



Department  
for Education

# Subject Knowledge Enhancement (SKE) operational handbook

For SKE courses starting from 12 October  
2021 onwards

October 2022 (Version 3.0)

## Version Control

<b>Version</b>	<b>Date Issued</b>	<b>Changes made</b>
1.0	28/09/21	Signed off and issued to SKE providers
2.0	19/10/21	Minor amendments made and reissued to SKE providers.
3.0	October 2022	Changes made for re-issue to providers for AY 22/23

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## Section one: Overview

### About this operational handbook

1. This handbook is for providers funded to deliver subject knowledge enhancement (SKE) courses that Initial Teacher Training (ITT) participants complete before or, in exceptional circumstances, alongside ITT courses in England.

The SKE Framework Agreement is the only means of drawing down funding from the Department for Education (DfE) for SKE courses delivered from October 2021 and beyond. Only providers on the framework with an agreed Call-Off contract can deliver SKE.

2. The handbook covers SKE courses starting from 12 October 2021 and beyond. This guidance is ongoing and updated versions will be issued as necessary.
3. The latest date a participant can start a SKE course under AY 22/23 criteria is 10 September 2023. In exceptional circumstances, candidates can complete a SKE alongside their ITT. For candidates starting a SKE after 10 September 2023, for ITT 2023, Note they will be subject to SKE criteria covering AY 23/24.
4. The Department may make changes to this document. When this happens, a new version will be issued. Any such changes will be communicated to SKE providers by email and will be logged in the change log on page two of this document with more detail given on the updates table at [section 10](#).
5. This handbook should be considered and utilised in conjunction with the published service specification (Schedule 3 of Framework Agreement).
6. Please direct any SKE queries to the SKE team at [ske.inbox@education.gov.uk](mailto:ske.inbox@education.gov.uk).

### Purpose of SKE

7. SKE is part of the Department's teacher supply strategy and supports recruitment to ITT in hard-to-recruit priority subjects. It is for ITT applicants who have a conditional offer of a place on an ITT programme which leads to the award of Qualified Teacher Status (QTS) or, have SKE recommended as part of their High Potential Initial Teacher Training (HPITT) programme. SKE contributes towards the Department's priority to ensure there are sufficient high-quality teachers in our schools for the long term.
8. 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](http://gov.uk).

### Principles

9. Providers shall develop each SKE course to ensure that the course:
  - supports conditional offers to places on ITT courses, or a recommendation for SKE for candidates on High Potential Initial Teaching Training (HPITT) programmes.

- is only 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
- enables participants to train to teach their chosen subject
- includes a mechanism for informing the ITT provider of progress made by the participant on completion of the course<sup>1</sup>
- ends before the participant completes their ITT course and before a recommendation for the award of Qualified Teacher Status (QTS) is made
- is no longer than the minimum duration recommended by the ITT provider to address the subject knowledge gaps of the participant.

## Aims

10. Providers shall develop and deliver SKE courses to meet the following objectives:
- prospective ITT candidates who do not have adequate subject knowledge are provided with the opportunity to undertake teacher training as a result of SKE.
  - recruitment to ITT courses in priority and hard-to-recruit subjects is supported.

## Objectives

11. Providers shall design and deliver courses to meet the following objectives:
- the teaching of subject knowledge that fills gaps in participants' knowledge sufficient to demonstrate good subject and curriculum knowledge (Standard 3 of the Teachers' Standards).
  - delivery of courses that are appropriate for the subject, phase, and age range that the participants will be teaching and aligned to the entry requirements set by the ITT provider.
  - course content is linked to core knowledge requirements underpinning teaching of the subject.
12. Providers shall ensure teaching is based on evidence of best practice.

## Outcomes/outputs

13. Providers shall develop and deliver SKE courses that deliver the following outcomes:
- On completion of the course, participants are able to demonstrate they have sufficient subject knowledge to train to teach their chosen subject.
  - Participants are able to complete their ITT course and not be prevented from achieving QTS awards due to gaps in their subject knowledge.

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<sup>1</sup> It is the responsibility of the ITT provider to determine whether the conditions of the ITT offer have been met

## Section two: Roles and responsibilities

### Participant journey – roles and responsibilities

14. Roles and responsibilities from referral to completion of SKE are set out in the four steps below:

**Step 1** - The ITT provider will recommend the appropriate SKE course length for the participant. The participant will have final choice of SKE Provider and will have opportunity to use the Department hosted SKE Provider Directory. The ITT provider may support the participant in making their choice of the appropriate SKE Provider but must not make it a condition of the ITT offer for the participant to undertake an SKE course with their institution, if they are also a SKE provider on the framework.

**Step 2** - The participant will apply for a SKE course of the recommended length and subject at their chosen providers. To prevent multiple course acceptances / duplicate claims, participants should be asked to confirm in writing the acceptance of a place on the SKE course and confirm they have not accepted offers from other SKE providers. The SKE provider will ask the ITT provider to confirm in writing ([Annex A](#)) that the participant is eligible to undertake an SKE course, and that the length of course is the minimum needed to address their subject knowledge gap. The SKE provider will retain this evidence form for monitoring and assurance purposes.

**Step 3** – The SKE provider shall submit a Service Eligibility Request (SER) form on a monthly basis to the Department who will validate the participant’s eligibility and approve funding as part of the Call-Off contract.

**Step 4** - At the end of the SKE course the SKE provider shall make a written assessment on whether they consider the participant has made sufficient progress to undertake ITT. The SKE provider shall communicate this assessment 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 will remain the responsibility of the ITT provider to determine whether the conditions of the ITT offer have been met.

15. [Annex B](#) sets out further detail on roles and responsibilities.

## Section three: Developing and delivering SKE courses

### Developing and delivering SKE courses

16. Providers must develop SKE courses to be modular and flexible to ensure that each participant receives a tailored programme that provides the optimum package of support to enable them to meet the subject knowledge requirements of their conditional ITT offer.
17. Providers shall develop and deliver SKE courses that meet the Department's subject requirements as specified in any recruitment year. Providers can select which SKE subjects to deliver.
18. For the recruitment year 2022/2023 the requirement is for SKE courses in the following secondary subjects: biology, chemistry, computing, design and technology, English, languages, mathematics, physics, religious education (8 weeks only) and Primary mathematics.
19. The range of subjects funded by the Department in any academic year may change, and funding for individual subjects can be added or removed to make best use of Departmental funding to support recruitment to ITT. The Department will confirm any changes to the range of subjects funded annually.
20. SKE course lengths can range in 4-week blocks from 8 to 28 weeks, with a week equating to 25 learning hours. The range of course lengths are designed to fill different gaps. The short courses are a subject knowledge refresher. The longer courses are for those participants with limited subject knowledge, for example where they have an A-level in their ITT subject.
21. SKE courses can:
  - be delivered online, through distance learning, face-to-face or a mixture of these approaches.
  - be undertaken by participants on a part-time or full-time basis<sup>2</sup>. Full-time is classed as 25 hours per week
  - be delivered before or alongside ITT courses where necessary (although undertaking SKE alongside an ITT course will impact upon bursary entitlement); and
  - with the exception of language courses, the Department will only fund up to 28 weeks overall.
22. It remains for individual providers to design their SKE course, but it must align to the principles, aims, objectives and outcomes of the programme as set out in [Section One](#) of this handbook.

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<sup>2</sup> Full-time is classed as 25 hours per week. Part-time courses do not indicate a reduction in the number of hours a Participant spends on the course, but rather the content being delivered over a longer time period. For example, an 8-week course equates to 200 hours which may be delivered full-time (25 hours per week for 8 weeks) or distributed across a longer period. Funding is linked to the hours of training delivered, rather than the number of weeks it is delivered across.



## **Compressed hours**

23. Participants can complete a SKE course in less time than stipulated in the course duration of the claim form. While this will not affect the programme cost payments, it will affect the participant's bursary entitlement. This is because the purpose of training bursary funding is to assist with additional costs participants incur while undertaking their SKE course.
  
24. For example, if a participant is required to complete a 12-week course and is willing and able to complete it in 8 weeks and demonstrate to their teacher training provider that they have achieved the required level of subject knowledge to meet criteria 3 of the Teachers' Standards, they would only be entitled to receive 8 weeks' worth of bursary, reflecting the number of weeks spent actually completing the SKE course. Furthermore, we would not expect a participant to complete more than 40 hours of study per week in any instance. Further guidance on how this will be reviewed can be found in the [Financial assurance](#) section below.

## Section four: Participant eligibility

### Confirming eligibility before participant starts a SKE course

25. Participants must have accepted a conditional offer of a place on an eligible ITT course via Apply (which may be a deferred ITT place) or received a recommendation of SKE via a HPITT provider. The completion of an SKE course must be a specific condition of the ITT offer (or recommendation in the case of HPITT).
26. The SKE provider will ask the ITT provider to provide information in a standard format (**Annex A**) prior to a participant starting a SKE course. This will confirm the SKE provider is able to supply the required evidence/information to the DfE to access funding.
27. The form at Annex A should be completed even if the ITT provider is also the SKE provider so there is consistent recording of information across the SKE programme.
28. The information recorded in the form will be used as part of the monitoring of the SKE programme, to provide assurance that all participants are eligible.
29. The SKE provider is responsible for querying any data with the ITT provider in advance of submitting a claim for funding.
30. In all cases, the SKE provider must ensure that they have seen and reviewed sufficient evidence to demonstrate that a participant is eligible to commence a SKE course, **before** submitting a SER form and **before** that participant starts their SKE course. The SKE provider must retain an audit of this process, including copies of relevant documentation and make it available to the department, upon request. The Department reserves the right to request evidence of eligibility for monitoring and assurance purposes, and to recover funds from the provider that related to the participant where this cannot be produced.
31. ITT providers who are also SKE providers must not make it a condition of the ITT offer for the applicant to undertake an SKE course with their institution but allow the participant to choose their course.
32. The following paragraphs set out eligibility criteria for provider funding and bursaries in a variety of circumstances.

### High Potential Initial Teacher Training (HPITT) Participants

33. HPITT participants are eligible for SKE funding, providing they meet the criteria and had the need for SKE recommended as part of their application for an HPITT programme.

## **PE with EBacc ITT courses**

34. Applicants for PE with EBacc ITT courses are eligible for courses of 8 weeks in their EBacc subject<sup>3</sup>, for example if a participant applies for PE with physics ITT course, and it is identified that they need a SKE course, they could be eligible for 8 weeks of physics SKE funding. ITT providers no longer need to request places on PE with EBacc ITT courses for the 2023/24 academic year onwards. If ITT providers have any queries regarding to PE with EBacc courses, please contact the team at: [becomingateacher@digital.education.gov.uk](mailto:becomingateacher@digital.education.gov.uk).

## **Degree class lower than 2:2**

35. Participants with a third class or ordinary degree are not eligible for a SKE bursary.
36. Help with understanding if qualifications awarded by a non-UK institution are a direct match to the SKE subject, resulting in the candidate not being eligible for a SKE (if obtained in the last 5 years), can be checked using the [statement of comparability](#). You may also wish to refer to [Annex C](#) of the Initial Teacher Training Bursary Manual for further information regarding assessing overseas qualifications
37. Providers shall assess participant eligibility to receive a SKE bursary using the highest academic qualification of the participant. For example, if a participant originally achieved a third-class degree, making them ineligible to receive an SKE bursary, but was later awarded a Master's degree, the Master's degree would be their highest academic qualification and the participant would become eligible for a SKE bursary. Please note, retrospective claims for SKE bursaries will not be accepted and the bursary must be claimed before QTS status has been awarded.

## **Degree in ITT subject obtained in the last five years**

38. ITT participants who have obtained a direct matching degree in their chosen ITT subject within the previous five academic years are not eligible for SKE funding. For example, a participant with a direct matching mathematics degree awarded in the previous 5 years<sup>4</sup> who has applied to do ITT in secondary mathematics would not be eligible for SKE funding. Further information on this can be found in the guidance for completing the SKE referral form in Annex A.

## **Non-UK applicants and SKE**

39. Eligibility to undertake a SKE is subject to meeting the [Eligibility requirements to train to teach in England](#) and the candidate accepting a conditional offer on an ITT teacher training course that requires them to undertake a SKE in the subject they want to teach.

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<sup>3</sup> For PE with EBacc, the 'with' subject must be one where SKE funding is available.

<sup>4</sup> If a degree is awarded in June 2018 (during the 2017/18 academic year) the candidate would not be eligible for SKE funding until the 2022/23 academic year.

40. If undertaking the SKE in the UK, candidates will also need the relevant immigration permission which may restrict the length of the course and the type of provider open to them (see below).
41. If undertaking SKE from outside the UK (online) no immigration permission is required and there are no restrictions of the type of provider and the maximum course duration remains at 28 weeks.

### **Immigration Requirements for in-person SKE**

42. SKE courses cannot be undertaken on a Student Visa so unless the candidate has permission to study in the UK through another route, such as the EU Settlement Scheme, indefinite leave to remain etc, they will need to apply for a Visitor Visa.
43. Immigration rules restrict the length of courses undertaken on a visitor visa to 26 weeks and prohibit study at a state funded school. This means the SKE must be 26 weeks or under and cannot be delivered by a SCITT. The candidate will also need to leave the country to apply for a student visa to undertake their ITT course.

### **Oversees Eligibility Requirements for SKE Bursary**

44. With the exception of Physics and MFL candidates, SKE bursaries are only available to non-UK applicants who are undertaking a tuition fee-based teacher training course in England and are entitled to an ITT bursary and are entitled to support under the student finance criteria which is dependent on their immigration/residency status.
45. Non-UK applicants who are funding a tuition fee-based Physics or MFL teacher training course in England and are entitled to an ITT bursary are eligible for a SKE bursary regardless of if they are entitled/not entitled to support under the student finance criteria.
46. Note, candidates must also meet all other eligibility requirements set for UK applicants to receive a bursary and where a non-UK applicant is on a School Direct (SD) salaried course and undertaking a SKE they will not be entitled to a SKE bursary.

### **Language Participants**

47. DfE will fund up to two SKE courses in languages so that participants are equipped to teach two languages where required. This may include a shorter SKE course in their main foreign language and, where appropriate, familiarity with the national curriculum<sup>5</sup>.

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<sup>5</sup> It is for the 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. Participants who need to complete two SKE courses should take a short eight-week course in their main language and a longer course of up to 28 weeks in the other language.

48. 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
49. 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 up to £200 per week if they run two language courses in parallel.
50. Participants may choose to undertake two language SKE courses with two different SKE providers if appropriate. Where these run in parallel DfE will pay provider costs to both providers, but the participant will only be eligible for one bursary.
51. Participants on the opt-in languages undergraduate routes to QTS are eligible for SKE, and we expect they would do a single SKE course in a different language to that of their undergraduate degree. These participants are not eligible for a SKE bursary.

### **Receipt of SKE bursary**

52. Where a participant starts to receive another teacher training bursary or SD salary, they would not be eligible to for a SKE bursary.
53. Providers can issue bursary funding to candidates with pending degrees at their own risk. Should the candidate become ineligible for a SKE bursary at the time of pending degree confirmation, costs will be recovered from the provider.
54. If a candidate is not eligible for a SKE bursary at the point they complete QTS there is no option to claim this bursary retrospectively in future years.

## Section five: Funding

### Funding Allocations

55. Funding allocations for individual providers and the funding methodology will be communicated to individual providers as part of the Call off Contracts.

### SKE funding rates

56. SKE courses will be funded as follows:
- providers will receive up to £200 per week for training delivered to each eligible participant (**Provider Payments**)
  - providers will also be responsible for administering payment of bursaries to help with living costs (**Bursary Payments**).

**Note: It is a condition of SKE funding that where DfE funding is available participants and ITT providers must not be charged for delivery of the SKE course.**

57. Provider costs will be funded through a tiered payment model based on the fixed SKE unit fee that will reduce as volumes increase (an SKE unit is 25 hours of training for one participant). The model will be applied per subject and based on the first 19 participants per year at 100% of the unit fee, then subsequent volume thresholds on a sliding scale as set out in Table 1 below. There is no additional funding to cover administration of SKE courses.
58. There is a variety of different languages being delivered under MFL. Therefore, the payment bands will be implemented by individual languages, where the first 19 starts in each language are paid the full programme cost of £200 to allow for course development as per other SKE subjects.
59. The participant bursary funding across AY 22/23 is currently £175 per week for all eligible participants.
60. SKE funding is calculated 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 paid for 200 hours of study. Where a course is part-time, only the FTE course length will be funded.

Table 1: Provider cost tiered payment model

No. of SKE participants already funded	Proportion of unit fee per additional participant	Cash value of unit fee per additional participant
0 to 19	100%	£200
20 to 49	90%	£180
50 to 99	80%	£160
100 to 999	70%	£140
1000+	60%	£120

## Provider annual recruitment plans

61. To allow providers and the Department to plan and effectively monitor budgets, providers shall submit an annual recruitment and delivery plan to set out subjects they intend to deliver and forecast recruitment levels. Delivery plans should offer a minimum of 30 participant places each academic year.
62. When developing annual plans, providers should note that **the annual forecast is not binding nor is it a guarantee of business**, it will be used for planning and budgeting purposes only. All recruitment plans will be reviewed by the Department before confirming the funding allocation to each provider.
63. SKE funding should not be used for marketing of SKE courses. Details of SKE courses and providers is available through the SKE provider directory, published on [Gov.uk](http://Gov.uk)
64. To ensure SKE funding is used to best effect in supporting recruitment to ITT in priority and hard to recruit subjects, the Department will operate the following annual cycle below. Please note this is subject to change:



65. The Department reserves the right to make changes outside these timescales, if necessary, for example, government spending reviews may result in changes to timescales.

## SKE payment process

66. All SKE funding is paid in arrears.
67. The monthly timetable for processing SKE payment requests is shown in Table 2.

Table 2: Monthly timetable

Day of the month	Action
10 <sup>th</sup>	Deadline to submit SERs to be included in the current month's invoice.
19 <sup>th</sup>	SER checked and returned to providers which covers the monthly payment breakdown and amount to be invoiced
20 <sup>th</sup>	Providers can submit invoices based on details included in SER / monthly payment breakdown

68. The provider must have a valid purchase order (PO) in place **before** any payments can be requested using the SER form. PO details will be issued to providers prior to

delivery commencing and are stated on the SER form. The process for requesting SKE payments is described below. Providers must comply with the requirements of this process.

69. On receipt of an application from a participant, the provider shall add their details to the provider's SER form. They must then submit the SER form by the 10<sup>th</sup> day of each month, detailing all participants starting SKE in that current month for the academic year to which the PO relates. The SER is a continuous record of all participants that the provider has made a funding claim for and so no participants should be removed from the form. Any requests that fall beyond the academic year cannot be processed until plans for that academic year have been submitted and agreed and a new PO raised.
70. SERs must be submitted securely to the DfE using GalaxKey and must not be sent directly to the SKE inbox. SERs sent to the SKE inbox will not be considered. If you do not currently have access to GalaxKey, please contact the SKE team who will arrange for you to be invited to join the service. If you experience problems using GalaxKey, please contact [support@galaxkey.com](mailto:support@galaxkey.com).
71. Upon receipt of the SER form, the Department will conduct eligibility checks for each funding request on the SER. If the provider does not have a PO in place, or the participant is not eligible for funding the individual(s) on the SER request will be rejected. The provider will be notified of any rejections via the return of the SER on or before the 19<sup>th</sup> day of the month.
72. Where the provider is eligible to receive payment, and the SER submitted is valid, the programme payment will be paid monthly on a pro rata basis throughout the life of the SKE course for each participant. Bursary payments will be paid monthly on a pro rata basis throughout the bursary eligibility period.
73. Failure to record the start date of the course in the SER form will result in the form being rejected. If the course starts before the SER is submitted, this will be at the provider's risk. No payments will be released for ineligible participants.
74. Once checked the Department will return the SER by the 19<sup>th</sup> of the month, detailing and approving the amounts to be invoiced for each Participant on the SER.
75. The provider shall then submit an invoice through the standard Departmental processes, matching the agreed amount and PO number. Inaccuracies may lead to the rejection of invoices and payment delays. All invoices must be submitted to both the following email addresses:  
[AccountsPayable.OCR@education.gov.uk](mailto:AccountsPayable.OCR@education.gov.uk) [SKE.INBOX@education.gov.uk](mailto:SKE.INBOX@education.gov.uk) . Failure to do so will result in the invoices not being processed.
76. The provider must submit exceptions to the Department for any variations to SERs that have been processed. For example, if a participant does not start their course, starts but later withdraws or if the funding request for a participant changes (such as a change to the original SKE course length requested by the ITT provider). These should be stated clearly in the email accompanying the monthly SER form.



77. At the end of each academic year the Department will seek assurance that the funding released has been spent appropriately using the annual financial reconciliation process. This will include reviewing the amount of funding requested and the amount of time the participant spends on course both pre and during the ITT course.
78. Providers will receive payment for SKE training bursary payments and must pass these on in full to the participant in monthly instalments in line with ITT bursary guidance, as updated by the Department from time to time. Providers will need to evidence that they have adequate financial governance and audit processes in place to manage participant bursary payments.

### **Participant does not start or withdraws**

79. Providers will inform the Department via the SER when a participant does not start or withdraws from a SKE course. They must include the date the individual started and withdrew from the course.
80. Where a participant **does not start** their SKE course, they are not entitled to receive any bursary, nor is the provider entitled to the provider costs associated with that participant's course.
81. Where a participant starts their course but later **withdraws**, the provider shall notify the Department via the next month's SER and shall provide evidence of the actual date of withdrawal. The Department will seek to recover provider costs relating to late notification of participant withdrawals. For example, if a participant completes one week of a course before withdrawing, the participant is still entitled to receive £175 and the provider one week of provider funding – all other funding paid to the provider for that participant will be recovered. The indicated date of withdrawal should be in line with the actual number of completed hours and not the date the participant notified of the withdrawal. Please note funding will only be paid for fully completed weeks e.g., 25 hours.

### **SKE during ITT**

82. 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 placed on the participant to undertake their SKE course at the same time as ITT. Please note SKE must be recommended and completed before QTS is achieved.
83. In rare cases, SKE might be made as a retrospective conditional offer of ITT once the participant has commenced ITT. These cases should be noted on the SER claim form for DFE to consider and approve.
84. If a participant is undertaking a SKE course in parallel with their ITT, they are not eligible for a bursary. This applies to all cases including the scenarios outlined in paragraphs 85 and 86.
85. If the SKE course overlaps with a full-time ITT course and the participant is receiving a SKE training bursary this will cease once the participant starts ITT.

86. If the SKE course runs in parallel with a Schools Direct (SD) salaried course, the SKE training bursary will cease from when the SD salary begins. This also applies for HPITT courses, when the participant starts to receive a salary as well as those on postgraduate teaching apprenticeships.
87. The value of SKE bursary funding requested and detailed on the SER will be reduced to reflect the duration of any period of parallel delivery. The SKE provider must state how many hours/weeks were completed prior to the start of the ITT course. Please note, funding will only be paid for FTE weeks completed. (e.g., each 25 hours completed will attract a 1-week bursary payment)

### **Pending degrees**

88. DfE will release SKE bursary funding where participants have not had their final degree classification confirmed. However, it is the responsibility of the SKE provider to ensure this is not passed on to the participant until the degree class is confirmed and the participant becomes eligible to receive it.
89. Under extenuating circumstances, SKE providers may choose to release bursary funding before the participant has had their degree classification confirmed. Providers must be aware of the significant risk this poses if, for example, the participant does not meet the funding eligibility criteria at a later date.
90. Where funding is released and the participant does not meet the degree class eligibility, where funding cannot be recovered in year, DfE will recover that funding through the annual financial reconciliation process. Please see the eligibility section of the [2021/22 ITT bursary guidance](#) for further information on eligibility.
91. SKE providers will be asked to confirm the degree class for participants as part of the annual financial reconciliation process and must retain evidence, as noted in the [Financial assurance](#) section, as they may be asked for evidence to support the recorded degree class.

## Section six: Financial assurance

### Monitoring and assurance

92. For all SKE funding recipients, any activity is subject to audit by the DfE and must be included in the annual financial reconciliation process at the end of each academic year including where applicable, evidence of withdrawals or non-starters.
93. Providers shall retain all invoices corresponding to the SER, as well as any other relevant documentation. Providers may be subject to audit during the year.
94. Providers may also be asked to submit relevant documentation to the Department at varying points in the academic year and this will vary depending on circumstances.
95. In all cases providers shall submit such documentation as requested by the Department in a timely manner. Relevant documentation may include, but is not limited to:
  - Evidence that participant exists - (Proof of existence/entitlement to draw down student finance).
  - Evidence of entitlement - (degree subject and classification for entitlement to bursary payment).
  - Evidence the course was started/completed for the appropriate 25 hours per week. (Timesheet, correspondence, registers).
  - Evidence of eligibility - (proof of conditional offer, or in the case of HPITT participants, confirmation of eligibility from the HPITT contractor; degree subj/classification (for 5-year rule and bursary)).
96. Where the SKE course is not delivered by the participant's ITT provider, the SKE provider is required to provide evidence of written confirmation from the ITT provider alongside the candidate referral form (where requested) of each participant, confirming the ITT provider has on record and can evidence documentation such as the candidates home status and degree subject/classification to confirm eligibility.
97. Where the SKE course is delivered by the Participant's ITT provider, relevant documentation to be submitted by the Provider may also include, but is not limited to:
  - a copy of the applicant's degree certificate, with final classification (or final transcript if overseas degree) or evidence of expected degree award;
  - evidence of the applicant's eligibility to receive DFE funding, for example proof of home status for the purpose of drawing down student finance.

### Annual financial reconciliation process

98. An annual financial reconciliation return will be issued to all providers, along with specific detailed guidance on completing the return, after the end of each academic year (During November/December). The purpose of this is to reconcile funding received from the Department and actual spend. Any SKE funding paid for participants that either did not start or withdrew from an SKE course will be

recovered.<sup>6</sup> Providers will be required to report directly to the Department in relation to unspent funding when requested in reasonable timescales.

99. The Department reserve the right to monitor SKE programme take up and spend. Any SKE programme funds deemed to have been used inappropriately will be recovered from the provider in full.
100. When completed returns are reviewed, the Department will compare the detail submitted against the partly pre-populated template issued; the additional detail supplied by providers in the return; the request we received, and; our financial records for each Participant. If there are any discrepancies, the Department will contact the provider to clarify.
101. Where funding cannot be reconciled to Departmental records, or evidence of eligibility for funding cannot be provided, the Department withholds the right to recover the funds.

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<sup>6</sup> Where possible this will be deducted from the next monthly payment in year.

## **Section seven: Reporting and contract management**

### **Management information**

102. Providers shall collect Management Information (MI) as required by the Department to evidence service delivery, track programme performance and report against the Key Performance Indicators (KPIs). This includes both issuing participant satisfaction surveys and returning to the Department the result of that survey.
103. The data submitted in the SER will form part of a regular analysis and review by Department. The Department reserve the right to request additional data on participant registrations, to monitor and evaluate take up, quality and impact of the SKE programme.
104. The provider shall support the Department with any ad hoc or urgent data collection as a result of legislative requirements. Examples of this may include but are not limited to Freedom of Information requests or responding to ministerial or parliamentary questions. The provider will respond in a flexible and timely manner to provide the requested data within the agreed timescales, and without additional cost to the Department.
105. In order to support the Department's commitment to delivering efficient and effective services and securing value for public money providers will be required to engage with both routine and ad-hoc data gathering exercises to explore the different delivery and cost models in the SKE supply chain. The Department will be looking to gather both qualitative and quantitative information which may include but is not limited to, open book costing data, targeted data returns, case studies, or benchmarking.

### **Contract Management Arrangements**

106. Alongside the MI returns, providers shall take part in contract management arrangements proportionate to the funding drawn down from the contract. It is anticipated that providers with expected provider cost funding exceeding £250k during a recruitment year (October to September) will be required to attend twice-yearly contract management meetings. Providers with expected provider cost funding of less than £250k may be required to attend contract meetings by exception, and DfE reserves the right to require any provider to attend a meeting.

### **Performance Management**

107. The provider's performance will be monitored against the KPIs set out in Table 3. The provider will collect and return evidence of performance against these KPIs.
108. Provider performance against the KPIs will be reviewed annually to ensure that they continue to meet expected levels of performance. Where a provider fails to meet expected levels of performance, both parties must meet to discuss why the KPI has not been achieved and determine appropriate action. The Department may at its sole discretion, remove the provider from the SKE Provider Directory until it can be reasonably satisfied that adequate action has been taken to address the performance issues. If the provider fails to take adequate action to improve

performance, the Department may terminate this agreement on 30 Business Days' notice to the provider.

109. In line with Government best practice, the Department reserves the right to publish headline KPI figures.
110. There is discretion for the Department to amend the performance measures, either temporarily or permanently, at the programme annual review where there is supporting evidence and justification to do so.

Table 3: Key Performance Indicators

KPI	Measure	Monitoring Period and Method
1	<p>Training satisfaction</p> <p>The provider shall issue a participant survey to 100% of participants who have completed or withdrawn from an SKE Course. The provider secures a return of completed participant surveys from at least 60% of participants. 90% of participants who complete the participant survey agree that as a result of undertaking the SKE Course they have sufficient subject knowledge to train to teach their chosen subject. (Note, a new survey link will be sent to providers for issue, following the start of each new academic year)</p>	<p>Six monthly Monitored by DfE and results shared with Providers.</p>
2	<p>Output measures</p> <p>No more than 6% of participants withdraw from their SKE Course.</p>	<p>Annually Monitored by DfE via SER Form</p>
3	<p>Outcome measures</p> <p>85% of participants access Initial Teacher Training.</p>	<p>Annually DFE analysis of SKE MI and ITT Census</p>
4	<p>Compliance measures</p> <p>The provider returns 100% of MI in full and on time. The provider reports 100% of SER variations to the DfE by day 10 of each month-</p>	<p>Quarterly Monitored by DfE</p>

### Provider contribution to the overall success of the SKE Programme

111. In addition to the KPIs set out in Table 3 above the Department will also be measuring, on an annual basis, the overall success of the SKE Programme and within that each provider's contribution.
112. The Department expects:
- 90% of participants who commence Initial Teacher Training go on to achieve qualified teacher status; and

- 80% of participants go on to teach in state funded schools within 3 academic years of completing their SKE course.

113. Where on the Department’s annual measurement, there is evidence that the outcomes of participants attending the provider’s SKE course fall consistently short of the DfE’s overall target expectations as set out above, and the DfE, acting reasonably, is satisfied that that the shortfalls are primarily due to SKE course quality rather than other factors, the Department reserves the right to implement the performance management arrangements outlined in the Call-Off contract.

### **Provider contribution to Social Value outcome of COVID 19 Recovery**

114. The Department will also be applying the Social Value KPI set out in Table 4 below and this will not be subject to Clause 26 Consequence of Failure to meet KPIs in the Call-Off contract. The Department will support providers in implementing the Social Value measure.

Table 4: Key Performance Indicator for COVID-19 Recovery

<b>No.</b>	<b>KPI</b>	<b>Measure</b>	<b>Monitoring Period and Method</b>
<b>5</b>	Outcome Measure	100% of all providers on the Framework Agreement to have implemented or worked towards the 6 standards in the <u>Mental Health at Work commitment</u> or their internal equivalent policy.	Annually As part of annual review by DfE.

## Section eight: Communications and marketing

### SKE directory

115. The [SKE directory](#) will be published on Gov.uk at the beginning of the academic year. Each provider's SER will have a section to record updated course details to be published on the directory throughout the year. Providers must review this regularly to ensure accuracy of the listing on Gov.uk and notify the SKE team of any changes.

### SKE contacts lists

116. Each provider's SER will have a section to maintain contacts for that provider. Providers will be asked to supply details of 3 contacts. These are as follows:
- A day-to-day contact – this will be the person processing the SER on behalf of the provider
  - A finance contact – this will be the person needed to administer the funding once it has been paid
  - A SKE lead – this is the person overseeing SKE provision for that provider
117. In some cases, the same person might perform two, or all three of these functions. Providers should ensure accuracy of contacts and notify the SKE team if there are any changes

### Marketing

118. SKE funding must not be used for marketing of SKE courses. Details of SKE courses and providers will be made available through the [SKE directory](#)



## Section nine: Data protection

### Collecting and sharing data

119. When collecting personal data, all SKE providers and ITT providers must inform participants what their data is to be used for, who it might be shared with and why, and what their rights are with regard to personal information being processed, shared or retained. This information is usually made available to individuals prior to their personal data being collected and usually appears in a privacy notice.
120. SKE providers will need to make applicants/participants aware of collection and use of participant MI data, including the supply of that data to DfE for evaluation purposes, at the point of application (ideally on their application forms). Please issue all participants with the privacy notice in [Annex C](#).
121. The Information Commissioners Office has more information on privacy notices and the GDPR (general data protection regulation) at <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/>.

### Data Security

122. As the participant data collected is personal data, all SKE providers and ITT providers must take appropriate steps to keep this data secure, in line with the Data Protection Act 2018 (<http://www.legislation.gov.uk/ukpga/2018/12/contents/enacted>) and the GDPR. This is particularly important as both SKE and ITT providers will record the participant's name, email address and date of birth.
123. SKE providers must:
  - observe the requirements of the Data Protection Act and take all reasonable precautions to preserve both the integrity and security of the personal data collected for the SKE programme, as well as prevent any corruption or loss of personal data.
  - meet the requirements of the GDPR, adhering to the principles as set out in that regulation.
  - not disclose any personal data on participants to any unauthorised third party.
  - indemnify DfE against any claim for compensation costs or damages arising from any unauthorised use or corruption of personal data available via the service, where such costs or damages are the result of actions they have taken.
  - not disclose account log-in details to any other party.
  - ensure that arrangements are in place to ensure the safety and security of the data during transfer between ITT providers and SKE providers.

## Section ten: Key Changes to this Handbook

<b>Paragraph</b>	<b>Amendment</b>	<b>Date of amendment</b>
70	Change to make the position clearer regarding eligibility requirements regarding bursary when participants are taking SKE in tandem with their ITT	19 October 2021
N/A	New at first publication	September 2021
3	Updated information to make the position clearer regarding SKE deferrals	October 2022
14 - step 2	Further guidance added to prevent duplicate claims	October 2022
34	Reflected the change to PE with Ebacc, removing the need for ITT providers to request ITT places	October 2022
36	Updated guidance regarding assessing overseas qualifications and bursary eligibility	October 2022
37	Updated guidance in relation to retrospective bursary claims	October 2022
39 - 46	Updated guidance on non-UK applicants' access to SKE and the SKE bursary	October 2022
81	Clarified the position regarding candidate withdrawals	October 2022
Annex A	<p>Updates to SKE referral form:            Additional fields added to the SKE referral form to collate information on:</p> <ul style="list-style-type: none"> <li>- Candidate's ITT course start &amp; end date</li> <li>- If the candidate completed SKE before</li> <li>- Dual MFL candidates and MFL subject</li> </ul>	October 2022

## Annex A – SKE Referral Form: Confirmation of Eligibility

# Subject Knowledge Enhancement (SKE)

**Referral Form – Confirmation of Eligibility:** (note this form should be used in word instead of PDF in order to enable full use of the dropdown boxes)

### Introduction

This form (in a different template potentially) should be completed by the ITT provider and returned to the SKE provider. The form or similar, should be completed even if the ITT provider is also the SKE provider.

Although completion of this form is not mandatory, a record of the information requested on the form is mandatory and could be requested as part of financial audit assurance visits. The onus is on SKE providers to ensure they can meet these evidence requirements and the form should offer SKE providers reassurance of eligibility, which is the ITT providers responsibility to confirm. It is also to ensure consistent recording of information across the SKE programme.

When sharing information, please ensure you comply with your organisations data sharing rules (GDPR).

Following return of the completed form the SKE provider will be able to enrol the participant onto a course and claim funding from the Department for Education (DfE).

### Eligibility for SKE

An overview of eligibility for [SKE is on Gov.uk](#)

Please note an ITT candidate who has been awarded a degree (or a joint degree), where one of the subjects is a direct match to their chosen ITT subject in the previous 5 years, is not eligible for SKE funding.

Further information to help identify whether a candidate has a matching degree can be found in **Annex 1:**

### Completion of the Form

Please complete all fields on page 2 (dropdown and free text)

<b>Guidance Notes:</b>	
Please complete all fields on page 2 (dropdown and free text)	
Joint Degrees and HECoS code of the degree(s)	An ITT candidate who has been awarded a degree (or a joint degree), where one of the subjects is a direct match to their chosen ITT subject in the previous 5 years, is not eligible for SKE funding. Further information to help identify whether a candidate has a matching degree can be found in <b>Annex 1:</b>

<b><u>Question</u></b>	<b><u>Response (please select)</u></b>
ITT Provider name	<b>Please state</b>
Name and role of person completing the form	<b>Please state</b>
SKE Provider name	<b>AAA Eureka MBITT SKE</b>
<b><u>Candidate details</u></b>	
Name of candidate	<b>Please state</b>
Is the candidate a High Potential ITT candidate	<b>Choose an item.</b>
ITT/HPITT Subject	<b>Choose an item.</b>
Candidate's ITT course start date	<b>Please select</b>
Candidate's ITT course end date	<b>Please select</b>
Has the candidate completed SKE before Y/N	
<b><u>Degree details</u></b>	
Degree subject(s)	<b>Please state</b>
Has the candidate completed a joint degree	<b>Choose an item.</b>
Is the degree pending	<b>Choose an item.</b>
Degree class	<b>Choose an item.</b>
<a href="#">HECoS subject code</a> of the degree(s)	<b>Please state</b>
Date degree awarded	<b>MM/YYYY</b>
<b><u>SKE requirements</u></b>	
SKE subject	<b>Choose an item.</b>
SKE subject – If MFL is the selected SKE subject is the candidate required to complete a dual SKE Y/N	
SKE subject – If MFL is the selected SKE subject please specify language (s)	
Recommended SKE course length	<b>Choose an item.</b>
Please state briefly (100 words) the subject knowledge gap the SKE training should address	

## Eligibility confirmation check:

Please tick to confirm:

a) The candidate is eligible for a SKE course and the following documents have been seen:

- Evidence of the candidates' eligibility to receive DfE funding, i.e., proof of home status for the purpose of drawing down student finance.
- Copy of the candidates' degree certificate, with final classification (or final transcript if overseas degree) or evidence of expected degree award.

b) SKE has been made a condition of the candidates ITT course offer and without SKE the candidate would be highly unlikely to meet the subject knowledge requirements of the Teachers' Standards by the time their ITT course is complete.

c) The candidate has been referred for the minimum SKE course length needed to address their subject knowledge gap.

d) The candidate has chosen their SKE provider.

**If the candidate is a PE with Ebacc candidate, please tick to confirm**

Applicants for PE with EBacc ITT courses could be eligible for courses of 8 weeks in their EBacc subject. Note, you no longer need to request places on PE with EBacc ITT courses for the 2023/24 academic year. If you have any queries regarding to PE with Ebacc courses, please contact the team at: [becomingateacher@digital.education.gov.uk](mailto:becomingateacher@digital.education.gov.uk)

### **Annex 1: SKE Eligibility – HECoS codes and direct matches:**

An ITT candidate who has been awarded a degree (or a joint degree), where one of the subjects is a **direct match** to their chosen ITT subject in the previous 5 academic years is not eligible for SKE funding. Where the candidate has a **related degree that is not a direct match** to the chosen ITT subject, the candidate could access SKE providing other eligibility criteria is also met.

The definition of 'previous 5 years' is where the degree was awarded during the 5 academic years (AY) prior to the start of the current AY 22/23. For example, a participant with a direct matching mathematics degree awarded in the previous 5 years<sup>7</sup> who has applied to do ITT in secondary mathematics would not be eligible for SKE funding.

The Department will be using HECoS codes to determine whether a candidate has a degree that is a direct match to their chosen subject. HECoS codes are a recognized way of classifying academic subjects. Please be aware that we are using the '[simple](#)' HECoS [vocabulary](#) and this has been copied into the claim form that SKE providers complete to access funding.

The claim form will allow SKE providers to select the HECoS subject code for each candidate. The form will flag if a candidate has a degree that is a direct match. If the SKE provider proceeds with the claim it will be rejected.

**Table 1:** list of HECOS codes considered a direct match to a SKE subject.

<sup>7</sup> If a degree is awarded in June 2018 (during the 2017/18 academic year) the candidate would be eligible for SKE funding for the 2022/23 academic year.

**Table 1: List of HECOS codes considered a direct match to a SKE subject (excluding MFL)**

<b>Subject code</b>	<b>Term</b>	<b>Definition</b>	<b>SKE Subject match</b>
NA	Design and Technology	There is no specific HECOS code for Design and Technology therefore not applicable as a direct match subject.	
100320	English studies	The study of English language and literature.	English
100346	biology	The broadly based scientific study of living organisms.	Biology
100367	computing and information technology	The study of the theory and practice of computer science and computer systems, and the design, implementation and operation of technological information systems and services.	Computing
100403	mathematics	The rigorous analysis of quantities, magnitudes, forms and their relationships, using symbolic logic and language, both in its own right and as applied to other disciplines.	Maths
100405	pure mathematics	The rigorous analysis of quantities, magnitudes, forms and their relationships, using symbolic logic and language.	Maths
100417	chemistry	The study of individual atoms and molecules and the way they react together naturally and synthetically.	Chemistry
100425	physics	The study of the properties of matter and energy and the relationships between them, making extensive use of mathematical techniques and models.	Physics
100339	religious studies	The study of religious beliefs	Religious studies
100794	theology and religious studies	The study of the nature of divinity and of beliefs in their social context.	Religious education
100803	comparative religious studies	The comparative study of different religious beliefs, customs and observations.	Religious education

**Matching degree obtained within last five years. Please check if this claim is valid.**

**Table 2: list of HECoS codes considered a direct match to a MFL SKE subject**

**Table 2 note:** If the degree language does not match the SKE language, or where it does, it was obtained more than five years ago, the claim will show 'OK' in the 'Matching Degree check' field. The SKE claim form will identify matched language degrees to SKE subjects in French, German, Italian and Spanish. For any other language selected as a degree subject (and where 'Other' has been selected as the SKE language) if the degree was obtained less than five years ago, the form displays the following message:

<b>Table 2: List of HECOS codes considered a direct match to a SKE subject (MFL only)</b>			
<b>Subject code</b>	<b>Term</b>	<b>Definition</b>	<b>SKE subject match</b>
100321	French language	The study of the French language, its structure, history, grammar and use. Includes acquisition, pronunciation and articulation.	Modern languages, French
100323	German language	The study of the German language, its structure, history, grammar and use. Includes acquisition, pronunciation and articulation.	Modern languages, German
100326	Italian language	The study of the Italian language, its structure, history, grammar and use. Includes acquisition, pronunciation and articulation.	Modern languages, Italian
100332	Spanish language	The study of the Spanish language, its structure, history, grammar and use. Includes acquisition, pronunciation and articulation.	Modern languages, Spanish

**Table 3: Scenarios of possible degree match**

Subject area	Example	Response
Biology	Candidate has an Applied Biology degree obtained within the last 5 years and is applying for a biology ITT course. Are they eligible for a biology SKE course?	Yes. 'Applied Biology' is a different degree to 'Biology'. As the candidate does not have a direct match degree, they could be eligible for biology SKE.
Design and Technology	Candidate has a Textiles degree obtained within the last 5 years and is now applying for an ITT place on a D&T course. Are they eligible for a D&T SKE?	Yes. Currently there are not any degree codes which would preclude a candidate from accessing a D&T SKE.
MFL	Candidate has a Spanish degree which they obtained within the last 5 years and is applying for ITT Spanish. Are they eligible for SKE in both Spanish and in a second language?	No. The candidate is not eligible for SKE in Spanish as they have a direct match degree achieved within the last five years.  The candidate could be eligible for SKE in a second language subject-
English	Candidate has an English language degree obtained within the last 5 years. Are they eligible for SKE in English?	Yes. 'English Language' is a different degree to English studies' as the candidate does not have a direct match degree, they could be eligible for English SKE.
Computing	Candidate has an Information Systems degree obtained with in the last 5 years and is applying for computing ITT place. Are they eligible for SKE in computing?	Yes. 'Information Systems' is a different degree to 'Computer Science' As the candidate does not have a direct match degree, they could be eligible for Computing SKE.
Primary Maths	Are there any degrees which would preclude a candidate from accessing primary mathematics SKE?	No.

(Version 2 - October 2022)



## Annex B – Roles and responsibilities:

	Department for Education (DfE)	ITT provider	SKE Provider	ITT applicant
Framework agreement	Manage providers on the framework agreement.	Not applicable	Agreement which allows those providers with a framework agreement to enter into a call off contract to deliver SKE	Not applicable.
Call-Off contract	Manage the issuing of the call off contract to framework providers to deliver SKE	Not applicable	Document which confirms the framework provider can deliver SKE under the terms of the call off contract	Not applicable
Annual Recruitment Plans	Review plans submitted by SKE providers and confirm each providers funding allocation which will be dependent on available annual budget for the SKE programme. The Department may query plans by exception, for example if they differ significantly from prior delivery.	Not applicable.	Submit plans to the Department in line with annual timetable, setting out the subjects and courses the provider will deliver and including realistic and robust expectations for recruitment to those courses.	Not applicable.
Service Eligibility	Conduct eligibility checks and inform SKE providers	Not applicable.	Submit SER forms for all participants considered	Not applicable.

	Department for Education (DfE)	ITT provider	SKE Provider	ITT applicant
Request Form	whether participant(s) are eligible for funding.		eligible for SKE funding on a monthly basis.	
Invoicing and payment	Prepare a schedule of payments monthly for each SKE provider, detailing the amounts to be invoiced for each participant. Payment will be made within 30 days of receipt of a valid invoice.	Not applicable.	Invoice the Department, quoting the relevant purchase order number, based on detail included in monthly breakdowns. Providers can contact the Department before submitting the invoice with any queries about the breakdown.	Not applicable.
Financial assurance	Undertake a full review of SKE spend on an annual basis and reconcile their financial records with the detail provided by SKE providers. Any funding that is found to have been overpaid will be recovered.	Not applicable.	May be subject to audit during the year and must therefore retain relevant documentation as set out in the Service Specification and in Section 7 of this operational handbook.	Not applicable.
Referral eligibility form	Provide the standard form to SKE providers	Complete the form for <b>all</b> SKE referrals and return to chosen SKE provider	Review the form and query any data with the ITT provider in advance of submitting a claim for delivery of SKE	Not applicable
Recruitment and eligibility	Not applicable.	Determine whether an ITT applicant requires an SKE course and recommend	As above. To also prevent multiple course acceptances /	Have final choice of provider and will have opportunity to use the

	Department for Education (DfE)	ITT provider	SKE Provider	ITT applicant
		<p>the appropriate SKE course length. ITT providers may support the applicant in making their choice of the appropriate SKE provider.</p> <p>ITT providers who are also SKE providers must not make it a condition of the ITT offer for the applicant to undertake an SKE course with their institution.</p>	<p>duplicate claims, SKE providers should ask the applicant to confirm in writing the acceptance of a place on the SKE course and confirm they have not accepted offers from other SKE providers</p> <p>.</p>	<p>Department hosted SKE Directory. ITT applicants should be able to choose from a wide range of courses, so they are more likely to find one where the course content or delivery method suits their needs. This increases their chances of meeting the Teachers' Standards and qualifying as a teacher.</p>
Completing courses	Set standard questions to be included in SKE participant surveys.	Decide whether participants have met the conditions of entry to the ITT programme.	<p>Make an assessment of participant progress and share this with ITT provider.</p> <p>Survey 100% of participants.</p>	SKE participants will be asked to complete surveys.
Contract management	Set contract management arrangements based on expected provider cost funding.	Not applicable.	Comply with set contract management arrangements	Not applicable.

## **Annex C – Privacy Notice**

### **Privacy Notice: Subject knowledge enhancement (SKE)**

The training you are applying for is funded by the Department for Education (DfE). For the purpose of data protection legislation, the DfE is the data controller for the personal data processed as part of the evaluation of the SKE programme.

#### **How your data will be used**

We will share with the DfE personal data, provided by you in your SKE application, in order for the DfE to:

- a. know who is participating in the training;
- b. confirm eligibility and funding for the training;
- c. link the information you provide in your application form to other information about you that they already hold (for example, on the Database of Qualified Teachers and School Workforce Census), or to which it is lawfully permitted access. This is to identify (for example) how many participants go on to teach in the SKE subject they have undertaken;

#### **Lawful use of your personal data**

In lawfully using your data, conditions in the data protection legislation must be met. The relevant condition for the purpose of SKE is ‘Schedule 2 (5)(c) of the Data Protection Act: that the processing is necessary for the exercise of a function of the Secretary of State of the Department’.

#### **Storing your personal data**

All personal data shared with DfE (and its contracted organisations) will be handled securely and only accessed for the purposes of the evaluation of teacher training, recruitment and retention. Your data will only be stored for as long as required for the purpose(s) of this programme, and will then be securely destroyed. The DfE expects to retain your personal data for up to 7 years for the above purpose.

Please note that, under section 33 of the Data Protection Act, and in compliance with the relevant conditions, we can lawfully keep personal data processed purely for research purposes indefinitely.

#### **Your data protection rights**

You have the right to:

- ask for access to information about you that we hold;
- have your personal data rectified, if it is inaccurate or incomplete;
- request the deletion or removal of personal data where there is no compelling reason for its continued processing;
- restrict our processing of your personal data (i.e. permitting its storage but no further processing);
- object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics;

- not be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you.

You can find more about how the DfE handles personal data at: [Personal information charter - Department for Education - GOV.UK \(www.gov.uk\)](#)

For questions or concerns about your personal information and data protection rights, please contact the DfE at: [www.gov.uk/dfe](http://www.gov.uk/dfe)

The Information Commissioner's website publishes more details about your data protection rights at [www.ico.org.uk/for-organisations/guide-to-data-protection/principle-6-rights](http://www.ico.org.uk/for-organisations/guide-to-data-protection/principle-6-rights).

You have the right to raise any concerns with the Information Commissioner's Office (ICO) via their website at [www.ico.org.uk/concerns](http://www.ico.org.uk/concerns).

For further information about SKE, please contact: [SKE.INBOX@education.gov.uk](mailto:SKE.INBOX@education.gov.uk)

### **Last updated**

Updates to this privacy notice may be required periodically. Please check back at: [Subject knowledge enhancement: an introduction - GOV.UK \(www.gov.uk\)](#) where a copy of the latest version of this notice is published.