



School Experience Programme

Schools FAQ

ELIGIBILITY

1. Why are only secondary schools invited to offer the SEP?

The School Experience Programme (SEP) will focus on priority subjects where there is a significant shortage of entrants into Initial Teacher Training (ITT). These are currently secondary level maths, physics, chemistry, and modern foreign languages. The programme has been developed to be flexible, allowing for changes in priorities and scope should it be required in the future.

2. Who can participate in SEP?

Registration for the School Experience Programme is open to all mainstream secondary schools, providing they are not in special measures. Schools can register on the Teaching Agency website at www.education.gov.uk/sepschools

3. Our school was registered on the Open Schools Programme, does this guarantee SEP registration as well, or will all schools need to now re-register?

All schools will need to register for SEP. It is a different programme and will ensure we have current up to date contact details.

4. Can a participant only do the additional placement days in the school that they did the one day experience?

All participants must first complete a one day initial placement. It is then between the school and the participant to discuss and agree additional placement days. Please ensure that any additional placement days agreed with the participant are included on the attendance confirmation form you will receive by email after the initial one day placement.

5. Does my school have to offer participants further placement days?

Schools must be willing and able to offer the full range of placements. The majority of placements are expected to be at least five days, up to a maximum of 10 days. All schools are expected to discuss individual requirements with each participant and offer additional placement days if appropriate. When the additional placement days take place can be agreed at a later date. If a participant would like additional days and your school is unable to offer them you should contact the Teaching Line on 0800 085 0962.

6. Why are the eligibility criteria so specific?

The programme has been designed to assist in the recruitment of high quality candidates. The programme has been developed to be flexible, allowing for changes in priorities and scope should it be required in the future.

7. Will the longer placements have to be offered as consecutive days, or can these be split over a period of time?

This is up to the school and the participant to agree, some schools offer placements to suit the individual, others run block placements for a number of

participants each term. Please note that you will only receive an invoice for payment once the placement has been completed.

APPLICATION

1. How can my school get involved?

Schools can register for SEP on the Teaching Agency website at www.education.gov.uk/sepschools All registered schools will be asked to provide availability to host one day visits in advance.

2. Are there a minimum or maximum number of placements my school can offer?

No, however we are keen that placements are structured and personalised to each individual. It will be up to your school to decide how many participants it can offer a positive placement experience to and may wish to offer placements to more than one participant at a time. Schools and participants have fed back that multiple placements provide peer benefits to participants. We welcome schools offering multiple placements.

3. Why are we asked to inform you of available dates to host the one day initial placement?

This is so we can match participants to a school relatively quickly and easily. We also hope that it helps schools in planning their diaries. If your school is able to offer a variety of dates for different subjects this will help.

PLACEMENTS

1. What if I do not think the person is suitable for the programme or I decide I don't want to offer them any more placement days?

If you are unable to offer the participant further placement days or you feel it is not appropriate to do so you should inform the participant. This does not have to be done on day one but should be communicated within five working days. You should also contact the Teaching Line on 0800 085 0962, giving details of why your school is unable or unwilling to offer additional days.

2. What activities should we offer on a SEP placement?

There is no definitive list of what activities you should offer participants, however you are expected to discuss specific requirements and tailor the SEP to each individual.

As a minimum, a one day placement should include:

- observation of teaching in their chosen subject and pastoral work, and
- an opportunity to talk to teachers about day to day life in a school

PAYMENTS

1. How will we be paid?

You will receive an invoice each month for all visits that have been completed during that month. Invoices can be submitted electronically.

2. How much are schools paid?

For further details please refer to the Information for Schools guide on the Teaching Agency website at www.education.gov.uk/sepschools.

3. What do I do if we have arranged a placement but have to cancel at the last minute?

Please contact the Teaching Line on 0800 085 0962. They will then contact the participant and offer to make alternative arrangements for them to attend on a different date or at another school. Cancellations at short notice should be avoided where at all possible.

CRB CHECKS

1. Is a CRB check required?

It is up to each school to decide if a CRB is required and to arrange completion of the CRB form with the participant. Some schools are willing to accept participants who already hold a valid CRB check provided they bring it with them on their one day placement along with appropriate proof of identity.

2. How long will a CRB check take?

On receipt of the CRB application, the Criminal Records Bureau aim to process 90% of standard disclosures within two weeks of receipt and 90% of enhanced disclosures within four weeks of receipt. The time taken is dependent on the forms being reliably checked and processed and the right identification is provided.

3. How much will an enhanced CRB cost?

This depends on the type of check. The Teaching Agency will reimburse the cost of a CRB.

4. Does the participant need to have a CRB check before they attend for the one day initial placement?

In most cases participants will not need a CRB check to attend a one day placement however this is for the school to decide. Participants are advised to check with their host school in advance of the one day placement if a CRB check or proof of identity is required.

5. The participant does not have the identification required; can I still offer them additional placement days?

This is for the school to decide. Participants are advised to review what identification is required and should bring these with them on day one of their placement.

PROMOTION OF SEP

1. Can we promote SEP on our school website?

Yes, the Teaching Agency is happy for schools to promote SEP. To ensure the message is consistent please use the content that is available on the website at www.education.gov.uk/sepschools.

2. Can we refer people who contact us directly for school experience to SEP if they are eligible?

Yes, please ask enquirers to apply for SEP via the Teaching Agency website at www.education.gov.uk/teachsep or contact the Teaching Line on 0800 389 2500. Please advise the individual to specifically ask for a placement at your school.

3. Can we promote SEP to our partnership schools?

Yes, please feel free to forward details of the programme to your partnership schools. Please advise schools to visit www.education.gov.uk/sepschools.