

Here are our most frequently asked questions regarding National Professional Qualifications (NPQs). If you cannot find the answer to your question, please feel free to email the Hub cktsh@sharemat.co.uk and a member of the Hub team will respond.

I AM INTERESTED IN APPLYING FOR AN NPQ

What is a National Professional Qualification (NPQ)?

NPQs are the most widely recognised qualification in the education sector for current and aspiring teachers and leaders. Accredited by the Department for Education (DfE), they provide training and support for teachers and leaders at all levels.

What is Calderdale & Kirklees Teaching School Hub (CKTSH)?

Teaching School Hubs are centres of excellence led by schools and multi-academy trusts. CKTSH offers teacher training and professional development for teachers and leaders throughout Calderdale & Kirklees at all stages of their career. CKTSH is the delivery partner for Ambition Institute.

What is Ambition Institute?

Ambition Institute is CKTSH's lead provider and England's largest provider of NPQs. Ambition Institute is a charity providing training and professional development based on the most rigorous research and evidence about what really works.

Who is eligible to do an NPQ?

NPQs have specific experience requirements as detailed on our [website](#). You will need a Teacher Reference Number (TRN) and full support from your school/organisation before applying for an NPQ.

What if I do not have a Teacher Reference Number (TRN) to apply for an NPQ?

If you do not have a TRN, you will need to apply for one via the DfE before you can apply for an NPQ. Visit [Teacher reference number \(TRN\) - GOV.UK](#)

Why choose to do an NPQ with Calderdale & Kirklees Teaching School Hub (CKTSH)?

- To date, over 1,200 participants have chosen to do their NPQ with us.
- Our participant satisfaction score across all NPQ programmes is above the national average.
- We have a 98% assessment pass rate.
- Our programmes are delivered by experienced, outstanding leaders from schools in our area.

What are the benefits to me and my school of studying an NPQ?

- You gain a nationally recognised qualification that supports your professional development.
- NPQs promote quality teaching to improve outcomes in schools.
- NPQs are pivotal in supporting and retaining teacher talent.
- You will develop confidence in making evidence-informed, strategic decisions.
- Designed for immediate impact, NPQs improve teaching and leadership skills.
- You will access a network of professionals, sharing ideas, experiences and best practice.

Which NPQ is best for me?

We offer a range of specialist and leadership NPQ programmes to suit teachers and leaders at every step of their career. Visit our website for details of each programme and suitability requirements [NPQ suitability](#).

How long does it take to complete an NPQ?

The length of time it takes to complete an NPQ depends on the type of programme you choose; our specialist programmes last 12 months and our leadership programmes last 18 months.

Who will deliver my chosen NPQ programme?

Our NPQ programmes are delivered by experienced and engaging teachers/educators who bring with them a wealth of knowledge of current research and best practices in education.

How will I access my course materials?

All materials are provided to you through the My Ambition and Steplab platforms. Login details will be provided to you upon enrolment.

How many days will I be required to spend out of school?

For specialist programmes, you will attend a full day in-person launch conference at the start of the programme and a 2 hour in-person assessment clinic towards the end of the programme. All other clinics usually take place virtually 4-6pm so outside of the school day.

For leadership programmes, you will be required to attend a full day in-person launch conference at the start of the programme, a second full day in-person conference midway through the programme and a 2 hour in-person assessment at the end of the programme. All other clinics usually take place virtually 4-6pm so outside of the school day. For the NPQ Headship, you will also be required to undertake a school visit midway through the programme.

Can I network with other participants on the course?

When you join your NPQ programme, you will attend an in-person launch conference during which you will meet peers on your programme. You will be assigned a community group (structured, peer-led sessions focussing on solving problems) and a buddy (with whom you will complete fortnightly application modules). You will also attend a clinic every half-term where you work with your peers to apply your learning to case studies.

Can I do more than one NPQ at the same time?

It's great that you're finding your current NPQ useful and are keen to further advance your professional development! Whilst it's technically possible (and allowed) to do more than one NPQ at a time, we would not recommend it. Each programme is a long-term commitment that requires constant engagement. To avoid potential cognitive overload and added pressure, we advise doing the two NPQs at different times.

Can I do an NPQ at the same time as my colleagues?

So long as you have approval from your headteacher/line manager then it is possible that more than one member of staff can do to the same NPQ at the same time.

I have already completed an NPQ, can I do another?

Yes, you can do an NPQ regardless of your previous engagement with NPQs. You cannot receive funding for the same NPQ again if you have previously withdrawn or failed the programme.

I don't have Qualified Teacher Status (QTS), can I still do an NPQ?

While NPQs are often pursued by teachers, they are also accessible to other education professionals, including support staff who may not have QTS. To apply for an NPQ, you will need to obtain a Teacher Reference Number (TRN) from the DfE if you don't already have one.

I am an Early Careers Teacher (ECT), can I do an NPQ?

No, unfortunately, NPQs are generally not suitable for ECTs because they are designed for teachers with leadership responsibilities, or those who are aspiring to them, which typically comes after the initial two-year ECT induction period.

How much does it cost to do an NPQ?

If your school/setting is eligible for funding, and you are successful in securing a funded place, then there is no cost. Funded places are limited and are allocated on a first-come-first-served basis. The exception to this is the NPQSENCO as funded places are firstly allocated to those who are current SENCOs, then to aspiring SENCOs and those who line manage SENCOs. Eligibility for DfE funding depends on the school/setting in which you work. Visit [Funding for national professional qualifications \(NPQs\) - GOV.UK](#) for further details.

If your school/setting is not eligible for funding, or there are no funded places, you can still do an NPQ but there will be a cost to you/your school. You will need approval from your

headteacher/line manager that they will cover the cost of your NPQ. Alternatively, you have the option to self-fund. Please see our website [NPQ Costs](#) for the cost of each NPQ.

How will I study for an NPQ?

NPQ programmes are delivered through blended learning comprising a combination of facilitated synchronous sessions and self-study.

- Each NPQ programme consist of a series of courses. Each course is made up of six online modules (three 'study' and three 'apply' modules) and an accompanying 2-hour 'clinic' (see below).
- You will also have a 1 hour 15mins community session either virtually or in-person roughly each half-term.
- You will spend approximately 50 minutes per week studying for your NPQ. While we recommend completing a module each week, we do understand that our participants have busy lives and full work timetables. For this reason, the programmes have been designed with a degree of flexibility in mind so you can figure out a study schedule that works for you. The most important thing is that you finish a course before moving onto the next one.
- It will take approximately 80/82 hours to complete a leadership NPQ & approximately 55 hours to complete a specialist NPQ.
- You will be provided with a programme dates schedule at the beginning of your programme so you can plan your NPQ around your existing timetable.

What is a clinic?

Clinics are 2-hour, facilitated sessions that check participant understanding of the content delivered through the modules you complete weekly on Steplab. They address common misconceptions, further contextualise the content and go through problem-solving/scenario-based approaches, so are great preparation for the assessment. Clinics are usually delivered after school (4-6pm) virtually via zoom.

How do I apply for an NPQ?

You will need your Teacher Reference Number (TRN) and will need to apply via our lead provider, Ambition Institute, and the Department for Education (DfE). Please visit the section [How to apply for your NPQ](#) on our website or contact the Hub for details of our next cohort.

When will I hear if I have been accepted onto an NPQ programme?

Applications are assessed by the Hub as they are received. We aim to provide an initial response to all applications within 10 working days but at busy periods this can sometimes be longer.

I AM ALREADY A PARTICIPANT ON AN NPQ

I haven't got a zoom account, how do I get one?

To access your NPQ clinic, you will need to register for a zoom account. If you haven't already got one, please create one via this link <https://zoom.us/join>

Where do I find the zoom link for my virtual NPQ clinic?

Zoom links can be found under the relevant NPQ tab within the 'Hub Library' tab on our website.

My email address has changed, how do I update my details?

Email the Hub at cktsh@sharemat.co.uk and we will update our records. The Hub will also inform Ambition Institute to do the same.

I have moved schools, how do I update my details?

Please check that your new school supports you doing the NPQ, then email the Hub at cktsh@sharemat.co.uk with your new school name and email address and we will update our records. The Hub will also inform Ambition Institute to do the same.

I am moving to a school that isn't eligible for funding, will I have to pay for my NPQ?

No. If the school you originally applied via was eligible for funding, you can carry your funding forward to your new school, even if the new school isn't eligible for funding.

I am moving out of area, can I continue with my NPQ?

You are welcome to continue with your NPQ with CKTSH so long as you seek prior approval from your new headteacher/line manager.

Can I transfer to a different NPQ?

No, participants are not permitted to transfer between NPQs due to funding allocations and the differences between the programmes. If you wish to complete a new NPQ, you will need to withdraw from the current one and apply again from the beginning for the new one. We cannot guarantee that you will receive funding for your new NPQ.

Why am I not receiving emails from the Hub or Ambition Institute?

You are required to regularly check your inbox, including junk and spam folders for emails from the Hub and Ambition Institute. We ask that you add the following email addresses to your safe sender list; @salesforce.com / @ambition.org.uk / @steplab.co.uk / @steplab.co / @sharemat.co.uk to ensure you don't miss important emails.

I need to defer my place, how do I do this?

You are permitted one deferral throughout the duration of NPQ programme which must be due to an extenuating circumstance. See the 'deferrals' section within the [NPQ Participant Agreement](#) on our website for further details.

I can no longer continue doing my NPQ, what do I do?

If you are struggling to complete your NPQ, please contact the Hub cktsh@sharemat.co.uk so we can try support you to complete your NPQ. If you decide to withdraw from the programme, you will lose the right to funding for that NPQ programme with all providers and will be unable to reapply for that NPQ course again, unless you self-fund. You can still apply for funding for a different NPQ.

How will I be assessed?

On completion of at least 90% of the programme, you will enter the 8-day assessment window at the end of your NPQ programme. This is an open-book style assessment where you will be provided with a case study and three questions.

Can I change my assessment window date?

No, the assessment windows are set by the DfE and cannot be altered. However, there is flexibility within the 8-day window in terms of when you complete the submission – the assessment should not take you eight full days to complete, so you can progress through it around your timetable.

When will I get my NPQ assessment result?

You will receive a pass or fail approximately 3 months after you have submitted your assessment. The Hub will email you with details of how to access your result.

What happens if I fail my NPQ assessment?

You have two attempts to pass the assessment. If you fail the first time, the Hub will provide details of the next assessment window. This new assessment will have a new case study assigned to it. If you fail your assessment on two occasions, then there will be no further opportunities to sit the assessment.

How do I access my NPQ certificate?

If you have passed your assessment, your certificate will be available to view and download through the Teacher Self-Service portal (<https://www.gov.uk/guidance/teacher-self-service-portal>) approximately 4-6 weeks after you have received your pass result. You will need to know your Teacher Reference Number (TRN) to gain access to your qualification. If you do not know your TRN or have difficulties accessing Teacher Self-Service, then you should contact the Teaching Regulation Agency on 0207 593 5394 or at qts.enquiries@education.gov.uk.

I have successfully completed my NPQ, what next?

Congratulations on completing your NPQ, a great achievement!

The number of teachers completing a second NPQ has increased. You may wish to deepen your knowledge in a particular area by undertaking one of our specialist NPQs. Alternatively, you may be looking to develop your leadership skills or progress to a leadership role in which case, one of our leadership programmes may be the best route. Take a look at the range of NPQ programmes we offer [here](#).

I'm interested in becoming an NPQ facilitator for the Hub, how do I apply?

The Hub has a pool of first-class NPQ facilitators to deliver our NPQ programmes. If you interested in finding out more about the role, please contact the Hub cktsh@sharemat.co.uk