



Department
for Education

Subject knowledge enhancement (SKE) funding manual

**For SKE programmes starting between 1
October 2018 and 30 September 2019**

Issued October 2018

Introduction

This manual is a guide to requesting Department for Education (DfE) funding for subject knowledge enhancement (SKE) programmes that Initial Teacher Training (ITT) participants complete before or alongside their ITT courses.

Please direct any SKE queries to the SKE team at ske.inbox@education.gov.uk.

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Purpose and principles of SKE programmes

1. SKE programmes are designed for ITT participants to gain the depth of knowledge needed to train to teach their chosen subject.
2. An overview of the SKE programme and examples of how it can be used to support ITT recruitment is available on the [Get into Teaching](#) website and [gov.uk](#).
3. School Direct (SD) lead schools and ITT providers can deliver SKE programmes themselves or commission them to be delivered by another SKE provider.
4. SKE funding is comprised of programme funding for providers to deliver SKE, and training bursary funding for participants to assist with additional costs that they incur while undertaking the programme.
5. It is a condition of SKE programme funding that participants should not be charged for undertaking the programme. This is to make SKE accessible to all and helps prevent recruitment being adversely affected.
6. DfE do not specify that all ITT course entry requirements must be met before a SKE programme starts, other than the participant must hold a conditional offer of an ITT place and had the need to complete a SKE course identified by the ITT provider or Teach First¹. DfE do not impose any further entry requirements for SKE courses.

¹ For example, we do not suggest that the SKE course must have been completed before the ITT course starts.

Grant funding arrangements for SKE

7. In order to receive SKE funding, SD lead schools/ITT providers must have a signed grant offer letter (GOL) in place². All highlighted sections in the grant offer letter must be completed and the Accounting Officer must sign annex A. The GOL only needs completing once for each grant period and should be returned to the SKE team at ske.inbox@education.gov.uk. By completing and submitting this document, the SD lead school/ITT provider agrees to the DfE [grant terms and conditions](#) for receiving SKE funding.
8. Any SD lead schools or ITT providers that wish to start delivering SKE courses will need to complete the GOL as described above. All new SKE providers should also:
 - a. Work with SD lead schools and ITT providers to help better understand their place in the market.
 - b. Develop suitable course content for each SKE subject they wish to deliver. Please note, we do not prescribe what should or should not be included in each SKE course but suggest that they are developed to be modular and flexible so that each participant can receive a tailored programme that fully meets the participant's needs.
 - c. Engage with the SKE team to discuss their delivery plans and consider a current, and future, allocation of funding units.
 - d. Submit the bank details using the DfE portal to allow payments to be made to them. If the new SKE provider is already in receipt of other DfE funding, or have received DfE funding in the past, they should resubmit their banking details on the portal to ensure our records are up to date. The portal can be found at: www.gov.uk/guidance/provide-information-about-your-banking-and-payments-to-dfe.
 - e. Submit a completed [SKE directory form](#) to the SKE team to allow their courses to be advertised on the published [directory](#).

² If you do not have a grant offer letter in place, please contact the team at ske.inbox@education.gov.uk

Eligibility

Courses

9. SKE funding is available for courses of **8 to 28 weeks** in the following subjects: mathematics; physics; chemistry; computing; languages³; biology, English; geography; design and technology and; primary mathematics.
10. SKE funding is also available for courses of **8 weeks** in Religious Education and for those applying to PE with EBacc ITT courses. For PE with EBacc, the 'with' subject must be one where SKE funding is available. All places on PE with EBacc ITT courses must also be agreed in advance with the ITT allocations team who can be contacted at ITT.ALLOCATIONS@education.gov.uk.
11. SKE programmes **must**:
 - a. support allocated places on ITT courses that are starting in academic years (AY) 2018/19 and 2019/20, except for deferred ITT places for AY 2020/21;
 - b. be offered to participants who, without SKE, would be highly unlikely to meet the subject knowledge requirements of the [Teachers' Standards](#) by the time their ITT course is complete;
 - c. end before the participant completes their ITT course and before a recommendation for the award of Qualified Teacher Status (QTS) is made; and
 - d. be no longer than the minimum duration needed to address the subject knowledge gaps of participants. Further guidance on funding and course length can be found in paragraph 29.
12. SKE programmes **may**:
 - a. be delivered before or alongside ITT courses;
 - b. be delivered online, through distance learning, face-to-face or a mixture of these approaches; and
 - c. be undertaken by participants on a part-time or full-time basis.
13. SKE funding will not be paid for SKE courses relating to ITT cohorts that start before the relevant UCAS application process, with the exception of Teach First. Funding for SKE may be claimed for the 2019/20 ITT cycle from the date when

³ DfE fund up to two SKE courses in languages so that participants are equipped to teach two languages where required. See paragraph 27 for further information.

UCAS registration opens on 9 October 2018. Further information about SKE funding for the 2020/21 ITT cycle will be made available in early autumn 2019.

14. SKE programme and bursary funding can only be claimed for one SKE course per trainee per academic year (with the exception of languages, see paragraph 27). Where a trainee needs to complete more than one SKE course across multiple academic years we will only fund up to 28 weeks overall. Any exception to this will need to be approved by the SKE team prior to funding being agreed.
15. Where a participant does not start their SKE course, they are not entitled to receive any bursary, nor is the SKE supplier entitled to the programme costs associated with that participant's course (see paragraphs 39-42 for further information).
16. DfE will ask SKE funding recipients for data on participants who withdraw or do not start their SKE course throughout the year.

Candidates

17. The following paragraphs set out eligibility criteria for programme funding and bursaries in a variety of circumstances.
18. Deferral. If the duration of a SKE programme means that it cannot be completed before an ITT course ends, the SD lead school/ITT provider can offer a conditional deferred place on an ITT course. Please refer to the published [Funding guidance for schools and ITT providers for 2019 to 2020](#) and ensure participants are aware they should not assume funding would remain at current levels when making the decision to defer their ITT.
19. Withdrawal. If a participant withdraws from a course, it is the SKE provider's responsibility to inform DfE immediately, so that any further bursary payments for that participant can be stopped (see paragraphs 39-42 for further detail).
20. Post-graduate ITT courses. Participants must have accepted a conditional offer of a place on an eligible ITT course via UCAS (which may be a deferred ITT place as outlined in paragraph 18) or through Teach First (paragraph 21). The completion of a SKE course must be a specific condition of the conditional ITT offer.

In all cases, it is the responsibility of the SKE provider to verify from the evidence produced that the participant is eligible, and to deem what is acceptable evidence. The SKE provider should retain evidence as DfE reserves the right to request evidence of eligibility for monitoring and assurance purposes. Unless one of the exceptions below applies, candidates will be eligible for programme and bursary funding.

21. Teach First candidates. Teach First participants are eligible for SKE funding, providing they meet the criteria set by Teach First and had the need for SKE identified as part of their application to Teach First. Please contact Teach First

directly for more guidance on assessing eligibility, at ske@teachfirst.org.uk. Providers may claim SKE programme and bursary funding for eligible Teach First participants between 1 October 2018 and 31 August 2019, for the ITT cohort starting in September 2019.

22. Undergraduate courses. SKE funding is available for eligible participants on designated undergraduate courses in secondary maths and physics and/or participants on opt-in secondary undergraduate physics, computing, maths or modern foreign language courses where those courses lead to QTS. Participants on four-year undergraduate courses that lead to the award of QTS, and lead to the award of a Master's in teaching, will also be eligible.

This means that all undergraduate trainees who are eligible for an undergraduate ITT bursary, or are in receipt of a Troops to Teachers bursary, are eligible for SKE programme funding. However, where the trainee is already receiving a training bursary, they would not be eligible to also receive the SKE bursary.

23. SKE during ITT. In some cases, it may not be possible to complete the SKE course prior to starting the ITT course. In all cases, consideration should be given to the increased burden this places on the participant. ITT providers must also obtain evidence of completion of the SKE course at a later stage from these participants.

- a. If a SKE programme runs in parallel with a full-time ITT course and the participant is eligible to receive an ITT bursary, we will only pay the ITT bursary.
- b. If a SKE programme runs in parallel with a SD salaried course, the SKE training bursary will cease from when the SD salary begins. This also applies for Teach First courses, when the participant starts to receive a salary.
- c. The value of SKE funding requested and detailed on the [SKE claim form](#), should be reduced to reflect the duration of any period of parallel delivery.

24. Non-UK applicants. To receive an ITT bursary, trainees must meet one or more of the definitions for being an 'eligible' student to receive grants and loans towards tuition fees or living costs as set out in the Education (Student Support) Regulations 2011, part two (eligibility), no. 1986. This includes that they meet the requirement to be 'Home or EU status' for the purpose of assessment of fees, for further information on this requirement you should contact Student Loans Company.

Where SKE participants meet these eligibility criteria, they would also be eligible for a SKE bursary as set out in the [published guidance](#). Where a SKE participant does not meet these eligibility criteria, programme costs can be claimed but only where the SKE participant has been placed on a School Direct salaried course.

25. Degree class lower than 2:2.

- a. Participants should be assessed using their highest academic qualification in order to determine their eligibility to receive a SKE bursary. For example, if a participant originally achieved a 3rd class degree, making them ineligible to receive a SKE bursary, but was later awarded a Masters' degree, the Master's degree would be their highest academic qualification and the participant would be eligible for a SKE bursary.
- b. Participants with a third class or ordinary degree on standard ITT, School Direct (tuition fee) and Teach First courses are not eligible for a SKE bursary; however, the programme costs can be claimed by the SKE provider for these participants.
- c. SD salaried participants with third class/ordinary degrees can receive a SKE bursary where the provider has offered them an SD (salaried) ITT place. In these cases programme costs can also be claimed.

26. Pending degree. DfE will continue to release SKE bursary funding where participants have not had their final degree classification confirmed. However, it is the responsibility of the organisation who receives this funding to ensure that this is not passed on to the participant until the degree class is confirmed and the participant becomes eligible to receive it. Funding recipients will be asked to confirm the degree class for participants as part of the AGR process. Please see section 3 (a) of the [ITT bursary guidance](#) for more information on eligibility.

27. Languages candidates.

- a. DfE fund up to two SKE courses in languages so that participants are equipped to teach two languages where required. This may include a short eight-week refresher SKE course in their main foreign language and, where appropriate, familiarity with the national curriculum⁴.
- b. Only participants who have received a conditional offer in languages ITT, which specifies the completion of a (dual) SKE course as a condition of their offer, will be eligible for two SKE courses.
- c. Participants on the opt-in languages undergraduate routes to QTS are eligible for SKE, and we expect that they would do a single SKE course in a different language to that of their undergraduate degree. Eligible participants will receive a SKE bursary if the SKE is completed before their ITT starts.

⁴ It is for the SKE and ITT provider/lead school to decide how much SKE their participants need and whether two SKE courses should be a condition of the participant's ITT offer. As a guide, however, we would suggest that participants who need to complete two SKE courses should take a short (usually eight week) course in their main language and a longer course of up to 28 weeks in the other language.

- d. SKE providers may request an extension to an existing claim for an individual, or submit up to two claims per individual, depending on when they do the additional SKE. Where a participant is doing two SKE courses in parallel, they will receive one SKE bursary during this time. Providers will also only receive £200 per week if they run two language courses in parallel.

Providers

28. School Direct lead schools and ITT providers are eligible to receive SKE funding directly. Organisations who deliver SKE, but are not a lead school/ITT provider will not be able to draw down SKE funding directly. For further information, please see the [Commissioning SKE provision](#) section below.

Funding

SKE funding rates

29. For all SKE courses that have a start date after 1 October 2018:

- a. Programme costs are funded at £200 per week per participant. There is no additional funding to cover administration of SKE programmes.
- b. The participant bursary funding is £200 per week for all participants.
- c. SKE funding must be claimed based on a full time equivalent (FTE) week, which equates to 25 hours of study per week e.g. only eight weeks of funding can be claimed for 200 hours of study. Where a course is part-time, only the FTE course length can be claimed.

30. The table below shows the maximum rates of funding for participants undertaking full-time SKE programmes.

Programme band	Number of claimable weeks for a full-time equivalent programme and the number of study hours a participant will need to complete.	Programme funding	Training bursary funding
Short	8 weeks (200 hrs)	£1,600	£1,600
	12 weeks (300 hrs)	£2,400	£2,400
Medium	16 weeks (400 hrs)	£3,200	£3,200
	20 weeks (500 hrs)	£4,000	£4,000
Long	24 weeks (600 hrs)	£4,800	£4,800
	28 weeks (700 hrs)	£5,600	£5,600

Claiming SKE funding

31. All SD lead schools and ITT providers must have a signed and valid GOL in place before any funding can be released. Funding for SKE can then be requested using the [SKE claim form](#).

32. The process for completing the [SKE claim form](#) is explained below:

- a. Requests for multiple participants can be included on one request form, however, providers may not use an existing claim form that has already been submitted and approved to request funding for new participants.
- b. The [SKE claim form](#) must be completed in full, including the names of all parties involved with the SKE request. SD lead school/ITT providers must ensure that, from the first day of the training, the participant meets, and continues to meet, the eligibility criteria to receive SKE funding. Providers must complete each section on the request form correctly before submitting it.

- c. The funding recipient must be entered on the claim form by using the disclaimer drop down within the form. This will also show in the 'Establishment to be paid' field within the form, which should be checked before submitting the form to DfE for processing.
- d. The cost of each SKE programme and SKE training bursary included in the [SKE claim form](#) should be known before submitting the request. The length of the SKE programme must be agreed with the ITT provider before submitting the request. It is the responsibility of the SKE provider to retain evidence showing the agreement reached with ITT providers on course length.

33. The process for submitting claims is explained below:

- a. Completed SKE claim forms must be password-protected and sent, via secure mail, to ske.inbox@education.gov.uk, the password for the file must be sent in a separate email to ske.inbox@education.gov.uk. Incomplete claim forms will not be processed and SD lead schools/ITT providers will be asked to update and resubmit them, which will cause delays to SKE payments being released.
- b. DfE will not provide funding for any SKE claims that are submitted more than two weeks after the programme start date unless there are genuine reasons for a delay. It is advised that claim forms are submitted as soon as participants are recruited to avoid delay in payment when the SKE course commences.
- c. Ordinarily the SKE team will not respond to emails solely containing SKE claim forms until they have been processed.
- d. Where SKE claim forms are repeatedly submitted with inaccurate data, which could result in incorrect funding being paid, DfE reserve the right to make deductions from future programme costs to take account of the additional resource required to remedy the issue.
- e. In some cases, the SKE provider, ITT provider or lead school may feel that the initial decision on the length of SKE course the participant needed was incorrect, and may wish to extend the programme. In such cases an updated revised [SKE claim form](#) must be submitted and will only be approved where evidence can be supplied outlining the decision to extend the length of programme, including agreement from the participant's ITT provider; and that the participant has not already undertaken 28 weeks of DfE-funded SKE.

SKE funding payment process

The payment process is explained below.

34. DfE aims to pay SKE programme funding in full, within the next available DfE monthly payment run after the start of the SKE programme, following receipt and acceptance of the completed SKE claim form.
35. SKE bursary funding is paid in arrears. DfE aims to pay SKE training bursary funding from the next DfE monthly payment run following the start date of the SKE programme, which must be recorded on the SKE request form. Failure to record the start date of the programme in the request form will result in the form being rejected. The SKE training bursary will be paid over the duration of the SKE programme in monthly instalments⁵.
36. SKE claim forms are processed throughout each month and payment is made by electronic BACS transfer at the start of the following month. To help ensure that payments are made in the correct month, SKE claim forms must be submitted to the SKE team as soon as possible, preferably before the SKE programme start date, and no later than 14 days after the programme start date. It is advisable for providers to submit the SKE funding claim form as soon as the participant is recruited, allowing the opportunity for the claim to be processed in the same month as the course start date.
37. Claim forms received up to the 18th of each month will be paid in that month's scheduled payment run. This means that for example, if you want funding to be paid at the end of May, you must have submitted the claim form by the 18th May. Any claims received after the 18th May would be paid at the end of June.
38. SD lead schools/ITT providers or their nominated SKE provider (if also a SD lead school/ITT provider) will receive SKE training bursary payments on behalf of the participant and must pass these on in full to the participant. Participants should receive their bursary award phased over the course of the SKE programme in monthly instalments in line with [ITT bursary guidance](#).

Candidate withdrawals and did not starts

39. SKE providers should inform DfE as soon as possible when a candidate does not start or withdraws from a SKE course, including the date they withdrew. To assist recording this, the SKE team will provide a template for submitting this information.
40. Where a participant does withdraw from a SKE course, they will be eligible to receive the bursary for the portion of the SKE programme they have completed. E.g. if a participant completes 1 week of a course before withdrawing, they are

⁵ The only exception to this is where the total bursary claims is less than £800. In these cases, the bursary will be paid as a lump sum.

still entitled to receive £200. In these circumstances, DfE will not claw back programme costs from SKE providers.

41. If a candidate does not start their SKE course, DfE will claw back all programme and training bursary costs paid to the provider for that candidate.
42. In the event of the full training bursary not being passed on to the participant, either due to the participant withdrawing from the programme or for any other reason, and DfE have not been informed of this, it will be recovered in full through the Audit Grant Return (AGR) or Annex G process. Please see paragraphs 58 to 64 for more information on the AGR process.

Allocations

SKE allocations are based on units, with one unit equating to one week (25 hours) of SKE study. The allocations process is explained below.

Allocation policy

43. We advised SKE providers in July about the approach to allocations this year, confirming that providers would be guaranteed a baseline allocation based on delivery in 2017/18. This will be the same number of funding units that they delivered between October 2017 to September 2018 across the academic year. We will write to individual providers at the end of October 2018 to confirm these numbers. These allocated funding amounts will be monitored throughout the year.
44. As part of this monitoring, where evidence suggests that a SKE provider will not use their full allocation, we will review the position with that provider. Following this review, DfE may withdraw part or all of the initial allocation to allow unused units to be re-allocated to where there is greater need.

Requesting additional places

45. Requests for additional units must be supported by evidence of future recruitment. The overarching principles of this process are:
- a. that all requests for additional units are submitted to DfE in writing prior to confirming any places with participants that would go beyond the initial allocation;
 - b. that additional units will only be allocated in response to demand and where SKE providers are close to, or have already filled all existing allocated units; and
 - c. that the allocation of additional units, once approved and a SKE claim form received, will be managed dynamically to ensure flexibility for both SKE providers and for DfE.
46. It will be for providers to decide when the appropriate time is to contact DfE about requesting additional units; we suggest as a guide that this is when 80% of the allocated units have been used. To support providers with this, DfE will provide regular updates to each SKE provider showing the number of units claimed for against the initial allocation.
47. DfE reserve the right to hold back SKE units for ITT subjects that are harder to fill. This may mean declining requests for additional SKE units in a particular subject, in order to provide extra SKE for the subjects that are harder to fill. DfE will continue to monitor the level of ITT applications by subject and will write to providers with reasonable notice if such restrictions are to be applied.

Commissioning SKE provision

48. If you are an ITT provider or SD lead school, you may deliver your own SKE programmes or consider commissioning a third party SKE provider (that is either another ITT provider, lead school or a private organisation) to deliver SKE for your candidates. Alternatively, participants may choose to take their SKE course with a third party SKE provider.
49. SKE providers who are also SD lead schools and/or ITT providers may receive SKE funding directly from the DfE. Alternatively, they may nominate the commissioning ITT provider or lead school, to receive the funding. Whichever organisation will draw down SKE funding, must have a relevant GFA in place. This can be done by indicating on the [SKE claim form](#) that the SKE provider should receive the funding, see paragraph 32.

Delivering your own SKE

50. Where the ITT provider/lead school chooses to deliver SKE programmes to their own ITT trainees, they will need to observe the requirements stated in the [Monitoring, analysis and assurance](#) of SKE section below.

Commissioning SKE from another SD lead school/ITT provider

51. Both parties must have a clearly agreed process in place for assuring that the submitted SKE funding claims are appropriate. While we do not prescribe how this process would work, you should ensure that, as a minimum, it covers:
- a. the course length being claimed for is appropriate as agreed by the ITT provider;
 - b. the funding claimed for is no more than the maximum available for that course length; and
 - c. that both parties can, if asked, provide the evidence stated in the [Monitoring, analysis and assurance of SKE](#) section below.
52. If any ITT provider or SD lead school has concerns that participants are being placed on longer courses than specified, e.g., a 12-week course is being claimed for but an 8-week course was suggested, they must notify DfE immediately.
53. You must ensure that, in all cases where third party services are procured:
- you have carried out due diligence checks, this should include ensuring that, for the purposes of HMRC, all necessary taxes and VAT is being paid by the third party;
 - an appropriate written agreement is put in place between the ITT provider/school and signed by both parties, which clearly outlines:

- a. the recipient of the funding;
- b. the body responsible for delivering SKE;
- c. assurances that the funding will be used solely for delivery of SKE;
- d. assurances that the course being claimed for is appropriate in terms of length, content and delivery;
- e. any timeframes for payment of funds; and
- f. details of any fees for administrative services, if appropriate.

54. For all SKE funding recipients, where any third party activity is commissioned under the grant funding agreement this will be subject to audit by the DfE and must be included in the Audit Grant or Annex G process at the end of each academic year including where applicable, evidence of withdrawals or non-starters.

Commissioning SKE from a private organisation

55. The process described in the preceding section also applies when commissioning SKE from a private organisation.

56. Private organisations (those that are not an ITT provider or a SD lead school) cannot receive SKE funding directly from DfE. The ITT provider/lead school must therefore have a signed GOL in place prior to commissioning their services so that they can draw down SKE funding on behalf of the private organisation.

57. If a SKE provider is not a SD lead school/ITT provider, it will need to invoice the SD lead school/ITT provider for the cost of delivering the SKE programme. The SD lead school/ITT provider will then need to claim the SKE funding for the programme and the training bursary from DfE on the SKE provider's behalf. The SD lead school/ITT provider must retain the invoice from the SKE provider for audit purposes (see paragraphs 58 to 64 for further information).

Monitoring, analysis and assurance of SKE

58. The data submitted in the [SKE claim form](#) will form part of a regular analysis and review by DfE. DfE reserve the right to request additional data as appropriate on participant registrations, to monitor and evaluate take up, quality and impact of the SKE scheme.

59. Recipients of SKE funding may be subject to audit during the year and must therefore, retain all invoices corresponding to the [SKE claim form](#), as well as retaining the documentation in paragraph 60.

60. Recipients of SKE funding may also be asked to submit relevant documentation to DfE at the end of the year and this will vary depending on circumstances.

In all cases, relevant documentation may include, but is not limited to:

- a. evidence of a conditional ITT offer being made to the applicant, stating that SKE is a specific condition, or in the case of Teach First participants, confirmation of eligibility from the charity;
- b. evidence that SKE training has taken place, e.g. if face to face then attendance registers, or if delivered solely online then correspondence between the SKE provider and participant;
- c. evidence that the course delivered was of an appropriate length, and why it was appropriate; and,
- d. evidence that the course delivered reflects the funding claimed for, e.g. that a claim for a 12 week course did equate to 300 hours of study time.

Where the SKE course is delivered by the participant's ITT provider, relevant documentation may also include, but is not limited to:

- e. a copy of the applicant's degree certificate, with final classification (or final transcript if overseas degree) or evidence of expected degree award;
- f. evidence of the applicants' eligibility to receive DfE funding, i.e. proof of home status for the purpose of drawing down student finance;

Where the SKE course is not delivered by the participant's ITT provider the SKE provider will need to demonstrate that, in the absence of any evidence requested, they can provide evidence of written confirmation from the SD lead school/ITT provider of each candidate's eligibility. For example, confirmation from the ITT provider/SD lead school that they hold evidence of the candidate's degree, that the candidate holds a conditional ITT offer, and that the length of SKE course delivered is appropriate.

61. An AGR (or Annex G) will be sent to all recipients of SKE grant and bursary funding, at the end of each academic year to reconcile funding received from DfE and actual spend. SKE funding will be recovered in full for any participant that either did not start or withdrew from the SKE course. Providers in receipt of any SKE funding will be required to report directly to DfE in relation to unspent funding when requested.
62. The recipient must complete the relevant section(s) of the AGR, arrange for the AGR and Annex G of the GOL to be signed by a registered independent external auditor and submit to DfE at financial.monitoring@education.gov.uk by the appropriate deadline.
63. DfE reserve the right to monitor SKE programme take up and spend. Any SKE programme funds deemed to have been used inappropriately will be recovered in full.
64. It is the SKE provider's responsibility to make an assessment at the end of the SKE course on whether the participant has made sufficient progress to undertake ITT. The SKE provider should make this assessment clear to the ITT provider and retain evidence of the outcome for assurance purposes. If, at this point, the ITT provider is not satisfied that the participant has appropriate subject knowledge to undertake ITT, they may decide to withdraw the ITT offer. It is the responsibility of the ITT provider to determine whether the conditions of the ITT offer have been met.

Changes to this manual since original publication (October 2017)

Readers should note that changes from the version published in October 2018 are flagged as NEW or UPDATED in the table below. All other changes are from the original publication in October 2017.

Paragraph	Note
8	We have included notes on becoming a SKE provider covering the basic points an organisation would need to know.
10	DfE will fund 8-week SKE courses in Religious Education from October 2018. We have also added lines on SKE courses for ITT candidates taking PE with EBacc.
14	UPDATED – Clarity on the number of SKE claims per individual added.
16	We will ask providers to submit detail of any participants that withdraw throughout the year, instead of waiting for the annual grant return.
17	We have strengthened the requirements on SKE and ITT providers to collect and retain evidence of participant eligibility.
22	NEW – Clarity on eligibility for SKE funding for undergraduate trainees.
23	ITT providers must obtain evidence that the SKE course is completed where it is delivered in parallel with ITT.
24	NEW – Clarity on eligibility for SKE funding for Non-UK applicants.
25 a	NEW – Clarity on using a trainee’s highest academic award to determine funding eligibility.
33 e	UPDATED – Clarity on obtaining ITT providers consent to extend length of SKE course added.
35	NEW – Bursary claims that are less than £800 will be paid as a one-off lump sum payment.
37	We have introduced a cut-off date for submitting funding claims to guarantee them being paid in the same month they are submitted.
39 to 42	Section on funding implications of withdrawals and “did not starts”.
40	Clarification added on how much bursary participants are entitled to if they withdraw from a SKE course.
43	Updated allocations process.
45 to 47	Clarity around requesting additional funding units in-year.
48 to 57	Updated processes on commissioning SKE.
51 a	SKE course length to be agreed by ITT provider.
52	Requirement for SKE and ITT providers to check course length of submitted claims.
53 d	Assurance needed that the course being claimed for is appropriate.
60	NEW – Clarity on suggested evidence in order to gain assurance over funding.
60 d, e & f	Requirements for funding recipients to retain evidence on courses completed.
64	Requirement for SKE provider to inform ITT provider of participant’s level of progress at the end of the course and, clarity that it is the ITT provider’s decision whether the candidate has met the conditions of their ITT offer.

Useful links

Contacts:

ske.inbox@education.gov.uk

financial.monitoring@education.gov.uk

Documents:

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