

AfC CPD Online NQT User Guide

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Access the Site

1. Visit www.afcpdonline.co.uk



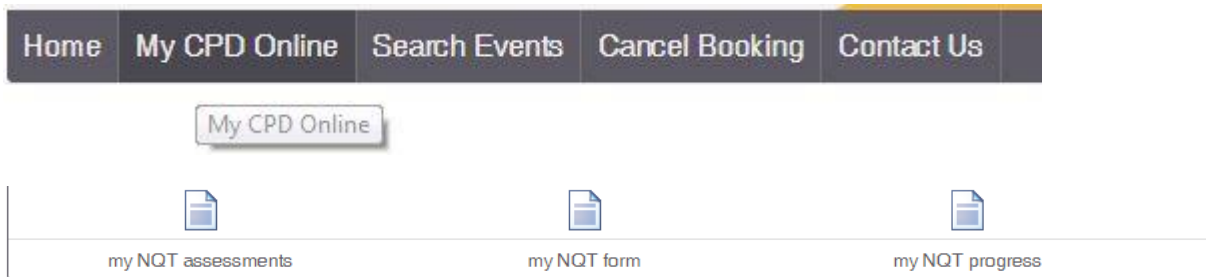
The screenshot shows the homepage of the AfC CPD Online website. At the top left is the 'achieving for children' logo. Below it is a navigation bar with 'Home' and 'Contact Us'. A 'Quick Links' sidebar on the left lists: About AfC CPD, Latest News, Event Directories, User Guides, FAQs, and New User, with a 'Log in' button below. The main content area features a 'Welcome to AfC CPD Online' heading and a prompt to 'Click on your sector to find out courses / information for you.' There 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).

2. Enter your username and password then either press enter on your keyboard or select 'Log In' on the page.
3. Select the relevant sector for the organisation in which you work, i.e., Education Services.

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My CPD Online

- Once logged in you will have access to your NQT details. This can be accessed via My CPD Online.



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My NQT Registration Form

- Your NQT registration form can be accessed by selecting "My NQT Form" in My CPD Online.



[my NQT form](#)

NQT Form - View

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First Name	Deborah
Last Name	Byrd
Former Name	
Email Address	cpd-test@support.webbased.co.uk
Date of Birth	Sunday 17 November 1963
National Insurance Number	3423423

My Assessments

- To access your assessment forms click 'My NQT Assessments' via My CPD Online.



my NQT assessments

- Here you will be able to view and complete your assessments.

Assessment 1			
Assessment form	Assessment 1	Download PDF	
Due date	01 December 2014		
Assessment submitted date			
Assessment form progress	Role	Comments	Confirmation
	Induction Tutor	✓	✓
	Co-ordinator (optional)	✗	
	NQT	✓	✓
	Head Teacher	✓	✓

- Note: You will only be able to complete your assessment once your Induction Tutor has written and signed off the assessment. You will receive an email to confirm once your Induction Tutor has signed off the form ready for you to complete.
- Click on an assessment form to view the assessor comments written.

Assessment 1	
Assessment form	Assessment 1
Due date	01 December 2014

- If the assessment is ready for you to complete the following fields will be available for you to enter towards the bottom of the form.

I have discussed this report with the Induction Tutor and/or Head Teacher	<input type="radio"/> Yes <input type="radio"/> No
NQT's Comments	
I have the following comment to make:	
<div style="border: 1px solid #ccc; height: 150px; width: 100%;"></div>	
NQT's Confirmation Once this form is confirmed this cannot be edited	<input type="checkbox"/>

6. Once you have completed the 'NQT confirmation' field and saved the assessment the assessment will be sent to your Headteacher for a final sign off.

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