

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

25<sup>th</sup> March 2020

Dear Peter

## **2020-21 Grant Offer Letter to the Education and Training Foundation**

**This Grant Offer is made between:**

**(1) The Secretary of State for Education and**

**(2) The Education and Training Foundation, 157-197 Buckingham Palace Road, London, SW1W 9SZ (Charity Number: 1153859)**

This letter confirms that a grant will be awarded for the Education and Training Foundation (ETF) up to the value of £25,563,900 for use during the period beginning 01/04/2020 and ending 31/03/2021 (the Grant) and such Grant is subject to the attached Department for Education (DfE) general [Grant Terms and Conditions](#)<sup>1</sup>.

Any Grant paid by the Secretary of State will be paid pursuant to section 100(1) of the Apprenticeships, Skills, Children and Learning Act 2009 and section 14 of the Education Act 2002, and will accordingly be paid only in respect of approved expenditure incurred by the Education and Training Foundation for the purpose of the funded activities.

If any changes in DfE policy direction require an amendment or variation to the Grant Funding Agreement it shall only be effective if it is in writing, agreed and signed by DfE and the ETF. As set out in the terms and conditions in clause 36.4, in the event of a change in policy direction, DfE may terminate this Grant Funding Agreement with immediate effect by notice in writing.

Any expenditure incurred on communications/marketing activity pursuant to the Grant will be subject to a separate approvals and clearance process by the DfE communications team and any spend over £100,000 must be approved by the Cabinet Office to ensure value for money<sup>2</sup>. ETF will need to provide a comprehensive and evidence-based communications strategy and plan for consideration under this sign off and approvals process. ETF must refrain from

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<sup>1</sup> <https://www.gov.uk/government/publications/grant-funding-agreement-terms-and-conditions> (Sept 2019)

<sup>2</sup> This value is for each separate work strand and not "in total".

expending any Grant funds on communications/marketing activity until it has obtained written clearances from the DfE communications team.

The Grant is provided on the strict understanding that none of this funding is to be used for advertising, marketing, communications and consultancy for any costs associated with the maintenance, technical development or updating of new websites.

### Objectives, outcomes and value for money

Annex J sets out the list of agreed objectives for which the grant is being paid. DfE is required to ensure that the Grant is used for the agreed purposes and that we secure value for money. In order to do so effectively DfE and ETF will hold quarterly review meetings to discuss progress and outcomes. ETF will work with DfE policy teams in developing realistic but challenging KPIs as a means to track progress and to inform the review meetings.

### Unallocated funding

Where the Grant includes unallocated funds, these cannot be claimed until it has been agreed between ETF and the DfE to allocate these to an identified project. Where this is an existing project included in the Grant letter or later addendum, this can be with the agreement of both parties. Where this is a new project, it will require a Grant variation letter setting out the objectives, outcomes and KPIs for that project and for there to be a Project Initiation Document (PID) between ETF and the relevant DfE policy team. In the event that a project with allocated funding does not go ahead, the funds allocated to that project should be treated in the same way as unallocated funding.

### The Grant Funding Agreement

This Grant Offer Letter, relevant annexes and the Grant Terms and Conditions together make up the Grant Funding Agreement.

This letter must be read in conjunction with the relevant annexes:

- Annex A** – Acceptance of Grant Offer and effective date
- Annex B** – Bank account details
- Annex C** – Grant Claim Form
- Annex D** – Does not apply
- Annex E** – Details of Grant Allocations
- Annex F (i)** – Annual Certification of Expenditure (external auditor of accountant's report arrangements)
- Annex F (ii)** – Does not apply
- Annex G** – Grant Payment schedule
- Annex H** – Sample Exit Plan
- Annex I** – Sample Progress Report Template
- Annex J** – Activities for which the Grant is being paid

To accept this offer of funding, please sign both copies of this Grant Offer Letter (Annex A) and provide bank account details, if you have not already done so (Annex

B) and return a copy to: Michael Klym, FE Corporate Sponsorship Team, Careers and Further Education Directorate, Department for Education, First Floor, Sanctuary Buildings, Great Smith Street, London, SW1P 3BT.

Yours sincerely,

Roger Cotes  
Deputy Director | Careers and Further Education Group  
Head of FE Quality, College Improvement and Sponsorship

Cc: David Russell, CEO, Education and Training Foundation

## **Annex J – List of objectives for which the Grant is being paid: Education and Training Foundation**

### **Taking Teaching Further (TTF)**

Value of grant – £10m

Brief description of programme

A programme supporting FE providers to recruit industry professionals to retrain as FE teachers. The ETF, having already successfully delivered two rounds of the programme, will continue to administer the second year of the second round of TTF and will deliver the expansion of the ITE strand into a third round commencing in 20-21.

Required outcomes:

- Over the course of the year, we expect ETF to promote the programme to the FE sector, utilising existing communications channels and stakeholder networks, and ensuring key lessons learned are fully disseminated.
- As part of reporting requirements, we expect ETF to provide monthly project progress reports to DfE. Quarterly programme reports should also be provided to DfE, including assessment of funds spent-to-date, and forecast spend to year-end.
- With specific reference to historic TTF round 2 supported places, we expect the ETF to continue to monitor and support those providers, ensuring eligible payments are made promptly, and to confirm by year-end the total number of round 2 recruits who successfully completed their ITE.
- With specific reference to TTF round 3, we expect the ETF to:
  - o Confirm the allocations to statutory FE providers by end of April by way of sending the induction welcome pack.
  - o Notify all other eligible FE providers of the programme and confirm (following a first come first served process) their allocation within 15 working days of their registration.
  - o To make prompt payments to all eligible providers - as per funding agreements and upon receipt of specified evidence
  - o To collect data from providers about their participation in the TTF programme and on their recruitment outcomes, and report this to DfE quarterly. To work in collaboration with an evaluation contractor and provide access to all data held (evaluation contractor to be confirmed by DfE in due course).

### **Prevent for Further Education**

Value of grant: £108,900

Brief description of programme

- Hosting, management and updating of Prevent for FE site; Side by Side learner modules; staff training modules.
- Support for membership organisations.

- Facilitation of communications campaign to raise awareness of the site and modules. We expect ETF to provide monthly Google analytics to support our evaluation of this campaign.

## **College Leadership and Governance Learning and Development Programme**

Value of grant £4.5m

Brief description of programme(s)

Design and delivery of a programme of learning and development activity for middle and senior leaders, college Chairs, governors and governance professionals; develop and instigate programme networks / alumni to underpin approach to continuing CPD; evaluation and impact activity on specific programme strands.

Ongoing delivery of development and support activities for staff and student governors; regional governance events and oversight of a governor recruitment website.

Required outcomes

- (i) Effective delivery of specific learning, development and support to develop the capability and performance of college executive and non-executive leadership; to do this within proposed reach and to budget.
- (ii) Helping to create a well-developed, well-trained executive and non-executive leadership 'workforce' across FE and Sixth Form colleges which can help support a strong, resilient and well-managed FE provider base.
- (iii) Enabling college leaders to be capable of driving a vision for their college, operating a sound organisation and contributing to a self-improving college sector.

### **Activity to help improve the quality of FE teaching and leadership**

Total value of grant £1.87m. This is made up of:

- FE workforce quality and capability
  - Initial teacher education (ITE) activity (including teacher recruitment/retention projects) (£1.5m)
- Further Forces (£0.4m)
- Funding for SIR technical availability (agreed as £70k).

#### Initial Teacher Education (ITE) improvement

Value of grant £1.5m for

- FE advice service
- ITE development
- SET for Success

## Brief description of programme(s)

ITE improvement continues to support the sector to develop high quality routes into teaching for those entering the profession and provides greater awareness of the breadth of provision available across FE.

## Required outcomes

- FE Advice service continues offering public-facing activities to provide information and advice to potential new recruits into FE teaching. FE advisors also offer appropriate support to those already employed in the sector to identify high quality training opportunities.
- ITE Development activity continues to develop and expand programmes such as Talent to Teach that raise awareness of teaching in FE alongside other research and activity to strengthen understanding of factors affecting recruitment and retention in the sector. To continue to support the use of ETF Professional Standards across the sector.
- SET for Success continues to offer support to recruit high quality STEM graduates into providers.

## Digital learning platform

Value of grant £285k

To support the Enhance Digital Training Platform to continue to support the sector and access relevant training opportunities, alongside the continued availability of learning and good practice through the Foundation on Line and Excellence Gateway.

## Further Forces Programme

Value of grant £400k

Further Forces continues to support existing participants to train to teach in the FE sector.

Further Forces activity and funding in 2020-21 supports the ongoing training of those recruited to the programme prior to 31 March 2020 (at which point recruitment ceases).

## Funding for SIR technical availability

Value of grant: £70k

To ensure continued access and availability of the SIR data for 20-21. (The SIR work is being brought in-house and this funding is to allow continued access to existing data for the coming FY.)

## **Mentor training programme**

Value of grant: Up to £3m

Mentor training and development programme for the FE sector in 2020-21.

High-level programme aims:

- Support the FE sector to provide high-quality mentoring provision and career support for teachers, including early career teachers; and
- Offer mentor training opportunities for teacher-mentors, giving them the skills and know-how to be effective mentors.

### **Support for Workforce Development on SEND**

Total grant value: up to £1,200,000

- Continue work to build capacity for effective SEND provision across the FE sector, with a particular focus on how FE providers can support young people with SEND to prepare for employment.
- Continuation of development and delivery of bespoke training & development on SEND for leaders and middle managers
- To continue to build SEND into ETF core work (i.e. the professional standards, ITT framework, leadership)

Outcomes

- Stronger recognition among senior leaders of the importance of providing excellent provision for SEN learners which leads to better outcomes, and the ability among all leaders, managers and practitioners to improve the provision in their organisation.
- Better sharing of effective practice in areas such as pathways to employment and curriculum design, and in ensuring organisations are inclusive in their outlook.
- Professionals feel better equipped to develop effective pathway into employment resulting in more students with SEND securing employment.
- Relationships are developed between colleges, LA and other provider types/settings leading to sharing more effective practice and improved quality of EHC plans and reviews with parent and young people experiencing a better transition into and out of FE.
- ETF general CPD offer reflects the intent of the SEND code of practice so that all teachers/practitioner in further education are skilled to enable students with SEND to achieve good outcomes

## **Basic skills (English, Maths and Digital)**

Total Grant value: £3,825,000

### Outstanding Teaching, Learning and Assessment (£550,000)

Deliver a programme of supported collaborative projects (including joint practice development and action research) that addresses provider based challenges and issues, with strands including:

- Learning progress in English
- Develop the evidence hub that shares the learning from OTLA.

### Advanced Practitioners (£330,000)

Building on professional development for and sustaining community of practice of Advanced Practitioners across England through face-to-face and online activity. Including evaluation activity.

### Practice Development Groups (Previously Professional Exchange) (£250,000)

Building and strengthening local networks of practitioner-led development activity. The groups will consist of practitioners who embed maths and/ or teach or embed English.

### Leading from the Middle (£115,000)

Deliver a programme of development for middle leaders in maths & English which develops general leadership skills and provides subject specific content in driving improvement in M&E outcomes and TLA.

### Shaping Success Maths and English CPD Offer (£1,235,000)

Build, sustain and deliver a targeted and responsive programme of online, face to face and blended development opportunities to support practitioners across all English regions to deliver improved M&E outcomes and TLA. Closely linked with other relevant programmes across the ETF.

### Regional Specialist Leads (£400,000)

Provide a Regional Specialist Lead programme which provides expert advice, guidance and support to providers and practitioners across all regions and establishes a better understanding to inform CPD and wider development activity.

### Practitioner-led research (£220,000)

Provide a programme of support and development for practitioners interested in undertaking academic research on issues related to maths & English.

### Maths and English Apprenticeships (£75,000)

Continuation of support for practitioners embedding maths and English in apprenticeships. Learning packages consisting of online modules and interactive



webinars. Minimum of 20 webinars planned.

Basic Digital Skills Entitlement (£350,000)

Rollout of the Online CPD programme launched February 17<sup>th</sup> 2020 to support staff delivering the new Essential Digital Skills entitlement.

Online and face to face training, as well as community share of practices to support teachers and trainers who will be delivering courses related to the new legal digital skills entitlement.

Independent evaluation of the programme. Interim findings will inform the ongoing development of the programme and the final evaluation will inform the shaping of future work in this area.

ESOL (£300,000)

Programme of support for ESOL practitioners, including research activity to determine workforce needs.

Management Fee (£675,000)