

1. Purpose

The purpose of this NPQ Charging Policy is to provide clear guidance to course participants, schools, organisations and individuals regarding the application of charges for NPQ courses and support provided by The Humber Teaching School and Leading Learning Forward TSA, as DfE accredited NPQ providers.

2. Roles and Responsibilities

The NPQ Strategic Board, led by The Humber Teaching School and including representatives from Leading Learning Forward TSA, will agree and determine the NPQ Charging Policy on an annual basis and will review the policy, from time-to-time, as required.

The Directors of The Humber Teaching School and Leading Learning Forward TSA, in close association with the Business Managers of Healing Science Academy and St Hugh's School, are responsible for the day-to-day application of this policy.

3. Charging for Services

The **maximum** charges which may be made for consultancy, training, CPD and support services provided on behalf of and within the remit of the TSA during 2019-20:

Maximum fees for the services of:	1-2 hours	Half day	Full day
Headteacher/NLE/LLE	£175	£250	£500
HEI/TSA/NPQ Quality Assurer	£175	£250	£500
Specialist Leader of Education (SLE)	£150	£200	£400
TSA Director/Programme Manager	£150	£200	£400
Class Teacher/Event Facilitator	£125	£175	£350
Teaching Assistant/Support Staff	£100	£150	£300

Maximum assessor/moderator fees:	NPQML	NPQSL	NPQH
NPQ Assessor (per submission)	£150	£175	£250
NPQ Moderator (per submission)	£150	£175	£250
NPQH Assessor/Moderator (Task 1 only)	[N/A]	[N/A]	£150
NPQH Assessor/Moderator (Task 2 only)	[N/A]	[N/A]	£100
NPQ Administrator (per submission)	£30	£40	£50

Charges will be determined by the Directors of the Teaching School and NPQ Programme Manager(s) and may be subject to negotiation depending on the time, location and requirements of the event or support being provided. An administration fee per course participant will be applied to the organisation of all NPQ courses, assessment and moderation processes. Charges will be confirmed by the NPQ Strategic Board at least annually or when changes are requested by the NPQ Steering Group.

4. NPQ Course Fees for 2019-20

4.1 The NPQ course fees for 2019-20 to be charged by The Humber Teaching School and Leading Learning Forward TSA, excluding any scholarship and bursary awards, will be as follows:

- NPQML: a maximum fee of £1199 per course participant
- NPQSL: a maximum fee of £1399 per course participant
- NPQH: a maximum fee of £1599 per course participant

4.2 These fees and charges will be reviewed annually and as the need arises by the NPQ Strategic Board, advised by the NPQ Steering Group and the Directors of Teaching School. Any changes to these fees and charges will be published on the websites of both teaching schools as well as on all marketing and application forms.

5. Charging for NPQ Courses, Support and Events

5.1. The cost per person for an NPQ course or event, organised on behalf of or within the remit of either NPQ provider, will be determined by the Directors of the two Teaching Schools in liaison with each school's Business Manager and the NPQ Steering Group (with reference to the Code of Conduct & Practice as well as protocols for organising an event). Failure to attend after submitting and receiving approval for an NPQ application, will incur the full course fee, irrespective of the reason given.

5.2. When prior notice of non-attendance is given by the course participant to the NPQ Office and a substitute attendee is available then no charge will be made, providing that the substitute meets the NPQ course application criteria. If prior notice of non-attendance is given to the TSA Events Office within 4 weeks of the start of the course and a substitute attendee is not available, then in addition to payment of the full course fee an administrative fee of 10% of the full course fee will be made.

5.3. Any surplus generated as a result of each course will be retained by the NPQ Providers as a working fund for investment. The margin set for each course will vary depending upon costs and circumstances. Bespoke packages can be negotiated and provided on request.

6. Monitoring & Evaluation

The NPQ Strategic Board, in association with the NPQ Steering Group, will monitor and evaluate the effectiveness and appropriateness of this policy.

7. Review Date & Publication

This policy will be published on the NPQ website pages of The Humber Teaching School and Leading Learning Forward TSA. The policy will be reviewed and updated in April 2020.