

Cylchlythyr | Circular

Initial Teacher Training: Controls on recruitment against intake targets

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To: Heads of higher education institutions in Wales
Response by: No response required
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This circular presents amendments to the current controls to maintain recruitment to initial teacher training intake targets and to discourage over or under-recruitment, to be effective from the 2013/14 academic year.

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Introduction

1. This circular presents amendments to the current controls to maintain recruitment to the initial teacher training (ITT) intake target and to discourage over or under-recruitment, to be effective from the 2013/14 academic year.

Background

2. ITT leading to qualified teacher status (QTS) is a quota subject, in that each year the Welsh Government sets and informs HEFCW of sector intake targets for primary and secondary phase training in line with its estimates of the required demand for newly qualified teachers. We then determine the individual allocations to ITT providers, taking into account:
 - sector recruitment performance in recent years;
 - individual institution or Centre of Teacher Education recruitment performance;
 - the need to maintain the viability of provision;
 - for secondary phase training, the need to balance subject provision across the sector;
 - evidence from Estyn of the quality of training provided, as appropriate.
3. In the annual letters we receive from the Welsh Government setting out the sector intake targets, we are asked to maintain our efforts to ensure that over-recruitment against targets does not occur. This has been particularly the case for primary provision, which is traditionally popular amongst applicants. It has been less of an issue for secondary subjects, with under-recruitment being more of a problem for some priority subjects. However, the situation does vary from year to year, with a greater likelihood of over-recruitment in subjects where it can be easier to recruit.
4. We have had penalties for over-recruitment to primary provision in place for a number of years, revising these as appropriate from time to time. These penalties result in the provider's intake target for the following year being reduced if the over-recruitment threshold is breached.
5. In 2011/12 a maximum student number, determined annually and applied to HEFCW-fundable home and EU full-time undergraduate (UG) and PGCE new entrant student numbers, was introduced, with penalty arrangements for over-recruitment against this maximum.
6. We were concerned that, with the introduction of the new tuition fees regime from 2012/13 and the consequent changes to HEFCW's methods for allocating funding, the overall maximum student number might not itself be a sufficient deterrent against over or under-recruitment to ITT.
7. At the beginning of January 2012 therefore, we published revised controls to encourage recruitment to ITT intake targets and to discourage over-

recruitment, to be effective from the 2012/13 academic year (circular [W12/01HE](#)). These included adjustments to an institution's maximum student number the following year where over-recruitment in a particular phase or level of ITT exceeded five per cent. For primary ITT, these controls were in addition to the existing penalties. For secondary ITT, we also noted that we would monitor recruitment and, if we had concerns about the level of under or over-recruitment to a particular subject within the provider's portfolio, we would require an action plan to address the situation.

8. At the end of 2012, following discussions with the sector about alternative ways of controlling student numbers, we published revised arrangements to be applied generally from 2013/14, which would be based on a total tuition fee grant maximum per institution (rather than a maximum student number), with penalties associated with exceeding this maximum amount (circular [W12/38HE](#)).
9. It was noted in Circular [W12/01HE](#) that the situation would be monitored with any further action taken if it was deemed necessary. We therefore need to revise the controls on ITT recruitment so that they accord with the new arrangements.

ITT Controls from 2013/14

10. HEFCW will apply controls or take associated actions in relation to recruitment to ITT (QTS) from the 2013/14 academic year onwards as set out below.
11. The application of penalties for over-recruitment to ITT intake targets will be a separate process from the monitoring of the maximum fee grant. Reductions in funding as a result of breaching the ITT recruitment limits will be made by reducing the funding allocations which HEFCW makes directly to institutions.

Primary ITT

12. The existing penalties ([W12/01HE](#)) which are applied to intake targets for over-recruitment to primary provision at the Centres of Teacher Education will continue. These are:
 - if a Centre over-recruits by more than five per cent or five students (whichever is greater) against its primary intake target in one year at either undergraduate or postgraduate level, a five per cent reduction will be applied to its intake target for that level the following year. These intakes will not be returned to the Centre after the penalty year;
 - a penalty for more significant over-recruitment. Thus, if a Centre over-recruits by more than ten per cent in one year at either undergraduate

or postgraduate level, its target for that level for the following year will be cut by ten per cent.

13. In determining whether this penalty will be applied, there will be no rounding. Immediately the over-recruitment is over ten per cent by any fraction, the penalty will be applied. For example: An institution has an intake target of 58. The calculation of 10% over-recruitment is 5.8 full-time equivalent students. The institution over-recruits against its target by six students (10.3%). Arguments that the institution could not have recruited 0.8 of a student for an ITT course or that the 10.3% should be rounded to 10% will not be accepted. The ten per cent over-recruitment threshold has been breached and therefore the penalty will be applied.
14. **Additionally, from 2013/14**, if a Centre over-recruits by more than five per cent against its primary intake target in one year at either undergraduate or postgraduate level (or both), HEFCW funding for the following year will be reduced by a sum equivalent to the total tuition fee income for the number of students recruited over the five per cent threshold.
15. When we have determined the level of over-recruitment at a Centre level, we will then apply the penalty at the institutional level in line with where the over-recruitment has occurred, as this is where the tuition fee income is received. Applying the penalty on an institutional basis is straightforward for primary provision: the South-West Centre is located in a single institution, the partners in the South East Centre have either UG or PGCE primary provision, not both, and in the North and Mid Wales Centre all primary provision is located at Bangor University.
16. For undergraduate primary provision, we will assume that the over-recruited students will be present for the full duration of the course. The penalty will therefore be equivalent to three years' tuition fee income (not just the initial year of over-recruitment). The total three-year sum will be deducted from HEFCW's funding allocation to the institution in the following year. The tuition fee level we will use in the calculation will be as returned for ITT (QTS) courses on the institution's fee plan for the year the student enters the course.

Secondary ITT

17. **Undergraduate (UG) Secondary:** Where a Centre over-recruits by more than five per cent against its total UG secondary intake target, HEFCW funding for the following year will be reduced by a sum equivalent to the total tuition fee income for the number of students recruited over the five per cent threshold.
18. When we have determined the level of over-recruitment at a Centre level, we will then apply the penalty at the institutional level in line with where the over-recruitment has occurred, as this is where the tuition fee income is received. Both partners in the South-East Wales Centre offer UG

Secondary provision but in different subjects. UG Secondary provision is also offered by Bangor University in the North and Mid Wales Centre.

19. We will assume that the over-recruited students will be present for the full duration of the course, and the penalty will therefore be equivalent to the total tuition fee income from this number of students for the duration of the course. Most UG secondary courses are of three years' duration, with one two-year course offered at the South East Wales Centre. The total three or two-year sum will be deducted from the institution's HEFCW funding allocation in the following year. The tuition fee we will use in the calculation will be as returned for ITT (QTS) courses on the institution's fee plan for the year the student enters the course.
20. **PGCE Secondary:** Where a Centre over-recruits by more than five per cent against its total PGCE Secondary intake target, HEFCW funding for the following year will be reduced by a sum equivalent to the total tuition fee income for the number of students recruited over the five per cent threshold.
21. When we have determined the level of over-recruitment at a Centre level, we will then apply the penalty at the institutional level in line with where the over-recruitment has occurred, as this is where the tuition fee income is received. There are a few subjects which are offered by both partners in a Centre (North and Mid Wales – Welsh, Chemistry, Physics and Biology; South East Wales – Design and Technology). In these instances, we would calculate an appropriate proportion of the target and therefore the over-recruitment associated with each partner from the numbers registered at each partner and use this to calculate a penalty to be applied to each partner. If this did not concur with how the Centre saw the split of the targets between the partners, the Centre could propose to us that the penalty be applied to one partner only or in a different agreed proportion.

Under-recruitment

22. We are concerned that the Centres continue to make every effort to recruit to their secondary ITT intake targets. We have considered whether there should be penalties for under-recruitment but have decided that it is not appropriate at this time. However, we will keep the situation under review. We will continue to monitor recruitment for both UG and PGCE Secondary, both overall and at individual subject level. If we have concerns about the level of under-recruitment to a particular Centre's portfolio, we will discuss with the Centre and request an action plan to address the situation.
23. If a Centre is recruiting to its numbers overall and there are two partners in a Centre, and one is recruiting more strongly to ITT than the other, the Centre may consider changing the distribution of the portfolio in the Centre to reflect this. In order to avoid a situation where this results in the stronger ITT recruiter exceeding their maximum fee grant, the partner that is recruiting less ITT than expected may consider viring some of their

maximum fee grant to the institution with the stronger ITT recruitment. Should institutions wish to consider this option, they should contact HEFCW officers to discuss.

Open University in Wales

24. These controls do not apply to the Open University in Wales for its flexible part-time PGCE Secondary provision. We will monitor the Open University's recruitment separately and discuss any issues or action required with them as appropriate.

Timetable

25. The arrangements will apply to recruitment against ITT (QTS) intake targets from the 2013/14 academic year, with any reduction in funding applied to the 2014/15 HEFCW grant to institutions. We will continue to monitor the situation and take further action in future years if we deem this necessary.

Further information / responses to

26. For further information, contact Kimberley Meringolo (tel: 029 2068 2258; email kimberley.meringolo@hefcw.ac.uk).