



People Development



Appraisee Guide

This guide is designed to support you in accessing and using your People Development profile effectively. It outlines the key steps to help you manage your objectives, professional development, and review activities.

Please note that, depending on your organisation's setup, some features may not currently be in use.

This includes:



Personalising your Profile

Update your details and preferences to keep your profile up to date.



Selecting and Completing a Self-Reflection against Standards

Reflect on your practice by completing your self-reflection.



Accessing and managing your Objectives

View, create and update your objectives throughout the year.



Training Events

Find and book training events to support your development.



Accessing and managing your CPD

Record, reflect on and manage your continuing professional development.



Progress Summary Report

View your summary report to track your progress and achievements.



Accessing and completing Review Meetings

Prepare for and complete your review meetings with your line manager.



Resources

Access helpful resources to support your professional growth.



Accessing and completing Observations

View and add observations to support your development.



Common Questions

Answers to the most common questions about using the platform.



If you're not sure what you need, we're here to help.

Just get in touch and we'll work with you.



We're here to support you throughout your onboarding journey and beyond. If you have any questions at any point, just let us know — we're always happy to help!



Email us at support@nationalcollege.com



Helpdesk
<https://nationalcollege.com/pages/support>

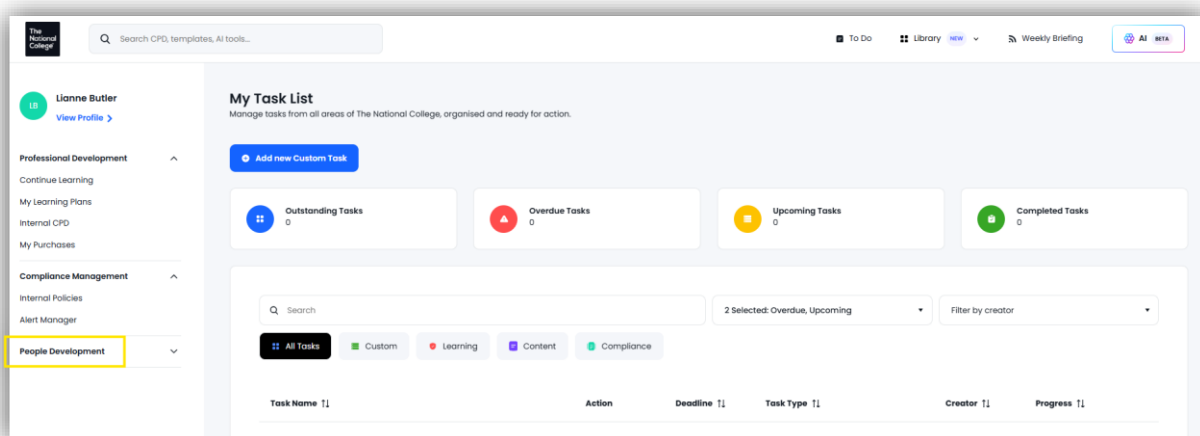


Tel: 0333 090 6536



[Logging in and activating your account](#)

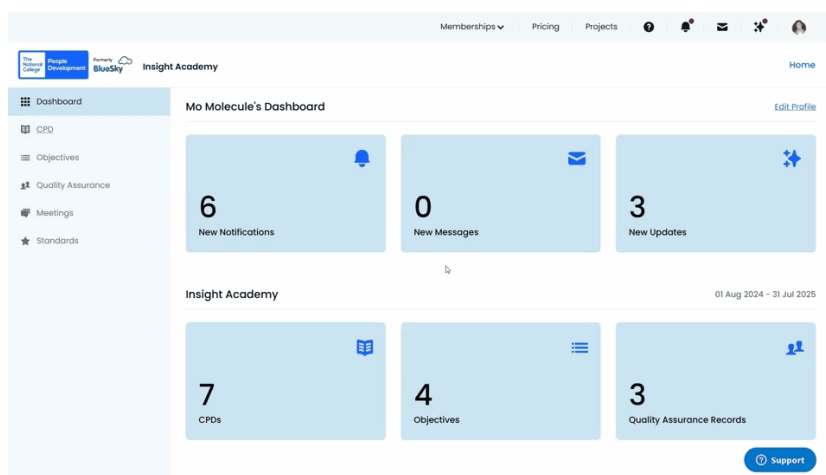
You should have now received your activation emails, and be able to access your National College account. When you log in, you will land on this dashboard, click the People Development tab from the left-hand navigation.



[Adding personal details](#)

You can add personal information and role-specific details to your profile if you wish.

You can also customise your preferences, including receiving daily email updates (recommended).





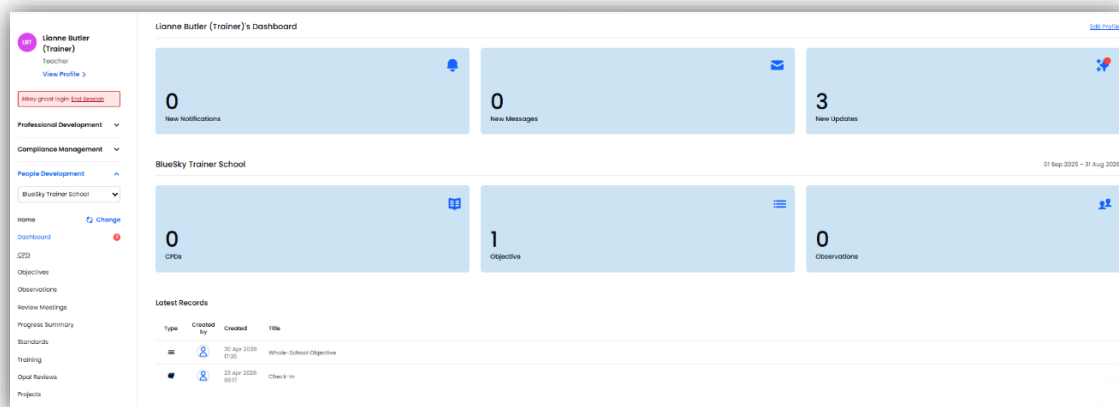
Daily email updates are only sent if there has been activity on your account the previous day, and you will receive just one email regardless of how many notifications there are.

- From your dashboard, click **Edit Profile**, or select your profile thumbnail in the top right corner, then from the drop-down menu, select **Edit Profile**
- Add or update any fields as you scroll down, including your email if needed
- Towards the bottom, you can upload a **Profile Image** (optional)
- Once complete, scroll down and click **Save**

. Once logged in, you will land on your Home dashboard. Your Home Dashboard is the area for your personal records and will look similar to the one below. You have quick link tiles on the dashboard.

- **Notifications** – anything that has happened on your account as an individual or Line Manager or any organisational changes (terminology updates etc)
- **Messages** – the ability to send messages within the app (these can be group messages if desired)
- **Updates** – anything People Development related (any upcoming webinars, feature developments or planned maintenance)
- You will also have an overview of your records for the current academic year

To the left-hand side, you will see your feature tabs. These may look slightly different depending on your organisation’s settings, and the terminology may have been updated to reflect your organisation’s language.



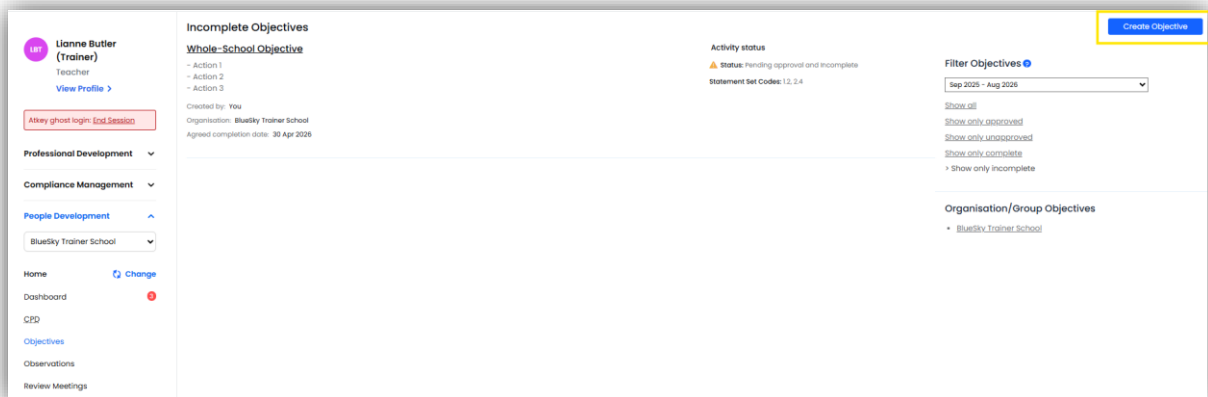


[Objectives](#)

Objectives allow you to set, track, and evidence your professional development throughout the year.

Accessing Your Objectives

- Go to **Home > Objectives**
- Any objectives set by your school or line manager will already be there



- From here, you are also able to create your own objectives by clicking '**Create Objective**' in the top-right corner. If you are creating your own objectives, your Line Manager will be notified and prompted to approve.

Editing Your Objectives

- Click into an Objective to open
- Under the Actions heading, select '**Edit**'
- Depending on your organisation's customisation, here you can add/update
 - Success Criteria
 - Action steps
 - Evidence





Create Objective

Visibility

Visible
Visible to your Reviewer/Line Manager and Senior Managers with appropriate permissions in BlueSky Trainer School.

Objective

Date Objective set
1 May 2025

Date agreed Objective will be met
1 May 2025

Performance Criteria

Actions

Organisation Commitments

Supporting Evidence

Cancel Next Step

Visibility & Linking to Standards/Priorities

- Use the bottom section to:
 - Link Standards (Teacher Standards/Role-specific frameworks)
 - Link Organisation Objectives (SDP)
 - Set your visibility settings





Restrict Visibility

You can restrict visibility of this Objective to specific Line Manager(s).
It will still be visible to Senior Managers with appropriate permissions.

Visible to Senior Managers and your Line Managers
 Visible to Senior Managers and specific Line Manager(s)

[Organisation Objectives for BlueSky Trainer School \(16\)](#) [Show details](#)
[National Standard - National Teachers' Standards \(2012\)](#) [Show details](#)

[Cancel](#) [Save](#)

***Please note:** If your Objectives are created by your Line Manager, you are unable to edit. Your Line Manager will be able to amend and you will then approve the updates.

Tracking Progress

- Use the **Timeline view** to see your progress over time – this will be a chronological order of when a piece of evidence was uploaded or a record was linked etc.
- Mark Objectives as 'Complete':
 - Achieved
 - Partially achieved
 - Not achieved
 - Add your Impact Statement

[Timeline](#) [Back to Objectives](#)

Actions

[Complete](#)
 [Edit](#)
 [Download PDF](#)

View CPD Library

When you have completed your Objective, your Line Manager will be notified and prompted to validate – this is essentially their agreement with your completion status.



Tip: Ensuring your objectives link to your Development Activities/CPD and review meetings builds a clearer picture of your development across the year.

Supporting Guides:

- [Individuals: How to edit or personalise an admin-led objective](#)
- [Individuals: Setting self-led objectives](#)
- [Individuals: Approving objectives set for you by your line manager](#)
- [Individuals: How to add evidence to your objectives](#)
- [Individuals: Viewing the Objective Timeline](#)
- [Individuals: How to complete your objectives at the end of the appraisal cycle](#)

[Development Activities/CPD](#)

CPD allows you to record, track, and reflect on your professional learning, whether assigned by your school, Line Manager or completed independently.

Viewing Assigned Training

- Go to **Home > Development Activities**
- Any training assigned by your school will appear here

- **Click into the activity title to:**



- View
- Mark as Completed/Attended
- Link Objectives
- Add evidence (such as certificates)
- Evaluate if desired/required by your organisation (immediate & long-term evaluations are available)

Completing Activities

- Click into the training/activity
- Follow the link (if it's from The National College or an online provider)
- Mark as complete once finished/attended
- Set the date this was done



Adding External or Completed CPD

Go to **Home > Development Activities > Create Development Activity**

- There are three different routes for creating your CPD
 - From **Scratch** (or blank from for non-National College/external CPD and/or requests)
 - From **The National College** (links directly from our library)
 - From a **Training Event** (any events created by your organisation)

How would you like to create your Development Activity?

Create Development Activity from Scratch

Choose this option to start with a blank form and fill in the details yourself.

Create Development Activity from The National College Library

Choose this option to automatically populate the form with information from content within The National College Library. Please note if you or your organisation do not have a membership for The National College there may be a cost associated with some courses.

Create Development Activity from Training Event

Choose this option to automatically populate the form with information from a training event.

- Select the relevant option and add:



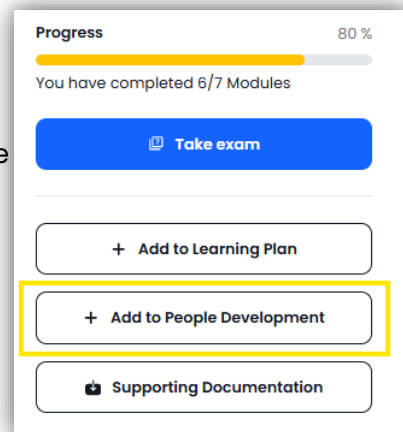
- Visibility (recommended 'Visible' so that Line Managers and anyone with the relevant reporting permissions can see)
- Whether approval is required (depending on your organisation's settings)
- Whether it is mandatory or not
- Details if not pre-populated
- Date completed/going to complete
- Links to personal and organisation Objectives (if relevant)

Adding CPD already completed in The National College

If you have already completed courses/webinars within The National College, you are able to link these through to People Development to attach to your appraisal, where relevant.

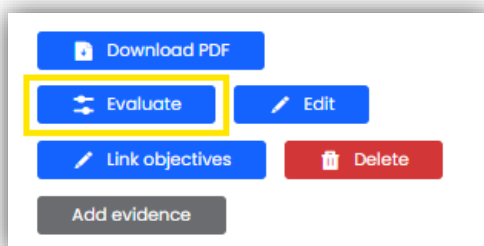
To do this:

- In The National College Professional Development
- Click into the relevant CPD activity
- Click **'Add to People Development'**
- This will pre-populate the course details
- You can set a date
- Link to Objectives
- Mark as 'Complete'
- Evaluate if necessary/relevant



Evaluating Activities

- Once you have completed your CPD activity, there is the ability to evaluate, both immediately and later.





- **Immediate Evaluation** = Captures a short reflection on how effectively the activity met its intended outcome, the immediate impact on practice, and the next steps to apply the learning.
- **Long term evaluation** = Captures the sustained impact of the activity over time, including how it has influenced practice, outcomes for pupils, collaboration with colleagues, and wider organisational improvement.

Evaluate your Development Activity: Certificate in Anti-Bribery Awareness

[Immediate evaluation Activity](#) | [Long term evaluation](#) | [Add evidence](#) | [Return to Development](#)

Immediate evaluation

Please complete the immediate evaluation for this Development Activity.

Long term evaluation

Please complete the long term evaluation for this Development Activity.

Intended outcome

- Understanding the legislation underpinning The Bribery Act 2010 and how it should be used to help shape policy and practice
- Recognising workplace roles and responsibilities regarding detecting, preventing, and reporting bribery in your education setting
- Identifying how to develop your anti-bribery and corruption policy, what it should include, and how to enforce it in your education setting
- Recognising how individuals and organisations can be exposed to risks which may not necessarily seem obvious at first
- Understanding what whistleblowing is, why it may take place, how to respond and who is protected by law

You don't need to capture everything perfectly – this is a working record that can be built over time.

Tip: Linking development activities/CPD to your objectives helps demonstrate impact during review meetings.

Supporting Guides:

- [Individuals: Creating self-led National College CPD activities in People Development](#)
- [Individuals: Creating a self-led CPD activity from scratch](#)
- [Individuals: Complete and evaluate your CPD records](#)



[Review Meetings](#)

Meetings are used to capture discussions between you and your Line Manager. Depending on your organisation's approach, these may be completed either by your Line Manager or by you.

Accessing Your Meetings

- Go to **Home > Review Meetings**
- Any meetings recorded by your Line Manager will already be there
- Click into the title to:
 - View details
 - Add evidence/notes
 - Add your Response Statement

Your Response

Note that the response you enter is final. You will not be able to change it or remove it.

[Save](#)

Creating a Meeting Record

- If your organisation has decided to use self-led templates, you will be able to create a Meeting Record with your Line Manager via **Home > Review Meetings > Create Meeting**
- Select your Line Manager or the relevant Line Manager if you have more than one
- Select the record you want to complete
- Press **Create**



People Development



Review Meetings

Create Review Meeting

Line Manager

Select Line Manager who will be able to respond to your Review Meeting

Select a User

Please note that if unrestricted, your other Line Managers will be able to view your Review Meeting but will not be able to respond.

Template

Name	Select
Mid year review <small>Template provided by BlueSky Trainer School</small>	<input checked="" type="radio"/>
Support Staff Induction Programme Checklist <small>Template provided by BlueSky Trainer School</small>	<input type="radio"/>

If you're unsure which template to use, your Line Manager will usually guide this as part of your school's process.

- The templates available will be bespoke to your organisation, so content and details will vary. You can include:
 - Meeting Type
 - Title
 - Academic Year
 - Linking your Objectives
 - Additional details within your bespoke form



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Helpdesk
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Tel:
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Review Meeting Type*

Mid-Year Review

Title*

Mid year review

For Academic Year*

01 Sep 2025 - 31 Aug 2026 (Current Year)

Objectives

Objectives are grouped by academic year on the date they were set.
Viewing an Objective will open it in a new window ([Show All Objectives](#))

September 2025 - August 2026 (2) [Hide details](#)

Personal Objective [view preview](#)

Whole-School Objective [view preview](#)

At the bottom of the form, you have three options:

- Save – In draft state if you are coming back to it later
- Share in draft – shares with your selected Line Manager in draft state (maybe so they can prepare ahead of the face-to-face meeting)
- Mark this Meeting as complete – finalises the record and sends to your Line Manager for them to add a Response Statement (if needed/desired)

*Please Note: When a meeting has been marked as complete, it is no longer editable. If you have made a mistake or need to amend at all, you can contact our Support Team who will be able to put it back into draft state for you.

Share draft?

Note that sharing the draft will allow the responder to see the Review Meeting before it is marked as complete.

Mark this Review Meeting as complete?

Note that when you mark as complete, you can no longer edit or delete the Review Meeting.
This Review Meeting is private until you mark it as complete. If you choose to share it, only you and the Responder will be able to see it, until it is marked as complete.

[Cancel](#) [Save](#)



Tip: Use your objectives and CPD records to support your reflections and make discussions more meaningful.

Supporting Guides:

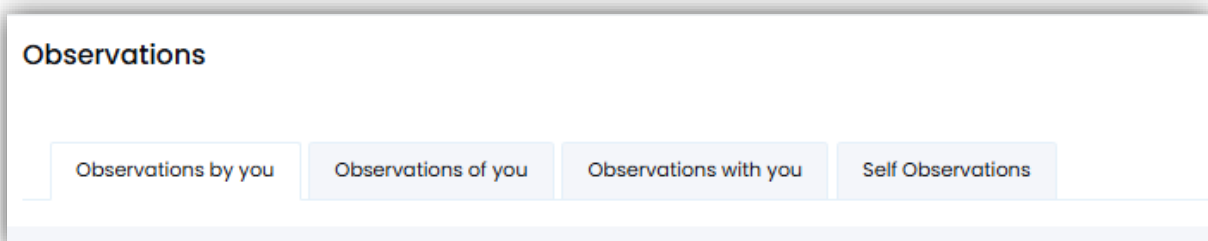
- [Individuals: Adding a response to a review meeting record](#)
- [Creating a Review Meeting record \(individual-led\)](#)
- [Individuals: Editing your Review Meeting Records](#)

Observations

Observations allow feedback to be recorded and shared to support development and recognise strengths and areas for development in practice. The feature is designed so that they can be completed for anyone by anyone, so they remain in the Home tab.

Head to **Home > Observations**

- There are then four tabs
 - Observations **by you** – Feedback you are giving
 - Observations **of you** – Your own feedback received
 - Observations **with you** – If you are tagged as an additional Observer
 - **Self** Observations – For you to reflect on your own practice



Creating an Observation

- Remain in the **Observations by you tab > Create Observation** (top right)





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- Select the relevant proforma you wish to complete

Form	Actions
Teacher Standards Observation with Bespoke Ratings	Create PDF
Learning Visit (comments only)	Create PDF
Developmental feedback from	Create PDF
Learning Walk	Create PDF

- Once selected, you will be able to set the visibility (Visible recommended)
- Select the staff member 'For'
- Staff member 'With' (optional)
- Set the date (this can be back-dated/fast-forward if needed)



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Helpdesk
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- Add the Focus – essentially your title of the observation

Create Observation

Learning Walk

Visibility

Visible

This will only be visible to the individuals that it is created by and for. If selected, it will also be visible to the individual it is created with. It will be visible to any Reviewer/Line Manager or Senior Managers with appropriate permissions in BlueSky Trainer School.

If you would like further clarification on who can view records, please speak to the member of staff responsible for BlueSky in your organisation.

Private / Confidential

For (Required)

Select user

When changing the individual it is for, please note that their Objectives may reload.

With (Optional) ⓘ

Select user

This individual will be able to view this Observation and add notes and evidence - even before it is submitted.

Date

1 May 2028

Focus (Required)

- Then complete the form as necessary. These forms will again be bespoke to your organisation but may include sections with tick-able options, scales and comment boxes.

Don't worry if you're unsure – guidance is usually included within each form to support you as you complete it.



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- Once finished, at the bottom, you have the ability to:
 - **Save** – in draft state, if maybe you want to add to it later or give verbal feedback first)
 - **Submit** – lock down and release the feedback to the staff member

Submit

Submitting this Observation will prevent you from editing or deleting it. Please note that 'Visible' Observations will appear in admin reports even when they are not submitted.

[Cancel](#) [Save](#)

Adding Evidence

- Once the form has been saved (doesn't need to be submitted), click into the Focus hyperlink, which will open the record. You are able to attach evidence. This can include:
 - Files (documents, pictures, PDFs)
 - Links (cloud-based documents, presentations, videos)
 - Objectives (you can link your personal objectives as observer if applicable)
 - CPD activities

test
15 Oct 2025

Ratings

High quality learning environment

Choose those NOT in evidence when there was opportunity.

Strengths
None entered.

Areas for development
None entered.

Notes

No notes have been added yet.

Add a note...

[Add note](#)

Evidence

No evidence has been added.

Links

No Links.

[Manage evidence](#)



- You are also able to add notes for continuous dialogue following the observation
- Similarly, you can add evidence, link objectives and add notes on records submitted for you as Observee

Tip: Keep feedback focused and specific — linking observations to objectives or school priorities (if included on the system) can help make them more meaningful and easier to act on.

Supporting Guides:

- [How to record Quality Assurance activities in People Development](#)
- [Viewing a Quality Assurance record](#)
- [Individuals: How to manage evidence or add notes to a Quality Assurance record](#)

Standards & Self-Reflections

Standards/Reviews allow you to reflect on your practice against professional standards or frameworks set by your school and identify strengths and areas for development.

Selecting/Accessing Standards

- Go to **Home > Standards / Reviews** (terminology may vary by school)
- Select the relevant framework (e.g. Teacher Standards) if not already pre-populated for you. To do this:
 - Click **'Update your Profile'**
 - Scroll to **'Relevant Standard'** and select appropriate role (e.g. Teacher)
 - Select an option from **'Working towards'** (e.g. Teacher national standards)
 - Then select the **'Level'** (e.g. National Teacher Standards (2012))





People Development



Relevant Standard

Working towards

Level

Completing a Self-Reflection

- In the Standards area, click into the title of the standard selected
- You will see all sections within the form

Green filled bubbles are sections completed. Unfilled orange bubbles are yet to be completed – highlights where to pick up from. You don't need to complete everything at once – this can be built up over time.

Standards

Teacher - National Teachers' Standards (2012)

Visibility: Visible to your organisations and line manager [Change visibility](#)

[Overview of your responses](#)

Teaching: Set high expectations which inspire, motivate and challenge pupils (1)

Establish a safe and stimulating environment for pupils, rooted in mutual respect (1) [View](#)

Set goals that stretch and challenge pupils of all backgrounds, abilities and dispositions (12) [View](#)

Demonstrate consistently the positive attitudes, values and behaviour which are expected of pupils (13) [View](#)

Select a different level

Teaching: Set high expectations which inspire, motivate and challenge pupils (1) 1 2 3	Teaching: Adapt teaching to respond to the strengths and needs of all pupils (9) 5 6 7 8 9	Personal and professional conduct: Trust 1 2 3 4 5
Teaching: Promote good progress and outcomes by pupil (2) 2 1 2 2 3 2 4 2 5	Teaching: Make accurate and productive use of assessment (9) 6 7 8 9	Personal and professional conduct: Professional conduct 1
Teaching: Demonstrate good subject and curriculum knowledge (3) 3 1 2 3 3 4 3 5	Teaching: Manage behaviour effectively to ensure a good and safe learning environment (7) 7 7 7 7 7	Personal and professional conduct: Frameworks 1
Teaching: Plan and teach well structured lesson (4) 4 1 2 3 4 4 4 5	Teaching: Fulfill wider professional responsibilities (8) 8 2 3 4 5	



- Click the 'View' hyperlink against each statement set, to view the statements to reflect against
- Select a rating for each statement using the key
- The system auto-saves your progress

Statement Analysis Evidence **Prompt** Objectives CPD

Key: **A** Development needed **B** Meets the statement **C** Exceeds the statement on occasions **D** Clear strength

For each statement, select an answer which corresponds to the level you have reached.

1. I create a safe environment for pupils rooted in mutual respect **A** **B** **C** **D**

2. I create a stimulating environment for pupils rooted in mutual respect **A** **B** **C** **D**

Using Standards Effectively

You will notice the tabs at the top. You can:

- Link your reflections to your **objectives** and **CPD**
- Attach **evidence** where relevant/applicable
- Use them to support **review meetings** – The Analysis tab is good for this to show your development over time

Statement Analysis Evidence **Prompt** Objectives CPD

Key: **A** Development needed **B** Meets the statement **C** Exceeds the statement on occasions **D** Clear strength

We have recorded each individual change you have made to your statement answers from 06 Jun 2025 09:57

6 June 2025 **Apply** 06/06/2025 Currentity

1. I create a safe environment for pupils rooted in mutual respect **B** **C** **D**

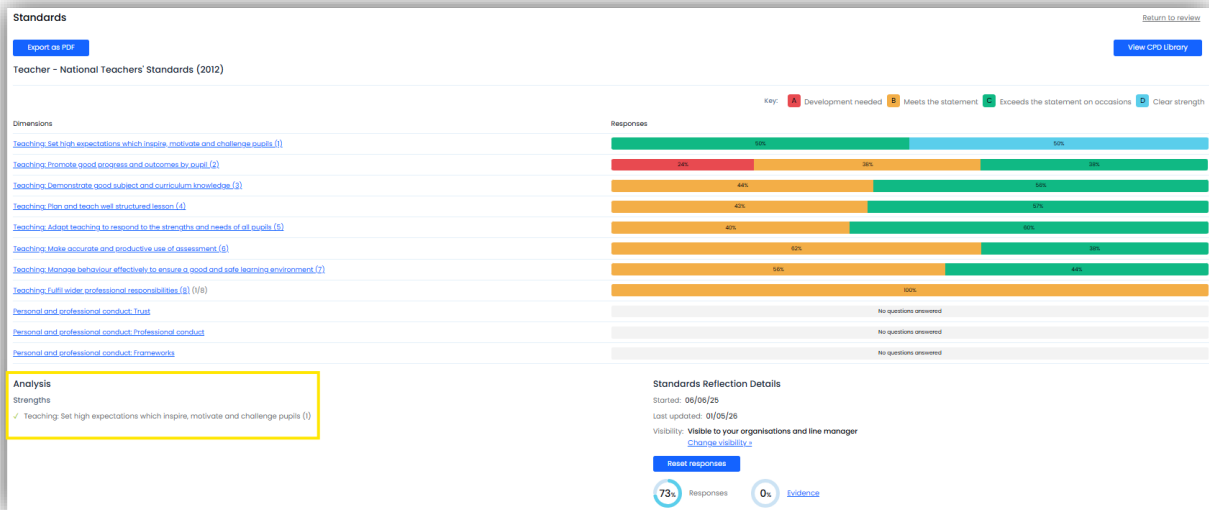
2. I create a stimulating environment for pupils rooted in mutual respect **C** **D**

- Recommended to update them each year as your practice develops
- Use the Overview of you responses to clearly see strengths or areas for development. These may then help inform your Objectives and CPD going forward – the system will do some in-built analysis for you also.





People Development



Tip: Use your reflections to inform future objectives and CPD activities.

Supporting Guides:

- [Individuals: Performing your self-review](#)
- [Individuals: Self-review features](#)
- [Individuals: Updating your self-review for the new academic year](#)

[Training Events \(School-Led CPD offer\)](#)

Training Events allow you to access and engage with CPD opportunities organised by your school/organisation.

Accessing Training Events

- In your **Home** tab, go to **Training** (this sits separately from your personal CPD tab)
- View upcoming sessions available to you



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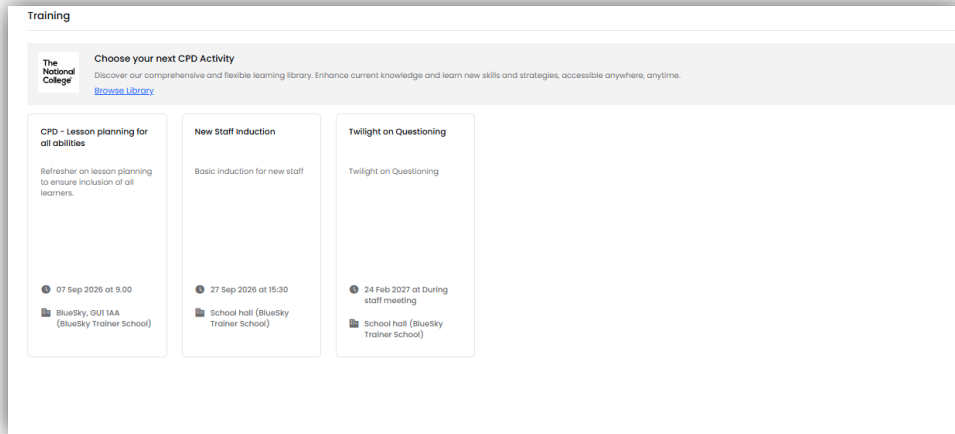
Helpdesk
<https://nationalcollege.com/pages/support>



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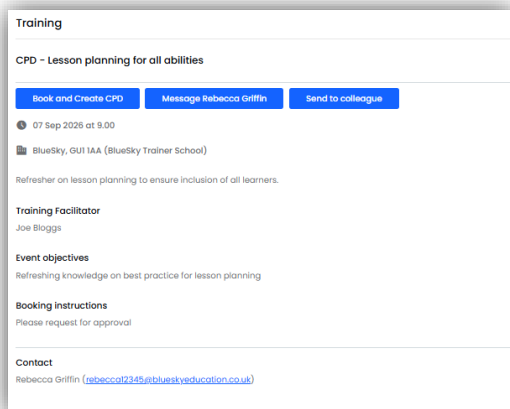


People Development



Booking onto an Event

- Click into the event
- Review the details (date, time, location, objectives)
- Select **Book and Create CPD**
- You can also message the organiser if you need to clarify anything and send to a colleague



After Attending

- The event will be recorded in your CPD
- You can mark as complete, link to objectives in exactly the same way as usual CPD.
- You may also be asked to complete an evaluation



[Progress Summary Report](#)

The Progress Summary Report provides a complete overview of your activity and development across the platform within a specified timeframe.

Accessing Your Report

- Go to **Home > Progress Summary**
- Select the Academic Year you want to look at or a Custom date range (maybe a particular term or over a few academic years)

Lianne Butler (Trainer)						
Roles and responsibilities						
Profession						
Level						
Groups						
Line Managers						
Zoe Blackwell (Trainer), Bridget (Trainer) Barton, Vero Svobotham (Bluesky Trainer), and Wendy Van Haren (Trainer)						
Standards reflections	Objectives	CPD Activities	CPD Hours	Review Meetings	Observations	
1	4	2	2	2	0	

- Press **Submit** – this will show all record
- It will show an overview at the top, then more detail of each record below
- You are able to export this as a PDF if you'd like

What This Shows

- Standards reflections
- Objectives and progress
- CPD including hours (completed and ongoing)
- Review meetings
- Observations
- Journals (if applicable)

When to Use It

This is particularly useful if you're:

- Preparing for review meetings
- Reflecting on your development
- Tracking your progress over time

 **Tip:** This can be a helpful document to download and bring to review meetings.



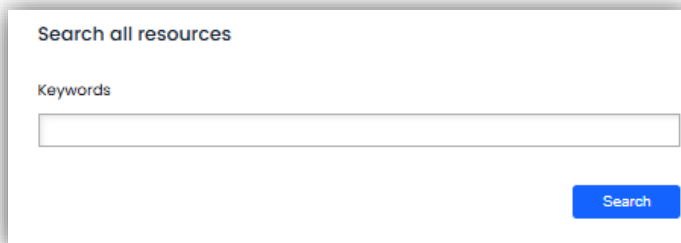


Resources

Resources provide a central place to access shared documents and store your own materials to support your development.

Accessing School Resources

- Go to **Resources**
- Depending on your organisation's settings, you can browse or search for keywords, such as:
 - Policies
 - Guidance documents
 - Supporting materials

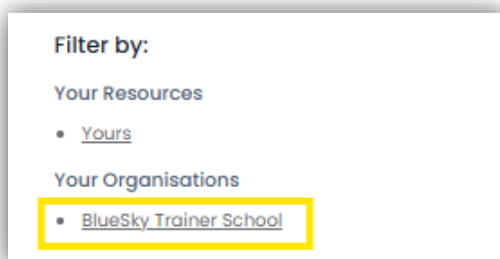


Search all resources

Keywords

[Search](#)

- Clicking on your organisations name, will open up all shared resources for you to access



Filter by:

Your Resources

- [Yours](#)

Your Organisations

- [BlueSky Trainer School](#)

Uploading Your Own Resources



People Development



You can upload and store documents, links, audio, video, or other materials to support your work. Resources are entirely confidential to you.

The maximum file size for uploads is 200 MB. If your evidence exceeds this, you can add web-based resources instead via the Link option (e.g. video/audio recordings or cloud-based documents).

- Select **Add File / Link**



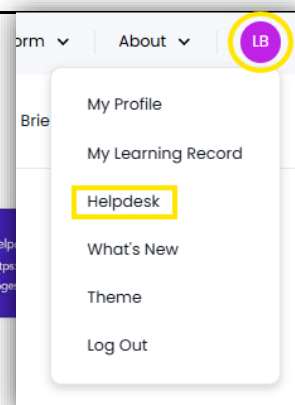
- Upload files such as:
 - YouTube or article links
 - Supporting documents
 - Personal notes/resources

Tip: Keep resources organised and clearly named. Use them to support Objectives, CPD & Review meetings.

? [Common Questions](#)

- [How do I log into People Development?](#)
- [New navigation in People Development](#)
- [Why can't I see my Objective?](#)
- [Why can no-one see the Review Meeting record I have written?](#)
- [Where do I find Standards to reflect against?](#)
- [How do I edit or delete a Quality Assurance / Observation Record?](#)

This guide provides a strong foundation to help you get started. As your use of the platform develops, you can continue to build your profile to support your ongoing professional development.





People Development



Your portfolio is transferable and can be taken with you throughout your career, so it is recommended to utilise the system to its full potential.

* Please note, if there is anything you are unsure of, you are able to access the Helpdesk via your profile icon in the top-right corner, which is full of step-by-step guides and quick video tutorials for all areas within the app.

There is also a link to contact our support team, should you wish to. Alternatively, please feel free to reach out to the [support team](#) directly.



We're here to support you throughout your onboarding journey and beyond.
If you have any questions at any point, just let us know — we're always happy to help!



Email us at
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Helpdesk
<https://nationalcollege.com/pages/support>



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