

## Programmes

# Church of England Professional Qualification for Headship (CofEPQH)

## Frequently Asked Questions June 2019

---

### 1. How long does the programme last?

The programme will run from February 2020 and conclude in June 2021. Formal teaching input takes place between February 2020 and December 2020. Assignments are completed in the final months of the programme.

### 2. Which regional group will I join?

We are delivering the programme in eight regional training centres and you should indicate which of these is closest to you on your application form.

These are: London, Tiverton, Nottingham, Birmingham, Cambridge, Oxford, Preston, and York.

### 3. How much does it cost?

The development of the programme has been supported financially by the Allchurches Trust and course fees, therefore, have been kept as reasonable as possible.

The total cost of CofEPQH is £1995 + VAT.

### 4. What is the mixed mode option?

We offer participants, specifically those who face geographical or financial challenges, the opportunity to complete the programme in a mixed mode format which costs £1650+ VAT.

Mixed mode participants will attend the first residential learning event, complete three modules as self-led and webinar based learning and complete the final module face to face.

Participants who live overseas and are willing to travel to the UK for face to face learning events are welcome to apply.

[www.cefel.org.uk](http://www.cefel.org.uk)

The National Society (Church of England and Church in Wales) for Promoting Education – operating as The Church of England Education Office

Church House Great Smith Street London SW1P 3AZ  
T: 020 7898 1000 Charity No: 313070

#### 5. Do I get a discount if I am a small school?

There are a limited number of bursaries available for participants. In the first instance, we ask that you contact [cefel@churchofengland.org](mailto:cefel@churchofengland.org) to discuss your particular context and request a bursary application form.

#### 6. Can I spread the cost over 2 financial years?

Fees may be paid in one instalment or split across two school years. Payment preference must be indicated on application form. If making a split payment, the first payment will be due by January 2019 and second payment will be due by October 2019.

#### 7. My school budget can't cover the cost of the programme what can I do?

Funding for this programme may be secured from a variety of sources. Participants on similar programmes have covered the cost through school funds; personal contribution; church contributions as well as charitable donations. It is worth making enquiries to ascertain if there is funding available from alternative sources.

#### 8. Can I receive funding for my fees from the DFE?

The DFE offer full scholarship funding for participants who work in category 5 or 6 areas or work in dioceses or MATs which cover these areas. This means that the majority of Church of England schools are eligible to apply for this funding. You can a summary of the dioceses that are eligible on the [www.cefel.org.uk/cofepqh](http://www.cefel.org.uk/cofepqh) website.

If this applies to you, please note your diocese on your application form and we will confirm your eligibility before applying for this funding from the DFE on your behalf.

We are not able to guarantee that this funding will be available but, at the moment, the DFE have declared that this funding will continue until May 2020.

#### 9. If I want to withdraw from the programme and I don't want to continue what happens?

Whilst we encourage all participants to try and complete the programme we appreciate that sometimes this is not possible. In some cases we will support you to defer your completion of the programme until your circumstances change. We do not offer refund on course fees.

#### 10. What is the criteria for joining the programme?

You need to be a Senior Leader within a school or be in the early part of your career as a Head. If you are not already a Head, you will realistically be ready for this transition within 18 months to two years.

Your application must be supported by the headteacher of the school you currently work in or your Trust CEO or Chair of Governors if you are a serving headteacher.

Your sponsor must indicate their support for you taking the necessary time out of school to complete the qualification.

### 11. If I apply, will I definitely be offered a place?

We will review and score all application forms in order to ascertain applicant suitability. We will then let you know if we are able to offer you a place by Friday 6<sup>th</sup> December.

We retain the right to prioritise applicants on the basis of the information provided in regions where we have more applicants than available places.

### 12. Who will be my mentor?

Participants from Church of England schools are required to speak with their Diocese to request support for their application and to select a suitable mentor together. This conversation with the Diocese must happen **before an approach is made** to the potential mentor. Once agreed, the application form can be completed. Participants from other school backgrounds may of course request support from the Regional Host and Partner School in selecting a suitable mentor should this be helpful.

CofEPQH mentors need to have the skills to coach and support the participant, offering a different perspective, encouragement and occasional challenge. They will likely be a serving headteacher from a different school (not working within the participant's own school).

### 13. What will mentors receive in return for their involvement?

Mentors will receive a welcome briefing in which they will hear an overview of the assignments. They will also be provided with the course handbook and assignment handbook. They will have the option of completing either a Mentor Essentials webinar or face to face Mentor training session with our partners 3D Coaching. Attending the briefing is compulsory but completing the certificate is not. This is intended to offer something valuable to the mentors who do not receive payment for this role.

### 14. How much time should I tell a possible mentor they would need to set aside to support me?

During the CofEPQH, mentors will hold 5 x 1-hour sessions with participant, usually at their own workplace. Mentors will also support participants in preparing for their assignments, reflecting on their practice together and ensuring the participant understands what is required.

### 15. Will I get to visit other schools?

The 9-day placement is a critical part of the NPQH qualification and is **compulsory**. Your sponsor (headteacher, Chair of Governors or MAT CEO) must be aware that, in agreeing that a successful applicant may start the CofEPQH, they are agreeing to releasing you for both 6 days of course input **and** 9 days for the school placement.

You should identify a contrasting school to your own in which to complete the 9-day placement. Diocese Staff can provide support in identifying suitable placement schools and in addition, participants may also draw on the local knowledge and support from the Regional Host and Partner School for the region.

The 9-day placement does not necessarily need to be completed as consecutive days. It may be split into smaller sections (e.g. 3 + 3 + 3 days or 1 + 5 + 3 days) to decrease the burden of taking time out of school.

There are a number of learning outcomes that need to be covered during the placement and these outcomes form the basis of one of the two NPQH assignments.

#### 16. Do you have to be a Christian take part in this programme?

This programme is open to everyone regardless of their religion and we welcome those of Christian faith, other faiths and no faith who feel our approach resonates with their own.

Throughout the programme, we refer to the Church of England's vision for education <https://www.churchofengland.org/education/publications.aspx>, we challenge participants to reflect on their beliefs and values, and we begin and end every learning event with prayer and simple act of collective worship.

#### 17. Is the programme the same as NPQH?

Yes. The programme incorporates the NPQH content areas whilst also being rooted in the Church's vision for education. All participants will complete both their two NPQH assignments and an additional assignment which is unique to our programme.

This additional assignment involves presenting on how you have embedded the Church of England vision for education within the life of your school and takes place at the very end of the programme.

#### 18. Can I do this programme if I already have NPQH?

We recommend that you discuss your professional experience and skills with a member of the Programmes team to ensure that you will receive appropriate professional development by taking part in this programme.

#### 19. I don't have NPQH but I've been a serving head for 2 or more years, can I still do the programme?

We recommend that you discuss your professional experience and skills with a member of the Programmes team to ensure that the Foundation will provide you with appropriate professional development.

#### 20. Is the programme open to me if I'm not in a church school?

Yes the CofEPQH is open to leaders in secondary and primary schools in Church of England, community or other faith schools.

#### 21. How will I be assessed?

Participants will complete two NPQH projects: 1) Leading a whole-school change programme (4,000 words), and 2) Designing an action plan to meet your placement school's resourcing and capability needs (2,500 words). You will select the assessment windows that work best for you- November 2020, January 2021, and April 2021.

#### 22. Does the programme have any M Level credits associated with it?

The programme does not currently have Master's Level accreditation. The NPQH qualification is a highly practical qualification and calls on participants to integrate learning into their practice and record evidence of doing so, rather than writing in an academic manner.