

# National Professional Qualifications (NPQ) Protocol 2020

## Payment, Extension, Deferral and Withdrawal (Application) Protocol

### Payment Policy and Protocol

The Humber Teaching School and Leading Learning Forward TSA, as DfE accredited NPQ providers, are committed to maintaining a payment, extension, deferral and withdrawal (application) policy which is fair and equitable for all course participants.

#### 1.1. For the purposes of this policy:

- “Payment” refers to the settling of course fees and/or administrative charges
- “Extension” refers to the request/application to delay attendance, participation and/or submission for assessment in special circumstances **within** the eighteen month period allowed from the first induction session to the final submission deadline.
- “Deferral” refers to the request/application to delay attendance, participation and/or submission for assessment in special circumstances **beyond** the eighteen month period allowed from the first induction session to the final submission deadline.
- “Withdrawal” refers to the request/application to terminate attendance, participation and/or submission for assessment in special circumstances **within or beyond** the eighteen month period allowed from the first induction session to the final submission deadline.

#### 1.2 Scope of policy

The Payment, Extension, Deferral & Withdrawal (Application) Policy and Procedures apply to any course participants undertaking professional leadership development and learning with The Humber Teaching School and Leading Learning Forward TSA.

#### 1.3 Relation to other Policies & Protocols

This policy should be read in conjunction with the following policies, protocols and procedures of The Humber Teaching School and Leading Learning Forward TSA, as DfE accredited NPQ providers:

- NPQ Charging Policy
- NPQ Assessment Protocol and Form
- NPQ Complaints Policy & Procedures
- NPQ Malpractice & Maladministration Policy
- NPQ Academic Misconduct Policy & Procedures
- NPQ Quality Assurance Protocol

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### 2.1 School-funded place

Where the school has agreed to pay for an individual's course fee in part or in full, the school will be invoiced when payment is due, which is usually on the first day of the course. Payments from schools should be sent to the NPQ office at The Humber Teaching School.

### 2.2 Privately-funded place

Where an individual has agreed to pay for the course fee in part or in full, the named individual will be invoiced on the first day of the course when payment is due. Payment should be sent by the individual course participant to the NPQ office at The Humber Teaching School within 28 days of the invoice payment date.

### 2.3 Scholarship-funded or grant place

Where the course fee is being paid for by grant-funding or by scholarship, either in part or in full, the NPQ provider will seek payment the Department for Education when payment is due, usually on the first day of the course. Payment by the DfE will be made direct to the NPQ provider according to Government terms and conditions.

In such circumstances, the school or individual course participant will not be liable for any payment, unless the amount received is less than the course fee or the school/course participant seeks to apply for a deferral or a withdrawal from either the face-to-face course or from the assessment process.

- (a) If a deferral is approved, an administrative charge of **£50** will be applied.
- (b) If a withdrawal is approved, the **full course fee** must be paid by the school or individual course participant within 28 days of notification and invoice.
- (c) In the event that scholarship or grant funding is not received, the school and/or course participant will be liable for the full course fee.

In cases (b) and (c), the full amount to be paid, between 1<sup>st</sup> January 2020 to 31<sup>st</sup> August 2020, is as follows: **(a)** for NPQML: £1199 per course participant; **(b)** for NPQSL: £1399 per course participant; **(c)** for NPQH: £1599 per course participant.

### 2.4 Notice of invoice

The notice of invoice, as stated on the application form, will be included in the joining instructions for the NPQ course induction event and on the first day of the course. Invoices will be sent direct by e-mail to the named school and/or individual course participant, as stated on the NPQ application form.

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### 3.1 Payment due

Payment is due on the first day of the course and is payable to: The Humber Teaching School. Payment is due within 28 days of the date of invoice.

### 3.2 Late payment including administrative charge

A reminder will be sent to any school or person who fails to pay within 28 days. A final warning of payment will incur an administrative fee of £50 in addition to the course fee.

### 3.3 Non-payment including administrative charge

Non-payment after 28 days may result in the removal of the participant from the course, unless an acceptable explanation has been provided. An administrative fee of £50 will be applied and added to the invoice total due.

### 3.4 Payment(s) in case of approved deferral and withdrawal applications

The school and/or individual course participant will be invoiced within 14 days of the decision, in accordance with the Payment Policy stated above. The payment terms are 28 days.

### 3.5 Payment(s) in case of non-attendance and non-submission for assessment

Charges for non-attendance and for non-submission for assessment, between 1<sup>st</sup> January 2020 and 31<sup>st</sup> August 2020, will be as follows:

- In the event that a participant defaults on assessment or fails to attend a course day, an administrative charge of £50 will be applied by the provider.
- Where a participant fails to produce an assessment submission by the required deadline or without following the guidance stated in the assessment submission document/checklist, an administrative charge of £100 will be applied.
- Where a participant fails to attend or submit for assessment, without application for extension, deferral or withdrawal, an administrative fee of £200 will be applied.
- Where scholarship funding has been received from the Department for Education or other funding body and where repayment is due because of the course participant's extension, deferral or withdrawal, the participant and/or his/her school will be liable for payment of the full course fee (as stated above).

### 4.1 Issues and complaints

Any issues regarding payment should be sent, in the first instance, for the attention of the Director of the Humber Teaching School, in accordance with the NPQ provider's Complaints Policy and Procedures.

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## Extension, Deferral & Withdrawal (Application) Protocol

### Policy and Procedures

The Humber Teaching School and Leading Learning Forward TSA, as DfE accredited NPQ providers, are committed to maintaining a deferral and withdrawal (application) policy which is fair and equitable for all course participants.

#### 5.1 For the purposes of this policy:

- “Extension” refers to the request/application to delay attendance, participation and/or submission for assessment in special circumstances **within** the eighteen month period allowed from the first induction session to the final submission deadline.
- “Deferral” refers to the request/application to delay attendance, participation and/or submission for assessment in special circumstances **beyond** the eighteen month period allowed from the first induction session to the final submission deadline.
- “Withdrawal” refers to the request/application to terminate attendance, participation and/or submission for assessment in special circumstances **within or beyond** the eighteen month period allowed from the first induction session to the final submission deadline.

#### 5.2 Special circumstances

Requests to extend or defer or withdraw payment, course participation and/or submission for assessment will be considered on a case-by-case and may require a formal application to be submitted to the Providers. It should not be assumed that requests and applications to defer/withdraw will be accepted or approved. Relevant and significant evidence will be required to support such requests/applications. Special circumstances which may lead to an extension, deferral or withdrawal being approved include:

- Changes of school circumstance
- Criminal damage and theft
- Dismissal
- Extreme environmental conditions
- Leaving education
- Matters of emotional health and well-being
- Ofsted inspection
- Parental leave
- Resignation from post
- Unemployment
- Serious illness

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### 5.1 NPQ Panel

The NPQ Panel, appointed by the NPQ Strategic Board and chaired by the Director of The Humber Teaching School, will consider each request and/or application to defer/withdraw on a case-by-case basis taking into consideration the timing, reason and circumstances of the request.

### 5.2 Course participant responsibilities

The course participant, or in special cases his/her school representative, should apply for the extension, deferral or withdrawal in writing, using the application form and guidance notes provided, by e-mail to the providers' NPQ office at the earliest opportunity and where possible before the event occurs. Applications should be sent for the attention of the Director of Teaching School: [npg@humberteachingschool.co.uk](mailto:npg@humberteachingschool.co.uk)

### 5.3 School responsibilities

The school should provide evidence, using the template form and guidance notes provided, signed and dated by the course participant and the headteacher or chair of governors, in support of the request/application for extension, deferral and/or withdrawal.

### 5.4 Responsibilities of Headteacher/Chair of Governors of participant's school

The lead representatives of the participant's school should sign the form and the letter before sending it to the NPQ office. Where there is any doubt about the veracity of the application or where issues arise about the content of the request/application, the provider will contact the headteacher and/or chair of governors to discuss the matter.

### 5.5 Sponsor responsibilities

The sponsor is expected to discuss the potential extension, deferral or withdrawal request with the participant and headteacher before any application is made by the school or course participant.

### 5.6 Acknowledgement

The NPQ provider's office will acknowledge receipt of the request and/or application by e-mail within 48 working hours of receipt.

### 5.7 Decision

The NPQ Panel will consider carefully each application for an extension, deferral or withdrawal, usually within 10 working days of receipt of the application. The NPQ Panels decision is final, subject to any appeal to the NPQ Strategic Board.

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Decisions will be made by following DfE guidelines and will always be made with the best interests of the course, school and participant in mind.

### 6.1 Appeals

Where an application/request to extend, defer or withdraw is rejected, reasons will be provided in writing and the applicant may appeal to the NPQ Strategic Board for a review of the decision. Where a course participant's application for extension, deferral or withdrawal is rejected by the NPQ Panel, an appeal may be made to the NPQ Strategic Board within 15 working days of notification. The appeal will be conducted by the Chair of the NPQ Strategic Board, in accordance with the NPQ providers' appeals process. A final decision will be communicated within 15 working days of the appeal hearing. Thereafter, the file will be closed and no further appeals will be accepted.

### 6.2 Communication of decision

The NPQ office at The Humber Teaching School will communicate with the participant and their school's representative as soon as possible, usually within fifteen working days of the application being received, with an explanation for the decision to approve or reject the extension, deferral or withdrawal application.

### 6.3 Notification of decision

When an application to defer/withdraw is rejected, full reasons will be provided in writing.

### 6.4 Payment(s) for deferral and withdrawal

The school and/or individual course participant will be invoiced within 14 days of the decision, in accordance with the Payment Policy stated above. The payment terms are 28 days.

### 6.5 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 2020**.

**END**