

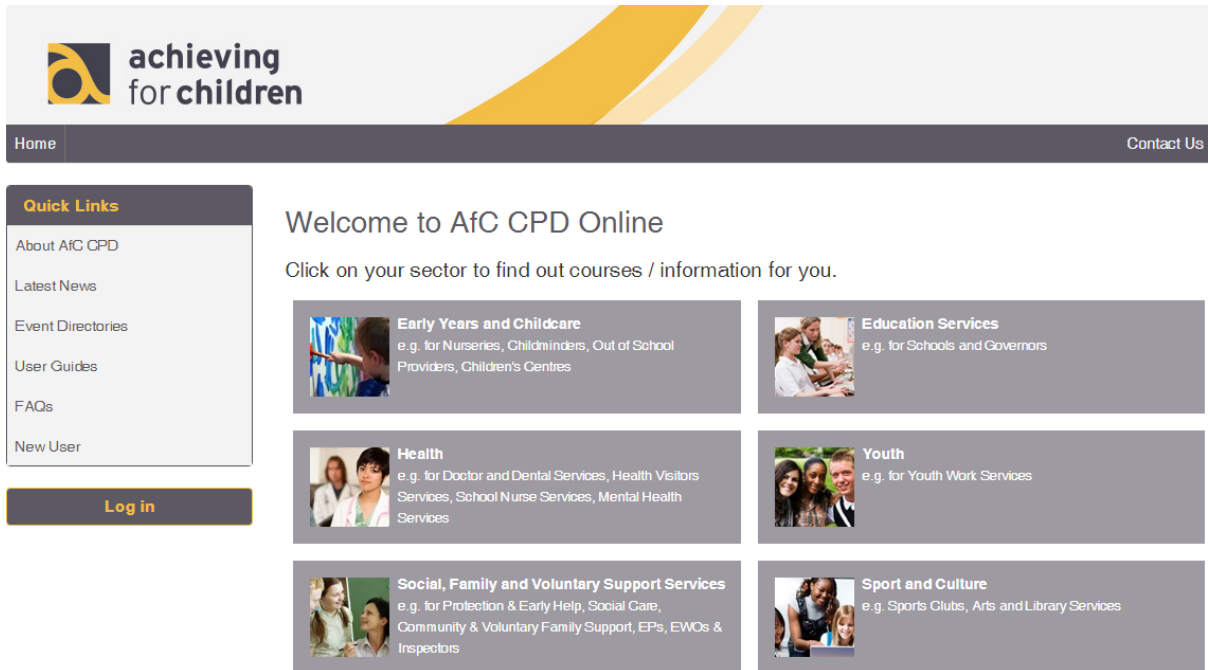
# AfC CPD Online NQT Admin User Guide

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## Access the Site

1. To access the site use the following URL: <http://www.afccpdonline.co.uk>



The screenshot shows the homepage of the AfC CPD Online website. At the top is the 'achieving for children' logo. Below the logo is a navigation bar with 'Home' and 'Contact Us' links. A 'Quick Links' sidebar on the left lists: About AfC CPD, Latest News, Event Directories, User Guides, FAQs, and New User, with a 'Log in' button at the bottom. The main content area features a 'Welcome to AfC CPD Online' message and a grid of six service categories, each with a representative image and text: 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).

2. Select the "Log in" box and enter your username and password to log in.

## Add NQT Roles

To add NQTs/NQT Induction Tutors/ NQT Co-Ordinators/ Headteachers to the site, please navigate to the "Manage Users" section.



The screenshot shows a vertical menu titled 'Organisations & Users'. The menu items are: Manage Organisations, New Organisation, Manage Users, and New User. A mouse cursor is pointing at the 'Organisations & Users' header.

a) Adding an NQT is achieved in the Edit Profile section.

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<input type="checkbox"/> <b>Heather Abbott</b>	
Abigail Jane Shield, 10 Grena Road, TW9 1XS	
<a href="#">View Profile</a>   <a href="#">Edit Profile</a>   <a href="#">Organisations</a>   <a href="#">Training Record</a>   <a href="#">Delete</a>	

<b>NQT User?</b>	<input type="checkbox"/>
<b>Can log in?</b>	<input checked="" type="checkbox"/>
<b>Account approved?</b>	<input checked="" type="checkbox"/>
<b>Email user with their account details?</b>	<input type="checkbox"/>

b) Adding the alternative NQT user roles is achieved in the Organisation Join page, as they are specific to each Organisation.

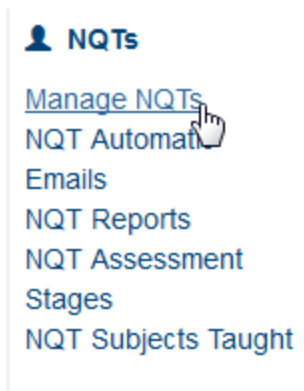
<input type="checkbox"/> <b>Karin Abbott</b>	
Windsor Kindergarten, Church Street, TW1 3NJ	
Act First - Drama, 12 Bye Ways, TW2 5JN	
<a href="#">View Profile</a>   <a href="#">Edit Profile</a>   <a href="#">Organisations</a>   <a href="#">Training Record</a>   <a href="#">Delete</a>	
<a href="#">view profile</a>   <a href="#">new Organisation</a>   <a href="#">back to user list</a>	
Windsor Kindergarten, Church Street, TW1 3NJ	
<a href="#">Edit</a>   <a href="#">Delete</a>	

<b>Is Manager</b>	<input type="checkbox"/>
<b>Is Headteacher</b>	<input type="checkbox"/>
<b>Is NQT Induction Tutor</b>	<input type="checkbox"/>
<b>Is NQT Co-ordinator</b>	<input type="checkbox"/>

c) Tick the required user roles and hit "Save"

## Manage NQTs

When you enter the site you will be taken to the home page. From the admin menu you can find the NQT options.



a) Select the Manage NQTs link to be able to manage your NQTs. From this page you will be able to search for NQTs, check their progress, manage their NQT and assessment forms, and sign off their induction period. Cause for Concern forms can also be submitted here by an Induction Tutor/Head Tutor, approved by AfC, and viewed by all parties.

b) On the "Manage NQT" page, you can search for the NQT by their name or by selecting "Advanced Search" to open up more search filters.

### Manage NQTs

NQT name	e.g. Joe Bloggs	<input type="button" value="Search"/>	<input type="button" value="Reset"/>
<input type="button" value="Advanced search"/>			

Include NQTs	<input checked="" type="checkbox"/> Current NQTs <input type="checkbox"/> Past NQTs <input type="checkbox"/> Left NQTs <input type="checkbox"/> All NQTs
Only show NQTs with induction start date after	<input type="text"/> <input type="calendar"/> <input type="button" value="Blank"/>
Include NQTs without induction start date	<input type="checkbox"/>
Induction end date during or after	Show all <input type="button" value="v"/>
School	Select an Organisation <input type="button" value="v"/>
NQT stage	Any stages <input type="button" value="v"/>
Hours Worked	Show all <input type="button" value="v"/>
Key Stage(s)	EYFS <input type="checkbox"/>   KS1 <input type="checkbox"/>   KS2 <input type="checkbox"/>   KS3 <input type="checkbox"/>   Secondary <input type="checkbox"/>
Induction standards	<input type="checkbox"/> NQT standards met <input type="checkbox"/> NQT standards not met <input type="checkbox"/> NQT Induction extension requested
DfE information sent	Show all <input type="button" value="v"/>
Certificate sent	Show all <input type="button" value="v"/>

## NQT Forms

- To add an NQT form select 'Add NQT form'. This is the same form that can be added by a school NQT induction tutor.

Select all

Chris Rapson

Test Organisation

Activ Camps

Age Ranges:

[Observations \(Primary\)](#) | [Observations \(Secondary\)](#) | [Cause for concern](#) | [Induction progress](#) | [Set induction complete](#) |

- Fill in the NQT's details and click 'Save'.

## NQT Form - Edit

[| Back to Manage NQTs |](#)

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" value="Katie"/> *
<b>Last Name</b>	<input type="text" value="Adams"/> *
<b>Former Name</b>	<input type="text"/>
<b>Email Address</b>	<input type="text" value="cpd-test@support.webbased.co.uk"/> *
<b>Date of Birth</b>	<input type="text" value="8"/> <input type="text" value="September"/> <input type="text" value="1993"/> <input type="text"/> *
<b>National Insurance Number</b>	<input type="text" value="JXUFAG"/> *
<b>Teacher Reference Number</b>	<input type="text" value="323"/> *
<b>Initial Teacher Training (ITT) Information</b>	
<b>Date Qualified</b>	<input type="text"/> <input type="text"/>
<b>Teacher Status</b>	

b) When the form has been ticked as approved notification emails will be sent to the NQT and Induction Tutor.

- To approve an NQT for added by an NQT induction tutor the same process as above applies. You can search for NQTs without an authorised NQT form by selecting the 'unauthorised NQT forms' link.

[2 unauthorised NQT forms](#) [1 overdue assessment forms](#) [1 forms not quality assessed](#)

[Unauthorised NQT forms](#)

Page 1 of 1

## Assessment Dates

To add/edit assessment dates for an NQT click on 'Assessment Forms'.

[e for concern](#) | [Assessment forms](#) | [Induction](#)

[Assessment forms](#)

## NQT Assessment Form Progress

[| Back to Manage NQTs |](#)

### Katie Adams

Sheen Mount Primary School
Adoption and Permanence Team Richmond
Julie Adams
Archdeacon Cambridge's Church of England Primary School

Add Interim/Extension Assessment

### Assessment 1

<b>Assessment form</b>	Assessment 1	<a href="#">Download PDF  </a>
<b>Due date</b>	<input type="text" value="08/08/2014"/> <input type="button" value="Blank"/>	
	This is a mandatory field <input checked="" type="checkbox"/>	

- a) From this page you can select which assessment forms to send to the NQT, the dates when forms are due and record the date forms are received.

## Quality Assurance

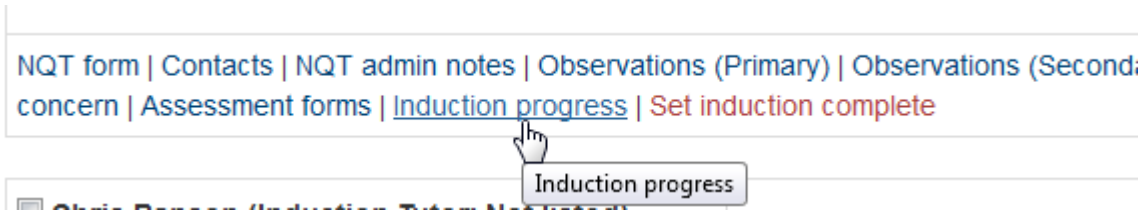
After an assessment has been fully completed and signed off, the NQT Admin can quality assure the assessment.

- a) Click on 'Assessment Forms' link from the Manage NQTs page.
- b) Beneath the Assessment progress is a Quality Assurance box. Click on 'Edit QA', tick the box against 'Quality Assurance passed', and Save the page.

<b>Quality assurance passed</b>	<b>✘</b>
<b>Quality assurance comments</b> <input type="button" value="Edit QA"/>	QA passed by: Name not found Date:

## Progress Audit

To view the progress of an NQT click on 'Induction Progress'

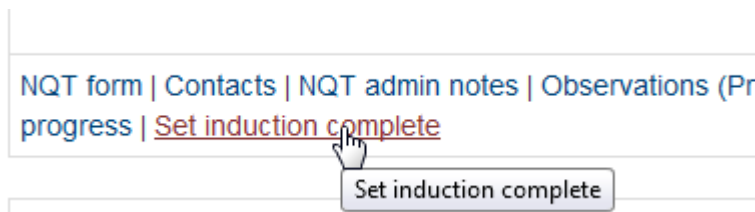


- a) From this page you can view the NQTs progress and any emails that have been sent to the NQT. You can also set assessments as complete/uncomplete.

Emails sent		
09/04/2010 14:23 27	to induction tutor and nqt after assessment dates set for newnqt1203 newnqt1203	<a href="#">View</a>
09/04/2010 14:23 27	to induction tutor and nqt after assessment dates set for newnqt1203 newnqt1203	<a href="#">View</a>

## Set induction complete

To set an NQT's induction as complete click on 'Set induction complete'



- a) You will be prompted to confirm that the NQT has successfully completed their induction period.

### Set Induction Complete

[Back to Manage NQTs](#)

Katie Adams

Sheen Mount Primary School

Adoption and Permanence Team Richmond

Julie Adams

Archdeacon Cambridge's Church of England Primary School

I confirm that the NQT has successfully completed their induction period



- b) The NQT will then be shown as having completed their induction.



## Observation Forms

Observation forms can be copy and pasted to CPD Online once we receive them from the observer, and the NQT can add their own comments.

- a) Observation forms can be added by the NQT admin from the Admin > Manage NQTs > Observations page. Click on 'Add New' to add a new form, fill in the details, and click Save & Finish.

Add NQT form | [Observations \(Primary\)](#) | [Observations \(Secondary\)](#) | [complete](#)

[Observations \(Primary\)](#)

## Cause for Concern

Cause for Concern forms can be added by an Induction Tutor or an NQT Admin. They can only be approved by an NQT Admin. Once a CFC form has been approved, it becomes visible to the NQT.

- a) To add a new Cause for Concern form, click on 'Cause for Concern' from the Manage NQTs page. Click on 'Add New', fill in the details, tick the box against 'Approve', and Save the page. Once it has been approved, the Cause for Concern can no longer be amended.
- b) To approve a Cause for Concern form that has been submitted by an Induction Tutor, click on 'Cause for Concern' from the Manage NQTs page, click on 'View/Edit', tick 'Approve', and Save the page.
  - i. After an Induction Tutor submits a Cause for Concern form, an email is automatically sent to the NQT Admin. You can also, approve the CFC form by following the link in this email.
- c) To view Cause for Concern forms that are awaiting NQT Admin approval, click on 'cause for concern not approved' from the Manage NQTs page.

<b>NQT name</b>	e.g. Joe Bloggs
Advanced search	

12 unauthorised NQT forms 398 overdue assessment forms 7 forms not quality assessed 2 [cause for concern not approved](#)

[Cause for concern not approved](#)

## NQT Emails

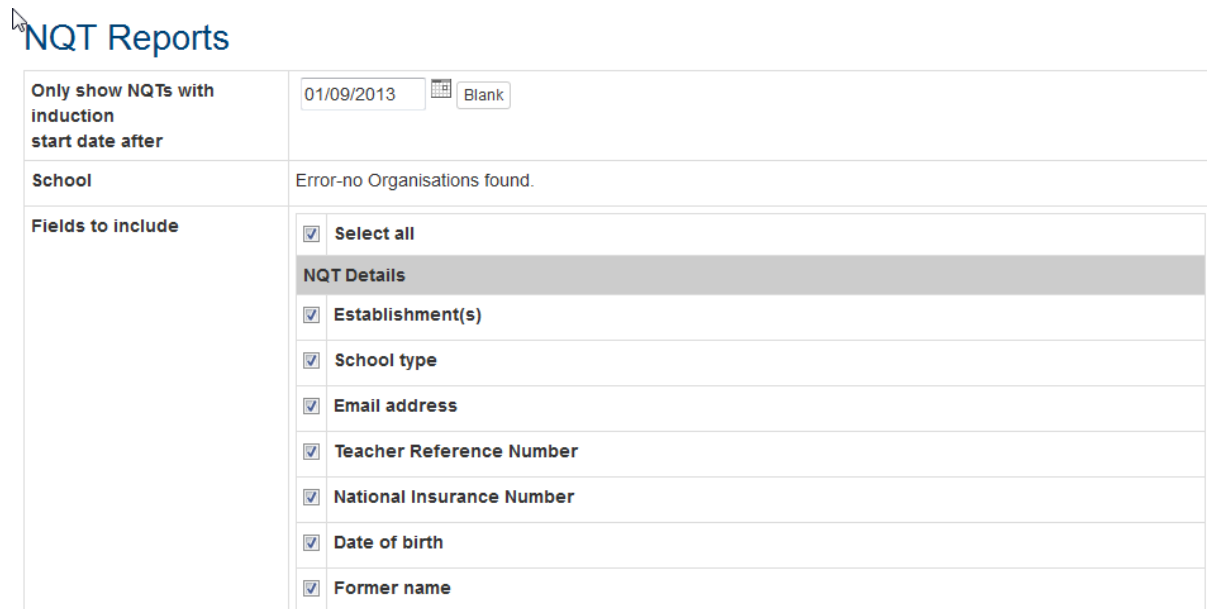
To update NQT emails click on the NQT Automatic emails page from the Admin > NQT Admin menu. Click 'Edit' to update the text of the automatic emails sent to NQTs, Click 'Save' to save any changes you have made to the email.



The screenshot shows a navigation menu on the left with 'NQTs' selected. Under 'NQTs', there are links for 'Manage NQTs', 'NQT Automatic Emails', and 'NQT Reports'. A tooltip is visible over 'NQT Automatic Emails'. On the right, there are links for 'Ev:' and 'Manag'. Below the menu is an email preview for 'NQT form approved by AfC'. The preview shows the subject, a confirmation message, and contact information for workforcedev@richmond.gov.uk. An 'Edit' link is visible on the right side of the preview.

## Reports

To access reports on NQTs click on the NQT reports page from the Admin > NQT Admin menu. Select which criteria you would like to search by and which information columns you would like to be displayed and then click run report.



The screenshot shows the 'NQT Reports' configuration page. It includes a search filter for 'Only show NQTs with induction start date after' set to '01/09/2013'. The 'School' field shows 'Error-no Organisations found.'. The 'Fields to include' section has a 'Select all' option checked, and several fields are also checked: 'Establishment(s)', 'School type', 'Email address', 'Teacher Reference Number', 'National Insurance Number', 'Date of birth', and 'Former name'.

- a) Results will then be shown. To download these reports as a spreadsheet click on the 'Excel (this page)' or 'Excel (all pages)' links.