



# PGCE (FE) Teacher Training Incentive Grant Wales 2008/09

Post Graduate Certificate of Education (Further Education) Teacher Training  
Incentive Grant in Wales 2008/09 - Guidance Notes

PHOTO REDACTED DUE TO THIRD PARTY RIGHTS OR OTHER LEGAL ISSUES

## Guidance

Welsh Assembly Government Circular No: 037/2008

Date of issue: 25 September 2008

# PGCE (FE) Teacher Training Incentive Grant Wales 2008/09

<b>Audience</b>	Glyndwr University, Cardiff University and University of Wales, Newport.
<b>Overview</b>	Guidance for use by PGCE (FE) initial teacher training providers offering the one year full time course [i.e. Cardiff University, Glyndwr University and University of Wales, Newport] in administering, assessing eligibility and the methodology for calculating payments made under the scheme in 2008/09.
<b>Action required</b>	University financial administrators.
<b>Further information</b>	<p>Any questions on policy matters (e.g. eligibility, pilot evaluation, etc.) should be addressed to:</p> <p>Patrick Moran Learning Improvement and Professional Development Division Welsh Assembly Government Cathays Park Cardiff CF10 3NQ Tel: 029 2082 6076 Fax: 029 2082 6109 E-mail: <a href="mailto:teachingenquiries@wales.gsi.gov.uk">teachingenquiries@wales.gsi.gov.uk</a></p> <p>Any questions on payment procedures should be addressed to:</p> <p>Marie Edwards Funding &amp; Student Finance Division Welsh Assembly Government Cathays Park Cardiff CF10 3NQ Tel: 029 2082 3255 Fax: 029 2082 3156 E-mail: <a href="mailto:teachingenquiries@wales.gsi.gov.uk">teachingenquiries@wales.gsi.gov.uk</a></p>
<b>Additional copies</b>	As above.
<b>Related documents</b>	None.

# **PGCE (FE) TEACHER TRAINING INCENTIVE GRANT IN WALES 2008/09 GUIDANCE NOTES**

<b>CONTENTS LIST</b>	<b>Page</b>
Summary	2
Section 1: Eligibility for PGCE (FE) training grants	3
Section 2: Payment of grant	4
Section 3: When the payments should be made	4
Section 4: How the training grants will be paid	5
Section 5: How funding for the training grants will be passed to training providers	5
Section 6: Funding to cover the provider's administration costs	6
Section 7: Recovery of grants paid	6
 <b>ANNEXES</b>	
1. Frequently Asked Questions	7
2. Payment of Training Grants – Instructions for Training Providers	8
2A. Form TTFE/2A 2008/09 - Timetable for the Payment of Grants	11
2B. Form TTFE/2B 2008/09 - Student Claim and Declaration	12
2C. Form TTFE/2C 2008/09 – Provider's Declaration	13
2D. Form TTFE/2D 2008/09 - Notification Form of Eligible Students	14
2E. Form TTFE/2E 2008/09 – Payment Claim and Declaration	15
2F. Form TTFE/2F 2008/09 - Training Incentive Auditor's Certification	16
3. Information for Students	18

# PGCE (FE) TEACHER TRAINING INCENTIVE GRANT IN WALES 2008/09

## GUIDANCE NOTES

### Summary

These guidance notes provide information on the PGCE (FE) teacher training incentive in Wales and outline the funding available, grant eligibility and how payments will be made.

They apply to students on full time courses of PGCE (FE) initial teacher training leading to a qualification to teach further education, starting between September 2008 and August 2009. These courses **do not** confer Qualified Teacher Status (QTS).

A training grant of £6,000 may be paid to eligible students during the PGCE (FE) course. This may be increased to £7,000 for those eligible students who are studying to become mathematics or science FE lecturers on the PGCE (FE) course.

These guidance notes incorporate information for PGCE (FE) initial teacher training providers on the detailed arrangements for making grant payments and the forms which they will need to complete.

Full details are set out in the scheme guidance below. These guidance notes should be read as a whole for confirmation of grant eligibility.

---

## 1. Eligibility for PGCE (FE) training grant

---

1.1. The training grant is available to those starting full-time postgraduate initial teacher training at further education level with an accredited institution (university or associated college) in Wales between September 2008 and August 2009, up to the intake targets for those courses.

1.2. Students must satisfy residency requirements as set out in Part 2 of Schedule 1 to the Assembly Learning Grants and Loans (Higher Education) (Wales) Regulations 2008, in addition to eligibility requirements described in paragraph 1.5 below. Students unsure of their residency status should contact their local education authority or the institution at which they wish to train for clarification.

1.3. Those following a **PGCE (FE) full-time course** are eligible for a grant of up to £6,000 during the PGCE (FE) course, increased to £7,000 for students studying to become maths or science FE lecturers on a **PGCE (FE) full-time course**.

1.4. The following course elements qualify students for the increased bursary for students studying to become maths or science FE lecturers. To qualify, the student must spend more than 50% of teaching practice time in teaching one or more of the subjects listed below:

### **Maths subjects:**

Maths (general)	Statistics
Pure Maths	Maths and mechanics
Applied Maths	Maths and statistics

### **Science subjects:**

Science (general)	Human biology
Science (applied)	Chemistry
Anatomy and physiology	Environmental and conservation sciences
Astronomy	Electronics
Biology	Rural science
Applied biology	Agricultural science
Botany	Science in society
Zoology	Geology
Combined/ General Sciences	Earth science
Integrated science	Physics
Double Award science	Sports science
Single Award science	

1.5. **Not everyone will be eligible to receive the training grant.** The following are **not** entitled to receive the training grant: -

- Anyone who is not ordinarily resident in a member state of the European Economic Area or Switzerland. (The European Economic Area comprises the European Union and Norway, Iceland and Liechtenstein.)
- Students who completed a course of initial teacher training at further education level before 1 September 2008.
- Students taking a non-postgraduate Certificate in Education (FE).

- PGCE (FE) students who study part-time.
- Anyone who already holds Qualified Teacher Status.
- Anyone employed to teach at any further education college or other education institution in any capacity.
- Anyone who leaves a PGCE (FE) course anytime between September 2008 and August 2009 (payment of the grant must stop but payments already made are not affected, subject to the provisions of section 7).

---

## 2. Payment of grant

---

2.1. For eligible students attending one-year PGCE (FE) full-time courses, the training grant is payable in the last week of each month in nine monthly instalments, from October 2008 to June 2009 inclusive. Those entitled to a training grant of £6,000 will receive eight instalments of £650 each commencing in October 2008 and one final instalment of £800 in June 2009. Eligible students studying to become maths or science FE lecturers will receive eight instalments of £750 each commencing in October 2008 and one final instalment of £1,000 in June 2009.

2.2. **Note:** for the purposes of grant payments, “the last week of each month” is the last week in the month that includes a working day (Monday-Friday, excluding bank and public holidays).

2.3. If someone is otherwise eligible to receive a training grant, but has also received some or all of a training grant prior to 1 September 2008 (or received any amount of any grant payable in respect of equivalent schemes in England), they will only be entitled to a training grant which is reduced by the number of previous grant instalments received.

2.4. Individuals who become eligible for payments by joining a course which is already underway, and who have not previously received some or all of a training grant prior to 1 September 2008 (or received any amount of any grant payable in respect of equivalent schemes in England), are only entitled to the monthly payments which fall due whilst they are on the training course which they complete in the 2008/2009 academic year. For example, if someone joins a course in December they would only be entitled to the December to June payments.

2.5. Training grants for students resuming a course or starting a course where entry has been deferred will be paid at the training grant rate which applies in the academic year a student rejoins/joins their training course.

---

## 3. When the payments should be made

---

3.1. The payments should be made in the last week of each month they are due. It is for providers to decide the exact dates of payment, bearing in mind the definition of “the last week of each month” at paragraph 2.2.

3.2. Payments should only be made to those students who are on the course on the day of payment. If a student has left the course prior to that date, payment should not be made to him or her. If the Welsh Assembly Government has already passed funding to the initial teacher training provider for a grant payment for any student who leaves the course before the payment is made, the Welsh Assembly Government will adjust subsequent payments.

---

## **4. How the training grants will be paid**

---

4.1. Eligible students will receive the grant from their initial teacher training providers, who will receive funding from the Welsh Assembly Government for the number of students on their course.

4.2. We are content for providers to determine the most suitable arrangements for making the payments providing that there is an audit trail which ensures it can be demonstrated that particular students actually received the payments from the provider.

4.3. At the start of their courses, students will be asked to sign a declaration to enable them to claim their grant (on “Form TTFE/2B 2008-09”). The form at Annex 2B should be used for this purpose. It should be noted that this form includes an item in the declaration which asks the student to confirm that they have read the “PGCE (FE) Teacher Training Incentives Grant – Academic Year 2008-09: Information for Students” – a copy of this is at Annex 3.

Initial teacher training providers must ensure that all eligible students receive a copy of those information notes, and in sufficient time to read it before they are asked to sign the form.

4.4. Training providers will note that in order to reduce workload, Form TTFE/2B 2008-09 no longer needs to be signed by the initial teacher training provider. Also, students are no longer required to sign forms to confirm receipt of the grant as in previous years.

---

## **5. How funding for the training grants will be passed to training providers**

---

5.1. Each month in the academic year from October to June, each initial teacher training provider will need to provide the Welsh Assembly Government with lists of the names and numbers of the students on their PGCE (FE) course on Form TTFE/2D 2008-09, noting which (if any) students are studying to be maths or science FE Lecturers. These lists should be sent with Form TTFE/2E 2008-09 under cover of an official letter requesting payment of the appropriate amount to cover the grants. The first lists on Form TTFE/2D 2008-09 need to be sent to the Welsh Assembly Government together with a copy of the completed Form TTFE/2B 2008/09 for each student listed, under cover of Form TTFE/2C 2008-09.

5.2. Forms TTFE/2C 2008-09, TTFE/2D 2008-09 and TTFE/2E 2008-09 must be signed by an authorised signatory from the initial teacher training provider. Form

TTFE/2A 2008-09 is a form for the initial teacher training provider to supply us with up to three authorised signatories for the payments. These are the only people who will be able to sign the claim for payment from the initial teacher training provider. We will need these forms to be returned to us before any payment may be made, and by no later than 31 October 2008.

5.3. The Welsh Assembly Government will then make monthly payments to initial teacher training providers directly into the providers' bank accounts to enable them to make payments to the eligible students. This sum will meet the cost of the grant payments due to students as well as a payment to the provider towards administration costs, as indicated in paragraph 6.1 below.

5.4. During the year the Welsh Assembly Government will liaise with the initial teacher training providers to identify students who leave the course prematurely to ensure any relevant adjustments are made to payments.

5.5. A copy of the detailed guidance including claim and payment timetables is included at Annex 2.

---

## **6. Funding to cover the provider's administration costs**

---

6.1. Providers will be entitled to a flat rate payment from the Welsh Assembly Government equalling 2% of the total amount of grant payable towards the administrative costs of the scheme. This will be paid along with the training grants at the end of each month they are due. This sum should be included within the total payment requested each month.

6.2 Where refunds of grant have to be remitted to the Welsh Assembly Government the associated administrative costs should also be refunded.

---

## **7. Recovery of grants paid**

---

7.1. The Welsh Ministers have powers to recover grants paid. They have discretion about whether to exercise those powers and will consider all cases on their merits.

7.2. Cases where these powers might be exercised could include situations where:

- where the recipient has provided in, or in connection with, his or her application for grant information which is false or materially misleading; or
- after receiving an instalment of the grant the recipient fails to meet any eligibility criteria adopted by the Welsh Assembly Government in relation to a subsequent instalment; or
- there is firm evidence that the recipient had never intended to complete the course or, having completed it, to enter teaching.



### **Teacher Training Incentives (Further Education)**

#### **Frequently Asked Questions**

##### **Is the training grant taxable?**

Our understanding is that the training grant is not taxable for full-time students. However, students should speak to the Inland Revenue for advice about their individual position.

##### **What will be the effect of the training grant on fees?**

The training grant will not affect the right of home and EU students to have their tuition fees for PGCE courses remitted.

##### **What will be the effect of the training grant on student loans?**

Those receiving the training grant should not need to add to any student loans or, if eligible, to take out new ones. But they will need to apply for eligibility for student support in order to have their tuition fees waived. However, the intention is that receipt of the training grant should not reduce a student's entitlement to student support in academic year 2008/09.

##### **What will be the effect of the training grant on benefits?**

There is no hard and fast rule here - it will depend on what sort of income is taken into account in assessing entitlement to the particular benefit in question. The Department of Work and Pensions or local Jobcentre can provide further advice.

##### **Will the training grant trigger student loan repayments?**

Not while the student is in full-time training. Loan repayments may be triggered when the student is earning a salary that is high enough to trigger repayments.

##### **Can students claim more than £6,000 (£7,000 for those training to be maths or science lecturers) of training grant if their course is extended?**

No, the grant is a maximum of £6,000 (or £7,000 for those training to be maths and science lecturers). The only reasons that may allow payment in a second year would be if the student had left early in a previous year and thus had not been in receipt of a full year's payments. If the student has completed the course or received the payment of a training grant for a full year, they will be ineligible for further payments.

---

### **Payment of Training Grants - Instructions for Training Providers**

---

Any questions about these instructions should be addressed to:

Marie Edwards  
Funding & Student Finance Division  
Welsh Assembly Government  
Cathays Park  
Cardiff  
CF10 3NQ

Tel: 029 2082 3255

Fax: 029 2082 3156

e-mail: marie.edwards@wales.gsi.gov.uk

---

#### **1. Information to be provided to Funding & Student Finance Division, Welsh Assembly Government**

---

- a. To ensure the simple administration of the training grants, a contact point from each training institution should be provided to Funding & Student Finance Division of the Welsh Assembly Government. This Division will issue the relevant forms for the scheme and will act as a contact point for payment-related enquiries.
- b. For 2008/09, payment claim forms must be signed by an authorised signatory from the initial teacher training provider. Form TTFE/2A 2008/09 at Annex 2A is a form for the initial teacher training provider to supply us with up to three authorised signatories for the payments. These are the only people who will be able to sign the claim for payment from the initial teacher training provider. We will need these forms to be returned to Funding & Student Finance Division before any payment may be made, and by no later than 31 October 2008.
- c. Having determined the eligibility of all students on postgraduate further education courses (advice on eligibility is included in the document "PGCE (FE) Teacher Training Incentive Grant in Wales 2008/09: Guidance Notes") providers should prepare a list of eligible students using Form TTFE/2D 2008/09 at Annex 2D. This form requests details of surname, first name(s) and student number. A separate list should be completed for each course (including Maths and Science).
- d. Providers should send copies of the Form TTFE/2D 2008/09 forms, together with copies of all completed Form TTFE/2B 2008/09 forms (see paragraph 4c below), to Funding & Student Finance Division under cover of Form TTFE/2C 2008/09 at Annex C, signed by the authorised signatory. Providers should send these to Funding & Student Finance Division by 31 October 2008.

---

## **2. How to claim the funding for the training grants from the Welsh Assembly Government**

---

- a. Each month, by the date specified on the timetable provided, send Form TTFE/2E 2008/09 at Annex E, together with updated Form TTFE/2D forms showing the full list of eligible students who are currently on the course, under cover of an official letter requesting payment of the appropriate amount to cover the grants for that month plus a payment equal to 2% of the training grant for that month to cover administration costs.
- b. Any student who leaves the course after they have received the first payment should be indicated by crossing their name through on Form TTFE/2D forms with a red pen. Please insert the date the student left the course not only on the first month's sheet but every subsequent list.
- c. Form TTFE/2E 2008/09 includes lines for 'adjustments plus' or 'adjustments minus'. Providers should enter here any amounts they are repaying or any additional monies they are reclaiming. The covering letter should note which students these relate to and the reasons for the adjustment (for example, to repay monies that were claimed in error).

---

## **3. How the funding for the training grant will be passed to training providers**

---

- a. The Welsh Assembly Government will pass funding to the training provider by the date indicated on the timetable in section 5. This will be paid directly into the institution's bank account.

---

## **4. How to pay the training grant to eligible students**

---

- a. Advise students of a common date for the payment of the training grant. Only those students on the course on the day of payment will be eligible to receive payment. If any student leaves the course prior to that date, payment should not be made. If the Welsh Assembly Government has already passed funding to the training provider for the grant to any student who leaves the course before the payment is made, the Welsh Assembly Government will adjust subsequent payments (including the associated administrative costs).
- b. A copy of the information note 'PGCE (FE) Teacher Training Incentive Grant 2008/09 – Information for Students' should be given to each student (see Annex 3). Initial teacher training providers must ensure that all eligible students receive a copy of those guidance notes, and in sufficient time to read it before they are asked to sign Form TTFE/2B 2008-09 (see paragraph 4c).
- c. Before the first payment is made, training providers should ensure the completion of the claim form Form TTFE/2B 2008-09 at Annex 2B for each of their eligible students. It should be noted that this form includes an item in the

declaration which asks the student to confirm that they have read the “PGCE (FE) Teacher Training Incentives Grant – Academic Year 2008/09: Information for Students”.

- d. This year we will require each training provider to supply us with an audit certificate signed by the provider’s auditors. The format for this certificate is at Annex 2F. This will provide the Welsh Assembly Government with assurance that the funding has been used for the purpose provided, and that the appropriate number of students have been on the course for the appropriate period. This form must be signed by the ITT provider’s external auditors – forms signed by the provider’s internal auditor will not be accepted.
- e. The Welsh Assembly Government or an authorised representative may also require access to the records relevant to these grants and the checks that have been completed to ensure that they are valid.
- f. Claiming funding under this scheme commits the provider to the conditions of the scheme set out in this scheme guidance.

---

## 5. Timetable for the Payment of Grants

---

Payment month	Training providers to send lists of eligible students and a claim for payment to Welsh Assembly Government by this date:	Welsh Assembly Government to have paid the instalment of the training grant into the training providers’ bank accounts by this date:	Training providers to pay instalment of the training grant to students during this week:
<b>October</b>	8 October	17 October	w/c 27 October
<b>November</b>	7 November	17 November	w/c 24 November
<b>December</b>	5 December	8 December	w/c 12 December
<b>January</b>	2 January	16 January	w/c 30 January
<b>February</b>	6 February	16 February	w/c 23 February
<b>March</b>	6 March	23 March	w/c 30 March
<b>April</b>	3 April	17 April	w/c 27 April
<b>May</b>	1 May	15 May	w/c 29 May
<b>June</b>	5 June	19 June	w/c 29 June

**Teacher Training Incentives 2008/09***Training Grant – Authorised Signatures for Claims*

Form TTFE/2A 2008/09

**Name of training provider:****Name of individual and position within institution****Signature**

1.

2.

3.

**Certification by Head of School of Education**

The individuals listed above have been authorised to sign claims for payment of teacher training incentive funding (Form TTFE/2E 2008/09) on behalf of this institution.

**They are also authorised to sign the declaration and notification of eligible students forms (Forms TTFE/2C 2008/09 and TTFE/2D 2008/09) on behalf of this institution.**

I accept that the Welsh Assembly Government will only accept forms signed by one of the individuals included on this form as a valid claim from my institution.

**Signature:****Name:****Official stamp of provider:**

**PGCE (FE) Teacher Training Incentives 2008/09***Training Grants – Student Claim and Declaration*

Form TTFE/2B 2008/09

Llywodraeth Cynulliad Cymru  
Welsh Assembly Government

1. Name of provider	
2. Name of student	
3. Course title	
4. Date course started	
5. Student Number	

**6. Student's declaration:**

I wish to claim my training incentive. I can confirm that:-

- I have read the "PGCE (FE) Incentives in Wales – Academic Year 2008-09: Guidance Notes for PGCE (FE) Students".
- I am ordinarily resident in the United Kingdom or elsewhere in the European Economic Area<sup>1</sup> or Switzerland and have been so throughout the three year period preceding the first day of the academic year of the course.
- I do not already hold Qualified Teacher Status.
- I am not employed to teach at any school or other education institution.
- I have not previously received any training grant<sup>2</sup>. \*

**or**

I have already received a training grant<sup>2</sup> totalling £\_\_\_\_\_ and I understand that my training grant will be adjusted accordingly. \*

\* (please delete as appropriate)

**Signed**

(by student) -----

**Note: A false declaration may result in any grant paid being reclaimed**

<sup>1</sup> "European Economic Area" means the European Union and the Republic of Iceland, the Kingdom of Norway and the Principality of Liechtenstein.

<sup>2</sup> This includes any amount of any grant received in respect of equivalent schemes in England.

**Teacher Training Incentives 2008/09**

*Training Grant – Provider's Declaration*

Form TTFE/2C 2008/09



**Name of training provider:**

I can confirm that we have checked that the students listed on the attached Form TTFE/2D 2008/09 forms are eligible for this training incentive in 2008-09. A completed Form TTFE/2B 2008/09 is attached for each student listed.

**Signed on behalf of ITT provider:**

**Official stamp of provider:**

**Teacher Training Incentives 2008/09**

*Training Grant – Notification Form of Eligible Students*

Form TTFE/2D 2008/09



Llywodraeth Cynulliad Cymru  
Welsh Assembly Government

**Name of training provider:**

**COURSE:** PGCE (FE) \_\_\_\_\_

SURNAME	FIRST NAME(S)	STUDENT NUMBER	Studying to be maths or science lecturer (Yes / No)

PAGE TOTAL	
OVERALL COURSE TOTAL	



## Annex 2E

**Teacher Training Incentives 2008/09***Training Grant – Payment Claim and Declaration*

Form TTFE/2E 2008/09



<b>Name of training provider</b>	
<b>Month to which claim relates</b>	
<b>Date of claim</b>	

<b>Course Title</b>	<b>Number of trainees</b>	<b>Monthly Payment Rate (£)</b>	<b>Total claimed for course (£)</b>
<b>Adjustments plus</b>			
<b>Adjustments minus</b>			
<b>Total</b>		<b>(a)</b>	
<b>2% administration fee i.e. 2% of box (a)</b>		<b>(b)</b>	
<b>Total claimed i.e. box (a) plus (b)</b>			

<b>Certification by initial teacher training provider</b>	
<p>• I certify that this claim for funding is valid, accurate and complete; and that the student eligibility requirements set out in the scheme guidance have been checked and are met for the claims included on this claim form.</p> <p>• I agree that the Welsh Assembly Government or its authorised representatives may have access to inspect the records relating to this claim in accordance with arrangements set out in the scheme guidance.</p>	
<b>Signed</b>	
<b>Date</b>	
<b>Official stamp of provider</b>	

**PGCE (FE) Teacher Training Incentives 2008 - 09**

*Training Incentive – Auditor’s Certification*

Form TTFE/2F 2008/09 [section 1]



**TEACHER TRAINING INCENTIVES IN WALES -  
EXPENDITURE IN ACADEMIC YEAR 2008/09**

**CERTIFICATION OF THE DIRECTOR OF FINANCE**

I certify that, to the best of my knowledge, the expenditure has been incurred in accordance with the terms and conditions of the Teacher Training Incentive Scheme, and

That the entries are fairly stated, and

That only eligible payments/expenditures are included, and

That the Institution maintains/has maintained proper controls and records for managing payment of the grant to eligible students.

I confirm a value of £..... (enter value) of expenditure being claimed.

Signature.....Date.....  
(Training Institution Director of Finance)

Name (BLOCK CAPITALS).....

Name of Institution (BLOCK CAPITALS).....

Name, address and telephone number of the contact person in the Institution:  
(BLOCK CAPITALS)

.....  
.....  
.....  
.....

*The certification above should be submitted to the Welsh Assembly Government along with the external auditors’ certification on the next page.*

**PGCE (FE) Teacher Training Incentives 2008-09**

*Training Incentive – Auditor’s Certification*

Form TTFE/2F 2008/09 [section 2]



**CERTIFICATION OF EXTERNAL AUDITOR (please complete either certification block 1, 2 or 3)**

1. I certify that I have examined the related accounts and records of the Institution and confirm

That the grant was spent properly, and  
That the grant was used for the purposes intended

in accordance with the terms and conditions of the PGCE (FE) Teacher Training Incentive Scheme (being expenditure approved by the Welsh Assembly Government under section 14 of the Education Act 2002) in respect of the 2008/09 academic year.

Signature.....

Name (BLOCK CAPITALS).....

**CERTIFICATION OF EXTERNAL AUDITOR (please complete either certification block 1, 2 or 3)**

2. I certify that I am satisfied that the conditions of the grant have been complied with, but that the sum claimed is incorrect.

I have certified an amended figure. £..... (enter value)

Signature.....

Name (BLOCK CAPITALS).....

**CERTIFICATION OF EXTERNAL AUDITOR (please complete either certification block 1, 2 or 3)**

3. I certify that I am not fully satisfied that the conditions of the grant have been complied with, or that there is doubt regarding the admissibility of the sums claimed.

I have attached a report/qualification letter detailing the reasons for non-satisfaction.

Signature.....

Name (BLOCK CAPITALS).....

## **Annex 3**

### **PGCE (FE) Teacher Training Incentive Grant 2008/09**

#### **Information for Students**



Llywodraeth Cynulliad Cymru  
Welsh Assembly Government

**PGCE (FE) TEACHER TRAINING  
INCENTIVE GRANT 2008/09**

**Information for Students**

## **PGCE (FE) Teacher Training Incentive Grant 2008/09**

### **Information for Students**

#### **Eligibility**

##### **Who is eligible?**

Students satisfying residency requirements who start a full-time pre-service PGCE (FE) course between September 2008 and August 2009 at an accredited institution (university or associated college) in Wales. Residency requirements for the grant follow those used by institutions to determine students' fee status, as set out in the relevant regulations.

##### **Who is not eligible?**

As well as students who do not satisfy the residency requirements set out in the relevant regulations, the following are not eligible to receive the grant:-

- Anyone who is not ordinarily resident in a member state of the European Economic Area<sup>‡</sup> or Switzerland.
- Students who completed a course of initial teacher training at further education level before 1 September 2008.
- Students taking a non-postgraduate Certificate in Education (FE).
- PGCE (FE) students who study part-time.
- Anyone who already holds Qualified Teacher Status.
- Anyone employed to teach at any further education college or other education institution in any capacity.
- Anyone who leaves a PGCE (FE) course anytime between September 2008 and August 2009 (payment of the grant must stop but payments already made are not affected, subject to the provisions of section 7).

##### **What about students starting a PGCE (FE) in September 2009?**

Funding for training incentives applies to PGCE (FE) students in academic year 2008/09. A decision on funding in future years will be made in due course.

##### **Are all overseas students eligible?**

No. In normal circumstances only students from the UK, other European Economic Area countries or Switzerland will be eligible for the training grant.

##### **Are there upper or lower age limits for applicants?**

No.

---

<sup>‡</sup> The European Economic Area comprises the European Union and Norway, Iceland and Liechtenstein.

**What if the provider (university or associated college) requires students to attend a further education institution before initial teacher training formally begins?**

Provided that the course formally starts after 31 August, they will be eligible for the training grant.

## **Financial Details**

**How much will eligible students receive?**

Up to £6,000 during the academic year 2008/09 for those students who are not studying to be maths or science teachers. Those students who are training to be maths or science lecturers will be eligible for up to £7,000 during academic year 2008/09. The training grant is not means-tested.

**When?**

Students will receive eight instalments of £650 each, paid October 2008 to May 2009. The final (ninth) instalment of £800 is payable in June 2009. Those students who are training to be maths or science lecturers will receive eight instalments of £750 each, paid October 2008 to May 2009 with the final (ninth) instalment of £1000 payable in June 2009.

**How?**

Through the institution (university or associated college). The institution will claim the payments from the Welsh Assembly Government.

## **Related Financial Queries**

**Is the LEA Award covering academic fees for a PGCE (FE) still available?**

Yes. The training grant will not affect the right of home and EU students to have their tuition fees for a PGCE (FE) remitted.

**Is the training grant taxable?**

Our understanding is that the training grant is not taxable for full-time students. However, students should speak to the Inland Revenue for advice about their individual position.

**Is National Insurance payable on the grant?**

No.

**What will be the effect of the training grant on student loans?**

Those receiving the training grant should not need to add to any student loans or, if eligible, take out new ones. But they will need to apply for eligibility for student support in order to have their tuition fees waived. However, the intention is that

receipt of the training grant should not reduce a student's entitlement to student support in academic year 2008/09.

### **What will be the effect of the training grant on benefits?**

There is no hard and fast rule. It will depend on what sort of income is taken into account in assessing entitlement to the particular benefit in question. The Department of Work and Pensions or your local Jobcentre can provide further advice.

### **Will the training grant trigger student loan repayments?**

Normally not while you are in full-time training. But loan repayments may be triggered if you are earning a salary, as in any other job, that is high enough to trigger repayments.

### **Are there any circumstances where I might have to repay the training grant?**

The Welsh Assembly Government has powers to recover grants paid. They have discretion about whether to exercise those powers and will consider all cases on their merits. Cases where these powers might be exercised could include situations where:

- where the recipient has provided in, or in connection with, his or her application for grant information which is false or materially misleading; or
- after receiving an instalment of the grant the recipient fails to meet any eligibility criteria adopted by the Welsh Assembly Government in relation to a subsequent instalment; or
- there is firm evidence that the recipient had never intended to complete the course or, having completed it, to enter teaching.

### **What if someone qualifies and then does not become a teacher?**

Unless the circumstances set out above apply they will not have to repay any training grant they have received.

## **Eligibility for trainees who re-start a course**

### **What about people who drop out of training?**

The grant will stop as soon as they leave the course. They will not have to repay any grant unless the circumstances set out above apply. However, if they re-enter initial teacher training later in Wales, their training grant for that course (if they are otherwise eligible) will be reduced by the number of previous grant instalments they have already received. For example, an eligible student who had attended a one-year PGCE (FE) full-time course in 2007/08 and received the first six monthly instalments before leaving the course, would on re-entering initial teacher training in 2008/09 (and still meeting the eligibility requirements) only be entitled to receive two instalments of £650 each and one final instalment of £800.



**What about people who dropped out of full time postgraduate initial teacher training at further education level before June 2008 and want to start again from September 2008?**

They will be eligible for the training grant, which again will be reduced by the number of previous grant instalments already received.

**What about people who dropped out of part-time postgraduate initial teacher training at further education level between June 2008 and want to start again on the full-time course from September 2008?**

They will be eligible for the training grant.

**What about those students who change course and are then eligible/ ineligible for the increased bursary?**

Those students will become eligible/ ineligible for the increase on a pro-rata basis, e.g. if they changed course to train to become a mathematics lecturer from 1 March 2009, they would be eligible for increased payments from the month of March onwards. They would be ineligible to claim the increase for the months before they changed course. Likewise, students who were training to teach mathematics or science and changed course will be ineligible for the higher payments from the month in which they changed course.