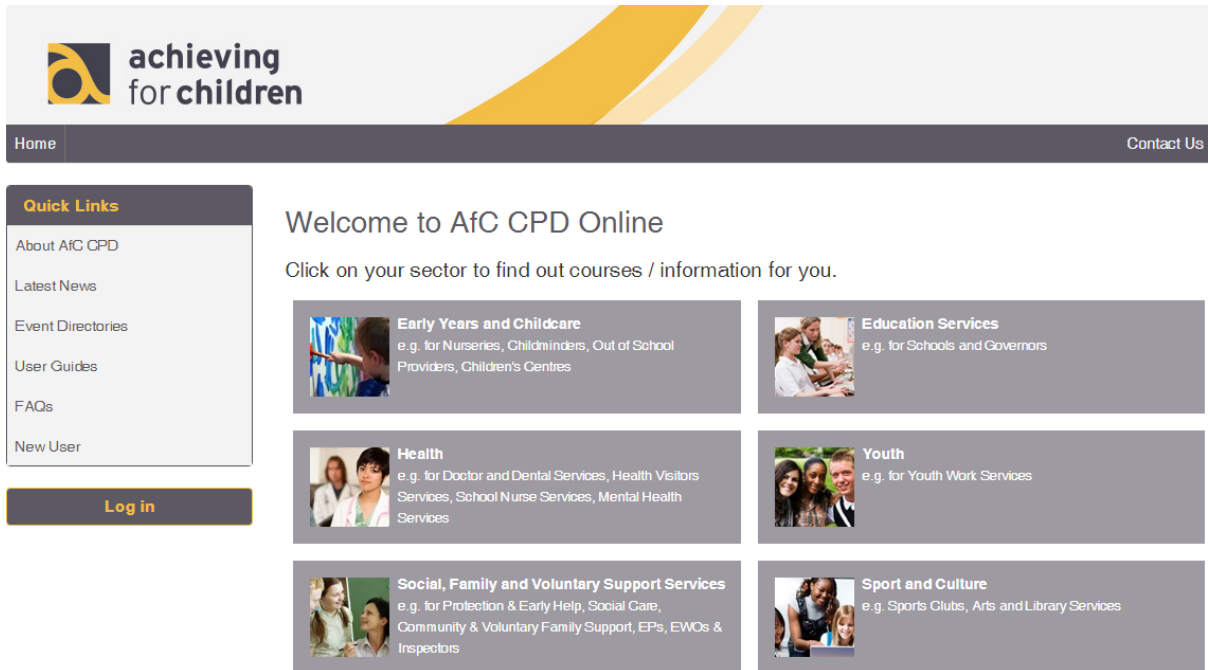


## AfC CPD Online NQT Induction Tutor User Guide

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1) Access the Site

- a) To access the site use the following URL: [www.afccpdonline.co.uk](http://www.afccpdonline.co.uk)

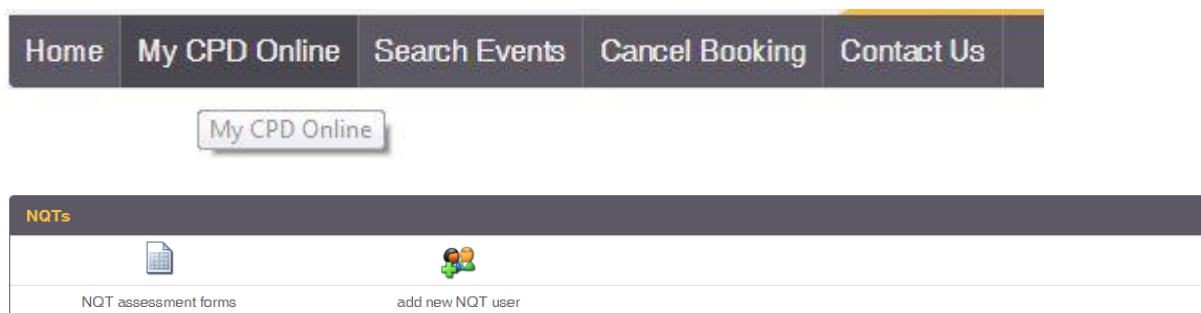


The screenshot shows the homepage of the AfC CPD Online website. At the top left is the 'achieving for children' logo. Below it is a navigation bar with 'Home' and 'Contact Us' links. A 'Quick Links' sidebar on the left contains: About AfC CPD, Latest News, Event Directories, User Guides, FAQs, New User, and a 'Log in' button. The main content area is titled 'Welcome to AfC CPD Online' and includes the instruction 'Click on your sector to find out courses / information for you.' Below this are six sector tiles: 'Early Years and Childcare' (e.g. for Nurseries, Childminders, Out of School Providers, Children's Centres), 'Education Services' (e.g. for Schools and Governors), 'Health' (e.g. for Doctor and Dental Services, Health Visitors Services, School Nurse Services, Mental Health Services), 'Youth' (e.g. for Youth Work Services), 'Social, Family and Voluntary Support Services' (e.g. for Protection & Early Help, Social Care, Community & Voluntary Family Support, EPs, EWOs & Inspectors), and 'Sport and Culture' (e.g. Sports Clubs, Arts and Library Services).

- b) Enter your username and password into the Logon box and click 'Log In' to enter the site.  
 c) Once logged in, select the relevant sector for your organisation, i.e., Education Services.

2) My CPD Online

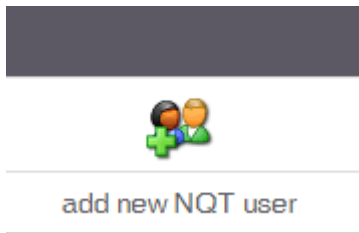
- a) To Manage NQT's click 'My CPD Online'.



The screenshot shows the 'My CPD Online' user interface. At the top is a navigation bar with buttons for 'Home', 'My CPD Online', 'Search Events', 'Cancel Booking', and 'Contact Us'. Below this is a 'My CPD Online' button. The main content area is titled 'NQTs' and contains two items: 'NQT assessment forms' with a document icon and 'add new NQT user' with a group of people icon.

### 3) Adding a New NQT

- a) To add a new NQT select 'add new NQT user'.



- b) You will then be prompted to fill in an NQT form. Fill in the NQT's details and click 'Save'.

### NQT Registration Form

Please ensure these details are correct, as we use this information to register NQTs as starters/passes/leavers/extensions/fails with the National College of Teaching and Learning (NCTL).

<b>First Name</b>	<input type="text"/>	*
<b>Last Name</b>	<input type="text"/>	*
<b>Former Name</b>	<input type="text"/>	
<b>Email Address</b>	<input type="text"/>	*
<b>Date of Birth</b>	Day <input type="text"/> Month <input type="text"/> Year <input type="text"/>	*
<b>National Insurance Number</b>	<input type="text"/>	*
<b>Teacher Reference Number</b>	<input type="text"/>	*

- c) Once the Children's Workforce Development Team approve the new NQT form, you will receive an email with the NQT assessment dates.

### 4) NQT Assessment Forms

- a) To view your NQT's Assessment Forms/Progress, select "NQT Assessment Forms"

## NQTs



### NQT assessment forms

- b) You can search for NQTs by induction date, stage, and surname or leave these fields blank to display all NQTs at your school.

#### NQT Assessment Forms - Search for NQT

<b>Include NQTs</b>	<input checked="" type="checkbox"/> Current NQTs <input type="checkbox"/> Past NQTs <input type="checkbox"/> All NQTs	
<b>Only show NQTs with induction start date after</b>	<input type="text"/>	<input type="button" value="Blank"/>
<b>School</b>	<input type="text" value="Select an Organisation"/>	
<b>NQT name</b>	<b>First name</b> <input type="text"/> <small>Leave blank to search for all NQTs</small>	<b>Surname</b> <input type="text"/>
<input type="button" value="Search"/> <input type="button" value="Reset"/>		

- c) From here you can view an NQT's progress, view their NQT form, and view assessment dates and forms for the NQT.
- d) To view assessment dates and to complete your part of the NQT's assessment form, click on the 'Assessment forms' link.

| [Induction Progress](#) | [NQT Form](#) | [Assessment Forms](#) | [Cause for concern](#) |

If an interim or extension NQT assessment form is required, please contact [cpd-test@support.webbased.co.uk](mailto:cpd-test@support.webbased.co.uk)

Assessment 1			
Assessment form	Assessment 1		
Due date	07 August 2014		
Assessment submitted date	Not yet submitted		
Assessment form progress	Role	Comments	Confirmation
	Induction Tutor	✘	✘
	Co-ordinator (optional)	✘	
	NQT	✘	✘
	Head Teacher	✘	✘
Quality Assurance			

Assessment 2			
Assessment form	Assessment 2		
Due date	08 August 2014		
Assessment submitted date	Not yet submitted		
Assessment form progress	Role	Comments	Confirmation
	Induction Tutor	✘	✘
	Co-ordinator (optional)	✘	
	NQT	✘	✘
	Head Teacher	✘	✘
Quality Assurance			

- e) To complete the Induction Tutor's Assessment responsibilities, click on the relevant assessment form and complete all fields, ensuring you tick the Induction Tutor's confirmation when you have completed the form. If you are not ready to submit the form click 'Save' at the bottom of the page and return to the form later. Once you have confirmed and submitted the form, it will then be sent to the NQT for their approval. Once the NQT has confirmed and submitted their section of the assessment form, the Headteacher will be notified to complete their section of the assessment form.
- f) To download assessment forms sent to the NQT click on the 'Download PDF' link.
- g) To view the progress of an NQT click on the 'Induction Progress' link from the NQT Assessment Forms – Search for NQT page. The progress of the NQT will be displayed below.

[| Induction Progress](#) | [NQT Form](#) | [Assessment Forms](#) | [Cause for concern](#) |

- h) To view contents of emails sent click on the 'View' link next to the email and the email will be shown in a popup window.
- i) To view or add a new Cause for Concern, click on the 'Cause for Concern' link from the NQT Assessment Forms – Search for NQT page.

[| Induction Progress](#) | [NQT Form](#) | [Assessment Forms](#) | [Cause for concern](#) |

- j) To add a new Cause for Concern, click on 'Add New', fill in the details, tick 'Confirm', and Save & Submit the page. Once you've confirmed and submitted the Cause for Concern, an email will be sent to the NQT admin to approve. Once

approved by the NQT admin, the Cause for Concern will become visible to the NQT.