

NPQ Deferral Request Form

We have several **Deferral Options** available to allow flexibility to candidates' engagement with the qualification & to help compensate for busy/challenging times in school that would prevent you from being able to fully commit to the course. The options are detailed below:

1. **Complete Restart:** You could opt to completely restart your with one of our future intakes. This option is useful if you feel you haven't been fully able to commit to the qualification so far & would like to start afresh & catch up on missed qualification elements. This option is costed at £100 per repeated facilitated event (Training Day and/or Facilitated Online Course). A restart quote is available upon request should you wish to find out more about this route.
2. **Deferral & Reengagement at this point with future Cohort:** You could instead opt to defer at this point of the course, banking your progress so far, and look to pick the course up again with a future cohort continuing from this point onwards. As there would be no repetition or re-attendance of facilitated course elements **this option is free of charge**. – This is likely the best option if you feel like you have made good progress & fully committed to the course so far & do not wish to lose that progress or repeat anything specifically.

Please note- If you have completed all facilitated elements of the programme and wish to 'defer' your assessment, please contact the assessment team (assessments@bestpracticenet.co.uk)

Candidate name:	Click or tap here to enter text.
NPQ Start Date:	Click or tap to enter a date.
NPQ Group:	Click or tap here to enter text.
I would like to request a deferral to my NPQ because (tick as appropriate):	
1.	<input type="checkbox"/> of serious personal illness/Pregnancy – Doctor's certificate required
2.	<input type="checkbox"/> Change in work circumstances such as change of employment or a sudden and unanticipated increase in workload, e.g. staffing issues significantly affecting the candidate's workload.
Reason for deferral:	
Click or tap here to enter text.	

Reviewing the deferral options above I would like to pursue:	
<input type="checkbox"/> Option 1 (complete restart)	<input type="checkbox"/> Option 2 (continuation)

I would like to be re-engage with NPQ: (Please be aware you can only deferral up to one calendar year. If you started Spring 2019 your deferral options would be Autumn 2019 or Spring 2020)	
<input type="checkbox"/> Autumn	Year: Click or tap here to enter text.
<input type="checkbox"/> Spring	



I have evidence to support my deferral such as a doctor's certificate/note from head teacher.

I am aware that the final decision to allow an NPQ Programme deferral lies with the Candidate and Partner Support Team.

Please note before a deferral can be granted the following need to be met:

- The programme needs to be paid in full
- The deferral occurs within a calendar year unless you have had a medical incident such as major injury, accident, or maternity leave
- You have had no subsequent deferrals

Candidate Signature:	Click or tap here to enter text.	Date:	Click or tap to enter a date.
Sponsor Signature:	Click or tap here to enter text.	Date:	Click or tap to enter a date.
Candidate contact number:	Click or tap here to enter text.		
Email address:	Click or tap here to enter text.		

Please email (cpd@bestpracticenet.co.uk) or post the form to Candidate and Partner Support Team, Best Practice Network, Newminster House, 27-29 Baldwin Street, Bristol BS1 1LT.