

funding manual

Employment-
based
initial
teacher
training

for academic year 2011/12



developing people, improving young lives

Update

The Training and Development Agency for Schools (TDA) will close on 31 March 2012. On 1 April 2012 the Teaching Agency, one of four new Department for Education (DfE) agencies, will be formed. The new executive agency will be responsible for ensuring the supply of high quality teachers and training, and for teacher regulation.



developing people, improving young lives

Contents

Section 1	Overview	Page 2
Section 2	Operating EBITT	Page 5
Section 3	EBITT allocations	Page 7
Section 4	EBITT funding	Page 9
Section 5	Financial management and data	Page 13
Section 6	Funding recovery (holdback)	Page 15
Section 7	Recruitment premiums	Page 16
Section 8	Science specialisms	Page 17
Section 9	Capital support funding	Page 18
Section 10	Data tables	Page 19
Section 11	Glossary and contacts	Page 28

Overview

This section highlights key points and changes to the employment-based initial teacher training (EBITT) arrangements for academic year (AY) 2011/12, describes the three employment-based initial teacher training routes, and explains how this manual should be used.

- 1.1 The Training and Development Agency for Schools (TDA) has maintained the major units of funding for EBITT at their AY2010/11 levels. This includes both the training grant and salary grant.
 - The first and third tiers of capital funding have been maintained at AY10/11 levels, the second tier of funding has been reduced.
- 1.2 There are however continued pressures on public spending and initial teacher training (ITT) funding needs to reflect both the recruitment market as it currently stands, and a continued drive to deliver value for money. Funding rates and policies for this year have been developed with these principles in mind. As such, a small number of changes have been applied.
- 1.4 These changes, and other key points regarding this year's EBITT funding, are set out below:
 - Salary grant funding has been maintained at its AY2010/11 level and now reflects 85 per cent of pay for unqualified teachers on point one of the scale, excluding employers' National Insurance contributions
 - Training grant funding has been maintained at its AY2010/11 level
 - Recruitment premiums for physics remain at AY2010/11 levels
 - Recruitment premiums for chemistry have been discontinued
- 1.5 Funding categories remain strictly ring-fenced and providers cannot use any funding arising from withdrawal of trainees to fund additional recruitment. The TDA will recover the remainder of all funding arising from the withdrawal via the holdback exercise. The TDA will recover in full any unused ring-fenced funding identified by providers in their annual audit returns.
- 1.6 There have been changes in the categorisation of subjects, driven by the reclassification of National Targets. A new category has been added to reflect the Government's priority subjects being maths, physics and chemistry. The other subject areas have also been renamed to reflect the new categorisation. A table of new subject classification can be found at the end of the manual.
- 1.7 Science allocations have been split to reflect the different subject specialisms.
- 1.8 More details on the above can be found in the relevant sections of this funding manual. If you have specific queries about these changes, please contact the TDA at ittfunding@tda.gov.uk

Overview

Employment-based initial teacher training (EBITT) programmes

- 1.9 EBITT schemes allow trainees to follow an individual training programme designed to enable them to meet the Secretary of State's standards for the award of qualified teacher status (QTS). Trainees are employed in a school while training and the length and content of the training can be flexible, taking the trainee's knowledge and previous achievements into account.
- 1.10 There are three types of EBITT programmes: the Graduate Teacher Programme (GTP), the Overseas Trained Teacher Programme (OTTP) and the Registered Teacher Programme (RTP).
- 1.11 The TDA provides grant funding to accredited providers to supply EBITT places for trainees. This funding is allocated by the TDA directly to the provider. This manual describes the funding streams relating to EBITT trainees.

The Graduate Teacher Programme (GTP)

- 1.12 The GTP is for people who have a UK bachelors degree or an equivalent qualification. A trainee on the GTP must be employed as an unqualified teacher. The length of the training programme will be dependent on assessment of the individual's needs, but is unlikely to be less than a term in duration, and this will be exceptional.

The Registered Teacher Programme (RTP)

- 1.13 The RTP is for people who have completed two years of higher education or equivalent, i.e. 240 credit accumulation transfer (CAT) points. The programme normally lasts two years and allows the trainee to finish their degree and obtain QTS.

The Overseas Trained Teacher Programme (OTTP)

- 1.14 The OTTP is for teachers who have an overseas teaching qualification from outside the European Economic Area and a qualification equivalent to a UK bachelors degree.

Assessment fees

- 1.15 Assessment fees are included in the figures quoted in this manual for GTP, RTP and OTTP, but are shown separately for instances where the trainee is self-funded and only the assessment fee is provided.
- 1.16 This manual does not cover arrangements for the new assessment only (AO) route.

Overview

This manual

- 1.17 This manual is designed to be a guide to managing your TDA funding for EBITT programmes and represents part two of the financial memorandum between the TDA and providers. Part one of the financial memorandum between the TDA and non-higher education institution (non-HEI) providers is a separate document.
- 1.18 For each provider, a designated responsible officer must ensure compliance with the requirements set out in the memorandum, funding manual, and any other guidance provided by the TDA.
- 1.19 This manual covers the conditions of grant and the main aspects of EBITT funding. A list of frequently asked questions will also be available on the TDA website. There may be exceptional circumstances that are not directly addressed. In such cases, please contact the Funding Team at ittfunding@tda.gov.uk
- 1.20 Units of funding are referenced throughout this document and amounts can be found at the back in the section 'Data Tables'.

Operating EBITT

This section explains the requirements with regards to employment of EBITT trainees in schools and outlines general eligibility criteria for trainees.

Implications of employment for schools

- 2.1 Employment-based trainees are working and training at the same time. As employees, they have the same rights and responsibilities as any other teacher, and the school or local authority employing them has the same responsibilities to the teacher, other staff, pupils and parents.
- 2.2 While training, trainees will need support, guidance and a well-structured plan to enable them to meet the QTS standards. Their working arrangements should complement their aim of meeting these standards. Therefore, while on an EBITT programme, trainees should:
- have no more than 90 per cent of a classroom teacher's timetable
 - have opportunities to teach across the two or more consecutive age ranges for which they are training
 - teach in at least two schools, and
 - teach subjects for which they are suitably qualified and which are taught either in accordance with the National Curriculum or to public examination level.
- 2.3 The TDA prefers trainees to be employed in a supernumerary position. However, a trainee can be employed in an established post provided there are no risks to the quality of an individual's training. The trainee will only be eligible for the salary grant if they are employed in a supernumerary position.
- 2.4 An EBITT trainee in a maintained school should be paid on at least point one of the unqualified teacher pay scale. It is at the discretion of the school whether it pays the trainee more than this.

Which schools can train employment-based teacher training trainees?

- 2.5 A table at the back of this manual shows which schools can train EBITT trainees. EBITT trainees must not train or be assessed in pupil referral units. Independent schools may train teachers through the GTP and RTP as long as their trainees teach the National Curriculum across two consecutive age ranges. They will not, however, be eligible for a salary or training grant.

Operating EBITT

2.6 Schools in special measures must not be the lead school for EBITT trainees. If a lead school goes into special measures while a trainee is employed there, the trainee may exceptionally remain in place provided that:

- there are no risks to the individual's training
- another lead school is designated, and
- the partnership agreement is amended to reflect increased support, monitoring and revisions to the Individual Training Plan (ITP).

2.7 While the TDA leaves the EBITT provider to use their discretion in such cases, there are ramifications for inspection, compliance with the Secretary of State's Requirements for ITT and quality grading. The TDA therefore encourages the provider to contact the Head of Quality and Inspection (inspection@tda.gov.uk) at the TDA for further guidance, as each case needs to be reviewed separately.

2.8 Schools in special measures may be the lead school for an experienced overseas trained teacher (OTT) on the OTTP. However, the provider will need to consider carefully with the trainee what elements they are not currently accessing in the school, given its category, that can be observed, experienced or taught in another school during the training programme, and whether they should be given an opportunity to teach in a partner school.

Eligibility criteria

2.9 Providers must comply with all ITT requirements which include the general conditions for the EBITT programmes.

2.10 Providers must also ensure that the trainee meets the following criteria:

- Be eligible to work in England as an unqualified teacher following the Home Office guidelines
- Gain employment in an eligible school as an unqualified teacher
- Comply with any other guidance issued on the TDA website and/or Department for Education (DfE) website

2.11 Trainees who have previously been deemed to have failed a programme of ITT leading to QTS are not eligible for TDA funding.

2.12 Any trainee with overseas teaching qualifications will need to be assessed in order to prove eligibility for the programme. The UK National Academic Recognition Information Centre (NARIC) can give advice on the equivalence of overseas degree qualifications.

2.13 For further information on eligibility, please refer to the TDA website.

EBITT allocations

This section explains how TDA-funded EBITT places are allocated.

- 3.1 Allocated places are split by different funding streams for each EBITT programme. GTP allocated places are either salary and training grant funded places (which attract a salary grant contribution for the school and training grant for the provider) or training grant only places (which don't receive the salary grant contribution). All RTP and OTTP allocations are funded through a training grant only route.
- 3.2 GTP allocations will be brought together in the following ring-fenced groups of subject and phase areas:
- Maths, physics and chemistry (MPC)
 - Modern foreign languages (MFL) and other science, technology, engineering and maths (STEM)
 - Other secondary
 - Primary
- 3.3 The subjects within these groups are set out at the back of this manual.
- 3.4 Allocations have been made against specific subjects but the TDA will allow some flexibility in what providers actually recruit. EBITTs are able to recruit across subjects within the same group without informing the TDA but not across groups. For example, if you have places allocated in English but have no applicants but there was a suitable drama trainee to whom you wanted to offer a placement, this would be allowed.
- 3.5 Providers should remain aware that the pattern of recruitment against different subjects is likely to be used in future allocation rounds. Therefore a focus of recruitment that varies from the provider's original detailed allocations, especially on subjects with reduced target cuts, could affect future allocations.
- ## Virements
- 3.6 Providers can request movement of places from one group of subjects to another, within total allocated places. At the time of writing, the TDA would favourably consider movements from MFL and other STEM, primary and other secondary into MPC. Movements from other secondary to MFL and other STEM would also be considered where such movements could be used to recruit additional MFL, design & technology (D&T), or information and communication technology (ICT) trainees.
- 3.7 The TDA will monitor providers' recruitment patterns during the academic year through the new Allocations and Recruitment Portal (ARP). If the ARP shows that providers are falling short of their recruitment targets, the TDA may negotiate changes to their allocated EBITT places and resulting funding.
- 3.8 Providers can request changes to their allocated places throughout the academic year by contacting the TDA. However, due to reducing secondary ITT targets and increasing budgetary restrictions, there are no guarantees that these requests will be agreed.

EBITT allocations

- 3.9 Each case will have to be formally requested and assessed individually. At the time of writing, the TDA would not normally expect to allocate additional places in other secondary subjects.
- 3.10 Agreed changes are only finalised once providers receive an updated funding summary, or the ITT funding extranet is updated to reflect the change. It is the provider's responsibility to ensure that any agreed change is followed through and implemented. All requests for changes should be sent to allocations@tda.gov.uk. Providers must not pre-empt TDA decisions on allocation changes and should not make offers of places until TDA confirmation is received. The TDA will not fund any over-recruitment.
- 3.12 For course or provision closures the TDA needs to be given written notice by the December before the start of the academic year in which the course was planned to begin. This will allow time for contingency planning for assisting trainees and give reasonably sufficient notice of closure for potential trainees to consider alternatives, and for the TDA to reassign places if required.

Changes to courses

- 3.11 Providers need TDA approval for significant changes in their provision. This includes relocation of premises, mergers and closures. To allow for a managed changed process, please submit a written request to the quality and inspection team (inspection@tda.gov.uk) and the funding team (ittfunding@tda.gov.uk), in advance of any such proposed change and await TDA approval before proceeding.

EBITT funding

This section describes TDA funding principles for EBITT and how the different funding types should be administered. It also details arrangements for deferments, sickness or special leave, and programme extensions.

Funding principles

- 4.1 The academic year runs from 1 August to 31 July.
- 4.2 A trainee is defined as full-time if their full-time equivalence (FTE) is more than 0.5. Trainees with an FTE of 0.5 or less will be classified as part-time. All funding is allocated on the basis of full-time places.
- 4.3 GTP and RTP trainees are funded for the number of days between the start date of their training and the planned end date of the programme (unless the trainee withdraws from training). This includes weekends and bank holidays, and also applies to trainees who start their training during the current academic year but are not due to complete it until a later academic year.
- 4.4 GTP and RTP trainees who withdraw from their programme attract funding between the start date of their programme and their withdrawal date, and any surplus funding will be recoverable by the TDA. Providers should note that if, for example, a trainee withdraws after one term, it does not necessarily mean that two-thirds of the full grant remains. This is because funding is based on the number of days, not terms, that a trainee has completed on the programme.
- 4.5 If an OTTP trainee withdraws from a training grant funded programme, the TDA will still fund the full training grant to providers.
- 4.6 EBITT funding is ring-fenced for each individual allocation. For example, GTP allocated places cannot be used to recruit RTP or OTTP trainees. GTP funding is ring-fenced between the different programme subject areas (primary, MPC, MFL and other STEM, and other secondary) and between the different funding types (salary grant and training grant only).
- 4.7 Providers may only use TDA allocated places for trainees who are eligible for TDA funding. Trainees funded by the TDA must be trained in accordance with the Education (School Teachers' Qualifications) (England) Regulations 2003 Statutory Instrument 1662, Schedule 2 Part 1 Section 7 (as amended).
- 4.8 Providers may recruit a greater number of GTP trainees on shorter-length programmes in exchange for their one-year GTP allocated places.

Training grant

- 4.9 The TDA pays a training grant to providers for the GTP, RTP and OTTP. This funding should be used in delivering training programmes to support trainees in meeting the QTS standards.
- 4.10 The TDA expects providers to use their professional expertise to establish the

EBITT funding

length of training each GTP trainee will need, usually through the initial needs assessment process. The TDA will monitor the number of trainees who complete their programmes earlier than expected, and reserves the right to adjust funding/future allocations accordingly.

4.11 Providers can only use the TDA training grant funding for trainees who are employed in eligible schools. Details of these schools can be found at the back of this manual.

4.12 Providers are required to have a partnership agreement with each lead school in accordance with the ITT requirements. This agreement sets out the roles and responsibilities for delivering the training programme. The TDA does not specify how the training grant is apportioned as this will vary from one individual partnership agreement to another. However, the TDA expects providers to recognise the contribution of each lead school and to ensure that training grants are distributed on a reasonable basis.

4.13 The TDA funds different rates of training grant depending on the location of the provider. These differentials are applied across all ITT funding, mainstream, EBITT and subject knowledge enhancement (SKE).

4.14 All providers are able to assess their own trainees against the QTS standards, so the training grant includes the assessment fee. Amounts payable for the training grant are included at the back of this manual.

4.15 The TDA will pay a contribution towards

the assessment fee for all OTTP trainees, included as part of the training grant for training grant funded places. The OTTP training grant includes costs for the standard QTS assessment as well as assessment against the induction standards at the same time. The training grant is fixed irrespective of the length or intensity of training programmes.

GTP salary grant

4.16 For a trainee on a salary grant funded GTP programme, the TDA pays a salary grant contribution towards the costs incurred by the employing school to employ the trainee over the period of the programme. It is not designed to meet the full costs of employment, and providers should make this clear to schools when establishing new partnerships.

4.17 The TDA funds different rates of salary grant depending on the location of the employing school. There is a different unit of funding for Inner London, Outer London, fringe areas, and the rest of England. Salary grant amounts and the definitions of areas can be found at the back of this manual.

4.18 The types of school eligible to receive TDA salary grant funding can also be found at the back of this manual. Schools in special measures will not be acceptable for GTP salary grants. Exceptionally, an experienced and able trainee may undertake part of their training in such a school, as long as another school is taking lead responsibility. In the case of the GTP salary grant, the partner school would need to employ the trainee.

EBITT funding

- 4.19 Training in a special school alone might not provide the breadth of experience necessary to enable the trainee to demonstrate all of the QTS standards across the full age and ability range of training, unless the trainee is able to demonstrate sufficient relevant prior experience or has the opportunity to undertake part of their training in, for example, a mainstream school.
- 4.20 The salary grant will initially be paid to providers based on their location. This will then be adjusted as part of holdback to reflect the location of each employing school to determine which regional salary grant each trainee attracts. Please see the section on holdback for further information.
- 4.21 From the start of the programme, providers must pay the correct salary grant to the school based on the school's location. Where salary grant allocations are less than those required by the provider because of the location of the employing school, the provider should contact the TDA to discuss adjustments to salary grant funding.
- 4.22 Providers are required to pay the salary grant to the school. As a minimum, providers should reimburse schools on a term-by-term basis in arrears. However, providers may agree alternative arrangements with their schools.
- 4.23 Providers should always ensure that the total amount of salary grant paid to each school is in accordance with the amounts listed at the back of this manual. If more than this is paid, providers will be required to recover the excess amount from the school. Providers must keep clear, accurate and up-to-date records of the salary grant payments that have been released.
- 4.24 The TDA will pay a separate administration fee (amounts shown at the back of this manual) for each salary grant fundable place to cover costs incurred by providers in processing payments to lead schools. This will be paid in line with the payment of the salary grant.
- 4.25 Schools must use the salary grant contribution for employment costs. This may include employer's National Insurance and other overheads. Trainees must be paid in accordance with the School Teachers' Pay and Conditions Document but the school can choose whether to pay the qualified or unqualified rate. The school, as employer, is responsible for sickness and maternity/paternity arrangements.
- 4.26 It is a requirement that providers ensure that maintained schools pay GTP trainee teachers on at least point one of the unqualified teacher scale.

Self-funded places

- 4.27 Providers may recruit additional trainees on a self-funded basis. Self-funded trainees do not attract a training or salary grant from the TDA. However, the TDA will pay a standard assessment contribution if the trainee is assessed in England. Assessment contribution amounts are shown at the back of this manual.
- 4.28 Although self-funded trainees are not eligible for training or salary grants from the TDA, trainees on these programmes must be employed for the full duration of their training programme.

EBITT funding

4.29 The TDA has not set a limit on the number of EBITT trainees that providers may recruit on a self-funded basis. Providers can recruit an unlimited number of these trainees throughout the academic year and enter them onto the EBITT database without needing to contact the TDA. However the TDA expects providers to ensure that the recruitment of self funded trainees does not impact adversely on the quality of training received by TDA funded trainees.

4.30 The TDA will pay providers' assessment fees for self-funded trainees as part of the holdback calculations at the end of the academic year. This will be a one-off payment in October or November after the end of the academic year.

Deferments

4.31 If a trainee defers during their programme, the TDA will continue to fund the provider for the trainee throughout the period of deferment up to the maximum of training and salary grants awarded. The deferral period is a maximum of one year, and during this period providers should hold on to the funding to be used when the trainee returns to their course. Providers should continue to use the funding mechanism described in this manual to calculate the training grant due to them, and the salary grant (where applicable) due to the school. However, if the trainee subsequently does not return to the training programme, the TDA will recover any surplus funding accordingly. Exceptionally, a trainee might seek deferment more than once during the course of their training, but only two deferments may be entered on the EBITT database.

Sickness or special leave

4.32 The TDA will continue to provide funding up to the maximum amount for trainees who are away from their programme because of sickness or other special leave. If this period of absence is likely to affect the trainee's ability to meet the QTS standards within the time frame agreed, providers should exercise their professional judgement in deciding whether a deferment would be more appropriate.

Programme extensions

4.33 EBITT programmes may be extended by up to three months beyond the planned end date. The TDA will pay funding for all or part of the extended period until the funding for the whole programme, including the extension, reaches the maximum grants outlined in this document. If the whole training programme becomes longer than that required for full TDA funding, the TDA will not provide additional financial support.

Financial management and data

This section gives an overview of auditing requirements, explains how payments will be made, sets out the procedures for keeping the EBITT database up to date, and details how providers can access their own information.

Financial management

- 5.1 The TDA is currently reviewing the way it collects financial information, and will issue further guidance in due course. The TDA is looking to strengthen governance processes in addition to reviewing provider compliance with the financial memorandum.

accurate. The TDA relies on this data in order to quantify activity and optimise management of provision within budgetary constraints. Therefore, the TDA will reserve the right to impose penalties in the case of incomplete or late returns of audit grant reports.

Auditing

- 5.2 Providers will be required to satisfy the TDA that they are operating all EBITT funding systems (GTP, RTP and OTTP) in accordance with the terms and conditions of funding, the financial memorandum, the arrangements in this guidance, and any other instructions provided by the TDA through an external audit.
- 5.3 The TDA will write to providers to explain how the audit process will operate. The audit will include an assessment of the timing and quality of information that the provider supplies through the EBITT database. For GTP trainees, the audit will also test that salary grant payments have been correctly calculated and paid to schools.
- 5.4 It is important that the required data submission to the TDA is timely and

EBITT database

- 5.5 Providers are required to use the TDA's online EBITT database to record details of all their EBITT trainees, training programmes and training outcomes. They should ensure that the database accurately reflects any changes to the status of trainees, such as withdrawals and deferments.
- 5.6 The EBITT database is also used as the mechanism for provisionally registering trainees with the General Teaching Council for England (GTC). All trainees must be registered within 28 days of commencing a programme of ITT. Provisional registration of trainees is a condition of grant and an ITT requirement. Failure to meet this requirement will render a provider non-compliant, and may lead to withdrawal of accreditation.

Financial management and data

- 5.7 The EBITT database should be kept up to date at all times, and all trainee records must be finalised and correct by 31 July of the current academic year. Providers will be asked to complete a validation declaration at year-end to confirm that all entries have been checked as correct. The TDA will use information from the database on this date to calculate the amount of funding that providers are entitled to claim for the academic year, the holdback calculations, and the recruitment premiums payable to providers.
- 5.9 For help on how to use the ready reckoner, look in the 'help' sheet in the ready reckoner or contact the ITT Funding Team at the TDA ittfunding@tda.gov.uk.

Payments and the ITT funding extranet

Ready reckoner

- 5.8 The TDA provides a tool (the EBITT ready reckoner) to help providers calculate the amount of funding they may claim for each trainee. For GTP salary grant fundable trainees, the ready reckoner will show the amounts and timings of salary grant that should be paid to schools. It will also help providers manage their funding. Please note that the amounts and timings of salary grant payments to schools shown in the ready reckoner are only the TDA's recommendations, and providers can use their own arrangements if they prefer.
- 5.9 The AY2011/12 EBITT ready reckoner will be made available by the end of June before the start of the academic year. This can be found on the TDA website by following links to ITT funding, on the ITT funding extranet and by following the link on the EBITT database.
- 5.10 The TDA produces a payment profile for each provider that sets out the timings and amounts to be paid for each funding stream. Providers can access their up-to-date payment profile and allocations summaries at any time by logging in to the ITT funding extranet. If you have not yet been given access to this site please email ittfunding@tda.gov.uk for more information and to be set up on the system.
- 5.11 Payments for EBITT places allocated will be made to providers in monthly instalments during the same academic year. Payments will be made through BACS and will normally be processed on the first working day of each month, reaching providers' accounts on the third working day of each month.
- 5.12 The TDA will pay the salary grant to providers on the basis of their allocated GTP salary grant places. This will be paid in three instalments at the end of each term (in December, March and July) unless an alternative arrangement has been agreed with the TDA.

Funding recovery (holdback)

At the end of the academic year, funding is adjusted to take account of the actual number and type of trainees who were recruited and who completed programmes during the year. This section describes this process, which is called holdback.

Funding recovery (holdback)

- 6.1 There are no longer any concessions. The TDA will recover all funding relating to unfilled places and withdrawals.
- 6.2 The TDA will not allow the recycling of withdrawal leftover funding to fund additional trainees. All funding from withdrawals will be recovered.
- 6.3 At the end of the academic year the TDA will compare the agreed amount of funding that a provider is entitled to claim (based on actual recruitment of EBITT places) against the amount of funding allocated (based on allocated EBITT places). If the amount claimed is less than that allocated, the TDA will recover all of the unused funding it has paid to the provider. This will form the provider's holdback.
- 6.4 Funding is ring-fenced by route (GTP, RTP and OTTP), within GTP by subject group (MPC, MFL and other STEM, other secondary and primary), and between the different funding types (salary grant and training grant only). Holdback will calculate the unused funding from each of these distinct groups individually. It will not allow offsetting between them.
- 6.5 The TDA adjusts the level of salary grant paid to providers based on the location of the employing schools. Salary grant payments are initially allocated based on the provider's location (Inner London, Outer London, London fringe areas, or national). This will then be adjusted as part of holdback to reflect the actual locations of the employing schools. This may either result in an increase in funding (where trainees attract a higher London weighting salary grant) or a decrease (if trainees attract a lower level of salary grant compared to the provider's location).
- 6.6 In most cases, holdback repayable to the TDA will have been caused by trainee withdrawals, under-recruitment against allocated places, or differences in the salary grant rate attracted by the school.
- 6.7 The standard procedure the TDA uses to recover EBITT holdback is to offset the amount against payments due for the next year's funding allocation, i.e. holdback relating to the current academic year will be recovered in the next academic year.

Recruitment premiums

This section explains how recruitment premiums are used to help achieve the Government objectives to increase the number and proportion of EBITT trainees taking programmes specialising in specific priority subjects, and explains how the premiums are paid.

- 7.1 The TDA pays additional funding premiums to providers for their recruitment to subjects that are key Government priorities. For AY2011/12 the premiums will only be paid to providers recruiting trainees specialising in physics. These recruitment premiums will apply to all EBITT (GTP, RTP and OTTP) routes.
- 7.2 These premiums are designed to reward improved performance, help providers further improve their recruitment and retention rates in challenging areas, and encourage the use of TDA-funded SKE courses.
- 7.3 The TDA will pay providers a premium for all trainees recruited to the specialist subject areas. This will be based on the QTS main subject declared by providers on the EBITT database. Premiums are not part of standard funding and they change each year. The TDA assesses the current priority areas and designs premiums to meet them. This includes a review of the effectiveness of recruitment premiums in light of the balance between the supply of, and demand for, NQTs.
- 7.4 To be eligible to receive a premium the NQT must be able to teach the specialist subject post key stage 3 upon completion of the course. This can be achieved through either the content of the EBITT programme or the experience of the trainee.

Recruitment premiums payment

- 7.5 The TDA will write to providers in August to tell them about any premiums they will receive from the previous academic year's recruitment, and how these will be paid.
- 7.6 Recruitment premiums will be paid for all trainees recruited onto eligible programmes starting in the current academic year. Payments will be made in October or November after the end of the academic year when it will be known exactly how many premiums each provider is due.

Science Specialisms

This section gives detail on the individual science specialisms and how to classify them.

- 8.1 The TDA has now split the groupings of allocated GTP places between the sciences. Physics and chemistry are in a different group to combined/general science and biology. As a result providers need to be clear about the differentiation of trainees on recruitment against each of these allocated groups.
- 8.2 For GTP registrations to be counted against physics or chemistry they must be entered appropriately into the EBITT Data Management System (DMS) (under physics or chemistry as the main subject). The definition of physics/chemistry in this case must, at the very least, mean that the provider is content that the trainee will be able to teach physics/chemistry to at least key stage 4 by the end of their programme: providers need to ensure that there is an entitlement in their training that enables them to do this. For example, their employing school must afford trainees the opportunity to teach the science subject strand and gain feedback accordingly. Also, where required, their science subject strand should feature in their second placement. The TDA views this as an enhancement and not a specialism. Further details are available in the Q14 guidance [here](#)
- 8.3 If providers have any queries regarding science separation or how recruitment, training and assessment for science specialism should be structured, please contact the Quality and Inspection Team at (inspection@tda.gov.uk).

Capital support funding

This section explains how capital support funding works and how it is paid and audited.

Capital funding

- 9.1 For the current academic year, capital support funding will be calculated using providers' total allocated EBITT places (including GTP, RTP and OTTP) at the start of the academic year. The places used for these calculations will be fixed in August and any subsequent changes to places will not affect capital support funding.
- 9.2 Capital funding rates for EBITT providers have been revised to remain consistent with changes to funding available from the Higher Education Funding Council for England (HEFCE). The current rates used to calculate capital funding can be found at the back of this manual.
- 9.3 The first and third tiers of capital funding have been maintained at AY10/11 levels, the second tier of funding has been reduced.
- 9.4 EBITT providers may only use their capital funding allocation to support expenditure on minor alterations to existing buildings or to buy fixed assets, equipment or vehicles with an expected life of more than one year, and which will be used to support the EBITT training programme.

Payment and audit of capital funding

- 9.5 The TDA will pay capital funding to providers in monthly instalments over the academic year. Payments are made at the start of each month, and should normally reach providers' accounts on the third working day of each month.
- 9.6 As part of the annual audit returns at the end of each academic year, EBITT providers will be asked to submit a return to the TDA showing how much of their capital funding allocation they have used. Any unspent amounts will be fully recovered, including any that relate to carried-forward funding. Providers are not permitted to carry forward unused funding into the next academic year, or to bring forward their allocation. For specifically agreed projects, or where contractual restraints apply, the provider may put a request to the TDA in writing to carry forward unused funds, but the TDA cannot guarantee that their request will be met.

Data tables

EBITT funding units for AY2011/12, including regional variations.

10.1 Please note that where full-time and part-time rates are quoted, the part-time figures are included for illustrative purposes only and are based upon exactly 0.5 of a full-time equivalent, i.e. a training period lasting up to two years.

Summary of GTP, RTP and OTTP training grant funding units

	National	Outer London	Inner London
GTP	£5,210	£5,470	£5,630
RTP	£9,590	£10,070	£10,370
OTTP	£2,040	£2,150	£2,210

10.2 GTP training grant funding units

Length of training in days	National		Outer London		Inner London	
	Full-time	Part-time	Full-time	Part-time	Full-time	Part-time
1-20	£2,610	£2,090	£2,740	£2,190	£2,820	£2,250
121-240	£3,910	£2,870	£4,110	£3,010	£4,220	£3,100
241-360	£5,210	£3,650	£5,470	£3,840	£5,630	£3,940
361-480	£5,210	£4,430	£5,470	£4,660	£5,630	£4,780
481 or more	£5,210	£5,210	£5,470	£5,470	£5,630	£5,630

Data tables

10.3 RTP training grant funding units

Length of training in days	National		Outer London		Inner London	
	Full-time	Part-time	Full-time	Part-time	Full-time	Part-time
1-120	£2,400	£1,920	£2,520	£2,020	£2,600	£2,080
121-240	£3,840	£2,780	£4,030	£2,920	£4,150	£3,000
241-360	£5,280	£3,640	£5,540	£3,820	£5,710	£3,930
361-480	£6,720	£4,490	£7,050	£4,720	£7,260	£4,850
481-600	£8,150	£5,350	£8,560	£5,610	£8,820	£5,770
601-720	£9,590	£6,210	£10,070	£6,510	£10,370	£6,700
721-840	£9,590	£7,060	£10,070	£7,410	£10,370	£7,620
841-960	£9,590	£7,920	£10,070	£8,310	£10,370	£8,540
961-1,080	£9,590	£8,780	£10,070	£9,210	£10,370	£9,470
1,081 or more	£9,590	£9,590	£10,070	£10,070	£10,370	£10,370

Data tables

10.4 OTTP training grant

Location	Grant per trainee
National	£2,040
Outer London	£2,150
Inner London	£2,210

10.5 The OTTP training grant is fixed for each trainee, irrespective of the length or intensity of the training programme.

Assessment fees

Programme	Assessment fee
OTTP	£640
GTP	£500
RTP	£500

10.6 Please note that assessment fees are included in the figures quoted in this manual for GTP, RTP and OTTP, but are shown separately for instances where the trainee is self-funded and only the assessment fee is provided.

Data tables

10.7 Summary of GTP salary grant funding units

Location	GTP salary grant
National	£13,500
Outer London	£16,000
Inner London	£17,000
Fringe areas	£14,400
Admin Fee	£120

10.8 GTP salary grant funding units for AY2011/12

Length of training in days	National		Outer London		Inner London		Fringe areas	
	Full-time	Part-time	Full-time	Part-time	Full-time	Part-time	Full-time	Part-time
1-30	£1,350	£675	£1,600	£800	£1,700	£850	£1,440	£720
31-60	£2,700	£1,350	£3,200	£1,600	£3,400	£1,700	£2,880	£1,440
61-90	£4,050	£2,025	£4,800	£2,400	£5,100	£2,550	£4,320	£2,160
91-120	£5,400	£2,700	£6,400	£3,200	£6,800	£3,400	£5,760	£2,880
121-150	£6,750	£3,375	£8,000	£4,000	£8,500	£4,250	£7,200	£3,600

Data tables

Length of training in days	National		Outer London		Inner London		Fringe areas	
	Full-time	Part-time	Full-time	Part-time	Full-time	Part-time	Full-time	Part-time
151-180	£8,100	£4,050	£9,600	£4,800	£10,200	£5,100	£8,640	£4,320
181-210	£9,450	£9,450	£11,200	£5,600	£11,900	£5,950	£10,080	£5,040
211-240	£10,800	£5,400	£12,800	£6,400	£13,600	£6,800	£11,520	£5,760
241-270	£12,150	£6,075	£14,400	£7,200	£15,300	£7,650	£12,960	£6,480
271-300	£13,500	£6,750	£16,000	£8,000	£17,000	£8,500	£14,400	£7,200
301-330	£13,500	£7,425	£16,000	£8,800	£17,000	£9,350	£14,400	£7,920
331-360	£13,500	£8,100	£16,000	£9,600	£17,000	£10,200	£14,400	£8,640
361-390	£13,500	£8,775	£16,000	£10,400	£17,000	£11,050	£14,400	£9,360
391-420	£13,500	£9,450	£16,000	£11,200	£17,000	£11,900	£14,400	£10,080
421-450	£13,500	£10,125	£16,000	£12,000	£17,000	£12,750	£14,400	£10,800
451-480	£13,500	£10,800	£16,000	£12,800	£17,000	£13,600	£14,400	£11,520
481-510	£13,500	£11,475	£16,000	£13,600	£17,000	£14,450	£14,400	£12,240
511-540	£13,500	£12,150	£16,000	£14,400	£17,000	£15,300	£14,400	£12,960
541-570	£13,500	£12,825	£16,000	£15,200	£17,000	£16,150	£14,400	£13,680
571 or more	£13,500	£13,500	£16,000	£16,000	£17,000	£17,000	£14,400	£14,400

Data tables

Inner London boroughs

10.9 'Inner London' means the area comprising the London boroughs of Barking and Dagenham, Brent, Camden, City of London, Ealing, Greenwich, Hackney, Hammersmith and Fulham, Haringey, Islington, Kensington and Chelsea, Lambeth, Lewisham, Merton, Newham, Southwark, Tower Hamlets, Wandsworth and Westminster.

Outer London boroughs

10.10 'Outer London' means Greater London, excluding the Inner London area.

London fringe area (salary grant only)

10.11 Fringe area means:

(a) in Berkshire – the Districts of Bracknell Forest, Slough, and Windsor and Maidenhead

(b) in Buckinghamshire – the Districts of South Buckinghamshire and Chiltern

(c) in Essex – the Districts of Basildon, Brentwood, Epping Forest, Harlow and Thurrock

(d) in Hertfordshire – the Districts of Broxbourne, Dacorum, East Hertfordshire, Hertsmere, St Albans, Three Rivers, Watford and Welwyn Hatfield

(e) in Kent – the Districts of Dartford and Sevenoaks

(f) in Surrey – the whole county, and

(g) in West Sussex – the District of Crawley.

10.12 Initial allocations of salary grant are based upon the location of the provider, but actual payment will be calculated on the location of the employing schools and adjusted as part of the holdback calculations.

Recruitment premiums

Specialist subject	Recruitment premium (per new trainee)
Physics	£1,000

Data tables

10.13 Capital support funding

Number of places	Funding per trainee
First 20 places	£200
Next 20 places	£80
For each place over the first 40	£40

An example of how capital support funding is calculated is as follows:

If a provider has a total of 80 allocated EBITT places for AY2011/12 on 1 August 2011, they will receive a total of £7,200 capital support funding for AY2011/12.

This is broken down into £4,000 for the first 20 places (20 x £200), £1,600 for the next 20 places (20 x £80) and £1,600 for the final 40 places (40 x £40).

10.14 Categories of setting allowed to train EBITT trainees and eligibility for TDA funding

Type of school	Employing (main) school	Any Other school	Eligible for training grant funding?	Eligible for salary grant funding?
Academy (includes Free Schools /Additional Schools)	Yes	Yes	Yes	Yes
City technology college (CTC)	Yes	Yes	Yes	Yes
Community School and Community Special School	Yes	Yes	Yes	Yes
Early years setting	Yes	Yes	Yes	Yes
Foundation School and Foundation Special School	Yes	Yes	Yes	Yes

Data tables

Further education institution	Yes	Yes	Yes	Yes
Higher education institution	No	No	No	No
Independent school (includes those approved for special educational needs (SEN) pupils and Independent Special Schools)	Yes	Yes	No	No
Local education authority (LEA) nursery school	Yes	Yes	Yes	Yes
Non-maintained special*	Yes	Yes	Yes	Yes
Offshore school	No	No	No	No
Other independent	Yes	Yes	Yes	Yes
Other independent special school	Yes	Yes	No	No
Overseas school	No	No	No	No
Pupil referral unit	No	No	No	No
Service Children's Education School	Yes	Yes	No	No
Secure unit	No	No	No	No
Sixth form centre	No	Yes	No	No
Special college	No	No	No	No
Voluntary aided School	Yes	Yes	Yes	Yes
Voluntary controlled School	Yes	Yes	Yes	Yes
Welsh, Scottish or NI establishment	No	Yes	No	No

This list is not comprehensive. Where the category of school is not included the provider should contact the TDA for further guidance.

Data tables

10.15 Subject priority categories

Providers planning to set up a course in any new subject must contact their Regional Lead, who will be able to advise and help with marketing and recruitment, and the Quality and Inspection Team at the TDA, who will ensure that quality and inspection issues are considered when developing these courses. Please contact the Quality and Inspection Team at inspection@tda.gov.uk for more guidance.

Subject category			
Primary	All Primary specialisms		
Subject Category	MPC	MFL and other STEM	Other secondary
Secondary	Maths	Information and communication technology (ICT)	Applied art and design
	Physics		Applied business
	Chemistry	Applied ICT	Art and design
		Applied science	Business studies
		Other science	Citizenship
		Modern foreign languages	Classics
		Design and technology	Dance
		Engineering	Drama
			English
			Geography
			Health and social care
			History
		Leisure and tourism	
		Media studies	
		Music	
		Physical education	
		Psychology	
		Religious Education	
		Social sciences	

Glossary and contacts

Glossary

CA	City academy
CAT	Credit accumulation transfer points
CCTA	City college for the technology of the arts
CTC	City technology college
DfE	Department for Education
EBITT	Employment-based initial teacher training
FE	Further education
GTC	General Teaching Council for England
GTP	Graduate Teacher Programme
LA	Local authority
M-level	Masters level
NARIC	National Academic Recognition Information Centre
NQT	Newly qualified teacher
OTTP	Overseas Trained Teacher Programme
PPD	Postgraduate professional development
Provider	A provider is a body that is accredited to award QTS. The provider is usually a university, local authority, partnership of schools or combination thereof. The provider will contract with the school to provide training places, and it is the school that employs the EBITT trainee.
QTS	Qualified teacher status

Glossary and contacts

Regional lead (RL)

The Regional Leads are accountable for the implementation of the TDA's business plan within a specified locality, whilst also sharing responsibility with regional delivery partnership (RDP) colleagues for the overall delivery of the business plan in their government office region.

RTP Registered Teacher Programme

TDA Training and Development Agency for Schools

Contacts

EBITT Funding Team: ittfunding@tda.gov.uk
EBITT allocations: allocations@tda.gov.uk

In addressing any correspondence to the TDA mailboxes, providers are asked to include their provider name, the relevant funding route and, if known, their four-digit ID number in the title of the e-mail.

Web pages

There are links to information on ITT, including the employment-based routes and quality standards, on the TDA website. The links are currently undergoing review and have not been finalised at the time of publication of this manual. The TDA website address is www.tda.gov.uk

EBITT database <https://dataprovion.tda.gov.uk/ebittdms>

ITT funding extranet <https://ittprovider.tda.gov.uk>

General public service information concerning education and learning, employment regulations, etc, may be found on www.direct.gov.uk