

NPQ Partner Information

Qualifications overview

The Outstanding Leaders Partnership is a national provider of the National Professional Qualifications for school leadership (NPQs). These are:

- National Professional Qualification for Middle Leadership (NPQML)
- National Professional Qualification for Senior Leadership (NPQSL)
- National Professional Qualification for Headship (NPQH)
- National Professional Qualification for Executive Leadership (NPQEL)

These qualifications are promoted and delivered locally through our national network of school-based partners. These are teaching schools, trusts and diocesan groups.

Each qualification is delivered over the course of a year with candidates able to submit for final assessment at 12, 15 or 18 months from starting.

Qualifications are delivered via a blended learning model consisting of face-to-face training days, online courses, 360° diagnostics, coaching (NPQH & NPQEL) and online events.

Details of each qualification including guided learning hours, delivery model, assessment requirements, contents and benefits can be found on the relevant programme page on the OLP website (www.outstandingleaders.org) or within the qualification specifications.

Partner expectations

1. Schedule a minimum of one NPQML group and one NPQSL group per year
2. Market and promote the qualifications. This will include using local knowledge to seek opportunities to present or promote at meetings, conferences and events in the region (e.g. Headteacher meetings)
3. Follow marketing guidelines and operational processes to ensure the effective delivery and promotion of the qualifications
4. Commit to quality assurance processes that may be defined by BPN or the Department for Education and engage in improvement dialogue

Expectations of us

1. Lead the design and development of the NPQs, ensuring they meet the requirements set by the DfE and any accrediting bodies, including the development of all programme content, guidance and assessment documentation.
2. Train, support and quality assure facilitators.
3. Provide the operational and administrative systems and support required to deliver the Programmes, including:
 - 3.1 Design and publication of marketing materials and website

- 3.2 Management of all training events (face-to-face and online) including the provision of event materials
- 3.3 Provision of support to candidates from registration to final assessment
- 3.4 Provision of virtual learning environments for blended and distance learning programmes
- 3.5 Administration of all finance, including invoicing, payments and credit control
- 3.6 Governance, data security and licensing arrangements.

Securing the partnership

In order to firm up a partnership arrangement, we ask that all prospective partners sign and return a copy of our Memorandum of Understanding. Once this is in place we can support partners with the planning and promotion of groups.

Intakes & registration

Intakes start in the Autumn and Spring terms annually. Groups are required to adhere to a set timeline for delivery to marry with online course delivery. Partners are given a two-week window for each f2f event from which they can select their preferred delivery dates. Registration for all four qualifications opens as soon as the previous intake's registration window closes.

Marketing & promotion

Partners are expected to promote all four NPQs across their networks. We will support the recruitment activity of our partners through our own broadcast marketing and can allocate applicants to partner groups to support group viability (minimum group size of 12 candidates). Partners are equipped with a marketing pack that will contain editable flyers, logos, delivery models, qualification overviews and OLP partnership information for your websites. Our marketing team will follow up with each of our partners to support their promotional activity.

We endeavour to maintain details of each partner on our website. As such we ask partners to provide an overview of their organisation when on-boarded and ask that any organisational changes relating to their NPQ provision is shared with ourselves.

Application & viable groups

Candidates must apply online via the relevant qualification page on the OLP website. Applicants are invited to select their preferred partner from a drop down box at the start of the form. Partners are also given an allocation code that we ask them to share with prospective applicants to be included on the form where prompted when applying. These measures support us to group candidates appropriately. Partners are kept up to date with recruitment progress as the registration deadlines near. If we are unable to reach viable numbers, with the agreement of the partner, we will invite candidates to join an alternate group locally or undertake a distance learning pathway.

Course fees:

- NPQML = £950
- NPQSL = £1,250
- NPQH = £2,250
- NPQEL = £4,950

There are discounts available for schools putting multiple candidates through the qualifications.

Full scholarship funding is available to candidates from schools situated in category 5 or 6 local area districts. Schools that belong to a trust or diocese whose geographic footprint covers a category 5 or 6 are also eligible for full scholarship funding.

Partner fees

- We will pay delivery partners a fee of £25 per person per event for hosting the training (includes providing room hire, lunch, refreshments & equipment necessary for delivery)
- Facilitator training is provided cost free for staff put forward by delivery partners
- Facilitation fees are paid at £400 per event, for groups with a single facilitator, or in accordance with the following table if using two facilitators per group*

Group Size	Facilitation fee payable for dual facilitated groups
12 to 14 candidates	£500 per event (equates to £250 per facilitator)
15 to 18 candidates	£600 per event
19 to 23 candidates	£700 per event
24+ candidates	£800 per event

*We recommend delivery partners utilise two facilitators per group for their event delivery.

Facilitator training

Partners are invited to train serving school leaders from across their network to be trained as programme facilitators. These individuals must complete an associate application form with Best Practice Network.

All new facilitators must attend a facilitator training event. This event is split into programme familiarisation and foundation facilitation skills training. Training will be scheduled regionally according to demand. Partner schools will be invited to host the training where appropriate.

Newly trained facilitators will be invited to access a further three optional half-day facilitation skills training events to help build their confidence and capability in the role. Upon completion, willing facilitators will be invited to support the development and quality assurance of new facilitators.

Ahead of each face-to-face event facilitators will receive a one-hour online briefing from the lead facilitator that will walk them through the facilitator notes and slides for the day and provide an opportunity to ask questions and further unpack certain activities.

Facilitator Quality Assurance

All new facilitators will be subject to a half day quality assurance visit during their first f2f session. The newly trained facilitators can choose to have the quality lead co-facilitate delivery with them should they wish.

Before the QA visit, and then again following, facilitators will have a 30 minute coaching conversation with the quality lead to support their planning and personal development. Facilitators will also be expected to complete an annual self-assessment against the facilitator competencies.

Online tutors

Pastoral support from the programme outset to final assessment, and delivery of the online courses, is completed by our online tutor team. These are not typically serving school leaders as the role requires greater flexibility and time commitment to complete effectively. If colleagues did wish to undertake this role then we can add them to the tutor team.

Event delivery

Face-to-face events run from 9am until 4pm with candidate arrival from 8.30am. Event resources (candidate and facilitator) are provided electronically ahead of the events. The qualifications are delivered paper-free wherever possible and candidates are encouraged to bring their materials on a laptop or print their own.

A facilitator resource pack will be couriered to the first face-to-face event and contains copies of the resources, blue-tac, pens, post-its and other resources to support the programme delivery.

Attendance must be recorded online via our candidate management system. Facilitators have access to complete this. They will also be able to print a paper register for the event should they wish.

Completion of the attendance online triggers the sending of the event evaluations forms. Candidates are encouraged to complete these on the day. A report is automatically generated and updated as evaluations arrive. This report is accessible live to facilitators and partner leads.

Contracts and invoicing

When groups and facilitators have been scheduled and confirmed, partners will be sent group details including candidates, special requirements, event timings, details for invoicing etc.

Facilitators are issued with a contract schedule for delivery of the group and the lead contact for the partner copied in to any communication.

Impact and reporting

Through our partnership model we aim to support the ongoing development of our partners, their school-based facilitators and the impact they have on the schools in their locality. As such we have a number of reports in place to support partner intelligence relating to the groups they are running. These include candidate progress, 360° diagnostic reporting, destination data and school improvement impact.

We actively encourage partners to go beyond just delivery and to engage strategically with candidates to identify succession, shape project planning to meet locality needs and to identify patterns of strength and improvement. To learn more about the mechanisms that support this contact the team.