

BLT Online
Newly Qualified Teacher
(NQT) Induction Service

NQT User Guide

BLT Online - NQT Induction Service

User Guide for NQT

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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. At the top left is the logo, which consists of a stylized bird or wave shape in blue and red above the text 'Buckinghamshire Learning Trust'. Below the logo is a navigation menu with links: Home, BLT Online, My BLT Online, Search Events, FAQ, and General Enquiry. On the right side of the navigation menu, there is a red-bordered box containing the text 'Login / Register' and a smaller button labeled 'Log In Here'. Below the navigation menu is a sidebar with a 'BLT' header and four menu items: 'About Us', 'User Guides', 'CPD Events', and 'Traded Services e-Store', each with a right-pointing arrow. The main content area features a welcome message: 'Welcome to Buckinghamshire Learning Trust Traded Services and CPD'. Below this are three featured sections, each with a photograph and a title: 'CPD Events' (with a photo of children), 'Traded Services e-Store' (with a photo of a teacher and student), and 'School Vacancies' (with a photo of two young boys). At the bottom of the page, there is a footer with links for 'Terms & Conditions', 'Privacy & Cookie Policy', and 'Contact Us', along with registration numbers: 'Trust Registration Number: 1151135' and 'Company Registration Number: 8353197'.

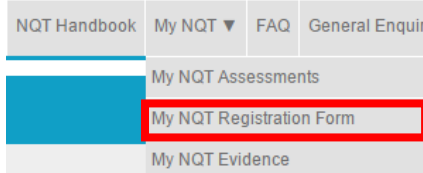
2. Select Login/ Register.
 - a. If you already have an account with BLT Online enter your username and password into the 'Sign in' box and press 'Enter'. You can use the forgotten password link if needed.
 - b. If you don't have a BLT Online account please contact nqt@learningtrust.net

The screenshot shows a 'Sign in' form with a blue header. Below the header, there is a prompt: 'Enter your user details to log in.' followed by two input fields: 'Username' and 'Password'. To the right of the 'Username' field is a checkbox labeled 'Remember me'. Below the 'Password' field is a link that says 'Forgotten it?'. Below the input fields, there is a message: 'Don't have an account? Sign up here for your FREE BLT Online account today!'. At the bottom of the form are 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.

My NQT Registration Form

- Once you are logged in you will be able to view your registration details.
 - On the top menu, click on the 'My NQT' dropdown and select 'My NQT Registration Form'.

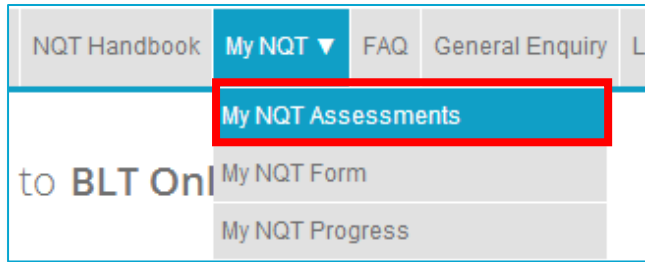


- You will be taken to the registration form that is being completed/was completed by your induction tutor. Once it has been authorised by the BLT NQT Admin Team you won't be able to make any changes to the form. If you wish to make changes in this instance please contact the BLT NQT Admin team at nqt@learningtrust.net or 01296 382859.

NQT registration form - View	
Back to My BLT Online	
NQT's details	
Title	
Firstname	Nqt
Lastname	Guide
Former name	
Email address	c-1131@learningtrust.net
Date of Birth	01 January 1970
NI Number	AA123456A
NQT's Teacher Reference Number	1234567
Date registration form created	18 December 2014

My NQT Assessments

1. To view and access your assessment forms click on 'My NQT' in the top menu and then click on 'My NQT Assessments'.



2. This will take you to the 'NQT Assessments' page.

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 <small>Note: This assessment <i>must</i> be filled out electronically</small>
Evidence	Add evidence View evidence
Notes visible to NQT	<div style="border: 1px solid black; height: 40px;"></div>
Assessment 2	
Skip assessment (completed elsewhere)	No
Due date	31 March 2017
Assessment submitted date	
Assessment form	Assessment form 2 View Print Download PDF <small>Note: This assessment <i>must</i> be filled out electronically</small>

3. Click on the assessment form link itself (see red box above) to access the form. If it is at the correct stage, you will also be able to edit your sections of the assessment. If it is a future assessment you will not be able to enter any information onto it until your induction tutor has completed it.
4. Click on 'View' to view the assessment only.
5. Once your Induction Tutor has filled in and signed off your current assessment form, it will be open for you to sign off. You will be able to view any comments made, as well as make your own comments:

Please reflect on your time throughout this assessment period and consider whether:

- you feel that this report reflects the discussions that you have had with your NQT Induction Tutor and/or headteacher during this assessment period;
- you are receiving your full range of entitlements in accordance with regulations and guidance (<http://www.education.gov.uk/schools/leadership/deployingstaff/b0066959/induction-newly-qualified-teachers>)
- there are any areas where you feel you require further development/support/guidance when looking towards the next stage of your induction. If so, what are these areas?

I have discussed this report with the Induction Tutor and/or head teacher	<input type="radio"/> Yes <input type="radio"/> No
I have the following comments to make	<div style="border: 1px solid gray; height: 30px; width: 100%;"></div>
NQT Confirmation	<input type="checkbox"/>
NQT Name	Test Tester
Date	
Headteacher's Comments	
Headteacher Confirmation	
Headteacher Name	Test Headteacher
Date	
NQT Induction Tutor Name	Test Inductiontutor
I confirm that the NQT has received a personalised programme of support and monitoring throughout the period specified below in line with the statutory guidance. (Induction for newly qualified teachers)	Yes
Date	20 August 2016
Appropriate Body Confirmation	No

Save cancel

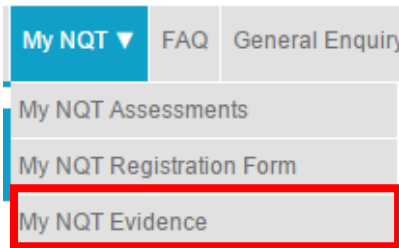
6. You can fill in any comments you wish to make in the box provided. Please tick to indicate that you have discussed the assessment with your induction tutor and/ or Headteacher. You can continue to write and save the assessment at any point up until the confirmation box has been ticked. Once you have ticked the confirmation box, saving the document will submit it to the Headteacher for the next stage of the approval process.

PLEASE NOTE THAT ONCE YOU TICK THE CONFIRMATION BOX AND SAVE THE DOCUMENT YOU WILL NO LONGER BE ABLE TO EDIT THE ASSESSMENT FORM. WE WOULD ADVISE YOU TO CHECK THE DOCUMENT FULLY BEFORE CLICKING THE CONFIRMATION BOX AND SAVING.

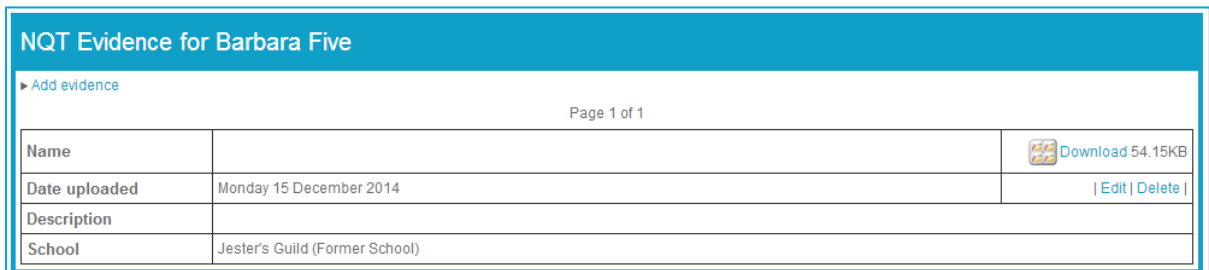
Once the Headteacher has signed the assessment it goes to the NQT Admin Team for sign-off. When the NQT Admin Team have authorised the assessment form you will receive an email to confirm the final sign-off. If it is your final assessment you will be emailed a letter to confirm your successful completion of the induction programme.

My NQT Evidence

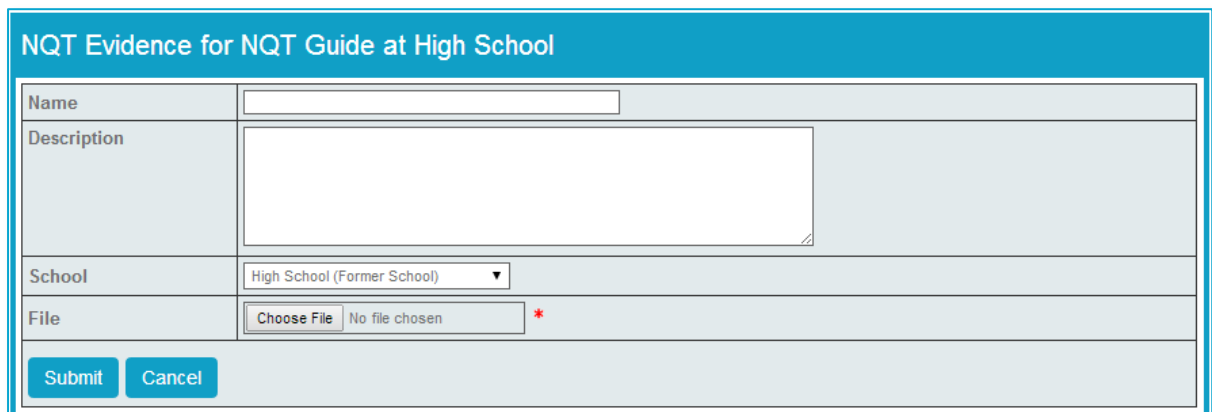
1. To view and access your submitted evidence (such as assessments from previous schools, action plans or lesson observations) click on 'My NQT' in the top menu and then click on 'My NQT Evidence'. Using the 'Evidence' area is not mandatory so please only use it if you wish to.



2. You will then be taken to your NQT Evidence page, where you can access and edit any evidence already submitted and also add new evidence.



3. If you click on 'Add Evidence', the form below will expand and thus allow you to upload the evidence file to the system as well as put in any helpful information about the evidence.



A screenshot of a web form titled 'NQT Evidence for NQT Guide at High School'. The form is a table with the following fields:

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"/>	

Contact Details

Please contact the NQT Admin Team if you have any queries on nqt@learningtrust.net or 01296 382859.