NPQ Registration

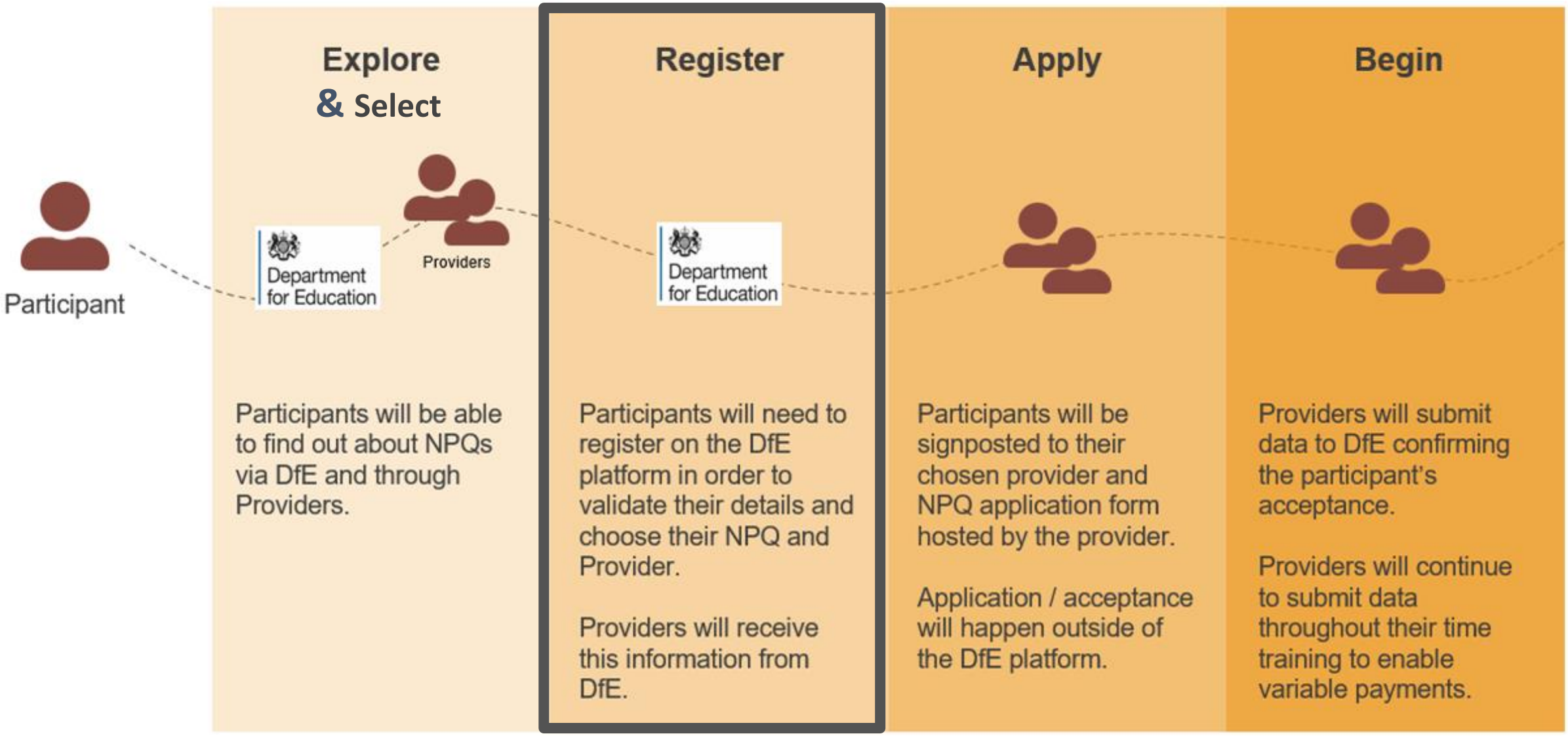
Department
for Education

Key Objectives

NPQ Registration will give DfE direct access to users and reduce burden on **training providers** by validating data quickly and at the beginning of the journey. This offers **simplicity for users,** enables **direct access** with the database of qualified teachers and provides a **trusted source** of impartial information.

- The easiest way for participants to find out more about NPQ programmes is to contact their local Teaching School Hub. Participants can also contact lead providers directly.
- NPQ Registration is the **second** step of the NPQ application journey. Participants should liaise directly with providers to select their programme **prior** to accessing the service. Providers will then direct participants to the service to register their details.
- Participants are able to input their TRN (Teacher Reference Number) and the school at which they are employed on the service, amongst other details. This information will be sent to their chosen provider.
- The Provider will then send the participant their full application form to complete selection and onboarding

NPQ registration journey



Teacher Continuing Professional Development Service

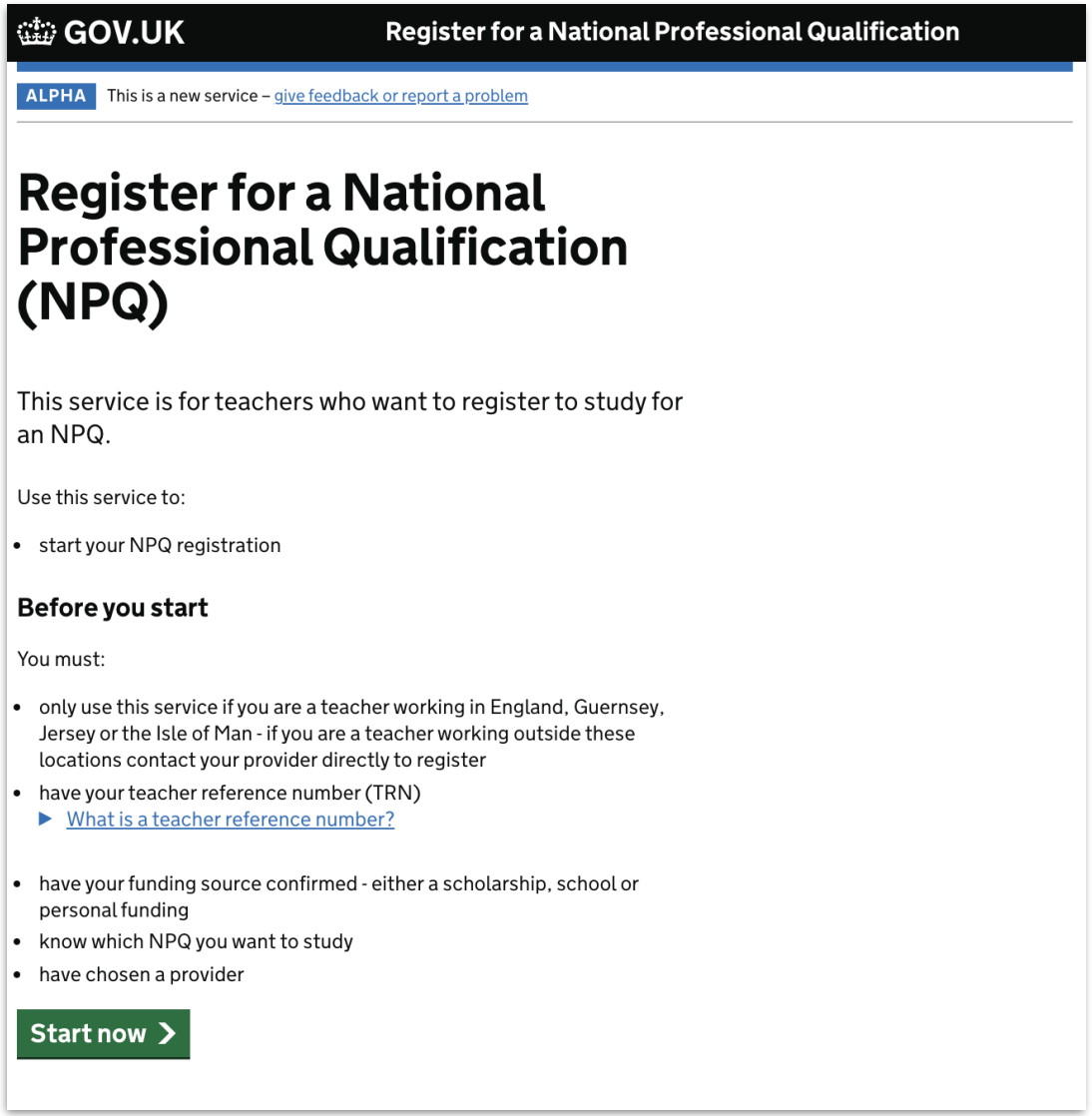
Registering for a National Professional Qualification

June 2021

Department for Education

To start the registration process...

...teachers (not schools) will be directed to the GOV.UK registration process once they have identified their preferred NPQ and chosen a provider.



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:

- start your NPQ registration

Before you start

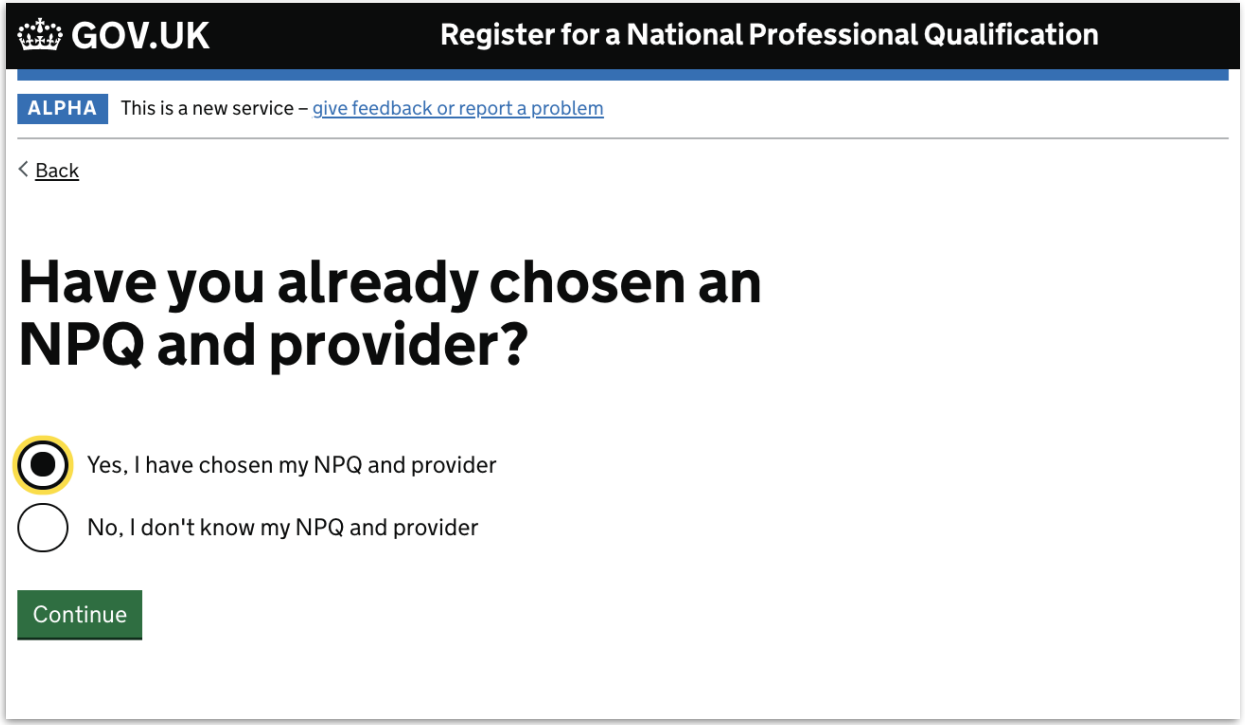
You must:

- only use this service if you are a teacher working in England, Guernsey, Jersey or the Isle of Man - if you are a teacher working outside these locations contact your provider directly to register
- have your teacher reference number (TRN)
  - What is a teacher reference number?
- have your funding source confirmed - either a scholarship, school or personal funding
- know which NPQ you want to study
- have chosen a provider

Start now

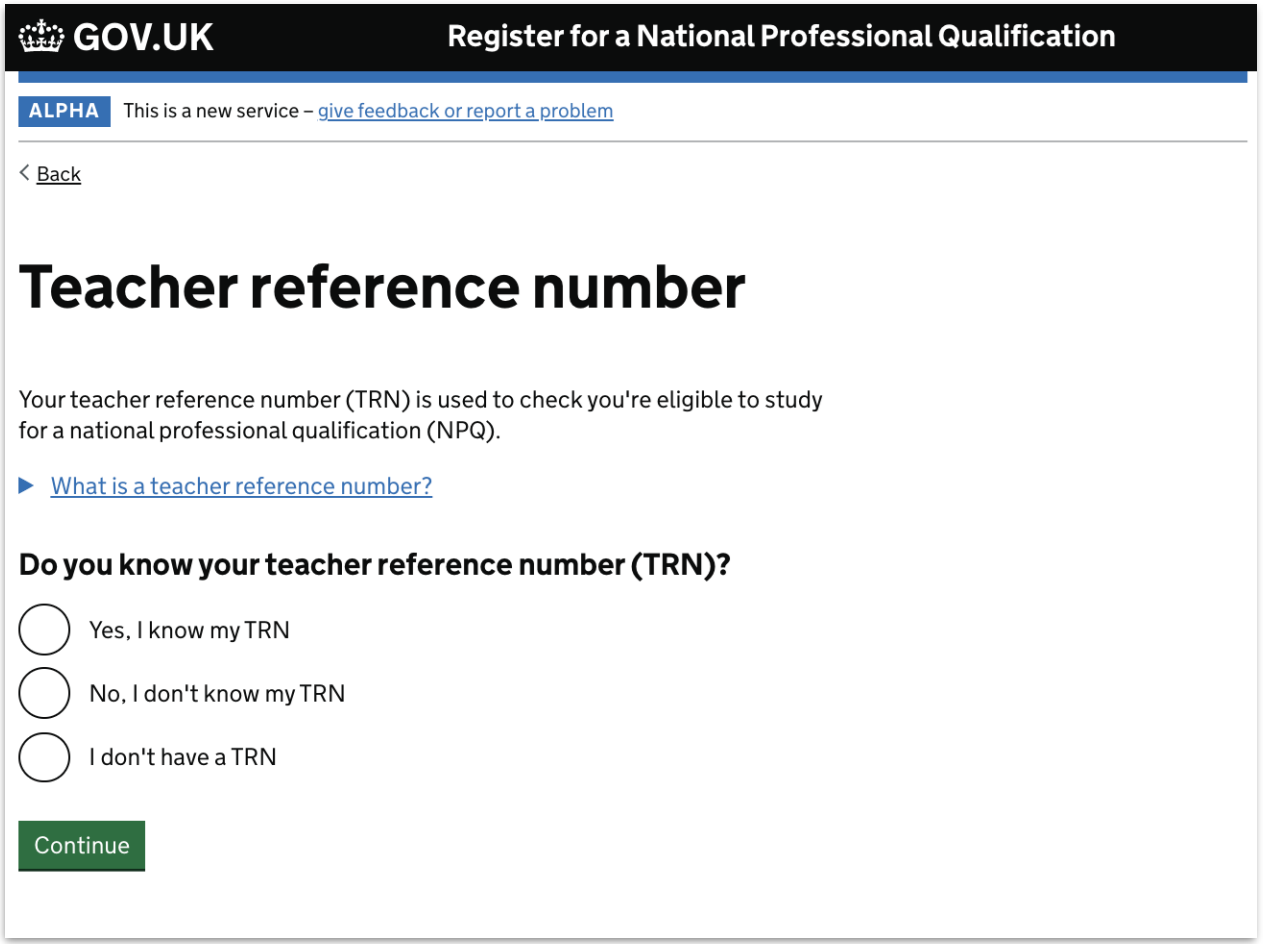
We ask them to confirm they have chosen a provider

If they have not, we direct them to contact their TSH and link to guidance from each of the individual learning providers.



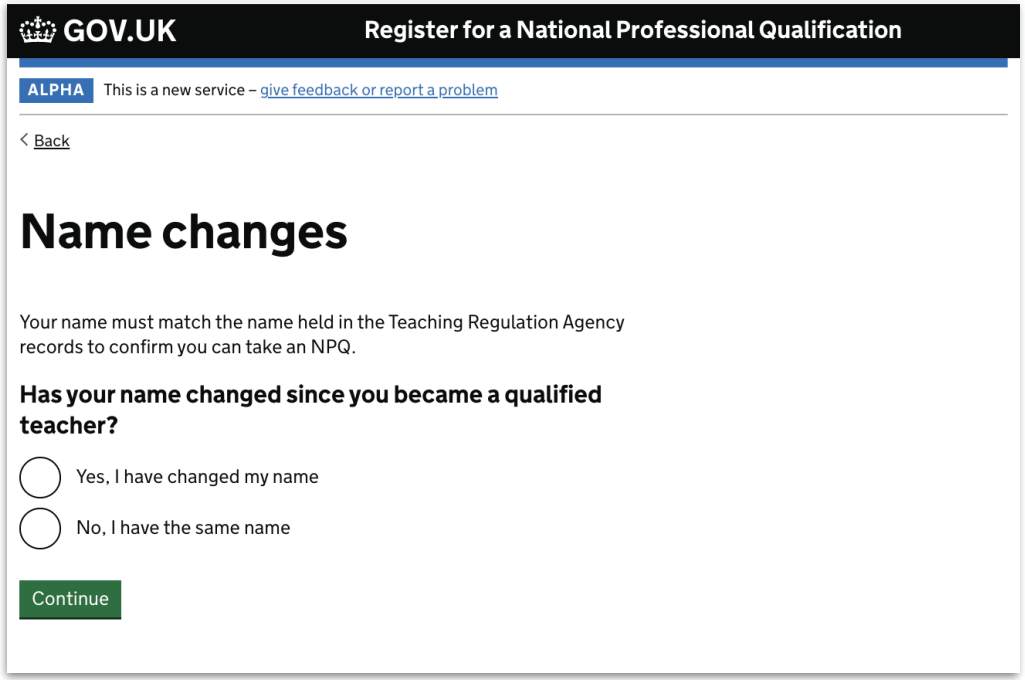
We then ask if they know their TRN

They can progress without it and we'll follow up with them to complete validation later if they don't know it at that point.



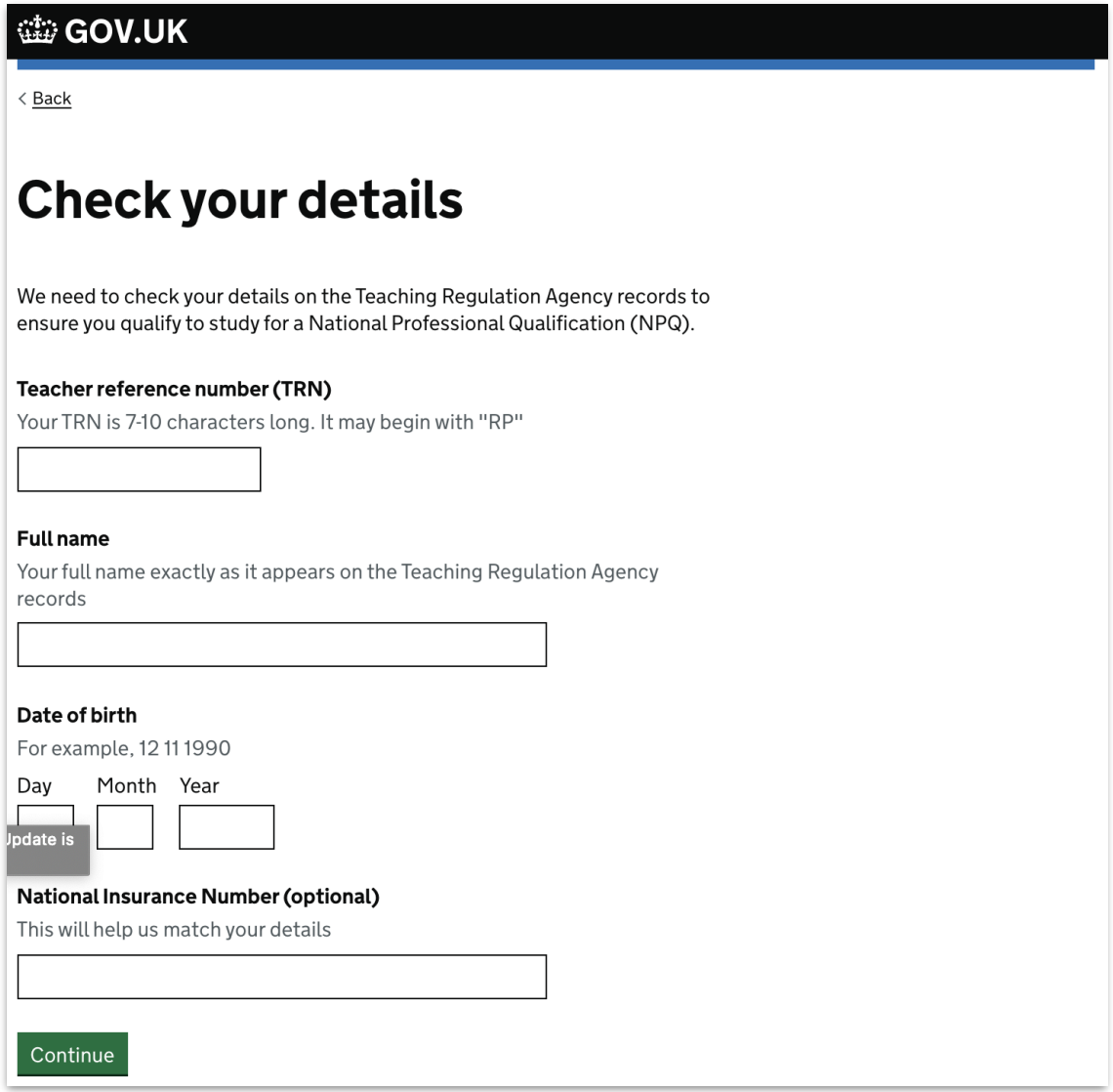
We ask if they have changed their name

This is because a name change is the most common reason someone’s details cannot match against their TRN so collecting previous names helps alleviate that issue.



We ask them to provide their details so we can validate them

This check is done against the database of qualified teachers.



They are then asked which NPQ they are registering for...

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Choose your NPQ

- NPQ Leading Teaching (NPQLT)
- NPQ Leading Behaviour and Culture (NPQLBC)
- NPQ Leading Teacher Development (NPQLTD)
- NPQ for Senior Leadership (NPQSL)
- NPQ for Headship (NPQH)
- NPQ for Executive Leadership (NPQEL)

Continue

… and which provider they are going with

GOV.UK

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Choose your provider

These are the training providers who provide NPQ Leading Behaviour and Culture. Providers may have different entry requirements for courses.

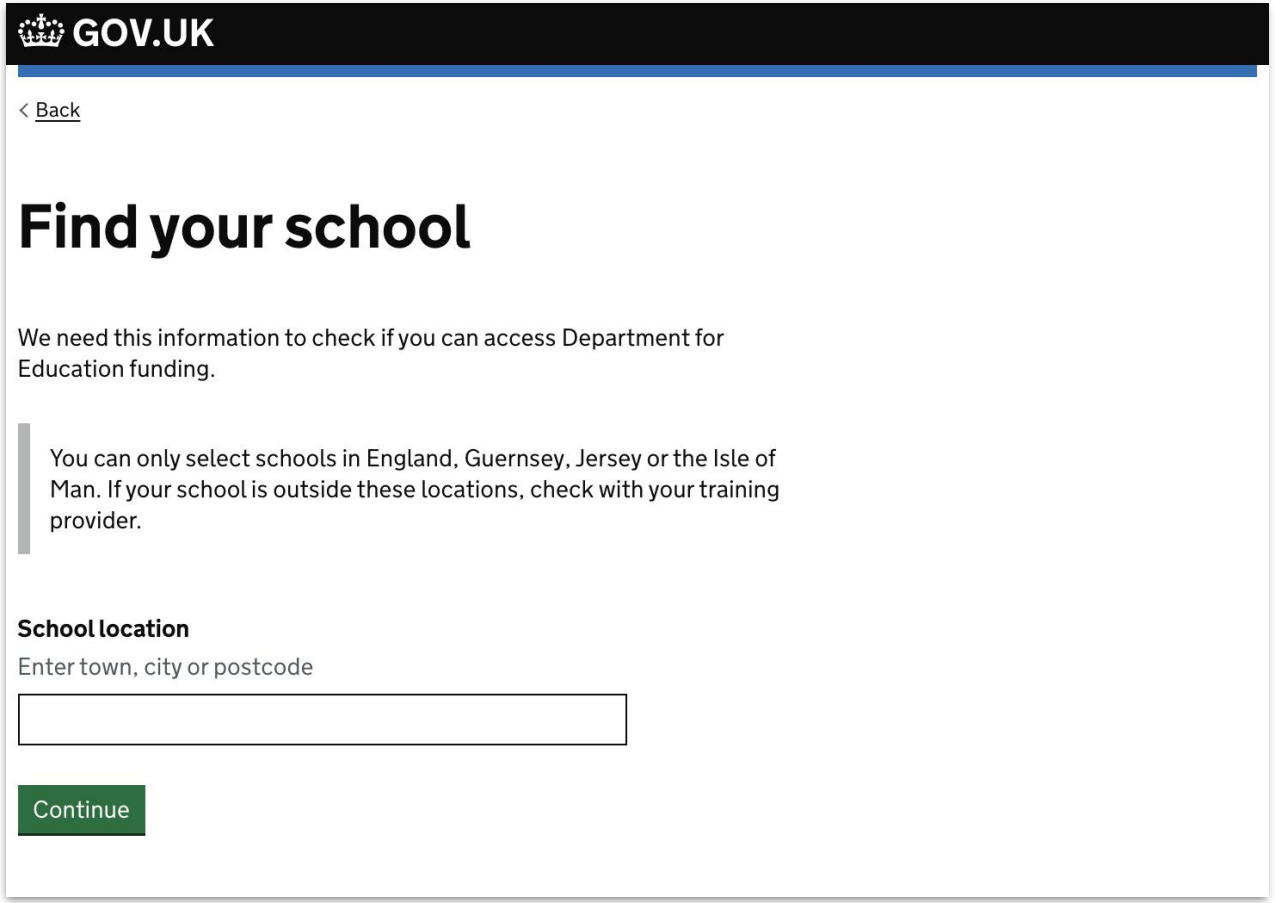
Check with the person responsible for professional development at your school.

- 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
- UCL Institute of Education

Continue

We then collect information on which school they are at

This is so we can determine funding eligibility.



We summarise the information they have given us...

GOV.UK Register for a National Professional Qualification

ALPHA This is a new service – give feedback or report a problem

Back

Check your details

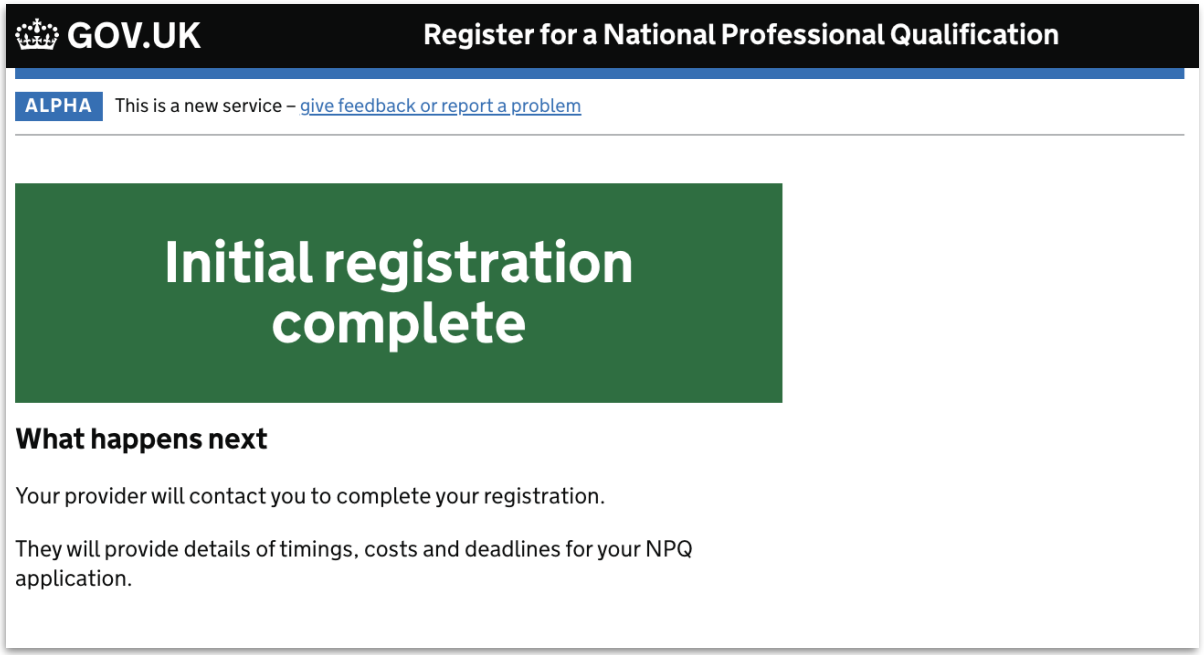
Check the following details are correct before continuing.

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

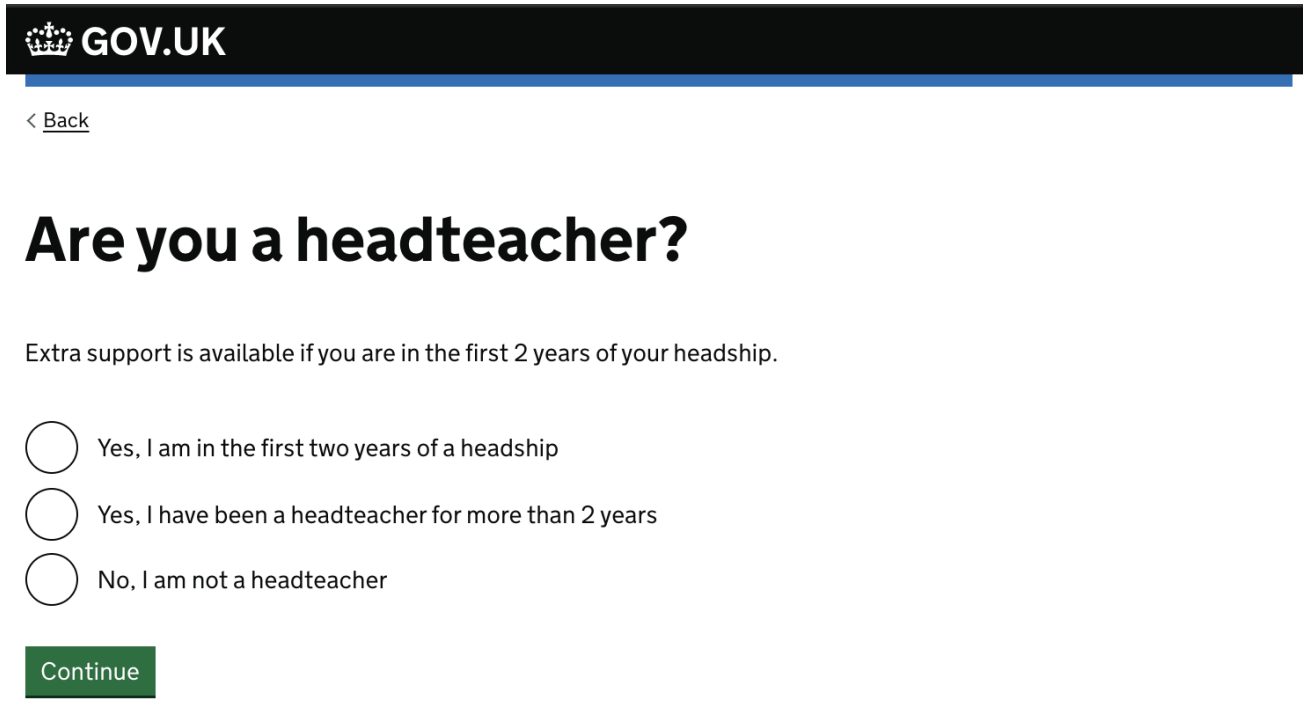
The teacher has then completed registration

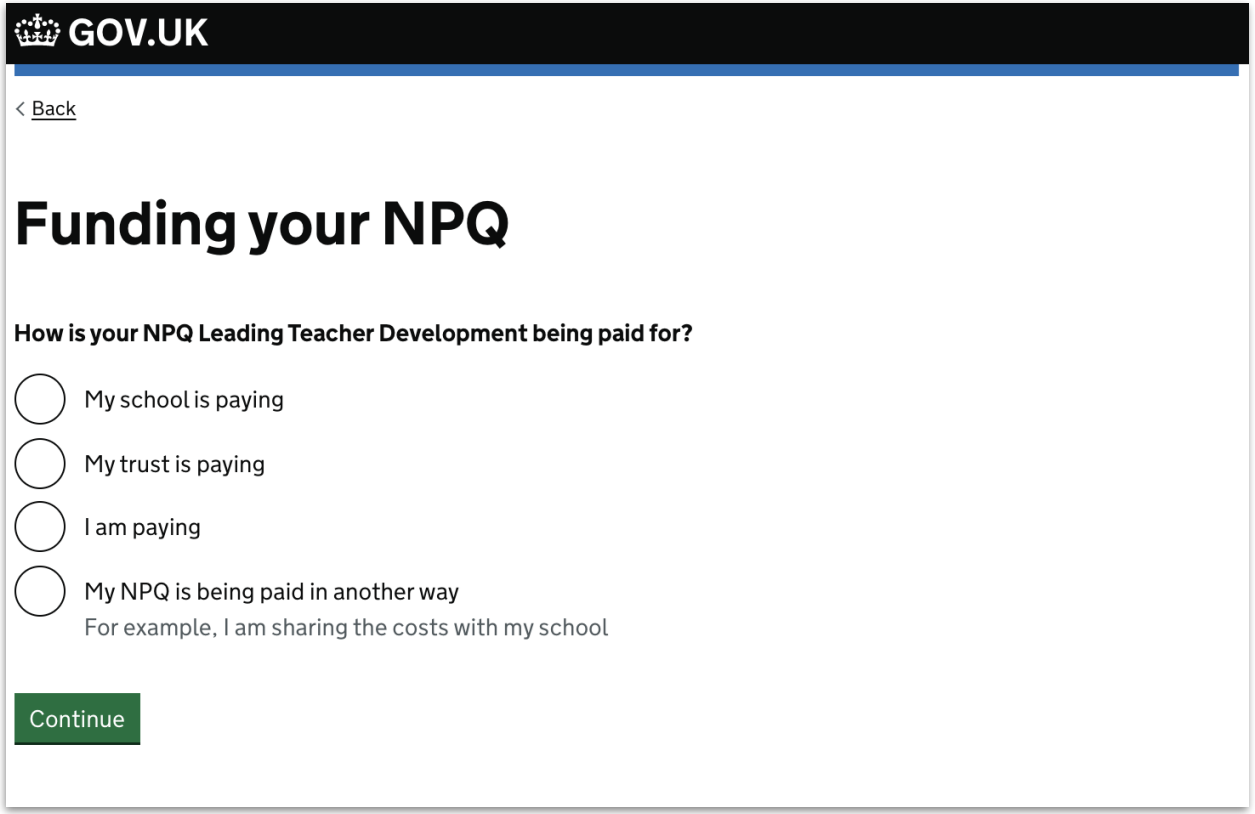
Learning providers will then follow up with them directly to get them to complete their applications and assess suitability.



If they are applying for an NPQH...

...we also ask if they are in the first two years of headship as this links to funding eligibility.



If they are not in a school eligible for NPQ funding

We ask how they intend to fund this so we can share this information with learning providers