

## National Professional Qualifications (NPQ) Protocol 2018-19

### 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.

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

1. Teaching School administrator sends out invitation to NPQ course participant during first week/month of term and no later than end of October (Centre 2).
2. Within 48 hours of the induction event, NPQ course participant should have received an e-mail invitation containing log-in and password details by **1.10.18** (NPQH), **8.10.18** (NPQSL) and **15.10.18** (NPQML).

#### Induction Requirements

1. Course participant attends induction meeting.
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.

#### 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](http://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**

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Once logged on for the first time, 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 the logo 'Leading Learning Forward Teaching School Alliance' and a navigation menu: Home, Apply Now, Join Us, Learn With Us, Work With Us, About Us, Contact Us. A vertical navigation menu on the right contains icons for search, phone, mail, a padlock (highlighted by a blue arrow), and a plus sign. 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 heading 'Leading Learning, Inspiring Achievement' with three columns: 'Initial Teacher Training', 'Professional Learning', and 'Professional Support'. Below this is a yellow section for 'Latest News' and 'Events', with a 'Leadership' article and a '15th January' event listed. The footer contains links for 'View Sitemap | High Visibility | Terms And Conditions | Privacy Policy', copyright information for 2018, and 'Website Design By E4education'.

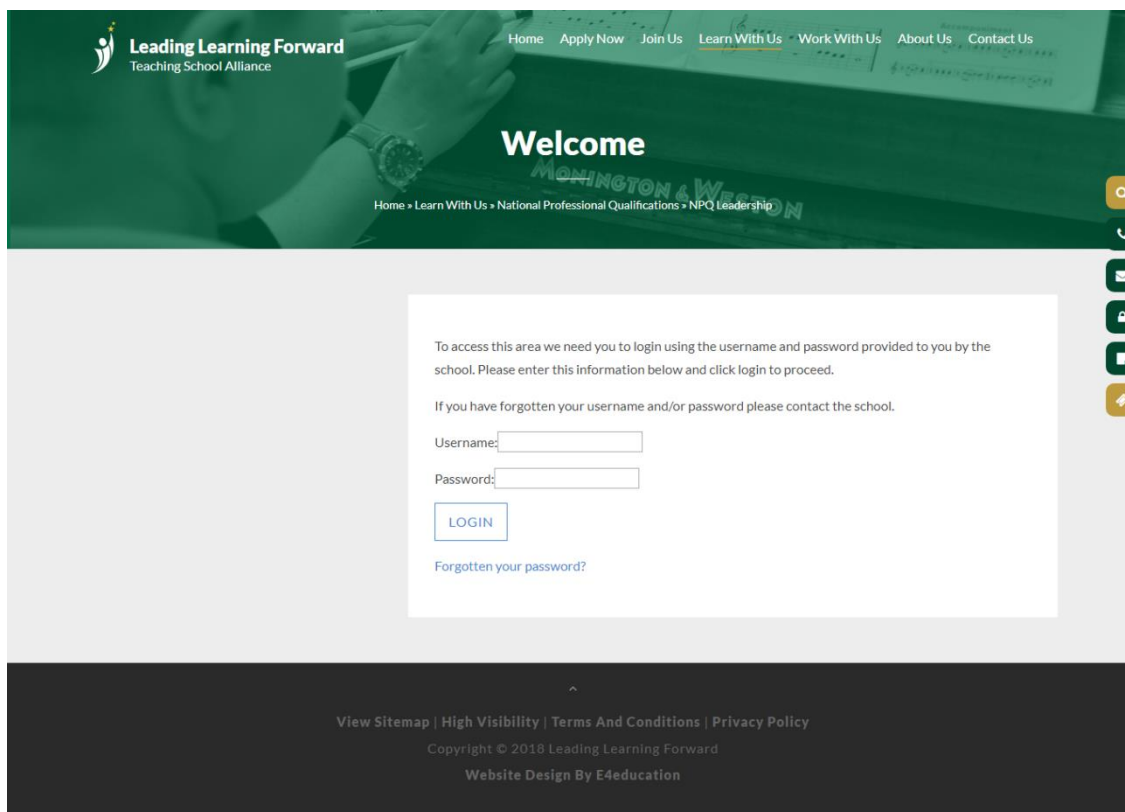
**Padlock: NPQ Leadership**

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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The screenshot shows the website for Leading Learning Forward Teaching School Alliance. The header includes navigation links: Home, Apply Now, Join Us, Learn With Us, Work With Us, About Us, and Contact Us. The main content area features a 'Welcome' message and a login form. The form includes instructions on how to access the area, fields for Username and Password, a LOGIN button, and a link for 'Forgotten your password?'. 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.

### Access to NPQ Leadership Resources

Course participants will have access to resources relevant to their NPQ leadership qualification programme after attending their NPQ induction event, for a period of up to 18 months or until the assessment process is completed, whichever is the sooner.

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 one of the Teaching School administrators:

Catherine Thompson: [LLF.TSA@northlincs.gov.uk](mailto:LLF.TSA@northlincs.gov.uk)

Helen Smith: [office@humberteachingschool.co.uk](mailto:office@humberteachingschool.co.uk)