

Apply to undertake a National Professional Qualification (NPQ)

Guidance for applicants

The application process consists of multiple elements, including:

- Applying for scholarship funding from the DfE;
- Registering for the National Professional Qualification; and
- Applying and onboarding for the NPQ.

Our five-step guide helps you to take all the necessary actions.

The five *essential* steps...



The requirements for commencing a NPQ will not be fulfilled unless all five steps are completed.

The steps below should be undertaken by the applicant.



Explore the range of specialist and leadership National Professional Qualifications available to you as an aspiring or experienced leader at www.teachingschoolhub.co.uk/npq.

When you have selected an NPQ, having carefully considered your eligibility to access this, discuss the NPQ with a senior leader at your school/trust. They will need to support your application. You'll be asked to provide their contact details when you apply.

>> Ensure you have support from leaders to undertake all the programme requirements, including attending all events. Only progress your application if you are 100% committed and confident that you can fulfil all aspects of the programme.



The DfE provides scholarship funding to cover the full costs of an NPQ (except cover costs and subject to eligibility criteria, see <https://tinyurl.com/fundingNPQ>). You must secure this funding before progressing your application.

>> To apply for funding, please visit the DfE's 'Register for a National Professional Qualification (NPQ)' portal at <https://register-national-professional-qualifications.education.gov.uk>.

Need support? Please contact continuing-professional-development@digital.education.gov.uk



To register for your NPQ, you'll need your Teacher Reference Number (TRN). A TRN is allocated to a teacher when they commence initial teacher training. Non-teaching/support staff can apply to the DfE for a TRN.

Non-teaching/support staff applying to undertake the National Professional Qualification for Leading Behaviour and Culture (NPQLBC) can request a TRN from the DfE. See the guidance available via the link, below, for details.

>> To begin your application, please complete Exceed Teaching School Hub's online form. We'll use this information to create an account for you on *My Ambition*, the online portal where you will access the NPQ in the future: <https://forms.office.com/r/k5dWQixftL>.

Need support with your TRN? Please see the DfE's guidance at <https://tinyurl.com/TRNumber>.



Within two *working days* of registering, you will receive an email from Ambition Institute asking you to complete your application form in full via *My Ambition*. Please keep an eye on your inbox and junk mail folders.

>> **The email will contain a link to My Ambition. Follow this link to register on My Ambition.**

To help avoid important emails going to junk mail folders, add the following domains to your safe senders list: @salesforce.com (including email address 'noreply@salesforce.com'), @ambition.org.uk, @steplab.co, @steplab.co.uk, and exceedacademiustrust.co.uk.



After completing your application form, your application will be reviewed by a member of the team at Exceed Teaching School Hub. You will either be successful or unsuccessful.

If you are successful, you will receive a further email from Ambition Institute so please keep an eye on your inbox and junk mail folders. This will contain a link to *Onboard*.

>> **Please follow the link to Onboard and provide the information requested. Only after onboarding will you be confirmed as a participant on the programme.**

Our final request is to help ensure you face no challenges in benefiting from the scholarship funding. With the same information you have already shared with us, please log on to the DfE's teacher self-service portal to ensure your professional record is up to date.

>> Use your name, TRN, and date of birth to log on the DfE's teacher self-service portal to amend or update your record, e.g. due to a change of surname due to marriage, changed the school you work at, update your work email address. This can help improve the process of receiving scholarship funding for your NPQ. The records you have registered with us, Ambition Institute and the DfE should match those on the self-service portal.

>> Access the portal at <https://teacherservices.education.gov.uk/SelfService/Login>.

Need support? Please contact gts.enquiries@education.gov.uk or call 0207 593 5394.