

NPQ Waitlist Policy

Last reviewed	September 2023
Next review due	September 2024
Responsible division	School Partnerships Division
Responsible director	Director, School Partnerships
Applies to	Applicants on all reformed National Professional Qualifications
Exceptions	N/A
Applicable laws	The Equality Act 2010

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1. Objectives

The objective of this document is to create and outline our waitlist policy and oversubscription criteria to ensure that it is transparent, reliable, inclusive and supportive of social mobility. Ambition Institute is committed to supporting teachers from all backgrounds to keep getting better, allowing disadvantaged children to receive the best possible education. The National Professional Qualification (NPQ) programmes provided by Ambition Institute are open to applicants from all backgrounds, provided they meet certain eligibility criteria established by the Department for Education (DfE).

2. Recruitment

Ambition Institute's application procedure is designed to support as many teachers and education providers as possible to access an NPQ that is right for them.

At Ambition Institute, we are committed to helping educators serving children from disadvantaged backgrounds to keep getting better. We are committed to taking action that will help move equality, diversity and inclusion forward in the teacher workforce.

Our recruitment strategy and marketing and communications activity always strive to be transparent, reliable, inclusive and supportive of social mobility. Ambition provides all the relevant information that potential customers and participants need to know about our programmes on our website. This ensures that all the key information is fully transparent, whilst also being available and accessible to all. Our approach is to be as inclusive as possible with all of our communications.

3. Background and Legal/Regulatory Framework

The Equality Act (2010) stipulates that we must ensure there is no unlawful discrimination against people with protected characteristics, including age, disability, sex, gender reassignment, religion or belief, race, sexual orientation, marriage and civil partnership, caste, pregnancy and maternity.

Positive Action as outlined in the Equality Act (2010) permits the use of voluntary action to address any imbalance of opportunity where we perceive that people who share a protected characteristic may suffer a disadvantage or are disproportionately under-represented.

The tie-break provision is to be found in section 159 of the Equality Act 2010 and allows an employer to treat an applicant with a protected characteristic that is under-represented more favourably in connection with recruitment than someone without that characteristic who is as qualified for the role.

For purposes of clarity, we understand the following terms as follows:

- > **Selection:** the identification of suitable candidates for a programme from all applicants.
- > **Admission:** offering a place to a candidate on a specific cohort of a specific NPQ programme.
- > **Tie-break:** where two or more applications cannot otherwise be separated, random allocation is used to place those applicants in an ordered list of offers.

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- > **Applicant:** a person who has completed an application for one of our programmes

This policy applies to the following National Professional Qualifications:

- > NPQ for Leading Teacher Development (NPQLTD)
- > NPQ for Leading Behaviour & Culture (NPQLBC)
- > NPQ for Leading Teaching (NPQLT)
- > NPQ for Leading Literacy (NPQLL)
- > NPQ for Leading Primary Maths (NPQLPM)
- > NPQ for Early Years Leadership (NPQEYL)
- > NPQ for Senior Leadership (NPQSL)
- > NPQ for Headship (NPQH)
 - > Early Coaching Headship Offer (EHCO) (previously Additional Support Offer (ASO) for new Head Teachers)
- > NPQ for Executive Leadership (NPQEL)

4. Waitlist

Ambition Institute operates a waiting list where any programme receives more applications than there are places available. The Admissions Team maintains the waiting list, in accordance with Ambition Institute's oversubscription criteria, until the recruitment of that given programme has closed. Applicants will be automatically added to the waiting list upon successful application and accepting their place to the preceding cohort.

The position of applicants on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant, they will be allocated to applicants on the waiting list in accordance with the oversubscription criteria.

When a place opens (e.g. a participant withdraws from the programme) applicants at the top of the waitlist will be offered a place in accordance with their availability. They will be contacted by email and will be given two working days to respond to this and claim their place. This will be supported by phone calls to attempt to contact the applicant. If an applicant does not respond within the given window, we will offer the place to the next applicant on the waitlist.

5. Oversubscription Criteria

In the event that an NPQ is oversubscribed, priority for admission will be given to:

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- Applicants who are underrepresented in their fields
 - Date of application

Important notes:

- Inaccurate or false information on the form could result in your place on the programme being withdrawn.
- Applicants must have completed an application and have been successful in being offered a place to be considered.
- Applicants are automatically placed on a waiting list and will be required to opt in or out of the available place.

6. Tie-Breaker

In the event of a tie break, where two or more applications cannot otherwise be separated, Ambition Institute will use random allocation (generated by www.random.org) to place those applicants in an ordered list of offers. We will then offer a place to the applicant at the top of that list.

7. Useful Links

- > [DfE National Professional Qualification Framework \(from Autumn 2021\)](#)
- > [DfE: Guidance, National Professional Qualifications \(NPQ\) Reforms](#)
- > [Ambition Institute: NPQ Recruitment, Selection & Eligibility Policy](#)
- > [Ambition Institute: Withdrawal policy](#)