

BLT Online

Newly Qualified Teacher

(NQT) Induction Service

NQT User Guide

BLT Online - NQT Induction Service

User Guide for NQT

Contents

| | |
|--------------------------------|---|
| Accessing the site..... | 3 |
| My NQT Registration Form | 4 |
| My NQT Assessments | 5 |
| My NQT Evidence | 7 |
| Contact Details..... | 8 |



Accessing the site

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

Buckinghamshire Learning Trust

Home | BLT Online | My BLT Online | Search Events | FAQ | General Enquiry | **Login / Register** | Log In Here

BLT

- About Us >
- User Guides >
- CPD Events >
- Traded Services e-Store >

Welcome to **Buckinghamshire Learning Trust**
Traded Services and CPD

CPD Events
Search the complete directory of our courses and events and book places online.

Traded Services e-Store
See our comprehensive range of traded services available for schools and academies to provide support over many areas.

School Vacancies
Search the range of NQT, experienced teacher and leadership vacancies being advertised with the Trust. Sign up to our teacher talent pool for vacancy updates and to join our teacher brokerage service.

Trust Registration Number: 1151135
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

Sign in

Enter your user details to log in.

Username Remember me

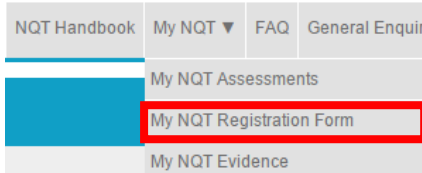
Password [Forgotten it?](#)

Don't have an account?
Sign up here for your FREE BLT Online account today!

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

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

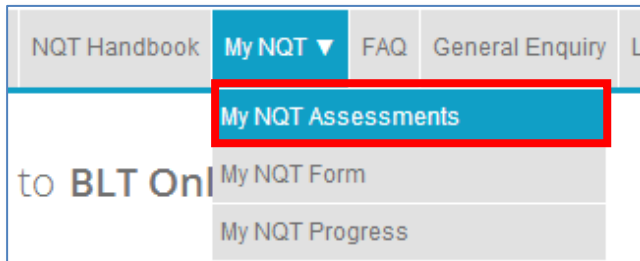


2. You will be taken to the registration form that is being completed/was completed by your induction tutor. Once it has been authorised by the BLT NQT Admin Team you won't be able to make any changes to the form. If you wish to make changes in this instance please contact the BLT NQT Admin team at nqt@learningtrust.net 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 Note: This assessment <i>must</i> be filled out electronically |
| Evidence | Add evidence View evidence |
| Notes visible to NQT | <div style="border: 1px solid black; height: 30px;"></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 Note: This assessment <i>must</i> be filled out electronically |

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 |

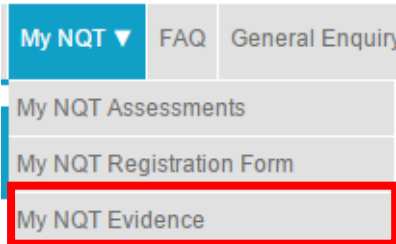
6. You can fill in any comments you wish to make in the box provided. Please tick to indicate that you have discussed the assessment with your induction tutor and/ or Headteacher. You can continue to write and save the assessment at any point up until the confirmation box has been ticked. Once you have 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.

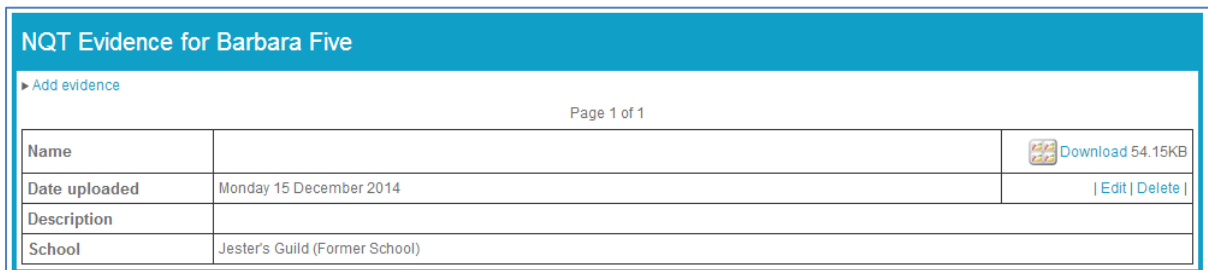
Once the Headteacher has signed the assessment it goes to the NQT Admin Team for sign-off. When the NQT Admin Team have authorised the assessment form you will receive an email to confirm the final sign-off. If it is your final assessment you will be emailed a letter to confirm your successful completion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

My NQT Evidence

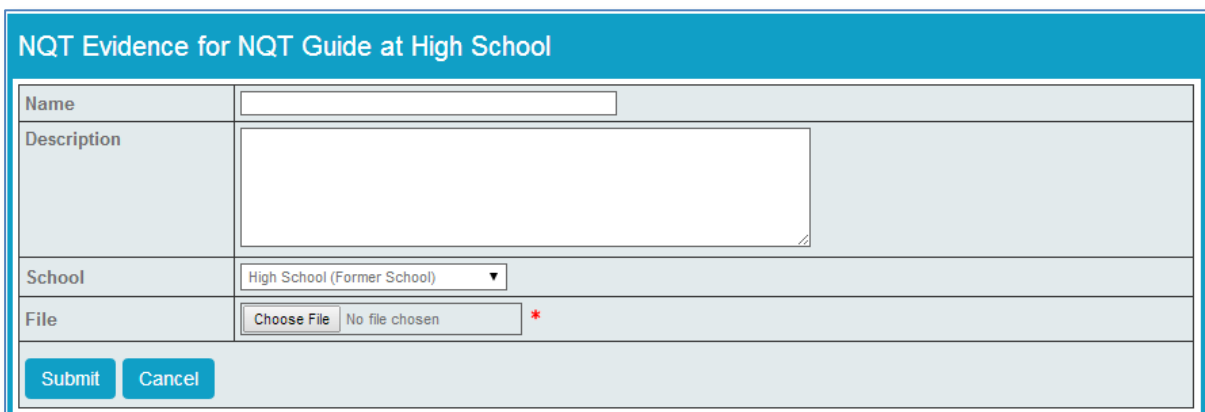
- To view and access your submitted evidence (such as assessments from previous schools, action plans or lesson observations) click on 'My NQT' in the top menu and then click on 'My NQT Evidence'. Using the 'Evidence' area is not mandatory so please only use it if you wish to.



- 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.



- 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.



| 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"/> | |



Contact Details

Please contact the NQT Admin Team if you have any queries on nqt@learningtrust.net or 01296 382859 or 01296 382030.