

## HERTFORDSHIRE NQT ON-LINE SYSTEM

In September 2004 Hertfordshire introduced an on-line system for NQT registration and assessment. Although there were some teething problems we have been ironing these out over the year and many schools have used the system successfully.

The next step is to move to a complete on-line system so that from September 2005 all NQT administration will be completed on-line. Henceforth all NQTs will need to be registered on-line and all assessments completed on-line. **NB.** 1<sup>st</sup> and 2<sup>nd</sup> assessments will no longer need to be submitted in a paper format with the signature page attached (except for C and D grades). We are only asking that final assessments be submitted with signatures.

These notes aim to help you through the process but if you do encounter any technical problems please contact our support helpline on 01580 852161.

A copy of this manual can be downloaded from the site – see “Help Documents” in the menu on the Welcome/Co-ordinator registration page

### FIRST STEPS

Every school with an NQT needs to register an NQT co-ordinator and this is the first step. The co-ordinator is the person in the school responsible for overseeing all NQTs.

1. Log-on to <http://nqt.teachinherts.com>
2. You will reach the Welcome Page and are asked to complete the details for the co-ordinator.
3. Fill in the details and very importantly an e-mail address. Choose a password. Received Training? asks whether the co-ordinator has been on any Induction Tutor training run by the LEA.
4. Once complete click “Save Details”.

Before you can do anything further you need to be authorised by the NQT admin office – this should be done within 24 hours.

**NB.** If your school already has a co-ordinator registered you will not be able to register a second one. To change the name of your co-ordinator see under Current Tutors.

### Following Authorisation

Once the co-ordinator has been authorised he/she will receive an e-mail confirming the password and detailing a username. With this information the co-ordinator can log-on to the site.

### **Log-on**

To log-on return to the home page <http://nqt.teachinherts.com> and click the log in box on the left or “log-in here” in the second line of the first paragraph. You will be asked for your log-in details and once these are entered you reach the School Control Panel.

In the left hand menu "**NQT Manager**" is the main navigational tool. If you put the cursor on NQT Manager you are given three options:

List of NQTs  
Current Tutors  
Register an NQT

At the bottom of the page "Pending Tasks" notifies you as to whether there are any outstanding tasks to be completed.

## **REGISTER AN NQT**

Fill in the details as requested on the registration form which appears when you select "Register an NQT". Some of the fields are mandatory and you will not be able to proceed to the next page without completing these fields. Should you not be able to proceed you will be given an explanation as to why not. Given below are a few guidelines to completing the form where clarification may be helpful.

### Step One

Registered with GTC: It is a legal requirement for all teachers undertaking a induction period to be registered with the GTC for England. In future, induction certificates will not be issued to teachers not registered.

Induction Tutor: If the tutor has already been registered by the school their name should be in the drop down list and simply select the correct name. If it is a new tutor select "add new tutor" and you will be required to fill in details for the tutor including an e-mail address and telephone number of the school (direct line if appropriate).

### Step Two

Full/Part-Time Post: If you select Full Time ignore "How many days worked"

Permanent/Temporary Post: If you select Permanent ignore "Reason for Temporary Contract" and "Temporary Contract End Date".

### Step Three

Training Institution: If you are unable to find the appropriate training institution in the given list please select "Other" or contact the Helpdesk (see left hand menu).

Subjects Qualified: For Primary teachers please select Foundation or KS1 or KS2 or KS1&KS2.

First Term of Induction: For NQTs achieving QTS in summer 05 their first term of induction will be September 05 regardless of whether they have started at their school before the end of the summer term. If one or two terms of induction have been completed elsewhere you will be asked to give details of the previous school.

Once you have completed StepThree select "Next Step" and all the registration details you have entered are shown for confirmation. If everything is correct select "Click here to complete registration".

## **LIST OF NQTS**

You need to select this option to complete targets, write assessments or change/add to the details for the NQT (eg. change of induction tutor).

When you select “List of NQTs” a list of current NQTs at the school appears (NQTs remain current until their name has been sent to the GTC).

Depending on the status of the NQT the option under Action will vary but once an NQT has been authorised this will usually read “View”.

If you select “View” you reach an Overview Page for the NQT. From this page you can access the targets sheet and the assessments.

### **Targets**

Select “NQT Targets” in the NQT Overview Menu on right hand side.

Fill in the “Initial Targets for Development”

Select “Save to Complete” if you want to return to the page before submitting them. Select “Save & Submit” once you have completed the targets.

### **Assessments**

Under “Termly Assessments” it will display what action is required. If an assessment is due select “Complete”. If you have completed the assessment it will read either “Completed – Awaiting Review” or “Completed and Reviewed”. The review is completed by the NQT Admin Office.

### **Completing an Assessment**

Tutors will only be able to complete assessments for NQTs assigned to them.

When you select “Complete” you will be asked to confirm the contract details for the term. You should only need to “Save Details” but do amend if necessary.

### **The Assessment Form**

**NB.** Please read the advice note in red at the top of the assessment with regard to saving your work as you complete the assessment.

**No. of Days Absence:** This should be a cumulative total through the induction year.

**NB.** If an NQT has more than 30 days absence during the induction period they will automatically have their induction extended by the total number of days absence.

**Additional Information:** **Important: If you grade an NQT C or D please submit a paper copy of the assessment with the signature page completed.**

**Comments by the NQT:** To access this section the NQTs can use their own log-in details. If an assessment needs to be submitted in paper form (C or D grades) NQTs’ comments can be written by hand.

**NB** It is important that tutors discuss the assessments with their NQTs and tick the box to indicate that this has taken place.

Saving the Assessment: At the end of the form select either “Save these details so they can be amended at a later date” or “Save and Continue”. When you select the latter you will be asked to confirm the contract details for the next term, given the option to print a copy of the assessment and finally asked to submit the form to the LA (Local Authority).

Should you wish to amend or add anything to the assessment once it has been submitted please call the NQT office on 01582 830353.

Check-Ups: For part-time NQTs a check-up report is requested at the end of a term if a full assessment is not due. Tutors will again be asked to confirm the contract details and then rather than an assessment form you will get a box in which to make comments on how the NQT is progressing. Please fill these in as a full assessment, when due, will not be accessible if a Check-Up is outstanding.

### Printing

If you wish to print a copy of the targets please use the “Printable Targets” option in the NQT Overview Menu (right hand side).

If you wish to print a copy of the assessment either do so before submitting to the LEA or use the Print option under “Termly Assessments” on the NQT overview page. Please do not use the File/Print method as the forms will be printed without the NQTs personal details and in the wrong format.

**Important: If you are completing a final assessment please print off, complete the signature page and submit a paper copy to the NQT Admin office.**

### Changing NQT's Details

If you wish to change or add any details about the NQT use the NQT Overview Menu (right hand side): Personal details/Training Information/Monitoring Tutor/Contract Details

Monitoring Tutor: if the tutor needs to be changed to a tutor already listed on the system simply select “Monitoring Tutor” and then select the new tutor from the drop down list. If the tutor is a new one he/she will have to be registered as a tutor (see below) before changing the NQT's details.

### **CURRENT TUTORS**

When you select “Current Tutors” a list of all the registered tutors at the school appears with the number of NQTs assigned to them. (Please delete tutors who have left the school).

If you click the “View” option the details, including username and password, for the tutor are given.

Several tutors have been registered without e-mail addresses and as such they will not receive notification of their username and password, any general newsletter e-mails, reminders to complete assessments etc. Please register your tutors with e-mail addresses!

Also on this page is the option to "[Create a New Tutor](#)". When you are registering a new tutor click this and you will be asked to complete details for the tutor including e-mail address and password. Once a tutor has been registered an NQT can be assigned to them.

### To Change Induction Co-ordinator

If the new co-ordinator is new to the school he/she will need to be registered as above only select Induction Co-ordinator rather than Tutor under position.

If the old co-ordinator had NQTs assigned to him/her the NQTs will need to be allocated to other tutors before the old co-ordinator can be deleted from the system. If the old co-ordinator is to remain a tutor then simply change the position in their details.

### Passwords

Co-ordinators have access to the username and passwords of their tutors and NQTs.

If either a tutor or an NQT wish to change their password they need to log-on to the site and select "Login Details" in the left hand menu.