

# Register for a National Professional Qualification

## A step-by-step guide for all schools



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

First you need to register your NPQ Programme on the DfE website to secure the funding for the Programme:

[Register your NPQ with the DfE](#)

See the end of this document for a step-by-step guide to registering with the DfE.

### Step 2: Choose an NPQ and provider

Consider which NPQ provider you wish to engage with. Saffron Teaching School Hub is delivering NPQs with **Teach First** and the **Church of England** (in partnership with the Catholic Education Service).

Details of each of our NPQs are available here: [Saffron Teaching School Hub NPQs](#)

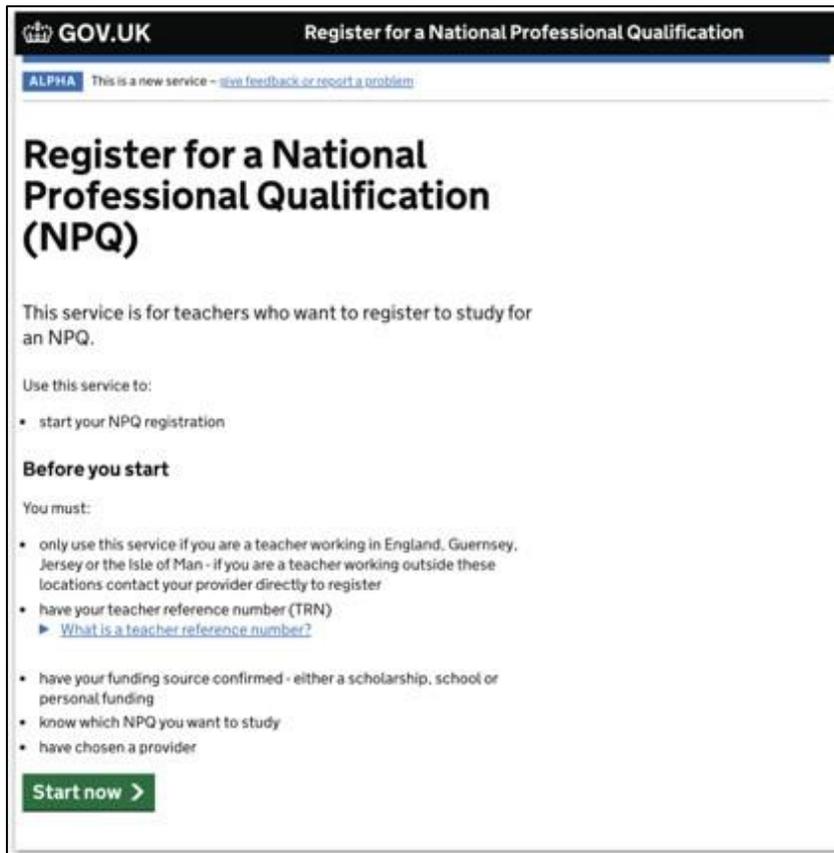
### Step 3: Complete an NPQ application form

The next step is to complete an NPQ application form.

Application forms for Teach First NPQs and the Church of England NPQs will be added to the Saffron Teaching School Hub website in May 2022.

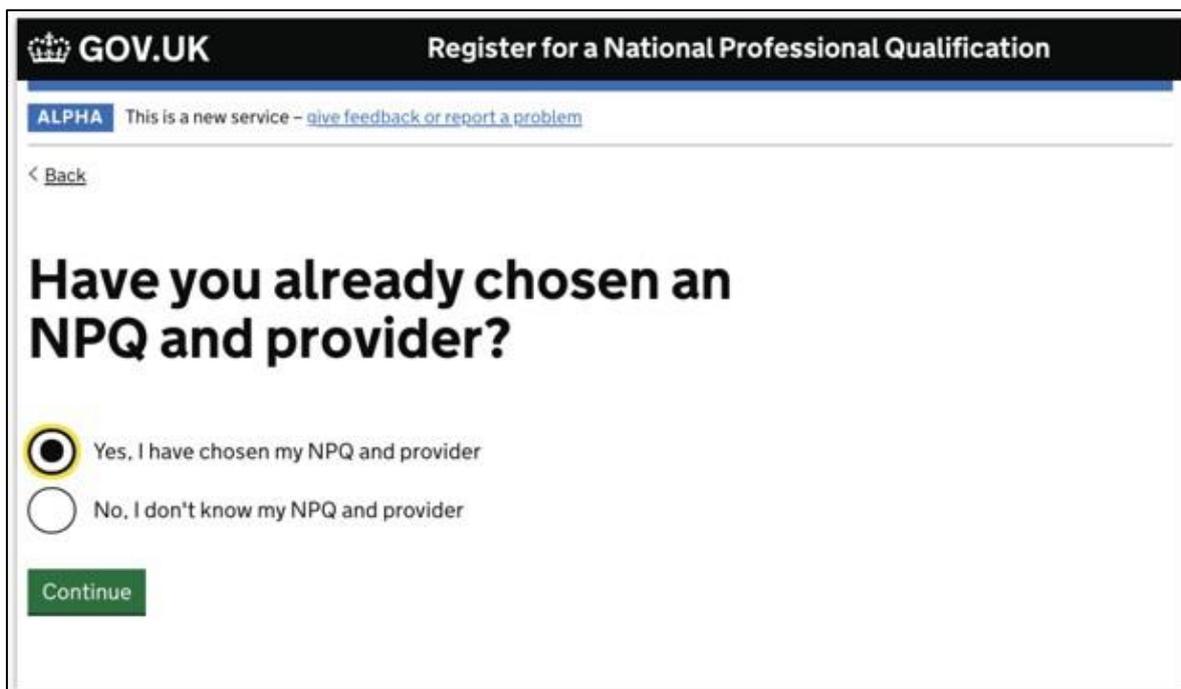
## Registering with the DfE Online Service – a step-by-step guide

1) Choose 'Start now' to begin your registration.



The screenshot shows the GOV.UK website for registering for a National Professional Qualification (NPQ). The page title is "Register for a National Professional Qualification (NPQ)". Below the title, it states: "This service is for teachers who want to register to study for an NPQ." It then lists the purpose: "Use this service to:" followed by a bullet point: "start your NPQ registration". A section titled "Before you start" lists requirements: "You must:" followed by four bullet points: "only use this service if you are a teacher working in England, Guernsey, Jersey or the Isle of Man - if you are a teacher working outside these locations contact your provider directly to register", "have your teacher reference number (TRN)" with a link "What is a teacher reference number?", "have your funding source confirmed - either a scholarship, school or personal funding", and "know which NPQ you want to study" and "have chosen a provider". At the bottom, there is a green button labeled "Start now >".

2) Confirm you have chosen your NPQ and provider. Saffron Teaching School Hub is delivering NPQs in partnership with Teach First and the Church of England.



The screenshot shows the GOV.UK website asking "Have you already chosen an NPQ and provider?". It features a "Back" link and two radio button options: "Yes, I have chosen my NPQ and provider" (which is selected) and "No, I don't know my NPQ and provider". A green "Continue" button is at the bottom.

- 3) The service will ask if you know your Teacher Reference Number (TRN). If you have this to hand, choose 'yes'. You can progress without it but you will need to confirm it at a later date to validate your application.

The screenshot shows the 'Teacher reference number' page. At the top, the GOV.UK logo and the title 'Register for a National Professional Qualification' are visible. Below the header, there is a blue bar with the text 'ALPHA This is a new service – give feedback or report a problem'. A '< Back' link is located below the blue bar. The main heading is 'Teacher reference number'. Below the heading, a paragraph explains that the TRN is used to check eligibility for an NPQ. A link 'What is a teacher reference number?' is provided. The question 'Do you know your teacher reference number (TRN)?' is followed by three radio button options: 'Yes, I know my TRN', 'No, I don't know my TRN', and 'I don't have a TRN'. A green 'Continue' button is at the bottom.

- 4) You will be asked if you have changed your name, as this is the most common reason someone's details cannot be matched against their TRN. Collecting previous names helps to resolve this issue.

The screenshot shows the 'Name changes' page. At the top, the GOV.UK logo and the title 'Register for a National Professional Qualification' are visible. Below the header, there is a blue bar with the text 'ALPHA This is a new service – give feedback or report a problem'. A '< Back' link is located below the blue bar. The main heading is 'Name changes'. Below the heading, a paragraph explains that the name must match the name held in the Teaching Regulation Agency records to confirm eligibility for an NPQ. The question 'Has your name changed since you became a qualified teacher?' is followed by two radio button options: 'Yes, I have changed my name' and 'No, I have the same name'. A green 'Continue' button is at the bottom.

- 5) You will be asked to provide details so the DfE can validate you. This check is done against the database of qualified teachers.

The screenshot shows the 'Check your details' page on the GOV.UK website. At the top, there is a 'GOV.UK' logo and a '< Back' link. The main heading is 'Check your details'. Below this, a message states: 'We need to check your details on the Teaching Regulation Agency records to ensure you qualify to study for a National Professional Qualification (NPQ)'. The page contains several form fields: 'Teacher reference number (TRN)' with a note 'Your TRN is 7-10 characters long. It may begin with "RP"', a 'Full name' field with a note 'Your full name exactly as it appears on the Teaching Regulation Agency records', a 'Date of birth' section with a note 'For example, 12 11 1990' and three input boxes for Day, Month, and Year, and a 'National Insurance Number (optional)' field with a note 'This will help us match your details'. A green 'Continue' button is located at the bottom left.

- 6) You will then be asked which NPQ you are registering for.

The screenshot shows the 'Choose your NPQ' page on the GOV.UK website. At the top, there is a 'GOV.UK' logo and a '< Back' link. The main heading is 'Choose your NPQ'. Below this, there is a list of six radio button options: 'NPQ Leading Teaching (NPQLT)', 'NPQ Leading Behaviour and Culture (NPQLBC)', 'NPQ Leading Teacher Development (NPQLTD)', 'NPQ for Senior Leadership (NPQSL)', 'NPQ for Headship (NPQH)', and 'NPQ for Executive Leadership (NPQEL)'. A green 'Continue' button is located at the bottom left.

- 7) You will then be asked to say which provider you are going with. Saffron Teaching School Hub is delivering NPQs in partnership with Teach First and the Church of England.

**GOV.UK**

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## Choose your provider

These are the training providers who provide NPQ Leading Behaviour and Culture. Providers may have different entry requirements for courses.

Check with the person responsible for professional development at your school.

- Ambition Institute
- Best Practice Network (home of Outstanding Leaders Partnership)
- Church of England
- Education Development Trust
- School-Led Network
- Leadership Learning South East (LLSE)
- Teacher Development Trust
- Teach First
- UCL Institute of Education

**Continue**

- 8) You will be asked to provide details of your school. This will allow the DfE to determine funding eligibility. If you are not eligible for funding (see the below) you will be asked how your NPQ will be paid for.

**GOV.UK**

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## Find your school

We need this information to check if you can access Department for Education funding.

You can only select schools in England, Guernsey, Jersey or the Isle of Man. If your school is outside these locations, check with your training provider.

**School location**  
Enter town, city or postcode

**Continue**

9) The service will provide a summary of the information you have provided.

The screenshot shows the 'Check your details' page on the GOV.UK website. The page title is 'Register for a National Professional Qualification'. Below the title, there is a navigation bar with 'ALPHA' and a link to 'give feedback or report a problem'. A '< Back' link is visible. The main heading is 'Check your details', followed by the instruction 'Check the following details are correct before continuing.' Below this is a table of details with 'Change' links for each row.

Full name	Kate Thompson	<a href="#">Change</a>
TRN	1234567	<a href="#">Change</a>
Date of birth	May 24, 1994	<a href="#">Change</a>
Email	kate.thompson@digital.education.gov.uk	<a href="#">Change</a>
NPQ	NPQ Leading Teacher Development (NPQLTD)	<a href="#">Change</a>
Lead provider	Ambition Institute	<a href="#">Change</a>
School	St Edmund's Catholic School	<a href="#">Change</a>

At the bottom of the table is a green 'Submit' button.

10) You have now completed registration on the DfE Online Service.

The screenshot shows the 'Initial registration complete' page on the GOV.UK website. The page title is 'Register for a National Professional Qualification'. Below the title, there is a navigation bar with 'ALPHA' and a link to 'give feedback or report a problem'. A large green box contains the text 'Initial registration complete'. Below this is the heading 'What happens next' and the text 'Your provider will contact you to complete your registration. They will provide details of timings, costs and deadlines for your NPQ application.'