

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

Academic year 2020 / 2021



Edge Hill
University

Payments to Settings Policy

Contents

Summary.....	3
Glossary of Terms.....	3
Purpose.....	3
Policy.....	3
1. Payment Amounts	3
2. Placement Acceptance	4
3. Release of Payment	5
4. Submisison of Documents	5
Appendices	7
a. Appendix 1.....	7
b. Appendix 2.....	8
Endmatter.....	9

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 Documentation](#), for the following academic year.
- 1.2 The confirmed payment amounts for academic year 2020/2021 can be found in [appendix 1](#) and in the [Placement Request Documentation](#).
- 1.3 In circumstances where students do not complete their placement in full as originally agreed, for whatever reason, any payments ([as per appendix 1](#)) 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 Edge Hill University do not require an invoice to initiate the release of payment and respectfully request that school/ college/ settings do not submit invoices, as this can cause confusion and delays in our financial processes.
- 3.2 Edge Hill University are unable to make any payments to settings without the auditable documented evidence being submitted to and received by Edge Hill University, to confirm that the placement has taken place as agreed. This is a requirement under Edge Hill University's Financial Regulations for audit and monitoring purposes.
- 3.3 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:

Placement status	Required document to trigger payment
Full completion of professional practice	End of Professional Practice Report/ Summative Report
Part completion of professional practice	Early Conclusion of Professional Practice Form
Enhancement placement	Attendance Record
Work Based Learning Placements	Attendance Record

- 3.4 All documents must be fully signed by the mentor/ supervisor/ facilitator at the setting and if applicable, the Edge Hill University Visiting Tutor.
- 3.5 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.

4. Submission of documentation

- 4.1 It is the responsibility of the school/ college/ setting to ensure the completion and submission of the relevant documentation, in order to ensure payment can be made. The email addresses for the submission of the documentation is as follows:

Full completion of Placement:

- Department of Children, Education and = DCEC@edgehill.ac.uk
- Department of Early Years Education = EarlyYearsPartnership@edgehill.ac.uk
- Department of Secondary and Further Education = SFsupportteam@edgehill.ac.uk

Part completion of Placement:

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

- 4.2 All documents must be submitted to the relevant email addresses above (in point 4.1) within 2 weeks of the last day of attendance of the placement.

- 4.3 Any issues in returning the required documentation, should be made by the setting in writing to the relevant email address as denoted in point 4.1, at the earliest possible opportunity, who should advise the next steps accordingly.
- 4.4 Late submission of the required documentation will result in payment being delayed.
- 4.5 Copies of the relevant documentation should be retained by the school/ college/ setting for future reference.

Appendices


a. Appendix 1

Payments to Settings 2020 / 2021	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	£350	£400	£500
UG Primary Education (Part Time)	£100	£350	£400	£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	£300	£200	£700
PGCE Secondary Education (**Category 2)	N/A	£350	£250	£800
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)	£10			
Refer / Defer trainee incentive payment (Additional payment on top of phase payment for any refer/ defer trainee on any ITT programme. Fixed amount per trainee).	£100			
Work Based Learning (Includes all years of study and all programmes with Work Based Learning requirements)	£100			

* Secondary Category 1 includes subjects: Computer Science, Geography, Physical Education and Religious Education

** Secondary Category 2 includes subjects: English, History, Mathematics and Science

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	July 2020
Date for Review	July 2021