

Register for a National Professional Qualification



A step-by-step guide

STEP 1: CHOOSE AN NPQ AND PROVIDER (20-30 minutes)

Secure the agreement of your headteacher before commencing the process of registering for a NPQ programme. You will need your Teacher Reference Number (TRN) during this process.

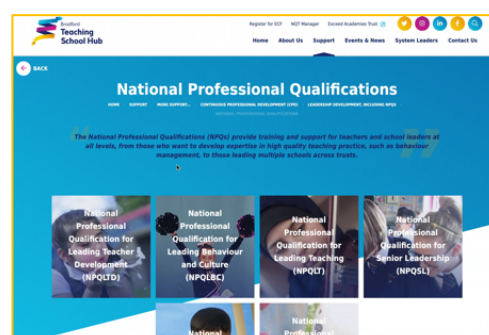
Consider which NPQ and provider you wish to engage with. Bradford Teaching School Hub is partnered with Ambition Institute.

Details of each of our NPQs are available at:

www.teachingschoolhub.co.uk/npq

Details of eligibility criteria for DfE funding are available here:

www.teachingschoolhub.co.uk/npqeligibility



STEP 2: REGISTER WITH THE DEPARTMENT FOR EDUCATION (DFE) (5-10 minutes)

To start the registration process teachers (not schools) visit the gov.uk registration service once you have identified your preferred NPQ and chosen a provider. Bradford Teaching School Hub works in partnership with **Ambition Institute**:

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

STEP 3 a: REQUEST ACCESS TO OUR ONLINE APPLICATION FORM (3-5 minutes)

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 **3-4 working days**, a link to 'My Ambition' to begin your application. Please check your inbox and junk mail folder.

If after 5 working days you haven't received the email, please email us:

janna.begum@exceedacademiestrust.co.uk. We'll contact Ambition Institute to try 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
- @exceedacademiestrust.co.uk

STEP 3 b: COMPLETE THE FULL APPLICATION FORM (5-10 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 length. 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.

DEADLINE FOR NOVEMBER 2021 PROGRAMMES: 12TH OCTOBER 2021

STEP 4: IF YOUR APPLICATION IS SUCCESSFUL, COMPLETE THE ONBOARDING FORM (5 minutes)

The short Onboarding Form collects information such as your Teacher Reference Number (TRN). This form is important as it links your professional record to allow the awarding of your NPQ upon successful completion and to release scholarship funding to the provider (if you are eligible) to fund your programme.

DEADLINE FOR NOVEMBER 2021 PROGRAMMES: 15TH OCTOBER 2021

ONCE COMPLETE

You will have access to 'Steplab', our online training resource, which will provide you with access to the programme materials in due course.