



## 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 February 2023 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/> to verify your eligibility for funding. When prompted, please select Ambition Institute as your provider.

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

- Please then register with the Hub by completing this form <https://forms.office.com/r/uGDNJMARTs> so we can register you with Ambition Institute (our Lead Provider).

### **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. You will need to log in to your My Ambition account to complete and submit this form 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 how to use Steplab (your online professional learning platform). Each NPQ will start with a face-to-face one day conference event in a local school in February 2023.

**The deadline for applications is Thursday 12 January 2023**

If anyone has any queries with regards to any of the above, please contact the Hub [cktsh@sharemat.co.uk](mailto:cktsh@sharemat.co.uk) and we will be happy to assist.

We look forward to welcoming you on your NPQ journey!