

POLICY FOR APPLICATIONS

Leadership East welcomes enquiries and applications from all those who are seeking one of the DfE's NPQ suite of qualifications.

Application and registration are completed online, after seeking the support and approval of the school's headteacher or most senior staff member available.

As an approved provider of the DfE's school leadership qualifications, we have a responsibility to ensure that the school agrees with the application and that the NPQ applied for is at the appropriate level for the applicant. Therefore, we reserve the right to contact the school or cluster to validate the application.

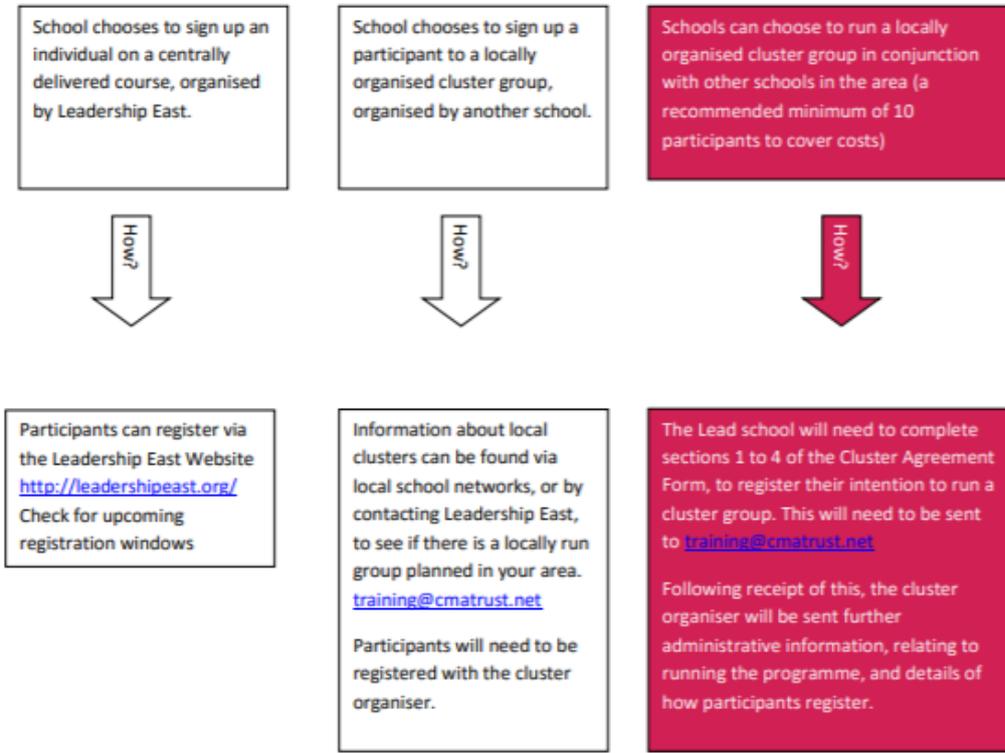
If an applicant's current role and professional context indicate a risk that the qualification might not be at a suitable level, we shall advise the applicant of a more suitable NPQ, or that their application cannot be accepted at this time.

By completing the online form, the applicant is confirming that:

- The information provided is correct and, in the case of NPQH and NPQEL is their own work.
- They will undertake to inform training@cmatrust.net of any change in circumstances that may hinder their completion of the NPQ or disqualify them from leading or working in a school.
- They are currently not subject to any disciplinary action and that they will inform Leadership East if this changes during their course.
- They give consent to their employer disclosing such information to Leadership East as may be necessary to validate the personal details provided in this form.
- They agree to participate in regular surveys and evaluations.

This information is also accessible on the form and in application guidance on the website, along with our GDPR statement.

There are usually three routes through one of which a participant applies to Leadership East:



Once the application has been received, it will be acknowledged, and personal information will be securely processed and validated. For NPQH and NPQEL, a gateway application is also required which is screened and approved before processing for readiness to be assessed. Applicants without a TRN will receive advice and instruction on obtaining one before their application can be confirmed.

Applicants will be notified of the outcome of their application by email, at which point joining information, programme key dates and first tasks are then communicated to them.