



Taking Teaching Further

Round 3 (Route 1)

Programme Guidance

May 2020

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Summary

1. This guidance is for all Further Education (FE) and Sixth Form Colleges that wish to participate in the third round of Taking Teaching Further, which will commence from April 2020. The programme aims to support FE providers to recruit people with industry experience to retrain as FE teachers by making funding available to providers to cover the costs of a new recruit undertaking a level 5 teaching qualification and having reduced classroom time in the first year of teaching while they learn. Colleges can draw down up to three places with funding of £18,200 per place.

Policy context and background

2. To meet the challenges of the government's Industrial Strategy¹, a world-class skills system is vitally important. Technology and globalisation are transforming society and the workplace; the pace of change demands that skills provision must be responsive and relevant, while ensuring teaching and learning is of a consistently high quality.
3. The reform of the skills system, documented in the Post-16 Skills Plan², places employers at the heart of change. They must define the skills, knowledge and behaviours required for individuals to be recognised as occupationally competent and ready for skilled employment. However, beyond this, students need opportunities to learn, understand and experience how their skills will be used in practice, gaining an understanding of the contemporary workplace and how to operate effectively within it.
4. Industry professionals are well placed to develop this understanding because they will both know and understand the latest skills, techniques, approaches and equipment that set the standards within their respective sectors.
5. Given the wider economic importance of FE in raising skills levels and providing opportunities for young people and adults – particularly through the successful delivery of T Levels and apprenticeships – there must be enough highly-skilled teachers in place to deliver high-quality, work-relevant skills training. Teacher recruitment and training of industry professionals is therefore already a priority, made even more urgent by current shortages of technical teaching staff in key sector areas.
6. As part of its support for FE teaching, the government launched Taking Teaching

¹ <https://www.gov.uk/government/publications/industrial-strategy-building-a-britain-fit-for-the-future>

² https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/536043/Post-16_Skills_Plan.pdf

Further in 2018 to support FE providers to recruit high-calibre, experienced industry professionals to retrain as FE teachers, and to test how best to support an ongoing exchange between FE and industry. The programme has already run for two rounds between 2018 and 2020.

7. The programme will run for a third round from April 2020. The focus will be on supporting FE providers to recruit people with industry experience to retrain as FE teachers in teaching positions across any of the 15 technical teaching routes.
8. The guidance document sets out:
 - the context and ambitions of the programme
 - the process for participating in the programme
 - the criteria for the programme.

Overview of Taking Teaching Further

Who is Route 1 for?

9. Taking Teaching Further is for all FE providers and there are different ways to access the programme depending on provider type. Route 1 of the programme is open to all FE Colleges and Sixth Form Colleges in England (colleges). Places will be made available to all colleges on a draw-down basis. The take-up of the Initial Teacher Education (ITE) places is subject to individuals meeting the participation criteria outlined on page 10.

Programme aims

10. The programme's long-term aims are to:
 - raise the profile and prestige of skilled FE teaching, particularly among industry professionals; and
 - increase the overall number of skilled technical teaching roles by helping providers to support experienced industry professionals with the training that they require to become FE teachers.
11. Taking Teaching Further supports providers to bring in experienced industry professionals, who can bring industry relevant knowledge to their teaching and institutions by: funding the costs training and reduced classroom time in the first year of teaching; and, providing advice and guidance to providers to support their participation in the programme. These recruits have the potential to improve outcomes for learners through their understanding of the latest skills, techniques, approaches and equipment that set the standards within their respective sectors.
12. For industry professionals, it is an opportunity to undertake a new challenge – supported by high-quality training – to make a career change and become a successful FE teacher, enabling the next generation to benefit from their technical expertise, skills and experience.
13. The industry professionals can be recruited to teach technical subjects based on any of the 15 technical teaching routes. However, Taking Teaching Further is not limited to those providers delivering T Levels, its aim is to support teaching in these technical subject areas.
14. Taking Teaching Further builds upon examples of excellence already in the FE sector, specifically enabling industry professionals to take up FE teaching

opportunities. We are already reviewing what works through the initial pilot rounds and will learn from more examples in this round.

15. Taking Teaching Further involves providers trialling new approaches where helpful, applying learning, perhaps from other sectors, and finding new, improved ways in which to recruit and retain industry experts into FE teaching.

Programme timescales

16. Round 3 will run from April 2020 to July 2022 with the vast majority of the funding needing to be drawn down by participating colleges in the first financial year (by financial year we mean 1 April to 31 March).
17. All colleges will be contacted in mid-March and will be asked to respond with an “intent to participate”.
18. Each college will be able to draw down up to three places.
19. Depending on initial uptake, additional places may be available if a college maximises their initial three recruit places.
20. The programme will generate evaluation evidence which will be used to help inform decisions about government’s future plans.

Taking Teaching Further Route 1: Financial support for Initial Teacher Education (ITE)

21. We know there are a range of barriers for industry professionals seeking to enter the FE teaching profession. The financial support available to colleges directly addresses the cost of undertaking ITE and helps to create capacity for new recruits to learn and receive training and support on the job.
22. Funding of £18,200 per recruit will be made available to cover:
- The full cost of undertaking a teaching qualification (a Level 5 Diploma in Education and Training (DET) or an equivalent/ higher level qualification) funded up to a maximum of £4,000 per trainee.
 - Costs of additional teacher time providing intensive support to new teachers (for example through team teaching/work shadowing arrangements) for up to 144 hours.
 - Costs to cover new teachers having a reduced teaching workload until the end of March 2021, up to 140 hours (following the period of intensive support).
 - There is an option to cover the costs of a new recruit taking a Level 3 Award in Education and Training (AET) qualification before the Level 5 DET if a provider deems that to be more suitable for their new recruit(s). For this option 132 hours would be allocated to the reduced teaching portion.
23. The tables below set out in more detail the composition and expected spend profile behind the £18,200 unit cost for each of the two options. Please note – because a DET qualification takes two years to complete, the unit cost is split £16,200 in year 1 and £2,000 in year 2.

Level 5 only option	Level 5 or equivalent Enrolment	Work shadowing/mentoring	Reduced workload	Total
Year 1 (to end March 2021)	£ 2,000	£7,200	£7,000	£16,200
Year 2 (to end March 2022)	£2,000			£2,000
Total	£4,000	£7,200	£7,000	£18,200

Level 5 and Level 3 option	Level 5 or equivalent Enrolment	Work shadowing/mentoring	Reduced workload	Level 3 Enrolment	Total
Year 1 (to end March 2021)	£ 2,000	£7,200	£6,600	£400	£16,200
Year 2 (to end March 2022)	£2,000				£2,000
Total	£4,000	£7,200	£6,600	£400	£18,200

24. It is not a condition of this programme that ITE should be delivered to any specific model, beyond the minimum requirements that the qualification should be a level 5 or higher, as well as the delivery being classroom based or blended learning, not solely online.
25. Participating colleges will be required to sign a grant letter. This will set out the specific grant conditions, monitoring arrangements and payment details.

How to participate

Allocation process

26. All colleges will be advised in March that they can draw down up to three places and will be asked to respond with an “intent to participate”.
27. Once colleges have expressed an intent to participate in the programme, they will receive a grant letter for funding of up to three places, along with an induction welcome pack with further information about the programme.
28. There may be additional places available at a later date. Information will be made available in due course if this is the case.

Participation criteria

Participating colleges must meet the criteria outlined below.

Criteria
<p>The individuals recruited to teaching posts must:</p> <ul style="list-style-type: none">○ Be an industry professional – defined as an individual who has worked for a minimum of three years in their area of vocation and is, at the time of applying to become an FE teacher, still working in that same industry, or has been within the past 18 months;○ Be from within an industry which is covered by the 15 technical routes aligned to the T Level routes (Taking Teaching Further is not limited to those colleges delivering T Levels, its aim is to support these technical areas across all colleges);○ Not yet hold a substantive teaching qualification, i.e. a Level 5 Teaching Qualification (DET) or equivalent/ higher level teaching qualification;○ Be of suitable quality/calibre as determined by the provider’s own recruitment process; and○ Not already be working within the organisation applying for the grant in a training/assessing/teaching post. <p>The college must:</p> <ul style="list-style-type: none">○ Confirm that the post being recruited to is for a permanent, full-time position or part-time at or over a 0.5 FTE contract;○ Confirm that the recruit will be undertaking a minimum of a Level 5 Diploma in Education and Training (or equivalent/higher level teaching qualification) as well as the delivery being classroom based or blended learning, not solely online;○ Confirm that all recruits will have started their Level 5 qualification by September 2021 and have completed by July 2023;○ Confirm that the total claim does not exceed £18,200 per trainee (for up to three trainees per organisation);

- Confirm that the budget only contains grant claims for up to £2,000 per recruit in the 2021-2022 financial year (to cover the second-year qualification fee) or first year if deferred;
- Confirm that the recruits will be teaching technical subjects that align with the 15 technical teaching routes (Taking Teaching Further is not limited to those colleges delivering T Levels, its aim is to support these Technical areas across all colleges.);
- Confirm that the programme of support for the new recruits includes the provision of intensive support for the new teacher and a reduced workload, potentially combined with the costs of a Level 3 AET until March 2021;
- Confirm that senior leaders are committed to supporting the programme throughout its delivery; and
- Confirm they will rigorously select and support recruits to maximise the likelihood of retaining recruits.

Capital costs are not in scope for this funding.

Submitting your intent to participate

29. Colleges wishing to take part in Taking Teaching Further will need to:

- 1) Confirm intent to participate and provide the following information via the [online form](#):
 - a) college name
 - b) lead contact name and contact details (email and telephone number)
 - c) number of places required, up to three
 - d) initial indication of the technical teaching sectors to be recruited to (this can be amended once the programme begins)
- 2) Respond to our follow up email by:
 - a) reading all guidance documents shared with you
 - b) confirming that you meet all criteria
 - c) signing and returning your grant letter back to us within 2 weeks of receiving it

Timetable

Activity	Timeframe
Guidance and intent to participate email issued	09 Mar 2020
Confirmation of intent to participate (via survey link) to be received	ASAP – registration will remain open until all places are filled
Grant letter issued to provider	Within 3 weeks of registration
Funding awarded & recruitment starts	As soon as grant letter is signed and returned

Further information

30. If providers have any queries they should contact ETF via takingteachingfurther@etfoundation.co.uk prior to completing the survey (registration). We will aim to respond to all queries within three working days. All questions and responses (where appropriate) will be published on the Taking Teaching Further web page.

Management arrangements

Project initiation

31. All participating colleges will receive a grant letter within three weeks of their registration, along with payment schedule, pending any necessary approvals from the Department for Education (DfE, or the department).
32. Return of the grant letter (signed) will signal the opening of the recruitment period.

Monitoring, impact and evaluation

33. There will be an evaluation process and colleges will be expected to cooperate fully with it, including any final reporting that may take place after the grant funding has ceased.
34. All colleges will need a named project lead who will liaise with the ETF, the department and the evaluator. All projects will need to collect and provide the evaluator with agreed management information, which could include data such as attendance and progress records. The management information to be collected will be agreed with individual projects early in the Taking Teaching Further programme.
35. The project lead will also be asked to provide:
- 1) Notification to ETF when each teacher has been recruited to the programme
 - 2) Proof of recruits' enrolment for the teaching qualification
 - 3) Timesheets or similar for work shadowing, reduced timetables and other agreed support when completed (and proof of enrolment to the Level 3 AET qualifications where relevant).

4) Provide quarterly data returns

36. Should be prepared to discuss progress on a quarterly basis with ETF Project Manager
37. The ETF and, on occasion, DfE may also send colleagues managing the programme and officials to visit the projects and observe their delivery.

Terms and conditions of funding

38. Before submitting an intent to participate, colleges should ensure they have read and understood the grant funding agreement terms and conditions. These can be found here: <https://www.gov.uk/government/publications/grant-funding-agreement-terms-and-conditions>.
39. To participate in the Taking Teaching Further programme colleges must agree to the grant funding agreement terms and conditions.
40. Any content produced will be covered by the Open Government Licence. This means that DfE will retain copyright and intellectual property rights (IPR), but the ETF could use/reuse the material without payment.
41. In some exceptional instances it will be preferable to use a service contract to award funding to providers, but in all other cases we will be using grant funding arrangements.
42. A note on funding restrictions: due to government efficiency controls there are restrictions on certain types of activity that can be financed with public funds. This includes marketing, the development of digital services and consultancy.

Data protection and cyber security

43. Protocols will be in place for programme data handling (electronic and physical) in accordance with the data protection legislation. All project leads (and anyone else within the project who is required to store and/or share data from the project) will need to ensure appropriate security and password protections are in place for all servers, computers/devices, documents and software being used to host or share data. Back-up copies should be made and no project data should be shared with any organisation or participant outside of the programme, unless express

permission has been given by those concerned
(<http://www.et-foundation.co.uk/terms-of-usage/privacy-cookie-policy/>).

44. We will expect successful applicants to have all relevant cyber security software and internal monitoring checks in place. This will be reflected in the grant agreements signed with all project leads.

Equality, diversity and inclusion

45. The ETF and DfE are committed to equality, diversity and inclusion.
46. We expect each project to consider the equality, diversity and inclusion implications. We will ask you to reflect this in all outputs and reports.
47. It is important that all project participants, and in particular project leads, consider the varying needs of people with recognised protected characteristic groups in all aspects of project delivery.