

Further Education Professional Learning Funding (PLF) AY 2025/26 – guidance and funding application templates

Date: 12 August 2025

Reference: Medr/2025/08

To: Principals of further education institutions (FEIs) in Wales
FEI professional learning leads

Respond by: Applications to be submitted by midday 7 July 2025

More information: Karron Williams | workforce@medr.cymru

Summary

This document sets out the professional learning revenue funding allocations (PLF) for further education institutions in Wales for the 2025/26 academic year. The document provides guidance on eligible and ineligible expenditure and application and cost templates.

Draft guidance was originally issued to providers on 9 June and responses have been received.

Further information can be found in the following Annexes to this guidance.

Annex A - Funding allocations for each institution.

Annex B - Timelines and reporting requirements.

Annex C - Application template.

Annex D - Claim form and reporting templates



Introduction

1. The Tertiary Education and Research (Wales) Act 2022 (TERA), Section 5 states that Medr must promote continuous improvement in the quality of Welsh tertiary education and, in discharging this duty, must have regard to:
 - a) the importance of ensuring that members of the tertiary education workforce are capable of providing tertiary education of a high quality, and
 - b) the reasonable requirements of members of the tertiary education workforce for continuous professional development.
2. Section 5 (3) identifies members of the tertiary education workforce to be
 - a) teachers of persons receiving tertiary education,
 - b) persons who provide support to such teachers, and
 - c) persons who provide support to learners to participate in tertiary education.
3. To support the discharge of this duty, professional learning is featured in Medr's Strategic Plan under Strategic Aim 3.

| |
|---|
| Strategic Aim 3 |
| To ensure learners receive the highest-quality provision in a tertiary education sector that strives for continuous improvement. |
| Growth commitment |
| We will support the tertiary education workforce to access effective professional learning and explore ways to share best practice, extending effective pedagogy across the whole sector. |

4. Professional learning in this context may include mandatory training, continuous professional development (CPD), subject and industrial knowledge, professional qualifications, action research and professional inquiry.

Use of the Professional Learning Fund

5. The Welsh Government's funding letter to Medr for 2025/26 includes £5 million to support the professional learning and development of the further education workforce. Funding has been allocated to FE institutions based on the size of institution as a proxy for the number of staff. Allocations are set out in **Annex A**.
6. The funding allocated by Medr is made available subject to the general conditions for payment of funds set out in [Medr's Terms and Conditions of Funding](#).
7. Funding will support professional learning for practitioners and learning support staff and can be used to enable institutions to deliver or commission professional learning aligned to the themes outlined in this guidance. Funding should only be used for the development of staff involved in delivery of FE teaching and learning.
8. The funding can be used for activities that reflect each institution's individual priorities, based on its own policies and the identified needs of its staff. Institutions are also encouraged to use the funding for collaborative activity and can choose to "pool" a proportion of this funding to support collaborative projects.

9. In drawing together applications for use of funding, we expect all institutions to consider:
- [Professional standards for FE teachers, WBL practitioners and AL practitioners/Educators Wales](#).
 - Collaboration across the sector to improve efficiencies, peer support and sharing good practice.
 - Previous learning to build on and embed the work developed in previous years.
 - Balancing the learning needs of the institution (CPD) and the decisions practitioners make about their own professional learning needs and interests.
 - The development of staff skills to support complex needs and skills priorities.
 - Where institutions are undertaking professional learning relating to digital delivery, we will ask them to use the [Digital Professional Standards](#) which have been developed by Jisc as part of our Digital 2030 work.
10. Applications must focus on the eligible themes listed below. The list below covers mandatory themes which **must** be included and optional themes.

Mandatory themes

- Welsh language development.
- Professional learning required to create and support an anti-racist culture.

Optional themes

- Digital learning.
- Teaching and learning strategies, including differentiated learning.
- Literacy and numeracy (including ESOL).
- Enhancement of industrial skills linked to labour market needs (including capacity to delivery higher level qualifications).
- Strengthening A level and vocational pedagogy.
- Action research.
- Professional learning for specialist teaching and support staff for learners with complex needs.
- Delivery of activities designed to accelerate and build expertise for staff which will increase the learner's knowledge and learning experience.

11. Institutions will be expected to report against each activity as part of the interim and final reporting requirements.

Key issues and methods of working

12. In preparing applications, institutions should consider other cross cutting policies and ways of working. These must include:
- **Social Partnership**
FEIs are expected to develop their proposals using social partnership principles, to ensure their recognised trade unions are fully involved in planning, decision making, and implementing changes that will affect staff.

- **Anti-Racist Wales**

Individuals and institutions should take responsibility for creating an anti-racist culture and driving lasting positive change, and in doing so, we would expect you to consider the professional learning required within your institution to help realise the ambition of an Anti-racist Wales by 2030.

- **Creating a bilingual Wales**

Medr has a role to play in contributing to the Welsh Government's ambition to achieve 1 million Welsh speakers by 2050 and have a duty to encourage greater use of the Welsh language. We therefore expect you to consider this when preparing your applications.

Professional Learning Strategies

13. As a condition of funding, Medr will require all institutions to submit a formal professional learning strategy. Institutions can either review an existing strategy, or develop a new one. The PLF can be used to fund the release of staff time to develop and evaluate strategies, and/or to bring in external expertise to support the process if required. Strategies will need to be submitted to Medr with their interim reports in February 2026.

Eligible activities

14. Funding can be used to:
 - Undertake accredited teaching qualifications.
 - Undertake specific modules or units of training to enhance teaching skills (eg MA modules).
 - Update and enhance staff's industrial/vocational skills.
 - Purchase bespoke training, including the costs of external trainers or facilitators.
 - Purchase or develop e-learning packages.
 - Meet the costs of backfill for staff who are undertaking professional learning.
 - Undertake research including action research.
 - Collaborative design and delivery of professional learning and leadership development, including joint training on a regional basis.
 - Developing bilingual professional learning resources and guidance for sector-wide benefit, including in work-based and adult learning.
 - Professional learning for specialist teaching and support staff for learners with complex needs.
 - Delivery of activities designed to accelerate and build expertise for staff which will increase the learner's knowledge and learning experience.
15. The funding cannot be used for the purchase of capital equipment or software or for course development for learners.
16. If you are unsure whether your proposed use of funding is eligible please contact workforce@medr.cymru.

Evaluation criteria

17. Proposals must:

- Deliver professional learning in line with the [Professional standards for FE teachers, WBL practitioners and AL practitioners/Educators Wales](#).
- Identify clear benefits and show how impact will be evaluated.
- Be aligned to the themes listed within this guidance.
- Include activities which support Welsh language development.
- Demonstrate professional learning which will create and support an anti-racist culture.
- Demonstrate a clear rationale which reflects the identified professional learning needs of the institution's staff.

How to apply

18. Each institution is required to complete and return a signed copy of the form at **Annex C** to:

- Formally confirm your institution's acceptance of the funding.
- Nominate an appropriate individual in your institution as the lead contact in relation to this funding.
- Briefly outline your intentions for use of this funding.

19. Signed forms should be returned to workforce@medr.cymru by 7 July 2025.

20. Please notify Medr at the earliest opportunity if you foresee that you will not be able to spend your full allocation. If funding is released by individual institutions, Medr will consider if it is feasible to re-allocate this funding.

Monitoring and payment of funding

21. Subject to the return of **Annex C**, an interim payment (65% of your institution's funding allocation) will be scheduled during February 2026.

22. You will be required to provide expenditure information by 31 July 2026 to release final payment. You should only claim against actual expenditure incurred by 31 July 2026. The amount of this final payment will be adjusted in line with the actual expenditure incurred, up to the total value of your institution's allocation.

23. Interim and final report templates along with end-of-year expenditure information will be added as **Annex D**. Nominated funding leads will be notified when these forms are available.

24. Confirmation of the allocation is subject to Medr's approval of activities.

Further information

25. Any queries regarding this guidance and supporting documentation should be directed to Karron Williams at workforce@medr.cymru.

Allocations

£5m will be allocated on the size of each institution as a proxy for the number of frontline staff. The table below shows total allocations for each institution.

| FE Institution | Allocation |
|--|-------------------|
| Adult Learning Wales | £95,111 |
| Bridgend College | £248,410 |
| Cardiff and Vale College | £606,666 |
| Coleg Cambria | £606,117 |
| Coleg Gwent | £697,423 |
| Coleg Sir Gâr | £339,522 |
| Coleg Y Cymoedd | £519,333 |
| Gower College Swansea | £424,635 |
| Grŵp Llandrillo Menai | £594,502 |
| Grŵp NPTC Group | £400,313 |
| Pembrokeshire College | £196,777 |
| St David's Catholic Sixth Form College | £113,067 |
| The College Merthyr Tydfil | £158,124 |
| Total | £5,000,000 |

Timelines and reporting requirements

| | |
|------------------------|---|
| June 2025 | Guidance issued |
| June 2025 | Grant award letters issued – Funding allocation and terms and conditions included in the main FEI grant offer letter. |
| 7 July 2025 | Deadline for submission of applications from FE institutions. |
| Early July 2025 | Evaluation of applications; further information may be requested from institutions during this period. |
| Mid July 2025 | Outcomes of evaluation confirmed. |
| September 2025 onwards | Programme delivery. |
| February 2026 | Submission of interim reports and Professional Learning Strategies |
| 31 July 2026 | <p>Project completion - Submission of final project reports, bilingual resources developed if applicable, and a certificate of expenditure for the full grant will be required.</p> <p>The final report should be concise and include information on the activities which have been delivered alongside an evaluation of the outcomes and benefits of the activities. A reporting template will be added as Annex D.</p> |

Payment timelines

- February 2026 following submission of interim report and Professional Learning Strategy.
- 31 July 2026 following submission of final report, bilingual resources if applicable, and a certificate of expenditure.

Application Template

Please submit the completed form in word format to workforce@medr.cymru by **midday on 7 July 2025**.

Section 1: Acceptance of funding

| Funding recipient details: | |
|---|--|
| Institution: | |
| Nominated lead contact for this funding: | |
| Email address: | |
| Total allocation £ | |

We declare that we are duly authorised to accept this grant and the conditions relating to the Funding **and we confirm that:**

- All proposed expenditure meets the eligibility requirements set out in the guidance for this grant.
- Staff were involved in identifying the need and developing the proposals.
- The proposals align with the [Professional standards for FE teachers, WBL practitioners and AL practitioners/Educators Wales](#)

| | |
|--|--------------------|
| An authorised signatory of [Institution] | Signature 1 |
| | Name |
| | Job Title |

| | |
|--|--------------------|
| An authorised signatory of [Institution] | Signature 2 |
| | Name |
| | Job Title |

| | |
|----------------------------|--|
| Date of acceptance: | |
|----------------------------|--|

We will store and use your information in order to contact you in relation to this funding. Please refer to the Medr [Privacy Policy](#) for information on how we use personal data.

Section 2: Intended use of funding

Referring to the PLF guidance 2025/26 on eligible expenditure, please provide a list of activities/interventions. At this stage, you may indicate an estimated amount or estimated percentage of funding against each category. Itemised expenditure details will be requested at the end of the grant period, as part of your institution's final claim.

Please expand and/or add more rows as required.

| | |
|---------------------------------------|--|
| Activity | |
| Identified need | |
| Expected outcomes and benefits | |
| How will this be evaluated | |
| Additional comments | |
| Estimated cost £ | |

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| Activity | |
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| How will this be evaluated | |
| Additional comments | |

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| Estimated cost £ | |
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| Activity | |
| Identified need | |
| Expected outcomes and benefits | |
| How will this be evaluated | |
| Additional comments | |
| Estimated cost £ | |

Please outline how you will disseminate the knowledge and learning from your activities in order for it to be shared and/or adopted in other institutions across the sector.

This could include:

- *Outcomes of any action research.*
- *Development of resources.*
- *Evaluations.*

Medr/2025/08: Annex D

Claim form and reporting templates

This annex will be added in early 2026 before interim reports are due.

Medr

Y Comisiwn Addysg Drydyddol ac Ymchwil
Commission for Tertiary Education and Research

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