

BLT Online
Newly Qualified Teacher
Induction Service

Headteacher User Guide

BLT Online - NQT Induction Service

User Guide for Headteacher

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Accessing the site

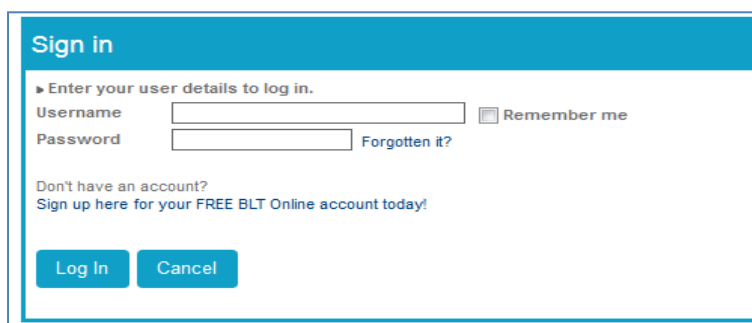
1. To access the site go to www.learningtrust.com



The screenshot shows the Buckinghamshire Learning Trust website homepage. At the top left is the logo. A navigation menu includes 'Home', 'BLT Online', 'My BLT Online', 'Search Events', 'FAQ', and 'General Enquiry'. A 'Login / Register' button is highlighted with a red box. Below the menu is a 'BLT' sidebar with links for 'About Us', 'User Guides', 'CPD Events', and 'Traded Services e-Store'. The main content area features a welcome message and three featured sections: 'CPD Events', 'Traded Services e-Store', and 'School Vacancies'. The footer contains links for 'Terms & Conditions', 'Privacy & Cookie Policy', and 'Contact Us', along with registration numbers.

2. Select Login/ Register.

- a. If you already have an account with BLT Online enter your username and password into the 'Sign in' box and press 'Enter'. You can use the forgotten password link if needed.
- b. If you don't have a BLT Online account please contact nqt@learningtrust.net



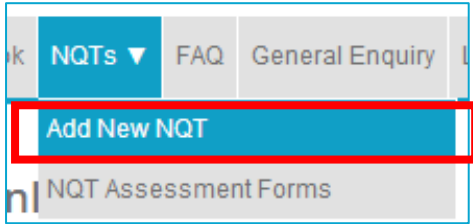
The 'Sign in' form is titled 'Sign in' and contains the following elements:

- A heading: 'Enter your user details to log in.'
- A 'Username' input field with a 'Remember me' checkbox to its right.
- A 'Password' input field with a 'Forgotten it?' link to its right.
- A link: 'Don't have an account? Sign up here for your FREE BLT Online account today!'.
- Two buttons: 'Log In' and 'Cancel'.

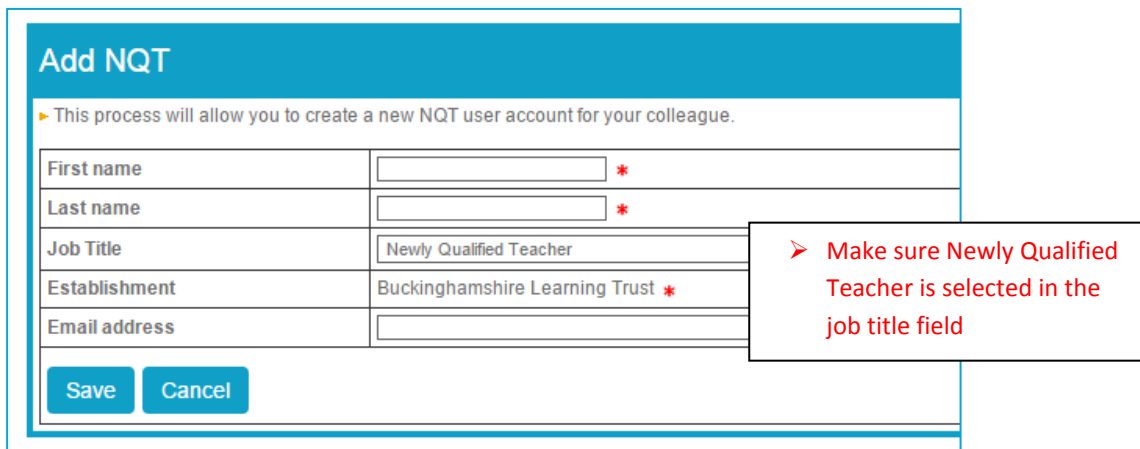
3. Once you have logged in you can easily change your password by clicking on My BLT Online then go to My Account – Change Username and Password.

Adding a new NQT

1. To add a new NQT select 'Add New NQT' from the 'NQTs' dropdown on the header bar:



2. This will take you to the 'Add NQT' page. Fill in the details and click Save.

A screenshot of the 'Add NQT' form. The form has a blue header with the title 'Add NQT'. Below the header is a sub-header: 'This process will allow you to create a new NQT user account for your colleague.' The form contains several input fields: 'First name', 'Last name', 'Job Title', 'Establishment', and 'Email address'. The 'Job Title' field is pre-filled with 'Newly Qualified Teacher'. The 'Establishment' field is pre-filled with 'Buckinghamshire Learning Trust'. There are red asterisks next to the 'First name', 'Last name', and 'Establishment' fields, indicating they are mandatory. At the bottom of the form are 'Save' and 'Cancel' buttons. A callout box with a red arrow points to the 'Job Title' field, containing the text: 'Make sure Newly Qualified Teacher is selected in the job title field'.

3. An email will then be sent to the address supplied informing the NQT of their login details.

4. You will then be taken to the NQT Registration form.

You do not have to complete this form immediately - you will be able to find the NQT's account again (once you are ready to complete the registration form) by searching for them on the Manage NQTs page. **Please don't set up the NQT with a user account again otherwise they will have 2 accounts.**

Please bear in the mind that the NQT cannot undertake any assessments or be registered as an NQT on the National College's Teacher Services site until you have submitted their registration form. Once the registration form has been submitted and authorised by NQT Admin at BLT, the NQT will be able to complete their induction period and will be officially registered as an NQT under Buckinghamshire Learning Trust on the NCTL's Teacher Services site by NQT Admin.

5. Please ensure that you have all the information required to complete all of the mandatory fields (fields marked with a red * are mandatory) on the registration form:

NQT registration form - Add

Before filling in this form, please ensure you have the information for all the required fields.

NQT's details	
Title	Mr ▼
Firstname	John *
Lastname	Doe *
Former name	
Email address	someone@webbased.co.uk *
Date of Birth	<input type="text"/> [calendar icon] *
Date Qualified	<input type="text"/> [calendar icon] *
NI Number	<input type="text"/> * Please enter without spaces
NQT's Teacher Reference Number	<input type="text"/> * Please enter your 7 digit teacher reference number only
Date registration form created	20 November 2014
ITT Information	
Institution attended	<input type="text"/> *
Induction to be completed at	
School name	Webbased Ltd
NQT Induction Tutor	
Select member of staff	Select ▼ *
Role in school	<input type="text"/>
Induction	
Start date of statutory induction	20 November 2014 [calendar icon] *
Length of contract	<input type="text"/>
Type of contract	Select type of contract ▼ *
Contract start date	20 November 2014 [calendar icon]
Hours contracted to work	Full time ▼
Contract end date	<input type="text"/> [calendar icon] Blank

6. The induction end date will be auto populated (therefore can be left blank) **IF** the following 3 conditions apply: The NQT starts their induction period on 1st September, the NQT is working full time and the NQT has not served any part of their induction already. If these conditions do NOT apply please enter the completion date you believe to be correct and put a note in the 'induction end notes' field if you are unsure what the induction end date should be. The NQT admin team will be able to check this field when they authorise the form.

Induction end date	<input type="text"/> [calendar icon] Blank
Induction end notes	<div style="border: 1px solid #ccc; height: 40px;"></div>

7. If the NQT has completed part of their induction elsewhere please select the 'yes' radio button in the 'Has the NQT already completed part of their induction elsewhere?' field to expand the options shown below:

Has the NQT already completed part of their induction elsewhere? Yes <input type="radio"/> No <input checked="" type="radio"/> *	
No previous schools have been recorded Add new school 	
Have seen documentation from previous school(s)?	<input type="checkbox"/>

Then click on 'Add new school' to add details of previous school and number of assessments completed there. Finally, click the Save button to save this record and tick to indicate whether you have seen the previous assessment(s):

Has the NQT already completed part of their induction elsewhere? Yes <input type="radio"/> No <input checked="" type="radio"/> *				
No previous schools have been recorded				
School name	School address	Start date	End date	Assessments Completed
<input type="text"/>	<input type="text"/>	14 January 2015 <input type="text"/>	14 January 2015 <input type="text"/>	0 <input type="text"/>
<input type="button" value="Save"/> <input type="button" value="Cancel"/>				
 Add new school 				
Have seen documentation from previous school(s)?		<input type="checkbox"/>		

After submitting the registration form, please ensure previous assessments are uploaded into the evidence section (which can be found next to the NQT's name on your list of registered NQTs). When you click on 'Add evidence' a pop-up window will appear, as displayed below. More detail is given on this in the 'NQT Evidence' section below.

NQT Evidence for NQT Guide at High School	
Name	<input type="text"/>
Description	<input type="text"/>
School	High School (Former School) <input type="text"/>
File	<input type="button" value="Choose File"/> No file chosen *
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>	

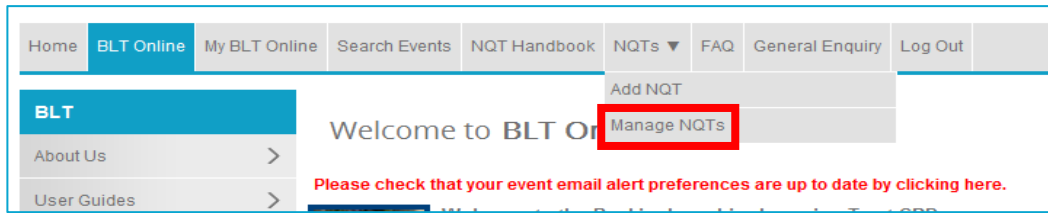
- You can enter notes for the attention of NQT Admin, if required, at the bottom of the registration form.

Confirmation	
I confirm that the NQT has Qualified Teacher Status (QTS)	<input type="checkbox"/>
Notes	<input type="text"/>
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

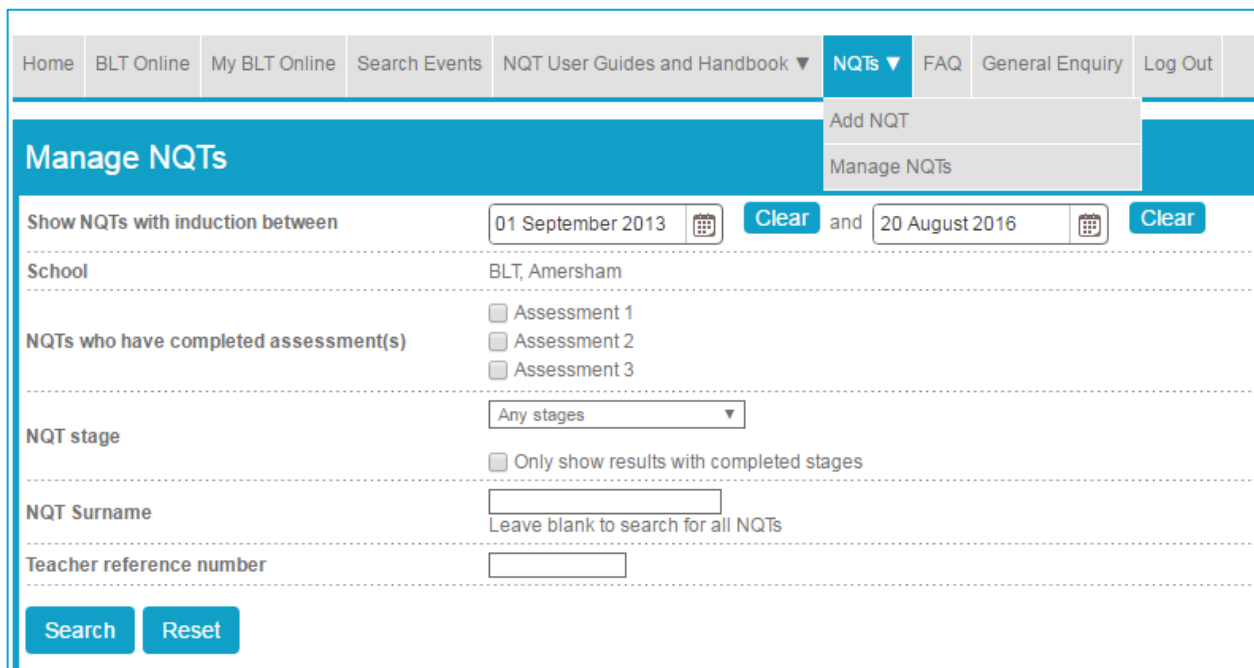
- Click Save and the form will be submitted to the NQT Admin team for approval. Once NQT Admin has approved the registration form, you and your NQT will be emailed notification.

Managing NQTs' records

1. To manage your NQT's record, select 'Manage NQTs' from the 'NQTs' dropdown menu on the top menu bar:



2. In the 'Manage NQTs' box you can leave the fields blank and click 'Search' to return all of your NQTs or search by specific fields. None of your NQTs will appear until you perform the search.

A screenshot of the 'Manage NQTs' search form. The form is titled 'Manage NQTs' and is located under the 'NQTs' dropdown menu. It contains several search criteria fields: 'Show NQTs with induction between' (with date pickers for '01 September 2013' and '20 August 2016', each with a 'Clear' button), 'School' (with a text input field containing 'BLT, Amersham'), 'NQTs who have completed assessment(s)' (with checkboxes for 'Assessment 1', 'Assessment 2', and 'Assessment 3'), 'NQT stage' (with a dropdown menu set to 'Any stages' and a checkbox for 'Only show results with completed stages'), 'NQT Surname' (with a text input field and the instruction 'Leave blank to search for all NQTs'), and 'Teacher reference number' (with a text input field). At the bottom of the form are 'Search' and 'Reset' buttons.

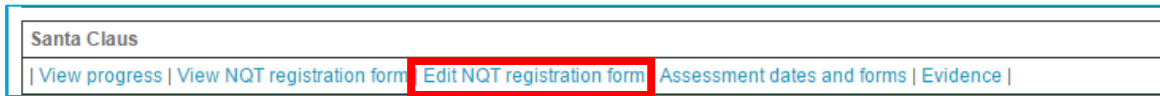
3. If can't find your NQT(s), you may need to amend the range for the induction start date. As the Headteacher, you will be able to see the records for all the NQTs in your school. Induction tutors can only see those NQTs in the school who are assigned to them.

Viewing an NQT's Registration Form

1. From your search, click on 'View NQT Registration Form' to view the registration form of that NQT.



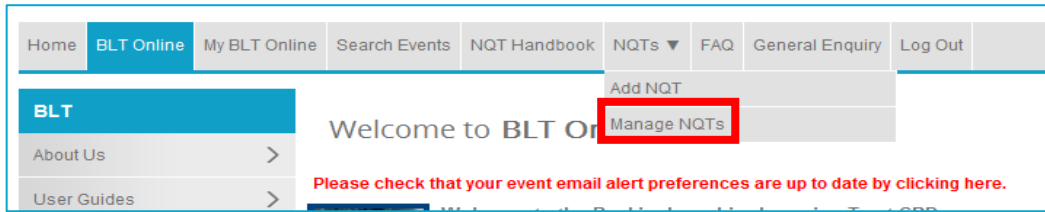
2. Click 'Edit NQT Registration Form' to edit the form. After the form has been authorised by NQT Admin you will no longer be able to edit it. Instead, please email nqt@learningtrust.net to request NQT Admin to make the changes for you.



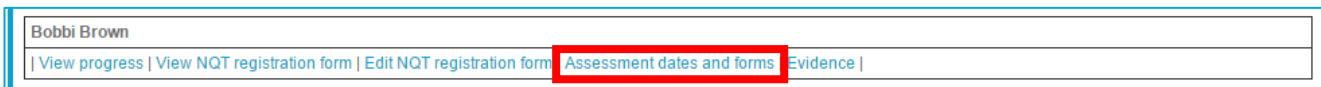
3. If you do make any changes to the registration form before it has been authorised by NQT Admin click 'Save' to save any changes made.

NQT Assessments

1. In order to confirm/view your NQT's assessments, go to 'Manage NQTs' and click on 'Search' to return all of your NQTs.



2. Click on 'Assessment dates and forms' to confirm/view an NQT's assessments:



3. Please note, only induction tutors can write assessments for NQTs. Once the induction tutor has completed the form it is sent on to be read and signed off by the NQT. It then comes to you (the Headteacher) for sign-off before the final step of NQT Admin sign-off.
4. Click on the 1st assessment form link (see the red box below) to open that assessment.

NQT Assessments	
Back to Manage NQTs	
Test Nqt	
BLT, Amersham, Chiltern District Council Offices, King George V House, King George V Road, HP6 5AW	
Assessment 1	
Skip assessment (completed elsewhere)	No
Due date	20 December 2016
Assessment submitted date	
Assessment form	Assessment form 1 View Print Download PDF
Evidence	Add evidence View evidence
Notes visible to NQT	
Assessment 2	
Skip assessment (completed elsewhere)	No
Due date	31 March 2017
Assessment submitted date	
Assessment form	Assessment form 2 View Print Download PDF
Evidence	Add evidence View evidence
Notes visible to NQT	


5. Once you have reviewed the assessment, please add your comments then **tick the 'Headteacher confirmation' box** and click on 'Save.' The form will be automatically sent to BLT NQT Admin for final sign-off.

NQT Evidence

1. You can add any documentation to your NQT's record (such as assessments from previous schools, action plans or lesson observations) in the 'Evidence' area. This is not mandatory so please only use it if you wish to.
2. From the Manage NQTs search results, navigate to the NQT and click 'Evidence':

Test Tester	
BLT, Amersham	Registration form approved and assessments assigned
View progress View NQT registration form Assessment dates and forms Evidence	

3. You will then be taken to the NQT Evidence page, where you can access and edit any evidence already submitted for that NQT, and add new evidence.

NQT Evidence for Barbara Five		
Add evidence		
Page 1 of 1		
Name		 Download 54.15KB
Date uploaded	Monday 15 December 2014	Edit Delete
Description		
School	Jester's Guild (Former School)	

4. If you click on 'Add Evidence', the form below will expand; allowing you to upload the evidence file to the system as well as put in any helpful information about the evidence.

NQT Evidence for NQT Guide at High School	
Name	<input type="text"/>
Description	<input type="text"/>
School	High School (Former School) ▼
File	<input type="button" value="Choose File"/> No file chosen *
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>	

FAQs

Registrations

1. What happens if I add an NQT but can't complete their registration form straight away?

You can find the NQT you have added by searching for them on your 'Manage NQTs' page. A search will bring up that NQT's name and you can then fill out a registration form for them by clicking on 'edit registration form'.

2. What should I do if my NQT has completed part of their induction period in another school already?

When you complete the registration form you have the chance to add details of an NQT's previous induction history. The NQT Admin Team will see this information when they authorise the registration form. Please then save the NQT's previous assessment(s) in the NQT's evidence section.

3. What should I do if my NQT doesn't know their Teacher Reference Number (TRN)?

All trainees should know their TRN even if they are still undertaking initial teacher training. If they can't remember/ find it, we would advise they speak to their training provider or contact the National College for Teaching & Leadership on qts.enquiries@education.gov.uk or call 0207 593 5394.

The BLT Online system requires you to enter an NQT's 7 digit teacher reference number (it's usually in the format **/***** so ignore out the / and enter the figures with no break) on the registration form before submitting it so that we can ensure you are not registering teachers who aren't eligible to undertake NQT induction. If you have any queries about the eligibility of specific NQTs, including Irish trained NQTs, please contact the BLT NQT team on (nqt@learningtrust.net or 01296 382859).

4. What happens with Overseas Trained Teachers?

Please refer to the guidance on our NQT website at: <http://nqt.learningtrust.net/overseas-trained-teachers.html> or contact us directly if you have further questions on nqt@learningtrust.net. If your NQT trained in Ireland they may be able to serve their probationary period in your school; however this is slightly different from the usual induction so we advise you to contact us on nqt@learningtrust.net to discuss the situation when your school takes on somebody in this position.

5. I'm confused by the 'induction end date' section on the registration form. Help!

The 'induction end date' box can be left blank if your NQT fulfils the following criteria:

1. The induction start date is 1st September
2. The NQT is full time
3. The NQT has not completed any part of their induction elsewhere.

The system will then auto-populate all of the NQT's assessment dates if these conditions apply and the induction end date box has been left blank.

If your NQT does **not** fulfil any of the above 3 criteria, please enter the completion date you believe to be correct (e.g. if the NQT is working at 0.5 FTE, induction will take 2 years instead of 1). You also have the option to comment in the 'induction end notes' box if you are unsure.

The NQT Admin Team will check the induction end date for each NQT registration form submitted and we will then email out the assessment due dates (to you and the NQT) as confirmation.

Assessment Forms

6. Can I save an assessment form as I go along?

Yes, please do save the form as you go along. If you click save (without ticking the confirmation box) you can return to the form as many times as you wish to edit it. The assessment form is only submitted once you have ticked the confirmation box at the end of the form and clicked save. **Please note that once you have ticked the assessment confirmation box and saved it you will no longer be able to edit the form. We advise you to check the form thoroughly before clicking the confirmation box and saving the form.**

7. What is the sign-off process for assessment forms?

Once the Induction Tutor has completed the NQT's assessment form and ticked the confirmation box at the bottom of it, it goes on to the NQT for sign-off, then the Headteacher, then finally the BLT NQT Admin Team. Once the NQT Admin Team has authorised the form, the Induction Tutor and NQT will receive notification of this. If it's a successful final assessment, a confirmation letter will be emailed (from the system) to the Induction Tutor, the Headteacher and the NQT.

8. What happens when an NQT has completed their induction?

Once the NQT Admin Team have authorised a final assessment, the Induction Tutor, NQT and Headteacher receive a confirmation email. The NQT Admin Team then update the NQT's record on the National College for Teaching & Leadership's website and they (not Buckinghamshire Learning Trust) will email confirmation of successful completion to the NQT directly, along with instructions on how to access their certificate on the NCTL's self-service portal: <https://teacherservices.education.gov.uk/SelfService/Login>

Please note that the BLT does not issue certificates. The NCTL can be contacted on gts.enquiries@education.gsi.gov.uk or 0207 593 5394.

You will be able to access the records of any of your previous NQTs' (only those who started the process from September 2014) on BLT Online by selecting 'NQT Induction Complete' (from the dropdown 'NQT stage') in the search box on the Manage NQTs page. The NQT Admin Team can also access all previous NQTs' records in the same way.

Other

9. What should I do if I have concerns about an NQT's progress?

Please contact us in the usual way – by calling us on 01296 382859 or by emailing nqt@learningtrust.net . You will be able to securely store and share any supporting evidence, action plans, lesson observations etc. directly in the NQT's evidence section instead of having to email them to us.

10. Who should I contact if I need to change contact details names of an NQT's Induction Tutor or Headteacher?

Please contact the NQT team (01296 382859 or nqt@learningtrust.net) and we will make the required amendments.

Contact Details

If you have any problems or queries please email nqt@learningtrust.net or telephone the NQT Admin Team on 01296 382859 or