BLT Online
Newly Qualified Teacher
Induction Service
Headteacher User Guide

BLT Online - NQT Induction Service
User Guide for Headteacher

Contents

Accessing the site

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

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.
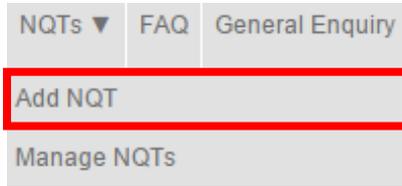   b. If you don't have a BLT Online account please contact nqt@learningtrust.net
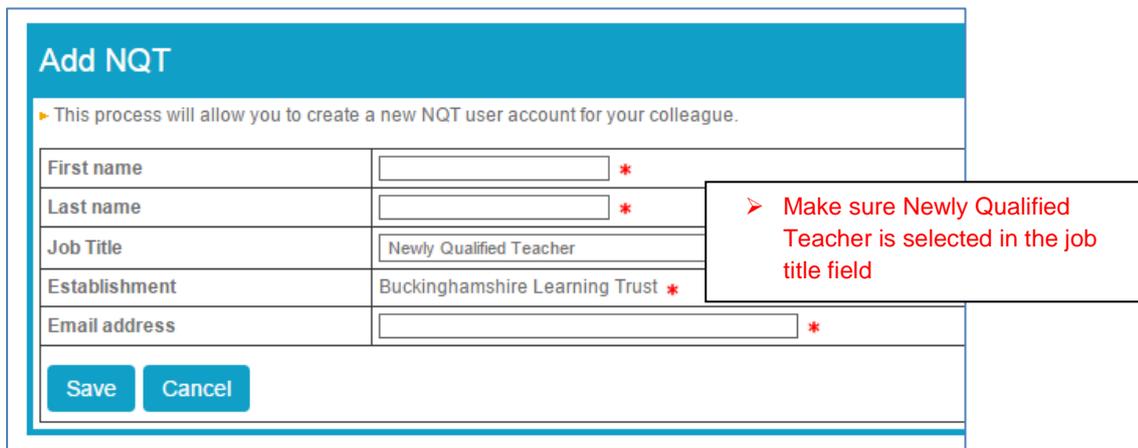

3. Once you have logged in you can easily change your password by clicking on 'My BLT Online' then go to 'My Account – Change Username and Password'.

Adding a new NQT

1.1. To add a new NQT click the 'NQTs' dropdown on the header bar and click 'Add NQT'.

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

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	📅 *
Date Qualified	📅 *
NI Number	* Please enter without spaces
NQT's Teacher Reference Number	* Please enter your 7 digit teacher reference number only
Date registration form created	20 November 2014

ITT Information

Institution attended	*

Induction to be completed at

School name	Webbased Ltd

NQT Induction Tutor

Select member of staff	Select ▼ *
Role in school	

Induction

Start date of statutory induction	20 November 2014 📅 *
Length of contract	
Type of contract	Select type of contract ▼ *
Contract start date	20 November 2014 📅
Hours contracted to work	Full time ▼
Contract end date	📅 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	📅 Blank
Induction end notes	

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:

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

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.

8. You can enter notes for the NQT, if required, in the registration form.

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9. Click Save and the form will be submitted to the NQT Admin Team for approval. An email will be sent to the NQT on saving the form to inform them that you have submitted their registration form.

NQT registration form - Add

The establishment and user profile have been added
The NQT user details have been added
Back to My BLT Online

Managing NQTs' Records

1. To manage your NQT's record, click the NQTs dropdown on the header bar and select 'Manage NQTs'.
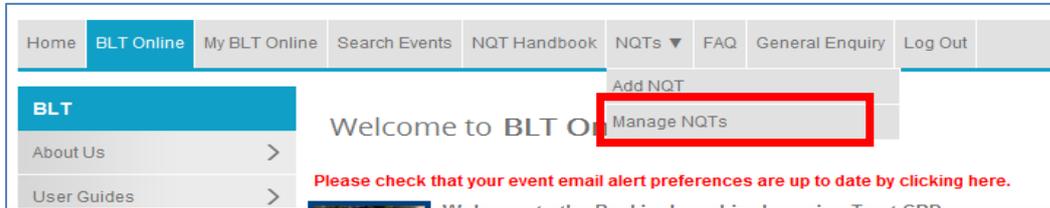
2. In the 'Manage NQTs' box you can leave the fields blank and click 'Search' to return all of your NQTs or search by specific fields. None of your NQTs will appear until you perform the search.

3. If you 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.

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Viewing an NQT's Registration Form

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

| Santa Claus |
| View progress | View NQT registration form | Edit NQT registration form | Assessment dates and forms | Evidence |

2. Click 'Edit NQT Registration Form' to edit the form. After the form has been authorised by the NQT Admin Team 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.

| Santa Claus |
| View progress | View NQT registration form | Edit NQT registration form | Assessment dates and forms | Evidence |

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

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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.
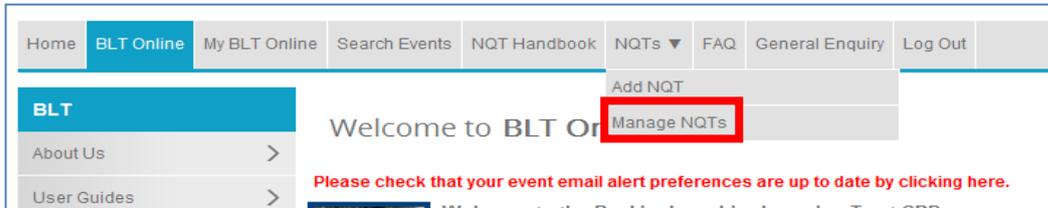
2. Click on 'Assessment dates and forms' to confirm/view an NQT's assessments:
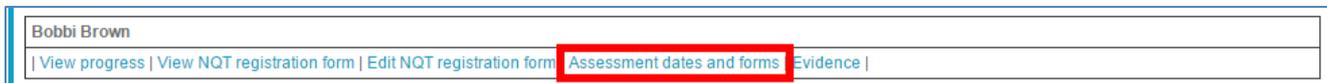
3. Please note, only induction tutors can write assessments for NQTs. Once the induction tutor has completed the form it is sent on to be read and signed off by the NQT. It then comes to you (the Headteacher) for sign-off before the final step of NQT Admin sign-off.

4. Click on the 1st assessment form link (see the red box below) to view and sign-off the assessment.

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

Headteacher's Comments (optional)	
Headteacher Confirmation	☐ *

6. An NQT will be unable to move on to the next assessment until the previous one has been completed and signed-off by the NQT, Induction Tutor, Headteacher and NQT Admin Team.

NQT Evidence

1. You can add 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':

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

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

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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.gsi.gov.uk.
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 NQT's please contact the NCTL on qts.enquiries@education.gsi.gov.uk or speak to 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. What is the sign-off process for assessment forms?

The NQT's assessment form is completed and signed-off by the induction tutor. 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.

7. 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. Please note that the BLT does not issue certificates. The NCTL can be contacted on qts.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 NQT's page. The NQT Admin Team can also access all previous NQTs' records in the same way.

Other

8. 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/ 01296 382030 or by emailing nqt@learningtrust.net. The procedures for NQT's experiencing difficulties will not be changed by the implementation of the new system. In fact, you will now have the option to securely store any supporting evidence, action plans, lesson observations etc. directly in the NQT's evidence section instead of having to email them to us.

9. 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/ 01296 382030 or nqt@learningtrust.net) and we will pass on the request to our system administrator.

Contact Details

If you have any problems or queries please email nqt@learningtrust.net or telephone the NQT Admin Team on 01296 382859 or 01296 382030.