

**Centres for Excellence in Maths: Teaching for Mastery in FE Research Project  
Memorandum of Understanding (MoU)**

Name of Teacher \_\_\_\_\_

Name of College \_\_\_\_\_

Centre for Excellence in Maths \_\_\_\_\_

The Centres for Excellence in Maths programme (CfEM) is a national government funded programme that aims to improve outcomes in mathematics for students working towards GCSE resits in the post-16 Further Education (FE) sector. From September 2021, this will include an extensive research programme involving randomised controlled trials across the country of approaches to teaching for Mastery in FE colleges.

Teachers who participate in the research during 2021/22 will be randomly assigned to one of three groups:

*Group 1.* Teachers will aim to develop their expertise in teaching for Mastery in FE. They will be expected to do this by considering teaching for Mastery approaches exemplified by a set of sample lessons that they will teach to all their GCSE groups. They will attend two initial training events online, two further professional development events and take part in five cluster meetings with teachers from other colleges.

*Group 2.* Teachers will aim to develop their expertise in teaching for Mastery in FE. They will use the same set of sample lessons as Group 1 which they will teach to all their GCSE groups. They will attend one initial training event online and one further professional development event. They will not participate in cluster meetings or any training related to these.

*Group 3.* Teachers will be part of the control group and teach as normal. They will be able to access other CfEM professional development events and resources but not those specifically for teachers in Groups 1 and 2 of the Teaching for Mastery research project.

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**The role of participating teachers**

All participants should be teaching GCSE resit classes for 16-18 year old students in 2021/22 and be able to work in a different *setting* to any other trial teacher. The role taken will differ depending on the group to which a teacher is randomly allocated. Teachers in Group 1 will be expected to:

1. Familiarise themselves with the CfEM key principles for Mastery (See [https://www.et-foundation.co.uk/wp-content/uploads/2020/03/CfEM\\_Mastery\\_Handbook.pdf](https://www.et-foundation.co.uk/wp-content/uploads/2020/03/CfEM_Mastery_Handbook.pdf)) and how these are applied in each of the sample lessons for the theme.
2. Participate in two days of online training (September-November 2021) and two further days of professional development (January-July 2022).

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3. Develop teaching for Mastery approaches as exemplified in seven sample lessons that they should teach to all their GCSE resit groups.
4. Attend five cluster group meetings and contribute to discussions about the teaching approach.
5. Provide initial data about themselves and their classes to assist with planning the trials.
6. Complete online teacher surveys in Autumn 2021 and Summer 2022.
7. Provide further feedback to ETF and the University of Nottingham if necessary and/or take part in associated research if required, which may involve classroom observations and interviews.

Teachers in Group 2 will be expected to complete all the tasks except 4 but with a reduction in the training and professional development to one initial event plus one additional professional development event. Teachers in Group 3 will be expected to only complete tasks 5, 6 and 7.

This MoU sets out the relationship between the University of Nottingham, as the lead partner for the Mastery in FE Research Programme and the teachers and their colleges participating in the Centres for Excellence in Maths programme. All teachers and their colleges taking part in the research are asked to confirm their agreement to this relationship by signing this MoU. Teachers should have the agreement of a senior manager and their CfEM Centre Lead who should both sign the MoU to confirm that the college and Centre will support the named teacher to fulfil the requirements of their role as identified in this MoU.

Teachers will be allocated to one of three groups in these trials. The commitments are different for each group but the teachers need to commit to all the requirements since allocation to the different groups will not take place until teachers and colleges have signed up prior to July 2021.

By signing this Memorandum of Understanding you agree to allow the University of Nottingham to share your contact data with the Education and Training Foundation which coordinates the Centres for Excellence in Maths programme.

**All teachers agree to:**

- Work on the CfEM research project (September 2021-July 2022) and attend initial training and professional development as appropriate to the group they are allocated to in the project (September-November 2021).
- Ensure they have the support of an appropriate senior manager to be involved in the research for the timescale of the research from September 2021 until final data collection in September/October 2022. (This person must sign this MoU).
- Complete two online teacher surveys (September 2021 and April 2022).
- Provide baseline data (about classes and students) to inform the planning and implementation of the research.
- Provide updates to student and teacher information regarding changes in participation in taught classes over the year of the research.
- Engage with small scale data collection for the purposes of understanding how the research is implemented. For a small number of participants this may involve observations and potentially video recordings of lessons and/or interviews conducted by the University of Nottingham. To minimise inconvenience this will be negotiated with those participants selected. Full ethical consent will be requested and detailed information about the evaluation of the implementation will be supplied.

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- Participating teachers will facilitate the collection of data from their GCSE resit students. This will include identification data so that this can be matched to their characteristic and attainment data held nationally. Teachers will also ensure their college provides detailed GCSE performance data for those students they have taught as part of the research.

In addition, only those teachers allocated to Group 1 agree to:

- Engage in a programme to develop their expertise in teaching for Mastery in FE.
- Attend two initial training events online and two further professional development events spaced over the year, organised by the University of Nottingham (which may be online or face-to-face).
- Teach the set of sample teaching for mastery lessons provided, to all their GCSE groups for 16-18 year old students.
- Participate in cluster meetings with other trial teachers (some, if not all, of which will be held online).
- Complete logs recording when each of the sample lessons is taught and to which group.

In addition, only those teachers allocated to Group 2 agree to:

- Engage in a programme to develop their expertise in teaching for Mastery in FE.
- Attend one initial training event online and one further professional development event, later in the year, organised by the University of Nottingham (which may be online or face-to-face).
- Teach the set of sample teaching for mastery lessons provided, to all their GCSE groups for 16-18 year old students.
- Complete logs recording when each of the sample lessons is taught and to which group.

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Centre for Excellence in Maths agrees to:

- Ensure financial support is available to colleges of all groups to cover costs of Trial Teachers attending training and other events as appropriate (September 2021-July 2022).

The CfEM research team at the University of Nottingham agrees to:

- Provide ongoing support to all teachers and colleges participating in the trial from sign-up through to October 2022 by which time all data will be collected.
- Provide a programme of training and professional development to prepare teachers allocated to Groups 1 and 2 for their role.
- Provide sample teaching for mastery lessons and resources, which aim to exemplify approaches to teaching for Mastery in FE, to support those teachers allocated to groups 1 and 2.
- Provide support as appropriate to all teachers and their colleges to provide the data required for the research.
- Ensure that the research has ethical clearance from the research ethics committee of the University of Nottingham and that this is adhered to.
- Ensure that all data is stored safely and securely.

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## AGREEMENT TO PARTICIPATE AND WITHDRAWAL OF PARTICIPATION

Participation in the project by your college is voluntary.

By completing, signing and returning this MoU you confirm your understanding of the CfEM research programme and agree to all aspects of taking part in it. Please make sure to ask any questions you may have, by contacting Kanchana Minson, the Project Manager (University of Nottingham), at [cfemadmin@nottingham.ac.uk](mailto:cfemadmin@nottingham.ac.uk), about the project before signing.

If your college or an individual from your college would like to withdraw from the project, they can do so at any point until the final data is collected (31<sup>st</sup> October 2022) by contacting the CfEM National Trials Director and Education and Training Foundation in the first instance (details below). Withdrawal of research participation will have an impact on the Centre's funding.

### CfEM National Trials Director, University of Nottingham

Professor Geoff Wake

School of Education,  
Jubilee Campus,  
University of Nottingham,  
Nottingham  
NG8 1BB

[Geoffrey.wake@nottingham.ac.uk](mailto:Geoffrey.wake@nottingham.ac.uk)

### Performance Manager (CfEM), ETF

Polly Steele  
157-197 Buckingham Palace Rd,  
Victoria,  
London  
SW1W 9SP

[Polly.Steele@etfoundation.co.uk](mailto:Polly.Steele@etfoundation.co.uk)

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## PERSONAL DATA PROTECTION

The University of Nottingham takes its responsibilities with regard to the management of the requirements of the United Kingdom General Data Protection Regulation (UK GDPR) very seriously. At all times, data will be treated with the strictest confidence. Our project data will be held on a secure password-protected SharePoint project partition with access provided to the team members and our administrative support, as well as specific IT support personnel. Version control and backup will rely on the built-in Microsoft tools. The data will be anonymised at the stage of reporting results. No participant will be identifiable in any work that is reported publicly.

Please also see the research participant privacy notice which sets out how we will ensure your data will be protected under the United Kingdom General Data Protection Regulation (UK GDPR).

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**Signatures**

<p><b>College Senior Leader</b> (with authority to commit human resources)</p> <p>By signing this MoU you are committing to supporting the teacher identified below in pursuit of the CfEM programme and supporting administrative staff in supplying the required data.</p>	<p>Name: _____</p> <p>Position: _____</p> <p>Contact email: _____</p> <p>Signed: _____</p> <p>Date: _____</p>
<p><b>Participating Teacher</b></p> <p>By signing this MoU you are committing to taking part fully in the CfEM programme.</p>	<p>Name: _____</p> <p>Position: _____</p> <p>Contact email: _____</p> <p>Work telephone number: _____</p> <p>Signed: _____</p> <p>Date: _____</p>
<p><b>Centre Lead</b>  (of the Centre of Excellence in Maths that your college belongs to)</p> <p>By signing this MoU you are committing to providing financial and administrative support to the teacher identified above in pursuit of the CfEM programme.</p>	<p>Name: _____</p> <p>Position: _____</p> <p>Contact email: _____</p> <p>Work telephone number: _____</p> <p>Signed: _____</p> <p>Date: _____</p>

University of Nottingham

Name: Rachel Brereton

Position: Director of Research & Innovation  
Operations

Contact email: rachel.brereton@nottingham.ac.uk



Signed:

Date: 23/03/2021

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