



Teaching  
Agency

# Primary Experience Programme: Information for Schools

This document aims to assist schools with the administration of the Primary Experience Programme (PEP). It outlines the role of schools who offer the PEP, the process for arranging and booking placements and information on payments.

## Introduction

The PEP is a new scheme launching in autumn 2012. It offers high-quality graduates, who intend to start a primary initial teacher training (ITT) course in September/October 2013, the opportunity to gain ten days' valuable experience in a school.

PEP has been designed to meet the changing recruitment needs of primary ITT courses. During 2012/13, PEP will focus solely on supporting male participants, who are currently underrepresented within the primary teaching workforce. There will be 1,000 placements available on PEP to accommodate male participants who want to start a teaching career within a primary school.

## Placements

By registering to be part of the PEP, the school is agreeing to offer all participants a 10-day primary experience split into two, five-day placement blocks (initially this will be one during autumn 2012 term and one during spring 2013 term). All five-day blocks must start on the Monday and finish the Friday of the same week.

Each participant will have different reasons for wanting to gain some school experience; with many needing it to support their ITT application. During the first day of the placement, the school should organise time with the participant to discuss their needs.

Schools can register to participate in PEP on the DfE website at [www.education.gov.uk/teaching-agency-resources/pep-school-registration](http://www.education.gov.uk/teaching-agency-resources/pep-school-registration) .

## School availability

Once the school has completed the online registration form, the Teaching Agency (TA) or its contractor will call asking them to indicate which of the weeks below they are able to

accommodate PEP placements during autumn 2012 term.

- Week 1 – Monday 1 October 2012 – Friday 5 October 2012
- Week 2 – Monday 8 October 2012- Friday 12 October 2012
- Week 3 – Monday 15 October 2012- Friday 19 October 2012
- Week 4 – Monday 22 October 2012- Friday 26 October 2012
- Week 5 – Monday 29 October 2012- Friday 2 November 2012
- Week 6 – Monday 5 November 2012 – Friday 9 November 2012
- Week 7 – Monday 12 November 2012 – Friday 16 November 2012
- Week 8 – Monday 19 November 2012 – Friday 23 November 2012
- Week 9 – Monday 26 November 2012 – Friday 30 November 2012
- Week 10 – Monday 3 December 2012 – Friday 7 December 2012

The school will also need to provide the number of placements they can accommodate each week. For every week during the autumn 2012 term that the school accepts five or more placements in *the same week* (i.e., starting on Monday and finishing on Friday), they will receive a 'block booking bonus' of £500.00 per block placement week.

The TA (or its contractor) will contact schools again during December to establish their availability for the spring 2013 term.

## **School and participant matching process for first five-day placement block (autumn 2012 term)**

The TA (or its contractors) will match eligible participants to local schools through the process below:

1. TA (or its contractor) will identify eligible participants from the Teaching Line (TL) database.
2. TA (or its contractor) will then contact these participants to find out if they are interested in PEP and able to participate in the scheme on the dates available within the school.
3. Participants will then be given a provisional start date for their first block placement and sent written confirmation.
4. TA (or its contractor) will then confirm to the school the name and contact details of any matched participants.
5. If required, the school will then need to contact the participant and invite them into the school to complete the CRB paperwork at the earliest possible opportunity. Ideally, this must be done before Monday 24 September 2012.
6. The school or the participant will inform the TA (or its contractor) when the CRB disclosure has been returned.
7. TA (or its contractor) will then provide the confirmed placement details to both parties and send written confirmation.
8. Participant will attend first placement block at the school.

## **School and participant matching process for second five-day placement block (spring 2013 term)**

The TA (or its contractor) will also be responsible for organising the second placement block within the same school during spring 2013. The following process will be used:

1. In December 2012, TA (or its contractor) will contact all schools who have hosted placements during autumn 2012 to establish their availability for spring 2013.
2. TA (or its contractor) will then contact the participant and ask them to confirm which dates they can attend.
3. TA (or its contractor) will then confirm the details of the second placement block to both parties and send written confirmation.
4. Participant will attend second placement block at the school.

## CRB disclosures

CRB disclosure paperwork should be completed before Monday 24 September.

The school will be expected to follow their own safeguarding policy around the required checks for visitors to the school. If the participant needs an up-to-date CRB disclosure, the TA will refund the cost of this to the school.

The school will be expected to invite participants to the school to complete CRB paperwork at the earliest possible opportunity and may invite participants in during school holidays if this is more convenient. Placements will not be confirmed and payments will not be made to schools until all necessary safeguarding checks have been completed.

Schools can accept participants who already hold a valid CRB disclosure provided they bring it with them on the first day of their placement along with appropriate proof of identity. Please be aware that under these circumstances, the TA will not refund the cost of the CRB disclosure.

## Payments to schools

Schools will be paid for hosting PEP placements and will be reimbursed for the costs incurred for completion of CRB disclosures (if required). Schools will need to provide evidence that the participant attended the PEP placement by completing the attendance form (see Annex A).

The table below details the how the payments for schools are structured:

Activity	Amount	Comments
CRB Checks	£26 Standard CRB; or £44 Enhanced CRB.	Schools will be reimbursed for the actual cost of the CRB check.
Payments to PEP schools (per participant, per day)	Days 1-5: £50 per day Days 6-10: £25 per day	Schools will only receive payment for completed placement days
Block booking bonus (five or more placements a week, for any week in autumn 2012 term)	£500 per block placement week	Schools will receive this amount for every week they book block placements for in the autumn 2012 term. For example, a school may accept five placements during week 3, and seven placements during week 8. The school would then receive £1000 block booking bonus.

Schools who register with PEP will receive information on the payment procedure prior to the start of the academic year.

## Arrangements for cancelling a placement

If a school needs to cancel a placement they should contact the TA (or its contractor) as soon as possible so alternative arrangements can be made. Placements that are cancelled prior to day one by the school will not be eligible for TA funding.

If a school wishes to terminate a placement once it has commenced because the participant is unsuitable, they must first raise any concerns with the individual. If the school is still unwilling to continue with the placement they must notify the TA (or its contractor) as soon as possible.

If a participant notifies the TA (or its contractor) that they need to cancel their placement, the school will be contacted to discuss the arrangements for re-booking. If the participant informs the school that they need to cancel their placement, the school should advise the participant to contact the TA (or its contractor) as soon as possible.

The table below details the payment due to a school should the placement be cancelled:

Scenario	Payment Due
Participant cancels three or more days in advance of confirmed placement taking place	No payment due to school
Participant cancels two or less days in advance, or does not turn up for confirmed placement	Day 1 payment only due to school
School cancels confirmed placement prior to participant starting	No payment due to school
School terminates placement after it has commenced	School only paid for any placements days that have been completed

## Additional information

For further information please refer to the FAQs on the PEP school registration page, or e-mail [pep.ta@education.gsi.gov.uk](mailto:pep.ta@education.gsi.gov.uk).

## Annex A

### Primary Experience Programme Termly participant attendance form

Term and academic year	
School name	
School ID	

Name of participant	Teaching Line number	Five-day placement block completed (participant's signature)	If five-day placement not completed, number of days participant attended	Placement block not completed (participant's signature)

Participants' signatures should be provided on the last day of each five-day placement block. By signing this form, the participant is confirming that their PEP placement days have been completed.

#### School declaration

By signing below, you are confirming that the above information provided to the TA is correct to the best of your knowledge. This document must be submitted with your termly invoice to ensure it can be processed and paid.

Name \_\_\_\_\_ Date \_\_\_\_\_

Position \_\_\_\_\_ Signature \_\_\_\_\_