant qualification at Level 5 or above, with a specialisation in one of the subjects identified in [annex A: list of subjects eligible for a grant](#).

As set out in [COVID-19: teaching expectation](#) a full curriculum should continue to be made available to trainees, including 100 hours of teaching practice and relevant observations, with the intention of completing their qualification on time.

Programmes that enable a trainee to be recommended for the award of EYTS or QTS, or a non-DET-compliant qualification, are not eligible for ITE grant funding.

Combination programmes

The programme content (including teaching) must be at least 50% in the grant subject awarded.

Example

A programme with content of 50% or more in English and the remainder in drama would receive the English grant.

A programme with content of more than 50% drama would not be eligible for a grant as there is no grant award for this subject.

Trainees must not be required to spend a majority of their time teaching a subject other than that for which you are receiving grant funding.

Possession of a DET, DET-compliant qualification, or equivalent

Individuals who hold a DET or DET-compliant qualification on the first day of their ITE programme are not eligible for a training grant. Separate continuing professional development (CPD) may be appropriate for those who already hold these qualifications.

Information on qualifications which may be considered 'DET-compliant' is available from the [Student Finance England eligibility guidance](#).

Award of FE ITE grant or a bursary for a previous qualification

Individuals who have received a full FE ITE grant award for a previous qualification, or a bursary for an FE ITE programme, are not eligible for an FE ITE grant.

Possession of, or eligibility for, EYTS, QTS, QTLS or ATS status

Individuals who hold, or are eligible to receive EYTS (early years teacher status), QTS (qualified teacher status) or QTLS (qualified teacher learning and skills) or ATS (advanced teacher status) are not eligible for an ITE grant.

Undertaking other ITE courses, training schemes or programmes that lead to a DET or DET-compliant qualification

To be eligible for an ITE grant, trainees must not simultaneously undertake any other:

- teacher training course, including teaching apprenticeships
- programme leading to a DET or DET-compliant qualification

Other public funding

To be eligible for an ITE grant, providers must not be in receipt of other public funding covering the provision of the same training programme. For example, providers cannot draw down grants to supplement funding for apprenticeship-based training programmes funded via the apprenticeship levy. Similarly, it would not be possible to apply for a grant to fund a trainee teacher already participating in a funded programme such as Taking Teaching Further. This requirement does not preclude the individual trainee from

receiving financial support for their training from other sources (for example, via the student finance system, where appropriate).

Trainee expectations

We expect that trainees who accept an offer of employment and ITE with you and are eligible to receive a grant will:

- promptly inform you if they intend to withdraw from the programme
- confirm they intend to remain in FE teaching in England on successful completion of their programme

You should also make it clear to the trainee how you intend to use the grant to support their training. The [grants payments](#) section contains more details on payment patterns.

Grant allocations

General process

Grants are funded from a pre-defined pot of money, and the number that can be awarded will therefore be limited. It is possible that not every candidate who meets the eligibility criteria will be able to receive a grant; this will depend on the total number of eligible applications received.

We welcome applications from everyone irrespective of background but, as ethnic minority groups are currently under-represented in the FE teaching workforce, we would encourage applications from members of these groups. Grants will be awarded based on applicants meeting the eligibility criteria set out in this manual and the availability of funding.

For the academic year 2021 to 2022, funding for in-service grants will be allocated on a first-come-first-served basis, regardless of the trainee's choice of eligible subject specialism.

Once the available funding has been exhausted, we will retain details of anyone remaining on a waiting list in case any trainee withdraws before their programme starts, and their grant can be reallocated.

If a trainee who has been deemed eligible for a grant withdraws from the ITE programme or otherwise fails to take up your offer of employment, you must notify us immediately, so we can consider reassigning the funding to another trainee. You must not assume that such funding can be retained or will be allocated to another trainee in your institution, unless and until you have received explicit confirmation from us.

How to apply for a grant

You must determine whether a trainee and their specific course are eligible for a grant prior to making an application.

The application form can be found at [FE funding: initial teacher education \(ITE\) 2021 to 2022](#). Only applications made using this form will be considered and only the FE provider can make the application. We do not accept applications from trainees.

You can make applications for trainees at any time, either on a case-by-case basis or in batches, ahead of their starting employment and training, by emailing a completed application form to FE.workforceincentives@education.gov.uk.

You should wait to seek confirmation of whether a grant can be awarded, before informing trainees in writing. You should make sure that trainees are informed of whether they are eligible for a grant in good time before the start of their programme. We cannot provide written confirmation to trainees.

Only one grant is available per trainee. Prior to making an application, you must ensure that your trainees have not applied for a grant from another FE provider. We reserve the right to make further enquiries where necessary to ensure proper use of public funds.

Grant payments

You are responsible for the management and administration of grant payments, including:

- assessment of eligibility
- ensuring the use of the grant to fund the trainee's [qualifying ITE qualification](#), associated remission from teaching time, and additional support (such as mentoring)
- ensuring that the grant is not used in any way to pay the trainee's salary costs
- notifying us in a timely manner if a trainee withdraws from their programme or ceases employment with you

To be able to receive grant funding for your trainees, you must complete and return a grant funding agreement (GFA). When you first request confirmation of grant availability for specific trainees we will issue a GFA for your signature, which you must return as soon as possible. If you are not already registered with us as a grant recipient, it is particularly important to return the signed GFA quickly as there is a lead-in time to process these. Failure to do this promptly may mean we are unable to release funding until after trainees have started their programmes. You will be issued with a single GFA, regardless of the number of grant applications made; no funding can be released for any applicant until we have received and accepted the signed GFA.

If you are a new FE provider in the academic year 2021 to 2022 and have not previously received grant funding you will need to set up a DfE supply record to receive payments. You can do this using the [standing provider form](#).

Details of other requirements, including around maintaining necessary evidence and audit trails, are set out in the [monitoring, assurance and data requirements](#) section.

If a trainee is found to be ineligible for the grant, we will recover any grants payments made to you for them.

We will make grant payments to you throughout the academic year as detailed in [annex D: value and timing for ITE grant payments](#).

Payment eligibility

You will be entitled to receive the first grant payment for a trainee from the month when they are first employed and actively engaged on the ITE programme (subject to having an accepted GFA).

Example

For a trainee commencing their programme in September 2021, you will be entitled to your first payment if they are employed and actively undertaking the programme from 1 September. You will be entitled to the second payment if they are employed and on the programme on 1 October, and so on.

Where a trainee successfully completes their programme before the end of the academic year, we will continue to make payments to you on the existing monthly cycle.

Training grant funding should not be used to cover costs arising from:

- maternity or paternity pay arrangements
- a period of unauthorised absence

In the event that a trainee is absent through sickness you will receive only one further payment following the first day of absence. After this, if the absence will continue into the next payment period, you must report the absence, which will be treated as a period of deferral from the programme, and typically be deemed a withdrawal from the grant scheme, so payments will stop with immediate effect. See the [withdrawals and deferrals](#) section for more information

These principles also apply for trainees who start their programmes later in the academic year – subject to their still completing no later than August 2023. For example, if a trainee commences their employment and training in January 2022, they will be entitled to their first payment (subject to grants still being available) if they are actively completing the programme on 1 February.

Payments will not start before the trainee commences the programme.

You must maintain an audit trail of all payments made with the trainee's grant funding.

We maintain the right to request this information at any time for assurance purposes.

Withdrawals and deferrals

Where an eligible trainee withdraws from their ITE programme or otherwise withdraws from their employment with you while undertaking the ITE programme, you will be entitled to payment for each month up to, and including, the month in which they formally withdraw or left. Trainees are not typically able to defer their study where this would mean they complete the programme after the 2022 to 2023 academic year and continue to be eligible for an ITE grant on return, so must be treated as withdrawals for the

purposes of grant management. Please contact us immediately if exceptional circumstances may apply.

Example

If a trainee starts their programme in September 2021 and withdraws (directly or by deferring) in January 2022, you will be entitled to 5 payments in total as they were active on the programme on:

- 1 September 2021
- 1 October 2021
- 1 November 2021
- 1 December 2021
- 1 January 2022

In the event of withdrawal, you must make sure that their records are updated, detailing the formal withdrawal date, by notifying us immediately at FE.workforceincentives@education.gov.uk

We will recover any overpayments made to you after the trainee has withdrawn and will not reimburse you for any longer-term payments/commitments made in relation to the trainee.

Suspended trainees

You may continue to receive grant payments for trainees who are suspended from their programme or employment pending investigation; please contact us at FE.workforceincentives@education.gov.uk to discuss this further if necessary. If a decision is reached to terminate the trainee's programme you must notify us immediately so payments can be stopped straightaway. We will also recoup any funding unspent due to the suspension (eg for remission from teaching time).

Monitoring, assurance and data requirements

Monitoring and assurance

We have a responsibility to make sure that public funds and assets generated from applicable ITE places are properly managed in line with your grant funding agreement.

You will be required to demonstrate that you have administered all grant funding in accordance with your grant funding agreements, including:

- selecting and recruiting the highest-quality candidates
- securing the delivery of a high-quality programme of ITE
- assuring the quality of trainee placements undertaken and mentoring received
- demonstrating propriety and adequate controls in your financial management and compliance with relevant financial reporting or governance requirements
- complying with our data requirements and requests as stipulated in all our guidance
- use 100% of the training grant funding issued to you under your grant funding agreement solely for the purposes of providing the trainee's ITE qualification, associated remission from teaching time, and additional support (such as mentoring)

You must hold full records of all trainees for whom you are in receipt of grants, including evidence of trainees' academic qualifications achieved (or other evidence of attainment, relevant experience, prior to starting their ITE).

Trainees must hold the highest eligible qualification on which their assessment was based. In most cases trainees must have obtained the relevant qualifications prior to starting the course. We reserve the right to request this evidence at any point during the academic year from you, for the purpose of quality monitoring and funding assurance. This may include copies of original documentation provided by trainees, including qualification certificates.

We may also request evidence of:

- payments you have made using the grant funding
- evidence of trainee attendance

It is advisable that you keep records for three years after the trainee has finished.

We require rigorous assurance of all grant payments, including your accounting officer verifying the data sets. A sample "Annex G" will be included in your GFA which demonstrates the breadth of this requirement, with more detailed guidance regarding the Annex G process to be provided at the end of the academic year 2021 to 2022 (annual certification of expenditure arrangements).

We will also review the allocated ITE grant funding that you receive and reconcile this amount with the trainee records submitted. Funding will be adjusted to meet the actual amount required. Where funding that you have received is more than the amount that you were entitled to, we will recover the excess by invoicing you or offsetting this amount against any future payments.

Remember to make sure that all trainee records submitted to us are complete. This includes amending the records of trainees who:

- withdraw (directly or by deferring) from their ITE programme or their employment with you
- start later in academic year 2021 to 2022

We will carry out a reconciliation exercise between the grants allocated and the actual trainee records as confirmed by our data collection exercises during and after the period of training. In the event of any variances, we reserve the right to ask you for explanations of the variances and to seek further information. We will not reimburse you for any grant money spent for ineligible trainees.

You will be asked to complete an Annex G, in accordance with published guidance, containing: income, expenditure and trainee data. This has to be independently audited and countersigned by the accounting officer (see [annex F: assurance and audit process](#)).

We will use this information to reconcile the funding that you have received with your declared expenditure, taking into account the effect of withdrawn trainees. Prior to the Annex G, we will request an interim return to provide an indicative training grant expenditure figure so that we know what is likely to be spent on the programme.

We will write to you regarding the interim indicative return and we will issue more detailed guidance regarding the Annex G at the end of academic year 2021 to 2022 so that you are able to comply with the grant funding agreement requirements.

Data requirements and reporting

You must submit relevant trainee-level data to us, at specific times before, during and after the programme, including:

- individual and programme data
- applications
- recruitment and employment outcomes

[Annex E: ITE provider grant funding cycle](#) sets out the key timeline, and we will provide further details of requirements if you receive confirmation of grant availability for your trainees.

Failure to comply with requests for data may be taken into account when we consider further requests for any future funding.

When submitting information to us you must comply with GDPR requirements. See the [General Data Protection Regulation \(GDPR\)](#) section for more information.

Any queries regarding the submission of trainee-level data should be directed to us at: FE.workforceincentives@education.gov.uk.

General Data Protection Regulation (GDPR)

As grants will be dispensed under grant funding from the Department for Education (DfE), you must ensure that you are aware of your obligations under the GDPR. This is on the basis that, for the purposes of grant funding and the terms of funding between the Department and your organisation you are Data Controller in respect of any Personal Data you will process as part of the activity you undertake. You will therefore be bound by responsibilities as data controller under Data Protection legislation. Should the DfE require you to process Personal Data then the DfE will issue written instructions to you in connection with such processing. Further information can be found at: <https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>.

Annex A: list of subjects eligible for a grant

We will provide grants for the following ITE programmes:

- English
- mathematics
- Special Educational Needs and Disabilities (SEND)

Funding will not be provided for any subject that is not included in this list.

Annex B: assessing UK academic qualifications

You must make sure that those responsible for making decisions on grant eligibility are familiar with, or have access to, advice on the range of qualifications generally regarded as equivalent to GCSE grade 4 (C) or above and Level 3 in the UK. This may include:

- overseas qualifications
- professional or vocational qualifications
- qualifications no longer available but held by mature applicants

You should be aware of the range of qualifications awarded by UK institutions. In all cases, you are responsible for deciding whether an individual's highest relevant qualification meets the grant eligibility criteria. This includes determining whether a particular qualification demonstrates the breadth and type of academic engagement that would be expected.

Where the trainee does not hold a formal qualification in the subject to be taught, you will need to assess whether the skills, knowledge and experience that they possess in the relevant subject/specialism is sufficient for them to meet the requirements of the training programme.

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 any provider you may be using to deliver the trainee's ITE, the awarding body of the equivalent qualification or the professional body representing a particular professional domain
- 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.

Where providers lack the institutional experience to assess the validity of academic qualifications they should refer to the [Framework for Higher Education in England, Wales and Northern Ireland](#).

Annex C: assessing overseas qualifications

Overseas qualification equivalency

When selecting trainees with overseas qualification you should make sure that they comply with the ITE grant requirements. A Statement of Comparability can be obtained from the [National Recognition Information Centre for the United Kingdom](#) (UK NARIC) which confirms whether or not the trainee's qualification is comparable to a UK qualification.

You must hold full records of all trainees in receipt of grants, including any qualifications or training they referenced in their application which was achieved before starting their ITE.

Decisions on eligibility must be based solely on the content of the qualification itself and must not include any unrelated additional qualifications. Where an individual does not hold at least a Level 3 qualification in the subject of training, you must make a professional assessment to determine eligibility. This should include taking into account the skills, knowledge and experience that an applicant has and the extent to which these will stand the applicant in good stead in order to meet the requirements of the ITE programme.

We reserve the right to request these details from you at any point during the academic year for the purpose of monitoring the robustness of your processes.

This may include:

- copies of original documentation provided by trainees, including qualification certificates
- correspondence related to the decision making process, for example, advice from internal colleagues or external organisations such as awarding bodies

Annex D: value and timing of grant payments

Payments for full-time programmes

Grant awards will typically be paid in 11 equal monthly instalments over the duration of the 2021 to 2022 academic year. Where a grant is awarded after the academic year has started, the grant will be distributed equally across the remaining months' payments.

Payments for part-time programmes

You will receive the same payments for part-time trainees, in academic year 2021 to 2022, as for full-time trainees. You must make sure that, as much as possible, grant-related payments/commitments broadly reflect the proportion of the programme that the trainee has completed at any point.

Annex E: FE provider grant funding cycle

Key dates in the grant funding cycle

From March 2021

You will need to submit trainee and programme data when seeking confirmation of grant availability, ahead of receiving any confirmation. After this you will receive your grant funding agreement (GFA), which you should sign and return to us as soon as possible after receipt, to allow for prompt processing.

If you are a new FE provider in the academic year 2021 to 2022 and have not previously received grant funding you will need to set up a DfE supply record to receive payments. You can do this using the [standing provider form](#).

GFAs must be approved by us and your payment details must be on our system before August 2021 to ensure payments can be made from September.

You must notify us immediately if any trainee subsequently withdraws from their programme or ceases their employment with you. We will incorporate this into our grant model and confirm the process for recovering unallocated funding.

August 2021

We will write to you about funding amounts for September to December 2021 based on your trainee data.

September 2021

The first payment will be made if you have a GFA in place, based on your trainee data.

October 2021

The second payment will be made if you have a GFA in place, based on your trainee data.

November 2021

The third payment will be made if you have a GFA in place, based on your trainee data.

In November we will ask you to confirm trainee records using a form which will be provided, so we can incorporate this into our grants model. If you fail to reply by the given deadline, future payments will be suspended.

December 2021

The fourth payment will be made if you have a GFA in place, based on your trainee data. We will write to you about funding amounts from January 2021 based on your trainee data.

January to July 2022

The remaining payments will be made each month if you have a GFA in place, based on your trainee data.

In March we will again ask you to confirm trainee records using a form which will be provided, so we can incorporate this into our grant model. If you fail to reply by the given deadline, future payments will be suspended. We will also write to you in July to confirm trainee records.

December 2022

You will need to provide retention-related data on former trainees alongside your Annex G return.

Part-time trainees

The above timescale for the academic year 2021 to 2022 applies equally to part-time trainees, but you will also need to provide updated trainee records to the same schedule for the academic year 2022 to 2023, and in December 2023.

Annex F: assurance and audit process

Key events in the grant funding cycle

June to July 2022

We will send indicative Annex G documents to you in June 2022.

These should be returned by 31 July 2022.

September to December 2022

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

These should be returned by 31 December 2022.

January to March 2023

Recoveries and reimbursements will be completed through appropriate methods, such as invoices.



Department
for Education

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