

## National Professional Qualification for Senior Leaders Carnegie Teaching Schools' Alliance Registration Form

By completing this registration form, you agree to CLiL, Leeds Beckett University collecting, storing, using and sharing your data. Further information about CLiL's Privacy Notice can be found here:

<http://www.leedsbeckett.ac.uk/carnegieleaders/our-commitment-to-you/>

Further information regarding how the DfE will use your data is detailed below and by signing this agreement, you consent to CLiL providing information to the DfE for evaluation purposes.

<b>Title:</b>	
<b>Full Name:</b>	
<b>Former Full Name(s):</b>	
<b>Email Address:</b>	
<b>Date of Birth:</b>	
<b>Teacher Reference No:</b> <i>Number given to teachers when awarded qualified teacher status.</i>	
<b>Gender (optional):</b>	

**Ethnic Group: Please select your ethnic group (Section 1) and ethnic subgroup (Section 2)**

	Section 1		Section 2
<b>Please Tick</b>	<b>Your Ethnic Group</b>	<b>Please Tick</b>	<b>Your Ethnic Group Subgroup</b>
	<b>White</b>		English/Welsh/Scottish/Northern Irish/British
			Irish
			Gypsy or Irish Traveller
			Any other White background, please describe
	<b>Your Ethnic Group</b>		<b>Your Ethnic Group Subgroup</b>
	<b>Mixed/Multiple ethnic groups</b>		White and Black Caribbean
			White and Black African
			White and Asian
			Any other Mixed/Multiple ethnic background, please describe
	<b>Your Ethnic Group</b>		<b>Your Ethnic Group Subgroup</b>
	<b>Asian/Asian British</b>		Indian
			Pakistani
			Bangladeshi
			Chinese
			Any other Asian background, please describe
	<b>Your Ethnic Group</b>		<b>Your Ethnic Group Subgroup</b>
	<b>Black/African/Caribbean/Black British</b>		African

Please send completed forms back to [csptsadirector@outlook.com](mailto:csptsadirector@outlook.com)

			Caribbean
			Any other Black/African/Caribbean background, please describe
	<b>Your Ethnic Group</b>		<b>Your Ethnic Group Subgroup</b>
	<b>Other ethnic group</b>		Arab
			Any other ethnic group, please describe

**Do you have a Disability: Yes/No (Please delete as appropriate)**

**Do you have any special requirements that you would like to make us aware of:**

**Dietary Requirements that you would like to make us aware of:**

<b>School Name:</b>			
<b>School Address:</b>			
<b>School Tel No:</b>			
<b>School Unique Reference No:</b>			
<b>Your School's Local Authority Area or Local Authority District:</b>			
<b>Your School's Government Region:</b>			
<b>School Phase:</b> <i>i.e. Primary/Secondary</i>			
<b>School Type:</b> <i>i.e. LA, Academy, Free, Independent</i>			
<b>Number of Pupils on Roll:</b>			
<b>% of Pupils known as Eligible for Free School Meals:</b>			
<b>Latest Ofsted Inspection Date and Overall Effectiveness grade:</b>			
<b>Is your school below KS2/4 floor standards (please tick as applicable)</b>	<table border="1"> <tr> <td>Yes</td> <td>No</td> </tr> </table>	Yes	No
Yes	No		
<b>School Contact Email Address:</b>			
<b>No. of years in Teaching:</b>			
<b>Current Job Role/Post in School:</b>			
<b>Responsibility in School:</b> Please provide a summary that demonstrates you currently meet the programme's criteria or will have			

<p><b>opportunities to do so from when you commence the programme.</b>  <i>Lead a school improvement priority across the school to:</i></p> <ul style="list-style-type: none"> <li>a) <i>reduce variation in pupil progress and attainment</i></li> <li>b) <i>improve the efficiency and effectiveness of teaching</i></li> <li>c) <i>analyse cost effectiveness and business plan; addressing risks to manage, mitigate and contingency plan</i></li> <li>d) <i>design and implement a communications plan drawing on campaigns and techniques used by other schools</i></li> </ul>	
--	--

<p><b>If your school is part of a MAT or dioceses based in Opportunity Areas Bradford, Doncaster, Scarborough or in a Category 5 or 6 Area Barnsley, Hull, East Riding, NE Lincs, North Lincs, Sheffield and Kirklees your school may be eligible for a Scholarship.</b>  <b>Please provide further details:-</b></p>	<p><b>MAT/Dioceses Name:</b></p> <p><b>MAT/Dioceses Address:</b></p> <p><b>MAT/Dioceses URN:</b></p>
---	--

**Please ask your line manager/or headteacher to complete the boxes below to verify your readiness for this programme as outlined above and to confirm sponsor support and the availability of funding:**

<b>Name of Line Manager/or Headteacher:</b>	
<b>Email Address:</b>	
<b>Please specify role if you are not the Headteacher:</b>	

**By signing this registration form, I agree to:**

- Release the applicant for all facilitated face to face sessions and as appropriate associated study activities
- Read and adhere to the Content and Assessment Guidance for NPQSL
- Discuss the outcomes of the leadership diagnostic to assist in the applicant's leadership development
- Provide ongoing mentoring support to ensure the applicant completes activities and meets the specified criteria, submitting their assessment within the designated 18-month time-frame
- Verify evidence submitted for final assessment
- Provide opportunities for the applicant to keep a range of stakeholders informed of progress towards achieving their specified school-led improvement priority

Please send completed forms back to [csptsadirector@outlook.com](mailto:csptsadirector@outlook.com)

- **Abide by the payment contract terms from the date the applicant commences NPQSL**

<b>Confidentiality</b> Both the applicant and designated sponsor/line manager should be aware of the need to maintain confidentiality where appropriate	
<b>Signature of Applicant:</b>	
<b>Date:</b>	
<b>Signature of Line Manager or Headteacher:</b>	
<b>Date:</b>	

*All information supplied will be treated in confidence and protected from misuse. Equal opportunities information you have provided will be used for statistical monitoring purposes only.*

## **The Data Protection Act 2018 (DPA) and Information Sharing with the DfE for the Purposes of NPQSL**

### **Agreement for data collection and analysis**

In registering /applying for a place on the NPQSL programme, you are agreeing to the collection and sharing of personal data, such as your name and TRN, with the Department for Education (DfE).

You can find more information about DfE at [www.gov.uk/df](http://www.gov.uk/df)

The information below explains:

- what data will be collected
- why data is being shared with DfE
- other opportunities to contribute to the evaluation
- what makes it lawful to collect and share the data with DfE.
- how this affects you
- security and confidentiality information
- contact details for further information.

### **What personal data will we collect and share with DfE and its approved contractors?**

For each participant, we will collect and share the following (referred to as personal data) with DfE:

#### **Personal data:**

- Name of applicant/participant
- Teacher Reference Number
- Current job role/post
- Date of Birth
- \*Special category data:
  - Ethnicity
  - Gender
  - Disability (if applicable)

### **What is the purpose of the data sharing?**

Personal data will be collected and shared with DfE for the purpose of research, evaluation, planning and statistical analysis. This will enable DfE to:

- monitor performance of each provider

Please send completed forms back to [csptsadirector@outlook.com](mailto:csptsadirector@outlook.com)

- deliver Quality Assurance (QA) of each provider
- evaluate the effectiveness of the NPQ programme
- understand the characteristics of who accesses, completes and benefits from it and in what way, and who does not
- identify good practice and opportunities to improve the NPQ delivery model
- understand the outcomes for participants, schools and pupils and any opportunities to improve these outcomes.

The evaluation will directly inform the review of performance and quality of delivery by providers, any improvements to NPQ programme policy and delivery and the outcomes for future participants.

### **How will DfE use the personal data we share with them?**

We will collect and share personal data from your application form and from your NPQ journey (e.g. if you withdraw, complete etc.) with DfE (and Quality Assurance Agency, and external evaluator working on its behalf).

DfE will:

1. Analyse the personal data from your application form to understand the characteristics of teachers applying for the NPQ (and thereby identifying other groups who are not applying). DfE will use this information to explore the characteristics of participants who withdraw, drop out or complete and any common factors e.g. NPQ level, region.
2. Link and match this data with other information that DfE already collects or holds (e.g. [School Workforce Census](#), [national statistics for schools](#), [Edubase](#)) or data to which it is lawfully permitted access e.g. regional economic information. This enables analysis of the longer-term benefits of the NPQ programme, e.g. how many people progress/are promoted, how long it takes and if there are other factors that help or hinder this progress. This means we can avoid asking you to give us the same information twice. DfE will not share any information that will identify you, or any other third party, unless it is required to do so by law.

### **How will I be asked to contribute to the evaluation?**

1. At the start of the programme, on behalf of DfE, we will invite all participants to complete an online evaluation survey about your expectations and reasons for applying. At the end of the NPQ programme, we will ask you to reflect on your use of what you have learnt. The responses to the survey will be treated in confidence and we will not see them. During the programme, the Quality Assurance Agency will invite you to complete a survey asking you about the content of the NPQ and its delivery.
2. In addition, DfE (or a contracted organisation working on its behalf) may contact you to ask you to assist with their research by taking part in telephone or face-to-face interviews; the purpose of this is to provide a richer understanding of your views and experiences. Please note that, if contacted, you will be under no obligation to take part and you can change your mind at any time. If you do agree to participate, you will not be identified or identifiable in any results of the evaluation.

### **What makes our sharing of your personal data with DfE lawful?**

Any additional sharing of personal data provided on your application form will only take place where the law allows it.

We will share personal data with DfE for the purposes of research, evaluation, planning and statistical analysis that is in the public interest.

The Data Protection Act 2018 states 'personal data shall be processed fairly and lawfully and in particular, shall not be processed unless:

- a. At least one of the conditions in Schedule 8 of the Data Protection Act 2018 is met, and
- b. In the case of special category personal data, at least one of the conditions in Schedule 1 is also

met'

The conditions under which it is lawful for this to happen are:

- The Part 2, Chapter 2 Lawfulness of processing: In article 6(1) of the GDPR (lawfulness of processing), the reference in point (e) to processing of personal data that is necessary for the performance of a task carried out in the public interest or in the exercise of the controller's official authority includes processing of personal data that is necessary for part (d) the exercise of a function of the Crown, a Minister of the Crown or a government department.
- The Schedule 1 Part 2, 6 (2) condition: Statutory etc. and government purposes for collecting and processing sensitive personal data on a participant's disability is condition and racial or ethnic origin. (b) the exercise of a function of the Crown, a Minister of the Crown or a government department.

### **How does this affect you/participants?**

- Our sharing of this personal data with DfE (or its contracted partner working on its behalf) will have no influence on the outcome of your application or your participation in the NPQ and the findings of DfE's research will not identify you or any other applicants.
- Any reported findings will appear at an aggregated level with no individual applicant, participant or school identified OR identifiable.

### **Security and confidentiality**

Any personal data shared with DfE (and organisations acting on its behalf) will be handled securely and confidentially. It will be used for the purposes of monitoring, quality assurance and evaluation of NPQ programme, and for related research on recruitment, personal development, leadership and retention.

### **Further information**

For further information on how we process your personal data for the purposes of the NPQ, please contact: Anne Townsend, Senior Consultant [a.townsend@leedsbeckett.ac.uk](mailto:a.townsend@leedsbeckett.ac.uk)

If you would like to know more about what personal data is being collected and how this is used by DfE to improve the NPQ programme, please contact: [henry.anderton@education.gov.uk](mailto:henry.anderton@education.gov.uk)

The evaluation surveys will be conducted by an external contractor employed by DfE and managed by Zoey Breuer. If you have any questions about how DfE will use your information for research and evaluation purposes, please contact: [zoey.breuer@education.gov.uk](mailto:zoey.breuer@education.gov.uk)