



National College for
Teaching & Leadership

Undergraduate continuer funding

Operations manual

Academic year 2014/15

Version 1 July 2014

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Section 1 – Introduction and background

This section gives an overview of the fee regime and the National College for Teaching and Leadership (NCTL) remit.

1. From 1 September 2012, funding for ITT courses is provided by tuition fees, the costs of which are borne by the trainee. This means that the National College for Teaching and leadership (NCTL) is no longer the primary source of income for ITT courses.
2. Trainees applying for an ITT course which starts after 1 July 2013 will be expected to have passed the professional skills tests before they can take up a place.
3. Home or EU status trainees who do not access UK student finance but would be otherwise eligible for the package of grants, fees and loans as set out in the Student Support Regulations (2011), will be included in a provider's total head count when reporting recruitment via the annual trainee numbers census collection.
4. For the purposes of allocating funding to ITT providers, the academic year will run from 1 August 2014 to 31 July 2015. Any payments will be made to ITT providers to cover this period. The NCTL reserve the right to withhold any forthcoming payments to ITT providers made through the grants system if providers do not settle invoices or fail to supply required data by the agreed date.
5. The NCTL will continue to seek high levels of financial assurance, via externally verified audited accounts, and reserve the right to request information on expenditure of ring-fenced funding throughout the academic year.
6. Department for Work and Pensions (DWP), all remittance advice received by your institution will continue to come from them. As with last year, providers will be presented with one amount only on their remittance advice. The ITT funding extranet will continue to offer providers access to view their payment profiles.

Section 2 – Undergraduate Continuer Funding

This section sets out the undergraduate continuer funding agreement.

7. Trainees who started an UG ITT courses, prior to the start of the academic year 2012/13, will be deemed to be on the old fee regime.
8. The NCTL will continue to pay providers the units of funding agreed in AY2011/12 until the trainees have completed their training. To ease the process of paying the continuer funding, a summary will be sent to providers indicating those trainees that are eligible for the funding by their TRN numbers.

Section 3 - Eligibility of trainees for Provider Led places

This section sets out who is not eligible to take up a NCTL allocated place.

9. Providers may only use NCTL allocated places for undergraduate trainees who meet, and continue to meet, the eligibility criteria. The following categories of trainees are not eligible, and cannot take up a NCTL allocated place:

- Trainees domiciled outside of the UK, European Economic Area (EEA) or Switzerland; i.e. trainees who do not meet the definition of home or EU status as set out in the Education (Student Support) regulations (see guidance from the UK Council for International Student Affairs, www.ukcisa.org.uk);
- Trainees domiciled in the Channel Islands or Isle of Man (although these trainees may still be eligible for the training bursary);
- Trainees attending ITT courses to become adult or further education teachers;
- Trainees taking a School Direct Salaried place;
- Trainees taking continuing professional development (CPD) such as postgraduate professional development (PPD)
- Trainees who already hold QTS, or are eligible to receive QTS ;
- Overseas trained teachers who qualified from a country which would fall under the NCTL's reciprocal QTS arrangements
- Trainees without a UK first degree, or equivalent;
- Trainees on pre-ITT preparation or subject knowledge enhancement (SKE) courses;
- Trainees taking courses that will not enable them to achieve QTS by completing the course, and
- Trainees who have previously been deemed to have failed a programme of ITT leading to QTS.

Qualified teachers

10. Individuals who already hold QTS on the first day of their ITT are not eligible to take up a NCTL-allocated place. Under current reciprocal arrangements, most qualified teachers from countries in the European Economic Area (EEA) or Switzerland are able to receive mutual recognition if they apply directly to the NCTL.

11. Teachers who qualified in Australia, Canada, New Zealand and the USA can apply to the NCTL directly for QTS. Providers with such applicants should ask them to apply to the NCTL; those that are successful in their application will not be eligible for an ITT place.

12. Individuals who hold Qualified Teacher and Learning Skills (QTLS) status from the Institute for Learning (IfL) can teach in schools as if they hold QTS, from 1 April 2013; however they must continue to maintain their registration with the IfL. They will still be able to apply for an ITT place; however they must hold a UK degree or equivalent to be eligible.

Section 4 – Data Collection and Management

This section gives an overview of data requirements from providers.

13. Providers are required to return data to the NCTL within the online data management systems. Failure to supply accurate data as required will render a provider non-compliant.

ITT Census Data Collection

14. Providers are required to record those trainees that have registered and are on course on the second Wednesday of October in the Autumn term. HEI providers are required to validate their own data from the Higher Education Statistics Agency (HESA) within the HEI DMS. Deadlines will be communicated by the Data Analysis & Market Intelligence team on an annual basis. The funding will be adjusted based on the information submitted in the ITT census only.

Section 5 - Financial Assurance, Audit and Payment

This section gives an overview of auditing requirements, explains how payments will be made, and details how providers can access their own funding information.

15. The NCTL has a responsibility to ensure that public funds and assets generated from the allocation of training places are properly deployed and managed.
16. The ITT criteria detail the governance and financial assurance requirements for accredited providers and how these will be assessed. Please contact Financial.Monitoring@education.gsi.gov.uk for further guidance.
17. The NCTL is currently reviewing the way it collects financial information, and will issue further guidance in due course.
18. Providers will be required to satisfy the NCTL that they are operating all funding allocated to them in accordance with the terms and conditions of funding.
19. It is a condition of funding, that providers submit independently audited accounts each year, and return expenditure data via the Audit Grant Report (AGR).
20. All providers are ultimately responsible to the NCTL for the proper stewardship of the funds paid to them. The requirements include keeping proper accounting records and preparation of accounts, consistent with NCTL requirements.
21. It is important that all data submissions to the NCTL are timely and accurate. The NCTL relies on this data in order to quantify activity and optimise management of provision within budgetary constraints.
22. The NCTL reserves the right to withdraw the accreditation of a provider if they do not comply with financial reporting requirements.
23. Payments and the ITT funding extranet
24. Payments for training bursaries will be made to providers in instalments during the same academic year.
25. Payments will be made through BACS via the Department for Work and Pensions (DWP) and will normally be processed on the first working day of each month, reaching providers' accounts around the fourth working day of each month. Providers are only sent one email remittance advice. Monthly payments are amalgamated and show as one amount on the remittance so providers are expected to reconcile this amount to the payment profile on the ITT funding provider extranet and to obtain the breakdowns for each funding route.
26. The NCTL 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 provider extranet. If you have not yet been given access to this site please e-mail FA.team@education.gsi.gov.uk for more information and to be set up on the system.

Annex A - Glossary and contacts

DfE

Department for Education

DMS

Data Management System

HESA

Higher Education Statistics Agency

TRN

Teacher Reference Number

Contacts at the NCTL

Accreditation team

TA.Accreditation@education.gsi.gov.uk

Allocations team

ITT.Allocations@education.gsi.gov.uk

Assessment-only team

TA.AO@education.gsi.gov.uk

Assessment team

TA.Inspection@education.gsi.gov.uk

Funding Delivery team

FA.Team@education.gsi.gov.uk

School Direct team

School.DIRECT@education.gsi.gov.uk

Skills Test Delivery and Reform team

Skills.Test@education.gsi.gov.uk



National College for
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