

Teacher training incentives in Wales for PGCE (FE) students – academic year 2020/21

Information

Information document no: 260/2020

Date of issue: February 2020

Replaces information document no: 203/2019

Teacher training incentives in Wales for PGCE (FE) students – academic year 2020/21

| | |
|----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Audience | Cardiff University, Wrexham Glyndŵr University, University of South Wales and University of Wales, Trinity St David. |
| Overview | Guidance for use by providers offering full-time pre-service courses of PGCE (FE) initial teacher education leading to a qualification to teach further education in the academic year 2020/21 (i.e. Cardiff University, Glyndŵr University, University of South Wales and University of Wales, Trinity St David – ‘PGCE (FE) initial teacher education providers’) in administering, assessing eligibility for and the methodology for calculating grant payments. |
| Action required | Action is required by initial teacher education providers to ensure that they are familiar with the guidance and with the relevant legislation. Providers are required to organise grant payments to eligible students on qualifying initial teacher education courses in accordance with this guidance and to provide forms and information as set out here. |
| Further information | Enquiries about this document should be directed to: Post-16 Workforce Development Team Welsh Government Ty’r Afon Bedwas Caerphilly CF83 8WT Tel: 03000 604400 e-mail: Post-16WorkforceDevelopment@gov.wales |



@WG_Education



Facebook/EducationWales

| | |
|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|
| Additional copies | This document can be accessed from the Welsh Government’s website at https://gov.wales/education-skills |
|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|

Mae’r ddogfen yma hefyd ar gael yn Gymraeg.
This document is also available in Welsh.

Contents

| | |
|---------------------------------------------------------------------------------------------------------------|-----------|
| Summary | 2 |
| 1. Overview | 3 |
| 2. Eligibility for PGCE (FE) incentives | 4 |
| 3. Payment of PGCE (FE) incentives | 7 |
| 4. When the payments should be made | 8 |
| 5. How the PGCE (FE) incentives should be paid | 9 |
| 6. How funding for the PGCE (FE) incentives will be passed to PGCE (FE) ITE providers | 10 |
| 7. Funding to cover PGCE (FE) ITE providers' administration costs | 11 |
| 8. Recovery of PGCE (FE) incentives paid | 12 |
| Annex 1: PGCE (FE) teacher training incentive grants – academic year 2020/21: information for students | 13 |
| Annex 2: Payment of PGCE (FE) incentives – instructions for PGCE (FE) ITE providers | 19 |
| Annex 2A: Form TTFE/2A 2020/21 – authorised signatures for claims | 23 |
| Annex 2B: Form TTFE/2B 2020/21 – student application and declaration | 24 |
| Annex 2C: Form TTFE/2C | 25 |
| Annex 2D: Form TTFE/2D 2020/21 – notification form of eligible students | 26 |
| Annex 2E: Form TTFE/2E 2020/21 – payment claim and declaration | 27 |
| Annex 2F: Form TTFE/2F 2020/21 – training incentive auditor's certificate | 28 |

Summary

The Welsh Ministers have powers under sections 14-17 of the Education Act 2002 to provide financial assistance, or to make arrangements for the giving of financial assistance, to any person for or in connection with enabling any person to receive any training for teachers or for non-teaching staff; or for the promotion of the recruitment or retention of teachers or non-teaching staff.

This guidance covers teacher training incentive grants available for eligible students who start full time pre-service PGCE (FE) initial teacher education courses leading to a qualification to teach further education ("PGCE (FE) incentives"). It applies in relation to eligible students in Wales who start such courses between 1 September 2020 and 31 August 2021.

The guidance is issued by the Welsh Ministers and provides information on PGCE (FE) incentives and outlines the funding available, grant eligibility and how payments will be made. It does not cover every aspect; full information on eligibility and conditions are set out below. These guidance notes should be read as a whole for confirmation of grant eligibility.

This guidance does not cover incentives offered on initial teacher education courses which lead to Qualified Teacher Status.

1. Overview

1.1 This section offers a brief overview of the PGCE (FE) incentives for courses starting between 1 September 2020 and 31 August 2021. It does not cover every aspect; full information on eligibility and conditions are set out in sections 2-7 of this guidance.

1.2 The PGCE (FE) incentives are grants available to eligible persons to undertake specified postgraduate further education initial teacher education courses in Wales. Courses must start between 1 September 2020 and 31 August 2021, and be full time pre-service PGCE (FE) initial teacher education courses leading to a qualification to teach further education.

1.3 Subject to eligibility, students on courses outlined in paragraph 1.2 may be able to receive PGCE (FE) incentives of up to £3,000 (for those studying in specified subjects in science, technology, engineering and mathematics (STEM related subjects), Welsh and Life Skills of Literacy and Numeracy) or £1,000 (for those studying in all other subjects).

1.4 No grant will be paid to a person unless they have made an application to the Welsh Ministers, care of the Welsh Government, in the approved format. Students must be asked by their PGCE (FE) ITE provider to complete the relevant forms.

2. Eligibility for PGCE (FE) incentives

2.1 PGCE (FE) incentives are available to students who satisfy the eligibility criteria in paragraph 2.2, starting full-time pre-service postgraduate initial teacher education courses in specified subjects at further education level with a higher education institution (university or associated college) in Wales between 1 September 2020 and 31 August 2021. The incentives will be up to £3,000 (for those studying in specified subjects listed in paragraph 2.3) or up to £1,000 (for those studying in all other subjects).

2.2 To be eligible for a PGCE (FE) incentive, students:-

- (a) must on entry to the course hold a first degree¹ of a United Kingdom higher education institution or equivalent qualification;
- (b) must qualify for support under regulations made under section 22 of the Teaching and Higher Education Act 1998 currently in force as they apply to the course²; and
- (c) must not be in any of the following categories of persons who are not entitled to receive the training grant:-
 - (i) students who completed a course of initial teacher training at further education level before 1 September 2020;
 - (ii) students taking a non-postgraduate Certificate in Education (FE);
 - (iii) PGCE (FE) students who do not hold a degree on starting the course;
 - (iv) PGCE (FE) students who study on in-service courses;
 - (v) PGCE (FE) students who study part-time;
 - (vi) anyone who already holds Qualified Teacher Status; or
 - (vii) anyone employed to teach at any further education college or other education institution in any capacity.

2.3 The specified subjects referred to in paragraph 2.1 above are as follows:-

Mathematics subjects:

Applied Mathematics

General Mathematics

Mathematics and mechanics

Mathematics and statistics

Pure Mathematics

¹ A "first degree" does not include a foundation degree.

² The Regulations which currently apply the provision of support to students in relation to the academic year running from 1 September 2018 to 31 August 2019 are the Education (Student Support) (Wales) Regulations 2018 (S.I. 2018 No. 191 (W.42)). These regulations will remain extant for academic year 2020/21.

Statistics

Science subjects:

Applied Science

Biology

Chemistry

Conservation

Earth science

Ecology

Electronics

Environmental Science

General Science

Geology

Human Biology

Physics

Sports science

Information and Communication Technology

Computer Aided Design (CAD)

Computer Engineers

Computer studies

IT Operations

Welsh

Skills for Life – Literacy and Numeracy

Technology and Engineering

Auto Electricians

Car maintenance

Design and development engineering

Design and Technology

Electrical engineering

Electroplating

Engineering studies

Mechanical engineering

Metal plate engineering

Motor mechanics/engineers
Motor sport mechanisation
Production and process engineering
Refrigeration engineering
Resistant Materials Technology
Tool making and fitting
Tyre, exhaust and windscreen fitting
Vehicle and spray painting
Vehicle bodybuilding and airing
Welding and fabrication

3. Payment of PGCE (FE) incentives

- 3.1 The PGCE (FE) incentive of up to £3,000 will be paid in nine monthly instalments in or around the last week of the month in respect of the period October 2020 to June 2021. The payments from October 2020 to May 2021 inclusive will be £300 and the final payment in June 2021 will be £600.
- 3.2 The PGCE (FE) incentive of up to £1,000 will be paid in nine monthly instalments in or around the last week of the month in respect of the period October 2020 and June 2021. The payments from October 2020 to May 2021 will be £100 and the final payment in June 2021 will be £200.
- 3.3 **Note:** for the purposes of paragraphs 3.1 and 3.2, save for the month of June, the “last week” of each month is the week which includes the last working day of that month. The “last week” in June will be the week which includes the last working day of June or, if earlier, the week the course finishes.
- 3.4 Individuals who are eligible for a PGCE (FE) incentive and join a course which is already underway or leave a course before its completion will only be entitled to the monthly payments which fall due for payment while they are undertaking the course. Payments for part-completed months will not be made.
- 3.5 If someone is otherwise eligible to receive a PGCE (FE) incentive, but has also received some or all of a PGCE (FE) incentive under this or any previous scheme in Wales prior to 1 September 2020 (or received at any time any amount of any grant payable in respect of equivalent schemes in England), the payment of PGCE (FE) incentive to which they are entitled will be reduced by the amount of previous grant payments received.
- 3.6 PGCE (FE) incentives for students resuming a course that they have left will be paid at the lower rate (if any) of the training grant rate that applied in the academic year that the student left the course or the training grant rate that applies in the academic year the student re-joins the course, unless the Welsh Ministers agree otherwise in writing. PGCE (FE) incentives for students starting a course where entry has been deferred will be paid at the PGCE (FE) incentive rate (if any) which applies in the academic year a student re-joins/joins the course, unless the Welsh Ministers agree otherwise in writing.
- 3.7 If a student has been on long-term sick leave or has suspended their studies but resumes their course between 1 September 2020 and 31 August 2021 to complete the time they have missed, they will be eligible for funding for the period from resumption to the completion of the course. This is subject to the provisions of paragraph 3.6, and to the total payments not exceeding the sums set out in paragraph 3.1 or paragraph 3.2, as relevant to the subject being studied.

4. When the payments should be made

4.1 The payments should be made in the last week of each month they are due. It is for PGCE (FE) ITE providers to decide the exact dates of payment, bearing in mind the definition of the “last week” of each month at paragraph 3.3 above.

4.2 Payments should only be made to those students who are attending the course on the day of payment. If any student has left a course prior to that date, or is on long-term sick leave, payment should not be made. If the Welsh Government has already passed funding to the PGCE (FE) ITE provider for a grant payment to any student who subsequently leaves a course before the payment is made, the Welsh Government will adjust subsequent payments.

5. How the PGCE (FE) incentives should be paid

- 5.1 Eligible students will receive the grant from their PGCE (FE) ITE provider, who will receive funding from the Welsh Government for the number of students on their course.
- 5.2 At the start of their courses, students should be asked to sign a declaration form to enable them to claim their grant (on “Form TTFE/2B 2020/21”). The form at annex 2B should be used for this purpose. It should be noted that this form includes an item in the declaration which asks the student to confirm that they have read the information notes “PGCE (FE) Teacher Training Incentives Grants – Academic Year 2020/21: Information for Students” – a copy of this is at annex 1.
- 5.3 PGCE (FE) ITE providers must ensure that all eligible students receive a copy of those information notes, and in sufficient time to read them before they are asked to sign the Form TTFE/2B 2020/21.
- 5.4 If you need advice to determine whether a student is an eligible student who qualifies for support under regulations made under section 22 of the Teaching and Higher Education Act 1998 currently in force as they apply to their course, please check with the student’s local authority rather than the Welsh Government. This can be a complex area and the local authority is best placed to assess the position.
- 5.5 We are content for PGCE (FE) ITE providers to determine the most suitable arrangements for making payments to students providing that there is a clear audit trail which ensures it can be demonstrated that particular students actually received the payments from the PGCE (FE) ITE provider.

6. How funding for the PGCE (FE) incentives will be passed to PGCE (FE) ITE providers

- 6.1 Each month in the academic year from October 2020 to June 2021, each PGCE (FE) ITE provider must provide the Welsh Government with lists of the names and numbers of the students on each of their PGCE (FE) courses on Form TTFE/2D 2020/21 (copy at annex 2D). Students who have left the course since the previous month's list was sent should be indicated clearly on the form. These lists should be sent with the payment claim and declaration form TTFE 2020/21 (Copy at Annex 2E) under cover of a letter from the PGCE (FE) ITE Provider, signed by one of the authorised signatories, requesting payment of the appropriate amount to cover the grants.
- 6.2 The first month's lists on Form TTFE/2D 2020/21 need to be sent to the Welsh Government together with a copy of the completed Forms TTFE/2B 2020/21 for each student listed. These should be sent under cover of the provider's declaration Form TTFE/2C 2020/21 (copy at annex 2C).
- 6.3 Forms TTFE/2C 2020/21, TTFE/2D 2020/21 and TTFE/2E 2020/21 must be signed by an authorised signatory from the PGCE (FE) ITE provider. Form TTFE/2A 2020/21 (copy at annex 2A) is a form for the PGCE (FE) ITE provider to supply us with up to three authorised signatories for the payments. These are the only people who will be able to sign the claim for payment from the PGCE (FE) ITE provider. We will need these forms to be returned to us before any payment may be made and by no later than 31 October 2020.
- 6.4 The Welsh Government will make monthly payments between October 2020 and June 2021 to PGCE (FE) ITE providers directly into the providers' bank accounts to enable them to make payments to the eligible students. Paragraph 5 of Annex 2 sets out the timetable for submitting claims to the Welsh Government to ensure that we are able to make the payments before they are due to the student.
- 6.5 During the year the Welsh Government will liaise with the PGCE (FE) ITE providers to identify students who leave the course prematurely to ensure any relevant adjustments are made to payments.
- 6.6 A copy of the detailed guidance including claim and payment timetables is included at Annex 2.

7. Funding to cover PGCE (FE) ITE providers' administration costs

- 7.1 PGCE (FE) ITE providers will be entitled to a flat rate payment for October 2020 and June 2021 from the Welsh Government, equalling 2% of the total amount of PGCE (FE) incentives payable, towards their administrative costs.
- 7.2 This will be paid separately to the training grants. PGCE (FE) ITE providers should invoice the Welsh Government on a quarterly basis for the additional 2% cost.
- 7.3 Where refunds of grant have to be remitted to the Welsh Government the associated administrative costs payment should also be refunded.

8. Recovery of PGCE (FE) incentives paid

- 8.1 The Welsh Ministers have powers to recover PGCE (FE) incentives paid, in whole or in part. They have discretion about whether to exercise those powers and will consider all cases on their merits. Once payments have been made into a student's bank account any decision to recover should be referred to the Welsh Government before any action is taken.
- 8.2 These powers may be exercised by the Welsh Ministers where:-
- (a) after receiving any instalment of PGCE (FE) incentive, the recipient fails to meet any eligibility criteria adopted by the Welsh Government in relation to a subsequent instalment; or
 - (b) the recipient has provided in, or in connection with, his or her application for a PGCE (FE) incentive, information which is false or materially misleading; or
 - (c) there is firm evidence that the recipient had never intended to complete the course or, having completed it, to enter teaching.
- 8.3 In relation to paragraph 8.2(a), we are aware of the practical difficulties of stopping payments around the time when you are trying to determine if a trainee has either withdrawn from the course or when you are deciding whether to terminate their training programme. Providing that clarification that a trainee has withdrawn from a course is received, or a decision is made to terminate a programme, within 5 working days before the date of a payment, we will not require you to recover payments made to trainees under the provisions of paragraph 8.2(a). This will not preclude recovery if the circumstances in paragraphs 8.2(b) or (c) apply.
- 8.4 Notwithstanding paragraph 8.3, PGCE (FE) ITE providers should take all steps necessary to put a stop on future payments immediately once clarification that a trainee has withdrawn from a course is received, or a decision has been reached that a programme should be terminated.

Annex 1: PGCE (FE) teacher training incentive grants – academic year 2020/21: information for students

1. Eligibility

Who is eligible?

- 1.1 Students are eligible for a PGCE (FE) teacher training incentive grant (“PGCE (FE) incentive”) if they satisfy the eligibility criteria in paragraphs 1.2 and 1.3, and are starting full-time pre-service postgraduate initial teacher education courses at further education level with a higher education institution (university or associated college) in Wales between 1 September 2020 and 31 August 2021.
- 1.2 Students must, on entry to the course, hold a first degree of a United Kingdom higher education institution or equivalent qualification. (Note: a “first degree” does not include a foundation degree. A foundation degree is a university-level qualification in its own right, equivalent to the first two years of an honours degree.)
- 1.3 Students must also qualify for support under regulations made under section 22 of the Teaching and Higher Education Act 1998 currently in force as they apply to the course. The regulations which currently apply the provision of support to students in relation to the academic year running from 1 September 2018 to 31 August 2019 are the Education (Student Support) (Wales) Regulations 2018 (S.I. 2018 No. 191 (W.42)). These regulations will remain extant for academic year 2020/21.

Who is not eligible?

- 1.4 As well as students who do not satisfy the eligibility requirements set out in paragraphs 1.1-1.3, the following are not eligible to receive a PGCE (FE) incentive:-
 - (a) students who completed a course of initial teacher training at further education level before 1 September 2020;
 - (b) students taking a non-postgraduate Certificate in Education (FE);
 - (c) PGCE (FE) students who do not hold a degree on starting the course;
 - (d) PGCE (FE) students who study on in-service courses;
 - (e) PGCE (FE) students who study part-time;
 - (f) anyone who already holds Qualified Teacher Status; or
 - (g) anyone employed to teach at any further education college or other education institution in any capacity.

What about students starting a PGCE (FE) course in September 2021?

- 1.5 The PGCE (FE) incentives described here only apply to eligible students starting a qualifying course on or after 1 September 2020 but no later than 31 August 2021. If any funding were to be made available in future years, it would be announced separately and no assumption should be made about any future funding unless it is specifically confirmed.

Are there upper or lower age limits for applicants?

1.6 No.

What if the provider (university or associated college) requires eligible students to attend a further education institution before initial teacher education formally begins?

1.7 Provided that the course formally starts on or after 1 September 2020 but no later than 31 August 2021, they will be eligible for the training grant.

2. Financial Details

How much will eligible students receive?

2.1 The PGCE (FE) incentives for eligible students will be up to £3,000 (for those on courses outlined in paragraph 1.2 studying in specified subjects listed in paragraph 1.5) or up to £1,000 (for those on courses outlined in paragraph 1.2 studying in all other subjects).

2.2 The specified subjects referred to in paragraph 2.1 above are as follows:-

Mathematics subjects:

Applied Mathematics

General Mathematics

Mathematics and mechanics

Mathematics and statistics

Pure Mathematics

Statistics

Science subjects:

Applied Science

Biology

Chemistry

Conservation

Earth science

Ecology

Electronics

Environmental Science

General Science

Geology

Human Biology

Physics

Sports science

Information and Communication Technology

Computer Aided Design (CAD)

Computer Engineers

Computer studies

IT Operations

Welsh

Skills for Life – Literacy and Numeracy

Technology and Engineering

Auto Electricians

Car maintenance

Design and development engineering

Design and Technology

Electrical engineering

Electroplating

Engineering studies

Mechanical engineering

Metal plate engineering

Motor mechanics/engineers

Motor sport mechanisation

Production and process engineering

Refrigeration engineering

Resistant Materials Technology

Tool making and fitting

Tyre, exhaust and windscreen fitting

Vehicle and spray painting

Vehicle bodybuilding

Welding and fabrication

What payments will be made, and when?

- 2.3 Those entitled to the PGCE (FE) incentive of up to £3,000 in respect of academic year 2020/21 will be paid in nine monthly instalments in or around the last week of each month in respect of October 2020 to June 2021. The payments from October 2020 to May 2021 inclusive will be £300 in each instance. The final payment in June 2020 will be £600.

- 2.4 Those entitled to the PGCE (FE) incentive of up to £1,000 in respect of academic year 2020/21 will be paid in nine monthly instalments in or around the last week of each month in respect of October 2020 to June 2021. The payments from October 2020 to May 2021 inclusive will be £100 in each instance. The final payment in June 2021 will be £200.
- 2.5 (Note: for the purposes of paragraphs 2.3 and 2.4, save for the month of June, the “last week” of the month is the week which includes the last working day of that month. The “last week” in June will be the week which includes the last working day of June or, if earlier, the week the course finishes.)

How will payments be made?

- 2.6 Through the PGCE (FE) initial teacher education provider (university or associated college). The institution will claim the payments from the Welsh Government.
- 2.7 At the start of their courses, students will be asked to sign a declaration form to enable them to claim their PGCE (FE) incentive (on “Form TTFE/2B 2020/21”). It should be noted that this form includes an item in the declaration which asks the student to confirm that they have read these information notes.

Can students claim more than a £3,000 or £1,000 PGCE (FE) incentive if their course is extended into a further year?

- 2.8 No, depending on the course the PGCE (FE) incentives are a maximum of £3,000 or £1,000.

3. Issues for trainees who leave or re-start a course

What about people who join a course which is already underway or drop out of training?

- 3.1 Individuals who are eligible for a PGCE (FE) incentive and join a course which is already underway or leave a course before its completion will only be entitled to the payments that fall due for payment in respect of the period they are on the training course.

What about people who cease training but subsequently resume their studies?

- 3.2 PGCE (FE) incentives for students resuming a course that they have left will be paid at the lower rate (if any) of the training grant rate that applied in the academic year that the student left the course or the training grant rate that applies in the academic year the student re-joins the course, unless the Welsh Ministers agree otherwise in writing. Providers are requested to seek further advice from the Welsh Government in respect of students that fall into this category and to make no commitments in respect of the continuation of any further grant payments without prior Welsh Government approval.

- 3.3 PGCE (FE) incentives for students starting a course where entry has been deferred will be paid at the PGCE (FE) incentive rate (if any) which applies in the academic year a student re-joins/joins the course, unless the Welsh Ministers agree otherwise in writing.
- 3.4 If a student has been on long-term sick leave or has suspended their studies but resumes their course between 1 September 2020 and 31 August 2021 to complete the time they have missed, they will be eligible for funding for the period from resumption to the completion of the course. This is subject to the provisions of paragraphs 3.2 and 3.3, and to the total payments not exceeding the sums set out in paragraph 2.1, relevant to the course in question.

What about people who have previously received a PGCE (FE) incentive?

- 3.5 If someone who has previously received a PGCE (FE) incentive prior to 1 September 2020 under this or any previous scheme in Wales, or has received at any time any amount of any grant payable in respect of equivalent schemes in England, starts or re-enters a course, any PGCE (FE) incentive for that course for which they may be eligible will be reduced by the amount of previous grant they have already received. For example, an eligible student who had attended a one-year PGCE (FE) full-time course in 2019/20, and received the first six monthly instalments before leaving the course, would on re-entering initial teacher training in 2020/21 (and still meeting the eligibility requirements) only be entitled to receive the balance of the sum due in two equal instalment payments at course commencement and completion.

What about people who previously dropped out of part-time postgraduate initial teacher education at further education level before August 2020 and want to start again on the full-time course from September 2020?

- 3.6 Part-time courses completed or left before August 2020 do not affect eligibility for a PGCE (FE) incentive between 1 September 2020 and 31 August 2021.

4. Related Financial Queries

Are there any circumstances where I might have to repay the PGCE (FE) incentive?

- 4.1 The Welsh Ministers have powers to recover PGCE (FE) incentives paid, in whole or in part. They have discretion about whether to exercise those powers and will consider all cases on their merits.
- 4.2 These powers may be exercised by the Welsh Ministers where:-
- (a) after receiving any instalment of PGCE (FE) incentive, the recipient fails to meet any eligibility criteria adopted by the Welsh Ministers in relation to a subsequent instalment; or
 - (b) the recipient has provided in, or in connection with, his or her application for a grant, information which is false or materially misleading; or
 - (c) there is firm evidence that the recipient had never intended to complete the course or, having completed it, to enter teaching.

Is the PGCE (FE) incentive taxable?

- 4.3 Our understanding is that the PGCE (FE) incentive is not taxable for full-time students. For part-timers, the salary may be taxable, depending on your total taxable income for the financial year. However, students should seek advice from HM Revenue and Customs about their individual position.

What will be the effect of the PGCE (FE) incentive on other student support?

- 4.4 For other student finance provisions based on household income, a PGCE (FE) incentive is not considered as part of your income, and should not be included when working out your taxable unearned income.

What will be the effect of the PGCE (FE) incentive on benefits?

- 4.5 You should seek advice from the Department for Work and Pensions on your individual position.

Will the PGCE (FE) incentive trigger loan repayments?

- 4.6 Not while you are in full-time training. Loan repayments may be triggered when you are earning a salary.

Annex 2: Payment of PGCE (FE) incentives – instructions for PGCE (FE) ITE providers

Any questions about these instructions should be addressed to:

Post-16 Workforce Development Team
Welsh Government
Ty'r Afon
Bedwas
Caerphilly
CF83 8WT

Tel: 03000 604400

E-mail: Post-16WorkforceDevelopment@gov.wales

1. Information to be provided to Post-16 Workforce Development Team, Welsh Government

1.1 To ensure the simple administration of the PGCE (FE) incentives, a contact point from each PGCE (FE) ITE provider should be provided to the Initial Teacher Education branch of the Welsh Government. This branch will issue the relevant forms for the scheme and will act as a contact point for payment-related enquiries.

1.2 For 2020/21, payment claim forms must be signed by an authorised signatory from the PGCE (FE) ITE provider. Form TTFE/2A 2020/21 at Annex 2A is a form for the PGCE (FE) ITE provider to supply us with up to three authorised signatories for the payments. These are the only people who will be able to sign the claim for payment from the PGCE (FE) ITE provider. We will need these forms to be returned to Post-16 Workforce Development Team before any payment may be made, and by no later than 31 October 2020.

1.3 Having determined the eligibility of all students on postgraduate further education courses (advice on eligibility is included in section 2 of the guidance notes “Teacher training incentives in Wales for PGCE (FE) students – academic year 2020/21”), PGCE (FE) ITE providers should prepare a list of eligible students using Form TTFE/2D 2020/21 at Annex 2D. This form requests details of surname, first name(s) and student number. A separate list should be completed for each course.

1.4 PGCE (FE) ITE providers should send copies of the Form TTFE/2D 2020/21 forms, together with copies of all completed Form TTFE/2B 2020/21 forms (see paragraph 4.2 below), to Initial Teacher Education Branch under cover of Form TTFE/2C 2020/21 at Annex C, signed by the authorised signatory. PGCE (FE) ITE providers should send these to Initial Teacher Education Branch by 31 October 2020.

2. How to claim the funding for the PGCE (FE) incentives from the Welsh Government

2.1 At the specified intervals, by the date specified on the timetable provided, send Form TTFE/2E 2020/21 at Annex E, together with updated Form TTFE/2D showing the full list of eligible students who are currently on the course, under cover of an official letter requesting payment of the appropriate amount to cover the PGCE (FE) incentives due. An additional 2% of the total grant claim is payable to PGCE (FE) ITE providers in respect of administrative costs of making payments to students. In previous years this has been included on the training grant claim. **For academic year 2020/21, PGCE (FE) ITE providers should invoice the Welsh Government on a quarterly basis for the additional 2% administrative cost.**

2.2 Any student who leaves the course after they have received the first payment should be indicated by crossing their name through on Form TTFE/2D in red. Please insert the date the student left the course not only on the first month's sheet but on every subsequent list.

2.3 Form TTFE/2E 2020/21 includes lines for 'adjustments plus' or 'adjustments minus'. PGCE (FE) ITE providers should enter here any amounts they are repaying or any additional monies they are reclaiming. The covering letter should note which students these relate to and the reasons for the adjustment (for example, to repay monies that were claimed in error).

3. How the funding for the PGCE (FE) incentives will be passed to PGCE (FE) ITE providers

3.1 The Welsh Government will pass funding to the PGCE (FE) ITE provider by the date indicated on the timetable in section 5. This will be paid directly into the PGCE (FE) ITE provider's bank account.

4. How to pay the PGCE (FE) incentives to eligible students

4.1 A copy of the information note "PGCE (FE) teacher training incentive grants – academic year 2020/21: information for students" (see Annex 1) should be given to each student. PGCE (FE) ITE providers must ensure that all eligible students receive a copy of those guidance notes, and in sufficient time to read it before they are asked to sign Form TTFE/2B 2020/21 (see paragraph 4.2).

4.2 Before the first payment is made, training providers should ensure the completion of the claim form TTFE/2B 2020/21 at Annex 2B for each of their eligible students. It should be noted that this form includes an item in the declaration which asks the student to confirm that they have read the "PGCE (FE) Teacher Training Incentive Grant – Academic Year 2020/21: Information for Students".

4.3 Advise students of a common date for the payment of the PGCE (FE) incentive. Only those students on the course on the day of payment will be eligible to receive payment. If any student leaves the course prior to that date, payment should not be made. If the Welsh Government has already passed funding to the PGCE (FE) ITE provider for the PGCE (FE) incentive to any student who leaves the course

before the payment is made, the Welsh Government will adjust subsequent payments (including the associated administrative costs payment).

4.4 Each PGCE (FE) ITE provider will be required to supply Initial Teacher Education Branch with an audit certificate signed by the provider’s auditors. The format for this certificate is at Annex 2F. This will provide the Welsh Government with assurance that the funding has been used for the purpose provided, and that the appropriate numbers of students have been on the course for the appropriate period. This form must be signed by the PGCE (FE) ITE provider’s external auditors – forms signed by the PGCE (FE) ITE provider’s internal auditor will not be accepted.

4.5 The Welsh Government or an authorised representative may also require access to the records relevant to these grants and the checks that have been completed to ensure that they are valid.

4.6 Claiming funding to cover payments of PGCE (FE) incentives and a payment in respect of administration costs commits the PGCE (FE) ITE provider to the conditions set out in this guidance.

5. Timetable for the Payment of PGCE (FE) incentives


| Payment month | Training providers to send lists of eligible students and a claim for payment to Welsh Government by this date: | Welsh Government to have paid the instalment of the PGCE (FE) incentives into PGCE (FE) ITE providers’ bank accounts by this date: | PGCE (FE) ITE providers to pay instalment of the PGCE (FE) incentives to students during this week: |
|-----------------|-----------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|
| October | 5 October | 16 October | w/c 26 October |
| November | 2 November | 13 November | w/c 23 November |
| December | 7 December | 18 December | w/c 28 December |
| January | 4 January | 15 January | w/c 25 January |
| February | 1 February | 12 February | w/c 22 February |
| March | 1 March | 12 March | w/c 22 March |
| April | 5 April | 16 April | w/c 26 April |
| May | 3 May | 14 May | w/c 24 May |
| June | 7 June | 18 June | w/c 28 June (see note 3) |

Notes:

1. PGCE (FE) incentives should be paid in nine instalments in respect of the period October 2020 to June 2021 and will be payable in the last week of each month.
2. For October “the last week” of the month is the week which includes the last working day of that month, a “working day” being a day other than a Saturday or Sunday when banks are open for business in Wales.

3. The “last week” in June will be the week which includes the last working day of June or, if earlier, the week the course finishes.

Annex 2A: Form TTFE/2A 2020/21 – authorised signatures for claims

| | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|
| <p>PGCE (FE) Teacher Training Incentives 2020/21</p> <p>PGCE (FE) incentives – Authorised Signatures for Claims</p> <p>Form TTFE/2A 2020/21</p> |  Llywodraeth Cymru Welsh Government |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|

| | |
|-----------------------------------|--|
| Name of training provider: | |
|-----------------------------------|--|

| Name of individual and position within institution | Signature |
|----------------------------------------------------|-----------|
| 1. | |
| | |
| 2. | |
| | |
| 3. | |
| | |

| | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Certification by Head of School of Education | |
| <p>The individuals listed above have been authorised to sign claims for payment of PGCE (FE) incentive funding (Form TTFE/2E 2020/21) on behalf of this institution.</p> <p>They are also authorised to sign the declaration and notification of eligible students' forms (Forms TTFE/2C 2020/21 and TTFE/2D 2020/21) on behalf of this institution.</p> <p>I accept that the Welsh Government will only accept forms signed by one of the individuals included on this form as a valid claim from my institution.</p> | |
| Signature: | |
| Name: | |
| Official stamp of provider: | |

This form should be completed and returned to: Post-16 Workforce Development Team, Welsh Government, Ty'r Afon, Bedwas, Caerphilly, CF83 8WT, before 31 October 2020.

Annex 2B: Form TTFE/2B 2020/21 – student application and declaration

PGCE (FE) Teacher Training Incentives 2020/21

PGCE (FE) incentives – Student Application and Declaration

Form TTFE/2B 2020/21



Llywodraeth Cymru
Welsh Government

| | |
|------------------------|--|
| 1. Name of provider | |
| 2. Name of student | |
| 3. Course title | |
| 4. Date course started | |
| 5. Student Number | |

6. **Student's declaration:**

I apply for a PGCE (FE) incentive. I can confirm that:-

- I have read the guidance notes “PGCE (FE) teacher training incentive grants – academic year 2020/21: information for students” (“the information notes”)
- I meet the eligibility requirements described in paragraphs 1.1-1.3 of the information notes
- none of the categories of person described in paragraphs 1.4(a)-(g) of the information notes apply to me
- * I have not previously received any PGCE (FE) incentive¹.

or

* I have already received a PGCE (FE) incentive¹ totalling £_____, paid in a total number of _____ instalments, and I understand that my PGCE (FE) incentive will be adjusted accordingly.

* (please delete as appropriate)

Signed

(by student) _____

Note: A false declaration may result in any grant paid being reclaimed

¹ This includes any amount of any grant received in respect of equivalent schemes in England.

Please note that the Welsh Government will receive and hold a record of your personal data (name, student number and incentive amount) to enable reconciliation and processing of PGCE (FE) Teacher Training Incentive grant payments to the institution/course provider. The Welsh Government will not pass your data to any other organisation.

Annex 2C: Form TTFE/2C 2020/21 – provider’s declaration

PGCE (FE) Teacher Training Incentives 2020/21

PGCE (FE) incentives – Provider's Declaration

Form TTFE/2C 2020/21



Llywodraeth Cymru
Welsh Government


Name of training provider:

I can confirm that we have checked that the students listed on the attached Form TTFE/2D 2020/21 are eligible for a PGCE (FE) incentive in the academic year 2020/21. A completed Form TTFE/2B 2020/21 is attached for each student listed.

Signed on behalf of ITE provider:

Official stamp of provider:

Annex 2E: Form TTFE/2E 2020/21 – payment claim and declaration

| | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|
| <p>PGCE (FE) Teacher Training Incentives 2020/21</p> <p>PGCE (FE) incentives – Payment Claim and Declaration</p> <p>Form TTFE/2E 2020/21</p> |  Llywodraeth Cymru Welsh Government |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|

| | |
|---------------------------------------|--|
| Name of PGCE (FE) ITE provider | |
| Month to which claim relates | |
| Date of claim | |

| Course Title | Number of trainees | Payment Rate (£) | Total claimed for course (£) |
|--------------------------|--------------------|------------------|------------------------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| Adjustments plus | | | |
| Adjustments minus | | | |
| Total | | | |

| Certification by PGCE(FE) ITE provider | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <ul style="list-style-type: none"> I certify that this claim for funding is valid, accurate and complete; and that the student eligibility requirements set out in the guidance notes “Teacher Training Incentives in Wales for PGCE (FE) students – academic year 2020/21” have been checked and are met for the claims included on this claim form. I agree that the Welsh Government or its authorised representatives may have access to inspect the records relating to this claim in accordance with arrangements set out in the guidance notes. | |
| Signed | |
| Date | |
| <i>Official stamp of provider</i> | |

Annex 2F: Form TTFE/2F 2020/21 – training incentive auditor’s certificate

PGCE (FE) Teacher Training Incentives 2020/21

PGCE (FE) incentives – Auditor’s Certification

Form TTFE/2F 2020/21 [section 1]



Llywodraeth Cymru
Welsh Government

PGCE (FE) INCENTIVES IN WALES – EXPENDITURE IN ACADEMIC YEAR 2020/21

CERTIFICATION OF THE DIRECTOR OF FINANCE

I certify that, to the best of my knowledge, the expenditure has been incurred in accordance with the terms and conditions of the guidance notes “Teacher Training Incentives in Wales for PGCE (FE) students – academic year 2020/21”, and that

- the entries are fairly stated, and
- only eligible payments/expenditures are included, and
- the Institution maintains/has maintained proper controls and records for managing payment of the grant to eligible students.

I confirm a value of £..... [enter value] of expenditure being claimed.

Signature.....**Date**.....
(Training Institution Director of Finance)

Name (BLOCK CAPITALS).....

Name of Institution (BLOCK CAPITALS).....

Name, address and telephone number of the contact person in the Institution:
(BLOCK CAPITALS)

.....
.....
.....
.....

The certification above should be submitted to the Welsh Government along with the external auditors’ certification on the next page by 31 December 2021.

PGCE(FE) Teacher Training Incentives 2020/21

PGCE(FE) incentives – Auditor’s Certification

Form TTFE/2F 2020/21 [section 2]



Llywodraeth Cymru
Welsh Government

CERTIFICATION OF EXTERNAL AUDITOR

(please complete one only from certification block 1, 2 or 3)

1. I certify that I have examined the related accounts and records of the Institution and confirm that

- the grant was spent properly, and
- the grant was used for the purposes intended

in accordance with the terms and conditions of the guidance notes “Teacher Training Incentives in Wales for PGCE (FE) students – academic year 2020/21” (being expenditure approved by the Welsh Government under section 14 of the Education Act 2002) in respect of the 2020/21 academic year.

Signature.....

Name (BLOCK CAPITALS)

CERTIFICATION OF EXTERNAL AUDITOR

(please complete one only from certification block 1, 2 or 3)

2. I certify that I have examined the related accounts and records of the Institution and I am satisfied that the conditions of the grant have been complied with, but that the sum claimed is incorrect.

I have certified an amended figure: £..... *[enter value]*

Signature.....

Name (BLOCK CAPITALS).....

CERTIFICATION OF EXTERNAL AUDITOR

(please complete one only from certification block 1, 2 or 3)

3. I certify that I have examined the related accounts and records of the Institution and that I am not fully satisfied that the conditions of the grant have been complied with, or that there is doubt regarding the admissibility of the sums claimed.

I have attached a report / qualification letter detailing the reasons for non-satisfaction.

Signature.....

Name (BLOCK CAPITALS).....

Annex 3



Llywodraeth Cymru
Welsh Government

Privacy Notice – Welsh Government For recipients of Teacher Training Incentives PGCE (FE) - academic year 2020/21

In accordance with General Data Protection Regulation (GDPR) which came into force on 25 May 2018, this notice sets out what the Welsh Government does with the Teacher Training Incentive Scheme PGCE (FE) related information that it receives.

The information in this notice will be kept under review to incorporate any further changes communicated by the Information Commissioner's Office.

1. Background

The Welsh Government provides a wide range of grant schemes to help deliver our policies and create a fairer, more prosperous Wales. The Welsh Government will receive information on the individuals participating in the **Teacher Training Incentive Scheme PGCE (FE) in Wales**.

Upon receipt of the information given on the claim application form, the Welsh Government becomes the data controller.

2. What information is received by the Welsh Government?

Personal information that will be collected and held includes:

- ✓ Some personal information about you, such as:
 - Name
 - PGCE (FE) course and provider
 - Student number
 - Incentive amount

3. What is the Welsh Government doing with your information?

The Welsh Government is the 'data controller' for any personal data provided in relation to the grant/claim application or request for grant funding, submitted by your PGCE (FE) course provider.

In our remit as the data controller, the Welsh Government uses the information received for the below purposes. These purposes are necessary and in accordance with GDPR Article 6(1)(e) where processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Controller:-

- a. For Incentive Scheme purposes:-

- ✓ To inform, influence and improve policies in relation to undergraduate and postgraduate ITE programmes in Wales
- ✓ To help monitor and target funding effectively

b. For Funding purposes (carried out in a way to ensure you are eligible for the Training Grant and accurate information is received to make payment):-

- ✓ The data above will be used to assess your eligibility for funding
- ✓ The data will be used to undertake checks for the purposes of preventing fraud and money laundering
- ✓ The data will be used to check your identity
- ✓ The data will be used to help monitor and target funding effectively

4. Who does the Welsh Government share your information with?

Information held by the Welsh Government about you may be shared where the law allows or with a 3rd party supplier who has been contracted to act on the Welsh Government's behalf.

Persons or Organisations that the Welsh Government share your personal information with:

- ✓ Fraud prevention agencies

Welsh Government will only provide data for a specific purpose and for a limited time period, after which the organisation must confirm that it has been destroyed.

5. How long will we keep this data?

Your information will be kept by the Welsh Government for a maximum of 7 years after the date of which all conditions relating to the grant award have been met and all payments have been made. Following that period, hardcopy data will be shredded and electronic data deleted.

6. Your rights under the GDPR

You have the right to:

- ✓ Have access to the personal data that the Welsh Government are processing about you;
- ✓ Require the Welsh Government to rectify inaccuracies in that data;
- ✓ The right (in some circumstances) to object to processing on grounds relating to your particular situation;
- ✓ The right to restrict processing (in some circumstances);
- ✓ Lodge a complaint with the Information Commissioner who is the independent regulator for data protection.

For further information about the information which the Welsh Governments holds and its use, or if you wish to exercise your rights under the GDPR, please contact the Welsh Government. Alternative contact is the Information Commissioner's Office. Details below:

| | <i>Policy Officer:</i> | <i>Data Protection Officer:</i> | <i>Information Commissioner's Office</i> |
|--------------------------|--------------------------------------------------------------------------------------------------|---------------------------------------------------------|------------------------------------------------------------------------|
| Address: | Rhian Pound-McCarthy Welsh Government Ty'r Afon Bedwas Caerphilly CF83 8WT | Welsh Government Cathays Park CARDIFF CF10 3NQ | Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF |
| Telephone: | 0300 025 6440 | 0300 0604400 | 029 2067 8400 (Wales helpline) or 0303 123 1113 (UK helpline) |
| Email Address / Website: | Post-16WorkforceDevelopment@gov.wales | Data.ProtectionOffice r@gov.wales | www.ico.gov.uk |