



## How to register for your NPQ

Please see below the steps you need to take in order to secure your place and funding for your chosen NPQ programme commencing Autumn 2022 with the Calderdale & Kirklees Teaching School Hub.

### Step 1 - Register with the Department for Education (DfE)

- Please register with the DfE portal via this link <https://register-national-professional-qualifications.education.gov.uk/>
- When prompted, please select Ambition Institute as your provider.

### Step 2 – Register with the Calderdale & Kirklees Teaching School Hub

- Immediately after you have registered with the DfE, please email Lauren at [cktsh@sharemat.co.uk](mailto:cktsh@sharemat.co.uk) with the following details so that we can register you with Ambition Institute (our Lead Provider);
  - Your full name
  - Your teacher reference number (TRN) – *if you do not have a TRN, please email [gts.enquiries@education.gov.uk](mailto:gts.enquiries@education.gov.uk) and they will be able to assign you one.*
  - Your work email address
  - Your chosen NPQ (e.g. NPQLBC, NPQLT etc)
  - Your chosen cohort (e.g. Autumn 2022)

*You must ensure these details are **exactly** the same as those you registered on the DfE portal.*

*Note: By registering with the DfE & Hub, we take this as proof that you have discussed and confirmed with your Headteacher that you have the required approval to partake in the NPQ programme.*

### Step 3 – Accept your place on the programme

- On completion of step 1 and step 2, you will receive an email from My Ambition (subject heading will be 'You've been registered for a National Professional Qualification'). Please follow the instructions on that email to complete your application. If you haven't already got a My Ambition account, you will also receive an email from My Ambition (subject heading will be 'Welcome to My Ambition') asking you to create an account.

### Step 4 – Confirmation of your place on the programme

- Once you have completed the above steps, you will receive an email from My Ambition (subject heading will be 'Following your NPQ Application') asking you to accept your place on the programme. You must accept this in order to secure your place on the programme.

### Step 5 – Onboarding

- Once you have accepted your place you will get access to your 'Onboarding' form which you will need to complete, by logging into your My Ambition account, in order to become an NPQ participant.

You are then ready to begin the course!

- You will receive further details from the Hub including; programme dates, events and using Steplab (your online professional learning platform). Each NPQ will start with a face-to-face one day conference event in a local school during the first week of October.

**The deadline for applications is Tuesday 13 September 2022**

Finally, in order to ensure you receive all relevant emails without delay, please whitelist/add the following emails to your safe sender's list;

- @salesforce.com (including email address 'noreply@salesforce.com')
- @ambition.org.uk
- @steplab.co
- @steplab.co.uk

If anyone has any queries with regards to any of the above please contact the Hub and we will be happy to assist.

We look forward to welcoming you on your NPQ journey!