

National Professional Qualifications (NPQ) Protocol 2020-21

Access to NPQ Online Resources: The Humber Teaching School and LLF TSA

Information for NPQ Administrators, Facilitators and Course Participants

Application Process

1. NPQ application received by Teaching School office.
2. NPQ application acknowledged and passed to Director of Teaching School for approval.
3. Teaching School administrator sends out welcome/confirmation e-mail and joining instructions.
4. Confirmation of attendance and e-mail address received from course participant.
5. Administrator sets up invitation giving access to NPQ Leadership secured area on Teaching School website.

Induction Requirements

1. Course participant attends induction session.
2. Course participant confirms e-mail address to be used for future communication and confirm access to NPQ Leadership secured area on Teaching School website.

Secured Area – Access to Resources Online - Account Set-Up

1. Teaching School administrator sends out invitation to each NPQ course participant during first week/month of term and no later than end of the first month of term.
2. By the beginning of face-to-face days, following the induction event, each NPQ course participant should have received an e-mail invitation containing log-in and password details.

Leadership 360° Log-In and Completion

1. NPQ course participant logs into the NPQ Leadership secured area using the user name and password provided in e-mail from the Teaching School office at:

www.leadinglearningforward.org.uk

Please click on the padlock symbol for NPQ Leadership on the right hand side of the home page:

See next page for website image and further instructions

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Once logged on for the first time, all NPQ course participants are advised to change their password. It can be reset at any time without support but the office can help if the password needs resetting.



The screenshot shows the website header with a navigation menu: Home, Apply Now, Join Us, Learn With Us, Work With Us, About Us, Contact Us. A search bar is visible on the right. A blue arrow points to a padlock icon in the navigation menu, which is highlighted in a yellow box with the text "Padlock: NPQ Leadership". Below the header is a red banner for "National Professional Qualifications" with a "Read More" link. The main content area is green and features the slogan "Leading Learning, Inspiring Achievement" and three columns of content: "Initial Teacher Training", "Professional Learning", and "Professional Support". Below this is a "Latest News" section with a "Leadership" article and an "Events" section with a "15th January" event. The footer contains links for "View Sitemap", "High Visibility", "Terms And Conditions", and "Privacy Policy", along with copyright information for 2018 and website design by E4education.

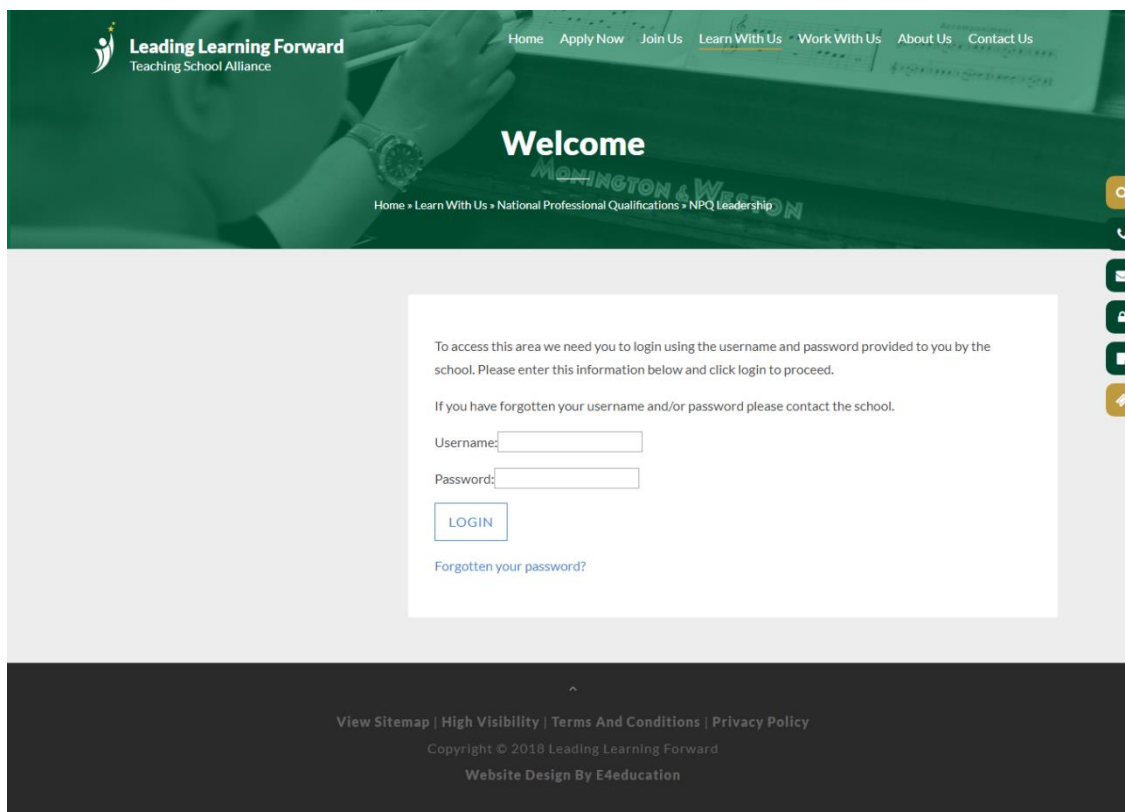
Padlock: NPQ Leadership

Then sign in at:

<http://www.leadinglearningforward.org.uk/page/?title=NPQ+Leadership+Centre&pid=122>

See next page for website image

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Leading Learning Forward
Teaching School Alliance

Home Apply Now Join Us Learn With Us Work With Us About Us Contact Us

Welcome

Home > Learn With Us > National Professional Qualifications > NPQ Leadership

To access this area we need you to login using the username and password provided to you by the school. Please enter this information below and click login to proceed.

If you have forgotten your username and/or password please contact the school.

Username:

Password:

[Forgotten your password?](#)

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Access to NPQ Leadership Resources

Course participants will have access to resources relevant to their NPQ leadership qualification programme, for a period of 18 months from the start of the course up to the date of achievement of the relevant NPQ qualification, which can be extended on request.

1. Resources will be uploaded to the website from time-to-time before, during and after each face-to-face session, usually in PDF format.
2. Resources can be viewed on the website or downloaded for personal use, subject to current data protection and copyright legislation.
3. Once the programme and assessment has been completed the access account for each NPQ course participant will be deleted.

Access issues or questions

Please speak with your NPQ facilitator or e-mail the nominated NPQ administrator, as directed, at LLF.TSA@northlincs.gov.uk or office@humberteachingschool.co.uk

This protocol will be reviewed before the start of each course by the NPQ Office and NPQ Steering Group. The next review is scheduled for **December 2020**.