

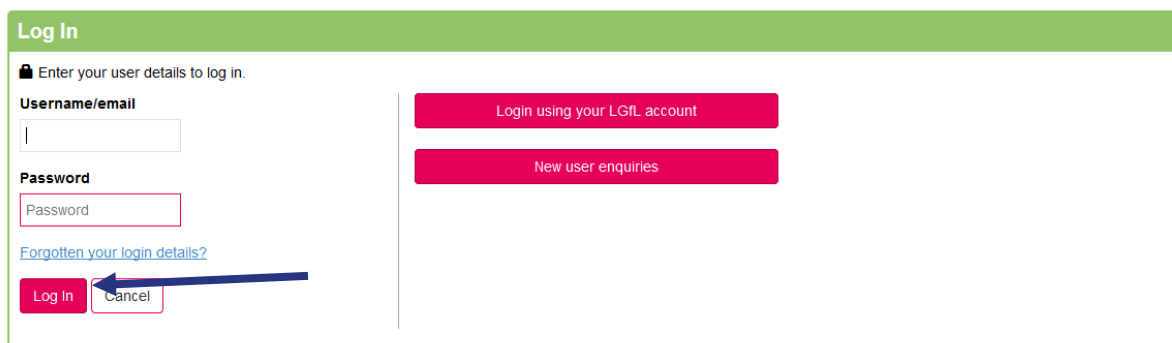
## NQT Induction Tutor User Guide for Camden Learning

Induction tutors can add, view and update NQT records on [Camden Learning CPD](#).

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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. It contains fields for 'Username/email' and 'Password', a 'Forgot your login details?' link, and 'Log In' and 'Cancel' buttons. A blue arrow points to the 'Log In' button. To the right, there are two red buttons: 'Login using your LGfL account' and 'New user enquiries'.

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



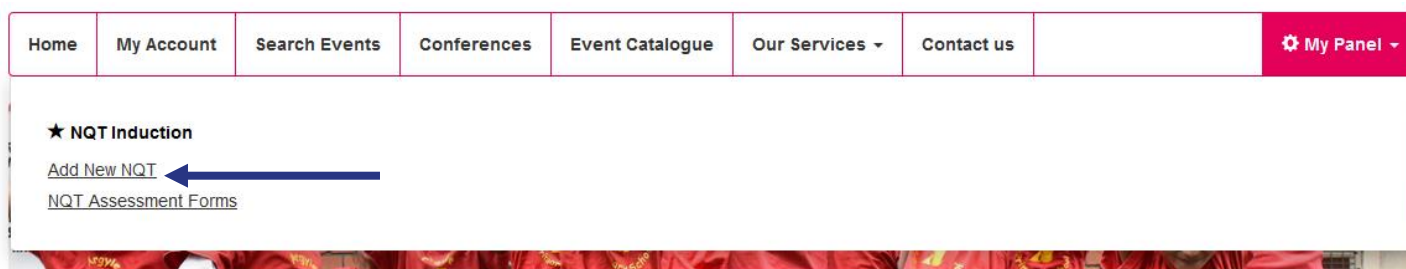
The screenshot shows a 'Login - Select an Establishment' page with a green header. It contains a dropdown menu labeled 'Select an establishment' and a red button labeled 'Select this establishment'. A blue arrow points to the 'Select this establishment' button.

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

**Please note:** if you have not previously acted as an induction tutor, you will need to email [nqtsupport@camdenlearning.org.uk](mailto:nqtsupport@camdenlearning.org.uk) to have your profile updated.

### Registering your NQT

Click on **My Panel** and select **Add new NQT**.



The screenshot shows a navigation menu with items: Home, My Account, Search Events, Conferences, Event Catalogue, Our Services, Contact us, and My Panel. The 'My Panel' item is highlighted in red. Below the menu, there is a section titled '★ NQT Induction' with two links: 'Add New NQT' and 'NQT Assessment Forms'. A blue arrow points to the 'Add New NQT' link.

Complete the mandatory fields to register your new NQT. Before starting, you will require the following information:

- ✓ First and last name
- ✓ Email address
- ✓ Date of birth
- ✓ Teacher reference number
- ✓ Contract start date
- ✓ Key stage(s) taught
- ✓ Has the NQT already completed part of their induction?
- ✓ Start date of statutory induction

Once you have completed the form, click **Save**. The NQT will be emailed their login details so they can access Camden Learning CPD. If you need to make any changes after saving the form, please email [nqtsupport@camdenlearning.org.uk](mailto:nqtsupport@camdenlearning.org.uk). The NQT induction tutor and NQT will receive an email with the assessment dates once they have been set.

### Completing or viewing NQT assessment forms

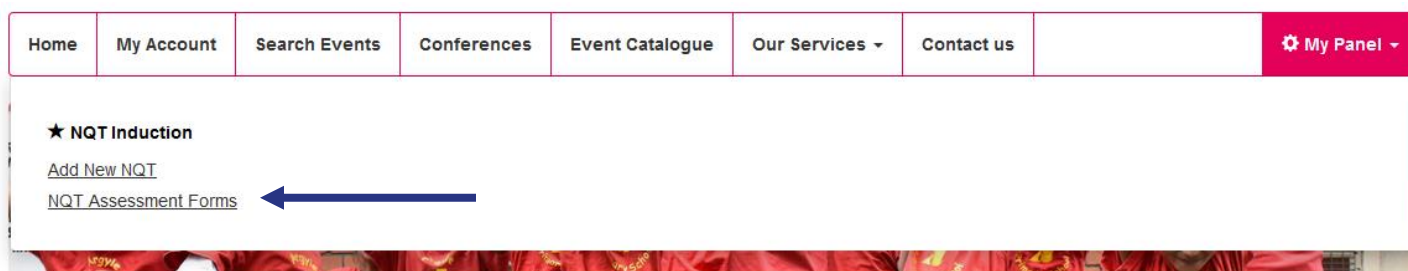
When uploading NQT assessments forms we recommend saving your work regularly. After approximately 25 minutes of inactivity the website will timeout. MS Word templates can be used to complete the assessment form initially before pasting them into the sections online. These templates are available in the [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.*

To view your NQTs assessment forms, 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"/>		

Page 1 of 1


1 NQT found

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


To complete the induction tutor sections, 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  
 If an interim or extension NQT assessment form is required, please contact [nqtsupport@camdenlearning.org.uk](mailto:nqtsupport@camdenlearning.org.uk).

<b>Assessment 1</b>			
Assessment form	<a href="#">Assessment 1</a> 		
Due date	13 December 2017		
Assessment submitted date	<b>Not yet submitted</b>		
Assessment form progress	<b>Role</b>	<b>Comments</b>	<b>Confirmation</b>
	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.

<b>NQT Induction Tutor's Confirmation</b> Once you have confirmed you cannot edit your section of the form	<input type="checkbox"/> * 
<b>NQT Induction Tutor's Name</b>	Induction Tutor
<b>Date</b>	

After submitting the assessment, the NQT will receive an email advising them the form is ready for them to input their comments.

If you need to update your comments after submitting, email [nqtsupport@camdenlearning.org.uk](mailto: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 and passed on to the NQT for completion. If not, go back into the form and confirm your comments.

<b>Assessment 1</b>			
<b>Assessment form</b>	<a href="#">Assessment 1</a>		
<b>Due date</b>	13 December 2017		
<b>Assessment submitted date</b>	<b>Not yet submitted</b>		
<b>Assessment form progress</b>	<b>Role</b>	<b>Comments</b>	<b>Confirmation</b>
	Induction Tutor	✓	✓ 
	Co-ordinator (optional)	×	×
	NQT	×	×
	Head Teacher	×	×

The **Co-ordinator** section of the form is optional – if you have an induction co-ordinator and wish to use this section, please liaise with your NQT so that the co-ordinator can make their comments first.