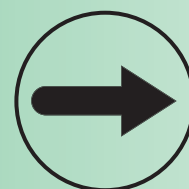


Mandatory National Professional Qualification for Headship (NPQH) in Wales

National Assembly for Wales
Circular No: 20/05

Date of Issue: 1 July 2005

Guidance
Circular



School
Leadership

National Professional
Qualification for Headship

N·P·Q·H

C·P·C·P

Cymhwyster Proffesiynol
Cenedlaethol ar gyfer Prifathrawiaeth



www.dysgu.cymru.gov.uk
www.learning.wales.gov.uk

Adran Hyfforddiant ac Addysg
Department for Training and Education



Llywodraeth Cynulliad Cymru
Welsh Assembly Government

- Title of Document:** Mandatory National Professional Qualification for Headship (NPQH) in Wales.
- Audience:** Teachers; deputy headteachers; headteachers; governing bodies; professional associations; HEI's; FE Institutions; church diocesan organisations; LEAs; Estyn; GTCW; Wales NPQH Centre; NPQH Candidates; NPQH graduates; NPQH trainers; Elwa; Education Departments; NCSL.
- Overview:** This Circular provides guidance in relation to a mandatory National Professional Qualification for Headship (NPQH) in Wales for all first time substantive headteachers from September 1, 2005.
- Action Required:** For aspiring and serving headteachers and bodies involved in headship appointments to have due regard for the procedures and advice set out in this Guidance Circular.
- Further Information:** Additional copies of this Guidance Circular are available from:
Susan Cattell
Teaching & Leadership Division
Welsh Assembly Government
Cathays Park
CARDIFF
CF10 3NQ
Tel: 029 2082 3239
Fax: 029 2082 6109
Email: npqhinfo@Wales.gsi.gov.uk
- Related documents:** Headteachers' Qualifications and Registration (Wales) Regulations 2005. SI No: 2005/ 1227 (W.85)
This document is available on the HMSO website at
<http://www.wales-legislation.hmso.gov.uk/legislation/wales/w-stat.htm>
Consultation on Proposals to introduce a mandatory requirement for first-time headteachers in Wales to hold the National Professional Qualification for Headship (NPQH). Welsh Assembly Government. September 2002. ISBN: 0 7504 2977 1
Response to Consultation on Proposals to introduce a mandatory requirement for first-time headteachers in Wales to hold the National Professional Qualification for Headship (NPQH). Welsh Assembly Government. March 2003. Information Document No: 003-03
Consultation on the Headteachers' Qualifications and Registration (Wales) Regulations and Guidance 2005. Welsh Assembly Government. September 2004. ISBN 0 7504 3480 5
Response to a Consultation on the Headteachers' Qualifications and Registration (Wales) Regulations and Guidance 2005
Welsh Assembly Government. March 2005.
Information Document No: 003-05
The above documents are available on the Assembly Government's Learning Wales website at www.Learning.Wales.gov.uk.
Governors Wales Fact File 'Mandatory National Professional Qualification for Headship.'
This document is available from Governors Wales on 0845 6020100 or at governorswales@btconnect.com.

CONTENTS

PART 1	The Mandatory NPQH in Wales	1
PART 2	Implications for Key Stakeholders	3
PART 3	The Roles of Key Stakeholders	9
PART 4	Arrangements in the Four Home Countries	10
PART 5	The NPQH in Wales	11

Summary

From September 1, 2005, the procedure for applying for headship posts in the maintained sector and non-maintained special schools will change.

This guidance clarifies the new statutory requirements which will apply to all first-time substantive headteachers in Wales from September 1, 2005 including a requirement to :-

- hold the National Professional Qualification for Headship (NPQH);
- hold qualified teacher status (QTS); and
- be registered as a teacher with the General Teaching Council for Wales.

This guidance also clarifies what the requirements will mean for key NPQH stakeholders including teachers aspiring to headship, serving headteachers, LEAs, governing bodies, trustees and diocesan bodies.

PART 1

THE MANDATORY NPQH IN WALES

1. Background

1.1 The National Professional Qualification for Headship (NPQH) is a practical, professional qualification, underpinned by the National Standards for Headteachers in Wales, which provides effective preparation and professional development for teachers aspiring to headship.

1.2 Proposals requiring all first time headteachers to hold a professional qualification have been considered as part of the strategy for raising the quality of school leadership in Wales since 1999. A proposal to make the NPQH mandatory in Wales by 2005 was set out in the 1999 Green Paper “The Best for Teaching and Learning.”

1.3 Powers to make regulations to implement these requirements are contained in sections 134, 135, 145 (1) and (2) 210 (7) of the Education Act 2002.

2. Consultation Exercise 2002

2.1 In September 2002, the Assembly Government’s Teaching and Leadership Division published a consultation document proposing the introduction of a mandatory requirement for first-time headteachers in Wales to hold the National Professional Qualification for Headship (NPQH).

2.2 81% of respondents to the consultation were in favour of the implementation of a mandatory NPQH qualification in Wales from 1 September, 2005.

2.3 The main outcomes of the consultation are outlined below:

- from 1 September, 2005 **it will be mandatory** for all those appointed to their first substantive headship post in a school maintained by an LEA (including nursery schools) and in non-maintained special schools, to hold the NPQH.
- the requirement to hold the NPQH **will not** apply to someone who was appointed as a headteacher in a school maintained by an LEA, in a non-maintained special school, in the independent sector, or a similar educational institution outside Wales or England **before** 1 September, 2005;
- the requirement to hold the NPQH **will not** apply to acting headteachers, carrying out the functions of the headteacher of a school, pending the appointment of a headteacher, or in the absence of a headteacher;
- holders of headship qualifications or standards in the other countries of the UK will be recognised as being equivalent to the NPQH in Wales;
- holders of a qualification which has equivalent effect by virtue of the European Communities (Recognition of Professional Qualifications) (First General System) Regulations 2005¹.

¹ (2005/18)

2.4 Copies of the consultation report are available via the Welsh Assembly Government website @ www.learning.wales.gov.uk.

3. Consultation Exercise 2004

3.1 In September 2004, the Assembly Government launched a technical consultation to consult with aspiring and serving headteachers, professional associations, LEAs and other key stakeholders and the draft Headteachers' Qualifications and Registration (Wales) Regulations 2005, together with the content of this Guidance Circular.

3.2 91% of respondents supported the introduction of a mandatory qualification for first-time headteachers in Wales from September 1, 2005. A high percentage of replies (over 70%) were received from deputy headteachers and school leaders. The overwhelming positive response to the consultation confirmed that the Regulations and Guidance were fit for purpose and should support the implementation of the mandatory NPQH from September 1, 2005.

3.3 Copies of the consultation report are available via the Welsh Assembly Government website @ www.learning.wales.gov.uk.

PART 2

IMPLICATIONS FOR KEY STAKEHOLDERS

1. When will the Regulations take effect?

1.1 The Regulations come into force on 1 September, 2005. This means that appointments made after that date are subject to the Regulations. It also means that those applying for their first substantive headship post in the maintained sector or at a non-maintained special school in Wales after that date must have regard to the Regulations.

1.2 If first-time, substantive headteachers are appointed on or **after** 1 September, 2005, **they will** need to comply with Regulations 3 (1); 4 and 5¹ on taking up an appointment.

1.3 If applicants are appointed to a headship **before** 1 September 2005 **they will not** be required to comply with the Regulations, even if the date on which they start their headship is after September 1, 2005.

2. Who will be affected by the Regulations from September 1, 2005?

2.1 A person who is appointed to their first headship post at an LEA maintained school or non-maintained special school and meets either of the following criteria:

- it will be their first substantive headship post;
- it will be the first time they have held a headship at an LEA-maintained school (or non-maintained special school)*.

* *An agreement has been made with the Independent Schools Council (ISC) that those who were appointed as headteachers in that sector before 1 September 2005 would not need to hold NPQH to move to the maintained sector. This part of the requirement affects only those whose initial appointment as a headteacher in that sector took place on or after 1 September, 2005. Their subsequent move to the maintained sector after the Regulations are in force would require them to hold NPQH.*

3. Who will not be affected by the Regulations from 1 September, 2005?

3.1 Anyone appointed as a headteacher before 1 September 2005, either in the maintained or the independent sector, or at a non-maintained special school who is either:

- a serving headteacher applying for another headship;
- a returning headteacher who is not currently employed at a school (for example, someone on a career break, working in an advisory capacity or on secondment to an LEA); or
- a headteacher who has served as a head at the equivalent of a maintained school or an independent school outside Wales and England;
- those applying for acting headship posts;
- those applying for posts as the leader of a Pupil Referral Unit;

¹ Headteachers' Qualifications and Registration (Wales) Regulations 2005 (SI No: 2005/1227) (W.85)

- those applying for headship posts in the independent sector;
- those applying for posts leading sixth form colleges or FE institutions (although consideration is being given to the development of a principals' qualification, comparable to that being developed in England);
- those applying for their first headship post in Wales (at a maintained school or non-maintained special school) who hold an NPQH from the other countries of the UK:
 - the NPQH in England;
 - the Scottish Qualification for Headship (SQH);
 - the Professional Qualification for Headship in Northern Ireland (PQH:NI);
- applicants who hold a qualification of similar standing and purpose in any other country within the European Union as recognised under the European Communities (Recognition of Professional Qualifications) (First General System) Regulations 2005;
- applicants from other countries where a mutual qualification is recognised by their respective authorities.

4. How will the Regulations affect future applications for headship posts?

4.1 From 1 September, 2005, the procedure for applying for headship posts in the maintained sector and at non-maintained special schools will change. After this date, all those applying for their first, substantive headship post in a school maintained by an LEA or non-maintained special school in Wales will need to demonstrate the following requirements:

- that they hold the National Professional Qualification for Headship;
- that they hold qualified teacher status; and
- that they are registered as a teacher with the General Teaching Council for Wales.

5. How will the Regulations impact upon aspiring heads?

5.1 Teachers, assistant or deputy headteachers or others who plan to apply for a headship post will need to take account of the Regulations in their career planning. If they are appointed to a headship post before 1 September 2005 they will not be required to hold the NPQH.

5.2 Teachers, assistant or deputy headteachers or others appointed to a first-time headship post from 1 September, 2005 onwards will be required to comply with Regulations 3 (1); 4 and 5 before they can take up their appointment.

5.3 The requirement to "hold the NPQH" means that the applicant must have successfully completed and passed the NPQH on taking up their first, substantive headteacher appointment. The qualification is awarded by the National Assembly for Wales. Those achieving the qualification will receive a certificate and may use the letters "NPQH" after their name. Once notified of the award, the General Teaching Council for Wales (GTCW) will record the qualification on its Teacher Register against the individual's name. Once awarded, the NPQH is valid for the whole of a teacher's or headteacher's career.

6. How will the Regulations impact upon serving heads?

6.1 The requirement to comply with the Regulations will *not* affect serving headteachers who are appointed to a substantive headship post in the maintained, non-maintained or independent sector prior to 1 September, 2005. The definition of 'headteacher,' in this context, includes the leader of a Pupil Referral Unit (PRU).

6.2 Principals of FE Colleges and Sixth Forms are outside the scope of the Regulations and would therefore only need to demonstrate compliance in order to apply for a post in the maintained sector or at non-maintained special schools.

6.3 Former headteachers who return to headship after 1 September, 2005 (e.g. after a career break, or undertaking an advisory post or secondment) will not need to comply with the Regulations.

7. How will the Regulations impact upon acting headteachers?

7.1 The Regulations will not apply to those appointed as acting headteachers from 1 September, 2005 as those appointments are temporary. However, if an acting headteacher then wishes to apply substantively for the post, or for another post as a substantive headteacher, then he/she **will need to comply** with Regulations 3 (1); 4 and 5 from 1 September, 2005.

8. What does the requirement mean for governing bodies (or trustees)?

8.1 Governing bodies (or trustees) are responsible for appointing headteachers to their schools. Thus the Regulations will change the statutory duties of a governing body in relation to headteacher appointments.

8.2 When appointing headteachers from 1 September, 2005, governing bodies will need to require those applicants for whom this will be their first substantive headship post to demonstrate that they comply with Regulations 3 (1); 4 and 5 before they are to take up a headship appointment.

8.3 For those appointments advertised after September 1, 2005, the job specification should list NPQH as an essential requirement for first-time, substantive headteachers.

8.4 Applicants who have gained the NPQH will need to state their achievement on their application form. Governing bodies should ensure that first time headteachers hold the NPQH qualification on taking up their headship post after September 1, 2005. The Teacher Register maintained by GTCW provides a record of the teachers awarded the qualification by the National Assembly for Wales.

8.5 The NPQH is based on the National Standards for Headteachers in Wales. Those who achieve the award have demonstrated that they have the skills, knowledge and attributes for headship. Governing bodies will need to make judgements around candidates' prior experience and knowledge of what headship entails. For example, they will have to measure the experience, achievements and track record of a serving headteacher, against the knowledge gained by the possession of the NPQH by prospective first-time appointees.

8.6 Additional Guidance for Governing Bodies is available from Governors Wales on 0845 6020100 or email governorswales@btconnect.com to obtain a copy of the Governors Wales Fact File 03/05 'Mandatory National Professional Qualification for Headship.'

9. How will the Regulations affect LEAs?

9.1 LEAs have a clear interest in the recruitment of headteachers and, in community and voluntary controlled (VC) schools, have a power to make written representations to the selection panel if they consider that the panel is short-listing an unsuitable person as a headteacher (School Standards and Framework Act, schedules 16 & 17).

9.2 The Regulations prevent LEAs from appointing a person without NPQH as a first-time, substantive headteacher in a community or VC school and requires them to advise the governing body of a foundation or VA school that they are similarly restricted.

9.3 LEAs should ensure that selection panels are familiar with the guidance when appointing headteachers after the Regulations come into force. When governing bodies notify their LEA of the recommended candidate to fill a headship vacancy, the LEA should refuse to endorse an appointment unless the recommended candidate has met the requirements in respect of NPQH.

9.4 In the case of voluntary aided (VA) or foundation schools, the LEA is empowered to make representations to the selection panel regarding the suitability of a recommended candidate.

9.5 LEA advisers applying for a headship appointment from 1 September, 2005 will need to hold NPQH, QTS and be registered a teacher with GTCW if they have not previously held the post of headteacher. For example, they may have worked in a school as a deputy head, taken a posting as an LEA adviser or consultant for a year or two, then wish to take up a headship.

9.6 Those LEA advisers or consultants applying for headships from 1 September, 2005 will not need to hold NPQH if this will be their second or subsequent headship.

10. How will the Regulations affect schools in Wales?

LEA-maintained schools

10.1 The Regulations will apply to all LEA-maintained schools (infant, primary, junior and secondary). 'Maintained school means a community, foundation, voluntary (controlled or aided i.e church school) or special (community or foundation school.'²

Non-maintained special schools

10.2 The Regulations will apply to non-maintained special schools – for example, to those appointed to their first substantive headship post at a non-maintained special school after 1 September, 2005.

² SSFA 1998, S.20 (6)

10.3 A serving head at a non-maintained special school, who was appointed prior to 1 September 2005 will not need NPQH to move to a headship in the LEA maintained sector.

Nursery schools

10.4 The Regulations will apply to nursery schools. Following the Education Act 2002, the management and governance of maintained nursery schools has been put onto an equivalent footing with that for other schools.

Pupil Referral Units (PRUs)

10.5 The Regulations will not apply to PRUs. The leader of PRU's is not necessarily carrying out this role as a headteacher, although they may be doing so in a capacity as lead teacher. However, teachers working in PRUs can apply for the NPQH.

10.6 Experience of leading a PRU is taken into account when an applicant applies for a headship post in the maintained sector or at a non-maintained special school. In the way that serving heads do not need NPQH, applicants who have led PRUs before 1 September, 2005 would therefore not need to hold the NPQH.

Sixth form colleges

10.7 The Regulations will not apply to sixth form colleges because these institutions form part of the further education sector.

10.8 Staff from the FE sector applying for their first headship post in the maintained sector, or at a non-maintained special school will need to hold NPQH, or be working towards it.

10.9 The Welsh Assembly Government has powers under section 137 of the Education Act 2002 to require that a person serving as a principal of a further education institution has a specified qualification and consideration is being given to making regulations to this effect.

10.10 If and when such a requirement is enforced, and suitable training identified, the Welsh Assembly Government will consider what common ground exists between it and the NPQH, and whether and how reciprocal recognition can be established. Further guidance on reciprocal arrangements with the FE sector will be issued as is appropriate.

11. How will the Regulations impact upon independent schools?

11.1 The Regulations will affect someone serving as a teacher in the independent sector who wishes to move to a headship post in a school in the LEA-maintained sector, or in a non-maintained special school, from 1 September 2005.

11.2 Serving headteachers in the independent sector, who were appointed before 1 September 2005 will not need to hold NPQH to move to a headship post in the maintained sector.

11.3 However, the head of an independent school appointed to a headship from 1 September 2005 will need to hold NPQH to move into a new headship post in the maintained sector, because the requirement applies to anyone who is appointed to their first maintained school headship from 1 September 2005.

11.4 Similarly, a teacher at an independent school, applying for their first headship post in the maintained sector, or at a non-maintained special school, from 1 September 2005 will need to hold NPQH.

11.5 Those who return to the LEA-maintained sector from the independent sector, having already held a headship post in the LEA-maintained sector, will not be affected by the Regulations.

11.6 Teachers in independent schools may apply for the NPQH but the Welsh Assembly Government is not able to fund their course fees and other associated costs of the programme.

12. Teachers/headteachers working abroad

12.1 Serving headteachers and aspiring headteachers working outside the UK will be treated in a consistent way to those in the UK. By 'consistent', we mean that they will be treated as if they were employed in an equivalent school in Wales. For example, those who work at the equivalent of a maintained school abroad will be treated in the same way as those who work at a maintained school in Wales.

Serving headteachers in the maintained sector abroad

12.2 A headteacher who has already been appointed as a headteacher in an equivalent school sector abroad (appointed prior to 1 September 2005) will not need to hold the NPQH, to be appointed to a headship in the maintained sector or at a non-maintained special school in Wales.

Teachers and headteachers working in independent schools abroad

12.3 As with those working in independent schools in this country and in the rest of the UK, the same requirements will apply to those working abroad in the equivalent of independent schools. Thus serving headteachers at independent schools abroad appointed before 1 September, 2005, would not need NPQH to move to headship posts in the maintained sector in Wales.

12.4 The Regulations will affect headteachers in independent schools abroad appointed as headteachers in the LEA-maintained sector or in non-maintained special schools in Wales from 1 September 2005, who have not previously held a headteacher post in an equivalent sector abroad.

PART 3

THE ROLES OF KEY STAKEHOLDERS

Who	Their role
Teachers, Deputies, Assistant Headteachers and others preparing for headship or A Principal in the FE Sector considering a move to the maintained sector	<ul style="list-style-type: none"> Need to build NPQH into their career planning. Must hold NPQH if applying for their first headship post in a maintained school, or non-maintained special school from 1 September 2005.
Governing Bodies	<ul style="list-style-type: none"> Need to be aware of the Regulations and Guidance Circular. Should understand the benefits of the NPQH so they can balance the skills and experience of those with the qualification, against those who have previous headship experience. Should draft person specifications carefully, to include reference to the requirement to hold the NPQH but only for first-time, substantive headteachers, so as not to exclude serving headteachers from those eligible to apply. When sifting applicants for their post, governing bodies should check that first-time headteachers comply with the Regulations.
LEAs	<ul style="list-style-type: none"> Should encourage good career planning for the aspiring headteachers in their area and consider how CPD is reflected in their ESPs. Should ensure that selection panels for community and VC schools meet the requirements. Are empowered to make representations to the selection panel of VA and foundation schools regarding the suitability of a recommended candidate.
Serving or returning headteacher (that is, a person who gained a headship before 1 September 2005)	<ul style="list-style-type: none"> Does not need to hold NPQH. Should encourage future career planning of the members of their school workforce, in particular, for deputies, assistants, and senior staff.

PART 4

ARRANGEMENTS IN THE FOUR HOME COUNTRIES

1. England and Northern Ireland (NI)

1.1 England and Northern Ireland (PQH(NI)) have their own versions of the NPQH, adapted to suit the context of their school systems.

1.2 A mandatory NPQH qualification was introduced in England on April 1, 2004.

1.3 In England, for the first five years, transitional arrangements will require new headteachers to hold NPQH or be 'working towards' it. 'Working towards' means that appointees must have a confirmed place on the NPQH prior to their headship appointment. Once in post, they must gain the qualification within four years of their appointment. The 'working towards' arrangements will continue until 2009.

1.4 Northern Ireland plans to make its version of the NPQH (PQH(NI)) mandatory in due course.

2. Scotland

2.1 On 1 December, 2001, the Scottish Executive announced its intention to make the Scottish Standard for Headship (the Standard) mandatory in Scotland from August 2005. At present, the only route to gaining the Standard is via the Scottish Qualification for Headship (SQH).

3. Reciprocal recognition

3.1 Holders of the NPQH in England, the Scottish Standard for Headship and the Professional Qualification for Headship in Northern Ireland (PQH(NI)) will be deemed to hold a qualification/standard which is equivalent to the NPQH.

3.2 From 1 September 2005, holders of these qualifications/standards who take up a first-time, substantive headship post in LEA-maintained and non-maintained special schools in Wales will need to present evidence that they hold these qualifications/standards to the governing body.

3.3 Serving headteachers working in England, Northern Ireland and Scotland, who wish to move to a headship post in Wales, will be treated the same way as serving headteachers in Wales.

3.4 Applicants for headship posts in England, Scotland and Northern Ireland are strongly advised to check the entrance requirements for those countries before applying.

3.5 In order to ensure consistency in the standard of training and development delivered across the home countries, the final assessment component of the National Professional Qualification for Headship (NPQH) is currently moderated on a Wales/England basis. In addition, the Assembly Government's Professional Headship Induction Programme (PHIP) for newly appointed headteachers during their first two years in post, facilitates integration into the educational context in Wales.

PART 5

THE NPQH IN WALES

1. What is the NPQH?

1.1 The NPQH is a national qualification to prepare teachers for headship. It is a practical qualification, firmly rooted in school improvement, which prepares candidates thoroughly for their first headship post. NPQH Training and Development is available throughout Wales. The programme is managed by the Welsh Assembly Government and supported by the 22 LEAs in Wales.

1.2 The programme:

- is underpinned by the National Standards for Headteachers;
- is based on a training and development programme that includes face to face training and development and self supported study;
- is operated by CELT via the Wales NPQH Centre;
- draws on the best leadership and management practice in Wales;
- is practical, challenging and up-to-date;
- is focused on school improvement;
- sets rigorous standards building on proven achievements and ability;
- provides a baseline from which new headteachers can develop their leadership and management capabilities upon appointment.

2. Who can apply for the NPQH?

2.1 Anyone who: -

- is a qualified teacher or who has a qualification which has equivalent effect¹;
- is registered as a teacher with the General Teaching Council for Wales²;
- has significant experience of leadership at a whole school level can apply for a place on the NPQH. Normally this will be a member of the school's leadership group or senior management team. There is a self evaluation exercise (on the Wales NPQH Centre website) that potential applicants should undertake in the first instance.

3. What are the National Standards for Headteachers?

3.1 The Welsh Assembly Government has recently established new National Standards for Headteachers which help define the knowledge, understanding, skills and attributes required for the key tasks of headship. The standards were developed in consultation with teachers, headteachers, professional associations, LEAs, Higher Education Institutions, Estyn and others. It is against the new standards that candidates commencing the NPQH from January 2006 onwards will be assessed.

¹ European Communities (Recognition of Professional Qualifications) (First General System) Regulations 2005

² Teaching and Higher Education Act 1998 (section 3)

3.2 The standards will be despatched to all schools during the Autumn Term and will also be published on the Assembly Government's Learning Wales website @ www.Learning.Wales.gov.uk.

4. How will the NPQH prepare me for headship?

4.1 Headship is a demanding though rewarding role. The NPQH will ensure that you are thoroughly prepared. It will give you confidence, skills and professional knowledge you need to deliver the best for your pupils, staff, parents, governors and community in your first headship post. If you achieve the NPQH, it means that governing bodies will know that you have met the standard required to embark upon headship, and that you have invested your time and effort in preparing for the singularly most important role in our schools.

4.2 The programme covers the six key areas of headship outlined in the National Standards for Headteachers:

- Creating Strategic Direction
- Leading Learning and Teaching
- Developing and Working with Others
- Managing the School
- Securing Accountability
- Strengthening the Community Focus

4.3 It also addresses the core attributes - which embrace knowledge & skills, personal qualities & values and professional characteristics - that are necessary for effective and successful headship.

5. How is the programme structured?

5.1 The NPQH consists of 3 stages:

- **Application and Selection (see Question 8 below)**
- **Training and Development**
The NPQH offers you a stimulating programme using a combination of delivery mechanisms, including activities in school, self study material, face-to-face training/workshop sessions and a residential experience. These have been designed to enable you to balance your training and development with your professional commitments. The Wales NPQH Centre will assign you a professional tutor who will work with you and your headteacher to develop a personal development plan.
- **Final Assessment & Award**
Candidates will be assessed through school based assessment by their tutor and a 1 day final assessment exercise. Following Final Assessment and moderation, the Welsh Assembly Government will inform you whether or not you have been successful. Successful candidates will be invited to receive their NPQH certificate by attending a national award ceremony, arranged by the Wales NPQH Centre.

6. What demands will the NPQH make on my time?

6.1 The expectation is that candidates will take a **minimum of 12 months** and **maximum of 20 months** to complete the NPQH.

7. Funding

7.1 The NPQH Qualification currently costs **£3,000**.

7.2 Category 1 Applicants are those from LEA-maintained schools, foundation schools, Pupil Referral Units and non-maintained special schools. If selected, they will be fully funded by the Welsh Assembly Government. Funding will cover course fees, supply cover and travel costs.

7.3 Category 2 Applicants are those who either wish to fund themselves or are from non-LEA schools. All costs must be borne by the individual or the school.

8. When and how to apply?

8.1 An Annual Recruitment Round for the NPQH is administered by the Wales NPQH Centre. The Recruitment Round opens in September each year and training and development for successful candidates commences the following January.

8.2 Application materials can be obtained by:

- contacting the Wales NPQH Centre on 02920 874433.
- downloading materials from the Wales NPQH Centre website @ www.cardiff.ac.uk/socsi/npqh.

8.3 All applicants are required to first complete the **Personal Reflection Exercise** (Stage 1 of the process) which is to be found on the Wales NPQH website. After which, if you still wish to proceed, you should complete the **Application Form** (stage 2 of the process) also found on this website.

Category 1 Applicants should return their completed application form to their LEA.

Category 2 Applicants should return their completed application form to the Wales NPQH Centre.

9. Outcomes of the selection procedures

Selection will be carried out by Regional Panels and objectively based on the evidence provided by the application form.

Applicants will be deemed to be either:

- **Eligible** for the NPQH or
- **Not yet eligible** for the NPQH.

Applicants who are judged not yet eligible for the qualification have the right to receive feedback from the LEA or the Wales NPQH Centre. They may re-apply at anytime, although they are advised to take account of any development needs identified during the feedback session.

10. Appeals procedure

The Wales NPQH Centre has appeals procedures, which deal with appeals made by candidates at both the selection and the assessment stages.

Candidates who might wish to appeal should write to the Wales NPQH Centre within 14 days of being notified of either non-selection or of failing to achieve the required standard at either stage of the assessment process.

Further details about how to apply are available from the Wales NPQH Centre on 02920 874433 or email NPQHWALES@cardiff.ac.uk.