Dear Colleagues,

The Department for Education (DfE) have confirmed that they will be distributing invitations to your organisation’s DfE sign in approver for the 'Claim Funding for Mentor Training' service. This invitation will be sent from the following email address: department.for.education.becoming.a.teacher@notifications.service.gov.uk.

In order to make your claim you need to complete the registration process.

The DfE recommends that schools confirm with their accredited provider/s evidence of the hours (up to a maximum of 20 hours per mentor) incurred by mentors. To support you with this process you will receive a report from our email (FoEMentoring@edgehill.ac.uk) detailing the number of hours of training completed by each of your eligible mentors. This document can then be used to support your claim via 'Claim Funding for Mentor Training’ service.

We will distribute this report to partners at the beginning of July to ensure we capture the entire year of mentor training. This will enable schools to meet the first funding application window which closes in mid-July 2025 for payment from September 2025.

In addition, please ensure that you retain any evidence relating to your claim. E.g. supply cover invoices, in readiness for any school/DfE audit that may take place (see [page 8](https://assets.publishing.service.gov.uk/media/67448404e26d6f8ca3cb358d/General_mentor_training_-_additional_guidance.pdf) - Audit section for schools).

Guidance in respect of eligibility can be found here [Initial teacher training reform funding guidance - GOV.UK.](https://www.gov.uk/government/publications/initial-teacher-training-reform-funding-guidance) Please be aware that funding only applies to schools that;

* offer placements to ITT trainees, including special schools, pupil referral units, independent schools, early years settings and further education organisations
* have mentors working with ITT trainees who started or returned to their training at any time between 1 September 2024 and 31 May 2025 (1 June 2024 for apprenticeship trainees)
* have mentors that intended to work with ITT trainees who would have started their training any time between 1 September 2024 and 31 May 2025 (1 June for apprenticeship trainees), but the provider was unable to place the trainee/ the trainee withdrew after the mentor training took place.

If you have any questions about the general mentor training grant guidance, please contact ittmentor.funding@education.gov.uk

Thank you for all you are doing to support our trainee teachers.

Kindest regards,

Michelle Pearson (Head of ITE Strategy)

Geraldine Mulhaney (Strategic Lead for Mentoring)