

# **Further Education and Skills Initial Teacher Training (ITT) Fee Awards 2012/2013**

**Guidance for FE Teacher Trainees and  
Providers of FE Initial Teacher Education**

# Guidance for FE Teacher Trainees and Providers of FE Initial Teacher Education

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## Introduction

This guidance is for Initial Teacher Education (ITE) providers offering eligible Initial Teacher Training (ITT) courses for those training to teach in Further Education and Skills.

**Section 1** sets out details of the fee awards on offer to individual trainee/student teachers in 2012/13, and how organisations wishing to offer fee awards to their trainee/student teachers should apply.

**Section 2** contains guidance on how trainees can apply through their teacher education provider.

## Summary of scheme 2012/13

This fee award scheme will operate for the 2012/13 academic year only, in the first instance, for courses which start after 1 September 2012.

In 2012/13 a choice from two levels of fee award is available to those undertaking the first year of an eligible further education (FE) sector-specific ITT qualification in England. Applications can be made for only one of the two options detailed below:

- a fee award of £1,000 is available for applicants training to teach in the FE and skills sector and following a higher education institution (HEI) validated qualification; **or**
- a fee award of £1,500 is available for applicants training as subject specialists to teach basic maths/ numeracy and English/literacy (including functional skills) and following an HEI validated subject-specific qualification to teach mathematics (numeracy) or English (literacy). **See Annex C for full details**

The 2012/13 ITT fee awards are open to both in-service and pre-service trainees in England who are 'home students' following the first year of either:

- a Diploma in Teaching in the Lifelong Learning Sector (DTLLS) or equivalent at level 5 or above; or
- a subject-specific version of option a) focused on teaching adult literacy/English or numeracy/ mathematics. **See Annex C** for full details of eligible qualifications.

Only qualifications validated by higher education institutions (HEI) are covered under this scheme. This may include qualifications delivered by other organisations, provided they are validated by a recognised HEI. The same application process applies to all eligible ITE providers.

Awarding organisation qualifications are not covered under this scheme.

2012/13 ITT fee awards will be awarded specifically for named individual trainees, and be paid directly to their ITE provider in part-payment of that individual's course fees. Fee awards will be allocated to ITE providers on a first-come, first-served basis within the funds available. Trainees can only receive one award.

Please note that the administration of the scheme is being undertaken by the Learning and Skills Improvement Service (LSIS, [www.lsis.org.uk](http://www.lsis.org.uk)) in 2012/13. Feedback on the uptake, administration and accessibility of the scheme will be sought during this period so that practice can be reviewed for any continuance of the scheme beyond this academic year.

Enquiries about this scheme should be directed to the FE Advice service at LSIS: [fe.advice@lsis.org.uk](mailto:fe.advice@lsis.org.uk) and 0300 3031877, website [www.excellencegateway.org.uk/feadvice](http://www.excellencegateway.org.uk/feadvice).

# Section 1

## Guidance for ITE providers

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These guidance notes should be used in conjunction with information that can be found at: [www.excellencegateway.org.uk/feadvice](http://www.excellencegateway.org.uk/feadvice). Applicant ITE Providers will be invited to register with the 2012/13 FE and Skills ITT Fee Award Scheme from July 2012 before supplying details of eligible individual trainee/student teachers. For the first phase, confirmation of enrolments will trigger award payments to ITE Providers in early October.

This award scheme will operate for the 2012/13 academic year only, in the first instance, for courses which start after 1 September 2012.

### ITE provider eligibility

For the purposes of the 2012/13 ITT fee awards, an ITE provider for FE and Skills is either:

- a) an HEI in England delivering full or part time, pre-service or in-service initial teacher education qualifications for post-compulsory education; or
- b) an FE and Skills provider organisation delivering full or part-time, pre-service or in-service initial teacher education in England, validated by an HEI.

The same application process applies to all eligible ITE providers.

The 2012/13 ITT fee awards support HEI validated qualifications only. In order to take part in the FE and Skills ITT fee awards scheme, the ITE provider must be able to demonstrate that:

1. the FE ITT course leads to a Diploma in Teaching in the Lifelong Learning Sector (DTLLS) qualification at level 5 or above, or its equivalent, as approved by the Secretary of State;
2. the course leads to a subject-specialist qualification at level 5 or above, or its equivalent to train specialist teachers of adult literacy/functional English or adult numeracy/functional mathematics, **as defined in Annex C**;
3. 2012/13 ITT fee awards are allocated to identified trainee teacher's course fees and in accordance with this guidance and any periodic amendments issued by LSIS;
4. trainee/student teachers who receive an ITT fee award have met the eligibility criteria in full and are not in receipt of any other teacher training bursary or award<sup>(1)</sup>;
5. timely information and data returns required by us are readily made available as required. This information will be reviewed with the Department for Business, Innovation and Skills (BIS) on a regular basis; and
6. acceptance of trainees/students on ITT courses is subject to the appropriate security checks. **Please see Annexes A and B for details of the level of scrutiny required.**

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<sup>1</sup> Trainees should not be in receipt of any school ITT bursary or award, as a double claiming is strictly forbidden. The award does not affect a trainee's entitlement to apply for other HE student support or employers making contributions to trainee fees.

## Funding and payments schedule

Once registered as eligible for the 2012/13 ITT Fee Award Scheme, ITE providers can put forward individual trainee/student teachers to apply for awards. ITE providers will receive funds for individual fee awards from us not earlier than October 2012. The same application process applies to all eligible ITE providers.

Eligible ITE providers will receive £1,000 or £1,500 per award according to the eligibility of the trainee, with those on subject-specific training to teach English/literacy or maths/numeracy attracting the higher rate.

Please note that ITT fee awards are not an entitlement, and the resource allocated to the scheme is limited. Each organisation should only allocate award funds for approved individuals up to the amount allocated to each individual by us for the year.

## Qualifications and trainee eligibility

### 1. Which qualifications attract an award?

ITT fee awards will be open to both in-service and pre-service trainees in England who will be following the first year of either:

- a) a Diploma in Teaching in the Lifelong Learning Sector (DTLLS) qualification at level 5 or above or its equivalent; or
- b) a subject-specific version of (a) focused on teaching adult literacy/English or numeracy/mathematics, see **Annex C for full details of eligible qualifications**.

Only qualifications validated by higher education institutions (HEI) are covered under this scheme. This may include qualifications delivered by other organisations, provided they are validated by a recognised HEI. Awarding organisation qualifications are not covered under this scheme.

### 2. Are people who live in England but attend an organisation in Scotland/Wales/ Northern Ireland eligible?

ITT fee awards are only payable for trainees attending an organisation in England that has an award allocation and where supervised teaching practice takes place within England.

### 3. Are trainees from the Channel Islands, Isle of Man or outside the UK eligible?

Only trainees classified as 'home students' from the UK and European Economic Area countries, or those in other special limited categories are eligible for an award. Guidance is set out in **Annex B**.

### 4. What teaching practice environments are suitable?

Teaching practice locations recognised for the purposes of approved qualifications include all provision within further education (as defined in the FHE Act 1992), further education in higher education settings and Skills Funding Agency (SFA) funded provision within community learning and development, work-based learning and the voluntary sector. Any appropriate location will allow a teacher trainee to meet the requirements of the standards.

### 5. Is the 2012/13 ITT Fee Award Scheme open to all?

Yes – anyone can apply through an eligible ITE-Provider, but there is no guarantee of payment and all eligibility criteria must be met. However, there should be no discrimination relating to race, disability, age, gender, religion or sexual orientation and all aspects of the scheme should be delivered in line with the legislation and various regulations governing equality.

## 6. Is there an age limit for the fee award?

Age discrimination provisions in the Equality Act 2010 make it unlawful to discriminate against people in employment or vocational training on grounds of age, unless it can be objectively justified. The provisions apply to employers and providers of vocational training including further and higher education organisations.

## 7. What checks does the ITE provider need to make in relation to CRB Disclosure?

Please see **Annex A** below

## 8. How will a fee award be paid?

Trainees will apply for an award through their ITE provider who will make arrangements to use the award to offset course fees.

## 9. Can organisations reallocate fee awards?

No reallocation can be undertaken without prior authorisation from LSIS.

## 10. Will my organisation be required to return any unused allocation of ITT fee awards?

Yes. The ITE provider will be required to repay any unused awards to LSIS.

## 11. What if my organisation does not return the data required to a suitable standard and in time?

In the event that organisations do not provide the information required in a timely manner, we may use auditors to obtain the information and recover the cost of this from the organisation(s) concerned.

## 12. How long should records be kept?

The ITE provider should maintain accurate and up-to-date records for 7 years.

## 13. Who should be made aware of this guidance?

All relevant members of staff, including all relevant staff at placement organisations.

## 14. Where trainees have completed the course but fail to qualify, will the ITE provider be required to repay the award?

No. However, if the trainee re-enters initial teacher education, they would not qualify for any further award.

## 15. What happens if a trainee does not attend the course regularly?

Fee award payments are conditional upon regular attendance and appropriate conduct, both at the provider establishment and at the placement organisation. It is the ITE provider's responsibility to administer its own unauthorised absence rules and regulations.

## 16. What will be the effect of the award on student loans and other HE student support?

The award does not affect a trainee's entitlement to apply for other HE student support.

## Section 2

# Guidance on ITT fee awards 2012/13 for trainee/student teachers in the FE and Skills sector

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### Introduction

This guidance aims to assist you as a trainee/student teacher in the FE and Skills sector to assess your eligibility for a financial award to support your participation in initial teacher education for the academic year 2012/13.

The funding available for this award scheme is for trainee teachers undertaking a full DTLLS equivalent qualification on a pre-service or in-service basis, intending to undertake a full teaching role in the FE and Skills sector in England.

Titles for DTLLS equivalent qualifications may vary from one HEI to another and include Certificate in Education or Post Graduate Certificate in Education in Further Education or in the post-compulsory sector.

### Fee awards available

In 2012/13 a choice from two levels of fee award are available to those undertaking the first year of an eligible further education (FE) sector-specific ITT qualification in England. Applications can be made for only one of the two options detailed below:

- a fee award of £1,000 available for applicants training to teach in the FE and skills sector and following a higher education institution (HEI)-validated qualification; **or**
- a fee award of £1,500 available for applicants training as subject-specialists to teach basic maths/ numeracy and English/literacy (including functional skills) and following an HEI-validated subject-specific qualification to teach mathematics (numeracy) or English (literacy). See **Annex C for full details**.

The 2012/13 ITE fee awards will be distributed through initial teacher education providing institutions, on a first-come, first-served basis. Early application is advised to secure an award. Awards can only be used to offset the cost of course fees.

Only qualifications validated by higher education institutions (HEI) are covered under this scheme. This may include qualifications delivered by other organisations, provided they are validated by a recognised HEI. Awarding organisation qualifications are **not** covered under this scheme.

### Eligibility

#### 1. Who is eligible?

Teachers who are 'home students' undertaking an HEI-validated DTLLS-equivalent qualification on an in-service or pre-service basis, on a full-time course or a part-time course.

#### 2. How much will I get?

In 2012/13 a choice from two levels of fee award is available to those undertaking the first year of an eligible further education (FE) sector-specific ITT qualification in England. Applications can be made for only one of the two options detailed below:

- a fee award of £1,000 is available for applicants training to teach in the FE and skills sector and following a higher education institution HEI validated qualification;
- a fee award of £1,500 is available for applicants training as subject-specialists to teach basic maths/numeracy and English/literacy (including functional skills) and following an HEI validated subject-specific qualification to teach mathematics (numeracy) or English (literacy). **See Annex C for full details.**

### 3. How do I apply?

Places are limited and you can only receive one award. Application is through your initial teacher education provider after you enrol. You will need to provide full personal details including your National Insurance number, date of birth and postcode. Your ITE provider will apply on your behalf. If your application is successful it will be paid directly to your ITE provider who will use it to offset an element of the fees charged for your ITT qualification.

### 4. My ITT qualification is delivered in partnership between a Further Education college and a Higher Education Institution, to which should I apply for my ITT award?

You should apply to the institution to which you are required to pay your course fees.

### 5. What happens if I fail to complete the course?

You will not have to repay any training award, however if you subsequently re-enter initial teacher training at a later date, you will not qualify for any further award.

### 6. What if I failed part of my course, e.g. teaching practice?

If you have to re-take an element of your course, you will not qualify for any **additional** payments.

### 7. What happens if I don't attend the course regularly?

A fee award is conditional on regular attendance and appropriate and professional conduct, both at your ITE provider's establishment and in your teaching practice. It is within the ITE provider's remit to administer its own unauthorised absence rules and regulations.

### 8. What if I qualify and decide not to teach in the Further Education sector?

Fee awards are intended for trainee teachers who intend to teach in the FE sector. However, the award is not repayable should you fail to find work in FE.

### 9. Can I apply for a student loan in addition to the ITT award?

Yes. The ITT fee awards do not affect your entitlement to seek other HE student support. You will need to consult with the relevant loan provider about eligibility for trainee support, including trainee loans, within four months of starting your course.

### 10. What about people who live in England but attend an organisation in Scotland/Wales/ Northern Ireland?

Only people attending organisations in England which offer the fee awards are eligible for the training award.

### 11. What about trainees from the Channel Islands or Isle of Man?

Trainees from the Channel Islands or Isle of Man will only be able to receive the training award if they satisfy the eligibility requirements. You should seek advice from your training provider's admissions officer.

### 12. Are overseas trainees eligible?

No. In normal circumstances, only 'home students' from the UK and European Economic Area countries will be eligible for the training award – **see Annex B**. For further details speak to your organisation's admissions officer.

### 13. I'm about to enter the second year of my part-time training. Am I eligible for an award?

No. Part-time ITT trainees entering their second year of teacher training in 2012/13, who have received the fee grant of £400 from the Institute for Learning (IfL) for the first year of the course, will not be eligible for the FE ITT award. However, they will continue to be eligible to apply for a further **£400 fee grant for year 2**, administered by IfL. IfL will be contacting employers who claimed a grant on behalf of their staff for the first year of an ITT course in 2011-12.

### 14. Who should I contact if I have any queries about the fee award scheme?

In the first instance you must contact the ITE provider that will charge you fees for your course, the HEI or college at which your course is based. You may also find useful the FE Advice service at LSIS: [feadvice@lsis.org.uk](mailto:feadvice@lsis.org.uk) or [0300 3031877](tel:03003031877), website [www.excellencegateway.org.uk/feadvice](http://www.excellencegateway.org.uk/feadvice).

# FAQ supplement to Guidance for FE Trainee Teachers and Providers of FE Initial Teacher Education 2012/2013

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1. I am running a concurrent programme for trainee teachers of numeracy/mathematics in which participants take a generic DTLLS qualification alongside the Diploma in Teaching Mathematics: Numeracy. Are my students eligible for the higher fee award (£1500)?

Yes. Although the additional Diploma in Teaching Mathematics: Numeracy is not eligible for fee awards as a stand-alone qualification, if being delivered concurrently with the DTLLS they are classed as a subject specific maths/English qualification and eligible for the £1500 fee award.

2. Can my students on the integrated Diploma in Teaching in the Lifelong Learning Sector (English: ESOL) apply for higher fee awards (£1500)?

No. The £1500 fee awards are only available to students on DTLLS-equivalent subject-specific qualifications for English: literacy or Maths: numeracy. Students training to be teachers of ESOL on subject-specific DTLLS-equivalent courses will be eligible for the £1000 fee award.

3. I have a student on the generic DTLLS programme who is teaching Functional Maths. Are they eligible for the higher fee award (£1500)?

No. Only students training as teachers of numeracy/mathematics on the subject-specific DTLLS qualifications referred to in the Guidance are eligible for the higher fee award.

4. What are the full specialist ITT qualifications that will attract the higher fee award?

These are listed in Annex C of the Guidance.

5. Student fees are not being paid to my organisation although we are delivering the ITT course. Can I submit an application for fee awards?

No. Applications should be made by the organisation that is in receipt of student fees. If you are administering the fee collection on behalf of another organisation you should contact LSIS [ITTfeaward@LSIS.org.uk](mailto:ITTfeaward@LSIS.org.uk) to see whether special arrangements can be made.

6. I am running a concurrent DTLLS in English: literacy. How many Part 2 forms should I submit?

You should submit one Part 2 form providing details of both the DTLLS qualification and the additional Diploma in Teaching English: Literacy. When you submit student names and then subsequently confirm enrolments we will expect to see students enrolled onto both qualifications.

7. What does this question mean “Please confirm that the qualification is approved and IfL registered”?

IfL is responsible for the ITT qualification register which was formerly maintained by SVUK. All validating organisations and Awarding Bodies are required to register with IfL and have all their ITT qualifications approved and included on the register. You can see the current register here <http://ittregister.ifl.ac.uk/Search>

If your course is not listed you should contact your validating organisation. If you are the validating organisation, please contact IfL directly.

#### 8. My ITT course is accredited by an Awarding Organisation. Why can't I apply for fee awards?

ITT qualifications accredited by awarding organisations and on the Qualifications and Curriculum Framework will continue to be eligible for funding in 2012/13 by the Skills Funding Agency (SFA) and therefore are not currently eligible for the LSIS ITT fee awards. However, other support may be available from Institute for Learning (IfL) for second year students (see '9' below)

#### 9. Can I apply for fee awards for my Year 2 students?

No. The Fee Awards are for first year ITT students/trainees only. However, other support may be available from Institute for Learning (IfL) for second year students (**See page 9 of the Guidance and Grants for Initial Teacher Training page on the IfL website for more information**).

#### 10. How is information provided by colleges/HEI audited?

LSIS will audit applications and submissions of student details to ensure eligibility of students and that the fee awards are being applied correctly. Providers need to keep adequate records for Fee Awards for audit purposes for seven years, as LSIS reserves the right to audit ITE providers operating the scheme.

# Annex A: Guidance about Disclosure – Security Checks

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## Guidance on disclosure for Institutions in England providing teacher training

Teacher training providers are required to have student teachers disclose all their convictions, including any spent convictions, and advise students that they may be subject to a barred list/criminal record check (but see exception under 2 below.)

This section includes an outline of procedures to impress on students that they will be subject to rigorous vetting and screen out those students who are clearly unsuitable.

### 1. Should teacher education institutions and other higher education institutions register with the CRB?

Institutions may register with the Disclosure and Barring Service (DBS) to authorise, i.e. countersign applications for Standard and Enhanced Disclosures in their own right. Alternatively, they may come to an arrangement with another registered body, an umbrella body, to authorise applications on the institution's behalf. The feasibility of the latter arrangement will depend on the number of checks that the institution is likely to make, the amount that the umbrella body will charge for its services, and the extra time that dealing with another body might add to the process.

### 2. Who is eligible for a check against the list of those barred from working with children and/or an enhanced criminal records Disclosure for child protection purposes?

All those who will be engaging in regulated activity with respect to children – see this factual note which sets out the revised definition that came into force in September 2012:

<http://media.education.gov.uk/assets/files/pdf/r/regulated%20activity%20children%20full%20information%20ewni%20final%202012-06-01.pdf>

In practice, this is likely to include: students who will undertake teaching practice in schools and colleges; students who will be responsible for regularly caring for, training, supervising or being in sole charge of young people as part of their course or who will have unsupervised access to young people as part of the course; and staff or volunteers in the institution whose normal duties will include regularly caring for, training, supervising, or being in sole charge of young people under 18, or whose normal duties will include unsupervised access to young people under 18.

For details about supervision activity with children which is regulated activity when unsupervised, please refer to this statutory guidance:

<http://media.education.gov.uk/assets/files/pdf/s/supervision%20guidance%20revised%20sos%20sept%202012.pdf>

Those students who fall outside the scope of regulated activity, e.g. students undertaking their teaching practice in exclusively in adult education settings, are not eligible for either a barred list check or an enhanced criminal records disclosure. If you are unsure whether a student is eligible, contact the DBS via the website given at the end of this Annex.

### 3. When should student teachers apply for a barred list check/criminal records Disclosure?

Students should be asked to obtain a Disclosure after the institution has decided to offer them a place and before the start of the course. The best way forward may be for institutions to offer a place conditional on a satisfactory check of the barred list and/or receipt of a Disclosure.

### 4. Should Disclosures be obtained on existing staff and students?

No. Institutions should not ask existing staff or students to apply for Disclosure unless they have grounds for concern about the person's suitability to work with young people. Nor should people be re-checked at regular intervals unless they have a break in service of 3 months or more, or move to a post with significantly greater responsibility for children.

### 5. How should a person's suitability be judged?

Institutions should refer to Appendix 9 of the guidance - *Safeguarding Children and Safer Recruitment in Education*. A copy can be found on the following website: <https://www.education.gov.uk/publications/standard/publicationDetail/Page1/DFES-04217-2006>

Note: As part of the Government's changes to existing disclosure and barring practices, this guidance is currently under review. However, current guidance remains useful, supplemented by the additional notes referred to in this Annex.

From 1 January 2007 regulations made it mandatory for all FE institutions to undertake a specified set of checks on new staff providing education. Those providing education and whose work involves regularly caring for, training, supervising or being solely in charge of persons under the age of 18 must obtain an enhanced criminal records check. Institutions are required to maintain a single record of these checks. Institutions must not disclose information gained from a Disclosure to a third party such as a school or a Local Authority (LA) without the person's written consent. Under the terms of the Police Act 1997, unauthorised disclosure of such information is an offence. It is the responsibility of the institution to decide whether to accept a candidate onto a course in light of any criminal record the person may have. Clearly, however, institutions will need to take account of the views of LAs, head teachers and college principals in whose institutions they normally place student teachers, and the kind of offences that they would regard as unacceptable.

### 6. Arrangements for criminal records checks

Subject to the discretion of head teachers and college principals, student teachers and staff who have been asked to obtain a Disclosure (see Annex A paragraph 2) may be deployed in advance of receiving their Disclosure, having conducted other relevant checks and instituted appropriate supervision. The DBS aims to issue 90% of Enhanced Disclosures within four weeks and 95% of Standard Disclosures within two weeks. This situation should usually be avoided by following the advice at Q3 above to apply early for the criminal records check.

### 7. To whom should any cases be reported?

Referrals should be made to:

Disclosure and Barring Service

By post:

PO Box 110

Liverpool

L69 3EF

By telephone: 0870 90 90 811.

Information about referrals is available at:

<http://www.homeoffice.gov.uk/agencies-public-bodies/dbs/services/dbs-referrals/>

## 8. Barring arrangements

These key safeguards and legal duties remain unchanged:

- Employers must not knowingly employ in regulated activity or use as a volunteer, a barred person.
- If you employ people or use volunteers in regulated activity and subsequently dismiss or cease using them because you think they have harmed or pose a risk of harm to children or vulnerable adults, you must refer the case to the ISA
- If an individual is barred from regulated activity with either children or vulnerable adults they must not work, or seek to work, in regulated activity with that group.

### Useful Websites:

DBS - [www.homeoffice.gov.uk/agencies-public-bodies/dbs/](http://www.homeoffice.gov.uk/agencies-public-bodies/dbs/)

DfE – [www.education.gov.uk](http://www.education.gov.uk)

Home Office - [www.homeoffice.gov.uk](http://www.homeoffice.gov.uk)

## Annex B: Guidance on Classification as a ‘home student’

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You should be classified as a ‘home student’ if you meet all of the three conditions summarised below. The first thing you should do is work out your ‘relevant date’. This will be the 1st January, 1 April or 1 September closest to the first day of the first term of your course.

**Condition 1:** You have settled immigration status in the United Kingdom on your relevant date. Being ‘settled’ in the UK means that you are ordinarily resident in the UK AND that there is no immigration restriction on the period for which you may remain in the UK. Examples of ‘settled’ status are: Indefinite Leave to Remain, Indefinite Leave to Enter, Right of Abode, British Citizenship.

**Condition 2:** For the three-year period preceding your relevant date, you have been ordinarily resident in the UK, the Channel Islands or the Isle of Man. Ordinary residence means being lawfully, habitually and normally resident from choice and for a settled purpose apart from temporary or occasional absences.

**Condition 3:** No part of the three-year period of residency described above was mainly for the purpose of receiving full-time education, i.e. if you have received full-time education during that period, it should not have been the main purpose for your residency.

If you are unable to meet any one of the three conditions described above, you may still be charged fees at the ‘home’ rate if you can meet all the conditions that apply to any of the special limited categories outlined below:

### Limited Category 1:

**Condition 1:** You are a national of a member State of the European Union (EU); Austria; Belgium; Bulgaria; Cyprus; Czech Republic; Denmark (excluding the Faroe Islands and Greenland); Estonia; Finland; France (including the overseas departments of Guadeloupe, Martinique, French Guiana and Reunion); Germany; Greece; Hungary; the Republic of Ireland; Italy; Latvia; Lithuania; Luxembourg; Malta; the Netherlands; Poland; Portugal (including the Azores and Madeira, but excluding Macao); Romania; Slovakia ; Slovenia; Spain (including the Balearic Islands, the Canaries, Ceuta and Melilla); Sweden and the United Kingdom (with Gibraltar), or you are the family member of such a national.

**Condition 2:** You have also been ordinarily resident in the European Economic Area (EEA) (made up of the EU countries and Iceland, Liechtenstein and Norway), Switzerland or the overseas territories (Anguilla; Aruba; Bermuda; British Antarctic Territory; British Indian Ocean Territory; British Virgin Islands; Cayman Islands; Falkland Islands; Faroe Islands; French Polynesia; French Southern and Antarctic Territories; Mayotte; Greenland; Montserrat; Netherlands Antilles (Bonaire, Curaçao, Saba, Sint Eustatius and Sint Maarten); Pitcairn, Henderson, Ducie & Oeno Islands; South Georgia and the South Sandwich Islands; St Helena and Dependencies (Ascension Island and Tristan de Cunha); St Pierre et Miquelon; the Territory of New Caledonia and Dependencies; Turks and Caicos Islands and Wallis and Fortuna), for the three-year period preceding your relevant date for a purpose other than full-time education. N.B. Monaco, Andorra, San Marino and the Vatican City are not part of the European Union.

Condition 2 does not apply to the family member of an EC national where that EC national has been ordinarily resident in the EEA, Switzerland or the overseas territories and is either:

- A UK national who has exercised a right to reside in the territory of another EEA member state; or
- Not a UK national.

## Limited Category 2:

**Condition 1:** You are an EEA migrant worker, frontier worker or self-employed person or a Swiss employed person, frontier employed person or self-employed person or the family member of such a person.

**Condition 2:** The potential student must have been ordinarily resident in the EEA or Switzerland for the three-year period preceding their relevant date.

## Limited Category 3:

You are an exchange student studying in the United Kingdom on a fully reciprocal basis.

## Limited Category 4:

You are a refugee recognised by Her Majesty's Government and have been ordinarily resident in the United Kingdom (including the Channel Islands and the Isle of Man) since you were recognised as a refugee, or the family member of such a person.

## Limited Category 5:

As an outcome of an asylum application, the Home Office has granted you Humanitarian Protection in the United Kingdom and you have been ordinarily resident in the United Kingdom (including the Channel Islands and the Isle of Man) since you were granted that status, or you are the family member of such a person.

## Limited Category 6:

**Condition 1:** You are the child of a Swiss national.

**Condition 2:** The Swiss national is exercising their right of free movement in the UK by virtue of article 3(6) of Annex 1 to the Swiss Agreement.

**Condition 3:** The potential student must also have been ordinarily resident in the EEA or Switzerland for the three-year period preceding their relevant date for a purpose other than full-time education.

## Limited Category 7:

**Condition 1:** You are the child of a Turkish worker.

**Condition 2:** The Turkish worker is ordinarily resident in the United Kingdom and is, or has been lawfully employed in the United Kingdom.

**Condition 3:** The potential student must also have been ordinarily resident in the EEA, Switzerland or Turkey for the three year period preceding their relevant date.

## Limited Category 8:

If you do not meet the required ordinary residence requirement, you may still be eligible for 'home' fees if you would have been ordinarily resident at the relevant time in the United Kingdom, the Channel Islands, the Isle of Man, the European Economic Area (EEA) or Switzerland but for the fact that you, your husband or wife, your parent, guardian, any other person having parental responsibility for you, or any person having care of you while you are a child, is or was temporarily employed outside the EEA or Switzerland.

Members of the regular naval, military or air forces of the Crown, another EEA State, Switzerland or Turkey on service outside the United Kingdom and Islands or the EEA, Switzerland and Turkey, as appropriate, are considered to be temporarily employed for any such period. The effect of this is that a person may be treated as being or having been ordinarily resident in the United Kingdom, the United Kingdom and Islands or the territory comprising the EEA, Switzerland and Turkey if he would have been so resident but for the fact that he, his spouse or civil partner, his parent or, in the case of a dependent relative, his child or child's spouse or civil partner was serving overseas. The provision is only intended for servicemen's families who follow them on postings; students who had been living overseas but not with the parent on active service would not be able to take advantage of this provision.

### Exceptional circumstances

Generally, the fee status of a student will be the same throughout a course. A student who does not meet the basic criteria for 'home' fees in the regulations at the start of their course will not usually be reassessed even if s/he accumulates three years' ordinary residence or is granted settled status during the course. There are some exceptional circumstances in which students will become entitled to pay 'home' fees and institutions may alter their fee classification even though they are already part way through a course if:

- A student or their family member becomes recognised as a refugee by the UK government
- A student or their family member is granted Humanitarian Protection as a result of an unsuccessful asylum application
- A student becomes an EU national or the family member of an EU national
- A student becomes a person mentioned in limited category 2
- The country of which the student is a national becomes a member state of the EU
- A student becomes the child of a Swiss national
- A student becomes the child of a Turkish worker

# Annex C: Guidance on eligible literacy and numeracy initial teacher education qualifications

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These qualifications explicitly train teachers as specialist teachers of literacy/functional English or numeracy/functional mathematics. The subject-specific ITT qualifications, approved by the Secretary of State for which the awards apply include:

## Integrated qualifications

- Level 5 Diploma in Teaching in the Lifelong Learning Sector (English/Literacy)
- Level 5 Diploma in Teaching in the Lifelong Learning Sector (Mathematics/Numeracy)
- Level 5 Diploma in Teaching English/Literacy in the Lifelong Learning Sector
- Level 5 Diploma in Teaching English/Literacy and ESOL in the Lifelong Learning Sector
- Level 5 Diploma in Teaching Mathematics/Numeracy in the Lifelong Learning Sector

Qualification titles may vary from one HEI to another and include Certificate in Education or Post Graduate Certificate in Education in adult literacy or numeracy.

These qualifications are offered in a variety of formats by ITE Providers including:

1. integrated or partly integrated qualifications, for subject-specific ITT awards;
2. concurrent delivery of a Level 5 Diploma in Teaching in the Lifelong Learning Sector and a 'stand-alone' subject-specific qualification.

Trainee teachers in these delivery formats may apply for 2012/13 awards, but will only be successful in their applications if they are in the first year of their training<sup>3</sup>.

## Stand-alone qualifications

- Level 5 Diploma in Teaching English/Literacy
- Level 5 Diploma in Teaching English/Literacy and ESOL
- Level 5 Diploma in Teaching Mathematics/Numeracy

**The stand-alone literacy and numeracy qualifications do not attract 2012/13 FE fee awards.**

<sup>3</sup> Note the awards are only open to eligible Initial Teacher Trainees. Additional qualifications for qualified teachers are not covered by this scheme.