

Induction Coordinator User Manual A Walkthrough Guide



www.nqtmanager.com



Notes

	Use this area to doodle or make any notes in as you go through this manual
What is an Induction Coordinator?	in as you go through this manual
Induction Coordinator Access Privileges	
Registering as an Induction Coordinator	
How to Register as an Induction Coordinator	
Entering your Details	
Confirming the School Details	
Wait to be Authorised by your Awarding Body	
How to Login to NQT Manager	
Entering a Username and Password	
How to Retrieve a Username or Password	
Accessing the Password Recovery Page	
What to do if the Email Does Not Arrive	
Digital Signatures	
What is a Digital Signature?	
Dashboard	
Pending Tasks	
Creating a Head Teacher	
Entering the Head Teacher's Details	
Creating a new Tutor or Induction Coordinator	
Create or Edit the School Administrator	
Edit School Address and Contact Details	
Register an NQT	
GTCE Registration Information	
Contract Details	
Training Details	
Home Address	
Confirm Registration Details	
View a List of your NQTs	
View an NQT's Details	
Overview Page	
Print Details	
Editing an NQT's Details	
Personal Details	
Training and Qualification Details	
Monitoring Tutor	
Contract Details Associated Schools	
Previous Schools	
NQT Documents	
Uploading NQT Supporting Documents	
Completing an Assessment	
This Term's Contract Details	
Select Assessment Type	
Enter the Assessment Details	
Additional Information	
Next Term's Contract Details	
Add your Digital Signature to the Assessment	Help
NQT and Head Teacher Signatures	If you require some help at any point
Digitally Signing an Assessment	please contact our helpdesk
Enter your Digital Signature	www.nqtmanager.com/support
	1

CONTINUED OVER

www.nqtmanager.com



Use this area to doodle or make any notes

Add an NQT Alert	in as you go through this manual
View NQT Alerts and Responses	
View Resources Provided by your Awarding Body	
Help and Support	
Adding a Helpdesk Ticket	
Viewing a response to a Helpdesk Ticket	
Changing your Login Details	

Notes

If you require some help at any point please contact our helpdesk www.nqtmanager.com/support

Help

Back to contents

What is an Induction Coordinator?

The Induction Coordinator has control over all Tutors and NQTs in your school. This role is normally assigned to only one person at a school.

Induction Coordinator Access Privileges

- Add/Edit/Remove NQTs.
- Add/Edit/Remove Tutors.
- Assign NQTs to Tutors.
- Complete Assessments.
- Add a Head Teacher.

Registering as an Induction Coordinator

If your school already has a Coordinator or Head Teacher registered on NQT Manager you will need to get the existing Tutor to add you to the system. Otherwise you will need to complete the following steps.

How to Register as an Induction Coordinator

 From the NQT Manager login screen click on the *Induction Coordinator* registration link from within the large red box on the right-hand side of the screen.

Login Details	Coordinator
Username:	If you are from a school and your school is new to this website, your school's induction coordinator will need to
	register their details. They will then need to be authorised
Password:	by the Appropriate Body, which may take 24 to 48 hours.
	Register as an Induction Coordinator
Show Passwo	rd
Log In	- User Manuals
Log In Send me my login details	User Manuals Need some extra help? Then our use manuals are here to get you up and

CONTINUED OVER





Back to contents



Notes

Entering your Details

chool:	Please Select	If you are an NOT co-
If your school is not	shown in this list, it means that you already registered and they will need to click here to	ordinator and are new to
ave a co-ordinator	registered and they will need to click here to	NQT Manager, you will need to
osition:	Please Select	register your details here. Before
		you can access the management
irst Name:		area you will need to be authorised by the Appropriate
ast Name:		Body, this may take 24 to 48
alanhanar		hours.
elephone:		
mail:		Once authorised, you will be e- mailed your username and
Confirm Email:		password and you will then be able
		to log in and register and manage
utor training?:	Yes 💽 (Not NQT Manager Training)	NQTs. If your school is not shown
ate of training?:	19 • September • 2012 •	in the list, it means that you
		already have a co-ordinator
Choose a Passy	word back into the site, please choose a password that	registered and they will need to
s memorable to you.	back into the site, please choose a password that	login.
assword:		
Confirm Password:		
	崮 Save	
Select vour s	chool from the drop down list.	
· · · · , · · ·		

- **3.** Complete the required information.
 - a. Ensure that your email address is entered correctly. NQT Manager will use this email address to inform you of important information such as when assessments are due.
 - b. Choose a password that is not easy to guess.
- 4. Click on Save Details to continue.

Confirming the School Details

· · · · · · · · · · · · · · · · · · ·
n to the previous page

- Wait to be Authorised by your Awarding Body
- 6. Wait to be authorised by your Awarding Body.

Please Note:

Back to contents

- a. Authorisation normally takes at least 48 hours. If you require immediate access to NQT Manager please contact your Awarding Body.b. Technical Support Line staff are unable to authorise registrations.
- 7. You will receive an email with your login username and password once you have been authorised.

nat ທດກດດອດ NQT Management Software



Back to contents

How to Login to NQT Manager

You will need to login to NQT Manager with your unique username and password in order to use the system.

Please Note: You should never login using a password belonging to another member of staff. This is against the terms and conditions of using nqtmanager.com. If you require access to NQT Manager please ask an existing Tutor, Induction Coordinator, or Head Teacher to add you to the system as an NQT or Tutor.

Entering a Username and Password

To return to the login page from any NQT Manager page you can click on the *Login* link from the top right corner of the screen. If this link is not available and your see *Log Out* instead this means that you are already logged in.

Login Details	Register Your School's Induction Coordinator
Username:	If you are from a school and your school is new to this
	website, your school's induction coordinator will need to register their details. They will then need to be authorise
Password:	by the Appropriate Body, which may take 24 to 48 hou
rassword.	Register as an Induction Coordinator
Show Passw	ord

From the Login Page you will need to:

- 1. Enter your username and password.
 - a. You can use the Show Password checkbox to see what you are entering for your password.
 - b. Enter the username and password exactly as you received them.
- 2. Click on *Log-in* to be taken to your dashboard.

If you cannot login to NQT Manager please see How to Retrieve a Username or Password.

NQT Management Software

Back to contents

CONTINUED OVER

How to Retrieve a Username or Password

The password recovery page can be used for retrieving login details for all users at your school.

Accessing the Password Recovery Page

The link to the password recovery page is below the Login Details box on the Login page.

1. Click on the Retrieve a username or password link.

Login Details	Register Your School's Induction Coordinator
Username:	If you are from a school and your school is new to this website, your school's induction coordinator will need to register their details. They will then need to be authorised
Password:	by the Appropriate Body, which may take 24 to 48 hours. Register as an Induction Coordinator
Show Password	
Log In	User Manuals Need some extra help? Then our use
Send me my login details	manuals are here to get you up and running. <u>Download them now</u> .

2. Select the name of your school from the drop down list.

REF 8.2	Retrieve your Username and Passw	vord	
٦	Select your school and your role. If you are a tutor or NQT you will you have selected your school and role, the 'Send Username and Pa		
	Click here for help if your email address has changed or you still ex		
	Your School: Evolution School (Cranbrook) Your Role: HeadTeacher Send Username and Password	Spam filters If you don't get an email from us within a few minutes please be sure to check your spam box. The email will be coming from	
		do_not_reply@nqtmanager.com.	
	3. Select your role (position) at the school.		
	4. If you select Tutor or NQT as your role you w	vill need to enter your last name.	
	5. Click on Send Username and Password to registered email address.	have the details sent to the	
J			
REF 8.3	Thank you for your request. The username and passw address,	ord has been sent to the registered email	
	Please Note: Emails are not always instant and can take over on your mail server.	r 10 minutes to arrive depending	
١	What to do if the Email Does Not Arrive		-
I	f you do not receive the email after 20 minutes	please try the following:	



Back to contents

- 1. Please make sure that you are checking the correct email address.
- 2. Check your junk email box.
- 3. Contact your IT Manager or the person that manages your email server. All emails that are sent from NQT Manager arrive from the email address NoReply@nqtmanager.com. Your email server may be blocking email.
- 4. Another Induction Coordinator or Head Teacher can login to view the username or change the password for any Tutor or NQT. To do this they will need to login and go to the list of NQTs or Tutors and select the relevant user. From the user details page they will see the username and be able

to change the password.

5. If you are still having trouble retrieving the login details you can add a new helpdesk post or contact the technical support number at the top of the screen.

Digital Signatures

What is a Digital Signature?

Your digital signature is a very important part of the NQT process. Rather than using paper forms, we require you to digitally "sign" the forms, without ever having to put pen to paper or post anything.

Digitally signing an assessment or registration is considered the same as signing a paper copy in legal terms. Only the signatory themselves must use their digital signature.

To digitally sign an assessment or registration, you'll need to tick a box to confirm you are signing and then simply click a button.

Please note that this is a change from the old digital signature system, which required you to save personal information.

CONTINUED OVER



••••••	 	 	 	 	
••••••	 	 	 	 	
••••••	 	 	 	 	
••••••	 	 	 	 	
•••••	 	 	 	 	
••••••	 	 	 	 	
•••••					
••••••	 	 	 	 	
••••••	 	 	 	 	
••••••	 	 	 	 	
••••••	 	 	 	 	
••••••	 	 	 	 	
••••••	 	 	 	 	
•••••					
•••••	 	 	 	 	
••••••	 	 	 	 	
••••••	 	 	 	 	
••••••	 	 	 	 	
•••••	 	 	 	 	
•••••	 	 	 	 	
••••••	 	 	 	 	
••••••	 	 	 	 	
•••••	 	 		 	
•••••	 	 	 	 	





Notes

Dashboard

Once you have logged in you will be taken to your NQT Manager Dashboard page which provides quick links to your tasks.

EF 10. Dashboard Create New Tutor Update My Details Register NQT 20 Add a new NQT, or Add a new tutor, Change your login head or coordinator transfer an existing email address and to assign NOTs to. one to your school. your password. User Manuals Helpdesk Resources Manuals to help Add a helpdesk See documents and guide you through ticket if you are links that have been the whole NQT having problems uploaded by your Appropriate Body. process. using the site. ailable Courses oked Courses Course Packages Courses availablefor Courses you have Buy in for courses. your NQTs to go on. already booked for your NQTs.

Pending Tasks

When you have pending tasks to complete on the system, your dashboard may not be visible. Instead, you will see a list of your pending tasks, such as assessments that need completing or digitally signing. You can click the links to view, complete or digitally sign the assessments. You can also tick all the boxes and sign all of the assessments in one go.

Assessments that Need Completing

The following assessments are due or overdue and need completing

Name	Status	Due		
Basil Brush	Overdue	13/02/2012	Complete	Print
Frank Sinatra	Overdue	20/12/2011	Complete	Print
Gareth Brown	Due	19/12/2012	Complete	Print
Gavin Clark	Due	04/01/2013	Complete	Print
Han Solo	Overdue	22/10/2010	Complete	Print
Harry Potter	Overdue	12/07/2010	Complete	Print

Creating a Head Teacher

When you login to NQT manager and your school does not have a Head Teacher set a message will be displayed on your dashboard page. Click on the Register Head Teacher link.



using the site.

Appropriate Body

Creating a Head Teacher Page: 10

NQT Manager: Induction Coordinator User Manual - V1

process.

CONTINUED OVER

Back to contents

Entering the Head Teacher's Details



Notes

REF 11.1	Create a n	ew Tutor					
1		of the various sections below of the tutor's details. Once all sections have been completed, Is' button at the bottom of the page.					
	First Name:						
	Last Name:						
	Telephone:						
	Email:						
	Confirm Email:						
	Position:	Head					
	Received Training?:	Yes 💌 (Not NQT Manager Training).					
	Date Received?:	19 September V 2012 V					
	Password:						
	Confirm Password:						
		₩ Save					
	You will need to:						
	1. Complete a	ll of the required information.					
	will use	hat the email address is entered correctly. NQT Manager this email address to inform of important information such assessments are due.					
	b. Choose	a password that is not easy to guess.					
	Please Note: Receive	ed Training is not for training on the NQT Manager system. This is for the training arding Body for monitoring NQT induction.					
	2. Click on Sa	ve Details to add the Head Teacher.					
	An email will be and password.						
	Creating a	a new Tutor or Induction Coordinator					
	1. Login to NG	T Manager.					
_		· · · · · · · · · · · · · · · · · · ·					
REF 11	NQTs Tutors	School Courses Resources Login Details Help & Support					

2. From the top grey menu click on Tutors.

	Edit' link next to the app	view or change a tutor's details, or t ropriate tutor. 'NQTs' is the number	of NQTs who are cur	
First Name	Last Name	Position	NQTs	

NQT Manager: Induction Coordinator User Manual - V1

Back to contents

3. Click on the Create a new Tutor link.



Notes

	of the various sections below of the tutor's details. Once all sections have been completed, ils' button at the bottom of the page.	
First Name:		
Last Name:		
Telephone:		
Email:		
Confirm Email:		
Position:	Please Select	
Received Training?:	Yes 💌 (Not NQT Manager Training).	
Date Received?:	19 v September v 2012 v	
Password:		
Confirm Password:		
	₿ Save	

You will need to:

- 4. Complete all of the required information.
 - a. Ensure that the email address is entered correctly. NQT Manager will use this email address to inform of important information such as when assessments are due.
 - b. Choose a password that is not easy to guess.

Please Note: Received Training is not for training on the NQT Manager system. This is for the training received from the Awarding Body for monitoring NQT induction.

5. Click Save Details.

An email will be sent to the new Tutor's email address with the username and password.

Create or Edit the School Administrator

The School Administrator is able to register new NQTs and Tutors, but is unable to edit them once registered. The Administrator is also unable to complete or view assessments.

1. From the top grey menu move your mouse pointer over *School*. A drop down menu will appear.

REF 12.2		NQTs	Tutors	School	Courses	Resources	Login Details	Help & Support	
N				School Deta	ails	í.			
	_			Administrate	or				_
	С	ONTINUE	D OVER						

Back to contents



Notes

2. Select Administrator.

REF 13.1	School Administrator	
1	Please use the details below to add or update your school administrator. A school administrator can add NQTs and Tutors, but they cannot fill out assessments. It is generally used for someone such as a secretary to complete registrations for your tutors.	
	Username: First Name: Last Name: E-mail: Password: Password:	
	ti Sove	
	3. Complete all fields on the form.	
	4. Click Save Updated Details.	
1	An email will be sent to the email address with the username and password.	
	Edit School Address and Contact Details	

1. From the top grey menu move your mouse pointer over *School*. A drop down menu will appear.

REF 13.2	NQTs	Tutors	School	Courses	Resources	Login Details	Help & Support
			School Deta	ails			
			Administrate	Dr			

2. Select School Details.

chool Name:	demo school 1	The address is the main
hool Number:	1	school address and should
dteacher:		be the actual physical location of the school. This is used on
lress Line One:	Kent	printable registrations and
dress Line Two:	Kent	assessments.
Idress Line Three:	Kent	
wn:	Maidstone	
unty:	Kent	
stcode:	TN12 9QJ	
untry:		
elephone:	01622 831292	
ax:		
mail Address:	demoschool1@evolution-internet.com	
eb site:		
ontact Name:	Richard Westerbeek	

NQT Manager: Induction Coordinator User Manual - V1

Back to contents

3. Amend any details that are incorrect.

Please Note: You cannot change your school number. If this is incorrect your will need to contact your Awarding Body as the technical support line staff are unable to amend this.

4. Click on Save Updated Details.

Register an NQT

 From the top grey menu move your mouse pointer over NQTs. A drop down menu will appear.

NQTs	Tutors	School	Courses	Resources	Login Details	Help & Support
Register N	IQT					
List of NQ	Ts					
Alerts						

2. Select Register NQT.

Teaching Agency Registration Information

	istration - Step One - Personal Details	
	gency Registration Information be exactly the same as those registered with the Teaching Agency, including middle name(s) where those	
Title:	Please Select 💌	
First Name:		
Last Name:		
Previous Surnam	e: (if applicable)	
Email Address:		
Date of Birth:	19 September v 1991 v	
Teacher Ref. No:	(seven digit number without the '/')	
National Insurance	:e:	
Ethnic Origin:	Declined to give ethnic origin	
Registration	Type gistration type that best suits your NQT:	
	n their first term of induction	
O An existing No.	QT who has already partially completed induction at this school	
An existing No.	QT who has partially completed induction at a different school	
	→ Continue	
_		
3. Complete	all of the required information.	
Please Note:	tower NOT that does not have a Tapahaw Deference Number Or the transm	
Awarding Body i	ster an NQT that does not have a Teacher Reference Number. Contact your f you do not know what this is. and Date of Birth must exactly match what is registered with the Teaching Agency.	
	ave and Continue.	
4 Click on Sa		
4. Click on Sa		
4. Click on Sa	OVER	
	OVER	



Back to contents



-			_			
Co	ntra	ct	D	eta	i I I	IS

_				
	NQT Registration	n - Step Two - Con	tract Details	
<u>د</u>	Start Date of Induction:	01/09/2012 - 20/12/2012 -		
1	(at this school) Please select the term date from abo	ove. If the NOT did not start on the first o	lay of the term, please also tick the checkbox	
l	below and enter the date that the No The NQT started between terms:			
I	How Many Dave per week		a ralassa tima)	
l	How Many Days per week: Contract Type:	5 days a week (Full Time) 💌 (This include	s release unie).	
l		Please Select		
	Year(s) NQT is to teach:	Not Applicable	To choose multiple years, please hold down Ctrl and click each required year	
	Subject(s) NQT is to teach:	Year & * Not Applicable Art Design Business Studies Careers Chemistry Classics Dance Design & Technology	To choose multiple subjects, please hold down Ctrl and click each required subject	
l		Trama T	?	
I		Have references been sought for	or this NQT?	
I	Induction Tutor	tor from the list, or alternatively, click the	'Add New Tutor' link to add a new tutor.	
I	Induction Tutor:	Rivhard Westerbeek - Induction Co-ordinator		
I		← Back → Continue		
I				
1				
	5. Complete all of the	required information.		
		ble years to teach hold c lick on each year.	lown the CTRL button on your	
	Please Note: It is important the generating assessments.	at you select the correct days p	er week as this will be used when	
5		Tutor from the drop dow	n list or click Add New Tutor.	
	 Click Continue. 			
	CONTINUED OVER			

Back to contents





Teacher training institution:	Please Select	•
Qualification awarded:	Assessment Only	
Qualified Subject(s):	Not Applicable Art Art & Design Biology Business Studies Careers Chemistry Critzenship Citassics Dance Design & Technology	To choose multiple subjects, please hold down Ctrl and click each required subject.
Qualified age range(s):	3-5 3-7 4-11 7-14 9-13 11-16 11-18 ↓ Continue	To choose multiple age ranges, please hold down Ctrl and click each required age range.

- 8. Complete all required information.
 - a. If the teacher training institute is not available select Other.
 - **b.** To select multiple qualified subjects hold down the *CTRL* button on your keyboard and click on each subject.
- 9. Click Continue.

Home Address

	's home address below. This is important as it will be used for forwarding certificates after t that the NQT moves school after their induction.	
House:		
Street:		
Town:		
County:		
Postcode:		
Telephone (Home):		
Telephone (Work):		
Telephone (Mobile):		
	← Back → Continue	
. Complete all	required information.	
. Complete all . Click Continu		
Click Continu		
Click Continu		
Click Continu		



Back to contents

Addit	tional Information	Notes
1. C	Complete all required information.	
	And Click Continue	
REF 17.2	QT Registration - Step Five - Additional Information	
P	rimary Pool	
W	/e run a primary pool	
	Did you attend our primary pool:	
	If so, where did you hear about our primary pool?: Please Select 💌	
	← Back → Continue	
Cour	se Buy In	
3. S	elect between the Buy In Options	
2		
REF 17.2	QT Registration - Courses	
Do 1	you wish to buy into theThis fee includes all of the	
Bu	y In: Please Select •	
	← Back → Continue	
-		
4. A	and Click Continue	

Back to contents

REF 18.1

Confirm Registration Details



Confirm Registre	ation Details	
	mation to ensure that it is correct. If you wish to alter any of the details then that section. You will be taken back to that step of the registration process	
where you can alter any of the	information.	
Once you are satisfied that all i 'Click here to Complete Registra	nformation is correct, please click the button at the bottom of the page marked ation'.	
Personal Details		
Title:	Mr	
First Name:	Steve	
Last Name:	Willis	
Previous Surname: Email Address:	steve.willis@edin.sch.uk	
Date of Birth:	19/9/1975	
Teacher Ref. No:	000000	
National Insurance:		
Induction Tutor:	Rivhard Westerbeek	
Ethnic Origin:	Asian Other	
	/ Edit	
Contrast Data		
Contract Details		
Year(s) to teach:	Year 4	
Subject(s) to teach: Employment Type:	Latin Full Time	
Contract Type:	Permanent Contract	
Start Date of NQT:	01/09/2012	
CRB Checked:	No	
References Sought:	No	
	/ Edit	
Training Information		
Training Institute:	Bromley Schools'Collegiate - 9/2011	
Qualification awarded:	BA QTS	
Qualified Subject(s):	Business Studies 7-14	
Qualified Age range(s): First term of induction:	Y-14 Yes	
	/ Edit	
Home Address		
House:	10	
Street:	Evertine street	
Town: County:	Kensington Essex	
Postcode:	Me14 5ld	
Telephone (Home):		
Telephone (Work):	01622 831292	
Telephone (Mobile):		
	/ Edit	
Previous Schools if tr	ansferred during Induction Period	
No previous schools added		
	/ Edit	
Primary Pool		
We run a primary pool		
Did you attend our primary	y pool: Yes ibout our primary pool?: NQT Meeting	
Ti so, where did you hear a	boot our primary poor. Agrindeding	
	/ Edit	
Courses		
Buy In:	No	
50, III		
	/ Edit	
Complete Registratio	n	
Is all the information above corre	act? If so, then click the 'confirm' button below to proceed.	
	✔ Confirm	

13. Click Click here to Complete Registration.

14. Ask your Head Teacher to login and digitally sign the registration form. Once the registration has been signed your Awarding Body will authorise it.

Back to contents

View a List of your NQTs

1. From the top grey menu move your mouse pointer over NQTs. A drop down menu will appear.

NQTs	Tutors	School	Courses	Resources	Login Details	Help & Support
Register N	QT					
List of NQ	Ts					
Alerts						

2. Select List of NQTs.

View an NQT's Details

1. Go to the list of your NQTs. (See View a List of your NQTs.)

List of N	QIS			
				Register a New NQT
Current NC)Ts			
Name	TRN	Current Status	Action	
Brown, Gareth	0000000	Authorised	View	
Brush, Basil	0000000	Authorised	View	
Clark, Gavin	0000000	Authorised	View	
Clooney, George	0000000	Authorised	View	
dfth, fn	0000000	Authorised	View	
Click View	1/			
erview Pa	ige) Smith		
erview Pa	ige	n Smith		
erview Pa Overview	ige v - Johr	1 Smith		Completed FTE: 0
erview Pa Overview NQT Overview Personal Details	ige v - Johr		000000	Completed FTE: 0 Contract FTE: 1
Click View erview Pa Overview Personal Details Training Information Monitoring Tutor	ige y - Johr stai Tea	tus: Authorised		

Start Date of Induction: (at this school) 07/06/2010 Next Assessment Due: 22/10/2010 School: [12345] Marden School Tutor: Bruce Willis

Assessments Completed: 1 Estimated End Date: 20/12/2012 Number of Days Absence: 0

Print

From this page you can see a summary of the NQTs details.

Termly Assessments

Term FTE Start

1

Status and FTE

Print Details

Documents

Previous Schools

Available Courses

Booked Courses

Courses Buy In

Details of the current status of the NQT and FTE completed and remaining are displayed in the top section of this page.

07/06/2010 22/10/2010 With Appropriate Body

CONTINUED OVER

NQT Manager: Induction Coordinator User Manual - V1



Back to contents

Website Login Information

The username for the NQT is displayed. Termly Assessments

A list of all completed, due and upcoming assessments are listed in this section. When an assessment becomes available you will be able to click on a Complete link Continue to the assessment.



- Date of birth.
- National insurance number.
- Teacher reference number.
- Home address.

Training and Qualification Details

This page allows you to update:

The Date QTS (Qualified Teacher Status) was awarded by the Teaching

- Agency.
 - Teacher Training Institute Attended.
 - Qualified Subjects.
 - Qualified Age Range.
 - Has the NQT been CRB checked?
 - Have references been sought for this NQT?
 - Has this NQT successfully completed the skills tests for Numeracy, Literacy, and ICT?



	ue to a due or completed assessm n can be saved to your computer o	-	
	Details from the left menu will down	load a PDF version of the	
	orm. NQT'S Details erview page for the NQT. (See View	an NQT's Details.)	
Overview - 、	John Smith]
NQT Overview			
Personal Details	Status: Authorised	Completed FTE: 0	
Training Information	Teacher Ref No. (DCSF): 0000000	Contract FTE: 1	
Monitoring Tutor	Date QTS was Awarded: 12/7/2009	Remaining FTE: 3	
Contract Details	DOB: 12/7/1989	Assessments Completed: 1	
Print Details	Start Date of Induction: (at this school) 07/06/2010 School: [12345] Marden School	Next Assessment Due: 22/10/2010 Estimated End Date: 20/12/2012	
Previous Schools	Tutor: Bruce Willis	Number of Days Absence: 0	
Documents		Number of Buys Absencer o	
Available Courses	Termly Assessments		
Booked Courses	Term FTE Start Due Status	Action	
Courses Buy In	1 1 07/06/2010 22/10/2010 With Appropria	te Body Print	
2. From the left	menu select an option. These are	explained below:	
Personal Details	S		
This page allows y	ou to update:		
The name of the	of the NOT.		
 Email addre 			

Back to contents

Monitoring Tutor

This page allows you to specify the current monitoring Tutor for the NQT.

Contract Details

This page allows you to update:

- The Start Date of Induction at the current school.
- The Year(s) the NQT is to teach.
- The Subject(s) the NQT is to teach.
- How many days per week the NQT will work.
- Whether the NQT is on a permanent or temporary contract.

Associated Schools

If the NQT has been at more than one school within your Awarding Body this page will display information about the previous schools and the FTE achieved.

This page only displays schools that have been entered into NQT Manager.

Previous Schools

The Previous Schools page displays information about the schools that the NQT attended outside of the Awarding Body. You can add or remove previous schools from this page.

This page allows you to update:

- Previous school name and address.
- Awarding Body.
- Start date.
- Terms completed.
- Days of absence.

NQT Documents

Please see the section on Uploading NQT Documents for more information.

Uploading NQT Supporting Documents

NQT Manager allows you to upload documents that support a NQT's induction.

- 1. Go to the Overview page for the NQT. (See View a NQT's Details.)
- 2. Click Documents from the left-hand menu.
- 3. Click Add a new document.
- 4. Enter a name and description for the file.
- 5. Select the file to upload.
- 6. Click Save Details.





Back to contents

Additional Information

If your Awarding Body would like you to complete extra information you will be shown a page with the additional questions.

1. Complete all required information. vary depending on what information your local authority requires.

Part One: Teach	ing			
Standard 1: Set high ex Strengths:	pectations which inspire	, motivate and challe	enge pupils:	
Strengths.				
Area(s) for developme	nt next term:			

2. Scroll to the bottom of the page and Click Continue.

CONTINUED OVER



Uploading NQT Supporting Documents	Page: 22

Back to contents



	Notes
To ensure that we keep our records up to date and that your next assessment will be generated at the correct time, we ask that you please confirm what the NQT's contract details will be <i>next</i> term. Next term's contract	
details will be:	
How Many Days Per Week: 5 days a week (Full Time) -	
Contract Type: Permanent	
Will this NQT be remaining at this school for the next assessment period?	
• Yes	
© No	
← Back → Continue	
Completing an Assessment	
1. Go to the Overview page for the NQT. (See v.)	
2. Select Fill In Continue to the relevant assessment from the list.	
This Town's Contract Datails	
This Term's Contract Details	
3. Complete the information for This Terms Details.	
4. Click Continue.	
Enter the Assessment Details	
5. Complete all fields on the assessment page.	
6. Click Continue.	
Continue Term's Contract Details	
7. Complete the contract details for Continue term.	
 Once you are happy that the assessment is 100% correct select the checkbox This assessment is submitted and ready to be digitally signed. 	
9. Click Continue.	
Add your Digital Signature to the Assessment	
10. See the section Digitally Signing an Assessment.	
NQT and Head Teacher Signatures	
11. Ask your Head Teacher and NQT to login using their username and	
password to digitally sign the assessment.	

Back to contents

Digitally Signing an Assessment

- 1. Go to the Overview page for the NQT. (See View a NQT's Details.)
- 2. Click on Sign Continue to the assessment.
 - a. If the Sign link is not Continue to the assessment you will need to click on *Complete*.Follow the assessment process through to the Continue Term's Details page.
 - **b.** Select the checkbox *This assessment is submitted and ready to be digitally signed.*
 - c. Click the Continue button.

Enter your Digital Signature

3. View the assessment form, then *tick the box* to digitally sign the form.

nt part of the NQT process. Rather than using paper forms, we require you er having to put pen to paper or post anything.
idered the same as signing a paper copy in legal terms. Only the signatory
ture.
/illis, role Head
ick the box below and then click the 'Confirm' button.
s Assessment.

4. Click Save Details.







View Resources Provided	Notes
by your Awarding Body	
1. From the top grey menu select Resources.	
7	
Resources Login Details Help & Suppo	rt
2. Click on the resource to download.	
2	
Resources	
Documents Please click on the links below to open any documents that you require. Documents will open in a new	browcer
window.	
Guide to the new standards NQT handbook NQT handbook	
Help and Support	
Adding a Helpdesk Ticket	
1. From the top grey menu move your mouse pointer over Help & Sup	oport.
A drop down menu will appear.	
2. Select Help Desk.	
NQTs Tutors School Courses Resources Login Details Help & Suppor	t
What's New	
Video Tutorials	
FAQs	
3. Click Submit a New Support Ticket.	
4. You will then receive an email with an issue number and support p	in. You
can use these details to view responses to your helpdesk ticket. T	
251 Your Full Name:	
Your Email Address:	
Nature of your issue:	
Please type details of your question or issue below and remember to include as much information as possible.	
Submit Support Ticket, Cancel	
will also be a link to your support ticket within the email. You will re	eceive
an email when a response is sent/made.	

CONTINUED OVER

Back to contents



		Notes
REF 26.4		
26.4	Support Helpdesk	
	Please Note: You can use the <u>Forgotten Password</u> page if you cannot remember your username or	
	password.	
	Help us to help You	
	Why not help us to answer your question as quickly and efficiently as possible? You can do this by including as much information as possible in your question. For example, if your enquiry is about an NQT, include their name. Or	
	if your enquiry is about access to an a ea of the site, include the username that you are using to log in with. The	
	more information you include, the quicker we will be able to get your issue resolved for you.	
	Submit A New Support Ticket Ask a new question to our support staff. In most circumstances, helpdesk posts will be answered within 4 hours	
	between the hours of 09.30-17.00 Monday to Friday.	
	Submit A New Support Ticket	
	Open Support Tickets Enter your helpdesk issue number and secure code below to access your existing helpdesk ticket. This information	
	can be found in the e-mail sent to you when the first query was placed.	
	Issue No:	
	Security Code: View Issue	
	Viewing a response to a Helpdesk Ticket	
	You will receive an email when a response is received. Click on the link within the email to access your support ticket.	
	Alternatively:	
	1. From the top grey menu move your mouse pointer over Help & Support.	
	A drop down menu will appear.Select Help Desk.	
	2. Enter the issue number and security code you received by email when	
	adding the support ticket.	
교		
REF 26.4	Open Support Tickets Enter your helpdesk issue number and secure code below to access your existing helpdesk ticket. This information	
5.4	can be found in the e-mail sent to you when the first query was placed.	
	Issue No:	
	Security Code: View Issue	
	3. Click View Issue.	
	Changing your Login Details	
	1. From the top grey menu select Login Details.	
교		
REF 26.1	Overview Resources Login Details Help & Support	
2		
-		
	CONTINUED OVER	



		Note	S
Login Detai	ls		
Email: Confirm Email: Username: Password: Confirm Password:	* 32640	If you are changing a password, your new one must be between 6 and 10 characters and contain both letters and numbers.	
. Edit your logi	n details.		
. Click Save De	tail		