



Department
for Education

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London
SW1P 3BT
[REDACTED]

[REDACTED]
Education Datalab
1st Floor, 11 Tufton Street
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28 May 2019

Dear [REDACTED]

**RESEARCH PROJECT: TEACHING AND LEARNING INTERNATIONAL SURVEY
(TALIS) 2018: NATIONAL CENTRE FOR ENGLAND
PROJECT REFERENCE: EOR/SBU/2015/029**

Please find attached a Variation of Agreement for this Research Contract.

I would be grateful if you could sign and date the variation on behalf of your organisation and return them to me by [28/05/2019] via email.

A copy of the Variation will be returned to your organisation once it has been signed for and on behalf of the Department.

Yours sincerely

[REDACTED] Teachers Research Team
[REDACTED]

VARIATION TO THE CONTRACT WITH: FFT Education Ltd

CONTRACT NUMBER: EOR/SBU/2015/029

CONTRACT DATE: 19/04/2016

VARIATION NUMBER: 2

REASON

In mid-2018, the OECD announced to participating TALIS countries their amended plans for international reporting. Instead of publishing all findings from TALIS in summer 2019, results from TALIS will now be published by the OECD in two stages in June 2019 and in March 2020, respectively – with each report reflecting different sections and questions from the teacher and headteacher questionnaires. Due to confidentiality arrangements with the OECD, TALIS participating countries cannot release TALIS results until reported by the OECD. As such, these changes have impacted the national contract – by increasing the number of reporting outputs required and extending publication and project closure timings. While consideration was taken to subsume changes within original contract costs, additional funding has been secured to ensure that key deliverables are met within new timelines. This refers to two sets of publishable national reports and outputs promised to schools as part of recruitment for the study – specifically, school-level reports, webinars for participating teachers and headteachers, and attendance at education conferences. This variation covers an extension of the project timelines to match OECD publication and dissemination timelines, and additional costs of [REDACTED] subject to completion of specific milestones (as detailed in schedule one).

SCHEDULE ONE

The original contract outlines that the Contractor shall produce one national report in June 2019, to coincide with publication of the TALIS international report. However, the Contractor shall now report the findings of TALIS in two stages, in order to match the reporting content and dissemination of OECD reports. This will consist of: (1) a main national report to be released in June 2019; and (2) two thematic reports to be released in March 2020. The contents of each report is dependent on when data is provided and published by OECD, as per data confidentiality arrangements. As such, the main national report will cover a variety of topics from teacher and headteacher characteristics, workload and views on the profession to their professional development, teacher collaboration and school resources. Unless otherwise agreed between the Contractor and the Project Manager, the two thematic reports will be focused around the subjects of teacher retention and teacher wellbeing. These will be a maximum of 8,000 words.

The Department will review and sign-off the thematic reports, and a reporting plan for these will be outlined and agreed following completion of the national report publication in June 2019. Unless otherwise agreed between the Contractor and the Project Manager, the reporting plan will allow for two rounds of comments provided by the Department on each thematic report prior to publication. The Contractor will review all comments and feedback, and amendments will be made to the reports accordingly. Any issues arising from comments and/or feedback will be discussed directly with the Department. A final check for any spelling, grammar and typing errors will also be factored into the reporting plan and conducted by the Contractor.

As per the original contract, the Contractor shall produce a 'TALIS for schools' document – providing a short summary of the key findings of TALIS presented in a format for school leaders and teachers. This will outline the '10 key findings from TALIS 2018' – the content of which will be finalised with the Department. Amended from the original contract, instead of providing school-level reports to every school – which were deemed to have data protection concerns as well as cost implications – the Contractor shall produce one report per region

for both primary and lower secondary schools (16 in total), broken down by the following regions:

1. South West
2. South East
3. London
4. East Anglia
5. West Midlands
6. East Midlands
7. Yorkshire & The Humber
8. North West and North East

Similar to the original contract, the Contractor shall present TALIS findings at an education conference in the UK, and to participants via a webinar/seminar. However, these outputs have been limited to attendance to one education conference, and up to four webinars/seminars in total.

The Contractor shall no longer produce two academic papers on the findings of TALIS, nor TALIS blogs on the findings from TALIS 2013 and 2018.

The cost of the TALIS project will increase by [REDACTED], as a result of additional reporting outputs, in the form of two thematic reports, over a longer period of time and honouring outputs for schools. The final payment amount is subject to completion of the presentation at a UK education conference [REDACTED] and the number of webinars conducted with participating schools and teachers [REDACTED]

SCHEDULE TWO

The original tasks/outputs and payment milestones from the contract and variation from August 2017 are outlined in Tables 1 and 2 below, followed by the new tasks/outputs and payment milestones in Tables 3 and 4. The differences between the original and amended tasks/outputs and milestone payments are highlighted in bold.

Original Milestones – including contract variation from August 2017

Table 1: Communication and dissemination tasks/outputs

Task	Output	Payment Milestone	Date (indicative)
Communication and dissemination	Work with DfE's operational management group to produce an analytical plan, detailing quality assurance procedures for analysis and reporting, the analysis to be conducted on the final dataset, addressing key priority research questions that are relevant to England at the time of the main study and international publication.		Outline: June 2016 Report format: Dec 2018 Dissemination activities: Feb 2019
	Review and quality assure data tables, facts and figures relating to data from England to be used within the publicly published datasets and international reports.		Jan-May 2019
	Conduct analysis of the international dataset, matched to national data (where relevant) to meet the research aims of the project and provide England with contextualised reporting of results above and beyond that provided by IEA.		Sept-Dec 2018
	Produce a national report for England for publication on the same day as the international results, followed by themed reports (dates to be agreed in the analytical plan).		June 2019
	Produce school reports for 400 schools that participated (conducting small cohort suppression to ensure confidentiality of participants)		June 2019
	Produce 'TALIS for schools': a short summary of the key findings presented in a format for school leaders and teachers		July 2019
	Produce two academic papers, each with a policy focus to be agreed with DfE		Jul-Nov 2019
	Produce TALIS blogs: a series of 12 short blogs looking at different areas of the TALIS 2013 and 2018 datasets, aimed at school leaders and teachers.		2017-2019
	Presentations at education and assessment conferences around the UK and internationally, and during FFT's annual programme of training, workshops, briefing events and conferences for secondary schools.		Jul-Nov 2019
	Run 6 regional TALIS briefing workshops aimed at the 460 participating schools.		Jul-Nov 2019

Table 2: Schedule of Payment

Payment Milestone	Acceptance Criteria	Payment maximum	Payment by results	Payment date
Project start-up, including PID (project plan, data security plan, communications plan, risk register). Set up and maintain an accessible TALIS	Operational management group reviews and approves project documentation and website, confirming acceptance via email.	██████████	No.	31 May 2016

Payment Milestone	Acceptance Criteria	Payment maximum	Payment by results	Payment date
2018 website in England.				
Analyse linked TALIS 2013 data to School Workforce Census and produce report; and project management and early NPM meeting costs	Operational management group reviews and approves analysis of matched dataset and report; and progress reporting including reports on attendance at NPM meetings.	████████	No.	30 Nov 2016
Recruit schools and teachers for field trial.	Provide evidence that 100% sampled (incl replacement) schools and teachers invited to participate, confirmed via email.	████████	No.	31 Dec 2016
Administer field trial	Provide evidence that sufficient number take part to meet OECD requirements, confirmed via email.	████████	No.	31 May 2017
Recruit schools and teachers for main study.	Provide evidence that 100% sampled (incl replacement) schools and teachers invited to participate, confirmed via email.	████████	No.	31 Dec 2017
Schools participate in main study.	Provide evidence that at least 75% of schools participate, confirmed via email.	████████	Yes. Less than 75% schools participating results in £22,159 deduction to payment.	31 May 2018
Teachers participate in main study.	Provide evidence of percentage that participate, via email.	████████	Yes. * See separate table below.	31 May 2018
Administer payment of £200 to up to 200 primary schools and 200 secondary completing participating schools in TALIS 2018 main study	Provide email evidence of the final numbers of completing schools (primary/secondary/total), and total amount of incentive money to be paid to schools, via email	████████	No	30 June 2018
Produce a national report for England.	Report is published on the same day as the international results to the standard agreed by the operational management group in	████████	Yes. Late publication results in £13,296 deduction to	30 June 2019

Payment Milestone	Acceptance Criteria	Payment maximum	Payment by results	Payment date
	the reporting plan		payment.	
Complete reporting and dissemination and provide effective project closure report.	Reports are received and sign-off by operational management group, via email.	██████████	No.	30 Nov 2019

Expenditure for the financial year 2016-2017 shall not exceed ██████████ exclusive of VAT.
Expenditure for the financial year 2017-2018 shall not exceed ██████████ exclusive of VAT.
Expenditure for the financial year 2018-2019 shall not exceed ██████████ exclusive of VAT.
Expenditure for the financial year 2019-2020 shall not exceed ██████████ exclusive of VAT.

Total Project expenditure shall not exceed £552,745 exclusive of VAT.

Updated Milestones

Table 3: Communication and dissemination tasks/outputs

Task	Output	Date (indicative)
Communication and dissemination	Work with DfE's operational management group to produce an analytical plan, detailing quality assurance procedures for analysis and reporting, the analysis to be conducted on the final dataset, addressing key priority research questions that are relevant to England at the time of the main study and international publication.	Outline: June 2016 Reports format: Dec 2018 Dissemination activities: Feb 2019
	Review and quality assure data tables, facts and figures relating to data from England to be used within the publicly published datasets and international reports.	Jan-May 2019 Sept 2019 – March 2020
	Conduct analysis of the international dataset, matched to national data (where relevant) to meet the research aims of the project and provide England with contextualised reporting of results above and beyond that provided by IEA.	Sept 2018 – March 2020
	Produce first national report for England for publication on the same day as the international results in June 2019, followed by two thematic reports following publication of OECD's second TALIS report in March 2020.	June 2019 and March 2020
	Produce 'TALIS for schools': a short summary of the key findings presented in a format for school leaders and teachers	June 2019
	Produce regional-level school reports for schools that participated	March 2020
	Presentation at one education and assessment conference in the UK	March-May 2020
	Run up to 4 regional TALIS briefing webinars aimed at participating schools.	Sept – Nov 2019 and March- May 2020

Table 4: Schedule of Work

Payment Milestone	Acceptance Criteria	Payment maximum	Payment by results	Payment date
Project start-up, including PID (project plan, data security plan, communications plan, risk register). Set up and maintain an accessible TALIS 2018 website in England.	Operational management group reviews and approves project documentation and website, confirming acceptance via email.	██████████	No.	31 May 2016
Analyse linked TALIS 2013 data to School Workforce Census and produce report; and project management and early NPM meeting costs	Operational management group reviews and approves analysis of matched dataset and report; and progress reporting including reports on attendance at NPM meetings.	██████████	No.	30 Nov 2016
Recruit schools and teachers for field trial.	Provide evidence that 100% sampled (incl replacement) schools and teachers invited to participate, confirmed via email.	██████████	No.	31 Dec 2016
Administer field trial	Provide evidence that sufficient number take part to meet OECD requirements, confirmed via email.	██████████	No.	31 May 2017
Recruit schools and teachers for main study.	Provide evidence that 100% sampled (incl replacement) schools and teachers invited to participate, confirmed via email.	██████████	No.	31 Dec 2017
Schools participate in main study.	Provide evidence that at least 75% of schools participate, confirmed via email.	██████████	Yes. Less than 75% schools participating results in ██████████ payment.	31 May 2018
Teachers participate in main study.	Provide evidence of percentage that participate, via email.	██████████	Yes. * See separate table below.	31 May 2018
Administer payment of ██████████	Provide email evidence of the final numbers of	██████████	No	30 June 2018

Payment Milestone	Acceptance Criteria	Payment maximum	Payment by results	Payment date
to up to 200 primary schools and 200 secondary completing participating schools in TALIS 2018 main study	completing schools (primary/secondary/total), and total amount of incentive money to be paid to schools, via email			
Produce first national report for England.	Report is published on the same day as Volume I of the international results, to the standard agreed by the operational management group in the reporting plan	██████████	Yes. Late publication results in ██████████ payment.	30 June 2019
Reporting and dissemination of findings for schools.	Circulate: 'TALIS for schools'; and up to two webinars to schools following first publication Volume I of international report	██████████	Yes. ██████████	29 Nov 2019
Produce two thematic national reports for England and regional reports for participating schools.	Two reports published on the same day as Volume II of the international results, to the standard agreed by the operational management group in the reporting plan	██████████	Yes. Late publication results in ██████████ payment. ██████████ for regional reports	March 27 2020
Complete dissemination of findings and provide effective project closure report.	Including presentation at a UK education conference and up to 2 webinars with schools on findings. Content to be received and sign-off by operational management group, via email.	██████████	Yes. ██████████ for presentation at education conference, and ██████████	29 May 2020

Expenditure for the financial year 2016-2017 shall not exceed ██████████ exclusive of VAT.
Expenditure for the financial year 2017-2018 shall not exceed ██████████ exclusive of VAT.
Expenditure for the financial year 2018-2019 shall not exceed ██████████ exclusive of VAT.
Expenditure for the financial year 2019-2020 shall not exceed ██████████ exclusive of VAT.
Expenditure for the financial year 2020-2021 shall not exceed ██████████ exclusive of VAT

Total Project expenditure shall not exceed £572,745 exclusive of VAT.

We agree that all other terms and conditions of the Contract remain unaltered and that no other liabilities, financial or otherwise, shall accrue to the Department because of the above amendment. We confirm acceptance of the Variation of the terms specified above.

As witness the hands of the parties

Authorised to sign for and on behalf of
the Secretary of State for Education

Signature

[Redacted Signature]

Date

07/06/19

Name in Capitals

[Redacted Name]

Position and Address

HEAD OF RESEARCH
DFE
AGORA BUILDING
CUMBERLAND PLACE
NOTTINGHAM
NG1 6HJ

Authorised to sign for and on behalf of
the Contractor

Signature

[Redacted Signature]

Date

25/5/2019

Name in Capitals

[Redacted Name]

Position and Address

MANAGING DIRECTOR
FFT Education Ltd
79 Eastgate,
Lowbridge.
CF71 7AA

