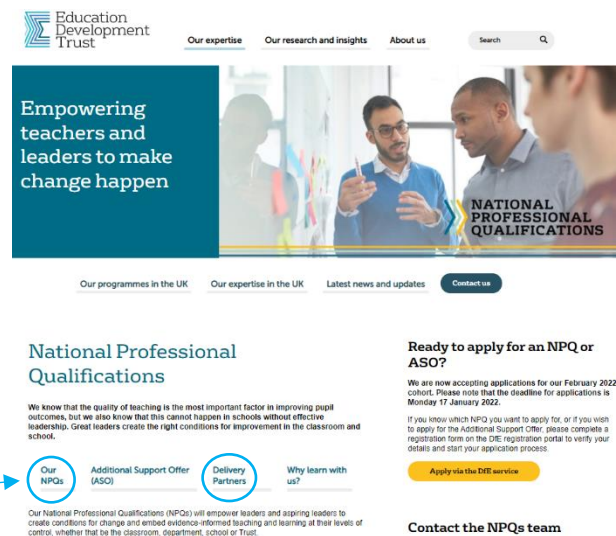


NPQ Application Guide

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 February 2022 (application deadline is the 17th January).



Clicking the menu options highlighted will allow you to view information about our NPQ programmes and Delivery Partners.

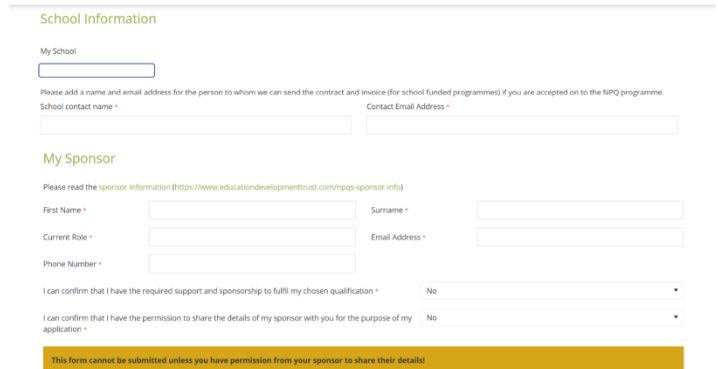
2) Register with the Department for Education

- 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.
- 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.



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 with a link to our application form. It will be from the following email address: teacherpdhelp@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 npqs@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](#).



School Information

My School

Please add a name and email address for the person to whom we can send the contract and invoice (for school funded programmes) if you are accepted on to the NPQ programme.

School contact name * Contact Email Address *

My Sponsor

Please read the sponsor information (<https://www.educationdevelopmenttrust.com/npqs-sponsor-info>)

First Name * Surname *

Current Role * Email Address *

Phone Number *

I can confirm that I have the required support and sponsorship to fulfill my chosen qualification * No

I can confirm that I have the permission to share the details of my sponsor with you for the purpose of my application * No

This form cannot be submitted unless you have permission from your sponsor to share their details!

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: npqs@educationdevelopmenttrust.com