

Register for a National Professional Qualification with Bradford Teaching School Hub and Ambition Institute



A step-by-step guide

STEP 1: CHOOSE AN NPQ

Details of each of our NPQs are available at: www.teachingschoolhub.co.uk/npq

Details of eligibility criteria for DfE scholarship funding are available here: www.teachingschoolhub.co.uk/npqeligibility

Unfortunately, you need to complete several steps to apply for a NPQ programme. This isn't ideal but this is necessary until DfE systems are developed further. Please follow this step-by-step guide and avoid missing any of the steps outlined.

STEP 2: UPDATE YOUR PROFESSIONAL RECORD (QUALIFIED TEACHERS ONLY)

Teachers can update their own professional record, including contact details here:

<https://teacherservices.education.gov.uk/SelfService/Login>.

It helps the process if all the records match.

STEP 3: REQUEST ACCESS TO AMBITION INSTITUTE'S ONLINE APPLICATION FORM (4 minutes)

We now ask you to complete a short Microsoft Form. We will ask you to confirm that you are already registered on the DfE online service and that the information you will share with us match your DfE registration.

Please complete our Expression of Interest form:

<https://forms.office.com/r/J1Uwdp9tuK>

We will use this information to register you on 'My Ambition'. This online tool will email you, usually within **1-2 working days**, a link to 'My Ambition' to begin your application. Please check your inbox and junk mail folder.

If after 2 working days you haven't received the email, please email us:

janna.begum@exceedacademiustrust.co.uk. We'll contact Ambition Institute to resolve your problem.

Also, please ask your IT technician to add the following email addresses to your safe senders:

- @salesforce.com (including email address 'noreply@salesforce.com')
- @ambition.org.uk
- @steplab.co
- @steplab.co.uk
- @exceedacademiustrust.co.uk

STEP 4: COMPLETE THE FULL APPLICATION FORM (10 minutes)

Login to *My Ambition* (www.my.ambition.org.uk) with your new username and password, please complete the application in full as soon as possible. We will review your application and, if you meet the criteria, confirm your place on the programme. Watch out for an email confirming your application was successful, or not. Please also check your junk mail folder.

The application is not lengthy. However, you will need to indicate whether you have accessed an NPQ of a similar level before and draft a paragraph briefly explain how your role allows you to access and practise the learning of the NPQ of your choice.

STEP 5: IF YOUR APPLICATION IS SUCCESSFUL, COMPLETE THE ONBOARDING FORM (5 minutes)

Once we have reviewed your application you will receive an email from *My Ambition*. If your application has been successful, **please follow the link in the email to accept your place.**

You also need to **complete the short Onboarding Form**. A link will be emailed to you by *My Ambition*.

STEP 6: REGISTER WITH THE DEPARTMENT FOR EDUCATION (DFE) TO CONFIRM YOUR SCHOLARSHIP AND TO UPDATE YOUR TEACHER RECORD (5-10 minutes)

It is important that you are firmly committed you're your NPQ at the time delivery commences. Equally, to secure the scholarship funding from DfE, you need to be equally committed. You need to register with the DfE to secure these funds. If you withdraw from the programme, you may no longer be able to access scholarship funding for future programmes.

Before you apply to us to undertake a National Professional Qualification you **MUST** register on the DfE's online service. You **MUST** ensure your Teacher Reference Number (TRN) is correct and **EXACTLY** the same on the DfE online service as those you record with us in previous steps. This is the only way scholarship funding can be accurately allocated to fund your NPQ and for your teaching record to be updated to reflect your career journey.

If you are a member of support staff seeking to undertake the National Professional Qualification for Leading Behaviour and Culture and you DO NOT have a Teacher Reference Number (TRN) you must request one from the DfE (TRNs are not just for teachers). Our guidance for requesting a TRN is available in the 'Apply' section of the NPQLBC webpage:
www.teachingschoolhub.co.uk/npqlbc

To start the registration process teachers (not schools) visit the DfE's online registration service. Please select **Ambition Institute** as the lead provider when prompted.

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

Upon completion of the registration, please progress to step 3 (below). The DfE online system may encourage you to apply directly to Ambition Institute via Ambition's website. Please avoid this as progress to step 3 allows us – Bradford Teaching School Hub - to manage your application process smoothly.