

NQT User Guide for Camden Learning

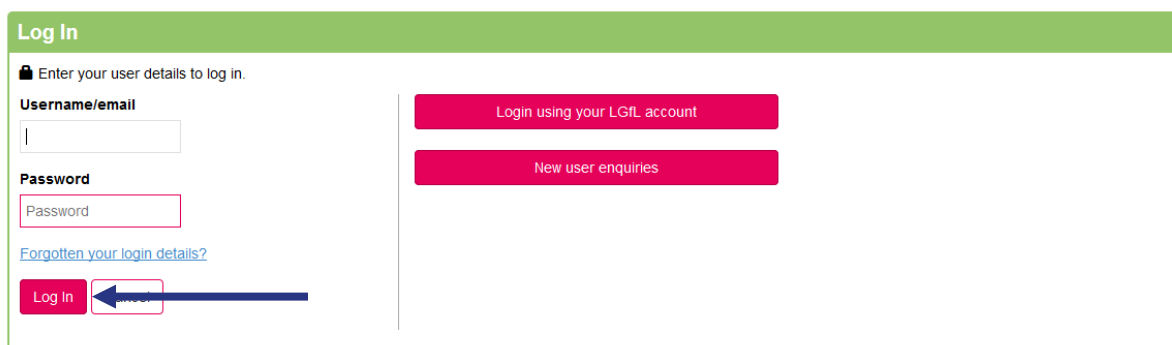
Your school will setup a profile for you on [Camden Learning CPD](#).

When your profile has been created, you will be sent an email with your login details and separately you will receive an email with your assessment dates.

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Logging on

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

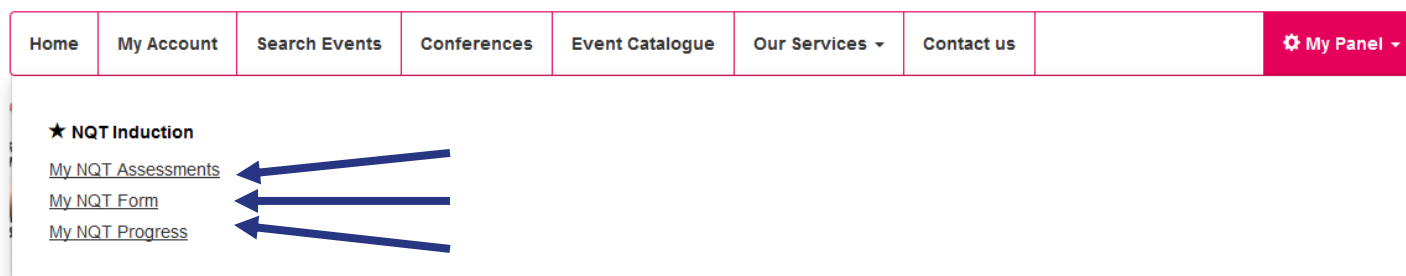


The screenshot shows a 'Log In' form with a green header. It contains a lock icon and the text 'Enter your user details to log in.' There are two input fields: 'Username/email' and 'Password'. Below the password field is a blue link 'Forgotten your login details?'. To the right of the input fields are two red buttons: 'Login using your LGfL account' and 'New user enquiries'. At the bottom left is a red 'Log In' button with a blue arrow pointing to it from the right.

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

Reviewing your information

Click on **My Panel** to browse your information.



The screenshot shows a navigation menu with items: Home, My Account, Search Events, Conferences, Event Catalogue, Our Services (with a dropdown arrow), Contact us, and My Panel (with a gear icon and a dropdown arrow). Below the menu, under the heading '★ NQT Induction', there are three links: 'My NQT Assessments', 'My NQT Form', and 'My NQT Progress'. Three blue arrows point from the right towards these three links.

Completing or viewing NQT assessment forms

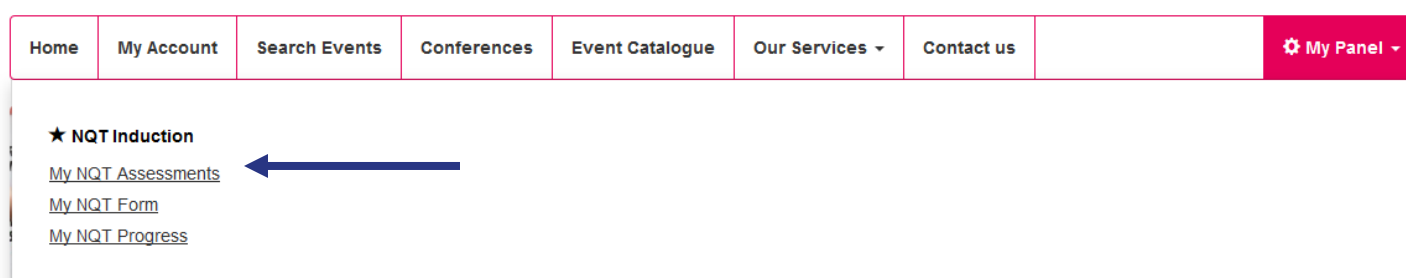
When uploading NQT assessments forms we recommend saving your work regularly. After approximately 25 minutes of inactivity the website will timeout. MS Word templates can be used to complete the assessment form initially before pasting them into the sections online. These templates are available in the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



When an assessment is due, you can only complete the form once your induction tutor has submitted their comments (you will receive an email to notify you of this). When this has been done, you will see a green tick next to the induction tutor's confirmation.

NQT Assessment Dates			
Back to My Account Newly Qualified Teacher Exemplar Primary School			
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	×	×
Quality Assurance			

To complete the NQT section, click on the relevant assessment form. 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.

I have discussed this report with the Induction Tutor and/or Head Teacher	<input checked="" type="radio"/> Yes <input type="radio"/> No *
NQT's Comments	
I have the following comment to make: <input type="text"/>	
NQT's Confirmation Once this form is confirmed this cannot be edited	<input checked="" type="checkbox"/> *
NQT's Name	Newly Qualified Teacher
Date	

Once you have confirmed your section, an email will be sent to your headteacher advising them the form is ready for their input.

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 and passed on to the Headteacher for completion. If not, go back into the form and confirm your comments.

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	×	×
Quality Assurance			