



# NPQ REGISTRATION

## A Step-by-Step Guide to Support Teachers and Leaders

The new suite of 3 specialist and 3 refreshed leadership National Professional Qualifications launches in November 2021. John Taylor Teaching School Hub have partnered with Ambition Institute, and you can find out more on our website about our Ambition NPQ offer www.jttshub.co.uk



# STEP 1: What NPQ would you like to do?

Familiarize yourself with their content and suitability in relation to your role and career progression.





#### STEP 2: What are your funding options?

Scholarship funding eligibility criteria varies for each of the NPQs. It is important that you understand the funding and have approval from your

school budget holder. Also support from your school leaders before registering and applying for an NPQ. A summary of the funding options can be viewed here.

# Funding Eligibility Criteria

To qualify for **full scholarship funding**, with no cost to the participant, teachers and leaders **must meet all criteria below**:

Funding Criteria	NPQLT	NPQLTD	NPQB&C	NPQSL	NPQH*	NPQEL
A. Have, or aspiring to have responsibilities for leading in the NPQ area	✓	<b>√</b>	<b>√</b>	✓	<b>√</b> *	<b>√</b>
B. Work in a state funded school in England	<b>✓</b>	✓	<b>✓</b>	✓	<b>√</b> *	<b>✓</b>
C. Your school is within the top 30 <sup>th</sup> percentile in relation to pupils on Pupil Premium as of the end of the previous academic yr.	✓	Fully funded NPQ by the DfE	<b>✓</b>	✓	<b>√</b> *	<b>✓</b>

**NPQH** \* meet criteria A, B and C **OR** meet criteria B and are a headteacher or head of school in the first 2 academic years of headship then you also qualify for full scholarship funding.

If you do not work in a state funded school or work in a sponsor-led academy, or would like any further support, please contact Jeanette Taylor-Perks (<u>i.taylor-perks@jths.co.uk</u>).





#### STEP 3: REGISTER WITH THE DEPARTMENT FOR EDUCATION (DfE)

Teachers themselves should then register on the <u>DfE's platform</u>. Ideally you will need your Teacher Reference Number (TRN) and National Insurance Number, but it is possible to register without these and provide them later. There is a handy step-by-step guide to registering with the DfE at the end of this document.



#### STEP 4: TELL US YOU HAVE REGISTERED (so we can get you set on Ambition's system)

Complete the John Taylor TSHub <u>Expression of Interest form</u>. We will use this information to register you with Ambition, who check your details against your DfE registration. This enables funding access and/or your expression to be formally logged with Ambition. Check your inbox and spam/email quarantine restrictions.



#### STEP 5: COMPLETE AMBITION INSTITUTE'S FULL APPLICATION FORM

Please complete the application in full as soon as possible. We will review your application and confirm your place on the programme. At this point, you will have access to 'Steplab', Ambition's online training platform, which will provide you with access to the programme materials.

### **ALL DONE!**

Now look forward to your Ambition NPQ with JTTSHub!

# DFE REGISTRATION HELP

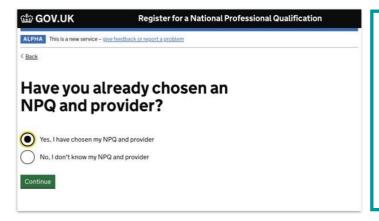
A Step-by-Step Guide to the DFE Registration Platform



Visit <a href="https://register-national-professional-qualifications.education.gov.uk/">https://register-national-professional-qualifications.education.gov.uk/</a>

Choose 'Start now' to begin your registration.





Confirm you have chosen your NPQ and provider.

This would be John Taylor Teaching School Hub, partnered with Ambition Institute.

∰ GOV.UK	Register for a National Professional Qualification
ALPHA This is a new service -	sive feedback or report a problem
< Back	
Teacher ref	erence number
Your teacher reference numb for a national professional qu	er (TRN) is used to check you're eligible to study alification (NPQ).
► What is a teacher reference	e number?
Do you know your tead	her reference number (TRN)?
Yes, I know my TRN	
O	RN .
No, I don't know my TF	

The service will ask if you know your Teacher Reference Number (TRN).

If you have this at hand, choose 'yes'. You can progress without it, but you will need to confirm it at a later date to validate your application.

d GOV.UK	Register for a National Professional Qualification
ALPHA This is a new service – gi	ve feedback or report a problem
< Back	
Name chan	ges
Your name must match the nar records to confirm you can tak	ne held in the Teaching Regulation Agency e an NPQ.
Has your name changed teacher?	d since you became a qualified
Yes, I have changed my	name
No, I have the same nan	ne
Continue	

You will be asked if you have changed your name, as this is the most common reason someone's details cannot be matched against their TRN so collecting previous names will help alleviate this issue.

∰ GOV.UK	
< Back	
Check your details	
We need to check your details on the Teaching Regulation Agency records to ensure you qualify to study for a National Professional Qualification (NPQ).	
Teacher reference number (TRN)	
Your TRN is 7-10 characters long. It may begin with "RP"	
Full name	
Your full name exactly as it appears on the Teaching Regulation Agency records	
Date of birth	
For example, 12 11 1990	
Day Month Year	
pdate is	
National Insurance Number (optional)	
This will help us match your details	
Continue	

You will be asked to provide details so the DfE can validate you. This check is done against thedatabase of qualified teachers.

\*It may say your details are not recognized

– this happened when we tried\*

- Do not add the / in your TRN
- Do not add titles prefixing your name (e.g. Mr, Mrs, Miss, Ms, Mx, Dr)
- Enter your name exactly as it appears on your TRN document/certificate

Contact us if you are having any issues!



# We cannot find your details

We cannot find a match with the details you have provided.

This could be because:

- you have abbreviated your first name, for example Rob/Robert
- your surname is different to the name held on the Teaching Regulation Agency records
- you've entered an incorrect TRN
- you have entered an incorrect date of birth

 $\label{thm:continuous} \mbox{Try again to enter your details} \mbox{ - entering your National Insurance number will help us match your details}.$ 

Try again

#### Still can't match your details?

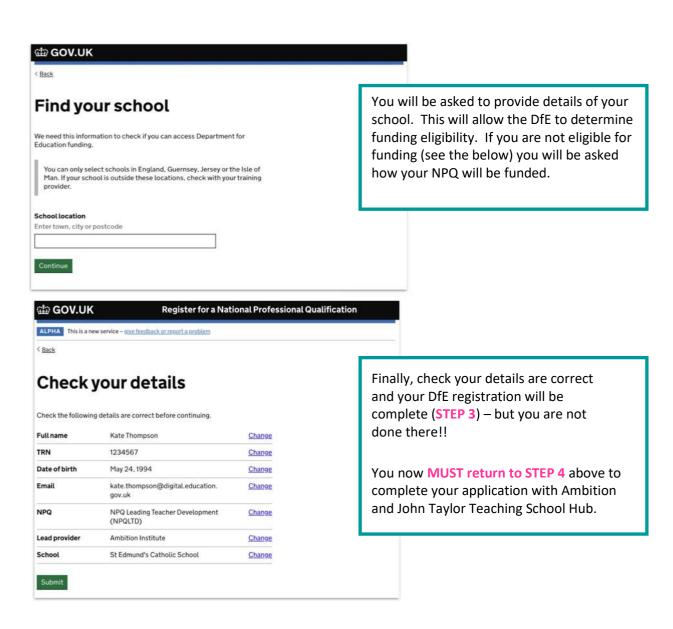
You can still continue to register - our support team will contact you to confirm your details before you start your course.

Continue registration

If you have trouble matching your details then click 'continue registration'.

<b>⊞</b> GOV.UK			
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Choose your NPQ	You will then be asked which NPQ you are registering for		
NPQ Leading Teaching (NPQLT)			
NPQ Leading Behaviour and Culture (NPQLBC)			
NPQ Leading Teacher Development (NPQLTD)			
NPQ for Senior Leadership (NPQSL)			
NPQ for Headship (NPQH)			
NPQ for Executive Leadership (NPQEL)			
Continue			
Choose your provider	And to choose your provider		
These are the training providers who provide NPQ Leading Behaviour and			
Culture. Providers may have different entry requirements for courses.  Check with the person responsible for professional development at your school.	(Select Ambition to join John Taylor Teaching School Hub NPQ programmes) or the regional NPQEL Ambition programme		
Ambition Institute			
Best Practice Network (home of Outstanding Leaders Partnership)	. ,		
Church of England			
Education Development Trust			
School-Led Network			
Leadership Learning South East (LLSE)  Teacher Development Trust			
Teach First			
UCL Institute of Education			
Continue			





## If you are applying for NPQH

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Are you a headteacher?	The DfE will ask you if you are in the first 2 [academic] years of your headship.
$Extra \ support\ is\ available\ if\ you\ are\ in\ the\ first\ 2\ years\ of\ your\ headship.$	. , , ,
Yes, I am in the first two years of a headship	
Yes, I have been a headteacher for more than 2 years	
No. I am not a headteacher	
Continue	
If you are not eligible for NPQ fundi	ng

