

NPQ Deferral Policy

Responsibility:	NPQ Programme Director	Date doc. Created	March 2022
Print name sign off:	Director of Quality & Compliance	Last review date of doc.	March 2024
Signature:	Chris Garcia	Next review date	March 2025

Introduction

This policy sets out the requirements and process for requesting a deferral to the NPQ programme team. It is for all NPQ participants¹ who commenced one of the reformed NPQs (National Professional Qualification) from September (Autumn) 2021.

1. Deferral

Deferrals are for participants who have started a programme, have not yet reached the assessment phase, and would like to defer the remainder of the programme until a later date.

Participants can request a deferral when they believe that they will be unable to complete their programme within the given timeframe.

Reasons for deferral will include but not limited to:

- Long-term sickness
- Birth-related leave
- Bereavement
- Change in personal and/or school circumstances
- Capacity / school workload

Participants who defer their programme will be permitted to re-engage within 12 months at a date which is agreed in conjunction with the NPQ Candidate Support Team.

By requesting a deferral, participants agree to immediately pause their access to course content and events. When reengaging:

- Completed learning cycles will be retained
- Incomplete cycles will either need to be restarted or, previous learning evidence/ submissions will need to be reuploaded for reference

¹ For NPQ participants who are following the Apprenticeship Dual Qualification with NPQ, participants will need to contact the Apprenticeship Team, apprenticeships@bestpracticenetwork.co.uk for deferral / break-in-learning process.

Following being contacted regarding reengagement, participants are permitted to extend their deferral if their circumstances are not yet suited to recommencing learning.

Please note: For DfE-accredited courses, Best Practice Network cannot guarantee the availability of programmes or scholarship funding² outside of the current contract period. If a participant defers their place on a programme which becomes unavailable, Best Practice Network will work with the participant and the DfE (Department for Education) to agree an alternative solution.

2. Requesting a deferral

Participants wishing to request a deferral will need to contact Best Practice Network by emailing npq@bestpracticenet.co.uk.

An online form will then be sent to the participant who then completes and submits the form providing the reason for requesting a deferral and the date of when they wish to re-engage.

The participant will then be informed by email if their request has been accepted, or if any further clarification is required. The deferral is only valid after approval by the NPQ Candidate Support Team. All sensitive and personal data will be treated in accordance with data protection guidelines -

<https://www.bestpracticenet.co.uk/privacy-notice>

3. Re-engagement

The participant will be contacted prior to their chosen re-engagement date with information about the cohort they will be joining. Participants will re-engage from the start of the last incomplete cycle of their NPQ. Participants may request to attend a Face-to-Face event they previously attended prior to deferral and pay a £100 fee for costs incurred.

Participants must retain a copy of their deferral request form.

² For those who were eligible for scholarship at the start of their NPQ.