Department for Education

# Initial Teacher Training (ITT): Reform Funding

Guidance for organisations seeking funding to support the delivery of the ITT reforms

March 2024

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# Background and context

In May 2023 the Department for Education (DfE) published guidance on the funding to support the delivery of reformed Initial Teacher Training (ITT) courses leading to the award of Qualified Teacher Status (QTS) from the 2024/25 academic year onwards.

This publication is an update to the May 2023 guidance. It sets out further detail on the ITT reform delivery grants for the 2024/25 academic year and information on how to apply.

For 2024/25 accredited ITT providers will be eligible to apply for multiple funding streams to help them deliver the new ITT requirements.

These funding streams support with costs related to establishing lead mentor functions and intensive training and practice. Placement schools will also be able to access grant funding to support the new training requirements for school-based mentors.

Funding will be administered under Section 14(1) of the Education Act 2002.

# Who is this guidance for?

Accredited ITT providers and their school partners who wish to apply for funding to support them to deliver ITT courses leading to QTS from the 2024/25 academic year.

This covers all routes leading to QTS (undergraduate, postgraduate fee funded and postgraduate salaried), except for Assessment Only.

# Section 1 – delivery grants

To support the delivery of the recommendations set out in the Government Response to the ITT Market Review, providers who have been awarded accreditation in 2022, and their placement school partners, are eligible to apply for delivery grant funding for the 2024/25 academic year; when they are first expected to deliver the new Quality Requirements. The 2024/25 ITT criteria includes the updated Quality Requirements.

There are three funding grants available:

- lead mentor/mentor leadership teams grant
- intensive training and practice grant
- general mentor training grant

Accredited ITT providers who wish to apply for any of the delivery grants must have completed all grant assurance activities and satisfied all funding conditions for any ITT reform grants received prior to the 24/25 academic year (set-up and partnership grants).

In addition to the financial information request in the grant terms and conditions, accredited ITT providers will also be expected to provide DfE with evidence which details the 'value for money' of the delivery grants. This data will be treated in confidence and used to support the DfE case for additional funding beyond the 2024/25 academic year. The data will not be used for any accountability purposes. We will be working together with the Universities' Council for the Education of Teachers (UCET) and the National Association of School-Based Teacher Trainers (NASBTT) to share further information on this request in the coming months. Before this, providers should start to consider how they and their placement schools could demonstrate how grant funding has improved trainee teacher quality and pupil outcomes.

The grant funding guidance below applies to funding across the **2024/25 academic year only** (between 1 September 2024 and 31 August 2025, although teacher apprenticeships may start earlier from 1 June 2024) and includes more detail on each of the funding streams, including how each grant will be distributed, and guidance for undergraduate courses. Providers and schools can incur costs ahead of the start of the academic year, as long it is not incurred before the start of the 2024-25 financial year (6 April 2024).

Funding beyond the 24/25 academic year will be confirmed as part of the next spending review.

Grant funding should not replace existing funding arrangements between accredited ITT providers and their partners, including placement schools. Funding is strictly to support the specified activity (lead mentoring, intensive training and practice and general mentoring) and cannot duplicate another source of government funding. All delivery grants will be paid in arrears and each one has specific grant conditions, in addition to

the standard grant terms and conditions.

# Lead mentor/mentor leadership teams grant

Lead mentors/mentor leadership teams play an important part in ITT as experts in their subject areas. Lead mentors possess a deep knowledge of the trainee curriculum so they can give support to ITT trainees and the mentors working with them.

Accredited ITT providers can claim funding to help with the costs associated with introducing the new lead mentor role. This funding is designed to help providers with the cost of lead mentors taking the time they need to train and carry out their role.

The role of the lead mentors/mentor leadership teams includes:

- oversight, supervision and quality assurance of other mentors,
- design and delivery of training for other mentors,
- tracking the number of hours of training undertaken by mentors, as part of the assurance of the general mentor grant funding,
- close working with trainees during intensive training and practice and the design of such elements,
- oversight of trainee progress throughout the year and identification of interventions or modifications where required,
- in addition, providers may delegate other appropriate functions to lead mentors; for example, the opportunity to work on the design of training curricula relevant to the lead mentor's expertise,
- providing evidence of training undertaken by general mentors, for example by completing and sharing a register with the placement school and DfE

Each accredited ITT provider must design detailed, high-quality mentor and lead mentor training curricula in line with the minimum time requirements, detailed in the 2024/25 ITT criteria. It is for each provider to determine what should be included in this.

A mentor's (both lead and general) prior learning should be taken into account and accredited ITT providers should not require mentors or lead mentors/mentor leadership teams to unnecessarily repeat training. This may lead to a reduction in the total hours of training required. In all cases, accredited ITT providers must be able to demonstrate that all mentors have been trained in all areas of the mentor training curriculum.

## Funding eligibility

Accredited ITT providers can claim this funding at the end of the 2024/25 academic year for lead mentors/mentor leadership teams who are working with trainees who meet all the following conditions:

- started or returned to their initial teacher training at any time between 1 August 2024 and 31 May 2025
- are on undergraduate or postgraduate courses
- are full-time or part-time
- are on a course leading to qualified teacher status (QTS), except for Assessment Only

## How much funding is available to providers

The amount of funding is the same if lead mentors are responsible for 1 year postgraduate courses or 3 year undergraduate courses. Undergraduate courses of 4 years will receive increased funding due to the increased school placement requirement.

### Postgraduate and undergraduate trainees

| Funding available | Funding period | Recipient of funding | How is it paid |
|---|---|---|---|
| £9,514 per lead mentor or mentor leadership team<br><br>(One lead mentor to a minimum of 25 trainees. This is a ratio of 1:25) | Academic year 2024/25 | Providers who have been successfully accredited in 2022 | Payments will be made in arrears based on the numbers of lead mentors and trainees<br><br>Providers will be able to claim funding at the end of the 2024/25 academic year |

Using the ratio of 1:25, there is no upper limit on the amount of lead mentor funding that providers can claim for. If providers have fewer than 25 trainees, they can claim £9,514 overall for one lead mentor.

Providers will not always have trainee numbers that can be divided neatly by multiples of 25. Providers may claim for an additional lead mentor where there are 15 or more additional trainees above the 1:25 ratio cut-off. For example, a provider needs 40 (25+15) trainees to claim for two lead mentors; and 65 (50+15) trainees for three lead mentors.

The table below shows an example of how funding works for up to 264 trainees. Where a provider has a combination of 4-year undergraduate trainees, as well as 3-year undergraduate, and postgraduate, the 4-year funding band will be used where there are between 1 and 39 trainees in total. To receive more than 1 unit of the 4-year funding

band the provider must have more than 40 4-year undergraduates.

| Number of trainees | Maximum amount of funding available (postgraduate trainees) | Maximum amount of funding available (undergraduate trainees, 3-year course) | Maximum amount of funding available (undergraduate trainees, 4-year course) | Units of funding |
|---|---|---|---|---|
| 1 to 39 | £9,514 | £9,514 | £11,894 | 1 |
| 40 to 64 | £19,028 | £19,028 | £23,788 | 2 |
| 65 to 89 | £28,542 | £28,542 | £35,682 | 3 |
| 90 to 114 | £38,056 | £38,056 | £47,576 | 4 |
| 115 to 139 | £47,570 | £47,570 | £59,470 | 5 |
| 140 to 164 | £57,084 | £57,084 | £71,364 | 6 |
| 165 to 189 | £66,598 | £66,598 | £83,258 | 7 |
| 190 to 214 | £76,112 | £76,112 | £95,152 | 8 |
| 215 to 239 | £85,626 | £85,626 | £107,046 | 9 |
| 240 to 264 | £95,140 | £95,140 | £118,940 | 10 |

## How to claim funding

### Postgraduate programmes

For postgraduate courses, accredited ITT providers can claim funding for the lead mentor role at the end of the 2024/25 academic year.

When providers make a claim, their trainees should be registered with DfE through the Register trainee teachers service. This includes recording where each trainee undertook their school placements during their course. Providers' trainee registration data will be checked to make sure that the number of trainees that started their training is accurate.

Payments for lead mentor funding for the 2024/25 academic year will be made between September 2025 and January 2026.

Providers with part-time postgraduate trainees on a 2 year course can claim at the end of the 2025/26 academic year. Payments will be made between September 2026 and January 2027.

### Undergraduate programmes

For undergraduate courses starting in the 2024/25 academic year, providers can claim for undergraduate lead mentors at the end of the 2024/25 academic year. Payments will be spread across multiple years rather than up front, with the largest proportion of

funding paid in year one. If providers have a mix of undergraduate course lengths, the payment in the first year will be the same regardless of course length.

The table shows an example of how funding will be paid to these courses based on 1 unit of funding[1].

| Course | Year 1 | Year 2 | Year 3 | Year 4 |
|---|---|---|---|---|
| 3-year undergraduate course | £4,757 | £2,379 | £2,379 | N/A |
| 4-year undergraduate course | £4,757 | £2,379 | £2,379 | £2,379 |

## Conditions of this funding

Lead mentor/mentor leadership team funding can only spent on the costs of the lead mentor role, which are set out in the 2024/25 ITT criteria. This includes the minimum expectation that a lead mentor will spend 30 hours in training activities over the course of a year and oversee general mentors and other aspects of the ITT programme.

It is for providers to decide how they fulfil the minimum training requirements for lead mentors. We do not expect this to be the norm, but where the lead mentors or mentor leadership team are also responsible for the design of the mentor or lead mentor training curriculum, we accept that they would be consolidating their own understanding as they design their mentor training curricula, and this would be considered part of their mentor training.

The funding can be used to cover costs incurred by the provider in implementing the lead mentor role, including backfill for the mentor whilst they were training.

### Lead mentors who are employed by schools or lead partners

Lead mentors may be employed by the accredited ITT provider, their lead partner or by a partner school. Where lead mentors are employed by a school or lead partner, providers must pass on the funding for lead mentors.

Providers will need to decide how much they give to the school/lead partner in a way that reflects how responsibilities are shared. Where the funding is passed on to schools or lead partners it must be used to cover the costs incurred in implementing the lead mentor

[1] Overall funding paid for undergraduate is slightly different to postgraduate. This is due to the rounding of figures for the spread of multiple payments.

role, including backfill for the mentor whilst they were training.

Providers will also need to agree with the school or lead partner what evidence is required to assure the grant, as the provider will be responsible for submitting this to DfE, if it is requested.

### Replacing lead mentors during the academic year

If a lead mentor is replaced during the academic year, providers may only claim funding for one set of lead mentors in each academic year.

All lead mentors must meet the minimum training requirements.

### Funding conditions relating to ITT trainees

The following conditions relates to trainees:

- providers cannot include any High Potential Initial Teacher Training (HPITT) trainees in the 1:25 ratio to claim this funding, as there is separate funding available for HPITT
- funding also cannot be claimed for trainees doing Assessment Only.

### Trainees that defer or withdraw from ITT

Depending on when a trainee defers or withdraws from their ITT programme, they can still count towards the 1:25 ratio for lead mentor funding. Trainees will be included in the 1:25 ratio if they:

- deferred in a previous academic year and then return to their ITT in the 2024/25 academic year for any amount of training
- start their training in the 2024/25 academic year, but then defer or withdraw later in the year.[2]

## Application process

From April 2024, accredited ITT providers will receive a short application form from ITTReformfunding@education.gov.uk. If you do not receive an application form, please email to request one.

Once the application form has been received DfE will issue a grant offer letter which covers both the lead mentor and intensive training and practice grants. This letter will need to be reviewed, signed and returned to the same inbox.

[2] If funding is confirmed beyond the 2024/25 academic year, providers must not count trainees who have deferred, to avoid double funding.

At the end of the academic year, providers will need to submit an Annex C form (included with the grant offer letter) detailing how much money has been spent. As part of in-year sampling DfE will request evidence for at least ten percent of claims prior to payment. DfE will then review and make payments for all claims unless additional evidence is required.

Payments will be made between September 2025 and January 2026.

Once payment has been received by providers, the appropriate Annex G form (which is included with the grant offer letter) will need to be completed and returned by providers by 28 February 2026. Depending on your organisation, this may include having to engage an external accountant/auditor to sign off the Annex G certificate. The accountant/auditor will usually charge for this service. As detailed in section 12.1 of DfE grant funding agreement terms and conditions these fees are eligible expenditure and can be claimed as part of the Annex C return.

Accredited ITT providers will need to sign a grant agreement, which outlines the terms and conditions associated with the grant. Providers will be instructed to register their account details with DfE for payment if they are not already registered using this service: https://www.gov.uk/guidance/provide-information-about-your-banking-and-payments-to-dfe.

Please note that a grant will not be awarded to a provider if they do not sign and return the grant agreement.

DfE undertake due diligence on the financial standing of organisations applying for government grant funding, including credit checks, to safeguard public money. We may need to seek satisfactory assurances in determining whether to accept an application for funding.

## What is the timeline for receiving this grant?

Applications for this grant will open from April 2024. Accredited ITT providers will be required to submit an application form before receiving a grant offer letter. The grant offer letter must be signed and returned to DfE. At the end of the academic year, providers will be required to submit their claims before being paid. In some cases, providers may need to provide evidence of their spend to DfE before receiving payment. Some providers may also need to submit a certificate of expenditure audited by a third-party accountancy company.

The grant offer letter will cover both the lead mentor grant and the intensive training and practice grant.

## Evidence required if selected for audit sample

DfE will select a random sample of at least ten percent of the value of the grant funding paid to providers and will ask for evidence of the stated expenditure before the claim is paid.

Providers should ensure that they retain evidence of expenditure claimed for as required for implementing the lead mentor role, including backfill of the mentor whilst they were training. Evidence could include invoices, salary statements, timetables and registers.

## Annex G

All providers will need to submit an Annex G by 28 February 2026. Depending on your organisation, this may include having to engage an external accountant/auditor to sign off the Annex G certificate. The accountant/auditor will usually charge for this service. As detailed in section 12.1 of DfE grant funding agreement terms and conditions these fees are eligible expenditure and can be claimed as part of the Annex C return.

Local authority maintained schools, academies and further education organisations can submit an Annex G(ii), which is self-certified. However, DfE reserves the right to request an Annex G(i) retrospectively.

## Lead mentor/ mentor leadership conditions of grant

The grant conditions of this joint grant will be published separately prior to 6 April 2024.

# Intensive training and practice grant

This funding is dedicated to helping providers with the costs of delivering the new intensive training and practice element as set out in the 2024/25 ITT criteria. The funding is designed to help with the cost of creating and delivering the training to trainees.

This element will be delivered by teaching experts to give trainees more focus on:

- specific areas of the ITT curriculum
- applying their learning to practical classroom situations
- getting continued feedback from subject specialists and other experts

Accredited ITT providers are responsible for developing an intensive training and practice element for their trainees. DfE published a policy paper on intensive training and practice (ITAP) which provides additional detail to help ITT providers and their partner schools to understand the ITAP element of ITT.

## How much funding is available to providers

The amount of funding will be based on the number of trainees starting their ITT course in the 2024/25 academic year. Funding per 6 weeks (undergraduate) or 4 weeks (postgraduate) of intensive training and practice has been calculated on a per trainee basis. Funding cannot be claimed for trainees undertaking Assessment Only.

| Funding Available | Funding Period | Recipient of Funding | How is it paid |
|---|---|---|---|
| £204 per trainee for postgraduates<br><br>£298 per trainee for undergraduates[3] | Academic year 2024/25 | Accredited providers delivering ITT in 2024/25. | Payments will be made in arrears based on number of trainees and ITT course starts<br><br>Providers will be able to claim funding when the trainee finishes their ITT course |

For example, a provider who has 50 trainees on undergraduate ITT courses and 50 trainees on postgraduate ITT courses, and they all start their training in the 2024/25 academic year, can claim:

[3] Funding is available for undergraduates who commence their course in 2024/25, and not trainees who are part-way through their course.

- £10,200 for postgraduate trainees (£204 per trainee x 50 trainees)
- £14,900 for undergraduate trainees (£298 per trainee x 50 trainees)

The provider in this example can claim a total of £25,100 towards the costs of creating and delivering an intensive training and practice element.

## Funding eligibility

Providers can make a claim depending on when their trainees finish (or intended to finish if they withdrew) their ITT course. For example, providers with:

- postgraduate trainees on a 1-year course can claim at the end of the 2024/25 academic year
- part-time postgraduate trainees on a 2-year course can claim at the end of the 2025/26 academic year
- undergraduate trainees on a 3-year course can claim at the end of the 2026/27 academic year
- undergraduate trainees on a 4-year course can claim at the end of the 2027/28 academic year

When providers make a claim, their trainees should be registered with DfE through the Register trainee teachers service, this includes recording where each trainee did their school placements during their course. Providers' trainee registration data will be checked to make sure that the number of trainees that started their training is accurate.

## Using the funding

Providers should use this funding to support the costs of creating and delivering an intensive training and practice element for their ITT course. This funding cannot be spent on paying for lead mentors' time to prepare and deliver intensive training and practice if the training provider is also claiming for this element within lead mentor funding.

This funding can be used for:

- paying schools to deliver the 'in-school' element of intensive training and practice,
- paying for the time subject specialists and other experts spend on preparing an intensive training and practice element,
- paying for subject specialists and other experts to deliver this element to trainees.

Providers have the discretion to pass on any or all this funding to partner schools if they are helping to create and deliver this element to trainees, but it must not duplicate other government funding.

## Conditions of this funding

This funding can only be spent on the costs associated with intensive training and practice, which are set out in the 2024/25 ITT criteria. This includes the expectation that trainees will spend a minimum of 4 weeks (6 weeks for undergraduates) in intensive training and practice and will receive a minimum of 5 hours (4 hours for undergraduates) of expert support.

Providers can claim this funding if their trainees:

- started or returned to their training at any time between 1 September 2024 and 31 May 2025 (1 June 2024 for apprenticeship trainees)
- are on a course leading to qualified teacher status (QTS) except Assessment Only
- are full-time or part-time
- are registered with DfE

### Trainees that defer or withdraw from ITT

Accredited ITT providers can also claim this funding if a trainee starts their training in the 2024/25 academic year, but then defers or withdraws later in that same academic year.[4]

Accredited ITT providers can claim this funding for a trainee if:

- they have deferred before the 2024/25 academic year and
- returned to their training at any time during the 2024/25 academic year

For example, if a postgraduate trainee had started their ITT training in October 2023 and decided to defer during that year and return to their training in January 2025, the trainee's provider can claim the £204 to cover the cost of intensive training and practice for that trainee.

### Undergraduate trainees

Accredited ITT providers can only claim this funding for undergraduate trainees starting their first year of training in the 2024/25 academic year. Funding will be paid to providers when their undergraduate trainees finish (or intended to finish if they withdrew) their ITT course.

## Application process

[4] If a trainee does defer during the 2024/25 academic year, providers can claim this funding, but they cannot claim when they return.

The application processes for the intensive training and practice grant and lead mentor grant are the same, as one application form and grant offer letter covers both grants.

From April 2024, accredited ITT providers will receive a short application form from ITTReformfunding@education.gov.uk. If you do not receive an application form, please email to request one.

Once the application form has been received DfE will issue a grant offer letter which covers both the lead mentor and intensive training and practice grants. This letter will need to be reviewed, signed and returned to the same inbox.

At the end of the academic year, providers will need to submit an Annex C form (included with the grant offer letter) detailing how much money has been spent. As part of in-year sampling DfE will request evidence for at least ten percent of claims prior to payment. DfE will then review and make payments for all claims, unless additional evidence is required.

Payments will be made between September 2025 and January 2026.

Once payment has been received by providers, the appropriate Annex G form (which is included with the grant offer letter) will need to be completed and returned by providers by 28 February 2026. Depending on your organisation, this may include having to engage an external accountant/auditor to sign off the Annex G certificate. The accountant/auditor will usually charge for this service. As detailed in section 12.1 of DfE grant funding agreement terms and conditions these fees are eligible expenditure and can be claimed as part of the Annex C return.

## Evidence required if selected for audit sample

DfE will select a random sample of at least ten percent of the value of the grant funding paid to providers and will ask for evidence of the stated expenditure before the claim is paid.

Providers must ensure that they retain evidence of expenditure claimed for as required for implementing the intensive training and practice course requirements. Evidence could include invoices, salary statements, timetables and registers.

## Annex G

All providers will need to submit an Annex G by 28 February 2026. Depending on your organisation, this may include having to engage an external accountant/auditor to sign off the Annex G certificate. The accountant/auditor will usually charge for this service. As detailed in section 12.1 of DfE grant funding agreement terms and conditions these fees

are eligible expenditure and can be claimed as part of the Annex C return.

Local authority maintained schools, academies and further education organisations can submit an Annex G(ii), which is self-certified. However, DfE reserves the right to request an Annex G(i) retrospectively.

## Intensive training and practice conditions of grant

The grant conditions of this joint grant will be published separately prior to 6 April 2024.

## General mentor training grant

As confirmed in the Government Response to the ITT Market Review and as set out in the Quality Requirements, in the 2024/25 academic year (between 1 September 2024 and 31 August 2025), mentors working in schools that offer ITT placements will need to complete up to 20 hours of initial mentor training with an accredited training provider.

Therefore, accredited ITT providers must design a mentor training programme of 20 hours for all mentors working with trainees from September 2024. This should include content on the mentor role and skills, the ITT core content framework and its underpinning evidence, and the ITT curriculum which the trainee will be following.

Providers should consider prior learning of mentors and, in some cases, a shorter or adapted training programme can be offered.

Schools can claim for the actual hours of training undertaken by the mentor to a maximum of 20 hours, per accredited provider. Guidance explaining what schools need to do to offer ITT placements from September 2024, was published in November 2023.

This funding will help with the cost of mentors being away from the classroom while they train. This could include:

- paying for someone to take over lessons while a mentor is training
- paying for someone to teach if a mentor takes time off in lieu to train
- overtime payment to the mentor, if they are training outside normal working hours (teacher workload should be carefully considered in such cases)
- paying for any costs that come from reducing a mentor's other responsibilities so they have time to train

This funding applies to schools that:

- offer placements to ITT trainees, including special schools, pupil referral units, independent schools, early years settings and further education organisations
- have mentors working with ITT trainees who started or returned to their training at any time between 1 September 2024 and 31 May 2025 (1 June 2024 for apprenticeship trainees)
- have mentors that intended to work with ITT trainees who would have started their training any time between 1 September 2024 and 31 May 2025 (1 June for apprenticeship trainees), but the provider was unable to place the trainee/ the trainee withdrew after the mentor training took place.

## How much funding is available to schools

The amount of funding schools will receive depends on:

- the location of the school (recognising the different costs in different areas of the country)
- how many hours a mentor has spent training (which can be up to a maximum of 20 hours, per accredited ITT provider)

Check the location of your school at **Annex A**.

For each mentor that completes the full 20 hours of training, the table below sets out how much a school can claim.

If a mentor undertakes fewer than 20 hours of training, the funding is calculated per hour. For example, if a mentor in a school outside London completed 10 hours of training, the school can claim £438. This is calculated at £43.80 (per hour) x 10 (hours of training).

| Funding available | Funding period | Recipient of funding | How is it paid |
|---|---|---|---|
| Up to £876 (£43.80 per hour) — for schools outside London (the rest of England)<br><br>Up to £902 (£45.10 per hour) — for schools in the fringe region (the area between Outer London and the rest of England)<br><br>Up to £965 (£48.25 per hour) — for schools in Outer London<br><br>Up to £1,072 (£53.60 per hour) — for schools in Inner London | Academic year 2024/25 | Schools who host ITT trainees | Payments will be made in arrears based on the number of hours of training<br><br>Schools will be able to claim this funding at the end of the 2024/25 academic year |

## Funding eligibility

Schools will be able to claim this funding at the end of the 2024/25 academic year and will be paid in arrears between September 2025 and January 2026. When schools make a claim, DfE will not ask for evidence where the information provided can be validated through its services including, but not limited to, Publish teacher training courses, Register trainee teachers and Get information about schools. Where this information cannot be validated, as part of the claim process, DfE may ask for evidence of:

- a mentor's employment at the school, such as a copy of their employment contract or payslips from the 2024/25 academic year
- arranging placements at their school for ITT trainees, such as communication with providers
- the number of hours of initial mentor training completed
- the accredited provider and lead mentor who delivered the training

Where evidence is not required at the point of claim, schools must ensure that they retain it should DfE request to view it, as part of assurance checks.

DfE may also ask the accredited provider who delivered the general mentor training to provide evidence of:

- the number of hours of training each general mentor received
- the name of the mentor
- the workplace of the mentor

DfE will inform organisations of all the claims where they are listed as the accredited ITT provider.

## Conditions of this funding

For a school to claim this funding, the mentor must:

- be employed by the school making the claim
- undertake up to 20 hours of initial mentor training, per accredited ITT provider
- mentor at least one trainee, or have intended to mentor a trainee (as evidenced by schools arranging placements for ITT trainees at their schools)

Mentor training typically takes place at the start of the academic year or during the preceding summer term. In some instances, training can take place later than the start of the autumn term due to some courses starting later. Mentors can start their initial mentor training between 6 April 2024 and 31 May 2025 for courses starting in the 2024/25 academic year.

To claim funding for training that began in advance of the 24/25 academic year, schools may need to provide evidence of agreeing to host placements at their

school for ITT trainees, such as communication with providers to organise this. This evidence may be requested where a mentor did not mentor a trainee during the academic year.

Schools can only claim funding for one mentor per trainee, unless the mentor withdraws. If the mentor role is undertaken by staff on a job-share basis then the school can claim full funding for both staff members.

The funding can be used to cover costs incurred by the school in implementing the general mentor role, including backfill of the mentor whilst they were training.

## Placement duration

There is no minimum placement duration for an organisation to submit a claim for general mentor funding.

## Eligible type of training

Funding can be used to cover a variety of training, including virtual, face to face and asynchronous.

## School location

Only educational organisations located in England are eligible to apply for this grant funding.

## Eligible school type

Any type of institution within England that hosted an ITT trainee or intended to host an ITT trainee on a course leading to the award of QTS (except Assessment Only), is eligible to claim funding, including special schools, pupil referral units, early years settings, further education organisations and independent schools.

## Mentors who cannot continue with mentoring

A school can claim funding when a mentor starts their initial training between 6 April 2024 and 31 May 2025, starts mentoring a trainee but then cannot continue mentoring for any reason. The school should arrange a new mentor for the trainee. The school can claim funding for both mentors if they both started their training between 6 April 2024 and 31 May 2025.

## Mentors training with different providers

Each accredited ITT provider can develop their own mentor training, which can result in

different training for mentors working with different providers. If a school hosts trainees from different providers, a mentor might have to undertake their initial mentor training with each provider, but accredited ITT providers should consider prior training when deciding what aspects of their mentor training a mentor should complete.

Schools can claim funding for the time a mentor spends training at each provider.

For schools to claim this funding, a mentor must have worked with a trainee who started or intended to start their ITT in the 2024/25 academic year (between 1 September 2024 and 31 May 2025, 1 June 2024 for apprenticeship trainees). Schools must ensure a trainee has one dedicated mentor during their placement (unless the mentor works in a job-share). Other teachers may support elements of the trainee's placement, but schools can only claim funding for the training time of the trainee's dedicated mentor.

This funding is not available to schools if a mentor only works with high potential initial teacher training (HPITT) trainees, as funding is provided separately for such mentors.

## Mentors working with multiple schools

Mentors can work with multiple schools while undertaking their training. For example, if a mentor is working across multiple schools in a trust, then those schools can only claim for a total of 20 hours of funding per mentor with a single accredited ITT provider.

For instance, if school A claimed 10 hours of funding for mentor A, with provider A, then school B could only claim 10 hours for mentor A, with provider A. If school A claimed 20 hours of funding for mentor A, with provider A, then school B could not claim any funding for mentor A with provider A.

## Trainees that defer or withdraw from their training

Schools can claim mentor funding if a mentor works with a trainee who:

- deferred in a previous academic year and then returns to their course in the 2024/25 academic year for any time on school placement
- defers or withdraws after a mentor has started their initial mentor training – mentors can continue with their training if they commit to being a mentor in the following academic year

Schools cannot claim funding if a trainee withdraws or defers before a mentor starts their training, after the 24/25 academic year has started.

If the mentor undertook their training before the start of the 24/25 academic

year, and a trainee subsequently withdraws or defers, schools can claim funding for the total amount of training but may be required to submit evidence of organising a placement for a trainee.

If a trainee withdraws mid-year, the school, accredited provider and the mentor can decide whether the mentor completes the training. The school can claim funding for the total amount of training undertaken.

## How to apply

Placement schools will be able to submit a claim via a new GOV.UK service. The service will open in early 2025 and schools will be able to submit their claims once their trainees have completed their courses and been awarded qualified teacher status (QTS). Schools must complete their claims by the end of July to receive payment from the Educational and Skills Funding Agency (ESFA) in late September/early October. If schools miss the payment window, they will be able to submit a claim in September, with payment being made in December 2025.

DfE will begin communicating details of this new service to schools and providers from September 2024.

## Assurance

DfE have a responsibility to make sure that public funds are properly managed in line with the published grant conditions. As payment will be made in arrears, DfE reserve the right to ask schools to confirm that the money has been or will be spent in the way intended.

DfE will conduct due diligence on applications received, validating the information provided through its services including, but not limited to, Publish teacher training courses, Register trainee teachers and Get information about schools.

## Evidence required if selected for audit sample

DfE will undertake further assurance on a random sample of at least ten percent of the value of the grant funding paid to schools and may ask for evidence of the stated expenditure.

Schools should ensure that they retain evidence of expenditure claimed for as required for implementing the general mentor role, including backfill of the mentor whilst they were training. Evidence could include invoices, salary statements, timetables and registers, but we will not mandate what form this record should take, and trust school leaders to use their judgement.

Accredited ITT providers must also retain evidence of the general mentor training delivered, including the number of hours of training undertaken by the school-based mentor and as part of assurance will be asked to provide this evidence to DfE.

## General mentor training conditions of grant

The grant conditions of the general mentor training grant will be published separately prior to 6 April 2024.

# Section 3 – Timelines, financial data collection and grant assurance

## Introduction

The ITT reform delivery grants available within the 2024/25 academic year will be paid in arrears. The following table can be used as an example for planning purposes for providers to support applications for the lead mentor grants and the intensive training and practice grants.

| Activity | Key dates |
|---|---|
| Conditions of grant published | April 2024 |
| ITT reform delivery grant application window opens for lead mentor and intensive training and practice delivery grants, allowing accredited ITT providers to apply for each funding stream together | From April 2024 |
| Grant offer letters issued for the lead mentor and intensive training and practice grants to accredited ITT providers | Upon receipt of the application form, from April 2024 to Spring 2025 |
| Individual grant offer letters will need to be signed by an authorised representative of the provider and returned to DfE as instructed by the individual grant application process | Within 20 days of receipt of offer |
| Grant funding can only be claimed if DfE have received the signed grant funding agreement | Date dependent on individual grant application terms and conditions |
| Accredited ITT providers can return their Annex C forms after trainees have completed their courses | From May 2025 |
| Prior to payment at least ten percent of claims are audited with evidence required to be provided by providers. | From May 2025 |
| Grant funding is paid in arrears | From September 2025 |
| Providers must submit an Annex G assuring the grant spend | By 28 February 2026 |

The following table can be used as an example for planning purposes for schools and providers to support applications for the general mentor grant.

| Activity | Key dates |
|---|---|
| Conditions of grant published | April 2024 |

| | |
|---|---|
| GOV.UK service opens allowing school users to join the service and to review the grant terms and conditions | Early 2025 |
| Schools submit a claim for general mentor funding | From May 2025 |
| First application window closes, to enable September 2025 payments[5] | Mid-July 2025 |
| Payment is made to schools | From September 2025 |
| At least ten percent of claims are audited with evidence required to be provided by schools and providers. | From December 2025 |

[5] A second and final application window will open in September 2025

## Grant assurance

All the delivery grants will be paid in arrears and each one has specific grant conditions, in addition to the standard grant terms and conditions. DfE will conduct due diligence on applications received and this will be based on the conditions for each grant. DfE may also undertake additional due diligence. The following list is not exhaustive, and may include:

- confirmation that the applicant is an accredited provider or placement school
- confirmation that any school is an eligible partner and organisation to apply for the general mentor funding or other ITT reform delivery grant funding which can be passed to schools

Providers and schools eligible for each of the ITT reform delivery grants should use each grant according to their intended purpose and for different activities.

Evidence of expenditure will be requested to support claims made and a clawback process will take place for any spending considered ineligible, inappropriate or duplicated in line with the standard grant terms and conditions.

# Section 4 – Annexes

## Annex A – definition of areas

### Inner London Area

“the Inner London Area” means the area comprising the London boroughs of Barking and Dagenham, Brent, Camden, City of London, Ealing, Greenwich, Hackney, Hammersmith and Fulham, Haringey, Islington, Kensington and Chelsea, Lambeth, Lewisham, Merton, Newham, Southwark, Tower Hamlets, Wandsworth and Westminster.

### London Area

“the London Area” comprises the Inner London Area, the Outer London Area and the Fringe Area.

### Fringe Area

“the Fringe Area” means: a) in Berkshire – the Districts of Bracknell Forest, Slough and Windsor and Maidenhead; b) in Buckinghamshire – the Districts of South Buckinghamshire and Chiltern; c) in Essex – the Districts of Basildon, Brentwood, Epping Forest, Harlow and Thurrock; d) in Hertfordshire – the Districts of Broxbourne, Dacorum, East Hertfordshire, Hertsmere, St Albans, Three Rivers, Watford and Welwyn Hatfield; e) in Kent – the Districts of Dartford and Sevenoaks; f) in Surrey – the whole county; and g) in West Sussex – the District of Crawley.

### Outer London Area

“the Outer London Area” means the area comprising the London boroughs of Barnet, Bexley, Bromley, Croydon, Enfield, Harrow, Havering, Hillingdon, Hounslow, Kingston-upon-Thames, Redbridge, Richmond-upon-Thames, Sutton and Waltham Forest.

### Rest of England

“the Rest of England” covers the localities beyond the areas above.

Department for Education

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