

# Leading from the Middle - Online Application Guide

## Completing the online application form

The application form is in two discreet sections.

Section 1 – Yourself as leadership coach completes details about you and your school

Section 2 – Please then complete the details of each middle leader participant

**Please ensure that only one application is submitted per group**

### Section 1

Provides details about you as the leadership coach and your school.

As you complete the form the information will be validated. At the end of each page click Confirm to continue. If the information entered is in the wrong format, you will be prevented from completing the application form until you have corrected the error. An error message will appear at the top of the screen to explain how to do so.

**Please note that if inaccurate information is provided this will delay the processing of your application. Particular care must be taken when entering email addresses and DfES teacher registration numbers.**

Most of the information required is self-explanatory, ie personal contact details or date of birth. Additional data that you will require is detailed below.

### Page 1: Begin new application

Field	Guidance
talk2learn username	If you are an existing user of talk2learn please supply your username (it will follow the format: SURNAME_AA11BB.) Supplying your username will help us to match your records and enable you to use your current username to access LftM online materials.

**Click Continue to move to the next page.**

### Page 2: Identity Confirmation

Field	Guidance
DfES teacher's reference number	Your personal DfES number. Please enter in the format: 99/99999. If you do not know your number please ring the GTC Helpline on 0870 001 0308. They will need your surname and date of birth.
Email address	Must be a valid email address, if possible one that you can access this from home and school. Please ensure that this is submitted correctly for yourself and all participants. Failure to do so may result in important information regarding the programme not being received.
Role	The closest match to your school role from the dropdown list. If necessary, please elaborate in the text box below
School Sector	Select the school sector for your school from the following: State School in England Independent School in England

	School in the UK (not England) School outside the UK (Isle of Man, Channel Islands, British Forces Overseas)  Please note that only state schools in England are subsidised by NCSL.
LA	Please select your LA from the alphabetical list.
DfES Establishment number	A four digit number which uniquely identifies your school within your LEA.
Non-English Schools/Independent Schools	If you do not enter an LA and Establishment number you must enter school name, postcode, phone number and email address

**Click Continue to move to the next page.**

### **Page 3: Group Details and Declaration**

<b>Field</b>	<b>Guidance</b>
<b>School details</b>	These fields will be pre-populated with the details held on our database for your school. Please check these and amend any that are incorrect. If the details of a different school are shown please click Back on your internet browser to return to the previous page. Check the LA and School Establishment Number are both correct.
<b>State Schools in England</b>	
<b>Other schools</b>	You will be asked to confirm the phase of your school, and for Independent schools the association to which the school belongs.

### **Page 4: Equal Opportunities Monitoring**

This section is not compulsory, and will have no bearing on the outcome of your application, however we would be grateful if you would complete it as you will be helping NCSL to ensure that all groups have equal opportunity to access our programmes.

## Page 5: Programme Information

Please select the cohort for which you wish to apply.	Select from the drop-down menu the cohort with the start date for which you wish to apply. The collaborative option should only be selected if agreed with the regional provider.
Please select your region and provider	You now have the option of choosing which region of the country is most convenient for you and your middle leaders to attend face to face sessions. When you select a region from the list below, the provider list will show all NCSL providers that deliver the programme in that region. Choose your provider from the list to complete the selection.
Participant information	Please select the number of participants (2, 3 or 4) in your group.

**Read the declaration carefully, by submitting the online application form you are accepting these terms and conditions.**

**Once you have clicked the 'accept' button at the bottom of the page, your application will be saved.**

## Page 6: Participant Details

- You will see your Group ID number, confirmation that details of your application have been saved. Please use this number in any communication with NCSL. Further contact details are also provided.
- You will receive an email confirming your application has been saved. This email will provide a link to allow you to complete the details of your participants at a later date if you are unable to do so at this time.

Please note that the group application will only be received by NCSL once details about all participants within the group have been completed

### Section 2 – Participants Details

You will see between two and four buttons on this page (depending on how many you have specified) labelled "Not-Started- Specify Participant Details" on this page.

To complete participant's details click on each button in turn and complete the details. This will follow the same format as the previous section.

On this form you will be required to enter the following details about each participant in your group.

- Title
- Forename and surname
- Gender
- Date of Birth
- Email address
- DfES Number – this data is used for authentication prior to registration on the LftM programme. Entering an incorrect number will delay the registration process for your group.
- Talk2Learn username – if applicable
- Role
- ICT level – drop-down menu
- Address
- Telephone number
- LA & Establishment number – these fields will be pre-populated with the details of your (the coach's) school. If you are forming a small school or collaborative and one or more of your participants are at a different school then you should amend the LA and Establishment number.

On the final page you will see the declaration.– you will be required to accept this on behalf of the middle leader participant. You may wish to print this for their information.

Click the Accept button to continue.

As each form is completed the participant will receive an email informing them that the application has been made on their behalf.

Repeat the above process until you have completed the form on behalf of all participants named.

### **Section 3 – Submitting Application**

Once details of all participants have been entered you will see a message confirming that your group application is complete and has been submitted to NSCL. Click on the Close button to exit the form.

You may want to save a copy of your complete application which shows your group ID number. This can be printed at this stage and saved for future reference.

### **Amendments to the application**

Once the application is complete you will be able to view the information provided using the link provided on your email. You will also be able to make any changes to your application prior to the cohort closing date. Any changes to your application after the closing date will need to be discussed with your regional provider.

### **Further Questions**

If you have any further questions regarding application, please contact the NCSL support desk on 0845 6013032.