NPQ Participant Agreement

This agreement is between Calderdale & Kirklees Teaching School Hub (CKTSH) ("we/our/us") and its participant) ("you/your") (and their school/trust) undertaking any of CKTSH's National Professional Qualification (NPQ) programmes.

We are committed to supporting you and providing you with the best possible experience, allowing you to draw on the best available evidence and so the purpose of this agreement is to set out what we expect from you, and what you can expect from us throughout your NPQ journey.

This agreement runs alongside Ambition Institute's NPQ Programme Handbook available to view on our website CKTSH-Hub Library.

If you have any queries with regards to any part of this agreement, please contact us cktsh@sharemat.co.uk.

Thank you
CKTSH

1. Programme

Your NPQ programme will run for either 12 months (specialist) or 18 months (leadership).

2. Communication

You must be contactable throughout the duration of your programme. Our main communication with you will be via the email address you provide when you apply for your NPQ.

- If your email address changes or you move schools, you must email cktsh@sharemat.co.uk as soon as possible with your updated contact information so we can ensure your records are kept up to date and that all email communication reaches you.
- Information regarding your NPQ programme including zoom links, programme dates etc can be found on our website within the Hub Library tab.
- Please ensure the following email addresses are added to your safe-sender list to ensure you receive all communication from us and Ambition Institute.
    - cktsh@sharemat.co.uk
    - @salesforce.com
    - noreply@salesforce.com
    - @ambition.org.uk
    - @steplab.co
    - @steplab.co.uk

3. Engagement

We monitor your engagement throughout the duration of your programme and will take appropriate action where you fail to meet the requirements of the programme.

We expect you to:

- Attend all in-person conferences, virtual clinics, in-person assessment clinic, community and buddy sessions as set out in the programme dates schedule.
- Engage with Steplab (online learning platform) on a weekly basis to access learning and resources and to complete all online study and apply modules in the required time frame as set out in the programme dates schedule. It is recommended that you spend 50 minutes per week completing Steplab modules.
- Where you are unable to attend an event, you must email cktsh@sharemat.co.uk in advance of the event and state your reason for not attending. Online catch-up material can be assigned to your Steplab which must then be completed in a timely manner to remain on track with the programme.
- Complete the programme within 12 months (specialist NPQs) or 18 months (leadership NPQs).
- Complete satisfaction surveys from us and Ambition Institute.
- Where you fail to engage with the programme, we will email you in the first instance to understand why you are not engaging and offer support if needed. If you have made no or little progress with completing the programme or you fail to reply to our emails, we will attempt to contact you by another means (another email address or mobile number which you will have supplied on your application form). We will look to contact your headteacher/line manager. If after several attempts to contact you there is no reply to our emails or no progress has been made, we will withdraw you from the programme (see point 5 'Withdrawals').

4. Deferral

Whilst we expect you to complete your NPQ programme in the cohort in which you were accepted, we appreciate there may be circumstances beyond your control which may impact your ability to do so. A deferral is an opportunity to pause your study and return at an agreed future date due to an exceptional or extenuating circumstance.

- If permitted, you may defer once throughout the duration of your programme due to an exceptional or extenuating circumstance such as, bereavement, long-term sickness, parental leave or significant change in personal circumstance.
- Being 'too busy' is not an acceptable reason for a deferral – there should be an unforeseen circumstance, or a change or occurrence which is outside of your control for a deferral request to be considered.
- The request to defer must be a well-considered one; it may not be easy to integrate into the already-established community of an existing cohort. The impact of deferring must not be underestimated. Please ensure you have read and understood Ambition Institute's NPQ Part-Time, Deferral & Portability Policy
- If you are doing the NPQSENCO, you must discuss the implication of a deferral with your employer as statutory guidance states that the NPQSENCO must be gained within 3 years of you starting the SENCO role, so it may be a deferral is not possible.
- There may be a difference in funding for future cohorts meaning that deferring to a future cohort may result in your place not being funded.

- You must re-join the next cohort which must not be longer than 12 months later.
- You will pick up where you left off meaning you won't have to repeat any Steplab material or re-attend any events you have already completed.
- You must inform the Hub if your contact details change during your deferral period as if we are unable to reach you via email to confirm your return to the programme, then you will be withdrawn.
- If, upon returning to the programme, you do not actively re-engage with the programme, you will be withdrawn from the programme – please see the last bullet point under 'engagement' above.
- Please carefully consider a request to defer; loss of momentum often leads to decreased motivation and can make it significantly harder to re-engage with a new cohort and complete the programme.
- Should you need to request a deferral, please contact the Hub cktsh@sharemat.co.uk
- The above also applies should you need to defer your NPQ assessment.
- If a deferral is not possible (particularly in the case of those in the final cohort of a programme), you will be withdrawn.

5. Withdrawal

You can withdraw from your NPQ programme at any point. We can also withdraw you from your NPQ programme at any time.

- We reserve the right to withdraw you from the programme where:
    - You are not completing study on time, fall behind significantly or fail to fully engage with the programme over a sustained period and fail to actively engage with the support we offer.
    - We fail to receive a reply to our emails over a period or by the deadline specified in an email.
    - You fail to adhere to the requirements of the programme as set out in this agreement and in the Ambition Institute Participant Handbook.
- A withdrawal will mean you may have to self-fund to undertake the same NPQ in the future.

6. Assessment

If eligible, you will sit your open-book assessment during an 8-day window at the end of your NPQ programme.

- You must engage with a minimum of 90% of the programme by an agreed date to be eligible to sit the assessment.
- If you fail to reach the minimum 90% by the agreed date, and do not have extenuating circumstances, you will be withdrawn from the programme. You will not be permitted to defer.
- Should you fail your first assessment, you will be entered into the next assessment window for your second and final opportunity. If you do not wish to be entered into the next assessment window, you must email cktsh@sharemat.co.uk as soon as possible.
- Once you are entered into the assessment window, you will be unable to opt out.

- If you need to defer your assessment due to an extenuating circumstance (see note on deferrals above), please contact the Hub cktsh@sharemat.co.uk as soon as possible.

7. Policies

Ambition Institute and CKTSH policies are available via our website Ambition Institute Policies and CKTSH - Policies and Governance.

8. GDPR

We retain your data to continually track the impact of NPQs. You can view our GDPR policy via our website CKTSH - Policies and Governance.

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