



Department
for Education

**EDUCATION & TRAINING
FOUNDATION**

Taking Teaching Further

Round 4 (Route 1)

Programme Guidance

March 2021

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Summary

1. This guidance is for all Further Education (FE), Sixth Form Colleges and Specialist Designated Institutions (SDIs) that wish to participate in the fourth round of Taking Teaching Further (TTF), which will commence from April 2021. The programme aims to support FE providers to recruit and retain industry professionals into FE teaching roles. Funding available per recruit will cover:
 - Optional Level 3 Award in Education and Training
 - Level 5 DET (or equivalent/ higher) teaching qualification
 - 144 hours of intensive support
 - 140 hours of a reduced teaching workload

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 Skills for Jobs White Paper², 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.

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

²https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/957810/Skills_for_jobs_lifelong_learning_for_opportunity_and_growth_print_version_.pdf

6. As part of its support for FE teaching, the government launched Taking Teaching Further in 2018 to support FE providers to recruit high-calibre, experienced industry professionals to retrain as FE teachers. The programme has already run for three rounds between 2018 and 2021.
7. The programme will run for a fourth round from April 2021, supporting FE providers to recruit and retain people with industry experience to FE teaching roles 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 for all FE Colleges, Sixth Form Colleges and Specialist Designated Institutions in England (all referred to as colleges in this document).

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 of 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. Taking Teaching Further is not limited to those providers delivering T Levels; its aim is to support teaching in all 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 review what works in each round and will continue to use what we learn in this round to inform our future policy thinking.

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 4 will run from April 2021 to July 2023 with most of the funding needing to be drawn down by participating colleges in the first financial year (by financial year we mean 1 April 2021 to 31 March 2022).
17. All colleges will be contacted when round 4 launches and will be asked to respond with an “intent to participate”.
18. Each college will be able to drawdown at least three places.
19. Colleges will be asked to state how many places they would like, and where a college wants more than three places, additional places will be made available where possible, depending on overall take up.
20. The programme will generate evaluation evidence which will be used to help inform decisions about government’s future plans.

Extenuating Circumstances

Timings

21. In the event of recruitment at a college being delayed due to extenuating circumstances, colleges may seek an extension through the Education and Training Foundation (ETF) team managing the Taking Teaching Further programme. Decisions will be made on a case-by-case basis dependant on the individual circumstances that a college may have, as well as the precedent given to similar circumstances of other colleges. A timeline of the programme can be seen on page 11.

Participation criteria

22. Whilst participation criteria for the programme are set, some special consideration may be offered to colleges where there are extenuating circumstances, including the impact of Covid-19. These special considerations will be made on a case-by-case basis dependant on the individual circumstances that a college may have, as well as the precedent given to similar circumstances of other colleges. Participation criteria are set out on page 12.

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

23. 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.
24. 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 2022, up to 140 hours (following the period of intensive support).
 - Optional 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 suitable for their new recruit(s). For this AET option 132 hours would be allocated to the reduced teaching workload.
25. The tables below set out in more detail the breakdown of the £18,200 funding available, with the two funding models available. Please note – because a Level 5 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	Year 1 (to end March 2022)	Year 2 (to end March 2023)
Level 5 Enrolment	£2,000	£2,000
Shadowing/mentoring	£7,200	
Reduced timetable	£7,000	
Total	£16,200	£2,000
Grand total		£18,200

Level 5 & 3 option	Year 1 (to end March 2022)	Year 2 (to end March 2023)
Level 5 Enrolment	£2,000	£2,000
Shadowing/mentoring	£7,200	
Reduced timetable	£6,600	
Level 3 Enrolment	£400	
Total	£16,200	£2,000
Grand total		£18,200

26. 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*.
27. Participating colleges will be required to sign a grant letter. This will set out the specific grant conditions, monitoring arrangements and payment details. Colleges will not be awarded the funding until they have signed and returned their grant letter to the ETF.

* Flexibility around the delivery of the teaching qualification may be available due to Covid-19. Providers should contact ETF when solely online is anticipated to be necessary.

How to participate

General Process

28. When round 4 is launched, all colleges will be contacted and advised that they can drawdown places. They will be asked to respond by filling in an online form: etfoundation.co.uk/takingteachingfurther
29. Once colleges have expressed their intent to participate in the programme, they will receive a grant letter for funding, along with an induction welcome pack with further information about the programme.
30. Colleges will need to read through the grant letter and return it signed, back to the ETF to be able to access the funding.

Submitting your intent to participate

31. 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: etfoundation.co.uk/takingteachingfurther
 - a) college name
 - b) UPIN
 - c) lead contact name and contact details (email and telephone number)
 - d) number of places required
 - e) initial indication of the technical teaching subject areas to be recruited to (these can be changed once the programme begins)
 - 2) Respond to confirmation email from ETF by:
 - a) reading all guidance documents shared
 - b) confirming that they meet all criteria
 - c) sharing college bank details (if requested)
 - d) signing and returning their grant letter back to us within 2 weeks of receiving it

Participation timeline

Registration to Taking Teaching Further



Registration received by ETF and Welcome Pack distributed



Providers may be asked to share bank details with ETF



ETF issue grant award letter containing unique grant number and grant funding information



Once grant award letter is signed and returned to ETF, recruitment can start

Participation criteria

Participating colleges must meet the criteria outlined below.

Criteria

Whilst the criteria are set out below, **special consideration may be given on a case-by-case basis, where some of the criteria cannot be met due to current or future extenuating circumstances.** These considerations must be raised with the Taking Teaching Further team at the Education and Training Foundation.

The individuals recruited to teaching posts must:

- Be an industry professional – defined as an individual who has worked for a minimum of two 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;
- Not already be working in a predominantly training/assessing/teaching post*;
- Be of suitable quality/calibre as determined by the provider's own recruitment process.

Where a provider wishes to recruit someone, who does not quite meet all these criteria, they should contact the ETF who will consider exceptions on a case-by-case basis.

The college must:

- 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 October 2021 and have planned for this to be completed by July 2023***;
- Confirm that the total claim does not exceed £18,200 per trainee (Each organisation be able to drawdown at least three places);
- Confirm that the budget only contains grant claims for up to £2,000 per recruit in the 2022-2023 financial year (to cover the second-year qualification fee);
- 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 2022;
- Confirm that senior leaders are committed to supporting the programme throughout its delivery;
- Confirm they will rigorously select and support recruits to maximise the likelihood of retaining recruits;
- Confirm that their TTF lead will complete all reporting to ETF and understand that failure to do so may result in funding being withheld; and
- Collect evidence to show completion of each funded activity****.

Capital costs are not in scope for this funding.

The recruit should not be expected to contribute towards the funding of the qualification or have to contribute to all or some of the costs should they leave the organisation.

* The individual may have worked in a previous role which included some level of training/ assessing/ teaching. For further information providers should contact ETF who will consider eligibility on a case-by-case basis.

** Flexibility around the delivery of the teaching qualification may be available due to Covid-19. Providers should contact ETF when solely online is anticipated to be necessary.

*** It is important that new recruits start their qualification on time and receive the provision of intensive support as a new teacher and a reduced workload. However, flexibility may be available on start dates where there are extenuating circumstances. Providers should contact ETF who will consider eligibility on a case-by-case basis.

**** Examples of the type of evidence needed are included on page 15 &16 of the guidance document.

Further information

32. If colleges have any queries, they are advised to consult the Frequently Asked Questions (FAQs) on the Taking Teaching Further webpage:
etfoundation.co.uk/takingteachingfurther
33. If an answer is not provided on the FAQs document, providers should contact ETF via takingteachingfurther@etfoundation.co.uk . We will aim to respond to all queries within three working days. All questions and responses (where appropriate) may be published on the Taking Teaching Further web page, or in the FAQs document.
34. For individuals that are ineligible for Taking Teaching Further funding due to their subject areas falling outside of the 15 technical teaching routes, the Department for Education offers in-service training grants to help FE providers attract high-quality entrants into FE teaching roles. This is specifically to teach maths, English and SEND. Full details of the 2021/22 FE initial teacher education grants, including eligibility criteria is available from the grant funding manual, which together with the application form can be found at: <https://www.gov.uk/government/publications/fe-funding-initial-teacher-education-ite-academic-year-2020-to-2021>

Management arrangements

Grant letter

35. 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.
36. Colleges must return their signed grant letter to ETF to be eligible to receive their funding.

Monitoring

37. There will be an evaluation process and colleges will be expected to co-operate fully with it, including any final reporting that may take place after the grant funding has ceased.
38. All colleges will need a named TTF lead who will liaise with the ETF and the department. All leads will need to collect and provide the ETF with agreed management information, which could include information such as recruit progress,

evidence of activity being completed and quarterly reports. The management information to be collected will be set out in the Taking Teaching Further programme welcome pack, shared once a college has registered to the programme.

39. The TTF lead will also be asked to provide:

- 1) Notification to ETF when each teacher has been recruited to the programme and confirm the individual meets all participation criteria
- 2) Confirmation of each recruit's enrolment for the teaching qualification – (optional) Level 3 AET and the Level 5 DET
- 3) Timesheets or similar for work shadowing, reduced timetables and other agreed support when completed
- 4) Provide quarterly data returns – failure to return may result in funding being withheld.

40. The TTF lead should be prepared to discuss progress on a quarterly basis with ETF Project Manager as well as on an ongoing basis if necessary.

41. The ETF and, on occasion, DfE may also send colleagues managing the programme and officials to visit the projects and observe their delivery.

42. The ETF may ask to see proof of each recruit's eligibility to participate in the programme.

Terms and conditions of funding

43. 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>.

44. To participate in the Taking Teaching Further programme colleges must agree to the grant funding agreement terms and conditions.

45. 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.

46. 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.
47. 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

48. 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/>).
49. 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

50. The ETF and DfE are committed to equality, diversity, and inclusion.
51. Our existing data indicates that teachers from Black, Asian and Minority Ethnic backgrounds are currently under-represented in FE and we would welcome providers considering how to address this as part of their TTF recruitment. Funding will be awarded based on applicants meeting the eligibility criteria set out in this guidance.
52. It is important that all participants, and in particular, TTF leads, consider the varying needs of people with recognised protected characteristic groups in all aspects of project delivery.

53. We expect each project to consider the equality, diversity, and inclusion implications. We will ask you to reflect this in all outputs and reports.