

TURING

SCHEME

The UK's global programme
to study and work abroad

The Turing Scheme Application Guide 2023 to 2024

Version 1.0

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Introduction

This guide has been produced to help organisations register and plan their Turing Scheme funding applications for the academic year 2023 to 2024 and is applicable for all three sectors eligible to take part in the Scheme: Higher Education (HE); Further Education & Vocational Education and Training (FE/VET); and Schools.

Applications for 2023 to 2024 funding will be accepted from 14 February 2023. From that date you will be able to access the [Application Portal](#), register your account and submit your application.

To help you to start planning your organisation's application you should read this guide in conjunction with the Turing Scheme [Programme Guide](#). The Programme Guide provides essential information for organisations considering applying, including eligibility criteria and qualitative assessment criteria, assessment procedures and formal requirements.

This Application Guide has two key sections:

- [Before you apply](#) – check your organisation's eligibility and register your account
- [Preparing your application](#) – outlines all the key information you need to start preparing your application

There is also an illustrated step-by-step guide to completing your 2023 to 2024 Turing Scheme Application in [Annex A](#).

Completed online application forms must be submitted via the Application Portal by the **application deadline for all sectors, 4:00pm Thursday 6 April 2023**.

Before you apply

Check your eligibility

Each sector has a number of eligibility criteria that you should consider before starting your application.

Please ensure that you have read the following sections of the [Programme Guide](#) to assess whether your project is eligible:

- eligible sending organisations
- eligible receiving organisations
- eligible participants
- mobility types
- minimum and maximum durations

Students, learners, and pupils are not able to apply directly for the Turing Scheme and should contact their university, college, vocational education and training provider, or school to find out about Turing Scheme opportunities.

Create your account

Everyone planning to apply for 2023 to 2024 funding will need to create a **new** account via the Turing Scheme [Application Portal](#). **Previous applicants will not be able to use their existing account.**

You will first be asked a pre-registration eligibility question. You will only be eligible to register if you answer 'Yes'.

You will need to provide the following information to create your account:

- organisation type – chosen from a drop-down list
- title
- first name
- last name
- email address - **please note** that once registered, your email address will form your login username and cannot be changed
- password

You will then receive a verification email and, once verified, you will be able to sign in and complete your profile.

During this process the registration number you provide should be whichever of the following is relevant to your organisation:

- Unique Schools Reference Number - the unique identifier allocated to providers by the UK Register of Learning Providers (UKRLP)
- SEED number (Scotland)
- Institutional Reference Number (Northern Ireland)
- Companies House registration number
- Charities Commission registration number

The information provided in the Contact person details section will be used by us as the first point of contact for your application.

Preparing your application

In preparation for the online application form going live on 14 February 2023, you are strongly encouraged to start preparing and planning your application. To do this you will need to prepare:

- your project summary
- your answers to the eleven qualitatively assessed questions
- your mobilities, including mobility types, destinations, durations, and number of learners

As part of the application process, you will be required to complete and upload the Financial Management and Governance Declaration, signed by your Chief Finance Officer, or someone with appropriate delegated authority.

This document provides a due diligence check of the financial governance, internal controls, and risk management processes you have in place in preparation for managing Turing Scheme funding.

You must have all appropriate provisions in place prior to any funded activity commencing. A copy of the Financial Management and Governance Declaration can be found at Annex E of the Programme Guide and the declaration is to be uploaded as a part of the application process.

Third party providers

If you are not the education provider for your learners, but your expertise facilitates education mobilities, for example you are a third-party provider, you will be required to submit evidence of a partnership with each college or school. This could be in the form of a letter of intent, signed by the education provider, outlining a commitment to work together to facilitate and deliver some (or all) of the Turing Scheme mobilities outlined in your application. You will be required to upload your evidence as part of the application process.

Mobility consortium

Important: Mobility consortium/Partnership evidence

Whether you answer Yes or No to the question 'Are you applying on behalf of a mobility consortium?/Are there any partner organisations involved in your project?', you still need to upload a file in the Upload your evidence of partnerships section.

The system will not let you continue without the upload taking place. If you have no evidence to submit, please upload a blank Word document to progress to the next section.

If you are applying as a mobility consortium you will be required to provide details of the organisations involved in the consortium bid, for example, the organisation(s) name. You will also need to provide a summary of how the consortium co-ordinator is linked to the educational organisations involved in your project. There is a **500-word limit** for this summary.

You may also wish to consider the internal approvals process needed prior to submitting your application. For example, you will need to provide the contact details of your legal representative, who is authorised to enter into a legally binding commitment on behalf of your organisation. Your named legal representative will be required to complete a declaration of honour stating they are authorised to represent your organisation. Please ensure that the legal representative's details are consistent throughout the application form. We strongly recommend that the person acting as the legal representative is different from your main point of contact.

Please note:

- word counts are the maximum length permissible for written responses. Assessors will not penalise shorter responses if they cover all the key requirements. Punctuation does not count towards the word count
- we will only accept applications written in English. Applications submitted in any other language will be rejected

Project summary

You will be required to provide a summary of your project. The summary has a 500-word limit, and you should include information on all key elements of the project, including its context, objectives, participant profile, mobilities and the potential longer-term benefits for your learners and your organisation. You should also explain how you will choose your destination countries and partner organisations. The project summary will not be qualitatively assessed but you should ensure it is written in plain English, comprehensive, and addresses all the key requirements.

Please note we may use elements of the project application, particularly the project summary, if we publish your case study on the Turing Scheme website or include it in promotional materials.

Qualitatively assessed questions

You will be required to provide answers to eleven questions, under four distinct headings. Each question has a 500-word limit.

Your answers to these questions will be qualitatively assessed and will form an important part of the assessment process. The table below outlines the questions and the scoring weight applied to each answer.

	Qualitatively assessed questions	Scoring
Positive impact and value for money 30/100	What are the aims and objectives of your project and how do they link to your organisation's priorities?	10/100
	What kind of learning outcomes do you expect your learners to gain?	5/100
	How will your project further impact your learners?	5/100
	Describe how you will review placements for continuous improvement.	5/100
	How does your project deliver value for money and align with the wider government priorities?	5/100
Levelling up 30/100	How will you ensure your project's selection process is fair and offers equal access to overseas placements?	15/100
	How will you support your learners who are disadvantaged, from under-represented groups, or those with additional educational needs?	15/100
International engagement 20/100	How will your project improve existing partnerships or encourage new relationships across the world?	10/100
	What are your partners' key responsibilities when delivering your project, including the individual activities they will work on?	10/100
Design of project plan 20/100	How will you manage the mobilities?	10/100
	How will you monitor performance against your plan during the project lifecycle?	10/100

Assessors will make a judgment on the extent to which your answers meet the defined criteria. Their judgment will be based solely on the information you provide, and the assessors will not assume or augment information that is not explicitly provided by you.

Positive impact and value for money

Projects should offer unique, career-building and/or learning opportunities. They should create opportunities to learn the hard and soft skills sought by employers to help bridge the gap between education and the workplace.

There are five questions in this section. Each question is independently weighted, and this section has an overall weighting of 30/100.

Question: What are the aims and objectives of your project and how do they link to your organisation's priorities?

Your answer to this question will be scored out of 10.

You should describe how the planned mobilities are clearly relevant to the targeted learners and how they will help deliver the project's aims and objectives. Your answer should also refer to:

- your organisation's needs and strategic development goals
- your organisation's plans for international engagement
- how the activities will benefit the target groups of learners
- how the project objectives will be verified and measured to determine success

Question: What kind of learning outcomes do you expect your learners to gain?

Your answer to this question will be scored out of 5.

You should describe:

- how the project will address your learners needs
- how their needs are placed at the centre of the project and consideration is given to the expected learner outcomes, for example, improved educational attainment and soft skills
- how the participants' learning outcomes will be assessed and recognised
- any recognised qualifications the placement will contribute to
- how longer-term activities will result in better outcomes or value for money than a shorter-term placement (if relevant to the length of your project)

Question: How will your project further impact your learners?

Your answer to this question will be scored out of 5.

You should describe:

- how your project will impact participants. For example, improved knowledge, newly acquired or developed skills, exposure to innovation, improved social mobility and changes in attitude or behaviour
- how learning outcomes will be measured and verified
- how you will evaluate the outcomes and use this information to improve future activities

Question: Describe how you will review placements for continuous improvement.

Your answer to this question will be scored out of 5.

You should describe:

- the process your organisation will follow to review whether an activity has met its aims
- your methods for evaluating the outcomes of the project and how you will ensure lasting impact
- the evaluation activities you will use to check if the project has achieved its objectives. To do this you may use systems such as SMART objectives, where your project objectives are specific, measurable, achievable, realistic, and timebound

Evaluation should be an ongoing process and should be incorporated into the management processes to help establish baselines and highlight areas for quality management. For example, evaluation may take place after the first international activities to see if any improvements can be made for the next activities.

Question: How does your project deliver value for money and align with the wider government priorities?

Your answer to this question will be scored out of 5.

You should describe:

- the economic benefits your project will provide to your learners, your organisation, and your wider community, in the short, medium, and long-term
- how the funding will offer better opportunities, and why your activities would not be possible without this funding

Levelling Up

This section is about how your project supports social mobility and widens access across the UK. Projects should help and promote equal access and opportunities to all learners regardless of their background or circumstances. Widening access to disadvantaged groups is a focus of the Turing Scheme. For the definition, please refer to the [Programme Guide](#).

There are two questions in this section. Each question is independently weighted, and this section has an overall weighting of 30/100.

Question: How will you ensure your project's selection process is fair and offers equal access to overseas placements?

Your answer to this question will be scored out of 15.

You should describe:

- how you will promote opportunities to disadvantaged learners, learners from under-represented groups and learners with additional educational needs. This could include information about any promotional campaigns, including specific forms of communication, target areas and timescales
- if you have identified any target groups, explain why this group is relevant to the aims and objectives of the project. If your project is working with learners from disadvantaged backgrounds, you should explain how your selection process will include provisions for these learners to mitigate the obstacles they face
- your methods and timelines for recruitment
- how individual learners will be selected and how you will remove any obstacles, including organisational challenges. For example, you may want to ask potential participants to write a motivation letter expressing their interest and showing commitment to the programme. If the participants have already been selected, you will need to describe the selection criteria used

You may use publicly available data to contextualise your organisation's operating environment or your student population.

Question: How will you support your learners who are disadvantaged, from under-represented groups or those with additional educational needs?

Your answer to this question will be scored out of 15.

You should describe:

- how you will ensure that your learners needs are met and what support you will put in place before, during and after the placement. For example, arranging suitable accommodation or specialist equipment

International engagement

This section will cover the international scope of your project. You should demonstrate the quality or potential of your partnership, and its commitment to strengthening UK-international relations.

There are four questions in this section, but only two will be qualitatively assessed. This section has an overall weighting of 20/100.

Question: How will your project improve existing partnerships or encourage new relationships across the world?

Your answer to this question will be scored out of 10.

You should describe:

- your organisation's international strategy and how your project will help you to achieve specific elements within it
- how your project will help to forge new links globally, providing details of existing or potential partner organisations, and what benefit they bring to your organisation, your learners, and your wider sector

You should provide clear reasoning on why you have chosen these specific partnerships and locations. Explain how your planned activities will address both the learners' and organisations' needs and achieve your project objectives.

Question: What are your partners' key responsibilities when delivering your project, including the individual activities they will work on?

Your answer to this question will be scored out of 10.

You should describe how your organisation will engage with the participating organisations to ensure project outcomes are met.

Guidance specific to the HE sector

Please provide information on the agreements you have with partners and what roles and responsibilities they will have. If this is still to be decided, please provide details on how this will be agreed. Also explain how the partnerships will be monitored during the project, how you will communicate with your partners, and how you will evaluate the success of the partnerships.

You will need to include information about what each of the partners will bring to the project in terms of their expertise, skills, and experience of working with the identified target group.

Guidance specific to FE/VET and Schools sectors

Please explain the role of each partner in the project and how duties have been assigned amongst the partner organisations. A focus on how the responsibilities have been distributed is important and there should be a balance based on organisational capacity and expertise, which should focus on quality project delivery.

You should include details of how and when you plan to communicate with your partner organisations and how the performance of the project will be assessed.

You will need to include information regarding what each of the partners will bring to the project in terms of their expertise, skills, and experience of working with the identified target group.

Please note: The following two questions will not be assessed.

Question: Are any of your activities with a reciprocal international mobility partner?

This is a yes/no answer.

Reciprocal partnerships can include simple activities such as overseas individuals travelling to the UK as part of the partnership. Reciprocal activities do not need to be of similar scale, and it is recognised that you may not have final details at this stage.

Please select 'Yes' if you will have or expect to have a reciprocal partnership. Selecting 'Yes' will lead to a follow up question.

Question: How many reciprocal learners do you expect to receive?

Enter the confirmed or estimated number of reciprocal learners.

Design of project plan

This section will cover the design of your project and the implementation and monitoring of your mobility groups. You should provide a justification for any decisions made as part of your project plan.

There are two questions in this section, each question is equally weighted. This section has an overall weighting of 20/100.

Question: How will you manage the mobilities?

Your answer to this question will be scored out of 10.

You should describe:

- how learners will be identified and prepared for the mobility
- what support measures are in place to support all learners, including learners with fewer opportunities or additional educational needs
- how the success of the mobilities will be evaluated
- how you will gather feedback from learners to use for future improvement

Question: How will you monitor performance against your plan during the project lifecycle?

Your answer to this question will be scored out of 10.

You should describe:

- your methods for measuring and recording your progress. This could include how you will measure progress, what monitoring activities will take place and how often
- how you will deal with any issues you identify

Planning your mobilities

When planning your mobilities, you will need to identify the following:

- the type of mobility. For example, a traineeship, a study mobility or to attend a skills competition
- the month and year that your anticipated mobilities are expected to start
- how many learners will take part, including number of learners from disadvantaged backgrounds or those with special education needs (SEN) and/or disabilities
- the duration of mobilities
- the planned destination. As destinations are grouped into three categories, Group 1 (high cost of living), Group 2 (medium cost of living), Group 3 (lower cost of living), please refer to the [Programme Guide](#) to see which cost of living group applies to your destination
- the distance between you (the sending organisation) and the destination (receiving) organisation. Please use Google Maps to calculate the distance
- any additional expenditure your learners may require and can be funded under the terms of the Turing Scheme
- how far in advance you require funding to be disbursed to you (the anticipated point of expenditure, i.e. 1, 2 or 3 months in advance)

Where you are sending a group of learners, who are undertaking the same type of mobility, in the same month, and to the same destination these will be captured under one mobility group.

Important: Mobility duration

Be sure to enter the correct duration for your mobilities, these cannot be changed once you mark this section as complete. If you are successful, you'll be paid for the duration you submit.

See the [Mobility duration section](#) to find out more about how business rules are applied, such as minimum and maximum durations where relevant.

Please see the [Mobility group data requirements](#) for an overview of the information you will need to input for each mobility group. The data inputted will not be scored, however, assessors may reduce your cost estimations where they are judged to be excessive, or reject a mobility group if it does not meet the eligibility criteria.

You will be required to provide a high-level summary of the mobility groups that are starting each month. The summary should outline the aims and objectives of the placement and what the learners will do.

Important: Mobility consortium/Partnership evidence

Whether you answer Yes or No to the question 'Are you applying on behalf of a mobility consortium?/Are there any partner organisations involved in your project?', you still need to upload a file in the Upload your evidence of partnerships section.

The system will not let you continue without the upload taking place. If you have no evidence to submit, please upload a blank Word document to progress to the next section.

If you are applying for funding under the School or FE/VET funding streams, you will be asked to confirm whether there will be accompanying safeguarding staff. You will be required to enter the number of accompanying staff and a summary of what they will be doing.

Funding, calculated on a per learner basis, will be automatically calculated based on the information you provide and will be summarised and visible to you as part of the Project Plan. For cost categories paid based on actual costs (for example, exceptionally expensive travel), you will be required to provide a breakdown and justification for the costs you include in your application.

Important: Check Mobility groups before marking complete

Once you have added all your mobility groups, please be sure to check your answers. Only click 'Mark as complete' at the bottom of the Mobility groups overview screen once you are 100% sure all mobility groups are correct – you cannot go back and edit mobilities.

If you make a mistake at this point, and you mark the section as complete, you'll need to start another application. We cannot unlock the Mobility groups once you have marked the section as complete.

Please note: The eligibility for grants varies between the different education sectors, so please ensure you familiarise yourself with the relevant grant rates listed in the [Programme Guide](#).

Mobility group data requirements

This section contains details of the information required for each mobility group.

Information requirements applicable to all sectors

- mobility group name
- mobility group start month and year
- summary of mobility group aims and objectives and an overview of what the learners will do
- type of mobility
- total number of learners in each mobility group
- total number of Disadvantaged learner participants (subgroup of total learners)
- total number of learner participants with SEND (subgroup of total learners)
- duration of each mobility group
- mobility group destination country
- whether the mobility group is eligible for travel costs and the round-trip distance range
- if applicable, the estimated additional costs to support learner participants with SEND (costs to be stated in £)
- reason for SEND costs
- if applicable, estimated exceptional costs to support disadvantaged learner participants (in £)
- reason for exceptional costs
- if applicable, estimated exceptionally expensive travel costs to support disadvantaged learner participants (in £)
- reason for exceptionally expensive travel

Additional data requirements applicable to Further Education and Vocational Education and Training sector only

- if applicable, number of learners who require linguistic support
- if applicable, number of accompanying staff
- reason for accompanying staff

Additional data requirements applicable to School sector only

- if applicable, number of accompanying staff
- reason for accompanying staff

Important: One application per sector funding stream

We can only accept one application per organisation, and your first application will be considered final. Please check with other departments in your organisation and combine your application as appropriate.

The exception is if your organisation covers two sectors i.e., a school with a FE college attached. These are two different sectors.

Project plan

Your project plan will be automatically generated and will provide a schedule for your project based on the information you have provided. The project plan will summarise:

- key dates for your project
- start and end dates of mobilities
- payment dates for organisational support and mobility funding

You will have the opportunity to review and confirm your answers before formally submitting your application.

Please note that applications may not be resubmitted - we will accept the first submission of an application only.

Important Reminders

We have put together some important reminders for completing your application, to make the process as smooth as possible. These have also been highlighted throughout this guide where appropriate.

General

One application per sector funding stream

We can only accept one application per organisation, and your first application will be considered final. Please check with other departments in your organisation and combine your application as appropriate.

The exception is if your organisation covers two sectors i.e., a school with a FE college attached. These are two different sectors.

Mobility consortium/Partnership evidence

Whether you answer Yes or No to the question 'Are you applying on behalf of a mobility consortium?/Are there any partner organisations involved in your project?', you still need to upload a file in the Upload your evidence of partnerships section.

The system will not let you continue without the upload taking place. If you have no evidence to submit, please upload a blank Word document to progress to the next section.

Mobility groups

Mobility duration

Be sure to enter the correct duration for your mobilities, these cannot be changed once you mark this section as complete, and if you are successful, you'll be paid for the duration you submit.

The guide below provides information on how business rules are applied to different types of Mobility, such as minimum and maximum durations where relevant:

Mobility Type	Business Rule
Higher Education Mobilities	Higher Education Mobilities must be for the duration of a minimum of four weeks (28 calendar days).
FE/VET Traineeship Mobilities	If the mobility is a Traineeship or a Study Experience, it must be a minimum of two weeks (10 work/study days) and a maximum of 12 months. For Participants with SEND, work and study placements can start from as low as five days (i.e. the mobility group must have SEND learners in the participant type).
FE/VET Skills Competition	If the mobility is a skills competition abroad, it must be a minimum of one day and no more than a maximum of 10 days.
FE/VET Mobilities Outside Europe	If the mobility is outside of Europe, it must be a minimum of 15 days excluding travel time.
School Long Term Mobilities	If the mobility is a long-term placement, it must be a minimum of two months and a maximum of six months.
All mobilities	Total duration of the mobilities must be complete by 31 August 2024.

Travel costs

If your mobility group has associated travel costs, you will need to select the outbound distance between the starting location and destination. It is vital that you calculate and select the distance band accurately.

If successful, you will be paid travel costs based on the distance band entered.

Check Mobility groups before marking complete

Once you have added all your mobility groups, please be sure to check your answers. Only click 'Mark as complete' at the bottom of the Mobility groups overview screen once you are 100% sure all mobility groups are correct – you cannot go back and edit mobilities.

If you make a mistake at this point, and you mark the section as complete, you'll need to start another application. We cannot unlock the Mobility groups once you have marked the section as complete.

Further help and advice

If you have a query that cannot be resolved by the published guidance or content on the website, you can get in touch with our customer service team by e-mail:

Turing-scheme@capita.com

Annex A: An illustrated step-by-step guide to completing your 2023 to 2024 Turing Scheme application

Before you start

To be able to complete the online application form you must have first registered an account via the [Turing Scheme](#) website home page.

Using the form

The online application form supports the following browsers:

- Microsoft Edge
- Google Chrome
- Mozilla Firefox
- Chrome
- Safari

Please make note of the following technical points before you begin your application:

- The application form can be saved at any time before completing or submitting by using the '**save and continue**' button. The '**Save and continue**' button is located at the bottom of each page. The exception is at the end of the 'mobility groups overview' page where there is a '**Mark as complete**' button. Once you have 'marked as complete' you will not be able to add or amend your mobility group information.
- The form will autosave as you navigate through the form i.e., if data is entered into one section and then you move to the next section, the previous section will be saved.
- An application can only be submitted once. You cannot resubmit an application.
- You can navigate through the form using the buttons at the top of the form or the left sidebar menu.
- The form will not work with your browser's 'forward' and 'back' buttons; you should only use the buttons on the application form.
- The form will function with the use of a mouse. Users can also move through the form using the tab keys.
- You can copy text into the form from other online and offline documents.
- The form will function with the use of a screen reader.
- Please ensure that you sign out of the application portal when it is not in use.

All applications must be submitted in English.

Step-by-step guide

Sign into the application portal.

You will see the Dashboard. For a new application, you will see the following screen.



The screenshot shows the 'Sign in' page of the Turing Scheme application portal. At the top left is the 'TURING SCHEME' logo with the tagline 'The UK's global programme to study and work abroad'. Below the logo is the heading 'Sign in'. There are two input fields: 'Email address' and 'Password'. Below the password field is a yellow link that says 'Need help signing in or creating an account?'. At the bottom is a green 'Sign in' button.

You will need to update your profile – Click on the '**complete your profile**' link. Your current profile details will be displayed.



The screenshot shows the 'Dashboard' of the Turing Scheme application portal. At the top left is the 'TURING SCHEME' logo with the tagline 'The UK's global programme to study and work abroad'. Below the logo is the heading 'Dashboard' and a welcome message 'Welcome John Smith'. A light grey box contains the heading 'What you need to complete' and a list item 'Profile' with a link to 'complete your profile'. Below the list item is a note: 'You need to [complete your profile](#) before you can apply for funding.'

Click on **‘Edit details’** to make changes.

[Dashboard](#) [Profile](#) [Contact us](#) [Safeguarding](#) [Sign out](#)

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SCHEME

The UK's global programme
to study and work abroad

Profile

Contact person details

Title (optional)
This field is empty

First name
John

Last name
Smith

Position in organisation
Student Engagement Manager

Email address
@outlook.com

Password
[Change password](#)

Telephone (incl. country code and area code)
0000000000

Organisation details

Organisation type
Community school (local authority maintained or controlled)

Organisation name
Doe Row School

Registration number
00000000

Country or territory
England

Region
South West

Registered office address line 1
Doe Row

Registered office address line 2 (optional)
This field is empty

Town or city
London

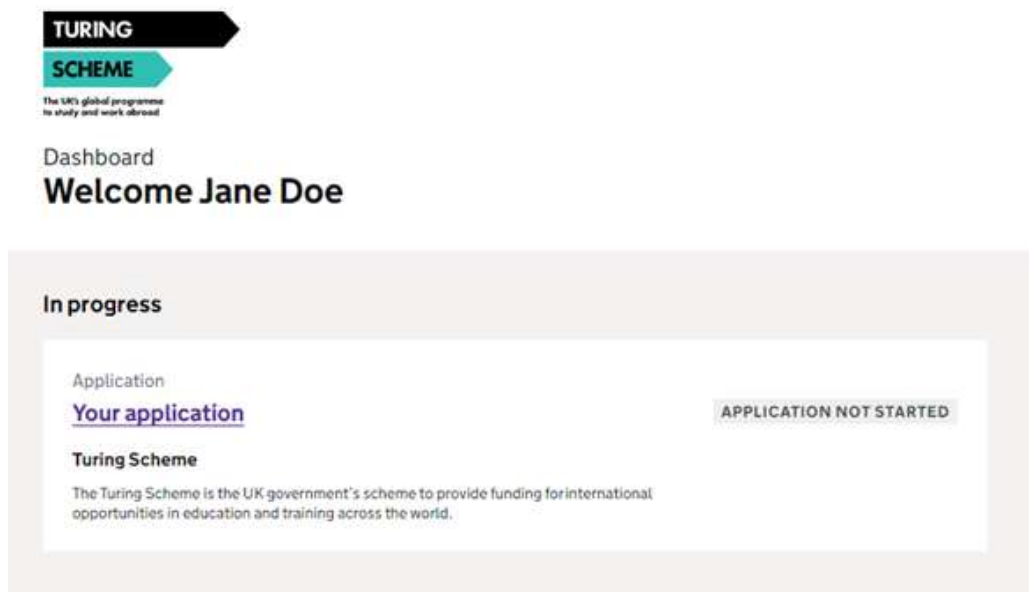
Postcode
L200 9BB

[Edit details](#)

Fill in details and then click on the green **‘Save changes’** button at the bottom of the screen, to retain and save the all updates made. Your current profile details are then displayed.

Click on **‘Dashboard’** (top of page) to return to the Application Dashboard. You will see the Dashboard. For an application that has not yet been started, you will see the following screen.

To start your application, click on the blue **'Your Application'**.



You will be taken to the Application overview screen, where you will see the status of each section of your application. As you work through each section and save, the status of each section will change to **'Completed'** on the Application overview screen.

Application overview	
Application number: Available when you start the Introduction section	
Project end: 31 August 2024	
Programme guide: View the Turing Scheme programme guide	
Application guide: View the Turing Scheme application guide	
Application sections Answer the questions in each section to complete your application.	
Introduction	NOT STARTED
Project overview	CANNOT START YET
Organisation details	CANNOT START YET
Positive impact	CANNOT START YET
Levelling up	CANNOT START YET

You will be able to move to the next section once the preceding section is marked as completed.

To start, click on the **'Introduction'** link.

Please read the introduction to the application form called **‘Before you start’** before proceeding to the next stage. Your application ID will be visible on the dashboard - please make sure you keep a record of this.



[< Back](#)

Before you start

Use this service to:

- apply for Turing Scheme funding
- track and manage your application

Students are not able to directly apply for the Turing Scheme. If you are a student, you should contact your university, school or college to find out about Turing Scheme opportunities.

Click on **‘Continue’**

Project overview

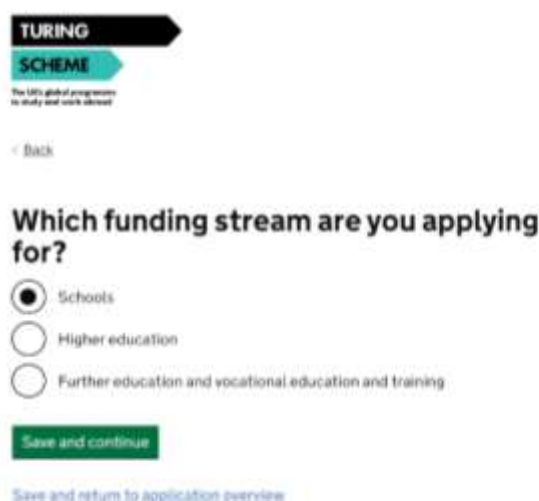
In this section, you will choose the funding stream you want to apply for, give your project a name and provide a 500-word summary of your project.

Which funding stream are you applying for?

Select the relevant sector:

- Schools
- Higher Education
- Further Education and Vocational Education and Training

Make sure you select the appropriate funding stream for your application. If you work across more than one sector, you will need to submit separate applications for each funding stream. For example, a college that offers HE provision may submit an application for FE/VET, and an application for HE.



The screenshot shows the 'TURING SCHEME' logo at the top, with the tagline 'The UK's global programme to study and work abroad'. Below the logo is a '< Back' link. The main heading is 'Which funding stream are you applying for?'. There are three radio button options: 'Schools' (selected), 'Higher education', and 'Further education and vocational education and training'. At the bottom of the form are two buttons: 'Save and continue' (in green) and 'Save and return to application overview' (in blue).

Click 'Save and Continue'.

Complete the financial management and governance declaration

You need to [download the financial management and governance declaration](#) and complete it. You'll be asked to upload this before you check your answers and submit your application.

Application sections

To apply you will be asked to complete the following sections:

- Project overview
- Organisation details
- Positive impact
- Levelling up
- International engagement
- Design of project plan
- Add mobility groups

[Continue](#)

Name your project



The screenshot shows the 'Name your project' section of the Turing Scheme application form. At the top left is the Turing Scheme logo, which includes the text 'TURING SCHEME' and 'The UK's global programme to study and work abroad'. Below the logo is a 'Back' link. The main heading is 'Name your project', followed by a subtext: 'This will help you identify your project if you need to create more than one.' Below this is a text input field labeled 'Project name'. At the bottom of the form are two buttons: a green 'Save and continue' button and a blue 'Save and return to application overview' link.

Give your project a name, then click 'Save and continue'. You can also 'Save and return to the application overview'.

Please ensure the name is relevant to your project's mobilities or organisation. This will not be assessed.

Project summary

Please provide a clear summary of your project. Include information on all key elements of the project, including its context, objectives, learner profiles, mobility groups and, the potential long-term benefits for your learners and your organisation. You should also explain how you will choose your destination countries and partnership organisations. There is a 500-word limit for your summary.

Project summaries should be written in plain English and maybe published as a case study.



[Back](#)

Provide a summary of your project

Describe all key elements of the project, including:

- context
- objectives
- learner profiles
- mobility groups
- potential long-term benefits for both learners and your organisation
- how you have chosen your destinations and partners

Refer to our 4 main objectives:

- **Global Britain:** support high-quality placements, enhance existing partnerships and encourage the forging of new relationships across the world
- **Labelling up:** widen participation and support social mobility across the UK, help and promote equal access and opportunities to all students, learners and pupils regardless of background
- **Developing key skills:** offer unique career-building opportunities, give participants the hard and soft skills sought by employers, and bridge the gap between education and work
- **Value for UK taxpayers:** optimise social value in terms of potential costs, benefits and risks

We may use your project summary as a case study and publish it.

You have 500 words remaining

[Save and continue](#)

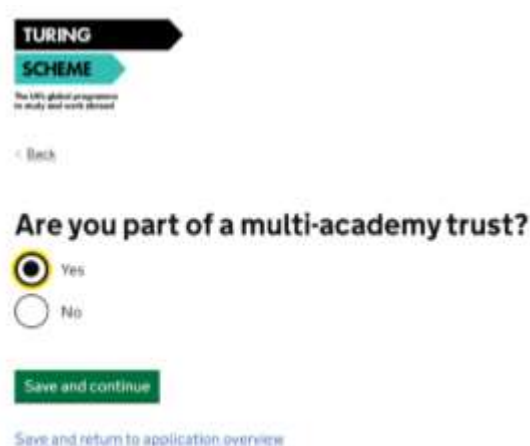
Once you have provided a summary of your project, click **'Save and continue'**. You can also **'Save and return to the application overview'**.

Organisation details

This section is only relevant to FE/VET and Schools sector. If you have applied under the HE funding stream, then you will continue directly to the [qualitatively assessed questions](#) section of the application form.

In this section, you will provide further detail on your organisation, whether you are applying on behalf of a mobility consortium, details of any partner organisations and the functionality to upload evidence of partnership if you are not the education provider for your learners.

Are you part of a multi-academy trust?



The screenshot shows the Turing Scheme logo at the top, followed by a back arrow. The question "Are you part of a multi-academy trust?" is displayed. Below the question, there are two radio button options: "Yes" (which is selected) and "No". At the bottom of the form, there is a green "Save and continue" button and a link that says "Save and return to application overview".

You will be asked if you are part of a multi academy trust. Choose 'Yes' or 'No'. If you answer 'No', you will progress to the next question.

If you answer 'Yes', you must name the multi-academy trusts by clicking on 'Add name of multi-academy trust'.



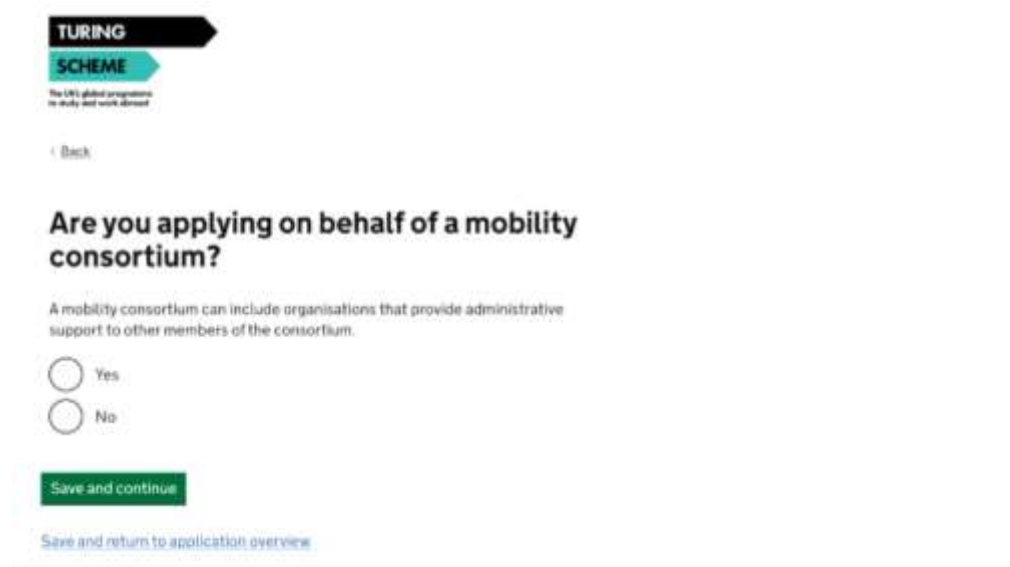
The screenshot shows the Turing Scheme logo at the top, followed by a back arrow. The question "What multi-academy trust are you a part of?" is displayed. Below the question, there is a text input field with the text "The Doe Row Educational Academy Trust". Below the input field, there is a link that says "Add name of multi-academy trust". At the bottom of the form, there is a green "Save and continue" button.

Once you have added the information press **'Save and continue'**. You can also **'Save and return to the application overview'**.

Are you applying on behalf of a mobility consortium?

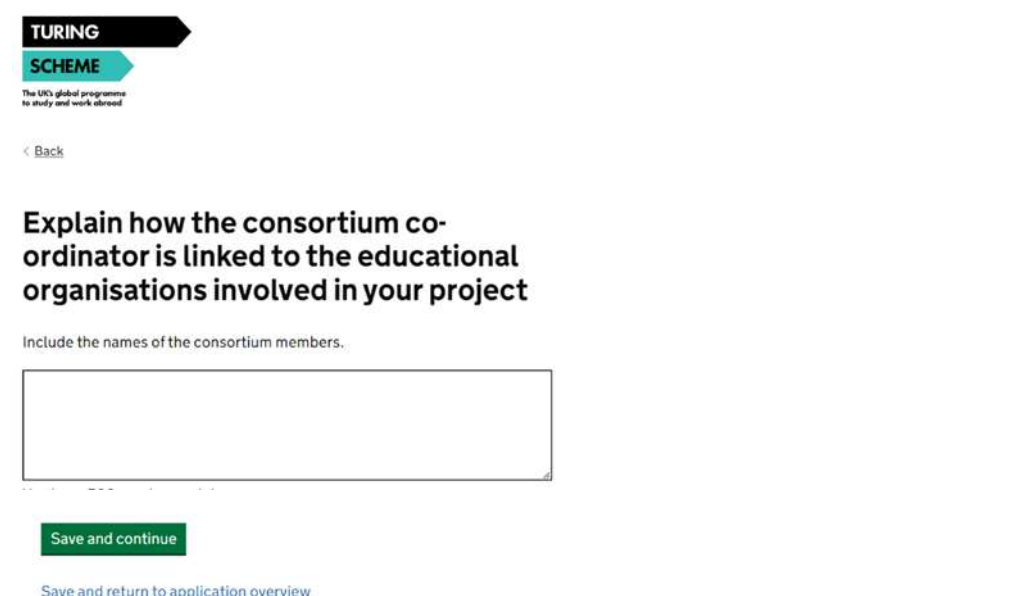
For more guidance on mobility consortia, please check the eligibility criteria of the [Programme Guide](#).

Choose **'Yes'** or **'No'**. If you answer **'No'**, you will move to the next section.



The screenshot shows the Turing Scheme logo at the top left, with the text 'The UK's global programme to study and work abroad'. Below the logo is a 'Back' link. The main heading is 'Are you applying on behalf of a mobility consortium?'. Below this is a sub-heading: 'A mobility consortium can include organisations that provide administrative support to other members of the consortium.' There are two radio button options: 'Yes' and 'No'. Below the options is a green 'Save and continue' button and a blue 'Save and return to application overview' link.

If you answer **'Yes'**, please explain how the consortium co-ordinator is linked to educational organisations involved in your project. You have a 500-word limit for this question and your response will not be assessed.



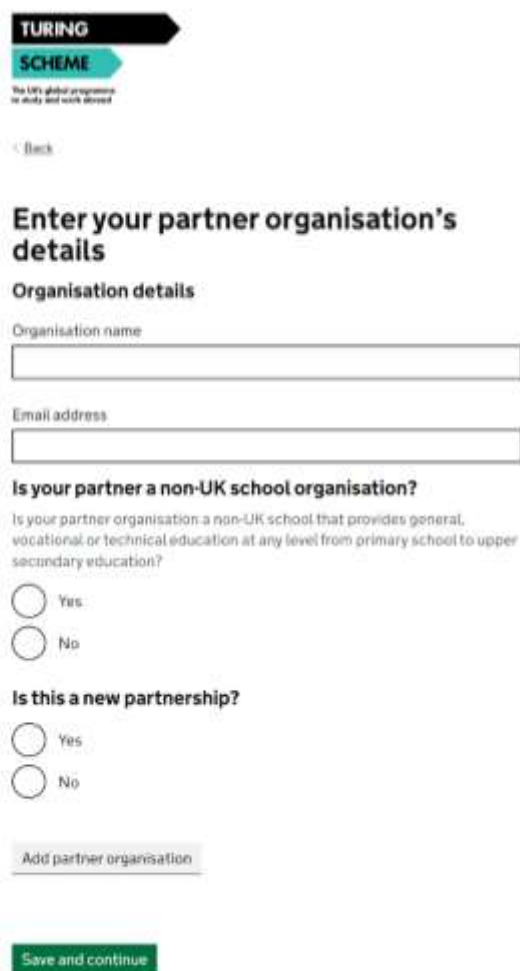
The screenshot shows the Turing Scheme logo at the top left, with the text 'The UK's global programme to study and work abroad'. Below the logo is a 'Back' link. The main heading is 'Explain how the consortium co-ordinator is linked to the educational organisations involved in your project'. Below this is a sub-heading: 'Include the names of the consortium members.' There is a large text input area for the response. Below the input area is a green 'Save and continue' button and a blue 'Save and return to application overview' link.

Once you have added the information press **'Save and continue'**. You can also **'Save and**

[return to the application overview’.](#)

Are there any partner organisations involved in your project?

A partner organisation is an organisation you are visiting as part of the mobility group placement.



The screenshot shows a web form titled 'Enter your partner organisation's details'. At the top left is the 'TURING SCHEME' logo with the tagline 'The UK's global programme in study and work abroad'. Below the logo is a '< Back' link. The main heading is 'Enter your partner organisation's details'. Underneath is the section 'Organisation details' which contains two text input fields: 'Organisation name' and 'Email address'. Below these is the question 'Is your partner a non-UK school organisation?' followed by a subtext: 'Is your partner organisation a non-UK school that provides general, vocational or technical education at any level from primary school to upper secondary education?'. There are two radio button options: 'Yes' and 'No'. Below this is another question: 'Is this a new partnership?' with 'Yes' and 'No' radio button options. At the bottom of the form is a button labeled 'Add partner organisation' and a green button labeled 'Save and continue'.

Please choose **‘Yes’** or **‘No’**. If you choose **‘No’** you will continue to the next section.

If you choose **‘Yes’**, please add details of your partner organisation(s). If you need to add more than one, click on **‘Add partner organisation’**.

Top tip: Mobility consortium/Partnership evidence

Whether you answer Yes or No to the question ‘Are you applying on behalf of a mobility consortium?/Are there any partner organisations involved in your project?’, you still need to upload a file in the Upload your evidence of partnerships section.

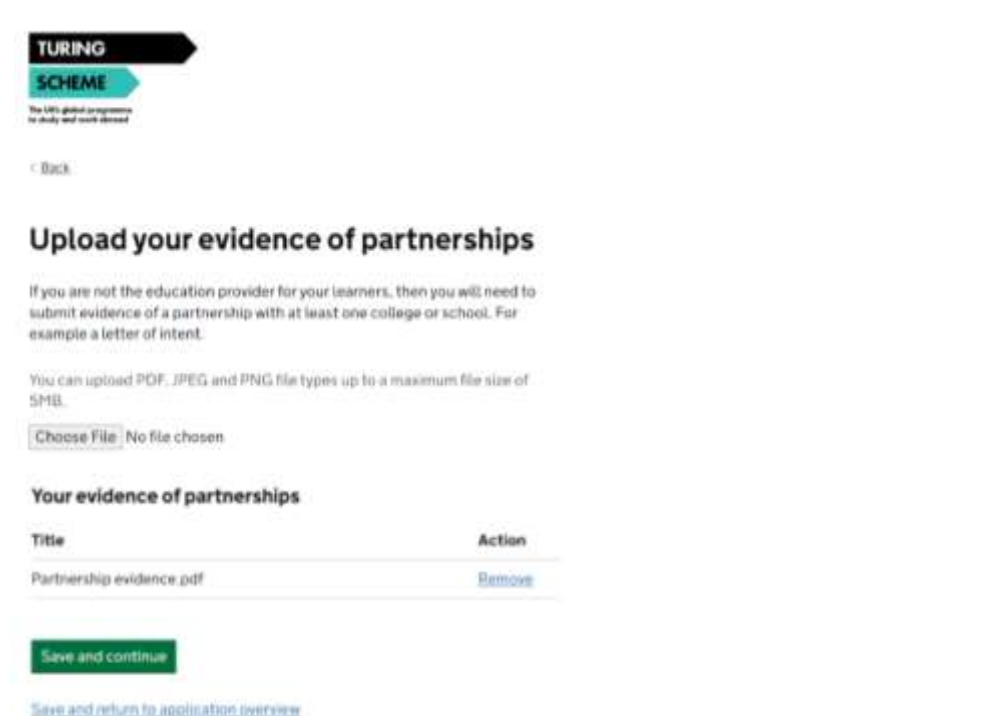
The system will not let you continue. Please upload a blank Word document to progress to the next section.

Upload evidence of partnerships



The screenshot shows the 'TURING SCHEME' logo at the top left, with the tagline 'The UK's global programme to study and work abroad'. Below the logo is a 'Back' link. The main heading is 'Upload your evidence of partnerships'. The text explains that if you are not the education provider, you need to submit evidence of a partnership with at least one college or school, such as a letter of intent. It also states that you can upload PDF, JPEG, and PNG files up to 5MB. There is a 'Choose File' button with the text 'No file chosen' next to it, and a green 'Save and continue' button. At the bottom, there is a link to 'Save and return to application overview'.

If you are not the education provider for your learners, but your expertise facilitates education mobilities, for example, you are a 3rd party provider, you will be required to submit evidence of a partnership with at least one college or school. This could be in the form of a letter of intent, signed by the education provider, outlining a commitment to work together to facilitate and deliver some (or all) of the Turing Scheme mobilities outlined in your application.



This screenshot shows the same 'Upload your evidence of partnerships' page, but now with a table titled 'Your evidence of partnerships'. The table has two columns: 'Title' and 'Action'. It contains one row with the title 'Partnership evidence.pdf' and a 'Remove' link in the action column. The 'Choose File' button and 'Save and continue' button are still present, along with the 'Back' link and the 'Save and return to application overview' link at the bottom.

Title	Action
Partnership evidence.pdf	Remove

Click on '**Choose file**', browse to the file's location and click on '**upload or open**' depending on your operating system. You can upload PDF, JPEG and PNG file types up to a maximum file size of 5MB.

Your evidence will display when uploaded. Click **'Save and continue'** to move to the next section. You can also **'Save and return to the application overview'**.

Qualitatively assessed questions

This section covers the qualitatively assessed questions and applies to all sectors. There are thirteen questions in total but only eleven will be assessed.

Please refer to the Turing Scheme [Programme Guide](#) and Application Guide for more information.

Positive impact and value for money

Projects should offer unique, career-building opportunities. They should give the hard and soft skills looked for by employers and bridge the gap between education and work.

There are **five questions** in this section each with a 500-word limit. Each question is independently weighted, and this section has an overall weighting of 30/100.

What are the aims and objectives of your project and how do they link to your organisation's priorities?

This question will be scored out of 10.



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What are the aims and objectives of your project and how do they link to your organisation's priorities?

Describe how your planned mobility groups are relevant to your learners and will help deliver your project's aims and objectives.

Include:

- your organisation's needs and strategic development goals
- your plans for international engagement
- how the mobility group will benefit target groups
- how you will measure success

You have 500 words remaining

[► How this question will be scored](#)

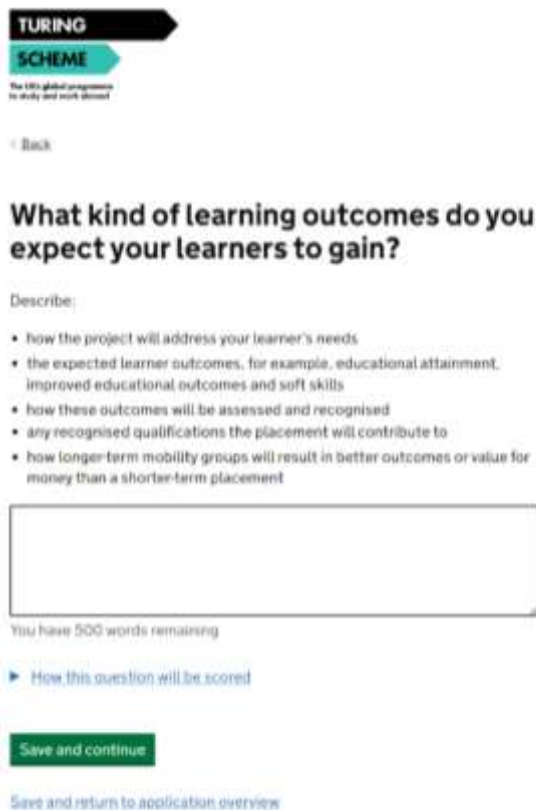
[Save and continue](#)

[Save and return to application overview](#)

Once you have entered your answer, press '**Save and continue**'. You can also '**Save and return to the application overview**'.

What kind of learning outcomes do you expect your learners to gain?

This question will be scored out of 5.



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The UK's global programme to study and work abroad

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What kind of learning outcomes do you expect your learners to gain?

Describe:

- how the project will address your learner's needs
- the expected learner outcomes, for example, educational attainment, improved educational outcomes and soft skills
- how these outcomes will be assessed and recognised
- any recognised qualifications the placement will contribute to
- how longer-term mobility groups will result in better outcomes or value for money than a shorter-term placement

You have 500 words remaining

[How this question will be scored](#)

[Save and continue](#)

[Save and return to application overview](#)

Once you have entered your answer, press **'Save and continue'**. You can also **'Save and return to the application overview'**.

How will your project further impact your learners?

This question will be scored out of 5.



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How will your project further impact your learners?

Describe:

- how your project will impact participants, for example, improved knowledge, newly acquired or developed skills, exposure to innovation, improved social mobility and changes in attitude or behaviour
- how learning outcomes will be measured and verified, you could use SMART objectives (specific, measurable, achievable, realistic and timebound)
- how you will evaluate the outcomes and use this information to improve future mobility groups

You have 500 words remaining

[How this question will be scored](#)

[Save and continue](#)

[Save and return to application overview](#)

Once you have entered your answer, press **'Save and continue'**. You can also **'Save and return to the application overview'**.

Describe how you will review placements for continuous improvement.

This question will be scored out of 5.



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Describe how you will review placements for continuous improvement

Include:

- the process you will follow to review whether a mobility group has met its aims
- your methods for evaluating the outcomes of the project and how you will ensure lasting impact
- the process you will follow to review whether a mobility group has met its aims
- your methods for evaluating the outcomes of the project and how you will ensure lasting impact
- the evaluation activities you will use to check if the project has achieved its objectives

You have 500 words remaining

[▶ How this question will be scored](#)

Save and continue

[Save and return to application overview](#)

Once you have entered your answer, press '**Save and continue**'. You can also '**Save and return to the application overview**'.

How does your project deliver value for money and align with wider government priorities

This question will be scored out of 5.



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How does your project deliver value for money and align with wider government priorities?

Describe the economic benefits your project will provide to your learners, your organisation and your wider community.

Explain how the funding will offer better opportunities, and why your mobility groups would not be possible without it.

You have 500 words remaining.

[How this question will be scored](#)

[Save and continue](#)

[Save and return to application overview](#)

Once you have entered your answer, press **'Save and continue'**. You can also **'Save and return to the application overview'**.

Levelling Up

This section is about how your project supports social mobility and widens access across the UK. Projects should help and promote equal access and opportunities to all learners regardless of their background or circumstances. Widening access to disadvantaged groups is a focus of the Turing Scheme. For the definition, please refer to the [Programme Guide](#).

There are **two questions** in this section and each question is equally weighted. This section has an overall weighting of 30/100.

How will you ensure your project's selection process is fair and offers equal access to overseas placements?

This question will be scored out of 15.

The screenshot shows the Turing Scheme application interface. At the top, there is a logo for the Turing Scheme with the tagline 'The UK's global programme to study and work abroad'. Below the logo is a 'Back' link. The main heading of the question is 'How will you ensure your project's selection process is fair and offers equal access to overseas placements?'. Underneath, it says 'Describe:' followed by a list of bullet points: 'how you will promote opportunities to disadvantaged learners, learners from under-represented groups and learners with additional educational needs', 'if you have identified any target groups and explain why this group is relevant to the aims and objectives of the project', 'any contextual student or cohort data, for example, HESA data', 'your methods and timelines for recruitment, for example, promotional campaigns, targeted communications, support groups and target areas', and 'how individual learners will be selected and how you will remove any obstacles, including organisational challenges'. Below the list is a large text input box. At the bottom of the box, it says 'You have 500 words remaining'. Below the input box is a link 'How this question will be scored'. At the bottom of the form, there is a green 'Save and continue' button and a blue link 'Save and return to application overview'.

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The UK's global programme to study and work abroad

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How will you ensure your project's selection process is fair and offers equal access to overseas placements?

Describe:

- how you will promote opportunities to disadvantaged learners, learners from under-represented groups and learners with additional educational needs
- if you have identified any target groups and explain why this group is relevant to the aims and objectives of the project
- any contextual student or cohort data, for example, HESA data
- your methods and timelines for recruitment, for example, promotional campaigns, targeted communications, support groups and target areas
- how individual learners will be selected and how you will remove any obstacles, including organisational challenges

You have 500 words remaining

[How this question will be scored](#)

[Save and continue](#)

[Save and return to application overview](#)

Once you have entered your answer, press '**Save and continue**'. You can also '**Save and return to the application overview**'.

How will you support your learners who are disadvantaged, from under-represented groups or those with additional educational needs?

This question will be scored out of 15.



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How will you support your learners who are disadvantaged, from under-represented groups or those with additional educational needs?

Describe how you will ensure their needs are met and what support you will put in place before, during and after the placement. For example, arranging suitable accommodation or specialist equipment.

You have 500 words remaining

[How this question will be scored](#)

Save and continue

[Save and return to application overview](#)

Once you have entered your answer, press **'Save and continue'**. You can also **'Save and return to the application overview'**.

International Engagement

This section will cover the international scope of your project. You should demonstrate the quality or potential of your partnership, and its commitment to strengthening UK-international relations.

There are **four questions** in this section but only two will be qualitatively assessed. This section has an overall weighting of 20/100.

How will your project improve existing partnerships or encourage new relationships across the world?

This question will be scored out of 10.

The screenshot shows the Turing Scheme application interface. At the top, there is a header with the 'TURING SCHEME' logo and the tagline 'The UK's global programme to study and work abroad'. Below the header is a 'Back' link. The main heading of the question is 'How will your project improve existing partnerships or encourage new relationships across the world?'. Below this heading is a sub-instruction: 'Explain how your project helps to achieve your organisation's international strategy. Reference destinations when describing existing and new partnerships.' A large text input box is provided for the answer. Below the input box, it says 'You have 500 words remaining'. There is a link 'How this question will be scored' with a right-pointing arrow. At the bottom of the form, there are two buttons: a green 'Save and continue' button and a blue 'Save and return to application overview' link.

Once you have entered your answer, press **‘Save and continue’**. You can also **‘Save and return to the application overview’**.

What are your partners' key responsibilities when delivering your project, including the individual mobility groups they will work on?

This question will be scored out of 10.



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What are your partners' key responsibilities when delivering your project, including the individual mobility groups they will work on?

Describe how you will engage with your partners to ensure your project outcomes are met.

You have 500 words remaining

[How this question will be scored](#)

Save and continue

[Save and return to application overview](#)

Once you have entered your answer, press **'Save and continue'**. You can also **'Save and return to the application overview'**.

Are any of your mobility groups with a reciprocal international mobility partner?

Reciprocal partnerships can include overseas individuals travelling to the UK as part of a partnership. Reciprocal arrangements do not need to be of similar scale, and it is recognised that you may not have final details at this stage. This question will not be qualitatively assessed.



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Are any of your mobility groups with a reciprocal international mobility partner?

A reciprocal international mobility partner is an overseas provider you have a partnership with. This means you do not just send learners to them, but also receive learners in exchange.

- ☐ Yes
- ☐ No

[Save and continue](#)

[Save and return to application overview](#)

Answer **'Yes'** or **'No'**. Selecting **'Yes'** will lead to a follow up question. If you answer **'No'**, you will move to the next section.

Once you have entered your answer, press **'Save and continue'**. You can also **'Save and return to the application overview'**.

How many reciprocal learners do you expect to come to the UK?

This question is not qualitatively assessed.

Please provide a numerical answer. If none, please enter '0'.



The screenshot shows the Turing Scheme logo at the top left, with the text 'The UK's global programme to study and work abroad' below it. A '< Back' link is visible. The main heading is 'How many reciprocal learners do you expect to come to the UK?'. Below this is a text input field. A green 'Save and continue' button is positioned below the input field. At the bottom, there is a link that says 'Save and return to application overview'.

Once you have entered your answer, press '**Save and continue**'. You can also '**Save and return to the application overview**'.

Design of project plan

This section will cover the design of your project and the implementation and monitoring of activities. You should provide a justification for any decisions made as part of your project plan.

There are **two questions** in this section, each question is equally weighted. This section has an overall weighting of 20/100.

How will you manage the mobility groups?

This question will be scored out of 10.



The screenshot shows the Turing Scheme application interface. At the top, there is a header with the Turing Scheme logo and the text 'The UK's global programme to study and work abroad'. Below the header, there is a 'Back' link. The main heading is 'How will you manage the mobility groups?'. Below this, there is a prompt 'Describe how you will:' followed by a list of bullet points: 'identify and prepare learners for the mobility group', 'support learners during the mobility group', 'evaluate the success of the mobility groups', and 'gather feedback from learners to use for future improvement'. Below the list is a large text input area. At the bottom of the input area, it says 'You have 500 words remaining'. Below the input area, there is a link 'How this question will be scored'. At the bottom of the form, there is a green button labeled 'Save and continue' and a link 'Save and return to application overview'.

Once you have entered your answer, press **'Save and continue'**. You can also **'Save and return to the application overview'**.

How will you monitor performance against your plan during the project lifecycle?

This question will be scored out of 10.

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How will you monitor performance against your plan during the project lifecycle?

Refer to how you will monitor preparation, implementation and follow-up.

Describe:

- your progress measures and how will you keep track of them
- how progress will be recorded
- how you will deal with any issues you identify

You have 500 words remaining

[How this question will be scored](#)

[Save and continue](#)

[Save and return to application overview](#)

Once you have entered your answer, press '**Save and continue**'. You can also '**Save and return to the application overview**'.

Project mobility groups

This section gives you the opportunity to provide a detailed description of your project mobility groups. A mobility group is defined as a collection of individual learners who are undertaking the same type of mobility, in the same month, to the same destination country.

You will need to repeat these steps for all your mobility groups.

The information you include in this section will automatically generate your project plan. This will provide you with a schedule for your project, including points for requesting payments from the Delivery Partner.

Mobilities Groups overview

Select 'Add a mobility group'.



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Turing Scheme Mobility groups overview

Application number:
APP-P0X1,DO

Project end:
31 August 2024

Programme guide:
[View the Turing Scheme programme guide](#)

Application guide:
[View the Turing Scheme application guide](#)

Your mobility groups

Once you have saved a mobility group it will be added to your application and listed below.

[Add mobility group](#)

! Once you mark as complete you will not be able to add mobility groups.

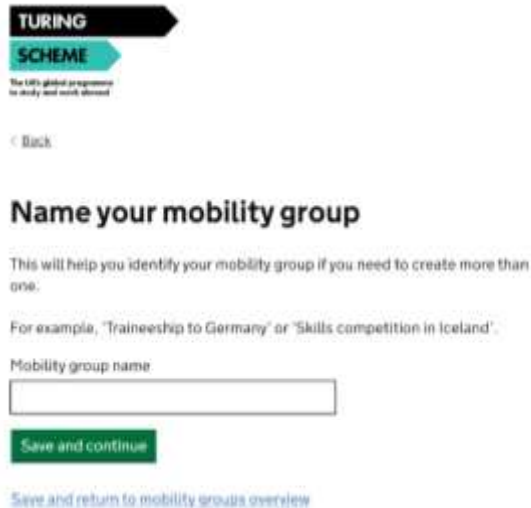
[Mark as complete](#)

[Return to the application overview](#)

Need help with this service? [Contact us](#)

Name your mobility group

Select a name for the mobility group so you easily identify it. For example, *‘Traineeship to Germany’* or *‘Skills competition to Iceland’*.



The screenshot shows the 'Name your mobility group' section of the Turing Scheme application. At the top left is the Turing Scheme logo, which includes the text 'TURING SCHEME' and 'The EU's global programme to study and work abroad'. Below the logo is a '< Back' link. The main heading is 'Name your mobility group'. Below this is a paragraph: 'This will help you identify your mobility group if you need to create more than one.' followed by an example: 'For example, "Traineeship to Germany" or "Skills competition in Iceland".' There is a text input field labeled 'Mobility group name'. Below the input field is a green button labeled 'Save and continue'. At the bottom is a blue link labeled 'Save and return to mobility groups overview'.

Once you have entered your answer, press **‘Save and continue’**. You can also **‘Save and return to the mobility group overview’**.

When does your mobility group start?

Select the **Month** and **Year** your mobility group will start.



The screenshot shows the Turing Scheme logo at the top, followed by a back arrow. The main heading is 'When does your mobility group start?' with a subtext 'For example, 3 2024'. Below this are two input fields labeled 'Month' and 'Year'. A green 'Save and continue' button is at the bottom, along with a link 'Save and return to mobility groups overview'.

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to study and work abroad

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When does your mobility group start?
For example, 3 2024

Month Year

Save and continue

[Save and return to mobility groups overview](#)

Once you have entered your answer, press '**Save and continue**'. You can also '**Save and return to the mobility group overview**'

Provide a summary of your mobility group

This only needs to be a short, high-level summary of the mobility group and should outline what participants will do whilst undertaking the mobility and the mobility groups aims and objectives.



The screenshot shows the Turing Scheme logo at the top left, with the text 'The UK's global programme to study and work abroad' below it. A 'Back' link is visible. The main heading is 'Provide a summary of your mobility group'. Below this, the instruction 'Describe:' is followed by a bulleted list: 'what participants will do as part of the mobility group' and 'the mobility group aims and objectives'. A large text input box is provided for the answer. Below the box, it says 'You have 200 words remaining'. At the bottom, there is a green 'Save and continue' button and a blue link 'Save and return to mobility groups overview'.

Once you have entered your answer, press **‘Save and continue’**. You can also **‘Save and return to the mobility group overview’**.

Provide details of your mobility group

Identify the type of mobility group. The options available will be dependent on the funding stream you are applying for.

HE sector:

- Learner mobility traineeship
- Learner mobility study
- FE / VET sector: Studies mobility
- Traineeship mobility
- Skills competition
- Schools Sector
- Pupil short-term mobility
- Pupil long-term mobility

Identify the total number of learners who are participating in the mobility group. This must be a numerical answer.

Identify the number of disadvantaged students that will participate in the mobility group. This is a sub-group of the total number of learners who will be participating in the mobility group. Please see [Annex A of the Programme Guide](#) for the definition of disadvantage. This will automatically calculate the disadvantaged uplift

Identify the number of learners with special educational needs and disabilities (SEND) that will participate in the mobility group. This is a sub-group of the total number of learners who will be participating in the mobility group. Please see [Annex B of the Programme Guide](#) for the definition of SEND.

Identify the duration of your mobility group. Please refer to the eligibility criteria in the [Programme Guide](#) for details, of the minimum duration.

Select the county your mobility group will take place in. This will automatically calculate the cost-of-living category.

[← Back](#)

Provide details of your mobility group

What type of mobility group is it?

- ☐ Pupil short-term mobility
- ☐ Pupil long-term mobility

How many learners are participating in your mobility group?

Total learner participants

This includes all learners who are participating in your mobility group.

Disadvantaged learner participants

This is a sub-group of your learner participants. Read the programme guide for further information on how we define participants as coming from a disadvantaged background.

Learner participants with special educational needs and disabilities (SEND)

This is a sub-group of your learner participants. A learner participant could be both disadvantaged and with SEND.

How many days will your mobility group last?

Duration (days)

You can include a day before and after for travelling.

Which country will your mobility group take place in?

Country

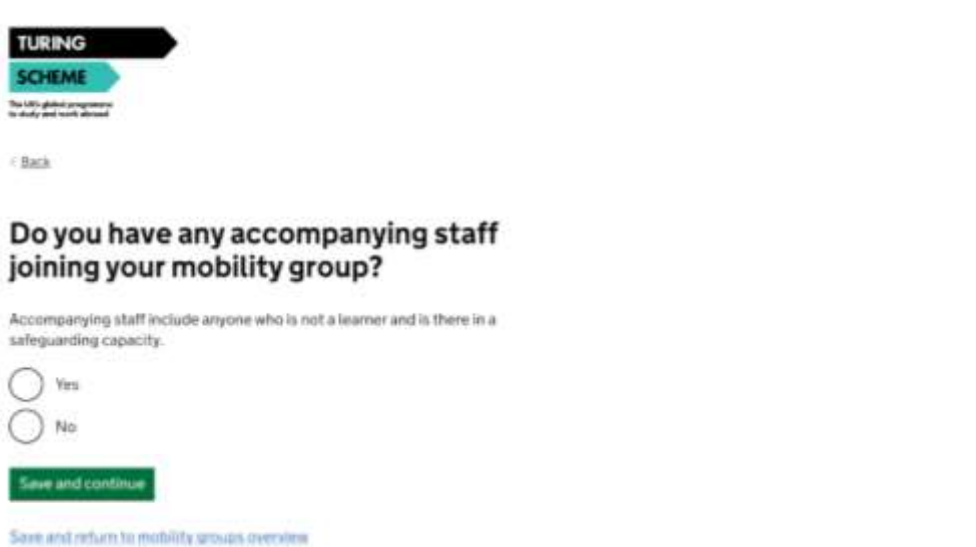
[Save and continue](#)

[Save and return to mobility groups overview](#)

Once you have entered your answer, press **'Save and continue'**. You can also **'Save and return to the mobility group overview'**.

Do you have any accompanying staff joining your mobility group? (FE/VET and Schools sectors only)

Accompanying staff includes anyone who is not a learner and is there in a safeguarding capacity



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Do you have any accompanying staff joining your mobility group?

Accompanying staff include anyone who is not a learner and is there in a safeguarding capacity.

☐ Yes

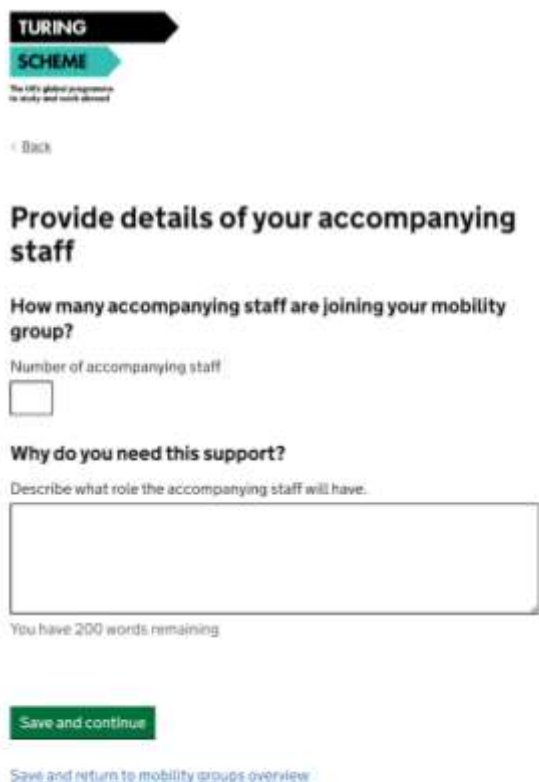
☐ No

[Save and continue](#)

[Save and return to mobility groups overview](#)

Answer **'Yes'** or **'No'**. Selecting **'Yes'** will lead to a follow up question. If you answer **'No'**, you will move to the next section.

Follow up question: If you answered **‘Yes’**, enter the number for accompanying staff and their role.



The screenshot shows the 'TURING SCHEME' logo at the top left, with the tagline 'The UK's global programme to study and work abroad'. Below the logo is a '< Back' link. The main heading is 'Provide details of your accompanying staff'. The first question is 'How many accompanying staff are joining your mobility group?'. Below this is a label 'Number of accompanying staff' and a small square input field. The next question is 'Why do you need this support?'. Below this is a label 'Describe what role the accompanying staff will have.' and a large rectangular text area. At the bottom of the text area, it says 'You have 200 words remaining'. Below the text area is a green 'Save and continue' button. At the very bottom, there is a blue link that says 'Save and return to mobility groups overview'.

Once you have entered your answer, press **‘Save and continue’**. You can also **Save and return to the mobility group overview’**.

Does your mobility group have travel costs?

Top tip: Travel costs

If your mobility group has associated travel costs, you will need to select the outbound distance between the starting location and destination. It is vital that you calculate and select the distance band accurately.

If successful, you will be paid travel costs based on the distance band entered.

This section will calculate the cost of any travel and is available to the following participants:

- HE participants from disadvantaged backgrounds
- all participants from the FE/VET sector
- all participants from the Schools' sector

Answer **'Yes'** or **'No'**. If you answer **'No'**, you will move to the next section. Selecting **'Yes'** will lead to a follow up question.



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Does your mobility group have travel costs?

Read Annex F in the programme guide for eligibility criteria.

- ☐ Yes
- ☐ No

[Save and continue](#)

[Save and return to mobility groups overview](#)

Once you have entered your answer, press **'Save and continue'**. You can also **'Save and return to the mobility group overview'**.

Follow up question:

If you answer ‘**Yes**’, you will need to indicate the outbound distance between your starting location and destination



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What is the distance between your starting location and destination?

This should be the outbound straight-line distance between your starting location and destination.

- ☐ 10 to 99km
- ☐ 100 to 499km
- ☐ 500 to 1,999km
- ☐ 2,000 to 2,999km
- ☐ 3,000 to 3,999km
- ☐ 4,000 to 7,999km
- ☐ 8,000 to 12,000km
- ☐ Over 12,000km

[How to calculate the distance](#)

[Save and continue](#)

[Save and return to mobility groups overview](#)

Please note: Travel costs distance bands are a straight-line calculation and should be calculated using Google Maps. Funding is provided for an individual’s round trip and will be automatically calculated.

Are there any additional costs for your mobility group?

Please note, if you have additional costs (listed in Annex F of the programme guide), including support for special educational needs and disability (SEND), exceptional costs, exceptionally expensive travel and linguistic support, you must select **‘Yes’**.

Answer **‘Yes’** or **‘No’**. If you answer **‘No’**, you will move to the next section. Selecting **‘Yes’** will lead to series of follow up questions.



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Are there any additional costs for your mobility group?

If you select no, you will not get the option to add additional costs listed in Annex F of the programme guide. This includes support for special educational needs and disability (SEND), exceptional costs, exceptionally expensive travel and linguistic support.

- ☐ Yes
- ☐ No

[Save and continue](#)

[Save and return to mobility groups overview](#)

Are there any additional costs to support learners with special needs and disabilities (SEND)?

Please note, this question will only be presented if you have learners with special needs and disability (SEND) and indicated how many in the question **Provide details of your Mobility Group**.

For those with special education needs and disabilities (SEND), the scheme will fund up to 100% of actual costs for support directly related to their additional needs and the mobility. The criteria for additional costs can vary between different sectors therefore please refer to the Annex B of the Programme Guide for eligibility criteria.

Answer **‘Yes’** or **‘No’**. If you answer **‘No’**, you will move to the next section. Selecting **‘Yes’** will lead to a follow up question.



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Are there any additional costs to support learners with special needs and disabilities (SEND)?

Read Annex F in the programme guide for guidance on additional costs.

- ☐ Yes
- ☐ No

[Save and continue](#)

[Save and return to mobility groups overview](#)

Follow up question:

You will need to provide details of the support you need for the learners with SEND. Additional costs are paid at actual cost, rather than a per participant rate, so please enter the estimated total figure.



The screenshot shows a web form titled 'Provide details of the support you need for learners with SEND'. At the top left is the 'TURING SCHEME' logo with the tagline 'The UK's global programme to study and work abroad'. Below the logo is a '< Back' link. The main heading is 'Provide details of the support you need for learners with SEND'. Below this is a link to 'Read Annex F in the programme guide for guidance on additional costs.' The question is 'What is the estimated total additional cost to support learners with SEND?'. There is a text input field for 'Estimated cost' with a currency symbol '£' and a small box for the unit. Below this is the question 'Why do you need this support?' followed by a text area for the answer. A word count at the bottom of the text area says 'You have 500 words remaining'. At the bottom of the form are two buttons: 'Save and continue' (green) and 'Save and return to mobility groups overview' (blue link).

Where a payment of actual costs takes place, evidence to justify the payment will be requested by the Delivery Partner.

Additionally, participants should not be in receipt of this funding if they have already received funding for the same purpose from another source. Please see the Double Funding section of the [Programme Guide](#) for further information.

Once you have entered your answer, press '**Save and continue**'. You can also **Save and return to the mobility group overview**'.

Do you have any exceptional costs?

Participants from disadvantaged backgrounds across all sectors will receive funding for exceptional costs. Exceptional costs are calculated on an actual cost basis and are specifically for any additional costs incurred to support the participation of disadvantaged participants. Funding covers costs such as passports, visas, insurance, as necessary.



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Do you have any exceptional costs?

This includes additional costs to support disadvantaged participants, such as:

- passports
- visas
- insurance



Yes



No

[Save and continue](#)

[Save and return to mobility groups overview](#)

Answer **'Yes'** or **'No'**. If you answer **'No'**, you will move to the next section. Selecting **'Yes'** will lead to a follow up question.

Follow up question:

You will need to provide details of the support you need. Exceptional costs are paid at actual cost, rather than a per participant rate, so please enter the estimated total figure.

Where a payment of actual costs takes place, evidence to justify the payment will be requested by the Delivery Partner.



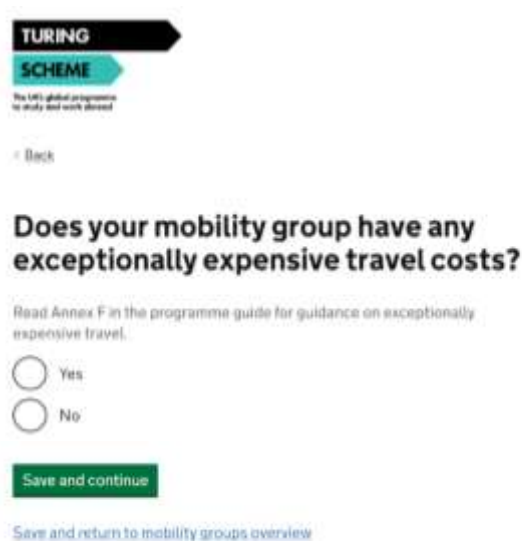
The screenshot shows a web form titled 'TURING SCHEME' with the tagline 'The UK's global programme to study and work abroad'. Below the title is a 'Back' link. The main heading is 'Provide details of your exceptional costs'. The first question is 'What is the estimated total of the exceptional costs?'. Below this is a label 'Estimated cost' and a text input field with a '£' symbol. The second question is 'Why do you need this support?'. Below this is a label 'Describe what the exceptional costs are for.' and a large text area. At the bottom of the text area, it says 'You have 200 words remaining'. Below the text area is a green 'Save and continue' button. At the very bottom, there is a blue link that says 'Save and return to mobility groups overview'.

Once you have entered your answer, press '**Save and continue**'. You can also **Save and return to the mobility group overview**'

Does your mobility group have any exceptionally expensive travel costs?

This funding is specifically to support expensive travel if applicants can justify that the standard funding for travel under the Turing Scheme does not cover at least 70% of the travel costs of the following participants:

- HE participants from disadvantaged backgrounds
- all participants from the FE/VET sector
- all participants from the Schools' sector



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Does your mobility group have any exceptionally expensive travel costs?

Read Annex F in the programme guide for guidance on exceptionally expensive travel.

☐ Yes

☐ No

[Save and continue](#)

[Save and return to mobility groups overview](#)

Answer **'Yes'** or **'No'**. If you answer **'No'**, you will move to the next section. Selecting **'Yes'** will lead to a follow up question.

Follow up question:

You will need to provide details of the support you need. Additional costs are paid at actual cost, rather than a per participant rate, so please enter the estimated total figure.

Please note: assessors will reduce the expensive travel cost claim if the request is considered too large or a clear justification has not been provided. Applicants must therefore provide a detailed justification and breakdown of their claim.



The screenshot shows a web form for the Turing Scheme. At the top left is the Turing Scheme logo with the tagline 'The UK's global programme to study and work abroad'. Below the logo is a 'Back' link. The main heading is 'Provide details of your exceptionally expensive travel costs'. Below this is the question 'What is the estimated total of your exceptionally expensive travel costs?' followed by a note: 'You will be required to provide evidence when claiming for these costs.' There is a text input field for the 'Estimated cost' with a currency symbol '£' and a small box for the amount. Below this is the question 'Why do you need this support?' followed by a text area for the justification, with a note 'Describe what the exceptionally expensive travel costs are for.' and a word count 'You have 200 words remaining'. At the bottom are two buttons: 'Save and continue' and 'Save and return to mobility groups overview'.

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Provide details of your exceptionally expensive travel costs

What is the estimated total of your exceptionally expensive travel costs?

You will be required to provide evidence when claiming for these costs.

Estimated cost

£

Why do you need this support?

Describe what the exceptionally expensive travel costs are for.

You have 200 words remaining

[Save and continue](#)

[Save and return to mobility groups overview](#)

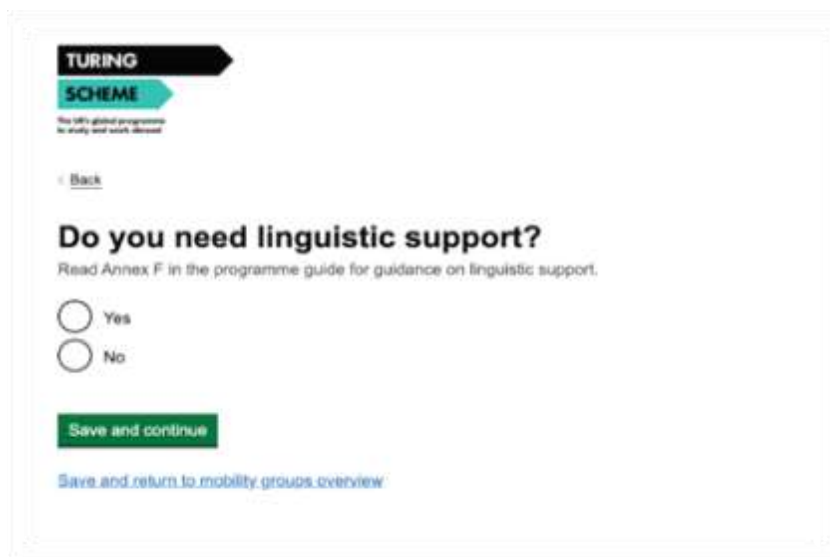
Once you have entered your answer, press '**Save and continue**'. You can also '**Save and return to the mobility group overview**'.

Do you need linguistic support? (Applicable to FE and VET learners only)

Linguistic support refers to language preparation for placements over 19 days, undertaken by FE / VET learners only before their placement starts.

Linguistic support is provided in form of a financial grant to cover expenses such as classroom courses or learning materials for the language used within the host organisation, as well as day-to-day vocabulary in the language of the host country to ensure learners will be ready to live and work in a different environment

Answer **'Yes'** or **'No'**. If you answer **'No'**, you will move to the next section. Selecting **'Yes'** will lead to a follow up question.

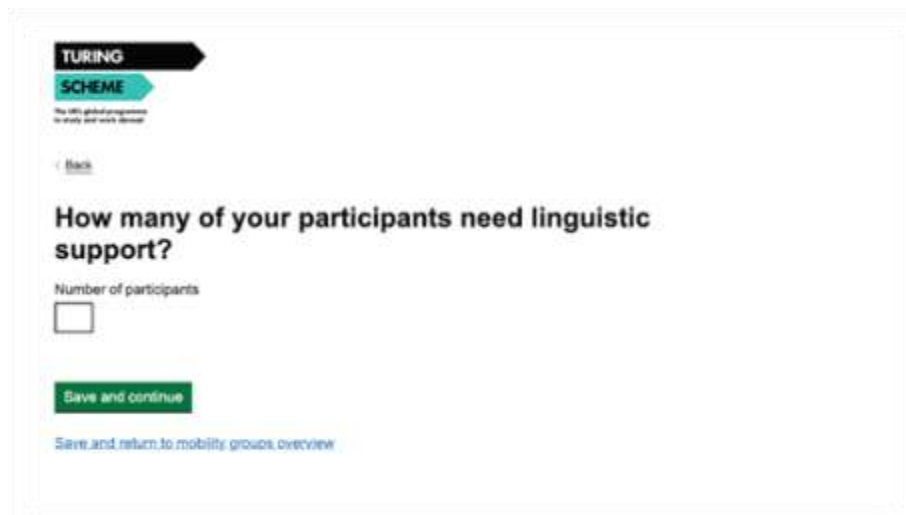


The screenshot shows a web form for the Turing Scheme. At the top, there is a header with 'TURING' in a black box and 'SCHEME' in a blue box, with a small tagline below: 'The UK's global programme for study and work abroad'. Below the header is a 'Back' link. The main heading is 'Do you need linguistic support?'. Below this is a note: 'Read Annex F in the programme guide for guidance on linguistic support.' There are two radio button options: 'Yes' and 'No'. Below the options is a green 'Save and continue' button. At the bottom, there is a blue link: 'Save and return to mobility groups overview'.

Follow up question

Identify how many of your FE and VET participants require linguistic support.

The total grant will be automatically calculated and displayed in the mobility group overview.



The screenshot shows a web form for the Turing Scheme. At the top, there is a header with 'TURING' in a black box and 'SCHEME' in a green box, with the tagline 'The UK's global programme for study and work abroad' below it. A 'Back' link is visible. The main heading is 'How many of your participants need linguistic support?'. Below this is a label 'Number of participants' followed by an empty input box. At the bottom, there is a green 'Save and continue' button and a blue link 'Save and return to mobility groups overview'.

Once you have entered your answer, press '**Save and continue**'. You can also '**Save and return to the mobility group overview**'.

Mobility group – check your answers

Check all the information you have provided is accurate. If you wish to change any information, click ‘**Change**’ to edit any question.

This screenshot covers two pages.

TURING

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The UK's global programme to study and work abroad

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Check your answers

! Check that all the information you've provided is accurate. You will not be able to change your answers after you save.

Your budget summary will appear at a later stage in the application.

Mobility group details

Mobility group name	Traineeship to Germany	Change
When does your mobility group start?	September 2023	Change
Summary of your mobility group	Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.	Change
Mobility group type	Pupil short-term mobility	Change
Total learner participants	25	Change
Disadvantaged learner participants	5	Change
Learner participants with SEND	3	Change
Duration (days)	10	Change
Country	Germany	Change
Do you have any accompanying staff?	Yes	Change
Number of accompanying staff	5	Change
Details of your accompanying staff	Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.	Change
Does your mobility group have travel costs?	Yes	Change
Distance between your starting location and destination	500 to 1,999km	Change
Are there any additional costs?	Yes	Change

Do you need support for learners with SEND?	Yes	Change
Estimated costs to support learners with SEND	£15000	Change
Details of your costs to support learners with SEND	<p>Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.</p>	Change
Do you have any exceptional costs?	Yes	Change
Estimated total of your exceptional costs	£12000	Change
Details of your exceptional costs	<p>Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.</p>	Change
Does your mobility group have exceptionally expensive travel costs?	Yes	Change
Estimated total of your exceptionally expensive travel costs	£10000	Change
Details of your exceptionally expensive travel costs	<p>Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.</p>	Change

Save and continue

Once you are content with the information click ‘**Save and continue**’. You will not be able to change your answers after you save.

If you have another mobility group to add, click on the green **'Add mobility group'**. You will then need to input the information related to the new mobility group.

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Turing Scheme

Mobility groups overview

Application number:
APP-P0KLDQ

Project end:
31 August 2024

Programme guide:
[View the Turing Scheme programme guide](#)

Application guide:
[View the Turing Scheme application guide](#)

Your mobility groups

Once you have saved a mobility group it will be added to your application and listed below


[Add mobility group](#)

1. Traineeship to Germany

[Remove](#)

[Check your answers](#)

COMPLETED

 Once you mark as complete you will not be able to add mobility groups.

Mark as complete

[Return to the application overview](#)

Need help with this service? [Contact us](#)

When you have added a new mobility group, it will be shown on the mobility group overview screen, as follows: Once you have entered all your mobility groups, click on **'Mark as complete'**. Once you have marked as complete, you will not be able to add any more mobility groups.

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Turing Scheme

Mobility groups overview

Application number:
APP-P0XLDO

Project end:
31 August 2024

Programme guide:
[View the Turing Scheme programme guide](#)

Application guide:
[View the Turing Scheme application guide](#)

Your mobility groups
Once you have saved a mobility group it will be added to your application and listed below.

Add mobility group

1. Traineeship to Germany

[Remove](#)

[Check your answers](#)

COMPLETED

2. Boat building course in Iceland

[Remove](#)

[Check your answers](#)

COMPLETED

!

Once you mark as complete you will not be able to add mobility groups.

Mark as complete

[Return to the application overview](#)

Need help with this service? [Contact us](#)

Mobility group points of expenditure

This first screenshot will only be shown if your first anticipated point of expenditure is September. Press **'Continue'**.



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Your anticipated point of expenditure for September

August is the earliest date you could receive the payment for your September mobility groups.

[Continue](#)

[Save and return to application overview](#)

This section applies to all sectors.

What is your anticipated point of expenditure for [month]?

You will be asked to identify the anticipated point of expenditure for each month you have mobility groups starting. This can be up to a maximum of three months in advance. The earliest date you can receive payment is August 2023. The date on this screen will be auto populated based on the information you submit.



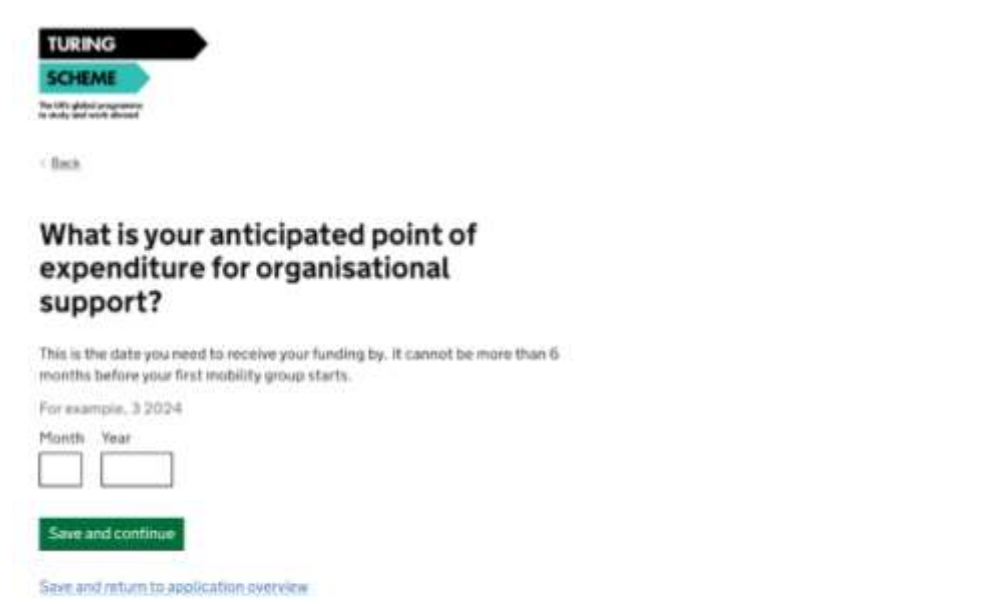
The screenshot shows the Turing Scheme logo at the top left, with the text 'The UK's global programme to study and work abroad' below it. A 'Back' link is visible. The main heading is 'What is your anticipated point of expenditure for November?'. Below this is a sub-heading: 'This is how long before your mobility groups start in November that you will need to receive the payment.' There are three radio button options: '1 month before the start month', '2 months before the start month', and '3 months before the start month'. A green 'Save and continue' button is at the bottom, with a blue link 'Save and return to application overview' below it.

Once you have entered your answer, press '**Save and continue**'. You can also '**Save and return**' to the application overview.

What is your anticipated point of expenditure for organisational support?

You will be asked to identify the anticipated point of expenditure for when you want to receive your organisational support payments. This is paid at project level and is based on total number of participants. Payment can be requested up to a maximum of six months before the first month in which you have mobility groups starting. The earliest date you can receive payment is August 2023.

Enter the **Month** and **Year** you wish to receive your organisational support payment.



The screenshot shows the Turing Scheme application interface. At the top, there is a header with the Turing Scheme logo and tagline. Below this is a navigation bar with a 'Back' button. The main heading is 'What is your anticipated point of expenditure for organisational support?'. A subtext explains that this is the date for funding and must be within 6 months of the first mobility group start. An example date '3 2024' is provided. Below this are two input fields labeled 'Month' and 'Year'. A green 'Save and continue' button is at the bottom, along with a link to 'Save and return to application overview'.

Once you have entered your answer, press '**Save and continue**'. You can also '**Save and return to the application overview**'.

Provide a summary of what you will use organisational support for.

You will need to provide a brief, high level summary of what you will use organisational support for. Reference any costs directly linked to the implementation of the project (excluding travel, cost of living for participants, and additional costs). For example

- Cost of administrative support (staff salaries and equipment)
- Promotion of the Turing Scheme within your organisation (print or online materials, hosting events for potential participants and their parents or guardians etc.)
- IT licences for software, if required to the Turing Scheme
- Selection and preparation of participants
- Monitoring and supporting participants during their placement
- Validation of outcomes

You can, where relevant, share organisational support funds with your partner organisation.

Your response to this question will not be qualitatively assessed.



The screenshot shows the Turing Scheme application interface. At the top, the 'TURING SCHEME' logo is displayed with the tagline 'The UK's global programme to study and work abroad'. Below the logo is a 'Back' link. The main heading is 'Provide a summary of what you will use organisational support for'. Underneath, a prompt says 'Describe what you will use your funding for.' followed by a large text input box. Below the box, it indicates 'You have 500 words remaining'. At the bottom, there are two buttons: 'Save and continue' and 'Save and return to application overview'.

Once you have entered your answer, press '**Save and continue**'. You can also '**Save and return to the application overview**'.

Project plan

The project plan will be automatically generated based on the information you have provided in your application. Please make sure you check your Project Plan thoroughly before continuing.



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Project plan

Project start:
1 September 2023

Project end:
31 August 2024

Type	Month payment request to be made	Organisation to be paid in	Grant request
Organisational support	07/2023	09/2023	£13,860.00

Mobility groups

Mobility group start month	Number of mobility groups	Month payment request to be made	Organisation to be paid in	Grant request
September 2023	1	08/2023	08/2023	£58,400.00
November 2023	1	08/2023	10/2023	£19,294.00
Total mobility groups cost				£77,694.00

[Continue](#)

[Save and return to application overview](#)

Click '**Continue**' to move to next screen which will detail the budget summary for each mobility group. You can also '**Save and return to the application overview**'.

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Budget summary

Total project cost
£91,554.00

Total mobility groups
2

[Show all sections](#)

September 2023

[Hide](#)

Traineeship to Germany

Category	Number	Unit	Total
Total learner participants cost of living (Day 1-14)	25	£53.00	£13,250.00
Accompanying participants (Day 1-14)	5	£53.00	£2,650.00
Travel costs distance band	500 to 1,999km		£7,500.00
SEND support costs			£15,000.00
Exceptional costs			£12,000.00
Exceptionally expensive travel @ 80%		£10,000.00	£8,000.00
Duration (days)	10		
Germany (Group 2)			
Total mobility groups costs			£58,400.00

November 2023

[Show](#)

Organisational support costs

[Show](#)

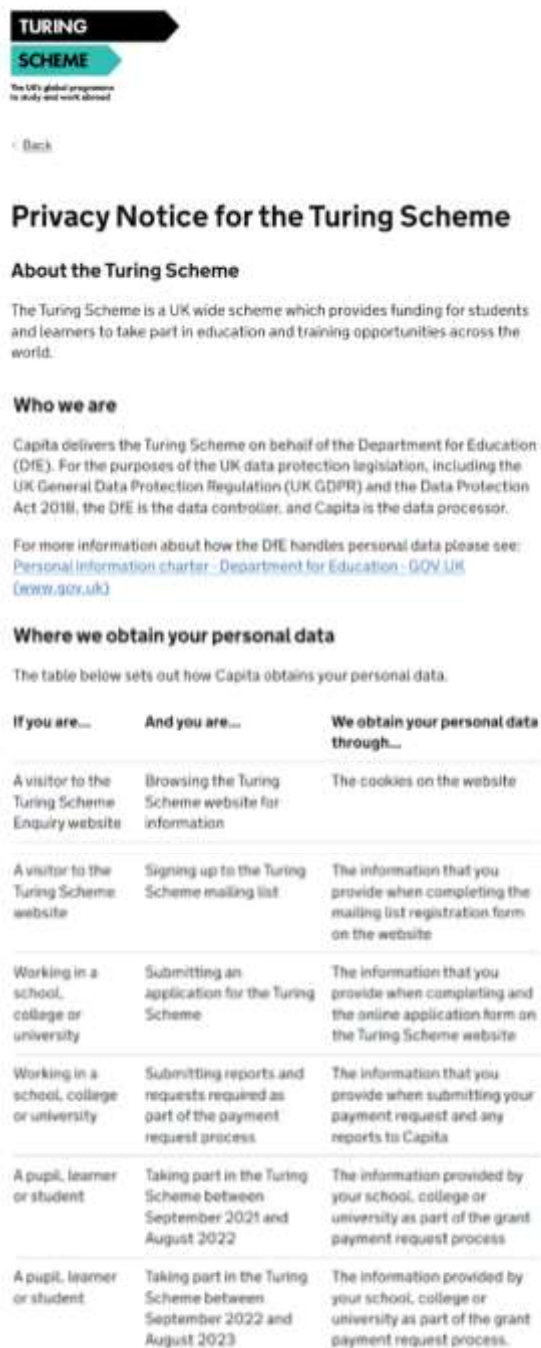
[Continue](#)

[Save and return to application overview](#)

Privacy notice

Please read the privacy notice for the Turing Scheme and complete the declaration at the bottom of the page.

The screenshot below does not show the whole privacy notice.



The screenshot shows the 'Privacy Notice for the Turing Scheme' page. At the top, there is a 'TURING SCHEME' logo with the tagline 'The UK's global programme to study and work abroad'. Below the logo is a 'Back' link. The main heading is 'Privacy Notice for the Turing Scheme'. Underneath is a section 'About the Turing Scheme' which states that the Turing Scheme is a UK wide scheme providing funding for students and learners. This is followed by a 'Who we are' section, stating that Capita delivers the Turing Scheme on behalf of the Department for Education (DfE) and that Capita is the data processor. A link is provided for more information: 'Personal information charter - Department for Education - GOV.UK (www.gov.uk)'. The next section is 'Where we obtain your personal data', which includes a table detailing data collection methods.

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The UK's global programme to study and work abroad

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Privacy Notice for the Turing Scheme

About the Turing Scheme

The Turing Scheme is a UK wide scheme which provides funding for students and learners to take part in education and training opportunities across the world.

Who we are

Capita delivers the Turing Scheme on behalf of the Department for Education (DfE). For the purposes of the UK data protection legislation, including the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018, the DfE is the data controller, and Capita is the data processor.

For more information about how the DfE handles personal data please see: [Personal information charter - Department for Education - GOV.UK \(www.gov.uk\)](#)

Where we obtain your personal data

The table below sets out how Capita obtains your personal data.

If you are...	And you are...	We obtain your personal data through...
A visitor to the Turing Scheme Enquiry website	Browsing the Turing Scheme website for information	The cookies on the website
A visitor to the Turing Scheme website	Signing up to the Turing Scheme mailing list	The information that you provide when completing the mailing list registration form on the website
Working in a school, college or university	Submitting an application for the Turing Scheme	The information that you provide when completing and the online application form on the Turing Scheme website
Working in a school, college or university	Submitting reports and requests required as part of the payment request process	The information that you provide when submitting your payment request and any reports to Capita
A pupil, learner or student	Taking part in the Turing Scheme between September 2021 and August 2022	The information provided by your school, college or university as part of the grant payment request process
A pupil, learner or student	Taking part in the Turing Scheme between September 2022 and August 2023	The information provided by your school, college or university as part of the grant payment request process.

Please see the declaration section at the bottom of the page:

Declaration

I confirm that:

I am the legal representative who has been authorised to enter into a legally binding commitment on behalf of this organisation.

☐ I agree

Save and continue

[Save and return to application overview](#)

Click **‘Save and continue’** to move to the Legal Representative section. You can also **‘Save and return to the application overview’**.

Legal representative

Please complete the details of your legal representative.



[Back](#)

Enter your legal representative's contact details

This is the person you have authorised to enter into a legally binding commitment on behalf of your organisation. The legal representative should also be different from the contact person you created your account with.

Title (optional)

First name

Last name

Position in organisation

Email address

Telephone number

For international numbers include the country code

Registered office address line 1

Registered office address line 2 (optional)

Town or city

Postcode

Save and continue

[Save and return to application overview](#)

Click **'Save and continue'** to move to the Declaration Statement section. You can also **'Save and return to the application overview'**.

Declaration statement

Please read the declaration carefully. If the legal representative, applicant organisation or project value is incorrect, please edit the information provided in the application.

This is the Declaration statement screen, for your legal representative. The screenshot does not show the whole Declaration statement.



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Declaration statement

Declaration of honour by the legal representative of the applicant organisation(s)

The named undersigned individual must be the person authorised to deal with the Delivery Partner on behalf of the applicant organisation. If total requested grant value shown in this section is incorrect, please edit the information that you have provided in the **mobility groups** section:

I, the undersigned authorised to represent Doe Row School, hereby request from the Delivery Partner a grant of **£91,554.00** with a view to delivering the mobilities described in this application.

Please select whether the organisation you represent is a public body or a private body.

Please select the statement below that applies to the organisation you represent

I declare that the organisation I represent is:

- ☐ A public body
- ☐ A private body

The legal representative will need to confirm acceptance of the conditions by adding their name and ticking 'agree'.

Supporting signature

By entering my name on this application form, I accept all the conditions set out for the Turing Scheme programme 2023 to 2024 academic year and that receipt of funding will be dependent upon accepting the general conditions of the DfE, which will be detailed during project contracting. I also declare that all the partners participating in this project have agreed or will agree with the content of the application and have confirmed their intention to carry out the tasks described accordingly.

I confirm the information provided on this form is correct and that:

I am the legal representative who has been authorised to enter into a legally binding commitment on behalf of this organisation, Doe Row School.

Full name

☐ I agree

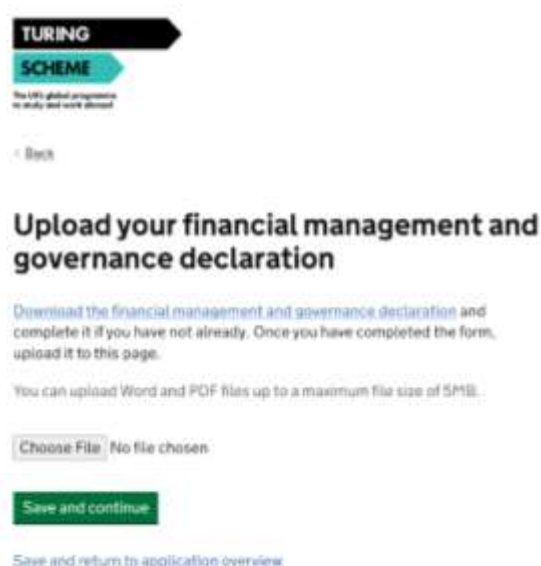
[Save and continue](#)

Click 'Save and continue' to move to financial governance section. You can also 'Save and return to the application overview'.

Financial governance

You will need to download and complete the 'Financial management and governance declaration', Annex E of the [Programme Guide](#). This declaration must be completed fully and signed by the Chief Finance Officer, or someone with appropriate delegated authority.

Click on '**Choose file**', browse to the file's location and click on '**upload**'.



The screenshot shows a web interface for the Turing Scheme. At the top, there is a logo with 'TURING' in a black arrow and 'SCHEME' in a teal arrow, with the tagline 'The UK's global programme to study and work abroad'. Below the logo is a '< Back' link. The main heading is 'Upload your financial management and governance declaration'. Below this, there is a paragraph: 'Download the financial management and governance declaration and complete it if you have not already. Once you have completed the form, upload it to this page.' followed by 'You can upload Word and PDF files up to a maximum file size of 5MB.' There is a 'Choose File' button with the text 'No file chosen' next to it. Below that is a green 'Save and continue' button. At the bottom, there is a link: 'Save and return to application overview'.

Please note: All arrangements must be in place before any Funded Activity takes place and the Delivery Partner has the right to request a copy of all supporting documentation at any time.

Once it has been uploaded you will see this screen.

The screenshot shows the Turing Scheme application interface. At the top, there is a header with the Turing Scheme logo and a tagline. Below the header, there is a 'Back' link. The main heading is 'Upload your financial management and governance declaration'. Below this, there is a paragraph explaining that users should download the declaration form, complete it, and upload it. A note states that Word and PDF files up to 5MB can be uploaded. The section is titled 'Your financial governance information' and contains a table with two columns: 'Title' and 'Action'. The table has one row with the title 'Signed declaration.pdf' and the action 'Remove'. Below the table, there is a green 'Save and continue' button and a blue link 'Save and return to application overview'.

TURING SCHEME
The UK's global programme for study and work abroad

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Upload your financial management and governance declaration

Download the financial management and governance declaration and complete it if you have not already. Once you have completed the form, upload it to this page.

You can upload Word and PDF files up to a maximum file size of 5MB.

Your financial governance information

Title	Action
Signed declaration.pdf	Remove

[Save and continue](#)

[Save and return to application overview](#)

Click **'Save and continue'** to move to final section, where you will submit your application. You can also **'Save and return to the application overview'**.

Important: One application per sector funding stream

We can only accept one application per organisation, and your first application will be considered final. Please check with other departments in your organisation and combine your application as appropriate.

The exception is if your organisation covers two sectors i.e., a school with a FE (Further Education) college attached. These are two different sectors.

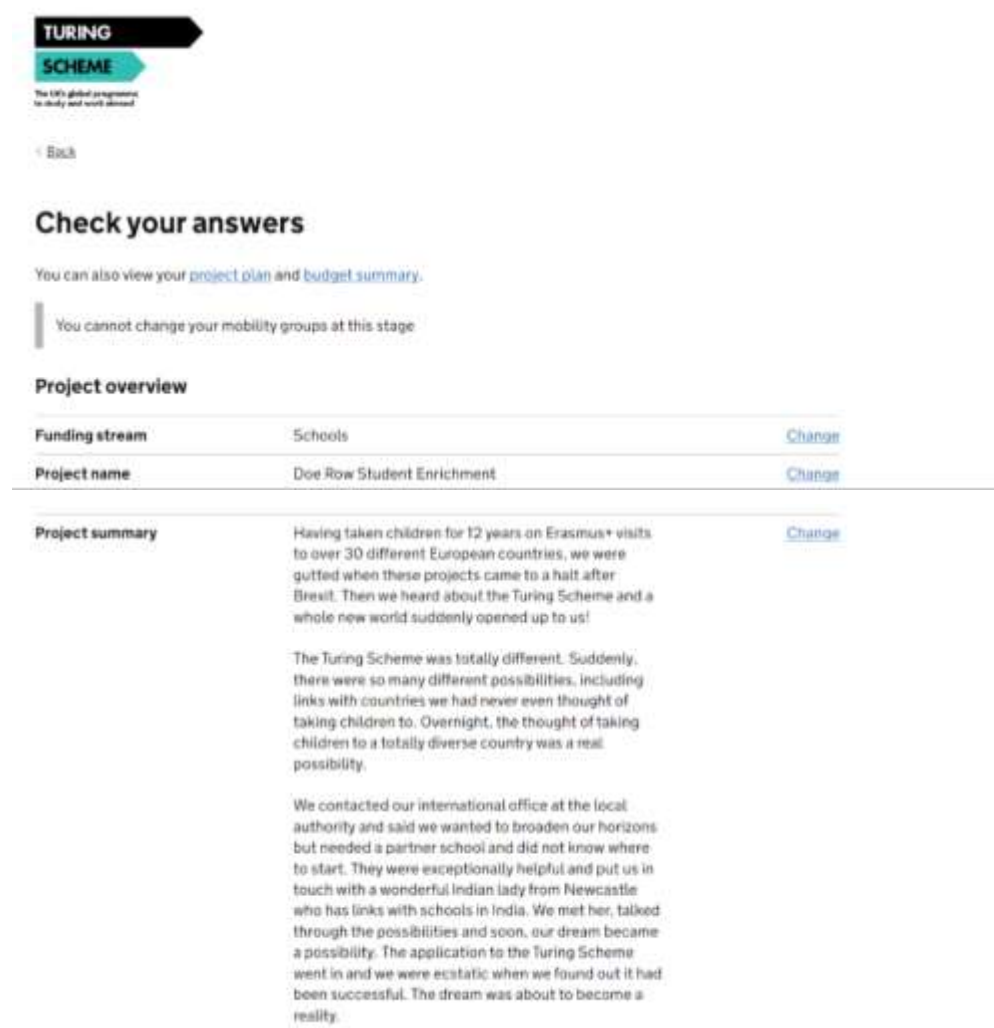
Check your answers

This is the Check your answers screen, and lists all aspects of your application as provided by you. Please check everything. Applications cannot be resubmitted and we will accept the first submission of an application as final. This is your opportunity to check all aspects of your application before you submit. This is important as applications may not be resubmitted. We will accept the first submission of an application as final.

Please note, the Check your answers screen is not shown here in its entirety.

Only once you are satisfied with all aspects of your application, click **‘Submit’** at the bottom of the page.

Your dashboard will show your application is complete.



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Check your answers

You can also view your [project plan](#) and [budget summary](#).

You cannot change your mobility groups at this stage

Project overview

Funding stream	Schools	Change
Project name	Doe Row Student Enrichment	Change

Project summary

Having taken children for 12 years on Erasmus+ visits to over 30 different European countries, we were gutted when these projects came to a halt after Brexit. Then we heard about the Turing Scheme and a whole new world suddenly opened up to us!

The Turing Scheme was totally different. Suddenly, there were so many different possibilities, including links with countries we had never even thought of taking children to. Overnight, the thought of taking children to a totally diverse country was a real possibility.

We contacted our international office at the local authority and said we wanted to broaden our horizons but needed a partner school and did not know where to start. They were exceptionally helpful and put us in touch with a wonderful Indian lady from Newcastle who has links with schools in India. We met her, talked through the possibilities and soon, our dream became a possibility. The application to the Turing Scheme went in and we were ecstatic when we found out it had been successful. The dream was about to become a reality.

[Change](#)

Once your application has been submitted, you can click on **‘Return to dashboard’**

If you have not received confirmation within ten minutes of submitting your application,

please check your Spam folder adding the email address to your safe sending list. If you still do not have a confirmation email, please contact us by e-mail us at Turing-scheme@capita.com quoting your reference number.

If you are looking to submit another application, under a different funding stream i.e. sector, you will need to complete and submit a separate application.



We've sent you a confirmation email.

What happens next

We'll review your application and email you if we need more information.

The outcome of your application will be communicated to you by the end of June 2023.

[Return to dashboard](#)

TURING

SCHEME

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to study and work abroad**

The Turing Scheme Administrator is Capita plc.

For any queries regarding the Turing Scheme,
please email the Service Centre at
Turing-Scheme@capita.com