

National Professional Qualifications (NPQ) Protocol 2018-19

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 (first week of term by 7.9.18).

Leadership 360° Account Set-Up

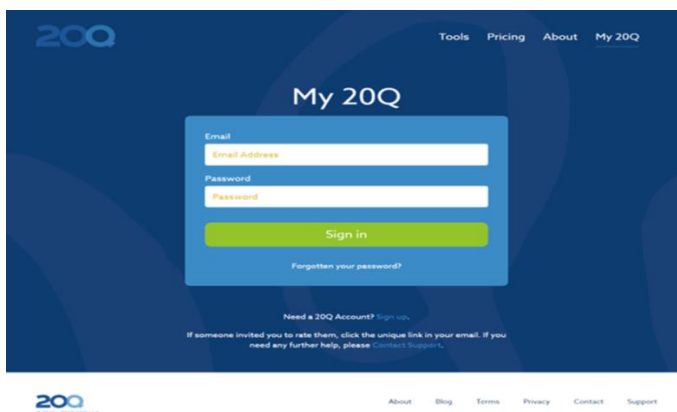
1. Teaching School administrator sets up invitations and NPQ Leadership 360° account for course participant(s).
2. Teaching School office sends out Leadership 360° invitation (www.20q.co.uk) and log-in details (by **Friday 7 September**)

Leadership 360 Invitation

1. Invitation sent to course participants during first week of term by e-mail.
2. Course participants complete questions and send out invitations to their invitees.
3. Course participants **print report** and bring it with them to induction meeting.

Leadership 360° Log-In and Completion

1. NPQ course participant logs into their account at:
<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 **(21.9.18)**
3. NPQ course participant invites 5+ work colleagues, by e-mail through My 20Q Account, to complete the questionnaire within two weeks (by **28.9.18**)
4. NPQ course participant monitors returns through 20Q website and asks for work colleagues to return their responses to 20Q within two weeks (by **28.9.18**)

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 reads report and brings report to the induction meeting (on **1.10.18** for **NPQH**, on 8.10.18 for **NPQSL** and on 15.10.18 for **NPQML** course participants)

Induction Meeting

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

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 **(by 1.11.18)**

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 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.

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Summary of Key Dates for 2018-19 (September 2018 start)

Action	Date by
Welcome and follow-up e-mail to course participants	23 August
Teaching office e-mails Leadership 360° invitation to course participant	7 September
NPQ course participant completes Leadership 360° and sends invitations to colleagues	14 September
Work colleagues submits Leadership 360° response	28 September
Attendance at induction meeting and e-mail confirmation	October
NPQ course participant reads and brings report to face-to-face induction meeting	October
Action plan written and reviewed (<i>ongoing to July 2019</i>)	Ongoing