

# **NPQ Delivery Partner Finance Training**

Richard Warenisca & Alice Lowe

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# Getting started

All Output payments made to Delivery Partners are associated with participant engagement.

A core document to refer to regularly is the NPQ Engagement and Participation Guidance, which can be found in the [NPQ DP Document Directory](#).

Each 'output payment' is aligned to an Output review date. Participant engagement will be measured at each 'review point', after which Education Development Trust will submit engagement evidence to the DfE. Once the evidence has been validated you will need to submit an invoice and payment will be made to you. The Payment Schedule, detailing the output payment, review point and payment dates, can be found in the Engagement and Participation Guidance document and are also set out in your contract.



## NPQ - Engagement and Participation Guidance Version 13.0

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# Output points

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For Specialist NPQs there are three output payments (per cohort) across the 12-month duration of the courses: (NPQ Leading Teaching, NPQ Leading Teacher Development, NPQ Leading Behaviour and Culture, NPQ Leading Literacy)

- Output 1 - Teacher Validated and Training Commenced (33.3% paid)
- Output 2 - Retention Point (33.3% paid)
- Output 3 - Teacher Assessed, Mark Awarded and Moderated (33.3% paid)

For Leadership NPQs there are four output payments (per cohort) across the 18-month duration of the courses : (NPQ Senior Leadership, NPQ Headship, NPQ Early Years Leadership)

- Output 1 - Teacher Validated and Training Commenced (25% paid)
- Output 2 - Retention Point (25% paid)
- Output 3 - Retention Point (25% paid)
- Output 4 - Teacher Assessed, Mark Awarded and Moderated (25% paid)

For the Early Headship Coaching Offer (EHCO) there are three output payments (per cohort) across the 12-month duration of the course:

- Output 1 - Teacher Confirmed as Eligible and Support Commenced (33.3% paid)
- Output 2 - Retention Point (33.3% paid)
- Output 3 - Teacher Completed Support Offer (33.3% paid)

# Output fees

The per participant fees for the 2022/23 academic year (Cohorts 3 and 4) are captured in your contract, your excel based Output Invoicing Record, and below for reference.

NPQ	Band A (pp)	Band B - Offer (for over 100 participants/cohort)	Band C Offer (for over 200 participants/cohort)
NPQ Leading Teaching	£325	£341.25	£357.50
NPQ Leading Behaviour and Culture	£325	£341.25	£357.50
NPQ Leading Teacher Development	£325	£341.25	£357.50
NPQ Leading Literacy	£325	£341.25	£357.50
NPQ Senior Leadership	£425	£446.25	£467.50
NPQ Early Years Leadership	£425	£446.25	£467.50
NPQ Headship	£700	£735	£770
Early Headship Coaching Offer	£320	£336	£352
NPQ Executive Leadership	Delivered centrally; Delivery Partners will receive £175 for recruiting each participant for through the course		

# Eligibility for payment

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As mentioned above, all Output payments made to Delivery Partners are associated with participant engagement.

The NPQ Engagement and Participation Guidance captures the acceptable evidence of engagement for each different type of Output point. These can include attendance at training events or Live Webinars (as evidenced by attendance records on the Online Learning Platform), accrual of activity credits, and completion of 90% of the course and having completed the Summative Assessment.

Education Development Trust will make Output declarations to the DfE for all eligible participants at each Output review point, however Delivery Partners are responsible for ensuring that participants have engaged with their course and made sufficient progress to be eligible for an Output payment.

Participant engagement can be tracked and evidenced by Delivery Partners via reports (primarily the activity credits report) on the Online Learning Platform. Delivery Partners should use reports as a tool to track participant progress and to identify where you may need to engage with participants that have not made significant progress prior to output review dates.

# Non-payment

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There are a number of reasons as to why you may not be eligible to receive an Output payment for a participant at any given Output review point. These include:

- a school contract was not signed for the participant
- a sponsorship agreement was not signed for the participant
- the participant has not sufficiently engaged in their course since the last Output review point for their cohort
- the participant is on deferral
- the participant has withdrawn.

Via your excel based Output Invoicing Record, you will have sight of all those participants not eligible for an Output payment at each Output review point.

This does not mean that the Output payment for the participant will not be made in the future. Once the participant has sufficiently engaged with their course, the Output payment for that participant will be made at the next Output review point.

# Output Invoicing Record

EDT will submit Output declarations to the DfE at each Output review deadline, following which we will attend a declaration audit meeting with them. Following this, the DfE will share their validated data with us, detailing the total number of Output payments they will make for that Output review period.

We will then populate your Output Invoicing Record, that looks similar to the screenshot below.

Cohort 2 (February 2022)													
Specialist NPQs		Output 1			Output 2			Output 3					
	Total fee (per participant)	payment (per participant)	participants eligible for payment	Total value to claim	payment (per participant)	participants eligible for payment	Total value to claim	payment (per participant)	participants eligible for payment	Total value to claim			
NPQ Leading Teaching	£325.00	£108.33		£0.00	£108.33		£0.00	£108.34		£0.00			
NPQ Leading Teacher Development	£325.00	£108.33		£0.00	£108.33		£0.00	£108.34		£0.00			
NPQ Leading Behaviour & Culture	£325.00	£108.33		£0.00	£108.33		£0.00	£108.34		£0.00			
Leadership NPQs		Output 1			Output 2			Output 3			Output 4		
	Total fee (per participant)	25% payment (per participant)	Total participants eligible for payment	Total value to claim	25% payment (per participant)	Total participants eligible for payment	Total value to claim	25% payment (per participant)	Total participants eligible for payment	Total value to claim	25% payment (per participant)	Total participants eligible for payment	Total value to claim
NPQ Senior Leadership	£425.00	£106.25		£0.00	£106.25		£0.00	£106.25		£0.00	£106.25		£0.00
NPQ Headship	£700.00	£175.00		£0.00	£175.00		£0.00	£175.00		£0.00	£175.00		£0.00

# Output Invoicing Record

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Your excel-based Output Invoicing Record will detail the exact number of participants, per NPQ course, that you are eligible to invoice for the current Output review period.

You will have a separate Output Invoicing Record and separate purchase order number for each Cohort of NPQ participants. We ask that you please read the 'instructions' tab of your Output Invoicing Record carefully in order to ensure your invoice is compliant and therefore paid in a timely manner. The 'instructions' tab also shows your purchase order number for that cohort.

Your Output Invoicing Record will have tabs for each Output review period for the relevant cohort, so that you have a complete invoice record over time. The Record also includes 'data' tabs that will list, for each Output review period, exactly which participants are eligible for payment, and which are not.

Please remember, Output payments for individual participants may be delayed due to some of the reasons shared earlier, and so it is worth noting that at any given Output payment point you may be invoicing for a mixture of Output 1, 2, 3 and 4 (where applicable) payments.



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## GET IN TOUCH

To register for the Programme or to find out more visit

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