

Paul Mullins
Chair
The Education and Training Foundation
157-197 Buckingham Palace Road
London
SW1W 9SZ

18th June 2018

Dear Paul

GRANT VARIATION FOR THE EDUCATION AND TRAINING FOUNDATION

I am writing to confirm changes to the Education and Training Foundation's 2018-19 Grant Funding Agreement. This was originally set out in the Grant Offer Letter dated 23rd March 2018.

The revised Grant Funding Agreement for 2018-19 is £15,488,550. This is calculated as follows:

- 1. Original Grant Funding Agreement for 2018-19: £13,564,550;**
- 2. First Grant Variation Letter dated of up to £24,000 for the 2018-19 financial year;**
- 3. The additional Grant Funding of up to £1,900,000 for the 2018-19 financial year, as set out in this Grant Variation Letter.**

This funding of up to £1,900,000 is for the new Taking Teaching Further programme and the administration and delivery of it, with specific activities listed below. These activities and outcomes are additional to those set out in Annex J of the original Grant Offer Letter.

This letter also identifies funding for up to £2,900,000 for the period beginning 01/04/2019 and ending 31/03/2020 in respect of the multi-year nature of the Taking Teaching Further programme. This funding is indicative and will be confirmed as part of the FY 2019-20 grant letter.

As part of our package of support for FE teaching, this government made a manifesto commitment to create a new national programme to attract experienced industry professionals to work in FE. This recognises that we can only raise productivity and equip the next generation with the skills and experience employers need if those employers are an integral part of FE students' courses.

To inform the new national programme, the DfE has announced Taking Teaching Further. This will test various routes for experienced industry professionals to spend time in the FE sector, and to test ways to encourage more ongoing exchange

between FE and industry so students can gain the knowledge and skills that industry needs.

The Department is commissioning the support of the ETF to **market** and **administer** the new programme. This will include the **assessment** of applications, **making the award** to the successful applicants, and the **oversight of projects** through to successful completion. The first round of bidding will need to be open from June 2018 so that projects from successful bids can start in September 2018.

The following top-level activities and outcomes expected from this programme are listed below:

Activities

- Promote programme to FE sector (including Independent Training Providers, work-based learning providers, and FE colleges), utilising existing communication channels and stakeholder networks.
- Design programme application process and assessment criteria, in collaboration with the DfE and AoC.
- Implement and administer the application process on behalf of the DfE.
- Assess all bids received and make recommendations to the Programme Advisory Group.
- Agree funding arrangements with successful applicants and make payments in accordance with funding schedules.
- Monitor projects through to successful completion, including oversight of project reporting and working in collaboration with the evaluation contractor.

Outcomes

- Round 1 of the Taking Teaching Further is open to applications by w/c 18 June 2018.
- By w/c 30 July sufficient number of eligible 'project' bids received (circa 40), of good quality and broad range of approaches. For the purposes of this programme, a good quality bid is one that is credibly resourced, includes clear financial estimates, outputs and objectives that clearly reflect the aims and outcomes of the programme to a realistic timetable. The programme aims to attract experienced industry professionals to work in FE providers and we would expect bids from all regions of England and a range of industry sectors, in particular from childcare and education, digital, construction, and engineering & manufacturing to reflect the first four technical education routes that will be taught from 2020. This would necessitate a broad range of approaches to ensure cross-sector and national geographical coverage.
- By w/c 30 July sufficient number of eligible 'ITE support' applications received (circa 80). For the purposes of this programme, we would expect an equitable range of applications from across childcare and education, digital, construction, and engineering & manufacturing.
- By 31 August 2018, up to 20 projects recommended to the Programme Advisory Group for support.

- By 31 August 2018, 50 college posts recommended to receive 'ITE support' packages – with an equal distribution across the four technical education routes (as listed above).
- The DfE will provide final confirmation to the ETF of which projects are to be supported. The ETF will then engage with the successful applicants and require them to sign a funding agreement. This will set out the specific funding conditions, monitoring arrangements and payment details. Funding agreements will be issued to each project lead and signed (by both parties), along with a payment schedule.
- Funding agreements to be given to all successful project applicants during September 2018.
- ITE support funds awarded to all successful applicants on appointment of the new teacher, but shall be no later than 1 February 2019.
- Collate project progress reports into monthly high-level reports for the DfE, starting from September 2018, and to be provided to the DfE no later than end of first week in calendar month.
- Round 2 of the programme is open to applications no later than w/c 10 December 2018.
- By w/c 25 February 2019 sufficient number of eligible 'project' bids received (circa (40), of good quality and broad range of approaches. For the purposes of this programme, a good quality bid is one that is credibly resourced, includes clear financial estimates, outputs and objectives that clearly reflect the aims and outcomes of the programme to a realistic timetable. The programme aims to attract experienced industry professionals to work in FE providers and we would expect bids from all regions of England and a range of industry sectors, in particular from childcare and education, digital, construction, and engineering & manufacturing to reflect the first four technical education routes that will be taught from 2020. This would necessitate a broad range of approaches to ensure cross-sector and national geographical coverage.
- By w/c 25 February 2019 sufficient number of eligible 'ITE support' applications received (circa 160). For the purposes of this programme, we would expect an equitable range of applications from across childcare and education, digital, construction, and engineering & manufacturing.
- By 29 March 2019, up to 20 projects recommended to the Programme Advisory Group for support.
- By 29 March 2019, 100 individuals recommended to receive 'ITE support' packages – with an equal distribution across the four technical education areas (as listed above).

The project plan attached at Appendix 1 sets out how the above will be delivered and will be used to track and manage successful delivery.

Key Performance Indicators linked to the delivery of the above outcomes are attached separately at Annex M.

To complement existing DfE reporting arrangements and in recognition of the high-profile nature of this programme, the Taking Teaching Further policy team will put in place separate bi-monthly progress meetings, to monitor not only the delivery of the programme, but also the performance of the ETF.

Where there are any concerns with performance, we will firstly raise with the ETF contract manager – and subsequently with the Department's Further Education Teachers and Leaders Board.

As part of progress reporting, the ETF will provide monthly written updates to the Advisory Group – advising the Group on the progress of each successful applicant/bid – as well as progress against the key performance indicators listed at Annex M.

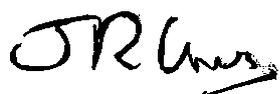
Annex G of the Grant Funding Agreement has been modified to reflect the additional funding and the new payment profile is attached.

We agree that all other terms and conditions of the Grant Funding Agreement remain unaltered and that no other liabilities, financial or otherwise, shall accrue to the Department because of the above amendment.

As stated in the terms and conditions of the Grant Funding Agreement, you may not retain any portion of the grant that has not been used by the end of the financial year in the Grant period without written permission. We confirm acceptance of the variation on the terms specified above.

Please sign two copies of the certificate, retaining one copy and returning the second to me.

Yours sincerely

A handwritten signature in black ink, appearing to read 'JR Cotes', with a horizontal line underneath the name.

Roger Cotes
Deputy Director, Head of Intervention, Sponsorship, and Office of the FE
Commissioner

Annex M – Key Performance Indicators for “Taking Teaching Further”

| Ref | Outcome Description | Indicators | Target Date |
|-----|---|---|--|
| 1a | Taking Teaching Further open to applications (Round 1) | <ul style="list-style-type: none"> Guidance document publicly available Application Form available | <ul style="list-style-type: none"> w/c 18 June 2018 w/c 18 June 2018 |
| 1b | Taking Teaching Further open to applications (Round 2) | <ul style="list-style-type: none"> Guidance document available Application Form available | <ul style="list-style-type: none"> w/c 10 Dec 2018 w/c 10 Dec 2018 |
| 2a | Taking Teaching Further successfully marketed to the FE sector (Round 1) | <ul style="list-style-type: none"> Minimum of 40 eligible project bids received Minimum of 80 eligible ITE financial support applications received | <ul style="list-style-type: none"> w/c 30 July 2018 w/c 30 July 2018 |
| 2b | Taking Teaching Further successfully marketed to the FE sector (Round 2) | <ul style="list-style-type: none"> Minimum of 40 eligible project bids received Minimum of 160 eligible ITE financial support applications received | <ul style="list-style-type: none"> w/c 25 Feb 2019 w/c 25 Feb 2019 |
| 3a | Robust assessment process in place & successfully undertaken (Round 1) | <ul style="list-style-type: none"> Assessment process clearly set-out and provided to Advisory Group, including key dates and resource required Recommendations made to Advisory Board | <ul style="list-style-type: none"> w/c 18 June 2018 By 31 Aug 2018 |
| 3b | Robust assessment process in place & successfully undertaken (Round 2) | <ul style="list-style-type: none"> Assessment process clearly set-out and provided to Advisory Group, including key dates and resource required Recommendations made to Advisory Board | <ul style="list-style-type: none"> w/c 10 Dec 2018 By 29 March 2018 |
| 4a | Successful projects receive grant awards and delivery monitored (Round 1) | <ul style="list-style-type: none"> Funding agreement in place for each applicant Monitoring arrangements and payment details agreed for each applicant Monthly reporting undertaken and provided to Advisory Group Engaged with evaluation contractor and providing support as required | <ul style="list-style-type: none"> September 2018 September 2018 Monthly – from September 2018 From September 2018 onwards |
| 4b | Successful projects receive grant awards and delivery monitored (Round 2) | <ul style="list-style-type: none"> <i>This activity will fall in FY 2019-20 – and subject to confirmation in the FY 2019-20 grant letter</i> | |