



Guidance

Manage school experience: information for schools

Updated 26 March 2019

Contents

[Overview](#)

[Eligibility](#)

[The 'manage school experience' service](#)

[Service improvements and updates](#)

[Help and support](#)

Overview

The 'manage school experience' service is now live and has taken over from the School Experience Programme (SEP).

School experience is important for people looking to become teachers as they can use it to find out what teaching is like before deciding to pursue it as a career.

It offers them a taste of working with children and young people within a real school environment, so they can be sure they're making the right decision about their future.

As a school, through the 'manage school experience' service, you decide who can gain experience in your school.

You can use school experience to:

- support the future of the teaching profession
- advertise initial teacher training opportunities in your school
- find out more about prospective applicants

The 'manage school experience' service has also been designed to provide the Department for Education (DfE) with the data to guide teacher recruitment policy and help you recruit more of the trainee teachers you need.

Eligibility

At the moment 'manage school experience' is only available to former members of the SEP.

New schools, as long as they're not in special measures, will be able to sign-up to, and use, the improved school experience service before the end of 2019.

To find out more about signing up for the 'manage school experience' service, email the details of your request and your unique registration number (URN) to the School Experience Service organise.school-experience@education.gov.uk.

The 'manage school experience' service

The service has been designed to allow you, the schools, to make decisions about school experience at the school-level.

The service will still match you with people who want to become teachers, but who you offer school experience to will be up to you.

The service is no longer bound by many of the previous rules which governed the former SEP.

Built to meet your needs

Schools across the country have told us how they want school experience to work to meet their needs and requirements, and we've listened to this feedback.

This means you'll no longer just be told when a candidate is coming on a school experience. Instead, you'll get to decide:

- when and over what period their school experience takes place
- what format their school experience follows and takes

For example, there are no longer any rules around candidates needing to have applied for initial teacher training (ITT) in the current academic year before being allowed on school experience. Instead, you can choose your own rules about who gets offered school experience at your site.

These improvements mean you'll be able to access a larger number of potential teachers and offer experience in line with your specific needs and requirements.

Improved information

Unlike the old service, 'manage school experience' will provide you with more up-front information about each school experience candidate, allowing you to:

- make better decisions about who to offer school experience to
- better manage the demand for school experience at your school

This improved information will help you make quicker, easier and more informed decisions about candidates coming on a school experience and will, among other details, include:

- their contact details - including address, email and telephone number
- information about their qualifications
- what they're looking to get from their school experience
- how far they've got towards becoming a teacher
- whether they've been checked by the Disclosure and Barring Service (DBS)

It is your responsibility to decide if candidates comply with your individual DBS and safeguarding policies before booking them on experience at your school.

Availability and dates

The service does not require you to publish your exact school experience availability and commit to dates up front.

Instead, you'll be able to discuss school experience dates with candidates and decide when they can get some school experience at your school.

Alternatively, you'll be able to list all your available dates and allow candidates to choose when they want to come on a school experience - the choice is up to you.

Contacting candidates

You'll still be allowed to contact candidates to discuss their individual requirements and find out if they're the kind of person you want to offer school experience to. It will be your responsibility to book them on school experience at your school and you can email or call them to:

- discuss their suitability for school experience at your school

- offer them the best dates you have available
- find out more about their requirements - including their disability or access needs
- explain any background and security checks you need them to go through
- explain any fees they might need to pay - including administration, DBS check, parking or other fees

It is your responsibility to sort out any payments with candidates before booking them on experience at your school.

Once you've made your decision you'll initially need to confirm this with the candidate via email or telephone, but this will change as we continue to develop the service.

Service improvements and updates

We're conducting a phased roll-out of the 'manage school experience' service and it will not go fully live with all its features until summer 2019.

During this 'switchover' period we'll be continually adding new functions and allowing more schools to use the service.

By the time the full service is ready for use by all eligible schools, the following extra features will have been added for you to use:

- a new dashboard - to help you quickly access and view candidate requests and bookings in one place
- improved school profiles - to help you attract the kind of candidates you're looking for
- auto-generated emails and reminders - to save you time and keep candidates informed
- the ability to confirm candidate attendance - to reduce candidate no-shows and repeated cancellations

Help and support

To find out more about signing up for the 'manage school experience' service, or if you'd like to take part in user testing, email the details of your request and your URN to the School Experience Service [organise.school-](mailto:organise.school@education.gov.uk)

Is this page useful? [Yes](#) [No](#)

[Is there anything wrong with this page?](#)

Prepare for EU Exit

[Prepare your business or organisation for the UK leaving the EU](#)

[Living in Europe after the UK leaves the EU](#)

[Prepare for EU Exit if you live in the UK](#)

[Continue to live in the UK after it leaves the EU](#)

Services and information

[Benefits](#)

[Education and learning](#)

[Births, deaths, marriages and care](#)

[Employing people](#)

[Business and self-employed](#)

[Environment and countryside](#)

[Childcare and parenting](#)

[Housing and local services](#)

[Citizenship and living in the UK](#)

[Money and tax](#)

[Crime, justice and the law](#)

[Passports, travel and living abroad](#)

[Disabled people](#)

[Visas and immigration](#)

[Driving and transport](#)

[Working, jobs and pensions](#)

Departments and policy

[How government works](#)

[Departments](#)

[Worldwide](#)

[Services](#)

[Guidance and regulation](#)

[News and communications](#)

[Policy papers and consultations](#)

[Transparency and freedom of information releases](#)

[Help](#) [Cookies](#) [Contact](#) [Terms and conditions](#) [Rhestr o Wasanaethau Cymraeg](#)

Built by the [Government Digital Service](#)

OGI All content is available under the [Open Government Licence v3.0](#), except where otherwise stated



© Crown copyright