

# NPQ Participant Expectations & Conditions Summary

This document summarises programme conditions, expectations, and processes. Full policy documents are available on the Ambition Institute [website](#).

## Programme Design Overview

Participants must engage with 90% of the programme to qualify for assessment (DfE requirement). The design accommodates engagement patterns like part-time participation, parental leave, deferrals, and school transfers. It blends asynchronous learning (self-paced) with scheduled synchronous events. Course release is staggered to make content manageable for diverse working patterns.

## Part-Time Participants

The programme accommodates part-time participants, who should inform their coordinator of their work schedule. Modules can be taken anytime, ideally within 2 weeks. Content remains accessible throughout. Dates will be shared to avoid conflicts and allow planning. Assessments occur within an 8-day assessment window, confirmed at least six months in advance. Participants may complete the assessment anytime during this period based on their commitments.

## Portability (School Transfers)

Participants should complete their NPQ while employed at the same school. However, they can continue in their new setting if they must relocate during the programme. They must notify their programme coordinator before the move and provide details such as the name of their new school, email, job title, start date, and line manager. The coordinator will update MyAmbition. Funding remains with the participant unless they switch to a different sector; moving from public to private may require self-funding. Private schools are not eligible for DfE funding.

## Engagement

Participants must maintain an engagement score of at least 90% for programme completion throughout its duration. The programme coordinator will provide termly or half-termly progress updates to participants to help them manage their engagement and encourage catch-up if necessary. The following engagement threshold processes will apply to those with a score below 90%.

90-75%	Within progress updates, all participants below 90% will be asked to catch up on their learning in the next 3 weeks to avoid falling behind.
50-75%	Participants will receive a 'nudge' via Steplab or a direct communication warning to catch up on their learning in the next three weeks to avoid falling behind.
50% and below:	Participants will receive a directed communication warning to catch up on their learning in the next three weeks to avoid falling behind. They will be offered a support call to discuss their participation and establish a plan for when/how they will catch up.
	<b>If there is no improvement after 4 weeks</b> , the programme coordinator will issue a 'risk of withdrawal' warning to both the participant and their proof of employment sponsor (if possible), giving two weeks' notice. A further support call or deferral may be offered.
	<b>If there is no improvement after 6 weeks</b> , the cohort coordinator will withdraw participants from the programme. This could potentially impact the participants' future DfE funding opportunities.

## Deferral

Participants must complete their NPQ programme and assessment with their entry cohort, but exceptional circumstances may allow for a deferral, which is not guaranteed. To qualify, participants must have started the programme, registered with the DfE, submitted employment confirmation, and engaged in at least one module or event. They should contact their programme coordinator to request a deferral, specifying a re-joining date within 12 months. The Teaching School hub may require a deferral form to be completed.

### Circumstances for Deferral:

1. Hospitalisation, health issues or leaves of absence affect a person's capacity to fully participate in and complete the programme.
2. Maternity, paternity, shared parental, adoption or parental leave.
3. A bereavement which impacts the individual's ability to fully engage with and complete the programme of study.
4. Any other change or occurrence outside of their control that could not have been foreseen or planned for may impact the individual's ability to fully engage with and complete the programme.

A participant being 'too busy' is not an acceptable reason for a deferral. For a deferral request to be accepted, there should be an unforeseen circumstance, change, or occurrence out of their control.

Each participant is allowed one deferral; additional requests will be considered only in light of points 1 – 3 of the circumstances for deferral mentioned above.

### Reintegration:

Participants will restart the program with a new cohort from their last engagement point, retaining access to previous content. They will be contacted one month before rejoining to confirm details and the new schedule. They will receive a two-week withdrawal warning if they do not engage within one month. Failure to engage within six weeks will result in automatic withdrawal, possibly affecting DfE funding.

### Funding/Fees:

Participants keep funding upon rejoining, dependent on changes from the Department for Education. For self-funded programmes, no refund is provided at deferral, as participants are expected to return.

### Deferral before or during assessment:

Participants needing a deferral before the assessment window should contact their programme coordinator promptly by the deadline. This request won't affect their two assessment attempts. Requests during the assessment window are approved only in exceptional circumstances, and Ambition Institute may require additional evidence.

## Withdrawal

We may withdraw participants from a programme if they fail to meet requirements or pose a reputational or financial risk. No refunds will be provided for withdrawals. Participants may be withdrawn due to the following scenarios:

- A DfE scholarship-eligible participant has not met the requirements to access funding
- A participant is not engaging with the programme
- A participant has not met the requirements to be entered for assessment
- A participant's continuation on our programme represents a reputational risk
- Participants may choose to withdraw from their programme at any time