

Headteacher User Guide for Camden Learning

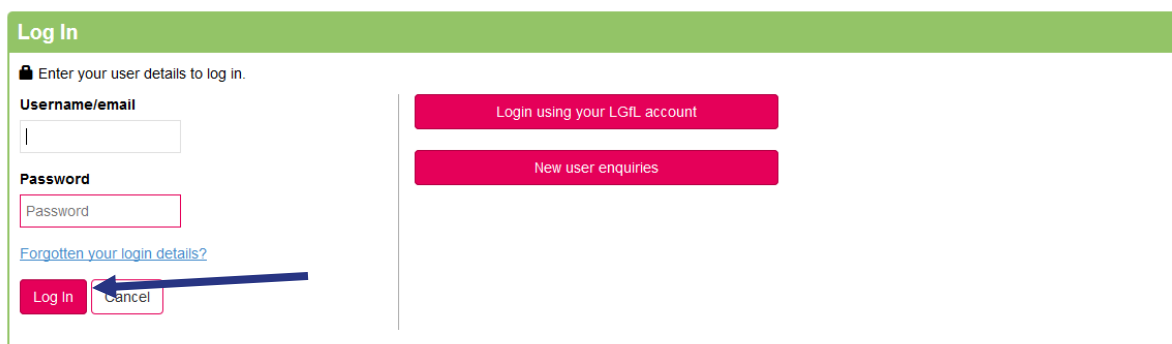
Headteachers sign off NQT assessments forms on [Camden Learning CPD](#).

You will receive an email once the induction tutor and NQT have completed their sections to notify you the assessment form can now be completed.

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Logging on

Enter your username and password or use the LGfL single sign on to **Log in**.



The screenshot shows a 'Log In' form with a green header. Below the header, it says 'Enter your user details to log in.' There are two input fields: 'Username/email' and 'Password'. To the right of these fields are two buttons: 'Login using your LGfL account' and 'New user enquiries'. Below the 'Password' field is a link 'Forgotten your login details?'. At the bottom left are two buttons: 'Log In' and 'Cancel'. A blue arrow points to the 'Log In' button.

For users who have access to multiple establishments you will be prompted to select.



The screenshot shows a 'Login - Select an Establishment' page with a green header. Below the header, it says 'Please select an establishment for this session'. There is a dropdown menu with the text 'Select an establishment'. Below the dropdown is a button 'Select this establishment'. A blue arrow points to the 'Select this establishment' button.

If you do not know your username, please contact nqtsupport@camdenlearning.org.uk. Use the [forgotten password](#) link to reset your password if needed.

Completing NQT assessment forms

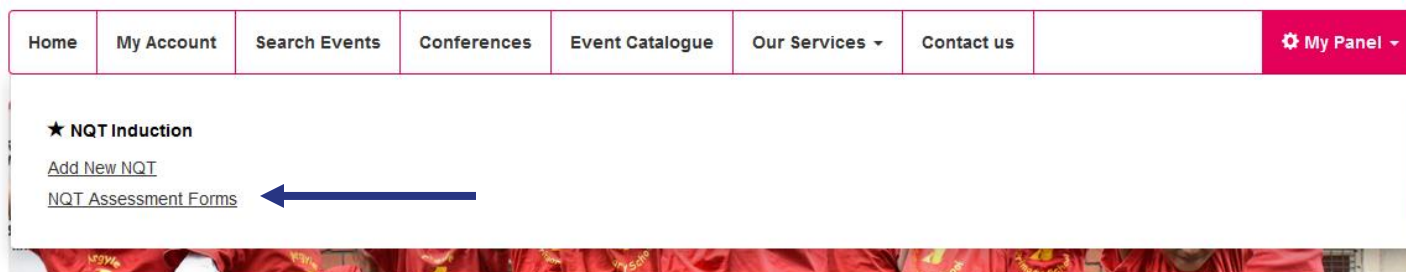
When uploading NQT assessments forms we recommend saving your work regularly. After approximately 25 minutes of inactivity the website will timeout. MS Word templates can be used to complete the assessment form initially before pasting them into the sections online. These templates are available in the [NQT Assessment Dates, Monitoring and Guidance](#) section.

The sequence for completing NQT assessment forms must be:

Induction Tutor/Co-ordinator → NQT → Headteacher

The NQT cannot enter their comments or sign off until the induction tutor has completed their section, and the headteacher cannot enter their comments or sign off until the NQT has completed their section. To complete the assessment, each person must log in with their own details – e.g. the induction tutor cannot enter comments for the NQT or vice versa.

Click on **My Panel** and select **NQT Assessment Forms**.



In **Search for NQT** a summary of your schools NQTs and their progress is displayed. To view a specific NQTs records select **Assessment Forms**.

NQT Assessment Forms - Search for NQT

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

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1 NQT found

Newly Qualified Teacher (Induction Tutor: Induction Tutor)	
Exemplar Primary School	
Induction start date: 01 September 2017	
Hours worked at school: Full Time	
Keystages: KS1 - Year 2	
Assessment 1 due: Wednesday 13 December 2017 ✘	
Assessment 2 due: Wednesday 21 March 2018 ✘	
Assessment 3 due: Wednesday 18 July 2018 ✘	
Induction Progress NQT Form Assessment Forms	


To complete the Headteacher section, click on the relevant assessment and complete the form. Use the **Save** button to save comments as you go through the form, or if you need to revisit the form again before submitting it.

NQT Assessment Form Progress			
 Back to search for NQT Newly Qualified Teacher Exemplar Primary School <i>If an interim or extension NQT assessment form is required, please contact nqtsupport@camdenlearning.org.uk.</i>			
Assessment 1			
Assessment form	Assessment 1 ←		
Due date	13 December 2017		
Assessment submitted date	Not yet submitted		
Assessment form progress	Role	Comments	Confirmation
	Induction Tutor	✓	✓
	Co-ordinator (optional)	×	×
	NQT	✓	✓
	Head Teacher	×	×

Once your comments have been added, the assessment form will remain incomplete if you do not tick the confirmation box, which acts as an electronic signature.

Head Teacher's Comments	
<input type="text"/>	
Head Teacher's Confirmation Once the confirmation box has been ticked and the form saved, this assessment form will be submitted to London Borough of Camden.	<input checked="" type="checkbox"/> ←
Head Teacher's Name	NQT Headteacher
Date	

If you need to update your comments after submitting, email nqtsupport@camdenlearning.org.uk. To check if your section has been confirmed, go back into the assessment. Green ticks will display against your comments & confirmation when the form has been signed off.

Assessment 1			
Assessment form	Assessment 1	 Download PDF	
Due date	13 December 2017		
Assessment submitted date	06/03/2018 15:25:44		
Assessment form progress	Role	Comments	Confirmation
	Induction Tutor	✓	✓
	Co-ordinator (optional)	×	×
	NQT	✓	✓
	Head Teacher	×	✓