



Graduation board bookings

Book your NPQH graduation board place.

Please read the following information and then scroll down the page to go to the booking form

Once you have submitted the form successfully, you will receive an email confirmation of your provisional booking.

If you are a trainee head on NPQH, you are able to select when you are ready to book your graduation board from four graduation windows typically within 4, 6, 9 and 12 months of your Regional Introductory Day.

Full details of the process can be found in your handbook. You should have a copy of this from your regional induction day. The current procedure for registering for your graduation board is as follows:

Step 1:

Following your introductory day the NPQH Graduation Centre would like you to provide an indicative view of your preferred graduation window and of the location for your graduation board using the Provisional NPQH Graduation Window Booking Form below

Step 2:

Ten weeks before your graduation window the NPQH Graduation Centre will contact you via email and ask you to confirm your intention to proceed in your chosen window for graduation assessment. You must respond to this email for a date to be allocated to you for your graduation board.

Step 3:

Six weeks before your graduation board, the NPQH Graduation Centre will confirm the date, time and location of your graduation board via email. You will be asked to confirm your booking at this stage by email.

Step 4:

The NPQH Graduation Centre will acknowledge your booking confirmation.

Step 5:

Three weeks before your Graduation Board you will need to submit your completed graduation documentation electronically to npqh@emlc.co.uk. The documents you need to complete are in your development area and learning schedule for NPQH on the National College website. Please aim to send all six documents as attachments to one email.

PROVISIONAL BOOKING FORM

Please ensure you click on the submit button once you have completed the form

First name *	<input type="text"/>
Surname *	<input type="text"/>
Campus IT ID number (Please call the National College Helpdesk on 0845 609 0009 if you do have this to hand) *	<input type="text"/>
Previous surname while on NPQH	<input type="text"/>
E mail address *	<input type="text"/>
School phone number (Please leave a space between the STD code and phone number) *	<input type="text"/>
Mobile number (Please leave a space after the frst 5 digits) *	<input type="text"/>
Phase *	<input type="text"/>
Name of school/place of work *	<input type="text"/>
Address of school or place of work *	<input type="text"/>
Post code *	<input type="text"/>
Local authority	<input type="text"/>
Full name of head/line manager *	<input type="text"/>
Full name of placement head	<input type="text"/>
Name of placement school	<input type="text"/>
Full name of coach *	<input type="text"/>
Date of your regional introductory day *	<input type="text"/>
Preferred assessment window	<input type="text"/>

jn October 29th 2012 to November 23rd 2012

First choice location *

Second choice location

Third choice location

I understand I will receive an email confirmation once I have submitted the form successfully.

jn Yes

jn No

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Email us: info@emlc.co.uk Speak to us: 01234 880130

[Map and directions](#)

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