



National College for
Teaching & Leadership

School Experience Programme

Information for Schools

September 2013

Introduction

This information note aims to support schools in the delivery of the School Experience Programme (SEP). It outlines the role of schools who offer the SEP, the process for arranging and booking placements and information on payments and invoicing.

The SEP offers a short school experience to people who are considering teaching at secondary level. Participants will need to meet the programme requirements to be able to apply for the SEP. The duration of each placement will vary from one day up to 10 days. After the initial one day placement, schools and participants agree up to a further nine placement days for which the school will be paid.

Benefits to schools of participating in the SEP

By participating in the SEP, schools are contributing to the development of a high-quality schools workforce and helping to address the shortage of teachers in key secondary subjects. In addition, professional development in your school can be supported by participating in the SEP.

Schools delivering initial teacher training (ITT), particularly through School Direct, may also benefit from meeting prospective applicants through the SEP.

Placements

We welcome all secondary schools in England to register their interest in the SEP, provided they are not in special measures. By registering to be part of the SEP, schools are agreeing to offer one day placements to participants with the understanding that further placement days (up to a maximum of nine further days) may be agreed between the school and participant. Schools must be willing and be able to offer placements up to a maximum of 10 days.

Each participant will have different reasons for wanting to gain school experience; they may need it to support their ITT application or to help decide if teaching is right for them. They may also be considering a change in career and want see how schools have changed. Participants should discuss their needs with the school on day one so the number of additional days and the content of their placement can be agreed. The school should also make the participant aware of its policy regarding DBS checks as this will determine when the additional placement days will be scheduled.

Schools should offer a minimum one day placement. This should include observation of teaching in the participant's preferred subject and an opportunity to talk to teachers about day to day life in a school.

Models for the school experience day

Hosting a prospective teacher for a day can be a very simple exercise. You might prefer your school to host multiple prospective candidates on the same day rather than host one visitor at a time. The SEP encourages multiple hosting by awarding bonus payments to a school hosting 20 or more initial placement days in a calendar month. Many schools have found it convenient to accommodate 10, 20 or even 30 visitors in a single day.

Arrangements for booking one day placements

As many schools plan their school diaries at the beginning of the academic year, the Teaching Line will invite participating schools to offer their placement or visitor dates and hosting capacity in advance. Registered schools will have access to an online booking portal where they can add their availability. Schools can offer as many placements as they wish and the online booking portal can be updated at any time by schools.

The Teaching Line will arrange for a participant to visit the school for an initial placement day based on the school's availability. Further days are agreed between the participant and the school. The Teaching Line will notify the school of bookings and provide the candidates' names and subjects of interest.

Arrangements for agreeing further placement days

SEP participants are briefed that while on a placement they will be considered a visitor and will be in the care of a member of the school staff.

Schools should follow their own arrangements for visitors. Safeguarding checks and DBS checks should continue to be conducted according to school or local policy and this may need to be taken into account before hosting a visitor for multiple days.

Payments to schools

Schools will be paid for hosting SEP placements; please see the table below.

The National College for Teaching and Leadership (NCTL) will also reimburse the costs incurred for completion of DBS disclosures if required.

Placement Day	Amount paid to school
Days 1-5	£50/day
Days 6-10	£25/day

Where schools provide available placement dates and host 20 or more candidates per calendar month, a bonus will be paid.

On a monthly basis an invoice will be automatically sent to the school detailing the placements that have been completed.

Arrangements for cancelling or changing a placement date

If a school needs to cancel or modify a booked placement they should call the Teaching Line as soon as possible on 0800 085 0962 so alternative arrangements can be made. Placements which are cancelled by the school will not be eligible for NCTL funding.

If a participant notifies the Teaching Line that they need to cancel or change their placement, the Teaching Line will attempt to replace the participant with another suitable participant wherever possible. If the participant informs the school that they need to cancel their placement the school should ask the participant to contact the Teaching Line.

The table below details the payment due to a school should a participant cancel the placement.

Cancellation	Payment Due
Participant cancels three or more days in advance of the placement taking place	No payment due to school
Participant cancels two or less days in advance of the placement taking place	Day one placement payment due to school
Placement cancelled by school	No payment due to the school
Participant does not turn up for one day placement and does not inform the school or Teaching Line	Day one placement payment due to school
Participant does not turn up for their additional placement days and does not inform the school or Teaching Line	One day payment due to the school relevant to the day they should have attended (for example £50 if days 2-5 or £25 for days 6-10)

Additional information

For further information please refer to the frequently asked questions on the Department's website at www.education.gov.uk/sepschools, or contact the Teaching Line by free phone on 0800 085 0962 or e-mail at schoolexperience@TA-recruit.education.gov.uk.



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Reference: NCTL-00164-2013