



**National Professional Qualification (NPQ)
Middle Leaders (NPQML) and Senior Leaders (NPQSL)**

Accredited NPQ provider



Application Form Guidance Notes

To assist us with your application process, please ensure that you complete all of the mandatory questions (denoted with a *) and submit your application no later than the closing date specified on the Learners First website.

Before completing the application form please ensure that you have the following information to hand.

Please see the guide below to assist you with your application process: -

Previous Surname	Please inform us if you have changed your Surname since completing your Qualified Teaching Status (QTS).
For Teaching Staff Teacher unique Reference Number	This can be found on your QTS (Qualified Teaching Status) Certificate. (7 digits' reference)
For Non-Teaching Staff Only You are required to input a Teacher unique Reference Number	Please input 9999999
School Unique Reference Number (URN)	If you are unsure of your school / academy URN this can be located by following the Get information about Schools link below: https://get-information-schools.service.gov.uk/
Are 30% or more of pupils on roll at your school eligible for Free School Meals (FSM)	This information can be found under the heading: <i>Percentage of children eligible for free school meals?</i> This can be located by following the Get information about Schools link below: https://get-information-schools.service.gov.uk/
Sponsor details - The sponsor should ideally be your Head teacher / Principal from your current school.	The task and evidence you submit for final assessment will need to be verified by a 'sponsor' in your school. They are required to verify the task and evidence you submit as your project for final assessment and also provide testimony of how you have demonstrated evidence of competency as a middle / senior leader.
Who is funding your course fees? <ul style="list-style-type: none"> ▪ School ▪ Through my school subscription to Learners First. ▪ Self-funded ▪ DfE funded as my school is in a Category 5 area. ▪ DfE funded as my school is in a Category 6 area 	Please check with your Head teacher / Principal with regards to how your course fees will be funded.

<p>If your application is funded via DfE and you do not complete the course (including assessment submission) then your school may be liable for the course fees.</p>	<p>You are required to:</p> <p>Attend all planned Face to Face days with your programme (these are mandatory).</p> <ul style="list-style-type: none"> ▪ 6 Days NPQML ▪ 8 Days NPQSL <p>These will be during school time throughout the academic year. You must confirm that your Head Teacher has given their consent for your application and approved the required release time for your attendance.</p> <p>Completion of project work must be uploaded onto the NPQ Online Portal within the 18 months of your induction date, and your project must be in line with your School Development Plan as discussed with your Sponsor.</p>
<p>NPQ Privacy Notice (Please confirm that you have read and understood this)</p>	<p>Applicants cannot be accepted on to the programme unless consent is provided.</p> <p>Information that you submit will be in accordance with our GDPR regulations.</p>

In the event that the programme is oversubscribed, applications will be prioritised on a first-come first-served basis so early application is advised. All applicants will receive acknowledgement of their application within 5 working days of our receipt and confirmation of their place as specified on the website.