

Induction Coordinator User Manual A Walkthrough Guide



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in as you go through this manual
Help If you require some help at any point please contact our helpdesk www.nqtmanager.com/support

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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.

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 Passw	ord
Log In	User Manuals
Send me my login details	manuals are here to get you up and

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Entering your Details

School:	Please Select	If you are an NOT co-
(If your school is not	shown in this list, it means that you already	ordinator and are new to
have a co-ordinator	registered and they will need to dick here to	NOT Manager, you will need to
iogin.)		register your details here. Before
Position:	Please Select	you can access the management
First Name:		area you will need to be
		authorised by the Appropriate
Last Name:		Body, this may take 24 to 48
Telephone:		hours.
		Once putherized you will be a
Email:		Once authorised, you will be e-
Confirm Email:		password and you will then be able
		to log in and register and manage
Tutor training?:	Yes 💌 (Not NQT Manager Training)	NOTs. If your school is not shown
Date of training?	40 0 0 0 0 0 0 0 0 0	in the list, it means that you
bute of training:	19 V September V 2012 V	already have a co-ordinator
Choose a Passy	word	registered and they will need to
To enable you to log b	back into the site, please choose a password that	login.
is memorable to you.		
Password:		
Confirm Password:		
	曾 Save	

- a. If your school does not appear on this list your school already has an Induction Coordinator or Head Teacher registered and they will need to add you to the system.
- **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

Name: Hillingdon Demo School 4 Position: Induction Coordinator DCSF Number: 1234 Address: Test Lane, Testville, Testshire TE5 7ER	
Position: Induction Coordinator DCSF Number: 1234 Address: Test Lane, Testville, Testshire TES 7ER	
DCSF Number: 1234 Address: Test Lane, Testville, Testshire TE5 7ER	
Address: Test Lane, Testville, Testshire TE5 7ER	
← Back → Continue	

Wait to be Authorised by your Awarding Body

6. Wait to be authorised by your Awarding Body.

Please Note:

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- 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



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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.

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 hour
Password:	Register as an Induction Coordinator

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.



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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
Send me my login details	manuals are here to get you up and

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

Retrieve	your Username	e and Passy	word			 	
Select your scho you have selecte	ol and your role. If you are a ed your school and role, the 'S	tutor or NQT you wil end Username and I	II also be asked to enter your Last n Password' button will appear for you	ame. Once to click.		 	
Click here for he	lp if your email address has c	hanged or you still e	experience problems logging in.			 	
Your School: Your Role:	Evolution School (Cranbrook) HeadTeacher	×	Spam filters If you don't get an from us within a few please be sure to check y box. The email will be con	email v minutes our spam ming from			
			do_not_reply@nqtmanage	er.com.			
					<u>.</u>	 	
		_	_	_		 	
 Select yo 	ur role (position) at	the school.		_			
 Select yo If you select 	ur role (position) at ect Tutor or NQT as y	the school. your role you	will need to enter your la	st name.			
 Select yo If you sele Click on S 	ur role (position) at ect Tutor or NQT as y Send Username and	the school. your role you I Password to	will need to enter your la b have the details sent to	st name. o the			
 Select yo If you sele Click on S registered 	ur role (position) at ect Tutor or NQT as y Send Username and d email address.	the school. your role you Password to	will need to enter your la o have the details sent to	st name. o the			
 Select yo If you sele Click on S registered 	ur role (position) at ect Tutor or NQT as y Send Username and d email address.	the school. your role you I Password to	will need to enter your la b have the details sent to	st name. o the			
 Select yo If you sele Click on S registered 	ur role (position) at ect Tutor or NQT as y Send Username and d email address. rou for your request. The u	the school. your role you l Password to semame and pass	will need to enter your la b have the details sent to word has been sent to the regist	st name. o the ered email			
 Select yo If you sele Click on S registered 	ur role (position) at ect Tutor or NQT as y Send Username and d email address. you for your request. The us	the school. your role you I Password to semame and pass	will need to enter your la b have the details sent to word has been sent to the regist	est name. o the			
 Select yo If you sele Click on S registered Thank y address 	ur role (position) at ect Tutor or NQT as y Send Username and d email address. ou for your request. The us	the school. your role you l Password to sername and pass	will need to enter your la b have the details sent to word has been sent to the regist	o the ered email			
 Select yo If you sele Click on S registered Click on S registered Thank y address Please Note: Emagon your mail served	ur role (position) at ect Tutor or NQT as y Send Username and d email address. You for your request. The ur sy ails are not always instant r.	the school. your role you I Password to sername and pass	will need to enter your la b have the details sent to word has been sent to the regist er 10 minutes to arrive depend	est name. o the ered email			
 3. Select yo 4. If you sele 5. Click on S registered Thank y address Please Note: Email Please Note: Email Serve What to do in 	ur role (position) at ect Tutor or NQT as y Send Username and d email address. ou for your request. The us s, ails are not always instant r. f the Email Does	the school. your role you Password to sername and pass and can take ow Not Arrive	will need to enter your la b have the details sent to word has been sent to the regist er 10 minutes to arrive depend	ered email			



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- 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.

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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 tutor, Add a new NQT, or 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 using the site. Appropriate Body. process. Course Packages ailable Courses oked Courses 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.

8	Create Headteacher Before you can start registerin so that they can digitally sign <u>Register Headteacher</u>	r ng NQTs, you will need to creat the NQTs' registration and ass	e your school's headteacher. This is sessment forms.
	Create New Tutor	Register NQT	Update My Details
	Add a new tutor,	Add a new NQT, or	Change your login
	head or coordinator	transfer an existing	email address and
	to assign NQTs to.	one to your school.	your password.
	Manuala ta hala	Add a baladaala	

having problems

using the site.

uploaded by your

Appropriate Body

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the whole NQT

process.

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Entering the Head Teacher's Details



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_			
REF 1	Create a no	ew Tutor	
Ē	Please fill out each o	f the various sections below of the tutor's details. Once all sections have been completed,	
	click the 'save details	' button at the bottom of the page.	
	First Name:		
	Last Name:		
	Telephone:		
	Email:		
	Confirm Email:		
	Position:	Head	
	Received Training?:	Yes V (Not NQT Manager Training).	
	Date Received?:	19 September 2012	
	Confirm Password:		
		읍 Save	
	You will need to:		
	1. Complete al	of the required information.	
	a. Ensure th will use t as when	nat the email address is entered correctly. NQT Manager his email address to inform of important information such assessments are due.	
	b. Choose a	a password that is not easy to guess.	
	Please Note: Received received from the Awa	d Training is not for training on the NQT Manager system. This is for the training rding Body for monitoring NQT induction.	
	2. Click on Sav	e Details to add the Head Teacher.	
	An email will be s and password.	ent to the Head Teacher's email address with the username	
	Creating a 1. Login to NQ	new Tutor or Induction Coordinator	
REF 11.	NQTs Tutors	School Courses Resources Login Details Help & Support	

2. From the top grey menu click on *Tutors*.

Below is a list of please use the 'f assigned to that	f the school's tutors. To ' Edit' link next to the app : tutor.	view or change a tutor's details, or t ropriate tutor. 'NQTs' is the number	o look at their assoc of NQTs who are cur <u>Crea</u>	iated No rently I <u>te a ne</u> r
First Name	Last Name	Position	NQTs	

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3. Click on the Create a new Tutor link.



Notes

lick the 'save detai	Is' 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:		
	11 C	

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

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2. Select Administrator.

_	
S	School Administrator
P a c	ease use the details below to add or update your school administrator. A school administrator can add NQTs nd Tutors, but they cannot fill out assessments. It is generally used for someone such as a secretary to mplete registrations for your tutors.
	Jsername: First Name: Last Name: Final: Password: Dassword: Sove
3.	Complete all fields on the form.
4.	Click Save Updated Details.
An e	mail will be sent to the email address with the username and password.
Ed	it School Address and Contact Details
1.	From the top grey menu move your mouse pointer over <i>School</i> . A drop down menu will appear.

School Det	alls			
Administrat	ог			
	Administrat	Administrator	Administrator	Administrator

2. Select School Details.

chool Name:	demo school 1	The address is the main
chool Number: eadteacher:	1	school address and should be the actual physical location of
ddress Line One:	Kent	the school. This is used on printable registrations and
ddress Line Two:	Kent	assessments.
ddress Line Three:	Kent	
own:	Maidstone	
unty:	Kent	
ostcode:	TN12 9QJ	
ountry:		
elephone:	01622 831292	
ax:		
mail Address:	demoschool1@evolution-internet.com	
leb site:		
ontact Name:	Richard Westerheek	

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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

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	ΙΩΤ					
List of NQ	Ts					
Alerts						

2. Select Register NQT.

Teaching Agency Registration Information

NQT Regi	stration - Step One - Personal Details	
Teaching Ag	encu Registration Information	
These details must were registered.	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 Surname	(if applicable)	
Email Address:		
Date of Birth:	19 September 1991	
Teacher Ref. No:	(seven digit number without the '/')	
National Insurance	e:	
Ethnic Origin:	Declined to give ethnic origin	
Registration Please select the re	Type gistration type that best suits your NQT:	
 A new NQT, ir 	their first term of induction	
O An existing NO	T who has already partially completed induction at this school	
An existing NO	T who has partially completed induction at a different school	
	→ Continue	
_		
3. Complete a	all of the required information.	••••••
Please Note:		
 You cannot regis Awarding Body is 	ter an NQT that does not have a Teacher Reference Number. Contact your f you do not know what this is.	
b. The Last Name a	nd Date of Birth must exactly match what is registered with the Teaching Agency.	
4. Click on Sa	ave and Continue.	
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•			-		
Co	ntra	ct	De	tai	IS

_			
	NQT Registration	n - Step Two - Contract Details	
	Start Date of Induction:	01/09/2012 - 20/12/2012 •	
1	Please select the term date from abo	ve. If the NQT did not start on the first day of the term, please also tick the checkbox OT started.	
1	The NQT started between terms:		
1	How Many Days per week:	5 davs a week (Full Time) (This includes release time).	
1	Contract Type:	Please Select	
1	Varia) NOT is to tarsh	To shapes putting years, places hald down	~
l		Not Applicable and click each required year Nursery Reception Year 1 Year 2 Year 3 Year 4	
1		Year 5 Year 6 Year 7 Year 8	
1	Subject(s) NQT is to teach:	Not Applicable To choose multiple subjects, please hold dow Art Ctrl and click each required subject	vn
1		Art & Design Biology Business Studies	
1		Careers Chemistry Citizenship	
1		Classics Dance Design & Technology	
1		Drama The set of the set	
1		Have references been sought for this NQT?	
1	Induction Tutor Please select the NQT's induction tur	cor from the list, or alternatively, click the 'Add New Tutor' link to add a new tutor.	
1	Induction Tutor:	Rihhard Westerbeek - Induction Co-ordinator 💌 Add New Tutor	
1		← Back → Continue	
1			
	5. Complete all of the	required information.	
	a. To select multip keyboard and c	le years to teach hold down the <i>CTRL</i> button on y lick on each year.	our
ļ	Please Note: It is important the generating assessments.	at you select the correct days per week as this will be used when	
	6. Select an existing	Futor from the drop down list or click Add New Tut	or.
	7. Click Continue.	·	
	CONTINUED OVER		

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Teacher training institution:	Please Select	
Qualification awarded:	Assessment Only	
Qualified Subject(s):	Not Applicable Art Art & Design Biology Business Studies Careers Chemistry Citizenship Classics Dance Design & Technology Drama	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 Doct 15 ← Bock → 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

inducation in the success the	le address below. This is important as it will be used for forwarding certificates after	r
induction in the event that	the NQT moves school after their induction.	
House:		
Street:		
Town:		
County:		
Postcode:		
Telephone (Home):		
Telephone (Work):		
Telephone (Mobile):		
+	Jack → Continue	
Complete all req	uired information.	
Click Continue.		
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Add	litional Information	Notes
1.	Complete all required information.	
2.	And Click Continue	
REF 17.	NQT Registration - Step Five - Additional Information	
N	Primary Pool	
	We run a primary pool	
	* Did you attend our primary pool: Please Select 💌	
	Please Select	
	← Back → Continue	
Coi	irse Buy In	
3.	Select between the Buy In Options	
2		
	NOT Registration - Courses	
io		
C	o you wish to buy into theThis fee includes all of the	
	Duy III. Please Select 💌	
	← Back → Continue	
4.	And Click Continue	

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REF 18.1

Confirm Registration Details



Confirm Regist	ration Details	
Name shade and inc.	formation to another that is in another 16 and table to the second state of the second state	
riease check each item of inl click the modify button bene where you can alter any of t	rormation to ensure that it is correct. If you wish to alter any of the details then ath that section. You will be taken back to that step of the registration process he information.	
Once you are satisfied that a	all information is correct, please dick the button at the bottom of the page marked	
Click here to Complete Regis	stration'.	
Personal Details		
Title:	Mr	
First Name:	Steve	
Last Name:	Willis	
Previous Surname:	stava uliis@adia ash 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	Name A	
Subject(s) to teach:	real +	
Employment Type:	Full Time	
Contract Type:	Permanent Contract	
Start Date of NQT:	01/09/2012	
CRB Checked:	No	
References Sought:	No	
	✓ Edit	
Training Informatio	n	
Training Institute:	Bromley Schools'Collegiate - 9/2011	
Qualification awarded:	BA QTS	
Qualified Subject(s):	Business Studies	
Qualified Age range(s):	/-14 Vac	
	▲ roll	
Home Address		
House:	10	
Street:	Evertine street	
Town:	Kensington	
County:	Essex Mata 5Id	
Telephone (Home):		
Telephone (Work):	01622 831292	
Telephone (Mobile):		
	/ Edit	
	Landard design for the state Design of	
Frevious Schools If	transierrea auring induction Period	
no previous schools added		
	/ Edit	
Deimanu Real		
We run a primary pool		
Did you attend our prima	ary pool: Yes	
If so, where did you hea	r about our primary pool?: NQT Meeting	
	2 Edit	
	- Lui	
Courses		
Buy In:	No	
	/ Edit	
Complete Registrat	lon	
Is all the information above or	prrect? If so, then click the 'confirm' button below to proceed.	
	d Carden	
	♥ Cohlim	

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.

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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	ΙQΤ					
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.)

				Register a New NQT
Current N(QTs			
Name	TRN	Current Status	Action	
Brown, Gareth	0000000	Authorised	View	
Irush, Basil	0000000	Authorised	View	
lark, Gavin	0000000	Authorised	View	
Clooney, George	0000000	Authorised	View	
fth, fn	0000000	Authorised	View	
Click Viev	<i>N.</i>			
Click Viev erview Pa	w. age			
Click View erview Pa Overview	w. age v - Johr	n Smith		
Click <i>View</i> erview Pa Overview	w. age / - Johr	n Smith		Completed FTE: 0
Click View erview Pa Overview NQT Overview Personal Details	W. age / - Johr sta Tea	n Smith tus: Authorised acher Ref No. (DCSF): 0	000000	Completed FTE: 0 Contract FTE: 1
Click View erview Pa Overview Personal Details fraining Informatio	N. age / - Johr sta n Dat	n Smith tus: Authorised Incher Ref No. (DCSF): 0 re QTS was Awarded: 11	000000 2/7/2009	Completed FTE: 0 Contract FTE: 1 Remaining FTE: 3

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

Completed FTE: 0
Contract FTE: 1
Remaining FTE: 3
Assessments Completed: 1
Next Assessment Due: 22/10/2010
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



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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.

A *Print* link Continue to a due or completed assessment allows you to view a PDF version which can be saved to your computer or printed.

Print Details

Clicking on *Print Details* from the left menu will download a PDF version of the NQT registration form.

Editing an NQT's Details

1. Go to the Overview page for the NQT. (See View an NQT's Details.)



2. From the left menu select an option. These are explained below:

Personal Details

This page allows you to update:

- The name of the NQT.
- Email address.
- 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.

- igency.
- 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?



assessments are listed in this vailable you will be able to click sment.	
d assessment allows you to view a computer or printed.	
u will download a PDF version of the	
(See View an NQI's Details.)	
Completed FTE: 0 Contract FTE: 1	
Remaining FTE: 3 Assessments Completed: 1 1000) 07/06/2010 Next Assessment Due: 22/10/2010 Estimated End Date: 20/12/2012 Number of Days Absence: 0	
Status Action 10 With Appropriate Body Print	
These are explained below:	
tatus) was awarded by the Teaching	
l.	
nis NQT?	

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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.





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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.

full one. reuch	ing			
Standard 1: Set high e: 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



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	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 Costo the Overview page for the NOT (Cost)	
Goto the Overview page for the Not. (See v.)	
2. Select Fill in Continue to the relevant assessment from the list.	
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.	
8 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 NOT to login using their username and	
password to digitally sign the assessment.	

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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.

× Signed By Head	atures
× Signed By Tutor	
× Signed By NQT	
🗹 View Printable I	Form
Digital Signa	ture
Your digital signatu to digitally "sign" tl	ire is a very important part of the NQT process. Rather than using paper forms, we require you he forms, without ever having to put pen to paper or post anything.
Digitally signing the	e assessment is considered the same as signing a paper copy in legal terms. Only the signatory
themselves must u	se their digital signature.
You are currently lo	ogged in as Bruce Willis, role Head
To digitally sign thi	s assessment, just tick the box below and then click the 'Confirm' button.
	Digitally Cian this Assessment

4. Click Save Details.







View Resources Provided	Notes
by your Awarding Body	
1. From the top grey menu select Resources.	
	_
m T N NOTE Tutors School Courses Resources Login Details Holn & Sunnort	
2. Click on the resource to download.	
	_
Resources	
Please click on the links below to open any documents that you require. Documents will open in a new browser	
Window. Guide to the new standards	
NQT handbook NQT handbook NQT handbook	
Help and Support	
Adding a Helpdesk Ticket	
1. From the top grey menu move your mouse pointer over <i>Help & Support</i> .	
2 Select Holp Dock	
2. Select help besk.	
NQTS Tutors School Courses Resources Login Details Help & Support	
What's New	
Video Tutoriais	
FAQS	
3. Click Submit a New Support Ticket.	
4. You will then receive an email with an issue number and support pin. You	
can use these details to view responses to your helpdesk ticket. There	
8, 2	
Your Full Name:	
Nature of your issue: Please Select	
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 receive	
an email when a response is sent/made.	

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	Notes
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	
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 nours of 09.30-17.00 Monday to Friday.	
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	
Very will receive an empily then a reasonable 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.	
 Enter the issue number and security code you received by email when adding the support ticket. 	
Open Support Tickets	
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.	
Overview Resources Login Details Help & Support	
CONTINUED OVER	



			Notes
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 vour logi	n details.		
Click Save De	tail		