

Applying for a NPQ with Education Development Trust (EDT)

Before starting, please ensure that the NPQSupport@edt.org is set as a safe sender in your email inbox, to prevent important emails being diverted to your Junk Emails folder

Step 1: EXPLORE

A number of useful resources are available to you when you are considering studying for a NPQ and exploring the suite of qualifications available:

- Guidance on the NPQs from the Department for Education, including information on the qualifications and funding available, can be found [here](#).
- Guidance on the different NPQ frameworks from the Department for Education can be found [here](#).
- An overview of the NPQs delivered by EDT, including brochures and course structure, can be found [here](#).
- Information on our Delivery Partners, including their locations and the NPQs they deliver, can be found [here](#).

If you have any queries about the NPQs, or require any further information, please do not hesitate to contact our dedicated support team at NPQSupport@edt.org.

Step 2: REGISTER

Once you have decided which NPQ you would like to study, please register with the Department for Education (DfE) [here](#). Please select Education Development Trust as your Lead Provider. The information you enter will be used by the DfE to determine your course funding status.

- We recommend registering using a **personal email address**, which will reduce the likelihood of EDT emails being screened out by school anti-malware systems.
- If you work in early years or childcare, [check if your workplace is registered with Ofsted](#) and get their Ofsted unique reference number (URN) if they have one.
- [Check if you have a teacher reference number \(TRN\)](#). If you're not a teacher you can still register, but you'll need to request a TRN.

Once you have registered, your details will be validated by the DfE before being passed to Education Development Trust as your Lead Provider. This can take a number of days.

Step 3: APPLY

Once Education Development Trust has received your registration details from the DfE, you will be sent a welcome email containing a survey. The survey is your opportunity to select your preferred Delivery Partner which is delivering your chosen NPQ. We would recommend reviewing our network of Delivery Partners [here](#).

You will have the opportunity to change your selection when completing your application form if needed.

Upon completion of the Delivery Partner survey, you will then receive an automated email from our NPQSupport@edt.org inbox inviting you to create an account on our NPQ Portal. The NPQ Portal is the EDT platform on which you will complete and submit your NPQ application form.

Please ensure that you enter the same email address you registered with, and set a password which meets the following criteria:

- 8 characters long
- alphanumeric
- contains a capital letter
- contains one of these special characters: @#\$\$%^&+=!*

To log in to your NPQ Portal account, please navigate to the log in page [here](#). Once you have logged in, click on the NPQ tab at the top of your screen. Please note that this will only be visible if pop-ups and JavaScript are enabled. Select 'My Application' from the drop-down menu.

To complete your NPQ application form, click on the green pencil icon to the left of your form. A new page will open with your application form which will already be populated with information you provided when you registered with the DfE.

Please update all relevant fields – those marked with a red * are mandatory.

Please review and confirm your acceptance of the GDPR declaration. Without doing so, you will be unable to submit your application.

Once you have completed your application form, please click 'Submit'. Please note that, once you have submitted your application form, you will no longer be able to edit it. You will, however, still be able to view your application form.

Once your application form has been validated by EDT, it will be sent to your chosen Delivery Partner for review. Your Delivery Partner will decide on whether to offer you a place on their NPQ programme depending on eligibility and suitability criteria.

In the event that your application is deemed to be unsuccessful, or that you would be better suited to a different NPQ qualification, your Delivery Partner will get in touch with you directly to discuss their rationale and further possible options.

Step 4: ONBOARD

If your application is judged to be successful, you will receive an email from NPQSupport@edt.org inviting you to accept your offer of a place on your chosen NPQ.

- Before you accept your offer, please check the offer carefully to ensure that all of your personal details, NPQ and cohort are correct, and your funding type is as expected. If you have any queries or issues with the offer, please do not accept or reject the offer, and instead email NPQSupport@edt.org to request support. We will then amend the offer as necessary.

Once you have accepted the offer of a place on your chosen NPQ programme, a contract and sponsorship agreement will be emailed to your named organisation manager and sponsor, as per your application form. Please ensure that these documents are signed promptly to prevent any delays to your onboarding to the programme.

At the same time, you will receive a final email inviting you to log in to your [Online Learning Platform](#) account. This is the centralised platform where you will access all of your learning materials for the course. Once logged in, you are ready to begin your NPQ programme!