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Guidance

Apply for FE senior pay approval

Explains the process for colleges to get approval from government for remuneration of £150,000 and over, and bonuses of more than £17,500.

From: [Department for Education](#)

Published 31 January 2023

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Applies to England

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In November, the Office for National Statistics (ONS) announced it would [reclassify further education \(FE\) colleges](#) into the public sector. This means colleges are now subject to senior pay controls.

The Department for Education and HM Treasury (HMT) must approve remuneration for:

- senior roles paying £150,000 and over
- performance-related pay exceeding £17,500

Conditions for this are set out in paragraphs 2.3 to 2.11 of the [guidance for approval of senior pay](#).

[Additional guidance](#) is available to help you with FE senior pay applications, including key dates for the DfE approval process.

Completing the application form

You need to complete the application form in Annex A of the [guidance for approval of senior pay](#).

Leave the section asking for 'views from departmental minister' blank.

Mark sections that do not apply to your application as not applicable or N/A - for example, the reference to relocation of the role outside of London, or preferred candidates.

Any other sections that are not completed or marked N/A may

result in delays or resubmission.

The head of your remuneration committee or the equivalent committee within your governing body must sign your application form.

Submit your application

Send your completed form to
FE.SENIORPAY@education.gov.uk.

We recommend submitting your application at the earliest opportunity.

You can advertise a role before you have received approval if you do not specify in the advertisement remuneration or pay awards that meet or exceed the HMT threshold. For more information, see paragraph 3.11 in the [guidance for approval of senior pay](#).

Approval process

- 1 When you submit your form, you'll get an automated acknowledgement of your application.
- 2 We'll carry out a basic check of the form. If we identify any issues with it, such as any sections having not been completed, we may ask you to resubmit.
- 3 After this check, we'll contact you to acknowledge receipt.
- 4 After the initial check, we'll allocate the form to the relevant regional team for assessment. The regional team will contact you if they need to discuss it.
- 5 Once your application has been through the government

clearance process, we'll notify you of the outcome. If your application has been unsuccessful, we'll provide feedback.

Timescale for your application

You should allow at least 2 months for clearance decisions.

We'll only grant requests for faster approval in exceptional circumstances.

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