

## National Professional Qualifications – Application Guidance

**Please note you will submit your application using an MS Form. This does not save your progress. It is therefore important to ensure you have all of the information detailed below, to hand before you complete your application.**

### Section 1. NPQ Programme and Scholarship Funding

**Expression of interest** – you must complete an expression of interest prior to completing your application form. It can be found [here](#). This only takes a minute to complete and helps us monitor demand and allocate funded places to meet the demand.

**Which NPQ are you applying for?** Be careful to select the correct programme. Common mistakes are made between applicants applying for the NPQ Leading Teaching or NPQ Leading Teacher Development programmes.

### Section 2. Personal information

You will be required to provide information including your full name, contact details, employment/employer details. Please note the following:

- Information is inputted with accuracy, particularly email addresses
- Your school **Unique Reference Number** can be found on [Get Information About Schools](#)
- Your payroll / HR department can provide your **Teacher Reference Number (TRN)** if you have misplaced it
- Details of how Vantage TSH will process and use your data can be found [here](#).

### Section 3. Sponsor details

To be considered for your NPQ programme you will need to secure agreement from your head teacher. For headteachers, executive headteachers or those working for a MAT central team, this should be your CEO or the Chair of Governing Body.

- Please ensure you have the authorisation of your named sponsor before submitting your application

If your school is not eligible for scholarship funding you should check with your headteacher / CEO / Chair of Governing Body that your employer will agree to pay the cost of the programme.

#### **Section 4. Equality, diversity and inclusion**

We collect basic data on gender, ethnicity and any reasonable adjustments you may require us to make if you are successful in securing a place on an NPQ programme. You have the option of 'prefer not to say' on any of these questions should you wish to.

#### **Section 5. Application questions**

Our commitment to workload reduction means that we prioritise your eligibility, suitability and the authorisation of your sponsor when judging your application. We check these in the following ways:

- Eligibility – the personal details you provide and your current employer
- Suitability – details of your current role
- Sponsor authorisation – we will confirm authorisation with your sponsor

Additionally, you will answer two application questions. When you are answering each question write concisely to avoid unnecessary workload.

Below you will find each of the application questions with a model response. **It is acceptable to copy, paste and refine the model responses.**

Please write **no more than 150 words** for each response. We know how busy you are and do not wish to add to your workload unnecessarily!

**Once you have completed your application and received notification from Vantage TSH that you have been successful, Vantage TSH will ask you to register with the DfE. This will be the final stage of the application process.**

#### **Model responses:**

Q1. Why would you like to complete the National Professional Qualification (NPQ) with Teach First?

*I understand that the NPQ programme is underpinned by the best available evidence and I hope to benefit from this by developing my knowledge and applying this to develop my leadership practice.*

*I have chosen the NPQ [insert programme name] because [provide an example of how the programme links to your current role or aspirations for your next career role].*

Q2. Please provide a specific, recent example to show how you are ready for the next step in school or education setting leadership.

*My current role, which I have held for xx years is [insert current role]*

*I have/have had responsibility for teaching a class/classes of children aged [insert age range] and understand that the quality of teaching has the single biggest impact on the outcomes of children, particularly the most disadvantaged.*

*I have developed my own practice and in doing so, have been able to support the development of other teachers in my phase/department/school [E.G. as an ECT mentor / through our CPD offer]. This has built capacity for effective teaching which has / will improve outcomes for children.*