Claim Funding for ITT Mentor Training Digital Service launched

The new Claim Funding for Initial Teacher Training (ITT) Mentor Training digital service launched on 24 April 2025.

ITT placement schools that have been added to the Register trainee teachers service by their ITT providers should have been on-boarded to the service. Up to two DfE sign-in approver accounts have been on-boarded to the service for each school, and they can add additional users.

For those who have not been on-boarded

Step 1: if you've not received an email from DfE to say you've been on-boarded, check with your school's DfE sign-in approver to see if they've received it. If so, they will be able to add additional users.

Step 2: if you, or your DfE sign-in approver, have not received an email from DfE on-boarding you to the service, check with your ITT provider that they have added your school to the Register trainee teacher service. Once they've added you, schools will be on-boarded to the Claim Funding service monthly, so you should receive an email within a month of your ITT provider registering your school.

Step 3: For further issues, see here for additional guidance or contact Service Support: ittmentor.funding@education.gov.uk.

To make a claim

Please remind schools that to claim funding they will need to:

1. Use their DfE sign-in to access the service*
2. Claim for ITT mentors only (if you're claiming for ECT mentors, follow this guidance)
3. Ensure the name of the mentor matches their name on the Teacher Register (e.g. if the mentor has married and changed their name, the register will need to be updated)**

If you or your placement schools have any queries, please direct them towards the General mentor training: additional guidance or email ittmentor.funding@education.gov.uk

*DfE Sign-in has introduced multi-factor authentication, which will enhance security for all users. Sign-in users may be required to create a new account with a password that meets updated security requirements.

**To update details on the teacher record, schools can submit a change of name on Access Teaching Qualifications.