

**CHAPTER 4
SECTION 4****EXCHANGE TEACHERS AND
LANGUAGE ASSISTANTS****GUIDANCE - GENERAL****1. EXCHANGE TEACHERS**

Exchanges must be approved by the Education Departments (i.e. the Department for Education and Skills, the Scottish and Welsh Offices of Education and the Department of Education, Northern Ireland) or administered by the British Council's Education and Training Group (formerly the Central Bureau for Educational Visits and Exchanges) or the League for the Exchange of Commonwealth Teachers (LECT).

Both LECT and the Education and Training Group arrange direct exchanges between teachers in the United Kingdom and overseas. A second year may be permitted.

2. LANGUAGE ASSISTANTS

The British Council's Education and Training Group places language assistants in schools and colleges in the United Kingdom. Language assistants are not sent on head-for-head exchanges but are nevertheless part of an exchange programme. They are normally employed for not more than 12 hours a week for one academic year. As in the case of exchange teachers, a second year may be permitted, with the agreement of the Education and Training Group.

Employers may request Home Office permission to employ the assistant for more than 12 hours a week. This may be approved provided the Education and Training Group is in agreement.

3. MAINTENANCE AND ACCOMMODATION

It should not normally be necessary to make enquiries about maintenance and accommodation for teachers. Language assistants, however, are only working part-time and it may be advisable to check their funds, particularly if they have dependants.

4. EXCHANGE TEACHERS AND LANGUAGE ASSISTANTS COMING TO PRIVATE EDUCATIONAL ESTABLISHMENTS

Where arrangements are made under the auspices of the British Council's Education and Training Group or the League for the Exchange of Commonwealth Teachers (LECT), exchange teachers or language assistants coming to private educational establishments may be admitted, subject to the same requirements as teachers and language assistants coming to state schools.

Where, however, schools have made their own private arrangements, a work permit is required.

5. EXCHANGE TEACHERS AND LANGUAGE ASSISTANTS - ADDRESSES OF SPONSORING ORGANISATIONS

Education and Training Group
British Council
10 Spring Gardens
London SW1A 2BN

Tel: +44 (0)20 7389 4004
www.britishcouncil.org/education

League for the Exchange of Commonwealth Teachers
Commonwealth House
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Tremadoc Road
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London SW4 7NQ

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