



## SCHOOL OF EDUCATION PGCE TRAINEE EXPENSES

We do not generally contribute to trainee travel costs for travel to placements as most trainees travel a commutable distance. We encourage trainees travelling to the same locations to car share where possible to reduce costs.

(For information about other sources of funding such as the Success for All Fund which is a University-wide fund for students experiencing unexpected financial challenges, please see <https://www.exeter.ac.uk/students/financialhelp/>)

We have a Partnership Discretionary Fund available for exceptional circumstances, details below, but this fund does not cover commuting expenses.

### **Travel to campus for taught course**

There are no expenses provided for attending the taught sessions on campus.

### **Travel to placements**

Following acceptance of an offer, the Partnership Office ask offer holders for additional information on their preferences of location to be placed and trainee individual circumstance. Every effort is made to accommodate these preferences within the constraints of placement offers and consideration of all trainees circumstances. We work to a 'best fit model' to accommodate all trainees and are required to meet DfE requirements.

If there are specific financial issues relating to your placement locations you should discuss this with the ITE Partnership Office. University financial help is available to apply for and in some instances, you may be able to apply to the Partnership Discretionary Fund to help trainees with specific travel/accommodation financial difficulties. This fund is limited and is only for those in exceptional circumstances to cover one-off costs or short term interventions. Eligibility would be considered on a case by case basis, depending on the circumstances.

### **Relocation costs for placements**

The ITE Partnership Office work with trainees to place them at a commutable distance from their preferred location within our Partnership area. Therefore, there is no contribution to accommodation costs. However, on the rare occasions when placements aren't available at a commutable distance, trainees may need to relocate. These situations will be discussed individually with a Partnership Relations Manager, with support provided to access the Partnership Discretionary Fund to support with relocation costs where necessary.

### **Note**

A sample of Partnership Discretionary Fund claims will be checked during the year for audit purposes. Any misuse of this policy will be investigated and if deemed fraudulent, could result in the trainee concerned failing to meet the professional attributes elements of the Teachers' Standards, meaning they may not be recommended for Qualified Teacher Status.