

REGISTERING FOR A PLACE ON COHORT 13 OF LEADING FROM THE MIDDLE
Starting Autumn 2009 and finishing Summer 2010

Please note that **this process is completely different from any that have been used previously**. You have to go through several stages, each with precise deadlines to complete the process.

As places may be limited in certain areas of the South West you are advised to complete each stage as soon as you can as all places may be taken well before the final deadline is reached.

We are running a number of briefing sessions which will explain all this in more detail - see <http://www.granada-learning.com/glpd/> for further information about these sessions. However, those who do not attend a briefing will still be able to enrol for the programme by following these notes.

1. **Decide on who is going to form the Learning Set in your school.** There should be a coach and also two, three or four participants. If there are more than four participants in one school there should be more than one coach. If you are the only participant in your school you should try to link up with someone from another school and share their coach. You can register interest in the programme if you are a lone participants and we will try to match you but this cannot be guaranteed and may reduce your chances of getting a place.
2. We expect to have groups in Cohort 13 in all of the following areas: Cornwall, Plymouth, Exeter/Devon, Dorset/Bournemouth, Somerset, Bristol, Gloucester, Swindon and Wiltshire. There may be other places, depending on demand and in some areas there may be more than one group. **Decide which group you would most like to join.** It is possible to opt for more than one group to increase the likelihood of getting a place but if you do this you must state an order of preference for each group.
3. Use the chart below to **determine the deadline by which you must express interest** in joining the programme.

Place where the C13 group will meet	Deadline for expressing interest
Exeter/Devon/Torbay	15 th May
Cornwall	22 nd May
Bristol/Bath/South Gloucestershire	22 nd May
Gloucestershire	2 nd June
Dorset/Bournemouth/Poole	5 th June
Somerset	15 th June
Plymouth	19 th June
Swindon	29 th June
Wiltshire	2 nd July

4. **By the deadline given above, send an e-mail to gillian.gee@granadalearning.com to tell her that you want to be considered for a place on Cohort 13.** On the e-mail you must **give the following information**:
 - a. Your name
 - b. Whether you are a coach or a participant
 - c. Your school name
 - d. Your role in school
 - e. Details (just the name and whether they are a coach or a participant) of the other people who will be in your learning set
 - f. For those who are unable to make a complete learning set, state what is missing and what you have already done to try to make the learning set complete

Please **be very careful to ensure that this information is complete** - if we have to follow it up it will delay your expression of interest.
5. Your **completed e-mail expressing interest in joining LftM will be acknowledged**. Please note that this does **not** guarantee you a place.
6. Once the deadline has been reached, two administrative tasks must be completed:

- a. **Numbers of expressions of interest must be assessed for viability.** It is our intention to have groups of 18 to 24 participants. A decision will be made as to whether to have one, two or, possibly, no group within each area.
 - b. **Local Authorities will be contacted** to ensure that at least 25% of the schools in each proposed group meet the criteria that NCSL have recently imposed on the programme. You can see these criteria on www.ncsl.org/lftm You may get a follow-up e-mail at this stage asking for more details about your school.
7. Within a maximum of three weeks of the deadline (but usually quicker than this), **everyone who has expressed interest will receive a further e-mail.** This will either give you a link to go ahead and register for the programme or it will explain that we are not able to offer you a place. For example, if we are oversubscribed for an area, we may not be offering places to those who expressed interest just before the deadline.
8. Those who are sent an electronic link must then go through the actual registration process for the programme on the NCSL website. This is how this happens and **note that you will only have 10 working days for your whole learning set to complete all this stage:**
- a. The coach in each learning set **clicks on the link first**
 - b. **If he/she is not already a 'signed up member' of the NCSL Learning Gateway** (this is just the name for NCSL's online area), he/she will have to **do this first.** During this process he/she will choose a username and password and give some details about their school. It is critical that you give the full title of a school but without the usual punctuation - e.g The Castle School, St Andrews C of E School, Fairmead Media and Arts Community College etc.
 - c. Once the coach has registered as a member of the Learning Gateway you will get an automatic e-mail from NCSL acknowledging this and then **he/she will then be able to register for Leading from the Middle.** Do not worry if at first it appears that you are applying to be a participant, later on the process you can opt to be a coach. During this part of the process you will be asked about your role in school - choose the best fit from the list you are offered.
 - d. As the coach completes his/her application for the programme **he/she will be asked to 'invite' others to join the learning set** - this is done by giving names and e-mail addresses. **Please ensure that these are completely accurate** or your invitation will never be received.
 - e. The other participants in the learning set will now receive an automatic e-mail from NCSL telling them that they have been invited to join the programme and they will be given a link.
 - f. **Click on the link and do parts (b) and (c)** as outlined above.
 - g. Once both parts of the registration are completed, coaches and participants will receive a **further automatic e-mail from NCSL. Double-check that this includes a specific reference to registration for LftM** - until you get this you are not on the programme.
 - h. **Celebrate your success!!** - and then wait for detailed information to come from Granada Learning some time later (hopefully before the end of the summer term) about the actual time and place for sessions.

Many apologies for the long-windedness of all this - I have tried to make it as step-by-step as possible but that has made it wordy.

If there are queries about the application process in general contact the Programme Manager, Gillian Gee, on gillian.gee@granadalearning.com or on 01297 631295 or 0777 858 9567 (use the mobile as a last resort as reception is poor). If you cannot get a response quickly enough you can also speak to Rafael Ruiz (020 8996 6020) or Reena Maroo (0208 996 6039) in the Granada Learning office.

If there are queries or problems relating to the online application on the NCSL website please contact their helpline which is available Monday to Friday (but not Bank Holidays) from 0800 to 2100 on 0845 609 0009.