

National Professional Qualifications (NPQ) Protocol 2020-21

Venue Selection and Evaluation Protocol

The Humber Teaching School and Leading Learning Forward TSA, as DfE accredited providers, will pursue a rigorous policy of selection, approval and evaluation in respect of the venues, catering and facilities provided to course participants, facilitators and session leaders for the delivery of face-to-content days as well as for the training of course facilitators, assessors and moderators of the National Professional Qualifications (NPQ).

Leadership

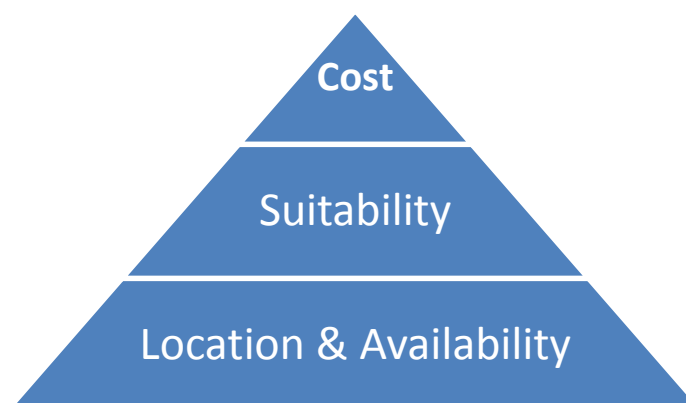
The NPQ Steering Board, for The Humber Teaching School and Leading Learning Forward TSA as DfE accredited providers, will receive termly reports on the selection, approval and evaluation of course venues by the NPQ Office and the Directors of Teaching School.

Responsibilities

NPQ Strategic Board	Review and approve annual evaluation reports
NPQ Steering Group	Approval of NPQ programme venues
NPQ Planning Action Group	Selection of NPQ course venues
Directors of Teaching School	Administration and management oversight
NPQ Programme Managers	Ongoing communications and venue approval
NPQ Administrators	Venue bookings, catering and liaison
Business Managers	Financial processes and accounting for venues
Finance Officers	Payments and invoices

Venue Selection

NPQ course venues are selected from the current list of approved centres held by The Humber Teaching School and Leading Learning Forward TSA. For 2020-21, venues are selected according to the following principles:



National Professional Qualifications (NPQ) Protocol 2020-21

Selection Principles

In accordance with the best value principles of:

- Economy
- Efficiency
- Effectiveness and
- Equity

Selected Venues

For 2020-21, where numbers and availability allow, face-to-face course days and training will take place in the training rooms at **either** The Humber Teaching School (Healing Academy) **or** St Hugh's National Teaching School according to the needs of the course and course participants **or** online, during the COVID-19 pandemic with associated restrictions, by using the Zoom application with breakout room functionality.

When these venues or methods are not available or considered unsuitable for specific training purposes, one or more of the following venues will be used:

- Forest Pines Hotel (easy access for participants from Hull, Lincoln, North and North East Lincolnshire with motorway and major road links)
- St Mary's College **or** Village Hotel, Hull (for course events held in Hull)
- Glanford Park **or** North Lincs UTC (Scunthorpe)
- Franklin College (Grimsby)
- Other suitable hotels and schools when these venues are unavailable

Approval and Evaluation of Venues

Selected venues are visited and approved by the NPQ Programme Manager/Director of Teaching School before any booking is made. Course participants, administrators and facilitators are asked to evaluate the suitability of the venue and to complete a course evaluation form at the end of each face-to-face event.

The NPQ Office provides evaluation reports to the NPQ Board and NPQ Steering Group on a termly and annual basis.

Protocol Review

This protocol will be reviewed annually by the NPQ Steering Group and approved by the NPQ Strategic Board. The next review of this NPQ Protocol is scheduled for **July 2021**.

END