# Frequently Asked Questions (FAQs)

## Leaders Apprenticeship with NPQML / NPQSL

### 1. What is an apprenticeship?

Apprenticeships are work-based training programmes that are designed to help employers train people for specific job roles.

An apprenticeship can be for new or existing staff at any level of an organisation.

### 2. Who is if for?

Leaders Apprenticeship with NPQML is suitable for middle leaders with responsibility for a team including Key Stage leaders, subject leaders, and curriculum leaders, and heads of department or pastoral leaders.

Leaders Apprenticeship with NPQSL is suitable for senior leaders with cross-school responsibilities, for example, an experienced middle leader, a deputy head, a special educational needs co-ordinator (SENCO), an advanced skills teacher or a senior member of staff.

### 3. Am I eligible?

In order to be eligible for a dual award you must:

* Work a minimum of a 30-hour week
* Be a resident of the UK
* Have 5 GCSE’s at Grade C (4) or higher including English and Maths. Or be able to achieve Level 2 English and Maths during study

### 4. Length of study?

Between 12 and 15 months.

### 5. What qualifications will I gain?

* Nationally recognised Level 5 apprenticeship standard
* National Professional Qualification for Middle or Senior Leadership (NPQML or NPQSL)
* Credits toward an MA in Educational Leadership
* Option to become a member of the Chartered Management Institute, and those with 3 years of management experience can apply for Chartered Manager status through the CMI

### 6. How is training delivered?

The majority of the training and assessment for the apprenticeship will be completed at your workplace and recorded through an e-portfolio of evidence. Your Apprenticeship Tutor will observe you in the workplace and guide you on which pieces of work-based evidence are suitable for your portfolio.

Delivery will also include three training events offsite, three 4-week facilitated online courses and a series of online briefings and webinars.

Throughout your apprenticeship you will have monthly remote visits and three-monthly face-to-face visits with your Apprenticeship Tutor to carry out reviews and observations, and to support you and your employer.

### 7. What is the additional benefit of completing the dual award?

* Drive sustainable improvement through focussed in-school activity
* Gain access to cutting-edge theory, resource and delivery from thought leaders and leading practitioners from all sectors of the economy
* Undertake a national qualification contextualised to your locality
* Funded through your apprenticeship levy
* A dedicated Apprenticeship Tutor to support you and your school
* Support to gain and evidence skills and behaviours in the workplace
* Bring learning together through an ePortfolio of evidence

### 8. What is off the job training and is this apprenticeship going to take up 20% of my working week?

Off-the-job training is about upskilling an individual to reach full occupational competency, not accrediting their existing skills.

Off-the-job training must make up 20% of the apprentice’s normal working hours over the planned duration of the apprenticeship and can be delivered flexibly.

Off the job training includes (but is not limited to):

* External training events
* Interactive online learning
* Research
* In-house CPD
* Project activity
* Networking and moderation events
* Shadowing
* Reflective learning
* Time writing assignments
* Coaching and mentoring
* Learning support

We will discuss this with every employer and apprentice when setting up the individual learning plans at induction.

The NPQ element of the dual award will account for the lion’s share of the knowledge (theory) training requirement. The rest is acquiring workplace skills and behaviours, so largely a focus on shadowing, mentoring and any workplace activities that bring new learning.

### 9. What additional study is required on top of the stand-alone NPQ?

Candidates undertaking the standalone NPQs are expected to complete three face-to-face events, three facilitated four-week online courses, project work, and regular support webinars.

In addition to the above, candidates completing the dual award will receive further support to develop particular skills and behaviours relating to the apprenticeship standard. The additional support includes:

* Ongoing dedicated support from an apprenticeship tutor
* Quarterly school visit
* Monthly online review and support meetings
* Collation of an e-portfolio of learning
* Gateway meeting to assess readiness for end point assessment
* End point assessment

### 10. How is the dual award assessed?

**NPQML Final Assessment**

Leading an improvement project (4,500 words)

Candidates must lead an improvement project within their team, lasting at least two-terms, to a) improve pupil progress and attainment b) the capability of their team.

**NPQSL Final Assessment**

Leading an improvement project (5,000 words)

Candidates must lead an improvement project across their school, lasting at least two terms, to a) reduce variation in pupil progress and attainment and b) improve the efficiency and effectiveness of teaching.

**Level 5 Apprenticeship (End Point Assessment)**

* Assessment of knowledge through a test using scenarios, questions and responses
* Assessment of competency through a structured competency-based interview
* Assessment of portfolio of evidence
* Presentation on a work-based project with Question and Answer session
* Continuing Professional Development Log reviewed and professional discussion

### 11. Where does training take place?

The majority of the apprenticeship training takes place in your workplace. Face-to-face training events will fall alongside our stand-alone NPQ courses ensuring a wider availability of local groups.

Delivery venues are largely provided through our national network of teaching school and multi-academy trust partners. Candidates applying from one of our partner groups will be allocated to that group for the face-to-face events.\*

In addition to partner groups we also have a number of groups located according to the geography of the candidates that register, helping minimise travel time for the majority of candidates.

Candidates not registering through a school partner will be allocated to their most geographically convenient group for the three training events.

Our face-to-face groups take place across the country and we strive to ensure all candidates have access to local delivery.

You can view a map of our most recent groups locations here: [www.outstandingleaders.org/npq-groups](http://www.outstandingleaders.org/npq-groups)

\* Subject to group viability

### 12. What is the Apprenticeship Levy?

The levy is paid by large employers with a wage bill of over £3 million. These employers pay 0.5% of their total annual pay bill into the levy. Most state-maintained schools and multi-academy trusts pay into the levy.

The levy is designed to create long term sustainable funding for apprenticeships and to give employers more control to provide their staff with a range of training opportunities.

If your school is non levy payer or has exhausted its levy funds, then you can still access a funded apprenticeship. Please contact us if you would like more information.

### 13. How do I access levy-funding?

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| School Type | Accessing Funding |
| Levy paying Academies and Trusts | Drawn down directly using your Apprenticeship Service Account |
| Maintained schools (LA funded) | Drawn down by the Local Authority from levy fund |
| Non-levy paying schools | Education Skills Funding Agency (ESFA) will fund 95% of the course fee through the ‘co-investment’ scheme |