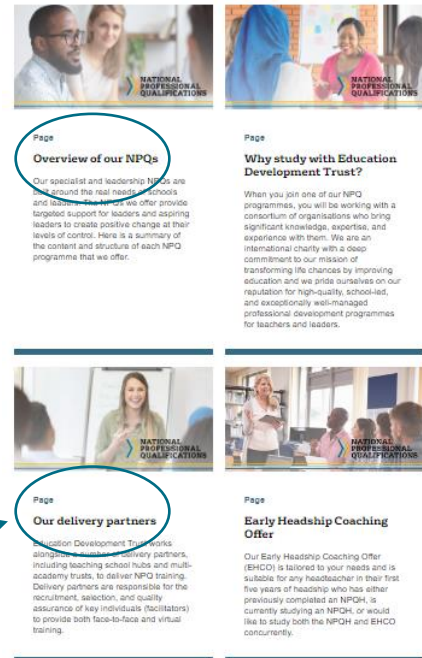


# NPQ application guide

## 1) Choose an NPQ and delivery partner

- Visit the [Education Development Trust website](#) for details about all available NPQs and delivery partners.
- Identify your nearest/preferred delivery partner and choose which NPQ you would like to apply for (please note that the NPQEL will be delivered centrally by Education Development Trust).
- Please note that our next NPQ cohort will commence in October 2022 (aside from the NPQEL which will commence in February 2022).
- Clicking the menu options highlighted will allow you to view information about our NPQ programmes and delivery partners.



## 2) Register with the Department for Education

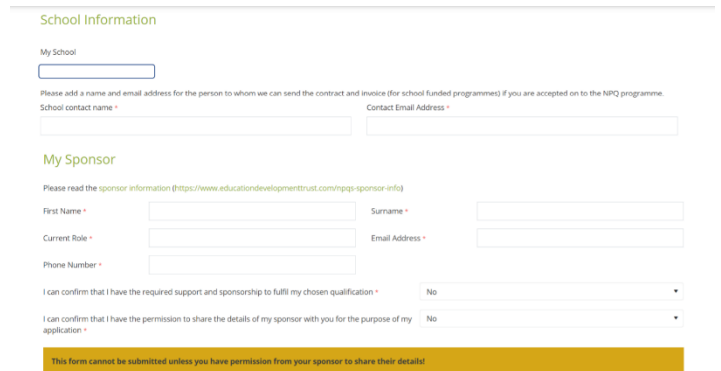
- Visit the [Department for Education registration portal](#) to submit your registration. You will need your Teacher Reference Number (TRN). If you don't know what your TRN is, this can usually be found on your payslip, teachers' pension documentation or teacher training records. If are applying for the NPQEYL and do not have a TRN, the portal will detail how you can obtain one.
- Fill out all the required fields and select Education Development Trust as your Lead Provider.
- You will be able to review a summary of the information you have provided before submitting your application.



It is important that the information you provide within your registration is accurate. Please note that Education Development Trust is unable to change your DfE registration data, so if you wish to change the information within your registration you may need to complete this step again.

### 3) Apply through Education Development Trust

- Once your details have been validated by the Department for Education, you will receive an email from Education Development Trust asking you to select your preferred delivery partner. Once this step is complete, you will receive a further email with a link to our application form. These emails will be sent from the following email address: [npgs@educationdevelopmenttrust.com](mailto:npgs@educationdevelopmenttrust.com)
- If you do not receive an email within 3 working days, please check your junk folder. If you have still not received an email please contact the NPQs team at [npgs@educationdevelopmenttrust.com](mailto:npgs@educationdevelopmenttrust.com).
- Once you have received the link, complete your application as soon as possible. You will need to provide details of your sponsor (see image on the right for details required) - for more information about sponsors please [click here](#).



The screenshot shows a form titled 'My Sponsor'. It includes a section for 'School Information' with a 'My School' field and a note to add contact details for contract and invoice purposes. Below this is the 'My Sponsor' section, which asks for the sponsor's first name, surname, current role, and phone number. There are also fields for the sponsor's email address and two confirmation checkboxes: 'I can confirm that I have the required support and sponsorship to fulfill my chosen qualification' and 'I can confirm that I have the permission to share the details of my sponsor with you for the purpose of my application'. A yellow warning bar at the bottom states: 'This form cannot be submitted unless you have permission from your sponsor to share their details'.

You will also need to supply the details of the colleague you wish to receive and approve the school contract (this may or may not be the same person as your sponsor). It is important that at the point of applying you contact your named school contacts to let them know that we will be contacting them with a school contract and/or sponsorship form.

### 4) Receive application response

- Education Development Trust will contact you via email to let you know if your application has been successful or unsuccessful.
- If your application has been successful, you can then accept or reject your offer. Please respond to your offer within 3 working days.
- Once your place is confirmed, your delivery partner will be in touch to discuss next steps.

If you have any questions about the application process, please contact the NPQs team who will be happy to assist: [npgs@educationdevelopmenttrust.com](mailto:npgs@educationdevelopmenttrust.com)