FURTHER EDUCATION GOLDEN HELLOS: INITIAL ELIGIBILITY SELF-ASSESSMENT AND GUIDANCE NOTES 2007/08

INITIAL ELIGIBILITY SELF-ASSESSMENT

If you can answer yes to all of the questions below you should make a formal Further Education (FE) Golden Hello application via your local Learning and Skills Council (LSC). If your answer is no to any of the questions below then you do not meet the basic FE Golden Hello eligibility criteria and are advised not to make a formal application.

1. Are you currently directly employed as a teacher in your second ever year of teaching by either a FE sector institution, eligible independent specialist college (see Annex iii) outside the FE sector or in a FE teaching post within a Higher Education Institution (HEI)?

2. In your current (second ever) year of teaching do you hold a part-time or full-time (including hourly paid) teaching contract for at least one term.

3. Are you currently teaching 50 per cent or more of your actual teaching time in one or more of the 2007/08 Version 1 designated shortage subject areas?

4. In your first ever year of teaching (a total of three academic terms) were you directly employed as a part time or full time teacher by either a FE sector institution, eligible independent specialist college outside the FE sector, FE teaching post within a Higher Education Institution (HEI) funded by the LSC, or a state maintained school or academy school?

5. In your first ever year of teaching did you spend 50 per cent or more of your actual teaching time (part-time or full-time hours) teaching one or more of the 2007/08 Version 1 designated shortage subject areas?

6. Did you complete your first ever year of teaching within five years of gaining your first ever Diploma in Teaching in the Lifelong Learning Sector (DTLLS) or equivalent teaching qualification (such as Cert Ed / PGCE - see the SVUK Tariff of Legacy Qualifications or TLQ – (http://www.lluk.org.uk/svuk/tlq/index.html), or are you currently attending a course leading to DTLLS (see Section 8,v)

This self-assessment should be considered in conjunction with information and definitions of 2007/08 Version 1 shortage subject areas, eligible qualification details, and other information as provided in the Golden Hello Guidance Notes 2007/08 Version 1.
FURTHER EDUCATION GOLDEN HELLOS GUIDANCE NOTES 2007/08

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1. Introduction

Further Education (FE) Golden Hellos are aimed at attracting new entrants to teaching eligible shortage subject areas and in helping FE colleges recruit and retain new teachers for eligible shortage subject areas. This guidance note provides detailed information to help you decide if you are eligible and how to apply.

2. Summary of Eligibility Criteria

You must meet all of the following criteria:

a) At the time of your application to the LSC you must be directly employed as a teacher in either a FE sector institution, eligible independent specialist college outside the FE sector, or in a FE teaching post at Higher Education Institution (HEI) and be in your second ever year of teaching

b) At the time your application is received by the LSC you must have a teaching contract for at least one term or equivalent. You can be employed on either a full-time or part-time basis – this includes fractional or sessional teachers (see Section 6. Financial details)
c) At the time your application is received by the LSC you must be teaching one or more of the designated FE Golden Hello shortage subject areas 2007/08 Version 1 for 50 per cent or more of your actual teaching hours in year 2.

d) Prior to your second year, you must have been employed as a teacher and have completed your first ever year of teaching in either a FE sector institution, eligible independent specialist college outside the FE sector, a FE teaching post at a Higher Education Institution, or in a state maintained school or academy school.

e) In your first ever year of teaching 50 per cent or more of your actual teaching time must have been spent teaching one or more of the 2007/08 Version 1 designated shortage subject areas.

f) You must have completed your first ever year of teaching within 5 years of gaining your first ever Diploma in Teaching in the Lifelong Learning Sector (DTLLS) or equivalent teaching qualification.

g) You must be either qualified with or, at the time of your application to the LSC, should be attending a DTLLS course or equivalent to achieve a teaching qualification as designated by the Further Education Teachers’ Qualifications (England) Regulations 2007 (see Section 8,v)

With regard to the C&G 7407 or Certificate to Teach in the Lifelong learning Sector (CTLLS) teaching qualifications, please note the following:-

If you completed a Stage 1 or Stage 2 qualification under C&G 7407, or a CTLLS qualification, you can use these as exemptions towards credits for DTLLS. However, you will provide evidence that you are enrolled on a DTLLS or equivalent course. If you have a Stage 3 C&G 7407 you are considered fully qualified to DTLLS level.

If, at time of application, due to exceptional circumstances, you have not been able to enrol on or start your DTLLS or equivalent teaching qualification course, then you need to provide written evidence from the DTLLS teaching qualification provider to confirm the reason why you have not been able to enrol on or commence the course – see 2J on page 4.

Under these circumstances your application will be suspended until the LSC receives written confirmation from the DTLLS or equivalent teaching qualification provider to show you have enrolled or have commenced training. We expect confirmation to be received within 12 months of the date your application was originally received by the LSC. If this confirmation is not received within a 12 month period from the date the LSC received your application then it will be rejected.

The same action applies if you suspend DTLLS teaching course attendance part way through training.

If the LSC feels that there is an unreasonable break in training between stages it will seek evidence for lack of progression and may suspend
processing until the issue is satisfactorily resolved. If this action is taken, the LSC will provide guidance on timescales/ deadlines for action.

h) Your fully completed application MUST be made in your second year of teaching AND be received by your local LSC within 2 years from the date you started your first ever year of teaching (see Section 8 Other Circumstances, (iii))

i) Your completed application must have been endorsed (signed and dated) by your employer during your second year of teaching and you must provide written supporting evidence as set out in Section 3 Application Checklist – Summary of Supporting Evidence required to support a FE Golden Hello. We strongly advise you to follow the example provided under Section 11, Annexex ii.

j) If, as part of the application process, the regional/local LSC contacts you to request additional information, or to clarify information already submitted, a response must be received within timescales as set out below (whichever date is the later date):

- 2 months from the date of request for further evidence/ clarification
- by the end of your second year of teaching (i.e. date your eligibility for a FE Golden Hello expires)

If the information requested is not received by the LSC within the appropriate timescale then your application will be rejected.

k) Payment will only be made to successful applicants who remain in teaching with an eligible institution at the time payment is made. For example:

- If you leave teaching completely prior to payment you will not be eligible to receive a FE Golden Hello payment.
- If you have moved to another eligible institution during the application process and meet all other eligibility requirements then you will be eligible for a Golden Hello payment.

NB: Applicants are responsible for ensuring that their fully completed application and supporting evidence (see Section 3 below) is received by their local LSC office within 2 years from the date they started their first ever teaching role.

3. Application Checklist – Summary of supporting evidence required to support a FE Golden Hello

To support your application for an FE Golden Hello you MUST provide the following evidence to cover your first and second (ever) years of teaching:

a) Copies of your first and second (current) year teaching Contracts of Employment.
b) A letter (or email) from each of your employing institutions, signed by a senior manager*, that gives the following information:

- Breakdown of 2007/08 Version 1 shortage subjects (please do not forward college timetables or similar that require analysis) taught for 50 per cent or more of teaching time in your first and second (ever) years of teaching.
- Total number of hours that you taught 2007/08 Version 1 shortage subjects in your very first year of teaching.
- Total number of hours that you continue to teach 2007/08 Version 1 shortage subjects in your second year.
- The institution’s normal annual FTE contracted teaching hours for the first year of teaching.
- Confirmation that your job role(s) meets the definition of a full teacher role, [see Section 5 (i)], and that all job roles were required to be done by someone with a Diploma in Teaching in the Lifelong Learning Sector (DTLLS) or equivalent teaching qualification.
- Clarification on any periods of contracted employment which have not been in a teaching capacity as defined under Section 5, or are prior to the applicant’s start date for their first ever year of teaching.

* A definition for Senior Manager is given in Section 5 (vii).

4. Summary of 2007/08 Version 1 Shortage Subject Areas

- Maths
- Science
- Construction
- Information and Communication Technology
- English, Media Studies and Performing Arts
- Design and Technology
- Engineering
- Skills for Life (Numeracy, Literacy or ESOL) and other Essential Skills
- Health, Social Care and Public Services

Full details of the eligible shortage subject area subcategories are available at www.teachernet.gov.uk/fegoldenhellos by clicking on Full shortage subject list (second bullet point on webpage). You will need to refer to this list prior to making an application.
5. Eligibility Criterion Definitions

i. Full Teacher role

The ‘full teacher role’ is defined in the Further Education Teachers’ Qualifications (England) Regulations 2007 as follows:

“full teaching role means a teaching role that carries the full range of teaching responsibilities (whether on a full-time, part-time, fractional, fixed term, temporary or agency basis*) and requires the teacher to demonstrate an extensive range of knowledge, understanding and application of curriculum development, curriculum innovation or curriculum delivery strategies”.

For a Golden Hello the applicant’s JOB ROLE(s) must require and continue to require a Diploma in Teaching in the Lifelong Learning Sector (DTLLS) or equivalent teaching qualification or that the applicant be attending a DTLLS teaching course. A full list of eligible teaching qualifications can be seen at the following website: http://www.lluk.org/svuk/tables_of_quals.html

* NB: For a FE Golden Hello, agency teachers are not eligible (see 5 ii)

ii. Eligible Institutions

The definition includes the following:

- FE sector institutions (general FE College, Sixth Form College, art, drama and Performing Arts College, agriculture and horticulture and tertiary college).
- An eligible independent specialist college outside the FE sector that provides further education for persons with learning difficulties and or disabilities. (see Annex iii)
- An FE teaching post in a Higher Education Institution (HEI) in England and funded by the Learning and Skills Council.

NB: State maintained schools or academy schools are also eligible institutions for the first year of teaching. However, the second year of teaching must only be at one or more of the above eligible institutions.
The following are **NOT** eligible:

- Applicants employed by a FE institution in their first year of teaching now employed by a school in their second year of teaching. For information about the Schools Golden Hello visit [www.tda.gov.uk](http://www.tda.gov.uk) or telephone the Training and Development Agency for Schools teaching information line on tel.0845 6000 991.
- Applicants who have previously received a Schools Golden Hello.
- Teachers employed by private employment agencies and placed in colleges or schools.
- Adult and community learning providers, prison education providers that are not part of the FE sector, dance and drama schools, work-based learning providers and UFI hubs.
- Applicants who have had paid teaching job/roles with an agency or any other ineligible institution for any period of time prior to their entry into direct employment with the FE Sector/eligible institution. This initiative is for applicants who are new to teaching.
- Applicants who have had any sole paid teaching job/roles with an agency or any other ineligible institution for any period of time during and interrupting their first ever or second years of teaching.
- Applicants who’s first ever year of teaching was for an ineligible institution.

iii. Full First Year of Paid Teaching

This is defined as a first ever teaching role for three academic terms on a full or part time basis. The three academic terms do not need to be sequential but your application must be made within the 2 year timescale deadline from your start date. All periods of teaching requiring a Diploma in Teaching in the Lifelong Learning Sector (DTLLS) or equivalent teaching qualification count towards the first year. If during this period you take up a paid teaching role with an ineligible institution e.g. an Agency you will not be eligible to make a FE Golden Hello application.

The first ever year of teaching can take place in a FE sector institution, eligible independent specialist college outside the FE sector, Higher Education Institution (FE teaching post) or a state maintained school or academy school. If you were employed by a state maintained or Academy School in your first ever year of teaching and are now employed by an eligible FE sector institution for your second year of teaching you can apply for an FE Golden Hello. If your first ever year of teaching was with an ineligible institution you will **NOT** be eligible for a FE Golden Hello.

**Note:** Dedicated teacher training with paid teaching work as part of placement arrangements or Teacher Traineeship Institute programmes DO NOT count towards the first ever year of teaching. The first ever year of teaching will follow this activity.
iv. Second Year of Teaching

The second year of teaching is defined as one calendar year after the date that your first teaching post commenced or if you have taken a break from teaching in your first year, the date following the end of your third academic term. (The second year of teaching represents a further three academic terms). Note: Applicants who have taken maternity or paternity leave or other long term authorised absence should refer to Section 8.

v. Qualifications gained outside England

If you are a teacher in England but you qualified in: Scotland; Northern Ireland; Wales; the Channel Islands; or the Isle of Man, then you are entitled to receive a FE Golden Hello on the same basis as teachers trained in England. Similarly, if you have teaching qualifications from elsewhere in the European Economic Area (EEA) and are entitled under European Community law to have these qualifications recognised as equivalent to schools-based Qualified Teacher Status (QTS) or the Further Education Teachers’ Qualifications (England) Regulations 2007, you are also entitled to a Golden Hello, provided you meet the other criteria. If you received your teaching qualification within the EEA but outside England, Scotland, Northern Ireland, Wales, the Channel Islands or the Isle of Man, you will need to show official documentary evidence that your qualification is equivalent.

vi. Long-term absence

For the purpose of a FE Golden Hello this is defined as any period of authorised absence over 3 weeks. (see Section 8, Other Circumstances).

vii. Senior Manager

A senior manager is defined as the Principal, Vice/Deputy Principal, Chancellor, Vice Chancellor, or a senior manager from Personnel, Human Resources or Finance Departments.

viii. Previous teaching outside of England

Teaching experience gained outside of England does contribute towards Golden Hello eligibility. All the same timescales apply, for example, if an applicant has already taught for 2 years abroad and then commences teaching in England, then he/she would NOT be eligible for a Golden Hello since the applicant would be in their third year of teaching. Similarly, if an applicant has been teaching in a private institution abroad and applies for a FE Golden Hello, they will not be eligible since the teaching post in England will not be their first ever teaching post. Note: Definition of Full Teacher Role applies (Section 5,i)
6. Financial details

The Golden Hello is available to full time and part time teachers (this includes hourly paid, fractional and sessional teachers). The amount you receive will depend upon the total number of annual hours you actually taught shortage subject(s) in your first year of teaching. The banding system set out below is designed to ensure that all teachers, whether they teach part-time or full-time, receive a payment on a pro-rata basis of the maximum Golden Hello payment.

<table>
<thead>
<tr>
<th>Percentage of a Full Time Equivalent (FTE) post: actual teaching of shortage subjects in the <strong>FIRST</strong> year of teaching</th>
<th>Golden Hello payment (before tax and National Insurance)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pure Maths, Science or Construction*</td>
<td>Other eligible shortage subjects</td>
</tr>
<tr>
<td>Over 75%</td>
<td>£5,000</td>
</tr>
<tr>
<td>51% - 75%</td>
<td>£3,750</td>
</tr>
<tr>
<td>26% - 50%</td>
<td>£2,500</td>
</tr>
<tr>
<td>25% and below</td>
<td>£1,250</td>
</tr>
</tbody>
</table>

*Note: Numeracy as part of Skills for Life or Application of Number are not eligible for the increased payment rates in 2007/08. These increased amounts only apply to applications from Teachers who teach pure Maths, Science or Construction only. However, in line with recent changes to FE Bursary shortage priorities taking effect from September 2008, SfL Numeracy will become a priority subject for higher level Golden Hellos from academic year 2008/09 onwards.

If you were employed to teach 2007/08 Version 1 shortage subjects by more than one eligible institution during your first year, add together your actual teaching hours at each institution. The aggregation cannot exceed 100 per cent of the FTE rate and the maximum payment possible will always be £4,000 (£5,000 for pure Maths, pure Science or pure Construction) before tax and National Insurance.

Note: The percentage will be rounded to the nearest whole number. Example:

<table>
<thead>
<tr>
<th>Institution's normal FTE contracted teaching hours in first year of teaching</th>
<th>Applicant's total number of teaching hours in first year of teaching shortage subject(s)</th>
<th>Percentage of normal FTE contracted teaching hours in first year of teaching</th>
<th>Amount of Golden Hello Payable before tax and National Insurance</th>
</tr>
</thead>
<tbody>
<tr>
<td>850</td>
<td>150</td>
<td>18%</td>
<td>£1,000</td>
</tr>
<tr>
<td>850</td>
<td>425</td>
<td>50%</td>
<td>£2,000</td>
</tr>
<tr>
<td>850</td>
<td>610</td>
<td>72%</td>
<td>£3,000</td>
</tr>
<tr>
<td>850</td>
<td>850</td>
<td>100%</td>
<td>£4,000</td>
</tr>
</tbody>
</table>

- In addition to the amount payable to a successful FE Golden Hello applicant, a payment will also be made to the employing institution to cover their National Insurance contribution (this is currently 12.8% of the FE Golden Hello amount).
Payments will only be made to successful applicants who remain in teaching with an eligible institution at the time payment is made. For example:

(i) If you leave teaching completely prior to payment you will not be eligible to receive a FE Golden Hello payment.

(ii) If you have moved to another eligible institution during the application process and meet all other eligibility requirements then you will be eligible for a Golden Hello payment.

- If you leave teaching completely prior to payment you will not be eligible to receive a FE Golden Hello payment.
- If you have moved to another eligible institution during the application process and meet all other eligibility requirements then you will be eligible for a Golden Hello payment.

7. Appeals procedure

NOTE: The appeals process is only available for use only by applicants. Appeals cannot be accepted from employing institutions on behalf of applicants.

- If your application has been unsuccessful you have up to 3 months from the date of notification to appeal in writing to your local LSC/Region against the decision made.
- Your local LSC/Region will consider your appeal and any additional information/supporting evidence that you provide. The LSC/Region will acknowledge receipt within 5 days and aim to respond to your appeal within 20 working days. This timescale may increase for a full response if the local LSC/Region needs to liaise with other interested parties to clarify or confirm information.
- If you are dissatisfied with the outcome of your appeal you may request a 2nd tier appeal at your local LSC/Region.
- The LSC/Region will aim to respond to your 2nd appeal within 20 working days. This timescale may increase for a full response if the LSC needs to liaise with other interested parties to clarify or confirm information.
- If you are dissatisfied with the outcome of your 2nd appeal you can contact the LSC Legal team. Full details will be provided as part of the appeals process.

8. Other Circumstances

i) Maternity leave, Paternity Leave and other Long term authorised absence

Our aim is to ensure that applicants are not disadvantaged by periods of maternity leave, paternity leave or other long term authorised absence. In such cases the following arrangements apply:
FE Golden Hello ‘eligibility’ stops as maternity/paternity or other authorised absence commences, and re-commences as the applicant returns to work. The period of absence is ‘frozen’ and does not count towards or detract from eligibility. For example, if you take paid or unpaid maternity-leave in your first year of teaching your FE Golden Hello eligibility for the first full year of teaching stops as you commence leave and continues when you return from leave. You need to complete three academic terms in total prior to commencing your second year of teaching.
If you take paid or unpaid maternity or paternity leave in your second year of teaching then FE Golden Hello eligibility stops when you commence leave and continues when you return.

ii) Extended breaks between first and second years of teaching

If you have completed your first year of teaching and met all the eligibility criteria, you may take a break from teaching of up to 12 months prior to commencing a second year of teaching at an eligible FE sector institution. An example of this could be, for instance, if you wish to go abroad for a period of time (and are NOT teaching) and then return to teaching at an eligible FE sector institution or other eligible institution.

iii) Late Applications

The LSC may in its sole discretion consider applications and supporting evidence that are signed by all parties within the 2 year timescale but not received until up to 1 month after the 2-year deadline.

Applications will NOT be accepted/considered under any circumstances if:
- they are signed off by all parties after the 2 year deadline; or
- the application is received after 1 calendar month after the 2-year deadline.

iv) Lost application forms

The LSC cannot be held responsible for applications that are lost or delayed in the post. **We strongly suggest that applications are posted to the LSC by Royal Mail Recorded Delivery.**

v) Access to Diploma in Teaching in the Lifelong Learning Sector (DTLLS) or equivalent teacher qualification training

If at the time you submit your application to the LSC you have been unable to secure a training place on an eligible DTLLS or equivalent teaching qualification course, the LSC will apply the flexibility detailed at Section 2 (g). Please note timescales given.
9. Useful contact numbers and websites

- **Golden Hello Guidance Notes and Application form:**

  The Golden Hello Guidance Notes and application form can be downloaded from the following website address: [www.teachernet.gov.uk/fegoldenhellos](http://www.teachernet.gov.uk/fegoldenhellos)

  Further assistance: For further information or advice with this application, please contact your local Learning and Skills Council (LSC). Local LSC addresses and contact telephone numbers can be found on the above webpage by clicking on the link called ‘LSC addresses and contact telephone numbers’.

- **List of endorsed Teacher Training Qualifications:**

  A list of endorsed Initial Teacher Training Qualifications (FE), including a list of approved Literacy, Numeracy and ESOL Qualifications, can be obtained from [www.lluk.org/svuk/tables_of_quals.html](http://www.lluk.org/svuk/tables_of_quals.html)

  If you require further advice or information about eligible FE teaching qualifications, please contact the Lifelong Learning Helpline on Tel. 020 7936 5798; Email: advice@lluk.org

10. **Disclaimer**

    This guidance has been produced in good faith. The LSC cannot be held responsible for any changes in Department for Innovation, Universities and Skills (DIUS) FE Golden Hello policy. Applications will be dealt with using the prevailing regulations when the application is received.
11. Annexes

(i) List of eligible Independent Specialist Colleges (in receipt of LSC funding)

Arden College
Beaumont College
Bridge College
Coleg Elidyr
Condover College
Dame Hannah Rogers School and FE Unit
David Lewis College
Derwen College
Dilston College of Further Education
Doncaster College for the Deaf
Dorton College of Further Education
ESPA Colleges
Fairfield Opportunity Farm
Farleigh Further Education College, Frome
Farleigh Further Education College, Swindon
Fortune Centre of Riding Therapy
Foxes Academy
Freeman College
Glasshouse College
Hereward College of Further Education
Hinwick Hall College of Further Education
Homefield College
Hope Lodge School (Aspin House)
hsbp Henshaws College
Kisharon College
Landmarks
Langdon College
Lindeth College of Further Education
Linkage Community Trust
Lopppington House
Lufton College of Further Education
Mount Camphill Community
Nash College of Further Education
National Centre for Young People with Epilepsy
National Star College
Northern Counties College
Oakwood Court
Orchard Hill College of Further Education
Pengwern College
Pennine Camphill Community
Portland College
Queen Alexandra College for the Blind
Queen Elizabeth’s Foundation Brain Injury Centre
(i) List of eligible Independent Specialist Colleges (continued)

Regent College
RNIB New College, Worcester
RNIB Vocational College, Loughborough
Royal National College for the Blind
Royal School for the Deaf, Manchester
Royal West of England School for the Deaf
Ruskin Mill College
SENSE East
St Elizabeth’s College
St John’s Catholic School for the Deaf
St John’s College, Brighton
Strathmore College
Treloar College
Tyne & Wear Autistic Society (Thornbeck College)
West Middlesex College
West of England School (for Children with Little or No Sight)
Westgate College
William Morris Camphill Community

Please note that the above list is correct as at October 2007 and is subject to change.