



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?

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

Specialist NPQs

Leading Teaching (NPQLT)	Leading Teacher Development (NPQLTD)	Leading Behaviour & Culture (NPQLBC)
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Senior Leadership NPQs

Senior Leadership (NPQSL)	Headship (NPQH)	Executive Leadership (NPQEL)
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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. Work in a state funded school in England	✓	✓	✓	✓	✓*	✓
C. Your school is within the top 30 th percentile in relation to pupils on Pupil Premium as of the end of the previous academic yr.	✓	Fully funded NPQ by the DfE	✓	✓	✓*	✓

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 (j.taylor-perks@jths.co.uk).





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

Teachers themselves should then register on the DfE's platform <https://register-national-professional-qualifications.education.gov.uk/>. Ideally you will **need your Teacher Reference Number (TRN)** or 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)

Email Jeanette at the John Taylor Teaching School Hub (j.taylor-perks@jths.co.uk) with the following information:

- Name:
- TRN:
- Email address:
- School:
- The NPQ you wish to study:



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

GOV.UK Register for a National Professional Qualification

ALPHA This is a new service – [give feedback or report a problem](#)

Register for a National Professional Qualification (NPQ)

This service is for teachers who want to register to study for an NPQ.

Use this service to:

GOV.UK Register for a National Professional Qualification

ALPHA This is a new service – [give feedback or report a problem](#)

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Have you already chosen an NPQ and provider?

Yes, I have chosen my NPQ and provider

No, I don't know my NPQ and provider

Continue

Visit <https://register-national-professional-qualifications.education.gov.uk/>

Choose 'Start now' to begin your registration.

Hub, partnered with Ambition Institute.

GOV.UK Register for a National Professional Qualification

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Teacher reference number

Your teacher reference number (TRN) is used to check you're eligible to study for a national professional qualification (NPQ).

[What is a teacher reference number?](#)

Do you know your teacher reference number (TRN)?

Yes, I know my TRN

No, I don't know my TRN

I don't have a TRN

Continue

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.

GOV.UK Register for a National Professional Qualification

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Name changes

Your name must match the name held in the Teaching Regulation Agency records to confirm you are eligible for an NPQ.

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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

update is

National Insurance Number (optional)
This will help us match your details

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.

You will be asked to provide details so the DfE can validate you. This check is done against the database 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

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

Try again to enter your details - 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'.

The screenshot shows the 'Choose your NPQ' form on the GOV.UK website. At the top left is the GOV.UK logo and a '< Back' link. The main heading is 'Choose your NPQ'. Below this are six radio button options: 'NPQ Leading Teaching (NPQLT)', 'NPQ Leading Behaviour and Culture (NPQLBC)', 'NPQ Leading Teacher Development (NPQLTD)', 'NPQ for Senior Leadership (NPQSL)', 'NPQ for Headship (NPQH)', and 'NPQ for Executive Leadership (NPQEL)'. At the bottom left is a green 'Continue' button.

You will then be asked which NPQ you are registering for

The screenshot shows the 'Choose your provider' form on the GOV.UK website. At the top left is the GOV.UK logo and a '< Back' link. The main heading is 'Choose your provider'. Below this is a paragraph: 'These are the training providers who provide NPQ Leading Behaviour and Culture. Providers may have different entry requirements for courses.' This is followed by another paragraph: 'Check with the person responsible for professional development at your school.' Below this are ten radio button options: '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', and 'UCL Institute of Education'. At the bottom left is a green 'Continue' button.

And to choose your provider (Select Ambition to join John Taylor Teaching School Hub NPQ programmes) or the regional NPQEL Ambition programme

GOV.UK

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Find your school

We need this information to check if you can access Department for Education funding.

You can only select schools in England, Guernsey, Jersey or the Isle of Man. If your school is outside these locations, check with your training provider.

School location
Enter town, city or postcode

Continue

You will be asked to provide details of your school. This will allow the DfE to determine funding eligibility. If you are not eligible for funding (see the below) you will be asked how your NPQ will be funded.

GOV.UK Register for a National Professional Qualification

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Check your details

Check the following details are correct before continuing.

Full name	Kate Thompson	Change
TRN	1234567	Change
Date of birth	May 24, 1994	Change
Email	kate.thompson@digital.education.gov.uk	Change
NPQ	NPQ Leading Teacher Development (NPQLTD)	Change
Lead provider	Ambition Institute	Change
School	St Edmund's Catholic School	Change

Submit

Finally, check your details are correct and your DfE registration will be complete (**STEP 3**) – but you are not done there!!

You now **MUST return to STEP 4** above to complete your application with Ambition and John Taylor Teaching School Hub.

If you are applying for NPQH

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Are you a headteacher?

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

The DfE will ask you if you are in the first 2 [academic] years of your headship.

If you are not eligible for NPQ funding

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Funding your NPQ

How is your NPQ Leading Teacher Development being paid for?

My school is paying
 My trust is paying
 I am paying
 My NPQ is being paid in another way
 For example, I am sharing the costs with my school

Continue

The DfE will ask how your chosen NPQ is being paid for.