

Initial Teacher Training - Transfer Process

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Purpose and scope

This document outlines the requirements for:

- a) ITT student teachers wishing to transfer onto our ITT programme from another accredited provider; and
- b) ITT student teachers currently enrolled with us who wish to transfer to another provider.

This guidance must also be read in conjunction with our [Withdrawal Policy](#)

The guidance ensures fairness, transparency, and compliance with the Department for Education (DfE) ITT Criteria and associated regulatory expectations.

This applies to all applicants and enrolled ITT student teachers on any route delivered by Best Practice Network, including:

- a) Tuition-fee routes
- b) Apprenticeships

We can only consider applicants who wish to enrol onto QTS only programme. We do not offer PGCE in addition to QTS.

Transfers to Best Practice Network

All routes

All requests to transfer to Best Practice Network will be considered on a case by case basis.

All student teachers must complete our ITT Transfer Request Form - [Student Teacher ITT Transfer Request Form – Fill in form](#)

We can only consider requests from student teachers on the following subjects:

- SEND 3 to 7 and 5 to 11
- General Primary 3 to 7 and 5 to 11
- Maths, English, Chemistry, Biology, Computing, Geography, French, Spanish, Dual Languages

We cannot consider requests **to transfer and change subject** during the transfer.

We will only consider full-time and part-time applicants looking to transfer to Best Practice Network within the **first term***. We are unable to consider student teachers who are looking to transfer to us during term 2 or term 3.

*We will consider exceptions to this for those looking to switch from full-time to part-time.

Student Teachers on the Teacher Apprenticeship must not have completed more than 50% of their programme and/or more than 1 term. In addition, Student Teachers on the Teacher Apprenticeship can only transfer to the Apprenticeship Standard they originally started on (we cannot consider apprentice transfer requests where they wish to transfer to the current apprenticeship standard).

We reserve the right, under good safer recruitment practices, to contact your previous ITT provider(s) about your student record, progress, attainment and safeguarding concerns.

We **will not** consider students who are on a support plan or where cause for concern has been raised by current provider in relation to attendance, academic progress or professional conduct.

Apprentice transfers

Eligibility requirements to be considered to transfer to Best Practice Network:

- a) Previous provider must be DfE accredited
- b) Previous provider must be aware of the request to transfer (*Best Practice Network will contact provider to confirm such details*)
- c) Conditions of offer including pre-programme checks must have already been met (evidence to confirm this will be required)
- d) Both apprentice and school support the transfer
- e) Employing school has confirmed apprenticeship funding can be accessed by Best Practice Network through their PAYE, Trust and/or Local Authority/council.
 - a. School also ensures to work closely with Best Practice Network to access remaining funding and will pay all remaining co-investment as per our payment terms and conditions
- f) Provide academic summary and evidence of progress and competency to date

- g) Current stage of training aligns with our programme structure and a suitable engagement point with our programme can be agreed

We **will not** consider apprentice transfers where the trainee is no longer employed by their school.

Tuition-fee based transfers

Eligibility requirements to be considered to transfer to Best Practice Network:

- a) Previous provider must be DfE accredited
- b) Previous provider must be aware of the request to transfer (*Best Practice Network will contact provider to confirm such details*)
- c) Conditions of offer including pre-programme checks must have already been met (evidence to confirm this will be required)
- d) Provide academic summary and evidence of progress and competency to date
- e) Previous provider and school placement must provide a reference
- f) Current stage of training aligns with our programme structure and a suitable engagement point with our programme can be agreed

For continuity, student teachers will continue at their current school placement. Where this is not possible, we can only consider student teachers where a school in our network is immediately available.

Assessment of standing and/or credit from your previous course will be carried out to determine tuition fee cost and remaining bursary/scholarship entitlement (where applicable).

We reserve the right to refuse standing or current credit where we feel the quality of work does not meet our training requirements or teacher standards. In this scenario, applicants will be expected to restart their training.

Where no standing or credit from previous course is carried over, the student will be charged a new (and in some cases, the full) tuition fee as the course will be considered a new route to QTS. Under these circumstances, the student may be entitled to receive a new bursary, subject to the eligibility criteria, including eligibility for UK student support (not applicable to languages and physics).

Assessment and Decision

Once all satisfactory evidence has been received, our Programme Team will review the transfer request.

Additional evidence or information may be sought. Students may be required to complete a short interview to assess competency and readiness to continue with the ITT programme.

The decision will be communicated within 10 working days.

If the outcome of the transfer is successful, next steps will include but not limited to:

- Registration and enrolment
- Pre-programme checks (DBS, fit to teach assessment and safeguarding certificate)
- Issue of apprenticeship contracts (apprenticeship route only)
- Individualised training plan created upon acceptance

Transfers to another provider

Information, advice and guidance

Before request a transfer to another provider, you must have discussed your request with your personal tutor in the first instance. This is to ensure that all information, advice and guidance has been provided and discussed to ensure all avenues to continue on your current programme have been considered.

It is the student teachers responsibility to ensure they are transferring to a DfE accredited provider.

We will liaise with your new provider on all information required.

Apprentice transfers

- a) Provide details and point of contact of your new provider to your personal tutor
- b) Both apprentice and school support the transfer
- c) School has checked apprenticeship funding can be accessed by your new provider
- d) Current stage of training aligns with your new providers programme structure and a suitable engagement point with their programme can be agreed
- e) Complete relevant withdrawal forms

Tuition-fee based transfers

- a) Provide details and point of contact of your new provider to your personal tutor
- b) Discussed your transfer with your new provider
- c) Provide academic summary and evidence of progress and competency to date
- d) Current stage of training aligns with your new providers programme structure and a suitable engagement point with their programme can be agreed
- e) Complete relevant withdrawal forms