



Llywodraeth Cymru
Welsh Government

GUIDANCE, DOCUMENT

Ethnic Minority Initial Teacher Education (ITE) Scheme: guidance for ITE Partnerships 2023 and beyond

Guidance for ITE Partnerships to support the delivery of the Ethnic Minority ITE Incentive from September 2023.

First published: 1 September 2023

Last updated: 19 March 2024

This document was downloaded from GOV.WALES and may not be the latest version.

Go to <https://www.gov.wales/ethnic-minority-initial-teacher-education-ite-scheme-guidance-ite-partnerships-and-ewc-html> for the latest version.

Get [information on copyright](#).

Contents

[Overview](#)

[Legal](#)

[What grant is available and when payment is made](#)

[How claims are administered](#)

[Roles and responsibilities](#)

[ITE Partnership responsibilities for grant administration](#)

[How the payment will be paid to ITE Partnerships](#)

[How the induction payment will be paid to students](#)

[Student declaration](#)

[Recovery of incentive grants](#)

[Data Protection & Freedom of Information](#)

This document was downloaded from GOV.WALES and may not be the latest version.

Go to <https://www.gov.wales/ethnic-minority-initial-teacher-education-ite-scheme-guidance-ite-partnerships-and-ewc-html> for the latest version.

Get [information on copyright](#).

Overview

The Ethnic Minority ITE Incentive Scheme provides a £5,000 grant to students who are undertaking an accredited postgraduate certificate in Education (PGCE). The programme must lead to Qualified Teacher Status (QTS). Students must meet the eligibility criteria.

This scheme is available for both full-time and part-time programmes.

Students undertaking any employment-based teacher training scheme are not eligible for this grant. This includes the 'Salaried PGCE scheme'.

Students undertaking training programmes which enable them to teach in the **Post Compulsory Education and Training Sector** (PGCE PCET) are not covered under this scheme.

Legal

ITE incentive grants available reflect recruitment priorities within the teaching workforce in Wales. They are available to eligible students on eligible postgraduate ITE programmes in Wales.

The Welsh Ministers have powers under sections 14 to 17 of the Education Act 2002 to provide financial assistance for the promotion of the recruitment or retention of teachers or non-teaching staff. This grant is in place to encourage individuals to train, enter and remain in the teaching profession. They should not form part of a student finance package.

The Ethnic Minority Initial Teacher Education (ITE) Incentive Scheme is a legal scheme ("the scheme"). The scheme is made by the Welsh Ministers in the

This document was downloaded from GOV.WALES and may not be the latest version.

Go to <https://www.gov.wales/ethnic-minority-initial-teacher-education-ite-scheme-guidance-ite-partnerships-and-ewc-html> for the latest version.

Get [information on copyright](#).

exercise of their powers. The scheme is reviewed on an annual basis. Each scheme makes provision for postgraduate Black, Asian and minority ethnic ITE students, studying their accredited ITE programme access to these incentives.

The Ethnic Minority ITE Incentive Scheme was introduced in September 2022. The scheme supports the Welsh Government's ambition for an **anti-racist Wales**. The scheme aims to increase the number of ethnic minority teachers. Students who undertook an ITE programme prior to September 2022 are not eligible to this incentive.

ITE partnerships will be issued with a grant offer letter to support the delivery of this scheme.

ITE partnerships must refer to the appropriate:

- legal scheme
- grant offer letter
- privacy notice

linked to the year of study to check student eligibility and full scheme details.

Please refer to the appropriate scheme to the academic year of study to check eligibility and claiming criteria. If you have any questions related to previous years please contact ITEincentives@gov.wales.

What grant is available and when payment is made

Under this scheme an incentive grant of £5,000 is available to all students who meet the eligibility criteria for the academic year of study.

This document was downloaded from GOV.WALES and may not be the latest version.

Go to <https://www.gov.wales/ethnic-minority-initial-teacher-education-ite-scheme-guidance-ite-partnerships-and-ewc-html> for the latest version.

Get [information on copyright](#).

Full-time students

The incentive payments totalling £5,000 will be made in two instalments, at the end of a student's ITE programme and early career:

- £2,500 in July/August on successful completion of their PGCE and award of QTS. Where a student is assessed by a resubmission exam board, payments will be made prior to 31 December. ITE Partnerships are responsible for this payment. ITE Partnerships are responsible for this payment.
- £2,500 on successful completion of Induction in Wales. The Welsh Government are responsible for this payment.

Updated claim forms should be submitted to the Welsh Government where a student is assessed by a resubmission exam board. This should be done by ITE partnerships. This should include individuals who are successfully awarded QTS to enable payments to be made before 31 December.

The exact dates of payments will be set out in the grant agreement terms and conditions.

How claims are administered

ITE Partnerships are responsible for administering and assessing students' eligibility for this incentive. They do this on behalf of the Welsh Government.

Students can only claim an incentive grant if they:

- meet all the eligibility criteria
- are studying on an eligible programme

This document was downloaded from GOV.WALES and may not be the latest version.

Go to <https://www.gov.wales/ethnic-minority-initial-teacher-education-ite-scheme-guidance-ite-partnerships-and-ewc-html> for the latest version.

Get [information on copyright](#).

- have made an application by completing the relevant registration form

Student registration forms for the scheme will be provided to partnerships from the Welsh Government.

If students have any queries they should contact their [ITE Partnership](#).

QTS payment

The QTS payment should only be made to those eligible students who have completed an eligible postgraduate ITE programme in Wales leading to QTS (on award of QTS). If a student fails to achieve QTS, payment should not be made.

If any student has withdrawn or deferred (or suspended) a programme prior to being awarded QTS, payment should not be made.

Final incentive payment

The final incentive payment will be made by Welsh Government. Students should contact ITEIncentives@gov.wales if they have any queries about the final payment.

The final incentive payment should only be made to those eligible NQTs who have:

- successfully completed their Induction period within a maintained school in Wales and been awarded an Induction certificate. This must be within three years, following award of QTS
- received all previous payments under this scheme

This document was downloaded from GOV.WALES and may not be the latest version.

Go to <https://www.gov.wales/ethnic-minority-initial-teacher-education-ite-scheme-guidance-ite-partnerships-and-ewc-html> for the latest version.

Get [information on copyright](#).

Roles and responsibilities

This incentive is administered by Welsh Government and on behalf of the Welsh Government by ITE Partnerships.

ITE Partnerships are responsible for the payments made on award of Qualified Teacher Status (QTS).

Welsh Government are responsible for the final incentive payment. This is paid following successful completion of Induction and award of an Induction certificate.

Welsh Government are responsible for the terms and conditions of the scheme. Along with the collection of data to enable payments to be made to ITE Partnerships.

ITE Partnership responsibilities for grant administration

ITE Partnerships are responsible for:

- utilising the incentive scheme to support recruitment into eligible ITE programmes where appropriate
- supporting those who identify as an ethnic minority student for registering on the scheme. Students must identify as one of the eligible ethnicities or ethnic groups. It is expected that this will match the records held by the ITE Partnership
- providing eligible students with access to the registration form at the start of the ITE programme
- ensuring students understand the terms of the grant

This document was downloaded from GOV.WALES and may not be the latest version.

Go to <https://www.gov.wales/ethnic-minority-initial-teacher-education-ite-scheme-guidance-ite-partnerships-and-ewc-html> for the latest version.

Get [information on copyright](#).

- collecting all signed registration forms and returning, in a secure manner, all forms to Welsh Government. sharing information should comply with data protection requirements in force at the time
- completing claim forms in line with in-programme payment dates (as detailed within the grant offer letter)
- completing claim forms in line with QTS award dates (as detailed within the grant offer letter). Where a student is assessed by a resubmission exam board, ITE Partnerships should submit updated claim information to Welsh Government for those individuals who are successfully awarded QTS to enable payments to be made before 31 December
- sharing forms in a secure manner, with Welsh Government along with relevant claims. The sharing of information should comply with data protection requirements in force at the time
- administering QTS grant payments to students
- collecting all signed withdrawal and resumptions forms. Returning, in a secure manner, all forms to Welsh Government. The sharing of information should comply with data protection requirements in force at the time
- dealing with student queries in relation to the incentive scheme
- informing Welsh Government of any complaint received that is linked to this incentive. This must be done regardless of whether they require action by Welsh Government

Full responsibilities for ITE Partnerships are issued annually in:

- individual grant offer letters
- contract letters

ITE Partnerships should contact ITEIncentives@gov.wales if they have any queries.

How the payment will be paid to ITE Partnerships

Each student should complete a registration form. The registration form contains information the Welsh Government requires to:

- administer the scheme
- evaluate the scheme

ITE Partnerships must submit these to the Welsh Government at the start of each academic year in a secure manner. The registration form asks students to confirm that they have read and understood the information contained on the [student guidance web pages](#). If this confirmation is not received by Welsh Government, grant payments cannot be made.

ITE Partnerships must complete and submit claim forms to the Welsh Government. This will ensure appropriate funds are released for payment. ITE Partnerships will be informed of the submission date via the grant agreement letter.

Registration forms and claim forms will be issued to ITE Partnerships directly. ITE Partnership should direct any questions they have related to the payment process, to ITEIncentives@gov.wales.

Deferment and resumption for QTS payment

If a student defers (suspends) their studies prior to achieving QTS, they will not be eligible to receive the QTS payment. However, if they resume their studies and achieve QTS, they will be entitled to receive payment on award of QTS. Payment will be made following completion of an eligible postgraduate ITE programme in Wales leading to QTS (on award of QTS). Payment will be made in line with these conditions.

This document was downloaded from GOV.WALES and may not be the latest version.

Go to <https://www.gov.wales/ethnic-minority-initial-teacher-education-ite-scheme-guidance-ite-partnerships-and-ewc-html> for the latest version.

Get [information on copyright](#).

If a student resumes an ITE programme in a different academic year a deferment and resumption form will need to be completed. ITE Partnerships can obtain forms from Welsh Government. Completed forms will need to be submitted to Welsh Government with the relevant claim form. The information on the completed form will be shared with ITE partnerships and Welsh Government.

Students who do not achieve QTS at the end of their ITE programme will not be entitled to claim the QTS payment of this incentive.

How the induction payment will be paid to students

The Welsh Government will contact students during their Induction period. This is to ensure they have all relevant details to process this grant payment.

Students can contact Welsh Government about this payment
ITEIncentives@gov.wales.

The Welsh Government require the below documentation for the induction payment to be made:

- submission of 'Induction claim forms' (A1 and A2) issued by Welsh Government
- copy of Induction certificate issued by the Education Workforce Council
- confirmation of eligibility (to be completed by the induction school)

Induction claim forms

A1: Please return this claim form directly to Welsh Government:
ITEIncentives@gov.wales

This document was downloaded from GOV.WALES and may not be the latest version.

Go to <https://www.gov.wales/ethnic-minority-initial-teacher-education-ite-scheme-guidance-ite-partnerships-and-ewc-html> for the latest version.

Get [information on copyright](#).

A2: On completion of sections A to D of the induction claim form. Please share the form and an electronic copy of your induction certificate with the Head Teacher, Head Teacher, Deputy Head or Head of Department, of the school where induction was completed.

The above documentation should be submitted on your behalf by the Head teacher, Deputy Head teacher or Head of Department who signed the declaration, on behalf of the school where your induction was undertaken.

Student declaration

The Welsh Government is committed to making Wales an Anti-racist nation and to increasing the number of ethnic minority teachers, so learners in schools in Wales have a more diverse teaching workforce.

When applying for the Ethnic Minority ITE Incentive students are asked for information about their ethnicity. This is needed to:

- establish students' eligibility for the scheme
- to understand the overall diversity of the student cohort and
- attempt to estimate the diversity of the future workforce

We ask students to choose from a list of ethnic groups which closely mirror those used by the [Higher Education Statistics Agency](#) (HESA). This is done to ensure a consistent approach to understanding ethnic diversity within higher education in Wales.

Recovery of incentive grants

The Welsh Government have powers to recover incentive grants paid, in whole

This document was downloaded from GOV.WALES and may not be the latest version.

Go to <https://www.gov.wales/ethnic-minority-initial-teacher-education-ite-scheme-guidance-ite-partnerships-and-ewc-html> for the latest version.

Get [information on copyright](#).

or in part. They have discretion about whether to exercise those powers and will consider all cases on their merits.

These powers may be exercised by the Welsh Government where:

1. after receiving any instalment of an incentive grant, the recipient fails to meet any eligibility criteria adopted by the Welsh Government and set out in the schedule or information guide in relation to a subsequent instalment or
2. the recipient has provided in, or in connection with, his or her application for an incentive grant, information which is false or materially misleading, or there is firm evidence that the recipient had never intended to complete the programme or having completed it, to enter teaching

Data Protection & Freedom of Information

Information which a student submits as part of their claim under the Ethnic Minority ITE Incentive Scheme, is subject to the requirements of the Freedom of Information Act 2000 (the “FOIA”), the Environmental Information Regulations 2004 (the “EIR”) the General Data Protection Regulation (GDPR) and Data Protection Act 2018 (the “DPA”).

Students also acknowledge that the Welsh Government is responsible for determining in our absolute discretion whether:

1. to disclose any information which we have obtained under or in connection with the Funding to the extent that we are required to disclose such information to a person making a disclosure request under the FOIA or the EIR and/or
2. any information is exempt from disclosure under the FOIA or the EIR
3. to undertake checks for the purposes of preventing fraud and money laundering, and to verify your identity. These checks are required to process

This document was downloaded from GOV.WALES and may not be the latest version.

Go to <https://www.gov.wales/ethnic-minority-initial-teacher-education-ite-scheme-guidance-ite-partnerships-and-ewc-html> for the latest version.

Get [information on copyright](#).

personal data about you to third party fraud prevention agencies

Welsh Government is the data controller for the personal information it receives. Any personal data we collect will be managed in accordance with our [Ethnic Minority Initial Teacher Education \(ITE\) Incentive: privacy notices](#) and [privacy notice: Welsh Government grants](#).

Scheme documentation

The Ethnic Minority ITE Scheme is reviewed on an annual basis. ITE partnerships must reference the appropriate:

- legal scheme
- grant offer letter
- student guidance
- privacy notice

linked to the year of study. This will assist in checking student eligibility and full scheme details.

Please read our [legal schemes, student guidance and privacy notices](#) for more information.

This document may not be fully accessible.

For more information refer to our [accessibility statement](#).

This document was downloaded from GOV.WALES and may not be the latest version.

Go to <https://www.gov.wales/ethnic-minority-initial-teacher-education-ite-scheme-guidance-ite-partnerships-and-ewc-html> for the latest version.

Get [information on copyright](#).