



Department  
for Education

# **Conditions of grant – initial teacher training reform funding**

**Lead mentor and mentor leadership teams  
and intensive training and practice  
conditions of grant**

**March 2024**

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# 1. Introduction

Accredited ITT providers are eligible to apply for delivery grant funding for the 2024/25 academic year. This funding is designed to support the introduction of the lead mentor/mentor leadership team role(s) and the intensive training and practice element of the [2024/25 ITT criteria](#).

The grant funding applies across the **2024/25 academic year only** (between 1 September 2024 and 31 August 2025, although teacher apprenticeships may start earlier from 1 June 2024). Providers and schools can incur costs ahead of the start of the academic year, as long it is not incurred before the start of the 2024-25 financial year (6 April 2024).

## 2. Details of the grant

### Lead mentor and mentor leadership team funding

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

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

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

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

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

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

### Intensive training and practice funding

This funding is dedicated to helping providers with the costs of delivering the new [intensive training and practice](#) element as set out in the [2024/25 ITT criteria](#). The funding

is designed to help with the cost of creating and delivering the training to trainees.

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

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

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

## 3. Eligibility

### Lead mentor and mentor leadership team eligibility

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

- started or returned to their initial teacher training at any time between 1 August 2024 and 31 May 2025
- are on undergraduate or postgraduate courses
- are full-time or part-time

are on a course leading to qualified teacher status (QTS), except for Assessment Only

### Intensive training and practice eligibility

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

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

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

## **4. Conditions of this funding**

### **Lead mentor and mentor leadership teams conditions**

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

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

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

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

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

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

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

### **Replacing lead mentors during the academic year**

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

All lead mentors must meet the minimum training requirements.

## Funding conditions relating to ITT trainees

The following conditions relates to trainees:

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

## Trainees that defer or withdraw from ITT

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

- deferred in a previous academic year and then return to their ITT in the 2024/25 academic year for any amount of training
- start their training in the 2024/25 academic year, but then defer or withdraw later in the year.<sup>1</sup>

## Intensive training and practice conditions

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

This funding can be used for:

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

This funding cannot be spent on paying for lead mentors' time to prepare and deliver intensive training and practice if the training provider is also claiming for this element within lead mentor funding.

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<sup>1</sup> If funding is confirmed beyond the 2024/25 academic year, providers must not count trainees who have deferred, to avoid double funding.

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

Providers can claim this funding if their trainees:

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

### **Trainees that defer or withdraw from ITT**

Accredited ITT providers can also claim this funding if a trainee starts their training in the 2024/25 academic year, but then defers or withdraws later in that same academic year.<sup>2</sup>

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

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

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

### **Undergraduate trainees**

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

These specific grant conditions are in addition to the [standard grant terms and conditions](#).

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<sup>2</sup> If a trainee does defer during the 2024/25 academic year, providers can claim this funding, but they cannot claim when they return.

## 5. Funding

### Lead mentor and mentor leaderships teams funding

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

### Postgraduate and undergraduate trainees

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

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

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

As an example, the table below shows how funding works for up to 264 trainees. Where a provider has a combination of 4-year undergraduate trainees, as well as 3-year undergraduate, and postgraduate, the 4-year funding band will be used where there are between 1 and 39 trainees in total. To receive more than 1 unit of the 4-year funding band the provider must have more than 40 4-year undergraduates.

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

## Postgraduate programmes

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

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

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

Providers with part-time postgraduate trainees on a 2 year course can claim at the end of the 2024/25 academic year. Payments will be made between September 2025 and January 2026.

## Undergraduate programmes

For undergraduate courses starting in the 2024/25 academic year, providers can claim for undergraduate lead mentors at the end of the 2024/25 academic year. Payments will be spread across multiple years rather than up front, with the largest proportion of funding paid in year one. If providers have a mix of undergraduate course lengths, the payment in the first year will be the same regardless of course length.

The table shows an example of how funding will be paid to these courses based on 1 unit of funding<sup>3</sup>.

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

## Intensive training and practice funding

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

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<sup>3</sup> Overall funding paid for undergraduate is slightly different to postgraduate. This is due to the rounding of figures for the spread of multiple payments.

Funding Available	Funding Period	Recipient of Funding	How is it paid
<p>£204 per trainee for postgraduates</p> <p>£298 per trainee for undergraduates<sup>4</sup></p>	Academic year 2024/25	Accredited providers delivering ITT in 2024/25.	<p>Payments will be made in arrears based on number of trainees and ITT course starts</p> <p>Providers will be able to claim funding when the trainee finishes their ITT course</p>

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

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

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

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

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

When providers make a claim, their trainees should be [registered with DfE through the Register trainee teachers service](#), this includes recording where each trainee did their

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<sup>4</sup> Funding is available for undergraduates who commence their course in 2024/25, and not trainees who are part-way through their course.

school placements during their course. Providers' trainee registration data will be checked to make sure that the number of trainees that started their training is accurate.

## 6. Payments

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

From April 2024, accredited ITT providers will receive a short application form from [ITTReform.funding@education.gov.uk](mailto:ITTReform.funding@education.gov.uk). If you do not receive an application form by 3 June 2024, please email to request one.

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

At the end of the academic year, providers will need to submit an Annex C form (included with the grant offer letter) detailing how much money has been spent.

As part of in-year sampling DfE will request evidence for at least ten percent of claims prior to payment. DfE will then review and make payments for all claims, unless additional evidence is required. Evidence could include invoices, salary statements, timetables and registers.

Payments will be made between September 2025 and January 2026.

If you would like additional information about the payments, email [ITTReform.funding@education.gov.uk](mailto:ITTReform.funding@education.gov.uk)

## **7. Variation**

These conditions of grant may be altered at any time. Participating institutions will be notified of this through existing channels.

## 8. Recovery of funding

This funding is being provided under sections 14 of the Education Act 2002 and we reserve the right to audit the expenditure.

We may seek to recover funding that has been paid in error or has not been used for the intended purpose.

Recoveries will be made by invoice or by offsetting the amount against subsequent payments due from DfE.

The recipient must notify DfE immediately through the [ITTReform.funding@education.gov.uk](mailto:ITTReform.funding@education.gov.uk) email if it becomes aware of any instance of error, suspected fraud or financial irregularity in the use of the funds.

## 9. Assurance

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

Acceptance of the funding will be taken as confirmation.

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

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



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