

Edge Hill University: Faculty of Education: Payments to Settings Policy

Academic year 2019 / 2020



Edge Hill
University

Payments to Settings Policy

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Summary

An overview and explanation of the Payments to Settings made by Edge Hill University, which are designed to support settings providing placements for Faculty of Education students.

Glossary of Terms

Student: For the purposes of this policy the term 'student' will refer to both students and trainees within the Faculty of Education.

Placement: For the purposes of this policy, the term 'placement' will refer to both Professional Practice and Work Based Learning placements.

Purpose

Edge Hill University's, Faculty of Education, currently offer a financial contribution to settings who support our students, by providing valuable opportunities for placements within their settings. This contribution is intended to acknowledge the work undertaken by the setting in mentoring/ supervising/ facilitating Edge Hill University students.

The purpose of this policy is intended to inform stakeholders (particularly partner settings and staff), how much they should receive, how and when they should receive it and to outline Edge Hill University's expectations of the partner in order to receive payment.

Policy

1. Payment Amounts

- 1.1 Financial contributions are fixed payment amounts, which, are agreed, internally within Edge Hill University's, Faculty of Education, prior to the release of the Placement Request Process, for the following academic year. This information will be available online for settings to access during the relevant academic year.
- 1.2 The confirmed payment amounts for academic year 2019/2020 can be found in [appendix 1](#).
- 1.3 In circumstances where students do not complete their placement in full as originally agreed, for whatever reason, any payments will be subject to a reduction on a pro-rata basis to fairly represent the work undertaken. Calculations will be made as per points 1.4 or 1.5, as applicable.
- 1.4 The table below shows the breakdown of how pro-rata calculations will be made for placements within the following departments:
 - Department of Children Education and Communities

- Department of Early Years Education
- Department of Secondary and Further Education (but excluding Further Educational and Training placements- see point 1.5)

Portion of placement completed/ attended	Pro-rata payment amount
Up to and including 5 days completed/ attended	£10 per day attended (Maximum of £50)
Over 5 days and up to 25% of agreed days completed/ attended	25% of agreed payment amount
26% - 50% of agreed days completed/ attended	50% of agreed payment amount
51% - 75% of agreed days completed/ attended	75% of agreed payment amount
76% - 100% of agreed days completed/ attended	100% of agreed payment amount

1.5 The table below shows how pro-rata calculations will be made for Further Education placements only.

Cost per observation	Cost per hour of solo teaching
£50 (up to a maximum 6 observations, so a maximum £300*)	£7 per hour of solo teaching (up to a maximum 100 hours, so a maximum £700*)

**There are no additional costs attributed to placements for settings that exceed the 6 observations and 100 solo hours teaching, however, this should not deter settings from providing support above and beyond these figures, as this is our minimum expected requirement in order to successfully support a student.*

1.6 For all placements, any additional attendance, over and above the original agreement must first be discussed and agreed with Edge Hill University in advance of the attendance taking place and there will not normally be any additional payment connected with this attendance. Any voluntary attendance by a student is not subject to any payment under any circumstances.

2. Placement Acceptance

2.1 Placement offers will be subject to the terms and conditions of the [Partnership Agreement](#) and by submitting an offer of placement, partners should be aware, that they are accepting to adhere to these terms and conditions.

2.2 The acceptance of an offer of a placement, forms an agreement between Edge Hill University and the partner setting. Therefore, acceptance of an offer should be made in writing by email confirmation to each setting and should confirm the requirements and any corresponding payment amount with advice that part completion will be subject to a payment reduction on a pro-rata basis. A confirmation email, alongside the appropriate agreements (as above) forms a contract between Edge Hill University and the partner setting and as such, commits Edge Hill University to expenditure under the terms and conditions of this policy.

3. Release of Payment

- 3.1 Payment will only be triggered based upon auditable documented evidence being received by Edge Hill University, to confirm that the placement has taken place as agreed. Only the following documents will be accepted as suitable evidence:
- End of Professional Practice Report Form or Summative Report Form** (*For full completion of Professional Practice placements*)
 - Early Conclusion of Professional Practice Form** [see appendix 2](#) (*For part completion of Professional Practice placements*)
 - Attendance Record** (*For Enhancement placements or Work Based Learning placements*)
- 3.2 All documents must be fully signed by the mentor/ supervisor/ facilitator at the setting and if applicable, the Edge Hill University Visiting Tutor.
- 3.3 All documentation submitted must contain the actual start date, actual end date and the total number of days attended (or solo teaching hours and observations undertaken for Further Education and Training placements) in order for a payment to be processed accordingly.
- 3.4 All documents must be submitted to the Professional Support Team within 2 weeks of the last day of attendance of the placement.
- 3.4 It is the responsibility of the setting to complete and ensure the submission of the relevant documentation to the Professional Support Team, in order to evidence that the placement has taken place as requested.
- 3.5 Edge Hill University are unable to make any payments to settings without the receipt of the relevant documentation, as this is required under Edge Hill University's Financial Regulations for audit and monitoring purposes.
- 3.6 Any issues in returning the required documentation, should be made by the setting in writing to the Professional Support Team at the earliest possible opportunity, who should advise accordingly.
- 3.7 Late submission of the required documentation will result in payment being delayed.
- 3.8 Settings are advised to take copies of all documentation in case of issues in the documents reaching the correct department to trigger the release of payment.

4. Contact details

- 4.1 The Professional Support Team contacts for the return of the required evidence are as follows:
- Department of Children, Education and Communities = DCEC@edgehill.ac.uk
 - Department of Early Years Education = EarlyYearsPartnership@edgehill.ac.uk
 - Department of Secondary and Further Education = SFESupportTeam@edgehill.ac.uk

4.2 For queries regarding payments, the Partnership Development Team can be contacted as follows:


- Partnership Development Team = educationpartnership@edgehill.ac.uk

Appendices

a. Appendix 1

Payments to Settings 2019 / 2020	KS1 Incentive payment (To be applied to whichever phase KS1 is completed in)	Phase 1a	Phase 1b	Phase 2
Department of Children, Education and Communities				
UG Primary Education (Full Time)	£100	£400	£400	£500
UG Primary Education (Part Time)	£100	N/A	N/A	£500
PGCE Primary Education	£100	£600 (full phase 1)		£600
Department of Secondary and Further Education				
UG Secondary Education (*Category 1)	N/A	£400	£400	£500
UG Secondary Education (**Category 2)	N/A	£500	£500	£600
PGCE Secondary Education (*Category 1)	N/A	£250	£400	£650
PGCE Secondary Education (**Category 2)	N/A	£300	£450	£750
PGCE / UHD Further Education and Training (Full Time)	N/A	£1,000 (Full placement as there are no separate phases)		
Department of Early Years Education				
UG Early Years Education	£100	£300	£400	£550
PGCE Early Years Education	£100	£200	£450	£550
All Departments				
Enhancements (rate per day of attendance) <i>(Any enhancements must be approved in advance by the budget holder before any arrangements are made.)</i>	£10			
Refer / Defer trainee incentive payment <i>(Additional payment on top of phase payment for any refer trainee on any ITT programme. Fixed amount per trainee).</i>	£100			
Work Based Learning <i>(Includes all years of study and all programmes with Work Based Learning requirements)</i>	£100			

b. Appendix 2

ITE Early Conclusion of Professional Practice Form					
To be completed by the school/setting. Please complete the below form if the professional practice finished earlier than anticipated and return it via email to educationpartnership@edgehill.ac.uk this will then initiate the payment process, thank you for your support.					
Trainee name:				Student number:	
Programme:				Phase of Professional Practice:	
Mentor name:				Subject or Key Stage (if applicable):	
Setting name:				Visiting Tutor name:	
Setting address:				Actual number of days completed:	
Was the trainee identified as a Cause for Concern?	YES / NO	If yes, please state the date the paperwork was completed:		Professional Practice start date:	
				Early conclusion date:	
The reason the Professional Practice concluded early: <ul style="list-style-type: none"> Cause for concern Recommendations Other comments: 					
Form completed by (print name):				Date:	
Role/ position within setting:					

Endmatter

Title	Edge Hill University: Faculty of Education: Payments to Settings Policy
Policy Owner	Partnership Finance Officer
Approved by	Faculty of Education Management Group
Date of Approval	August 2019
Date for Review	August 2020