People Development
Admin Guide

This guide is designed to support Admin users in setting up and managing People Development effectively. It covers the key steps needed to configure your platform and support staff engagement.

Assigning Admin Permissions
Set up permissions and access for admins and key users.

Assigning Line Managers
Map line managers to individuals and teams.

Assigning Standards & Frameworks
Assign the right standards and frameworks to individuals and groups.

Reporting & Insights
Create reports, extract insights and track key metrics.

Creating Groups
Build groups to refect your organisations structure.

Uploading Organisation Objectives
Upload and align your organisation's objectives in the platform.

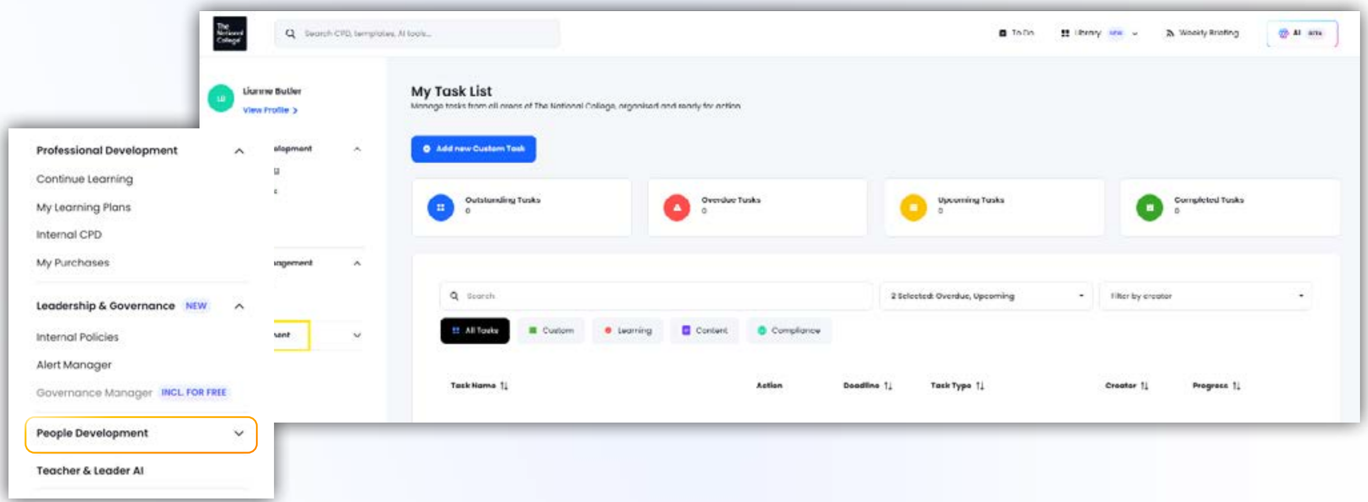
Flood-Filling Objectives & CPD
Bulk assign objectives and CPD where appropriate to save time.

Creating Bespoke Forms & Templates
Design custom forms and templates to suit your organisation's needs.

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 this dashboard, click the People Development tab from the left-hand navigation.



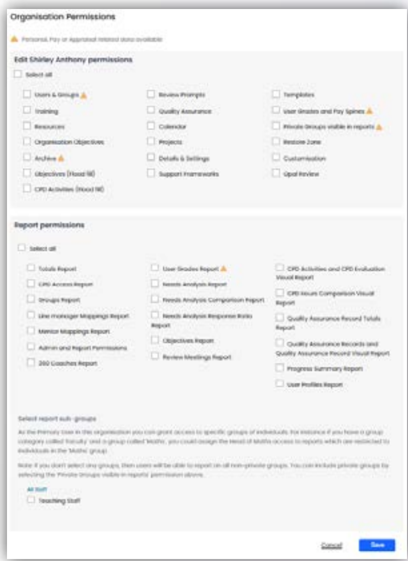
Admin

Everyone starts with the same access in People Development. However, if you manage processes or staff, you may need additional permissions.

To administer, build and manage data across the organisation, you can assign individual admin and reporting permissions to relevant staff.

To be able to assign these permissions, you must first have been assigned Admin permissions within the organisation. ONLY Primary Users are able to assign Report permissions.

Assigning Admin Permissions



You'll need to have been assigned the Users & Groups area in order to assign permissions. If you don't have this option, speak to the People Development lead in your organisation or get in touch with our team.

To assign permissions, head to ***Admin > Users & groups > Search*** or ***select the individual*** you wish to assign permissions to and click into their name ***> Edit Organisation Admin Permissions***, then tick the relevant permissions, ***click Save***, then confirm again to apply the changes. This will be assigned to their account straight away.

Supporting Guides

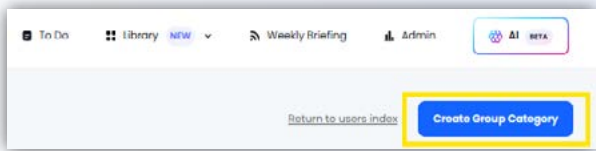
- Assigning Admin Permissions and CPD Team
- Admin and Reporting Permissions (this explains what each permission grants access to)

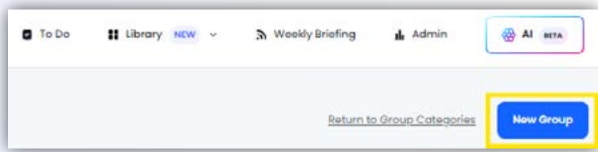
Creating Groups

Groups are vital to many aspects of the People Development platform and getting this structure right is extremely valuable in allowing reports, resources and permissions to be filtered by or restricted to.

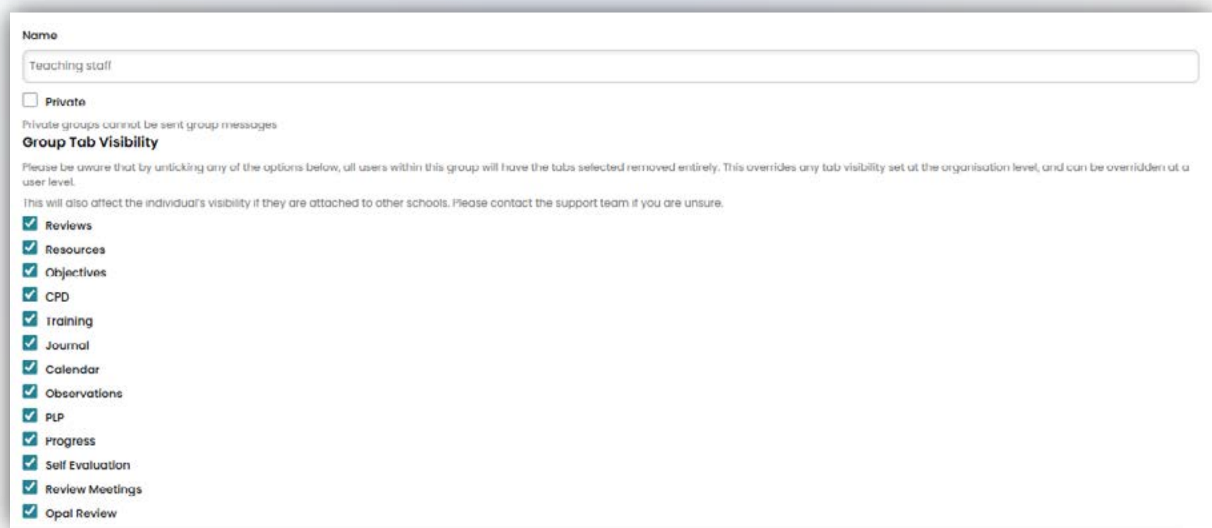
To create groups in People Development, head to ***Admin > Users & groups > Manage Groups***

Groups work in a two-layer process. You will need to create a 'Group Category' first, such as 'All Staff' or 'Departments', depending on how you are wanting to manage these.





Then click into the Category you have created, and you will be able to create each group, for example, 'Teaching Staff' and 'Support Staff'.



You can choose to turn off certain tabs for specific groups of staff, for example if you have an 'Admin' group who will not be completing Observations, you could turn this tab off for them to streamline their dashboards. You also have the option to make a group Private.

Tip: A private group can be useful, for example, if you need to create a "Cause for Concern" or "Disciplinary" group. This allows you to report on the group easily, while ensuring that staff members included in it are not aware they belong to that group.

Once you have pressed 'Save', it will show your staff list, simply tick on/off the relevant staff members for that group. You can come back here at any time to add additional staff, rename or delete the group.

Supporting Guides

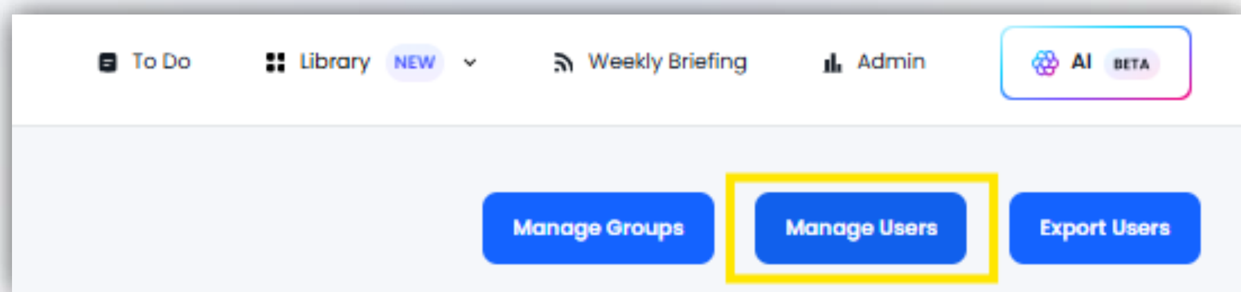
- Setup & Settings: Groups
- Full Admin Guide

Assigning Line Managers

Creating your Appraisal / Line Manager structure is an important step within the People Development app.

* Please note, Line Managers will have access to: CPDs, Objectives, Review Meetings (including Pay Spine if applicable), Standards and Observations (through reports) of all of the staff they line manage.

Bulk assigning line managers is the easiest way to create your structure. To do this, head to Admin ***> Users & groups > Manage Users > Bulk Assign Line Managers***



From the drop-down menu, choose the first Line Manager and click Select. Then, tick the names of the staff that Line Manager should manage. Next, return to the drop-down to select the following Line Manager, making sure to press ***Select*** each time so the view updates, and repeat the process until all Line Managers have been assigned.

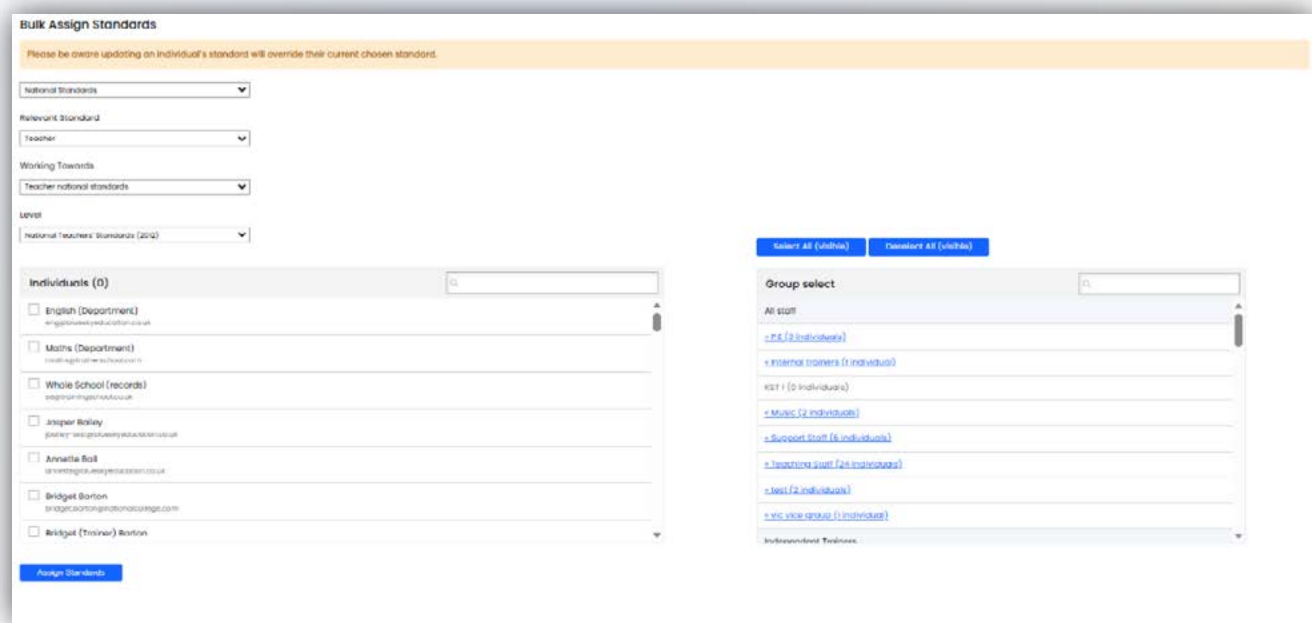
Tip: Use the Line Manager Mappings Report to sense-check.
This can be refreshed as you go.

Supporting Guides

- Setup & Settings: Manager Mapping
- Full Admin Guide

Assigning Standards

You are able to assign standards for staff to self-reflect against. This can be done in bulk to all staff, by groups of staff, or individually select the relevant staff, so that they have their relevant standard preset within their profile.



To do this, head to ***Admin > Standards > Bulk Assign Standards***

Supporting Guides

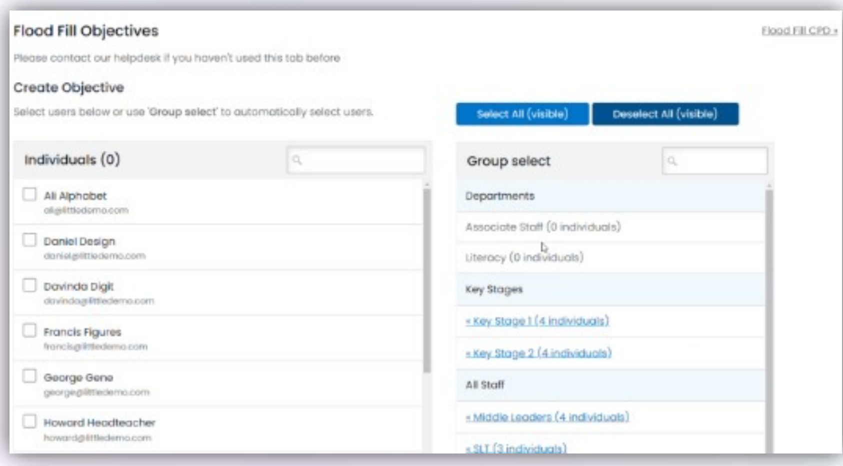
- Bulk assigning Standards in People Development

Pre-populating/Flood-filling Objectives

If you wish to pre-populate (whole-school/department-specific) objectives to staff, you are able to do this in bulk across all staff or by groups of staff (when these are set up).

To do this, head to ***Admin > Flood fill > Objectives,*** select the individual(s), group(s) or use the 'Select All' button, depending on who you are assigning the objective to, then press **'Next step'**.

This will then come up with the Objectives Setting form, and you can populate this as needed.



Tip: You may wish to just populate the Objective title as a theme and leave the additional boxes for staff to personalise with their role-specific action steps etc. This is useful to ensure consistency but also allows for flexibility.

Click ***'Next step'***. Here you will be able to link it to strands within the School Development Plan, if/when it is in, if you choose to. Press ***Save***, this will then populate to all selected staff members and show a green banner to show it has been successfully created.

Objective successfully created

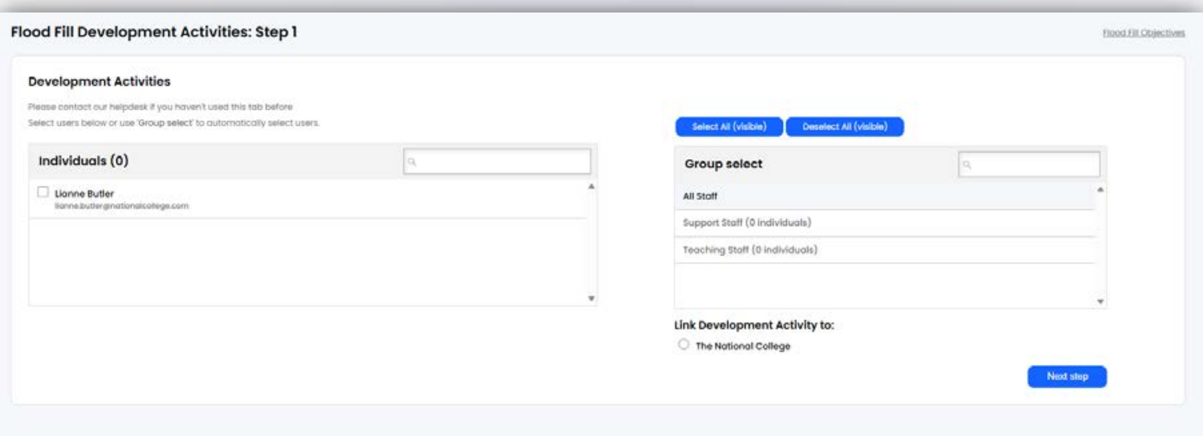
Supporting Guides

- Setting, editing and deleting admin-led (flood filled) objectives

Pre-populating/Flood-filling Development Activities

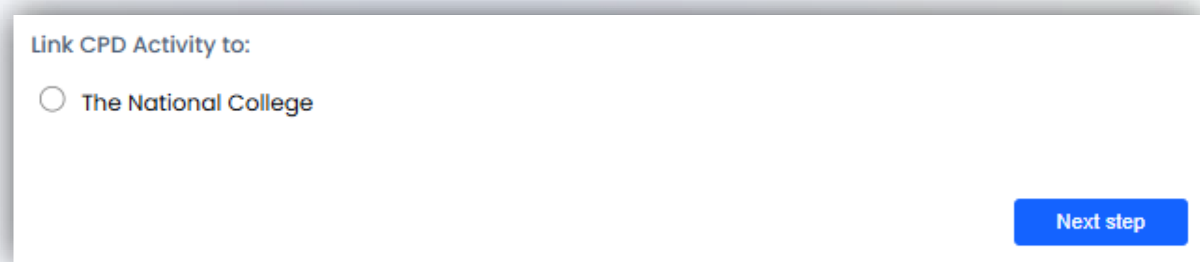
If you wish to pre-populate development activities/CPD to staff, you are able to do this in bulk across the whole school or by groups of staff (again, when these are set up).

To do this, head to ***Admin > Flood fill > Development Activities,*** select the individual(s), group(s) or use the 'Select All' button, depending on who you are assigning the activity to, then press ***'Next step'***.



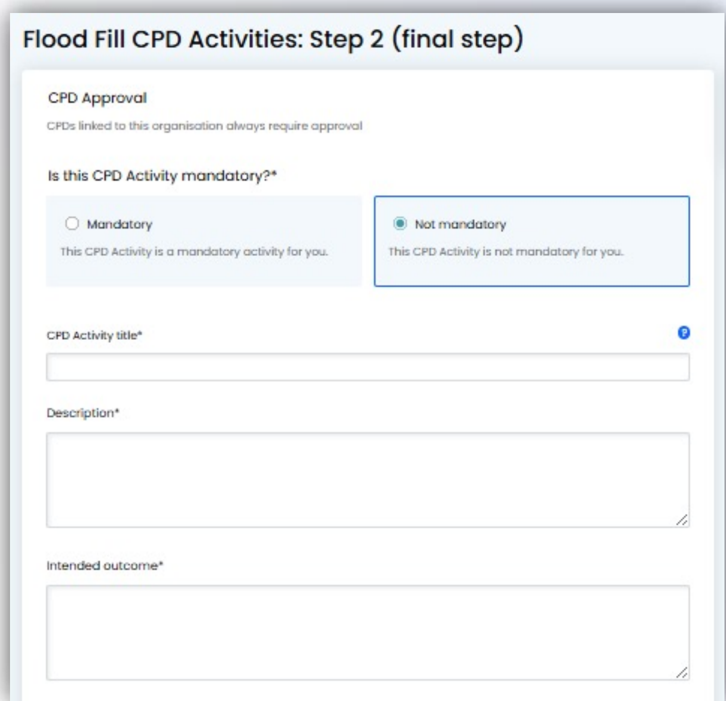
You can choose to pre-populate either National College courses or your own bespoke activities, if you had maybe some in-house training or external providers.

Ticking the 'The National College', will take you to a page where you are able to search for the relevant National College course.



Leaving The National College unticked will take you to the blank form.

On the blank form, you will be able to populate with your own data as necessary, as well as link to Organisation Objectives/SDP, set a renewal date, as well as mark as 'Completed' if this may have been a whole-school activity that has already taken place.



You can also create Training Events, which may be easier for recurring in-house activities, as you can duplicate these each year/as necessary and just amend the dates as needed.

Tip: Training events are useful for optional training – The Training feature will give staff a noticeboard-style area where they are able to look through upcoming activities and choose to book on if they would like.

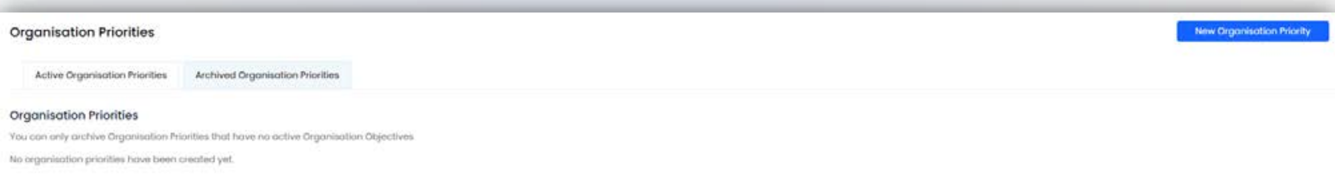
Supporting Guides

- [CPD: Creating admin-led CPD with The National College]
- [CPD: Flood Fill CPD Records]
- [CPD: Building training events]
- [Managing a Training Event]

Uploading your Organisation Objectives/School Development Plan

Uploading your SDP ensures that everyone's professional records can link to your team/ organisation's plan. Staff will be able to link their personal objectives, CPD and QA records. You are also able to link strands of the SDP to any whole-school/flood-filled objectives/Development activities.

To upload this, head to ***Admin > Organisation Objectives***
This follows a two-layer process. First, you create your overarching priorities (for example, Behaviour or Quality of Education). Within each priority, you can then add the relevant objectives/ strands.



You have the ability to restrict objectives to specific staff groups. For instance, a Leadership strand could be limited to an SLT group, while a subject-specific priority might only be available to the relevant department group, provided your groups are set up in that way.

Supporting Guides

- Set up and Manage your Organisation Objectives
- Full Admin Guide

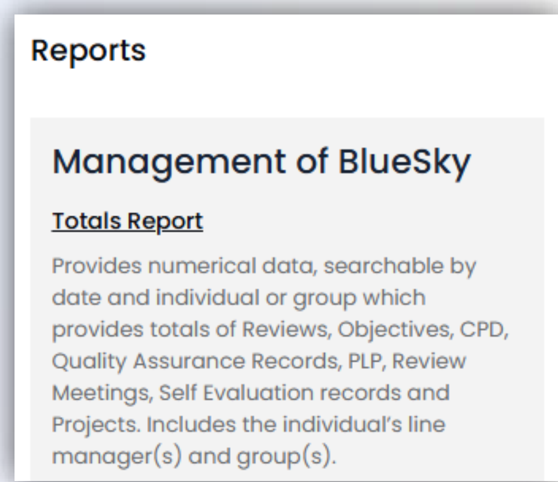
Reporting

People Development offers a wide range of reporting options depending on the sort of data you wish to capture.

A good report for running early on is the **Totals Report**, which will give a quick snapshot view of where your staff members are in relation to what records have been added or completed.

The Totals Report will provide numerical data against the whole staff list and will provide total numbers of Standards Reflections, Objectives, CPD activities, Review Meetings and Quality Assurance records (depending on what you are looking for) and is filterable by date range and staff members/groups of staff if desired.

The benefit of this report, as mentioned, is that it will show all staff, as opposed to other reports that will only show the data of staff that have records – the Totals Report, will easily identify staff that may need a little nudge or extra support as it will show records as '0', for example.



Supporting Guides

- Running Reports: The Totals Report

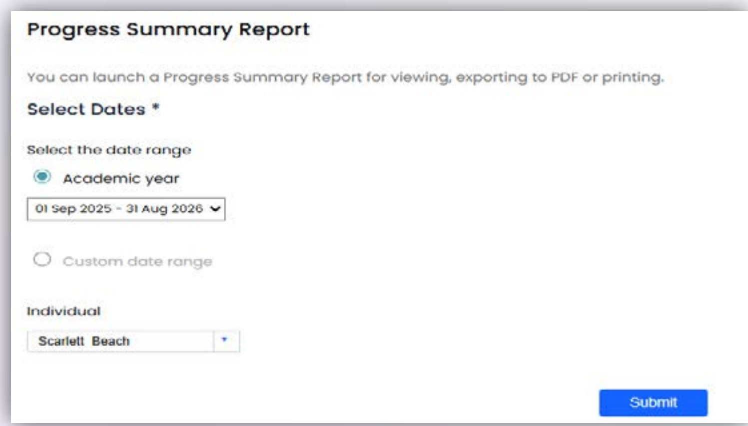
There is also a bank of additional reports which will pull more granular detail, and the majority of reports run using the same format.

Supporting Guides

- Running Reports: The Objectives Report
- Running Reports: The Meetings Report
- Running Reports: The Quality Assurance Reports
- Running Reports: Needs Analysis Report
- Which People Development Report Should I Use?

Additional reports for housekeeping are the Line Manager Mappings Report, Groups Report and Admin and Report Permissions report.

If you want to run a full report for all data on one member of staff, use the **Progress Summary Report**. For this report, you simply select the academic year or date range you are looking at and the relevant staff member. Then Submit – This will produce an exportable PDF document.



Creating Bespoke Forms

You will likely already have your core forms set up within the system. However, you can also create additional forms in People Development to suit your organisation's needs.

These may include:
- Meeting templates (e.g. Supervisions or Probation reviews)
- Quality Assurance forms (e.g. Learning Walks or Curriculum Reviews)

Supporting Guides
- Review Meetings: Creating and managing custom meeting forms
- Quality Assurance: Building & reporting in the QA feature

This should give you a strong foundation to get started. As your use of the platform develops, you can build on this setup to further support your school's priorities.

* 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: support@nationalcollege.com