

## Appraiser Guide

This guide is designed to support you in effectively managing and monitoring your team's development using People Development from a Line Manager perspective. It outlines the key steps to help you manage staff 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



Changing role/organisation (if applicable)



Managing staff objectives



Monitoring and supporting CPD



Completing and reviewing meetings



Accessing observations (if assigned as 'With')



Viewing staff self-reflections against Standards



Running reports



Common questions



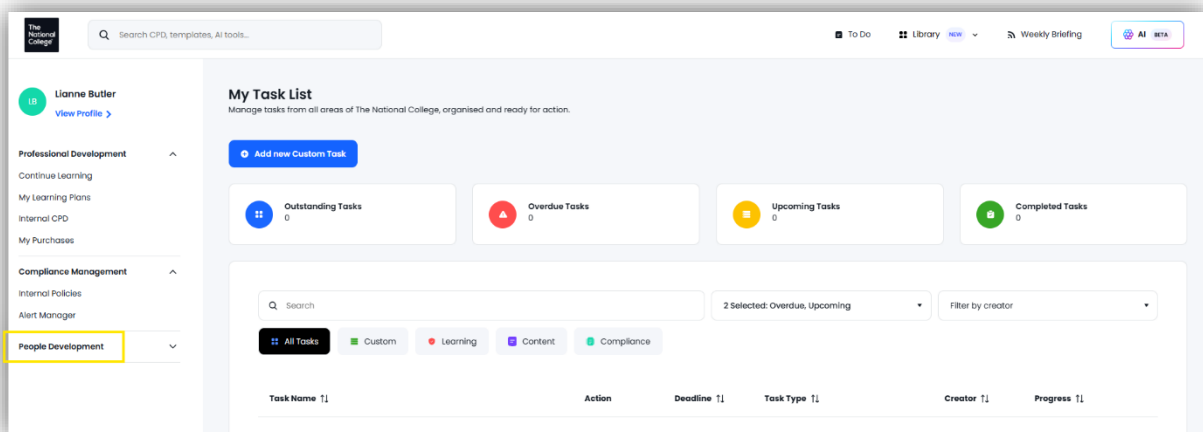
**If you're not sure what you need, we're here to help.**  
Just get in touch and we'll work with you.





## [🔒 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 your dashboard. From here, select the **People Development** tab from the left-hand navigation.

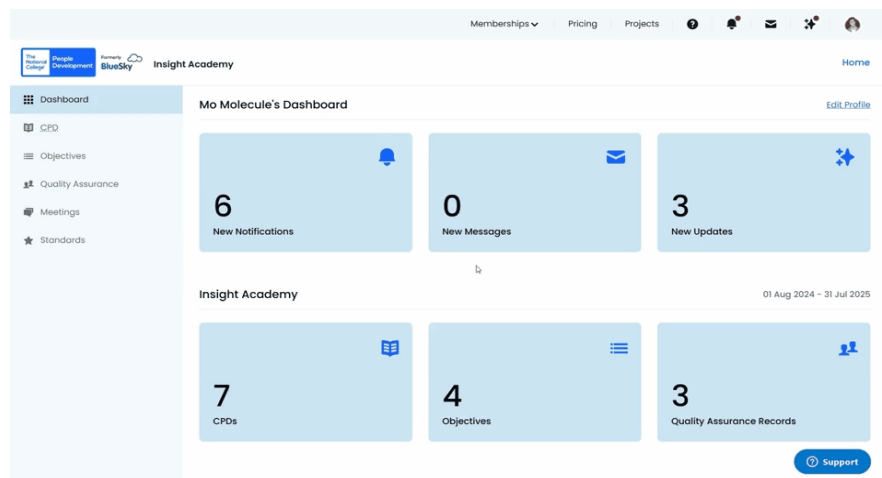


## [👤 Adding personal details](#)

You can update your personal and role-specific details within your profile.



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

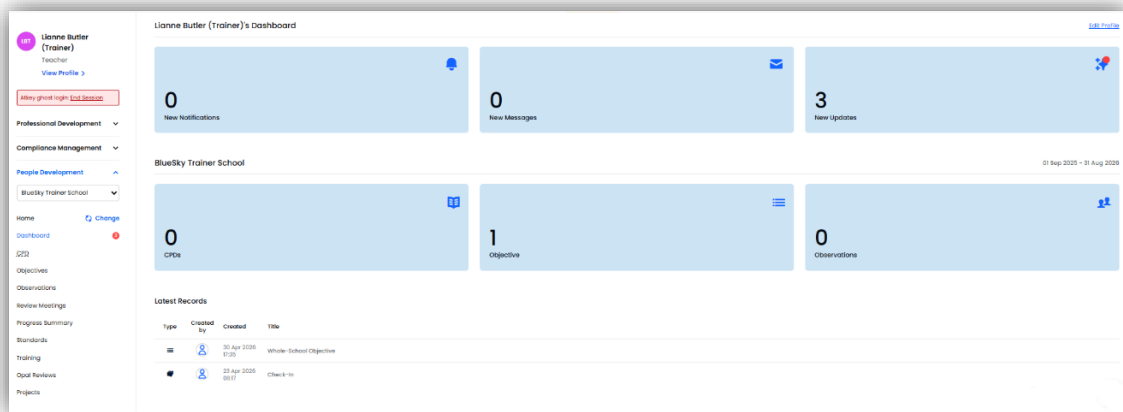
Once logged in, you will land on your Home dashboard. Your Home Dashboard is the area for your personal records and will look similar to the one below. You have quick link tiles on the dashboard.

- **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.

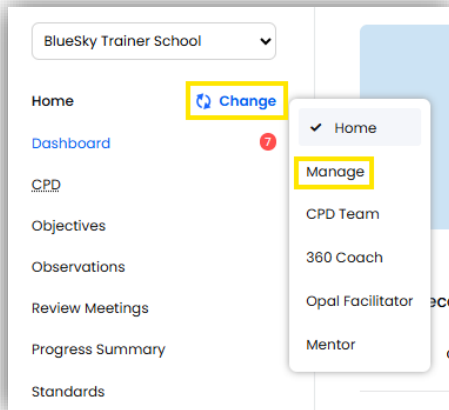
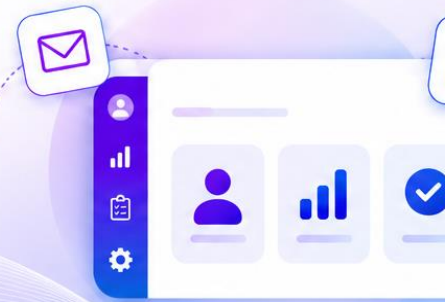


## Changing Role

To switch from your personal profile to your Line Manager view, click the **'Change'** button next to your Home tab on the left-hand navigation.

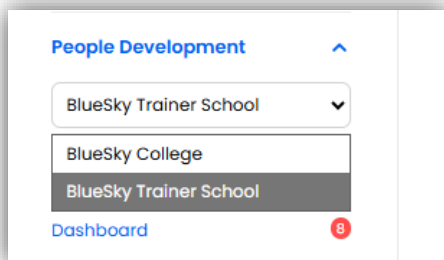


People Development



Any additional roles or responsibilities you have can also be accessed here. For the purpose of this guide, we will focus on the **Manage** tab.

Additionally, if you are part of multiple organisations, you can switch between them using the drop-down menu under the People Development tab.



## [Manage Dashboard](#)

You will then land on your **Manage Dashboard**. This works in a similar way to your Home Dashboard but is your central area for monitoring your team's activity and progress.



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](mailto:support@nationalcollege.com)



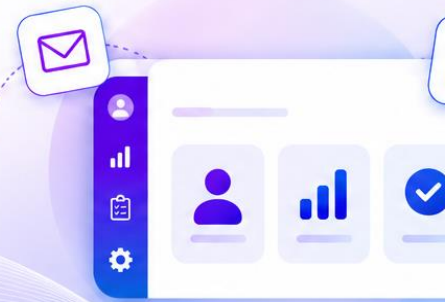
Helpdesk  
<https://nationalcollege.com/pages/support>



Tel:  
0333 090 6536

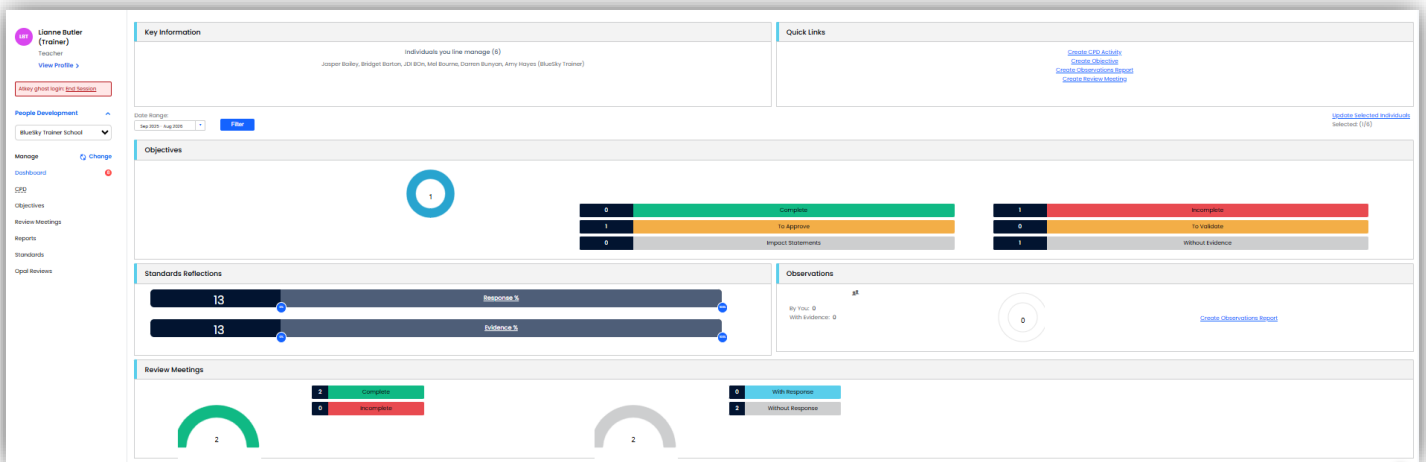


People Development



At the top, you will see the staff you have been assigned to line manage, along with a summary of their records for the current academic year.

If you have missing or incorrect staff, please speak to your organisation's Admin, who will be able to correct/amend this for you.



**Tip:** Take some time to explore the dashboard – there are quick links, filters, and action buttons that can help you navigate and manage records more efficiently.

## Objectives

Objectives allow you to set, track, and monitor the professional development of your team, supporting ongoing progress and development conversations.

### **Accessing Objectives**

Go to **Manage > Objectives**



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



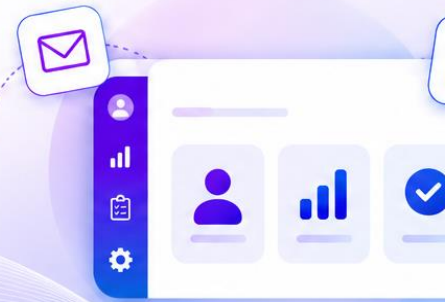
Helpdesk  
https://nationalcollege.com/  
pages/support



Tel:  
0333 090 6536



People Development



Objectives Create Objective

Filter Objectives

Person: All | Completion status: All | Approval status: All | Validation status: All | Start date: Sep 2025 - Aug 2026 | Clear Filters Filter

Objective name	Approved	Completed	Validation	Evidence attached	Statement sets	Start date	End date	Created by
<a href="#">Develop a range of assessment strategies in my own practice to reinforce learning through retrieval and application of learned knowledge.</a>	Yes	No	Not yet validated	No		01 Sep 2025	31 Aug 2026	Dan Commerford (BlueSky Trainer)
<a href="#">To share best practice, coach and mentor to enrich teaching in the department.</a>	Yes	No	Not yet validated	Yes		15 Oct 2025	18 Aug 2026	Bridget (Trainer) Barton

**Zoe Blackwell (trainer)**

Objective name	Approved	Completed	Validation	Evidence attached	Statement sets	Start date	End date	Created by
<a href="#">Objective 1 - Develop a range of assessment strategies in my own practice to reinforce learning through retrieval and application of learned knowledge.</a>	Yes	No	Not yet validated	No		01 Sep 2025	01 Sep 2026	Zoe Blackwell (trainer)

**Amy Hayes (BlueSky Trainer)**

No Objectives were found

- You will see all objectives for the staff you line manage, whether these are whole-school, individual-led or set by yourself as Line Manager.
- You can use the filters to specify your search
- Selecting the record opens up and allows you to:
  - View details
  - See evidence
  - Access linked records
  - View and add notes
  - View the Objective Timeline

Objectives Details Back to objectives

To share best practice, coach and mentor to enrich teaching in the department.  
Owner: Bridget (Trainer) Barton | Created by: Bridget (Trainer) Barton | Date set: 15 Oct 2025 | Agreed completion date: 18 Aug 2026

**Overview**

**Performance Criteria**  
Carrying out observations on specific teaching and learning parameters - the three tool on the SM following up with whole department feedback.  
Being available to co-ordinate specific colleagues to develop a specific L&L  
Working with new members of staff who are unfamiliar with the curriculum/ exam board

**Audits**  
Keeping up to date with the most recent research and disseminating the info.  
Taking the time to observe.  
Maintaining an on, for example paper 1 paper 2 GCSE.  
Offering myself to be observed.

**Coaching**  
Maintaining and developing the way we feedback, especially at KS4  
Adding the department what they need help with - types of learners they struggle with/ teaching different ones?

**Organisation Commitments**  
None entered

**Supporting Evidence**  
None entered

**Notes**

Please add some evidence.  
17 April 2024 09:36, Zoe Blackwell (trainer)

This is a note.  
17 September 2025 0:05, Bridget (Trainer) Barton

Add a note. Red note

**Audits**  
Completed (0)

**Objective Status**  
Approval status: Approved  
Completion status: Incomplete  
Validation status: Not yet validated

**Evidence**  
Documents  
[To share best practice, coach and mentor to enrich teaching in the department](#) - 18 Sep 2024

Links  
None

**Linked Records**  
Observations  
Autumn learning walk  
Organisation Objectives  
None  
CofE  
[Detailed feedback form](#)  
[L&L](#)  
[L&L - shared between top of school](#)  
Review meetings  
[SM - Top Notes](#)  
[List of Top Notes - Support Staff](#)  
[SM - Top Notes Meeting](#)

## Approving Objectives



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!



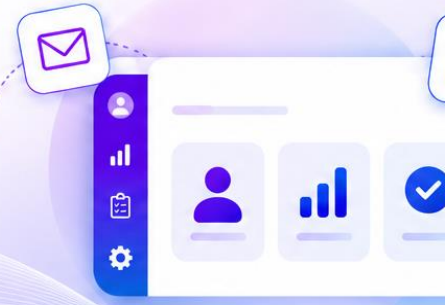
Email us at  
[support@nationalcollege.com](mailto:support@nationalcollege.com)



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



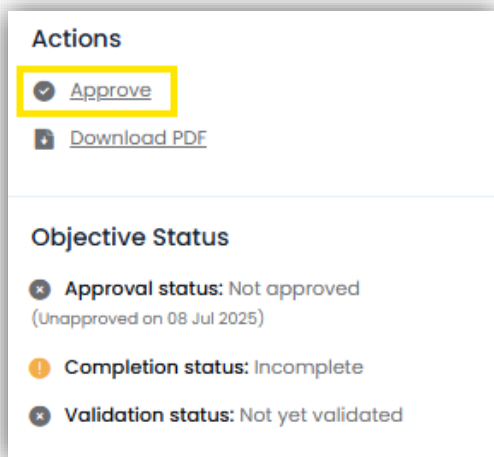
Tel:  
0333 090 6536



If staff have created their own Objectives, or if they have amended admin-led objectives, you will be notified and prompted to check and approve these.

To do this:

- Click into the relevant Objective
- Under the Actions heading, click the 'Approve' button



- Once you have approved, the status will turn green.

If the staff member amends the Objective at any point, it will drop approval again and prompt you to re-approve.

### **Creating Objectives for Staff**

If appropriate/necessary, you are able to create an Objective on behalf of a staff member. Doing this will mean you have ownership and the staff member will be required to approve.

To do this: In **Manage > Objectives**

- Click '**Create Objective**' (top-right corner)



People Development



Objectives Create Objective

Filter Objectives

Person: Bridget (Trainer) Barton | Completion status: All | Approval status: All | Validation status: All | Start date: Any | Clear Filters Filter

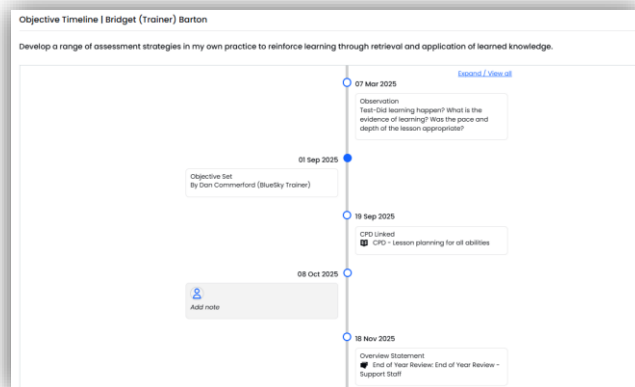
Objective name	Approved	Completed	Validation	Evidence attached	Statement sets	Start date	End date	Created by
<a href="#">Develop a range of assessment strategies in my own practice to reinforce learning through retrieval and application of learned knowledge.</a>	Yes	No	Not yet validated	No		01 Sep 2025	31 Aug 2026	Dan Commerford (BlueSky Trainer)
<a href="#">To share best practice, coach and mentor to enrich teaching in the department.</a>	Yes	No	Not yet validated	Yes		15 Oct 2025	18 Aug 2026	Bridget (Trainer) Barton
<a href="#">To share best practice, coach and mentor to enrich teaching in the department.</a>	Yes	Yes	Not yet validated	No		03 Sep 2022	29 Aug 2023	Bridget (Trainer) Barton

- Select the relevant staff member
- Complete the objective form details
- **Next step**
- You can link it to strands within the staff members' Standards and Organisation Objectives (where applicable)

If needed, you are also able to amend the Objective. To do this, click back into the relevant Objective and select 'Edit' – this will drop approval again and prompt the staff member to reapprove.

### Tracking Progress

- Use the **Timeline** view to understand how a staff member's objective is progressing over time, including evidence, updates, and linked activity.



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Email us at [support@nationalcollege.com](mailto:support@nationalcollege.com)



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



Tel: 0333 090 6536



## **Validating an Objective**

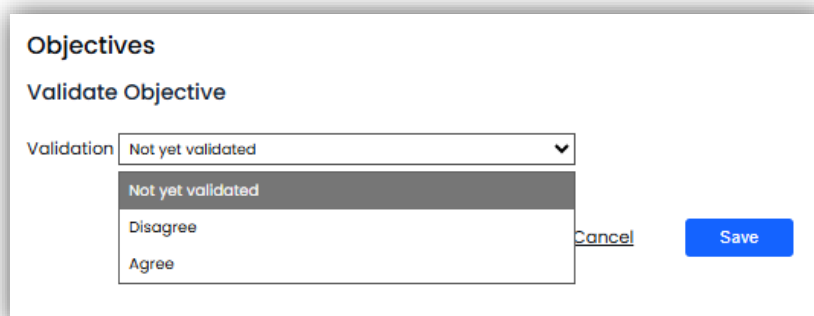
Once a staff member has marked their Objective as complete, you will be notified and prompted to Validate. Validation is essentially you agreeing with the staff member's completion status.

To do this:

- Click into the relevant Objective
- Under the Actions heading, click '**Validate**'



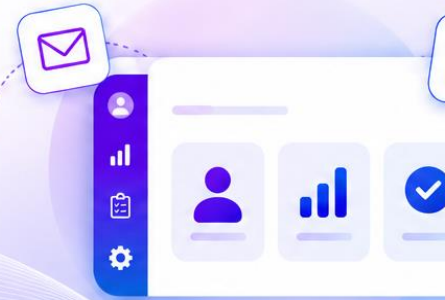
You can choose to Agree or Disagree – if you disagree, it is recommended to add a note to explain why (perhaps they need to add more evidence). If they then produce the evidence, you are able to update your validation response.



**Tip:** Regularly reviewing objectives helps keep development focused and on track throughout the year.



# People Development



## Supporting Guides:

- [Managers: How to check & approve \(self-led or admin-led\) objectives for those you line manage](#)
- [Managers: How to set manager-led objectives](#)
- [Managers: How to edit a manager-led objective](#)
- [Managers: Viewing the Objective Timeline as a line manager](#)
- [How to validate a completed objective as a Line Manager](#)

## Development Activities/CPD

Development Activities (formerly the CPD tab) allows you to monitor and support professional learning across your team.

### Viewing Activities/CPD

Go to **Manage > Development Activities**

- You will see all activities for the staff you line manage, whether these are whole-school, individual-led or set by yourself as Line Manager.

Development Activity	Line manager agreement	Agreed/Denied by	Completed/Attended on	Immediate evaluation completion (%)	Long term evaluation completion (%)	Development Team Approval	Statement set	Activity date	Created by
<a href="#">CPD - lesson planning for all abilities</a>	Does not require approval	n/a	Incomplete	0%	0%	Does not require approval		07 Sep 2026	Bridget (Trainer) Barton
<a href="#">CPD - lesson planning for all abilities</a>	Pending	n/a	Incomplete	0%	0%	Pending		07 Sep 2026	Zoe Blackwell (trainer)
<a href="#">CPD - lesson planning for all abilities</a>	Pending	n/a	Incomplete	0%	0%	Approved		07 Sep 2026	Amy Hayes (BlueSky Trainer)
<a href="#">CPD - lesson planning for all abilities</a>	Pending	n/a	Incomplete	0%	0%	Pending		07 Sep 2026	Amy Hayes (BlueSky Trainer)
<a href="#">CPD - lesson planning for all abilities</a>	Does not require approval	n/a	Incomplete	0%	0%	Does not require approval		07 Sep 2026	Amy Hayes (BlueSky Trainer)
<a href="#">CPD - lesson planning for all abilities</a>	Pending	n/a	Incomplete	0%	0%	Pending		07 Sep 2026	Amy Hayes (BlueSky Trainer)



- You can use the filters to specify your search
- Click into the titles of each to:
  - View details
  - See evidence
  - Access linked records, such as Objectives
  - View and add notes
  - View the status and approve (if necessary)

**Development Activity: Instructional Coaching: Framing the action step in terms of goal and strategy, for Zoe Blackwell (trainer)**

<p><b>Owned by:</b> Zoe Blackwell (trainer)  <b>Created:</b> 08 Jun 2023 by Zoe Blackwell (trainer)  <b>Completed/Attended on:</b> 08 Jun 2023  <b>Activity date:</b> 08 Jun 2023  <b>Immediate impact evaluation reminder:</b> 09 Jun 2023  <b>Long term impact evaluation reminder:</b> 08 Sep 2023</p> <p><b>Overview</b></p> <p><b>Intended outcome</b></p> <ul style="list-style-type: none"> <li>- Consider some examples of weak and strong action steps.</li> <li>- Understand how to use a framework to craft action steps.</li> <li>- Learn how to improve an action step to ensure it is bite-sized, specific and likely to have more impact.</li> </ul> <p><b>Description</b></p> <p>About this module                  The nexus of any instructional coaching conversation is the action step, which states exactly what the teacher will do differently to improve their teaching and pupil outcomes. And yet, action steps are devilishly difficult to get right. This module aims to help you understand what makes an action step most effective through guiding you through a process of improving an action step so it is more likely to have impact. This module is suitable for anyone who has a responsibility as an instructional coach, but also middle leaders and senior leaders, especially those responsible for teaching and learning.</p> <p><b>Resources</b></p> <p>None entered</p> <p><b>Cover required</b></p> <p>No</p> <p><b>Hours required</b></p> <p>None entered</p> <p><b>Cost Required</b></p> <p>No</p>	<p><b>Actions</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Delete</a></li> <li>• <a href="#">Download PDF</a></li> <li>• <a href="#">Line Manager Agreement</a></li> <li>• <a href="#">Line Manager Denial</a></li> <li>• <a href="#">Add evidence</a></li> </ul> <p><b>Status</b></p> <ul style="list-style-type: none"> <li>● Completion: Completed</li> <li>● Line Manager Agreement: Pending</li> <li>● Development Team Approval: Pending</li> <li>● Immediate evaluation: 0% complete</li> <li>● Long term evaluation: 0% complete</li> </ul> <p><b>Linked Records</b></p> <p><b>Observations</b></p> <p>None</p> <p><b>Objectives</b></p> <p>How to plan a lesson effectively                  Teaching and Learning objective</p> <p><b>Organisation/Group Objectives</b></p> <p>None</p> <p><b>Partnership Objectives</b></p> <p>None</p> <p><b>Statement set</b></p> <p>None</p>
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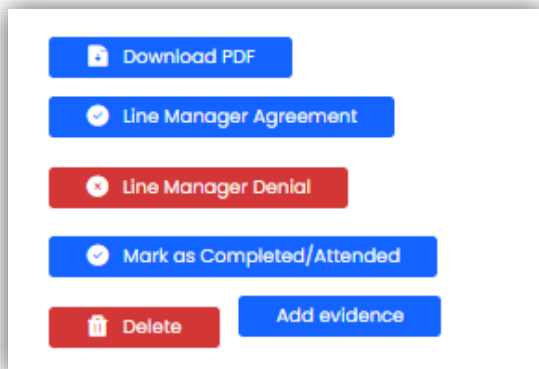
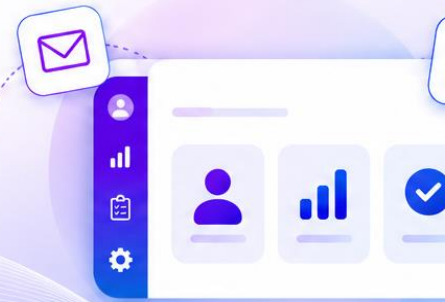
### Approving CPD (if necessary)

If staff have created their own development activities/CPD, depending on your organisation's settings, you may be required to approve the activity. If so, you will be notified and prompted to check and approve these.

You will be able to easily see if activities requires your approval from the overview page. Under the 'Line manager agreement' column, it will say 'Pending'.

To approve these:

- Click into the relevant activity
- On the right-hand side, will be your action buttons. Click either the 'Line Manager Agreement' or 'Line Manager Denial' button.



- Once you have made your decision, you will be prompted to add a reason for your decision – this can be as brief or detailed as you see fit.

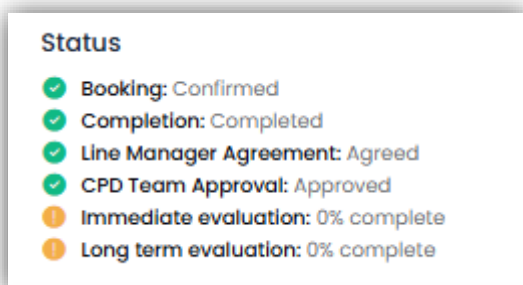
**Agree CPD Activity**

Please confirm that you want to agree the CPD Activity "PD training".

Reason for your decision

[Cancel](#) [Agree](#)

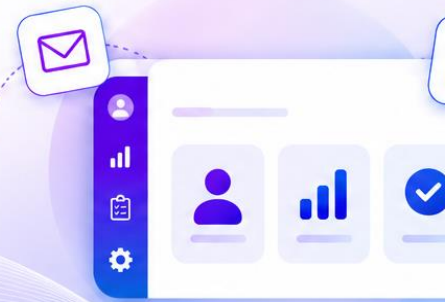
- Once confirmed, the status will be updated, and the staff member will be notified.



- You also have the ability to bulk agree or deny from the overview page.



People Development



Select bulk operation

Bulk operation

Agree

Apply

### Monitoring Activities

We recommend encouraging staff to record all relevant learning and link their CPD activities to their objectives, ensuring evaluations are completed where possible. This not only supports effective tracking of development but also helps identify any gaps or areas for further focus.

Over time, this can also be used to promote collaboration across teams, enabling staff to learn from one another and support development through a more coaching-led approach, if/where appropriate.

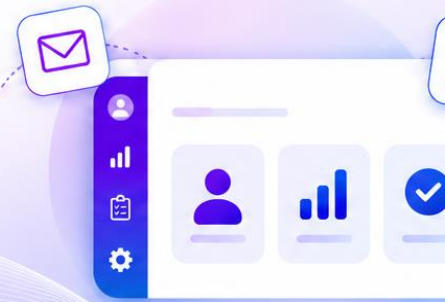
From the overview page, you can monitor:

- Activity title
- Line manager agreement status
- Completion status
- Immediate and long-term evaluation status
- CPD Team approval status (where relevant)
- If the activity has been linked to Standards
- Date of the activity

Bridget (Trainer) Barton (6)

<input type="checkbox"/>	CPD Activity	Line manager agreement	Agreed/Denied by	Completed/Attended on	Immediate evaluation completion (%)	Long term evaluation completion (%)	CPD Team Approval	Statement set	Activity date	Created by
<input type="checkbox"/>	<a href="#">Optional Training Event</a>	<a href="#">Pending</a>	n/a	Incomplete	0%	0%	Approved		02 Nov 2023	Bridget (Trainer) Barton

- Who created the activity



## Creating Development Activities for staff

You can also create development activities on behalf of a staff member. This can be useful if you have identified opportunities or are delivering training to your team.

To do this: In **Manage > Activities**

- Click **'Create Development Activity'** (top-right corner)

Development Activity	Line manager agreement	Agreed/Denied by	Completed/Attended on	Immediate evaluation completion (%)	Long term evaluation completion (%)	Development Team Approval	Statement set	Activity date	Created by
<input type="checkbox"/> Development Activity <a href="#">CPD - lesson plans for all classes</a>	Does not require approval	n/a	Incomplete	0%	0%	Does not require approval		07 Sep 2026	Bridget (Trainer) Barton
<input type="checkbox"/> Development Activity <a href="#">CPD - lesson plans for all classes</a>	<a href="#">Pending</a>	n/a	Incomplete	0%	0%	Pending		07 Sep 2026	Zoe Blackwell (trainer)

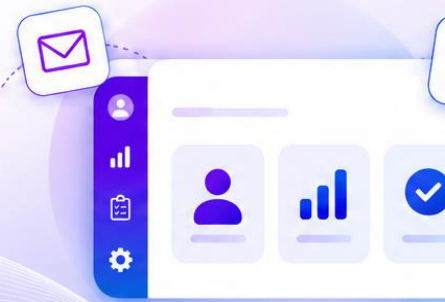
- Select the relevant staff member
- Press **Next**
- There are then three routes you can decide to create CPD from
  - From **Scratch** (internal/non-National College CPD)
  - From **The National College** (if using the library)
  - From a **Training Event** (internal CPD offered by your organisation)
- Selecting either From The National College or Training Event will allow you to search for the relevant activity and will prepopulate the activity details
- Selecting from Scratch, will come up with our blank form, for you to be able to populate the relevant details
- Depending on your organisation's settings, you can decide if the activity requires approval and if it is mandatory or not
- You can also link the activity to the staff member's objectives and, where applicable, the organisation's objectives to support alignment with wider priorities
- Once saved, this will notify the staff member and populate in their CPD library.

**Tip:** Look for patterns, not just individual activities. Use the reports to spot trends across your team, helping you identify shared strengths and/or focus areas where additional support may be needed.





People Development



### Supporting Guides:

(These guides are from an individual perspective, but work exactly the same in your Manage tab)

- [Individuals: Creating self-led National College CPD activities in People Development \(formerly BlueSky\)](#)
- [Individuals: Creating a self-led CPD activity from scratch](#)

As Line Manager, you can run reports across your staff, including Development Activities Reports, via **Manage > Reports**. Details of this are shared in the below 'Reports' section.

## Review Meetings

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

### Accessing Meetings

Go to **Manage > Review Meetings**

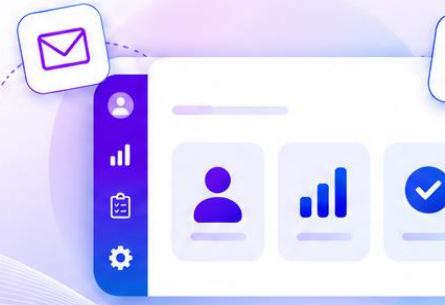
Here you will see any meetings created by you, the individual, or another line manager (if applicable/settings allow)

Review Meetings							
Filter Review Meetings							
Person	Completion status	With Response	Date Filter	Date Range	Review Meeting Template	Clear Filters	Filter
All	All	All	Created on	Sep 2025 - Aug 2026	All		
<b>Bridget (Trainer) Barton</b>							
Title	Created on	Academic Year	Response	Created by	Completed?	Template	
<a href="#">End of Year Review - End of Year Review - Support Staff</a>	18 Nov 2025	Sep 2025 - Aug 2026	No	Dan Commerford (BlueSky Trainer)	18 Nov 2025 15:36	End of Year Review - Support Staff	
<a href="#">Mid-Year Review - Mid-Year Review Meeting</a>	04 Mar 2026	Sep 2025 - Aug 2026	No	Dan Commerford (BlueSky Trainer)	12 Mar 2026 12:45	Mid-Year Review Meeting	
<a href="#">October Mid-Year Review</a>	31 Mar 2026	Sep 2025 - Aug 2026	No	Dan Commerford (BlueSky Trainer)	31 Mar 2026 11:31	Mid-Year Review	
<b>Zoe Blackwell (trainer)</b>							
No Review Meetings were found							
<b>Amy Hayes (BlueSky Trainer)</b>							
No Review Meetings were found							

You can click into previous meetings to access previous progress or next steps if/where relevant. You can also click into meetings staff have created, to access details and add a response statement should you need/wish to.



People Development



### **Accessing & Adding a Response Statement** (to a meeting a staff member has created)

- Click into the relevant meeting
- View all details
- Scroll down to the section 'Your Response'

**Your Response**

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

[Save](#)

- You can also add any evidence if needed/where relevant via 'Manage evidence' from the right-hand side.

### **Creating a Meeting**

To create a meeting for a staff member. In **Manage > Review Meetings**

[Create Review Meeting](#)

**Review Meetings**

Filter Review Meetings

Person: All | Completion status: All | With Response: All | Date Filter: Created on | Date Range: Sep 2025 - Aug 2026 | Review Meeting Template: All | [Clear Filters](#) | [Filter](#)

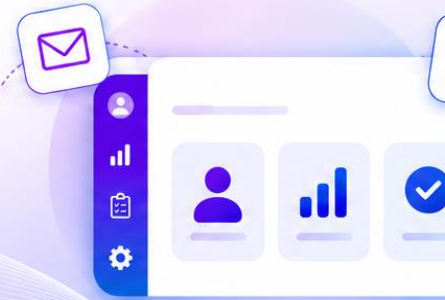
Bridget (Trainer) Barton								
Title	Created on	Academic Year	Response	Created by	Completed?	Template	Status	
<a href="#">End of Year Review: End of Year Review - Support Staff</a>	18 Nov 2025	Sep 2025 - Aug 2026	No	Dan Commerford (BlueSky Trainer)	18 Nov 2025 15:36	End of Year Review - Support Staff	Complete (no response)	
<a href="#">Mid-Year Review: Mid-Year Review Meeting</a>	04 Mar 2026	Sep 2025 - Aug 2026	No	Dan Commerford (BlueSky Trainer)	12 Mar 2026 12:45	Mid-Year Review Meeting	Complete (no response)	
<a href="#">October Mid-Year Review</a>	31 Mar 2026	Sep 2025 - Aug 2026	No	Dan Commerford (BlueSky Trainer)	31 Mar 2026 11:31	Mid-Year Review	Complete (no response)	

**Zoe Blackwell (trainer)**

No Review Meetings were found

**Amy Hayes (BlueSky Trainer)**

No Review Meetings were found



- Click '**Create Review Meeting**'
- Recommended to keep the meeting 'Visible to Senior Managers and your Line Managers'
- Select the relevant staff member and meeting template
- Click '**Create**'
- Enter the:
  - Meeting Type
  - Title
  - Academic Year
  - Link relevant Objectives

Review Meeting Type\*

Mid-Year Review ▼

Title\*

Mid-Year Review

For Academic Year\*

01 Sep 2025 - 31 Aug 2026 (Current Year) ▼

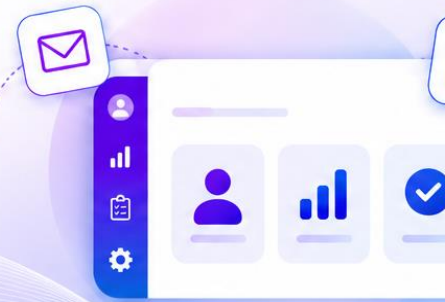
Objectives

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 (1) [Hide details](#)

Objective 1 - Develop a range of assessment strategies in my own practice to reinforce learning through retrieval and application of learned knowledge. [view preview](#)

- Complete the form as necessary (forms are bespoke to your organisation, but may include comment boxes, drop-down options and in some cases numerical scales)
- At the bottom of the form, you can choose to:
  - **Save** – in draft state
  - **Share draft** – saves but shares with the individual as well
  - **Mark the meeting as complete** – locks the form down and populates to the staff member, enabling them to add their Response Statement, should they wish to.



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](#)

Please note, once you mark the meeting as complete, this is finalised and details are unable to be edited – if you do need to edit for any reason, you can contact our [Support Team](#), who will be able to put the form back into draft state for you.

**Tip:** Use objectives and CPD records to support meaningful and evidence-based discussions. Sharing the meeting in draft beforehand helps staff prepare in advance and supports a more open, reflective conversation.

#### Supporting Guides:

- [Managers: Adding a response to a review meeting record](#)
- [Creating a Review Meeting record as a Line Manager](#)
- [How to edit a Review Meeting record as a Line Manager](#)

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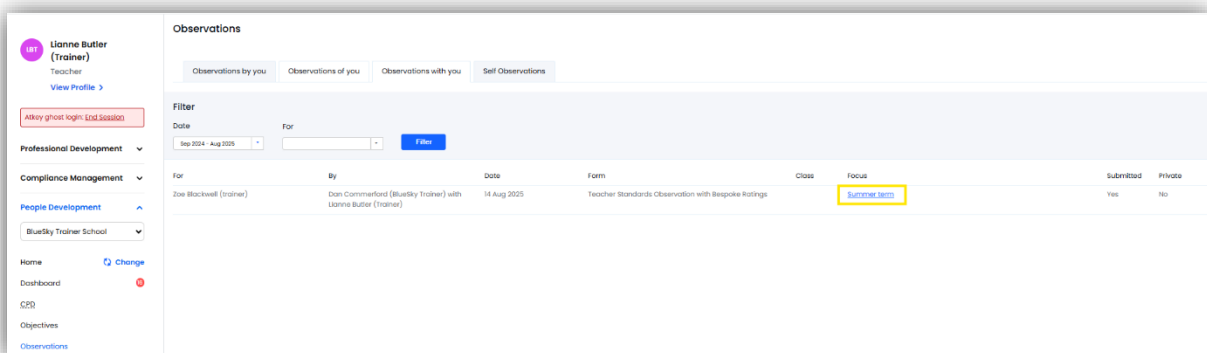
## Observations

Observations (QA records) are not restricted to line management and can be recorded by any user for any staff member, which is why they sit within the Home tab rather than the Manage area.





Depending on how your organisation has requested observations be completed, as Line Manager, you may have been tagged as the 'With' person on your staff feedback forms. If you have, you can access these records via **Home > Observations >**



## Observations With you

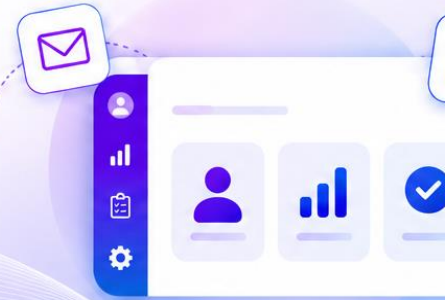
You can

- Click into the 'Focus' title to open the record.
- Upload any evidence you may have as Line Manager
- Add any notes

As Line Manager, you can also run reports across your staff, including Observation Reports, via **Manage > Reports**. Details of this are shared in the below 'Reports' section.



People Development



## Standards & Self-Reflections

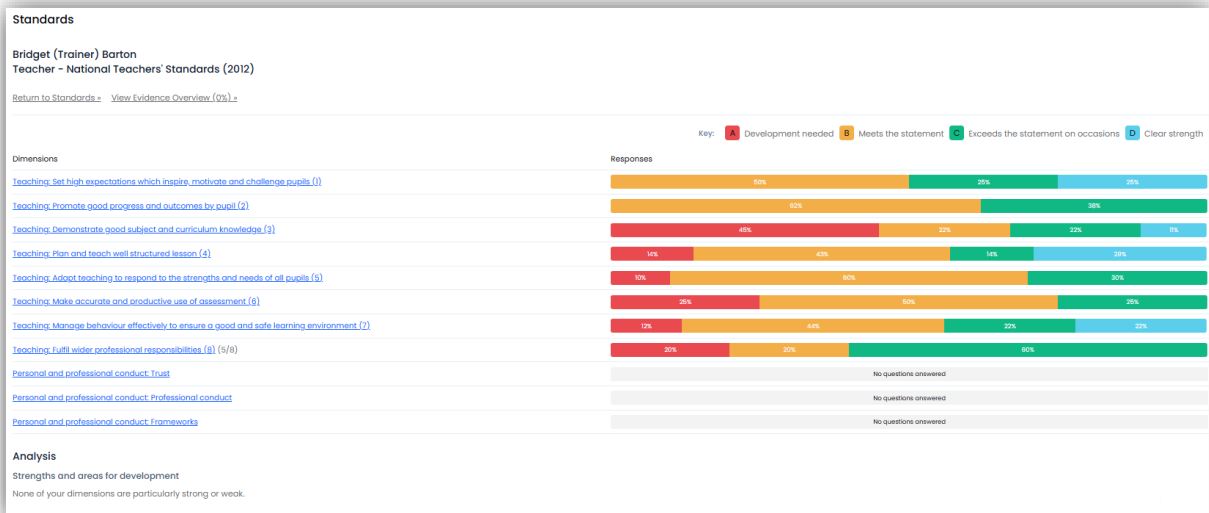
As Line Manager, you can also see staff's self-reflections against Standards or Frameworks. Head to **Manage > Standards**

Person	Responses %	Evidence %	Clear Filters	Filter
All	78%	0%		

Profession	Level	Version	Started	Responses	Evidence
Teacher	<a href="#">National Teachers Standards (2012)</a>	January 12	05/10/23	78%	0%
Support Staff	<a href="#">Support Staff Core Standards (2015)</a>	August 15	05/07/24	20%	0%
NPQ - National Professional Qualification	<a href="#">National Professional Qualification for Middle Leadership</a>	September 18	29/01/25	30%	0%
CPD - Professional Map	<a href="#">CPD - Fundamental Level</a>	July 19	19/09/25	1%	0%
Bespoke	<a href="#">Demonstrating and Promoting the TIP Behaviours</a>	August 22	06/10/23	15%	0%
Bespoke	<a href="#">Pedagogical Review</a>	April 23	11/05/24	17%	0%
Bespoke	<a href="#">ES Teacher Standards</a>	September 23	13/10/23	11%	0%
Bespoke	<a href="#">UWC Meisterlich Educator Standards - Support Staff</a>	August 24	29/08/24	53%	0%

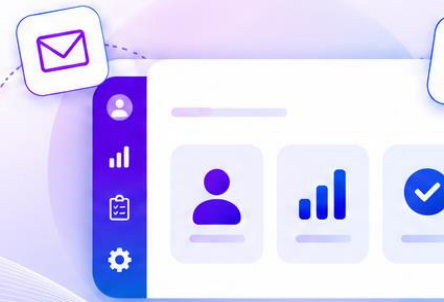
Clicking into the record title will display a bar graph of that staff member's reflections. This highlights both strengths and areas for development, which can be used to support their ongoing development and objectives, as well as inform any suggested CPD activities.



You can also access any evidence the staff member has attached and/or suggest evidence for them to upload in support of their development.



People Development



**Tip:** Focus on the 'why' behind the ratings. Use reflections as a starting point for discussion – understanding the reasoning behind a rating often provides more value than the score itself.

## Reports

There are a range of reports you can run across the staff you line manage. While there are currently no manager-specific video guides, the functionalities work in the exact same

**Management**  
**Totals Report**  
Provides numerical data, searchable by date and individual or group which provides totals of Standards, Objectives, CPD, Observations, RFP, Review Meetings, Self Evaluation records and Projects. Includes the individual's line manager(s) and group(s).

**Standards**  
**Needs Analysis Report**  
Aggregates all staff responses to a selected professional standard review in a graphical format. Drilling down into each dimension or statement set allows you to identify staff strengths and areas for development. Provides an option to select a specific standard and level, which when selected identifies groups of staff that have completed this self-review.

**Needs Analysis Comparison Report**  
Select a single user to compare current review answers to previous answers at a defined time.

**Objectives**  
**Objectives Report**  
Detailed Objectives report. The search criteria can be refined by date, individual/all users, profession and level, approved/need approval, by group, Organisation Objectives and more. Provides highly detailed and exportable report with links to organisation priorities.

**Review Meetings Report**  
Detailed Review Meetings report. The search criteria can be refined by date, individual/all users, groups and more). Provides highly detailed and exportable reports with links to statements and the individual's Objectives. The Headteacher/Principal account can also add pay decisions and view these in the report ONLY through their account.

**CPD**  
**CPD Activities Report**  
Detailed CPD activities report. The search criteria can be refined by date, individual, profession, level, approved/need approval, sign off decision, linked to training event, groups, group objective, audit area, linked by school and/or Objectives and more). Provides highly detailed and exportable report showing evaluation feedback.

**CPD Evaluation Visual Report**  
Graphical report of the evaluation responses for CPD Activities, exportable to PDF. The search criteria can be refined by date, individual, profession, level, approved/need approval, sign off decision, linked to training event, groups, group objective, audit area, linked by school and/or Objectives and more).

**Observations**  
**Observations Report**  
Detailed Observation reports. The search criteria can be refined by date, individual/all users, profession/level, groups, group objective, audit area and more. Provides highly detailed and exportable reports with links to organisation objectives.

**Observation Visual Report**  
Provides a graphical representation of the headline percentages of Observation scores. Scores for each section and overall scores will be displayed for the selected Observation form. The display can be filtered by date, groups and by organisation objectives or group objectives.

**Progress**  
**Progress Summary Report**  
Provides a summary of an individual's latest Review and details of their Objectives, CPD Activities, Review Meetings, Observations, Self Evaluations and selected Journals.

**Journals**  
**Shared Journals Report**  
Create a Shared Journals Report based on entries shared with you from your appraisee/mentee. Exportable to PDF.

way as it does for Admin users – simply accessed via your **Manage tab > Reports**.

Some good reports to run are;

- **Totals Report** – Provides a numerical overview of staff records, searchable by date, individual, or group. It offers a clear snapshot across key areas such as Standards, Objectives, CPD, Observations, and Review Meetings, making it easy to identify where records may be incomplete and where additional support may be needed. This report includes all staff, whereas other reports will only display data for staff who have records in place.



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](mailto:support@nationalcollege.com)



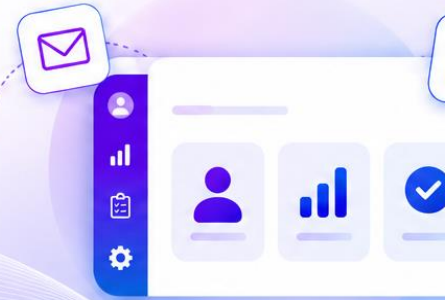
Helpdesk  
<https://nationalcollege.com/pages/support>



Tel:  
0333 090 6536



People Development



A useful example of parameters to run (particularly at end of year):

And would provide details as below:

<b>Personal</b> Users Name	<b>Observation</b> Totals
<b>CPD</b> Totals Completed/Attended Hours	<b>Review Meetings</b> Total Completed
<b>Objectives</b> Total Completed	<b>Standards</b> National Standard Selected National Response % National Evidence %

**Totals Report** [Export as CSV](#) [Refresh Data](#)

You searched using the following criteria:

- Report Created by: Lianne Butler (Trainer)
- Date field: Object Specific (see notes)
- Start date: 01 Sep 2025
- End date: 31 Aug 2026

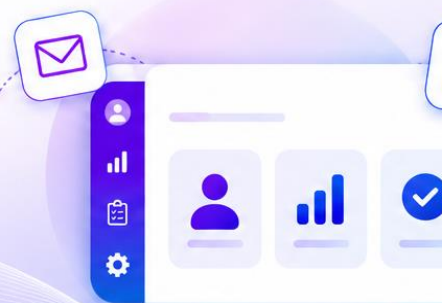
User's Name	CPDs		Hours	Objectives		Observations		Review Meetings		Reviews		
	Total	Completed/Attended		Total	Completed	Total	Completed	Total	Completed	National Standard Selected?	National Response %	National Evidence %
Bridget (Trainer) Barton	0	0	0.00	2	0	1	3	3		78%	0%	
Zoe Blackwell (Trainer)	1	0	0.00	1	0	0	4	1		77%	4%	
Amy Hayes (BlueSky Trainer)	0	0	0.00	0	0	0	0	0		21%	2%	
Report Totals	1	0	0.00	3	0	1	7	4	n/a	n/a	n/a	

• **Progress Summary Report** – Provides a summary of an individual’s latest Review, along with details of their Objectives, CPD Activities, Review Meetings, Observations, and selected Journals (if used by your organisation) for a chosen timeframe (e.g. an academic year, a term, or a custom date range). This is particularly useful for gaining a quick, holistic view of a staff member’s development, supporting more informed discussions, identifying progress over time, and highlighting any areas that may need further focus or support.

You will get an overview at the top, along with more details of the records below, filtered by section:



People Development



Bridget (Trainer) Barton						
Roles and responsibilities						
Profession						
Teacher						
Level						
National Teachers' Standards (2012)						
Groups						
Support staff						
Line Managers						
Zoe Blackwell (Trainer), Lianne Butler (Trainer), and Dan Commerford (BlueSky Trainer)						
Non-Grade Activities	Objectives	CPD Activities	CPD Hours	Review Meetings	Observations	
1	2	0	0	3	0	

### Supporting Guides:

(Although these guides are from an Admin perspective, they work in the same way via your Manage tab)

- [Running Reports: The Totals Report](#)
- [Running Reports: The Objectives Report](#)
- [Running Reports: The Meetings \(Overview Statements\) Report](#)
- [Running Reports: The CPD Activities Report](#)
- [Running Reports: The Quality Assurance Reports](#)
- [Running Reports: Needs Analysis Report](#)

**Tip:** Exporting Progress Summaries as PDFs at key points (e.g. end of year) helps create a clear and consistent record of progress over time.

### ? Common Questions

- [Standards: I can't see my staff's self-review](#)
- [Who can create, edit and approve objectives?](#)
- [Why can't I validate an Objective?](#)
- [Review Meetings: Why can no-one see the Review Meeting record I have written?](#)



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



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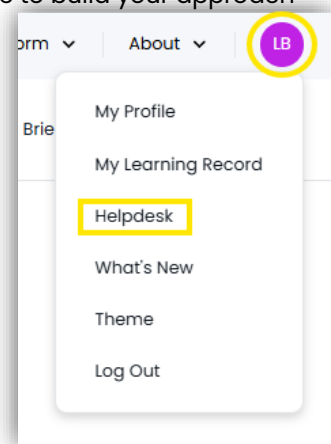
People Development



This guide provides a strong foundation to help you get started in supporting and monitoring your team's development. As your use of the platform develops, you can continue to build your approach to ensure it effectively supports staff progress and engagement over time.

\* 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 includes step-by-step guides and short video tutorials for all areas of 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.



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