

National Professional Qualifications (NPQ) Protocol 2020-21

Access to Leadership 360° with 20Q: 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 confirmation e-mail and welcome letter.
4. Confirmation of e-mail address and attendance sent by course participant.
5. Further information sent to course participants in month before start of programme.
6. Teaching School administrator orders 20Q Leadership 360° licences and sends out Leadership 360 invitations once course numbers have been confirmed.

Induction Session

1. Course participant attends induction meeting.
2. Course participant re-confirms e-mail address to be used for future communication.

Leadership 360° Account Set-Up

1. Teaching School administrator sets up invitations and NPQ Leadership 360° account for course participant(s).
2. Teaching School office sends out Leadership 360° invitation (www.20q.co.uk) and log-in details.

Leadership 360 Invitation

1. Invitation sent to course participants at start of course by e-mail.
2. Course participants complete questions and send out invitations to their invitees.
3. Course participants **print report** and bring to next face-to-face session.

Leadership 360° Log-In and Completion

1. NPQ course participant logs into their account: <https://my.20q.co.uk/account/signin>



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Leadership 360° Log-In and Completion (continued)

2. NPQ course participant completes 20+ questions within two weeks of receipt of invitation (**within first month**)
3. NPQ course participant invites 5+ work colleagues, by e-mail through My 20Q Account, to complete the questionnaire within two weeks (by **end of first month**)
4. NPQ course participant monitors returns through 20Q website and asks for work colleagues to return their responses to 20Q within two weeks (by **end of first month**)

Receipt of Report and Review

1. NPQ course participant receives notification that report is ready.
2. Report can be downloaded and printed out (PDF format)
3. NPQ participant reads report and brings report to next day of the course.

Review, Coaching and Action Plan

1. NPQ course participant reviews report with coach, colleague or friend (at and following induction meeting).
2. NPQ course participant writes and reviews action plan with coach, colleague or friend.

Review of Leadership 360° and Action Plan

1. NPQ course participants will be given time to review and reflect on their Leadership 360° and action plan at regular intervals during the two-three terms of the face-to-face programme.
2. The Leadership 360° and associated action plan should be referred to and used as supporting evidence for the assessment task(s).
3. NPQ course participants will be given the opportunity to complete a further Leadership 360° at the end of the programme which they can use to compare, contrast and reflect upon the progress made over the 2+ terms of the qualification programme.

Please see next page for summary of key dates and actions.

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Summary of Key Dates for 2020-21

For courses starting in October 2020

Action	Date by
Welcome e-mail to course participants	September
Attendance at induction meeting and e-mail confirmation	October
Teaching office e-mails Leadership 360° invitation to course participant	October
Course participants complete Leadership 360° and send invitations to colleagues	October
Work colleagues submits Leadership 360° response	October
NPQ course participant reads and brings report to next face-to-face session	November
Action plan written and reviewed (<i>ongoing to July 2021</i>)	November

For courses starting in January 2021

Action	Date by
Welcome e-mail to course participants	January
Attendance at induction meeting and e-mail confirmation	January
Teaching office e-mails Leadership 360° invitation to course participant	January
Course participants completes Leadership 360° and send invitations to colleagues	January
Work colleagues submits Leadership 360° response	January
NPQ course participant reads and brings report to next face-to-face session	February
Action plan written and reviewed (<i>ongoing to July 2021</i>)	February ff

NB: This protocol will be reviewed before the start of each course by the NPQ Office and will be approved by the NPQ Steering Group and will be approved by the NPQ Strategic Board. The next review of this NPQ Protocol is scheduled for **December 2020**.

END