

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

29 June 2021

Subject: Further Education Workforce Development Grant

Commercial Reference Number: con_8604

Dear Peter

On behalf of the Secretary of State for Education, I would like to offer the Education and Training Foundation a grant on the terms of the enclosed funding agreement. The Power under which the grant is to be paid is 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.

The FE sector provides a wide range of qualifications, including A levels, technical qualifications and apprenticeships, to both 16-19 and adult learners. FE providers have a critical role in local communities, and they cater for a higher proportion of disadvantaged students, when compared to schools, as seen, for example, in the proportion of students under 19 with special educational needs or learning difficulties/disability (almost 9% higher in FE than schools).¹

As we deal with the impact of the coronavirus pandemic, meet our commitment for net-zero by 2050, and embrace the new opportunities that exiting the European Union brings, improving the skills of people across the country will be critical to our future success. The government has therefore embarked on a series of reforms to create a high-quality technical education

¹ E.g., SEND- In FE 24.1% of students under age 19 have learning difficulties and/or disabilities (2019/20 unpublished FE skills and participation data- provisional figures in June 2020 from Individualised Learner Record) compared to 15.4% school pupils, <https://explore-education-statistics.service.gov.uk/find-statistics/special-educational-needs-in-england>

system that meets the needs of employers:

- Introducing the first three **T Levels** in September 2020 and plans to roll out all T Level qualifications by 2023;
- Reviewing **Level 4 and 5 qualifications** and responding to recommendations from the Post-18 funding review, and;
- Transforming the **apprenticeships** landscape through the introduction of the Levy and the replacement of apprenticeship frameworks with standards managed by the Institute for Apprenticeships and Technical Education.

None of our reforms can be delivered without excellent teaching in further education. The recently announced Skills for Jobs White Paper set out a significant new investment in 2021-22, taking total spending on the further education workforce to over £65 million. This included investment to:

- Launch a national recruitment campaign to communicate the opportunities in further education teaching.
- Support the reform of initial teacher education.
- Enable a strong relationship between employers and providers.
- Drive the provision of high-quality professional development to improve the quality of teaching and support progression for teaching staff.
- Support apprenticeships teachers and lecturers with a tailored professional development offer.
- Introduce comprehensive workforce data collection.

The programmes that are included as part of this Grant, more fully described at Annex F attached, help to ensure that we bring the *right* candidates into FE and continue to retain and upskill the best staff by supporting the FE workforce.

Taking Teaching Further (TTF) supports the recruitment of business and industry professionals to teach in FE.

Our **Initial Teacher Education reform** package (Talent to Teach programme; Talent to Teach additional qualification; FE Advice Service; Minimum Core refresh programme; SET for Teaching Success; ITE Market Research; Further Forces; ITE Qualification Redevelopment; Retrain Regain; and Technical Education Fellowships) encourages high-quality teacher training standards as well as greater support for teachers entering FE.

The **Mentor Training Programme** meets the White Paper commitment to continue to enable access to high- quality mentoring for FE teachers, in

order to best support their professional development and achieve teaching excellence across the sector.

Finally, our **Digital Platforms**, host a range of CPD products, teacher aids, lesson plans, and other resources to support teachers to improve their students' outcomes. These are primarily focused on Educational Technology (EdTech), helping teachers to prepare skilled workers for the digital world, but resources are also available in Basic Skills and leading change management.

This correspondence constitutes a Grant Offer Letter. This letter will form an integral part of the Grant Agreement. The offer is subject to the provisions, limitations and conditions set out below and in the DfE general grant terms and conditions.

I am pleased to inform you that the Department is willing to offer your organisation funding of up to £12,787,854 for the period from 1 June 2021 to 31 March 2022.

This offer is subject to the terms and conditions set out below, and to the attached Department for Education general [Grant Terms and Conditions](#)². You should read all annexes and general T&Cs carefully before accepting the offer of funding. Failure to observe these terms and conditions may result in the funding being withdrawn.

Project specific conditions

The grant is awarded under the additional following general conditions specific for this project:

Subcontracting:

Notwithstanding the provisions of Clause 4.7 of the Department for Education general Grant Terms and Conditions You shall be entitled to sub-contract the Funded Activities subject to open and transparent procurement and agree to a copy of each contract awarded being shared with the Department within thirty (30) calendar days from contract signature date.

You shall ensure that terms are included in any sub-contract permitted under this Agreement require You to pay any undisputed sum due to the relevant Subcontractor within a specified period that does not exceed thirty (30) calendar days from the date You receive the Subcontractors invoice; and prohibit the Subcontractor from further sub-contracting any element of the Services provided to the Subcontractor without prior approval from the

² <https://www.gov.uk/government/publications/grant-funding-agreement-terms-and-conditions>

Department.

You warrant to the Department that each Sub-contractor has the competence, technical ability and sufficient financial standing to provide the Services which is being sub-contracted to it in the manner and to the standard required by this Agreement and any contract entered into pursuant to it is being engaged in accordance with terms and conditions which are consistent with Good Industry Practice has the legal capacity, power and authority to become a party to the Sub-Contract.

The Department may require You to terminate a sub-contract where it considers that the Subcontractor may prejudice the provision of the Agreement or may be acting contrary to the interests of the Department, the Subcontractor is unreliable and or has not provided reasonable Services to its other customers, and or the Subcontractor employs unfit persons, provided that such right shall not be exercised unreasonably, frivolously or vexatiously. You shall at all times remain responsible for all acts and omissions of Your Sub-contractors and the acts and omissions of those employed or engaged by the Sub-contractors as if they are Your own. An obligation on You to do, or refrain from doing, any act or thing shall include an obligation upon the Subcontractor to procure that the staff also do, or refrain from doing, such act or thing.

The sub-contracting by the Subcontractor of any of the Services shall not relieve You of any liability under this Agreement for any breach of the obligations arising under this Agreement.

Reporting:

As per Annex J, The Education and Training Foundation will provide performance reporting against KPIs at monthly and quarterly performance review meetings in a format to be agreed.

Charging:

Notwithstanding the provisions of Clause 17.1, 17,2 and 20.19 of the Department for Education general Grant Terms and Conditions You shall be entitled to charge for some of the programmes fully-funded by the Department, so long as the programmes subject to charges and the charges themselves have been agreed in advance between the Department and You.

All income generated by You in delivery of the Grant shall be reinvested in the development of the programmes and objectives as described in this Agreement. The Department reserves the right to terminate this

arrangement immediately by giving notice in writing to You.

Complying with new Government policies

The grant funding is provided on the strict understanding that none of this funding is to be used for advertising, marketing, communications and consultancy, or for any costs associated with the maintenance, technical development or updating of existing websites or for the development/creation of new websites. Approval to undertake such spend should be sought through the relevant DfE policy team.

In addition to providing a signed copy of this agreement, you are then requested to follow the instructions on Bank Account Details (Annex B) and provide your organisation's bank account details. This will allow us to set your organisation up on the Department's payment system to receive the grant. Payment claims can only be sent to the DfE once the Grant Agreement has been signed and any pre-disbursement conditions have been met. Payments will be disbursed into the bank account number provided through the DfE suppliers' bank details process provided by the Education and Training Foundation.

Please note that any delays in returning the documents could result in a delay to the grant payment.

The Grant Manager for this Project is Gillian Houslin (gillian.hoslin@education.gov.uk). We look forward to working with you to bring about the rapid signature of the Grant Agreement.

ACCEPTANCE OF OFFER

If you wish to accept this offer of a grant, please sign both copies of the enclosed grant funding agreement [Annex A] in the space provided and return one of them to Gillian Houslin by post, on or before **Friday 2 July 2021**. Please retain the other copy for your records. You must accept this grant offer and the conditions made in it in writing no later than 10 days from the date of this letter.

If you cannot return the acceptance by the specified date, please contact me before that date to explain the reasons. Otherwise, we will assume that the offer has been refused, and it will be withdrawn without further correspondence.

Yours sincerely,

Kay Graham
Deputy Director
FE Workforce
Department for Education

2 St Paul's Place
125 Norfolk Street
Sheffield, S1 2FJ

This Grant Funding Agreement is made between:

(1) The Secretary of State for Education and

(2) Education and Training Foundation of 157-197 Buckingham Palace Road, London, SW1W 9SZ with Charity Commission registration number 1153859 and Companies House Registration number 08540597.

This Agreement comprises the Grant Offer Letter, project specific conditions, where relevant, any annexes to this letter and general Grant Terms and Conditions³.

This letter must be read in conjunction with general conditions of grant and these relevant annexes:

Annex A - Acceptance of Grant Offer and effective date

Annex B - Bank account details

Annex C - Claiming Grant in Arrears

Annex D - ~~Claiming Grant in Advance~~ Does not apply

Annex E - Details of Grant Allocations

Annex F - List of Objectives for which the grant is being paid

Annex G (i) - Annual Certification of Expenditure (external auditor or accountant's report arrangements)

Annex G (ii) - ~~Statement of Grant Usage (Statement prepared by Local Authority)~~ Does not apply

Annex H - Grant Payment schedule

Annex I - Sample Exit Plan

Annex J - ~~Sample Progress Report Template~~ Does not apply

Annex K - Generic Standard GDPR Clauses:

- Schedule 1 - Processing, Personal Data and Data Subjects
- Schedule 2 - Schedule for Joint Controller Agreements

³ <https://www.gov.uk/government/publications/grant-funding-agreement-terms-and-conditions>

Annex F – List of objectives for which the grant is being paid Commercial Reference Number: con_8604

As set-out in the Skills for Jobs White Paper work is underway to ensure the FE sector is ready and able to tackle skills disparity across the regions, helping to raise productivity, and driving increased opportunity and wages in all industries.

As a crucial part of that reform programme, our workforce investment will improve student achievement and job outcomes, lead to a more skilled workforce in various parts of the labour market (including in FE providers themselves) and ensure high-quality teaching in the long-term.

Through our reform programme, **students** (many of whom are disadvantaged)⁴ will experience more high-quality teaching, which is one of the factors determining achievement rates, leading to better employment outcomes and levelling up of opportunity. **Employers** will see students emerging from FE who are better equipped to do their jobs, leading to a better skilled industry workforce. Employers will also develop further mutually supportive relationships with FE providers to share human capital and ensure that teaching is industry-standard. **Providers** will be able to recruit, retain and develop a sufficient number of high-quality teachers who are better equipped to deliver technical education reforms, better develop the existing stock of teachers ensuring effective teaching within the sector, and ensure the best remain in the profession for longer (with some progressing into sector leadership), leading to improved reputation of the sector and a greater desirability of teaching in FE.

Objectives

The key objectives of this grant are to:

- Strengthen the FE workforce so that it can support the radical overall package of FE reform in its entirety (*part-delivered through our ETF programme package - all programmes*).

⁴ eg SEND. In FE 24.1% of students age under 19 have learning difficulties and/or disability (2019/20 unpublished FE skills and participation data - provisional figures in June 2020 from Individualised Learner Record), compared to 15.4% school pupils <https://explore-education-statistics.service.gov.uk/find-statistics/special-educational-needs-in-england>

- Strengthen routes into FE teaching, ultimately to increase the number of skilled FE teachers in shortage sectors (e.g. T Level subjects) (*part-delivered through our ETF programme package - Taking Teaching Further; ITE reforms*).
- Raise the profile and prestige of FE teaching, in particular among industry professionals (*part-delivered through our ETF programme package - Taking Teaching Further*).
- Drive improvements in the quality of FE teacher training and development (*part-delivered through our ETF programme package- ITE reforms; Digital Platforms; mentor training programme; Taking Teaching Further*).
- Boost retention, ensuring the sector is able to keep hold of great teachers once it has been successful in recruiting them (*part-delivered through our ETF programme package- mentor training programme, Taking Teaching Further*).

Ultimately, we want an FE sector:

- Capable of attracting and retaining high calibre teaching staff in sufficient numbers – with a focus on those with strong industry backgrounds, who have high-level specialist and technical knowledge; as well as those with sound academic backgrounds.
- Comprising of staff who continually develop both aspects of their dual professionalism throughout their careers; and
- Proactively making links to employers to ensure that FE teaching is agile and able to respond to the needs of the changing economy.

The table below describes, at a high level, the different programme strands to be delivered through the grant funding, to meet the policy objectives.

Table 2 - High level description of programme objectives

Programme name	Description of objectives
Taking Teaching Further	<ul style="list-style-type: none"> ▪ To make funding available to all FE providers that employ teachers in technical subjects, to enable them to recruit and train the industry professionals they need, to teach a variety of new technical qualifications, such as T Levels, to a high standard. ▪ To improve the quality of teaching across a range of technical subjects by incentivising FE providers to recruit industry professionals to enter the profession, undertake a Level 5

	<p>teaching qualification and share their up-to-date industry expertise among the existing FE workforce.</p> <ul style="list-style-type: none"> ▪ To support FE providers to retain these industry professionals, once recruited, by making funding available for an early career package of support. ▪ To raise the profile and prestige of FE teaching, particularly among industry professionals.
<p>Mentoring Training Programme</p>	<ul style="list-style-type: none"> ▪ Deliver the Skills for Jobs White paper objective to “provide effective support to new teachers moving into the sector by continuing to enable access to mentoring”. ▪ Improve quality of mentoring for FE practitioners through the design and delivery of high-quality mentor training and education programmes for new and experienced mentors. ▪ Improve the current continuing professional development opportunities available to practitioners (mentees and mentors) and help enhance the skills, knowledge and competency of the FE workforce. ▪ Support the retention of teaching staff within FE (with a focus on early career teachers). ▪ Promote a shared understanding of what constitutes affective mentoring practices through the dissemination of high-quality mentoring resources. ▪ Increase collaboration within the sector and support FE leaders to establish whole-institutional approaches to mentoring through grant funding and other means.
<p>Initial Teacher Education (ITE)</p>	<ul style="list-style-type: none"> ▪ Promote FE ITE as an option, provide information, advice and guidance to potential candidates. ▪ Support the recruitment of high-quality trainees on FE ITE courses. ▪ Improve the quantity and quality of evidence available on FE ITE. ▪ Support the delivery of revised FE ITE qualifications.