



## Department for Education (DfE) Pre-ITT Subject Knowledge Enhancement bursary and course funding 2019-20 Guidance

The course and bursary funding for each student will be confirmed with the DfE once students have registered on an eligible course. Once the DfE have confirmed the student is eligible for funding we will release any bursary payment to the students as appropriate.

Participants registered on a Pre-ITT Subject Knowledge Enhancement course may be offered a tax-free bursary at the rates as outlined in the table below, provided that all eligibility criteria are met. Eligible students will receive confirmation of their eligibility from CCCU.

Maximum bursary levels available:

Number of weeks of study	Maximum amount of bursary available
8	£1,600
12	£2,400
16	£3,200
20	£4,000

\*Should your SKE end date and ITT start date overlap then your bursary entitlement will be reduced accordingly at a rate of £200 per week, for the periods of overlap. Students are only entitled to be receiving financial support for the purposes of ITT or SKE at a time. You will be asked on your eligibility declaration form to state the exact start date of the ITT programme you are anticipating starting and your bursary entitlement will be calculated on this basis. We are unable to make any changes to this figure once it has been set. Students who do not provide an exact start date will be recorded as starting their ITT programme on September 1<sup>st</sup> 2020 with their bursary entitlement calculated on this basis.

Bursaries are paid on the 5<sup>th</sup> working day of each month provided participants are fully registered on the course, have provided all required evidence and forms as per the schedule included at the end of this guidance. Payments are conditional on engagement with the course, which is monitored by software records of access to study materials and tutorials.

Students who have not graduated from their degree at the point of starting or completing the SKE course will not receive any bursary payments until proof of degree completion and the final grade has been provided. Once this evidence has been provided, a payment will be processed for any outstanding funds due, provided you meet the eligibility criteria below.

You must declare any other Pre-ITT SKE courses that you have started or completed previously or any other Pre-ITT SKE courses that you apply for or start whilst studying on or applying for the course. Should you apply for another SKE course prior to starting or during your studies you may be required to repay bursary funds paid to you.

SKE programme and bursary funding can only be claimed for up to 28 weeks per trainee in total (with the exception of languages). Where a trainee needs to complete more than one SKE course DfE will only fund up to 28 weeks overall. Only in very exceptional circumstances

would a trainee be permitted to undertake more than 28 weeks of SKE. All exceptions will need to be approved by the SKE team prior to funding being agreed and/or claimed.

The 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 short eight-week refresher SKE course in their main foreign language and, where appropriate, familiarity with the national curriculum.

**To be eligible for an SKE bursary and SKE course funding participants must:**

- Be taking a DfE-funded Pre-ITT SKE course
- Participants must have accepted a conditional offer of a place on an eligible ITT course via UCAS or through Teach First. The completion of a SKE course must be a specific condition of the conditional ITT offer.
- 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.
- Meet the requirement to be 'Home or EU status' as set out in the Education (Student Support) Regulations 2011.
- Should not be employed as a teacher, already hold Qualified Teacher Status or be eligible to be awarded QTS.
- Hold a minimum honours degree classification of 2:2. Students who are studying with a 3<sup>rd</sup> class relevant degree are eligible for course funding but not a bursary. Students with overseas qualifications will be required to provide a NARIC statement and transcripts clearly showing that their qualification is equivalent to a Bachelor Degree with Honours at a 2:2 or above.
  
- **To receive the bursary you must do the following:**
  1. **Complete the Eligibility Declaration survey**
  2. **Complete and return a BACs form**
  3. **Complete registration including providing evidence of your entry qualifications, ID and conditional ITT offer**

If you have not already provided these as part of your application, both the BACs form and eligibility declaration survey should be submitted in advance or at the time of your registration. The BACs form should be emailed to [education.bursaries@canterbury.ac.uk](mailto:education.bursaries@canterbury.ac.uk) and the eligibility declaration survey can be found on our website and your blackboard. Any forms received after the start of the course will result in a delay in payment.

Please note payments can **ONLY** be made to UK bank or building society accounts.

**If your bank/building society account details change at any time, PLEASE NOTIFY US IMMEDIATELY in writing. At least 10 working days are required to ensure bank/building society details are amended before the next due payment date.**

**Note: If you withdraw from the SKE course, you will be eligible to receive the bursary for the portion of the SKE programme you have completed at a rate of £200 per week. E.g. if you complete 1 week of a course before withdrawing, you are still entitled to receive £200.**

**Payment dates (provided that all evidence and forms have been provided):**

<b>Start date</b>	<b>Course length</b>	<b>First bursary payment</b>	<b>No of instalments</b>	<b>Amount due per instalment</b>
7 <sup>th</sup> March	8 weeks	5 <sup>th</sup> working day of May	1	£1600
7 <sup>th</sup> March	12 weeks	5 <sup>th</sup> working day of May	2	£1200
7 <sup>th</sup> March	16 weeks	5 <sup>th</sup> working day of May	3	2 x £1100 and 1 x £1000
7 <sup>th</sup> March	20 weeks	5 <sup>th</sup> working day of May	4	£1000
28 <sup>th</sup> March	8 weeks	5 <sup>th</sup> working day of May	1	£1600
28 <sup>th</sup> March	12 weeks	5 <sup>th</sup> working day of May	2	£1200
28 <sup>th</sup> March	16 weeks	5 <sup>th</sup> working day of May	3	2 x £1100 and 1 x £1000
28 <sup>th</sup> March	20 Weeks	5 <sup>th</sup> working day of May	4	£1000
25 <sup>th</sup> April	8 weeks	5 <sup>th</sup> working day of June	1	£1600
25 <sup>th</sup> April	12 weeks	5 <sup>th</sup> working day of June	2	£1200
25 <sup>th</sup> April	16 Weeks	5 <sup>th</sup> working day of June	3	2 x £1100 and 1 x £1000
16 <sup>th</sup> May	8 weeks	5 <sup>th</sup> working day of July	1	£1600
16 <sup>th</sup> May	12 weeks	5 <sup>th</sup> working day of July	2	£1200
6 <sup>th</sup> June	8 weeks	5 <sup>th</sup> working day of July	1	£1600
27 <sup>th</sup> June	8 weeks	5 <sup>th</sup> working day of August	1	£1600