People Development
Appraisee 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.

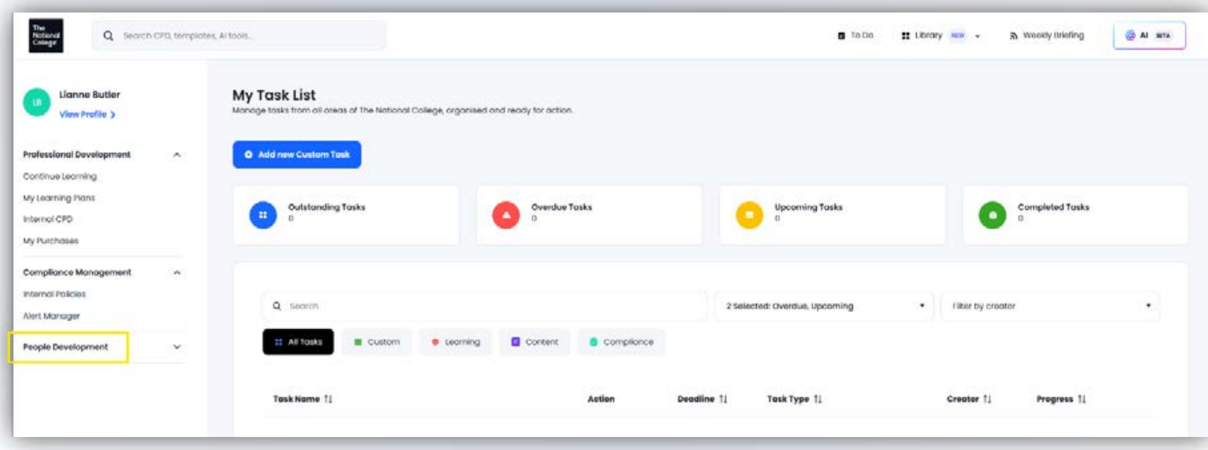
This Includes:

- 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-reflection 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.

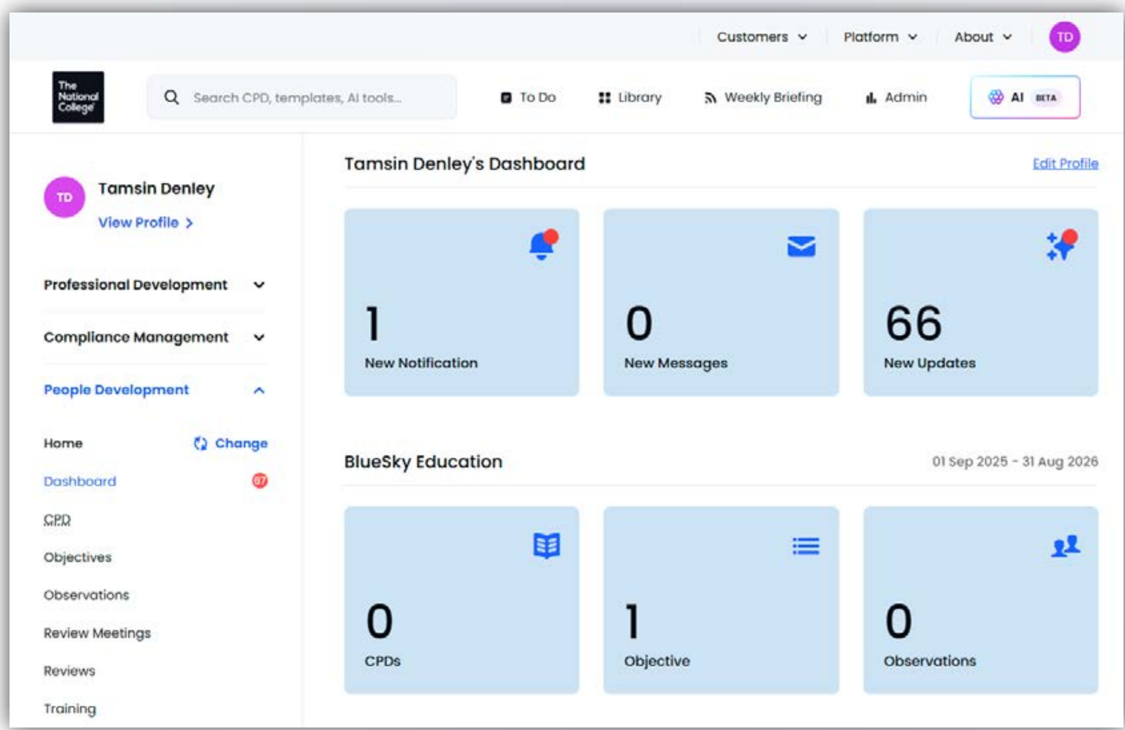
Logging in and activating your account

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).



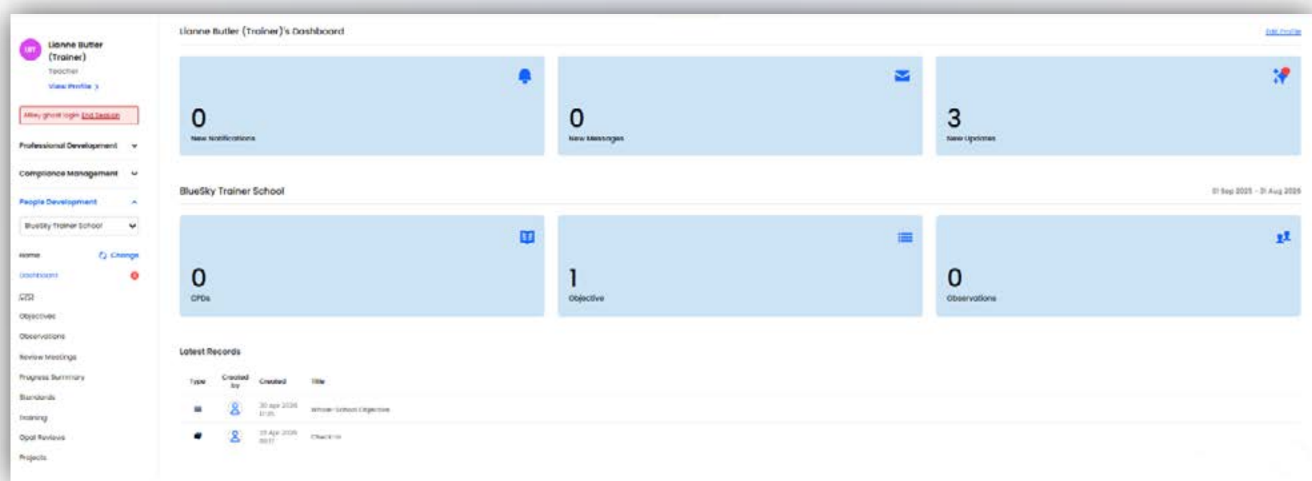
Daily notification emails are only sent if there has been activity on your account the previous day, and you will receive just one email regardless of how many notifications there are. If nothing has happened, you will not receive an email.

- 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

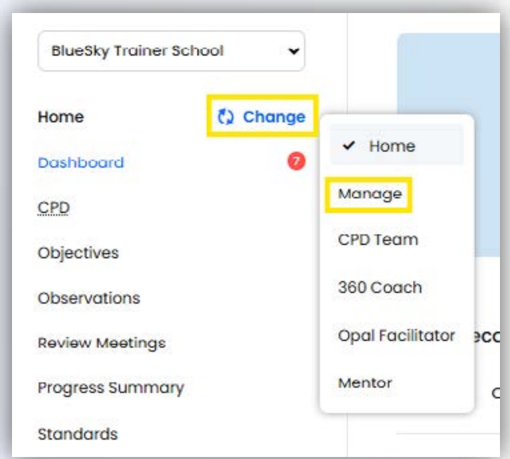
To the left-hand side, you will see your feature tabs. These may look slightly different depending on your organisation's settings, and the terminology may have been updated to reflect your organisation's language.

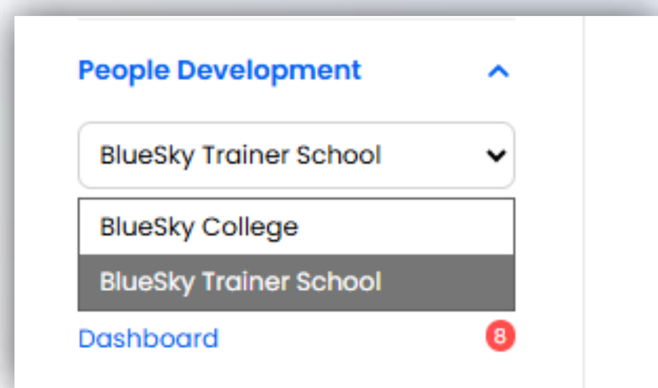


Changing Role

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.

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.





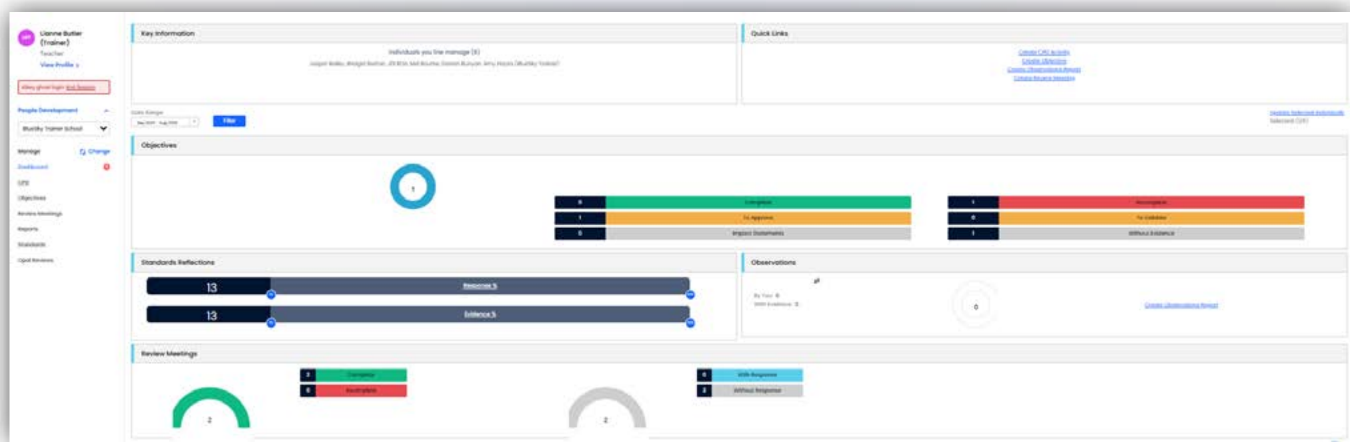
Additionally, if you are part of multiple organisations, you can switch between them using the drop-down menu under the People Development tab.

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.

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.

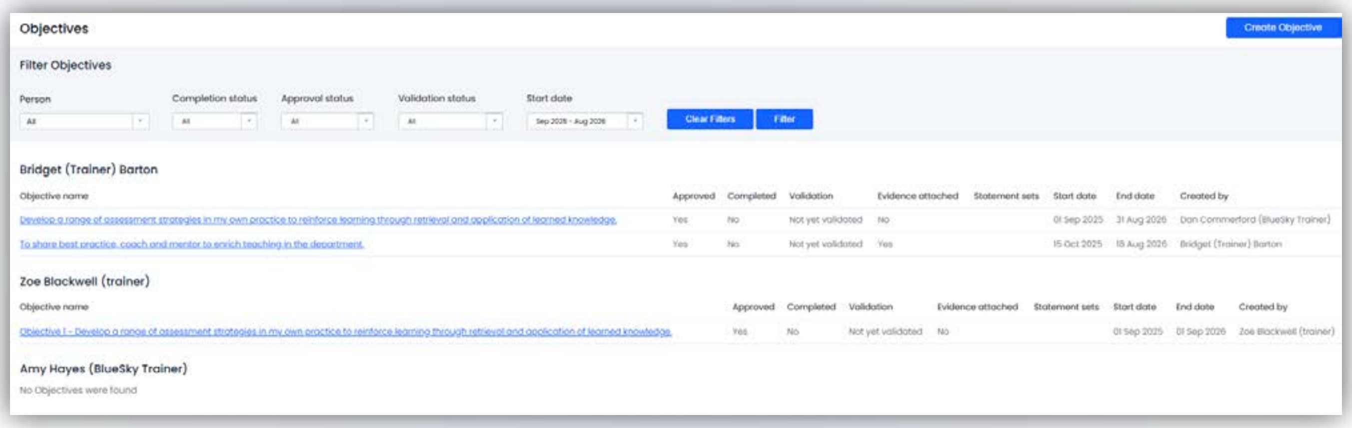


Tip: Take some time to explore the dashboard – there are quick links, filters, and action buttons that can help you navigate and manage records more efficiently.

Objectives

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

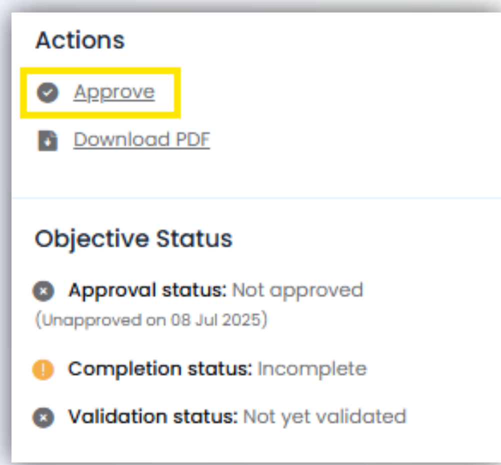
Accessing Objectives: Go to ***Manage > Objectives***



- 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

Approving Objectives

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.



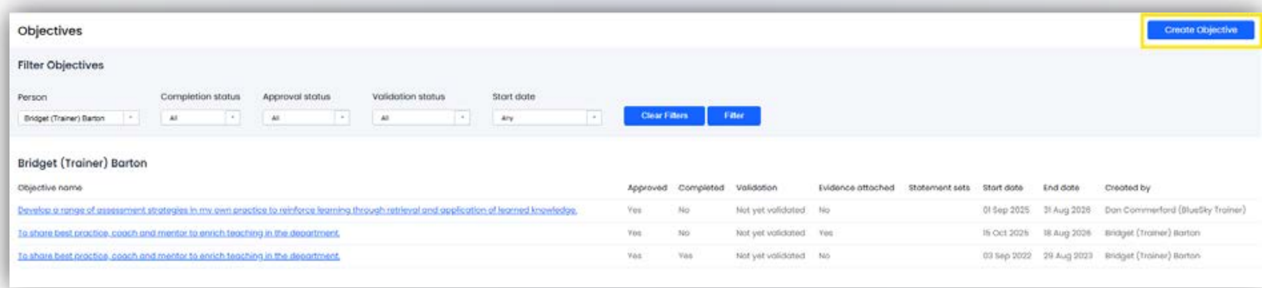
To do this:

- 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.



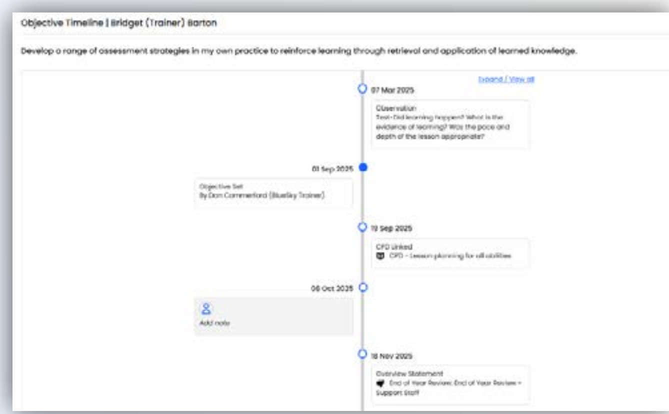
To do this: In **Manage > Objectives**

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



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.

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

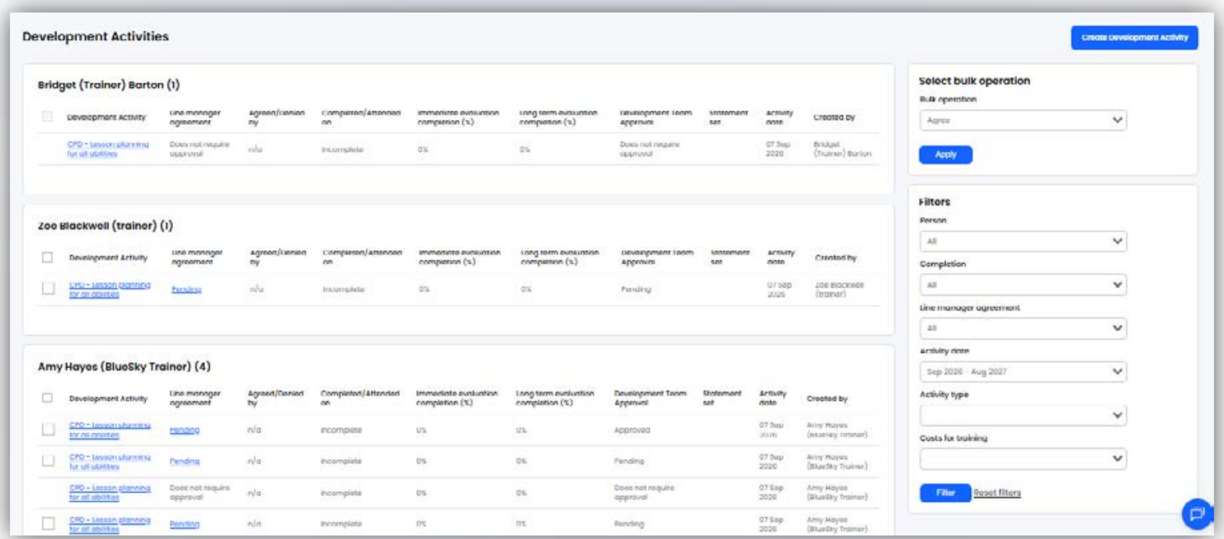
Development Activities/CPD

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

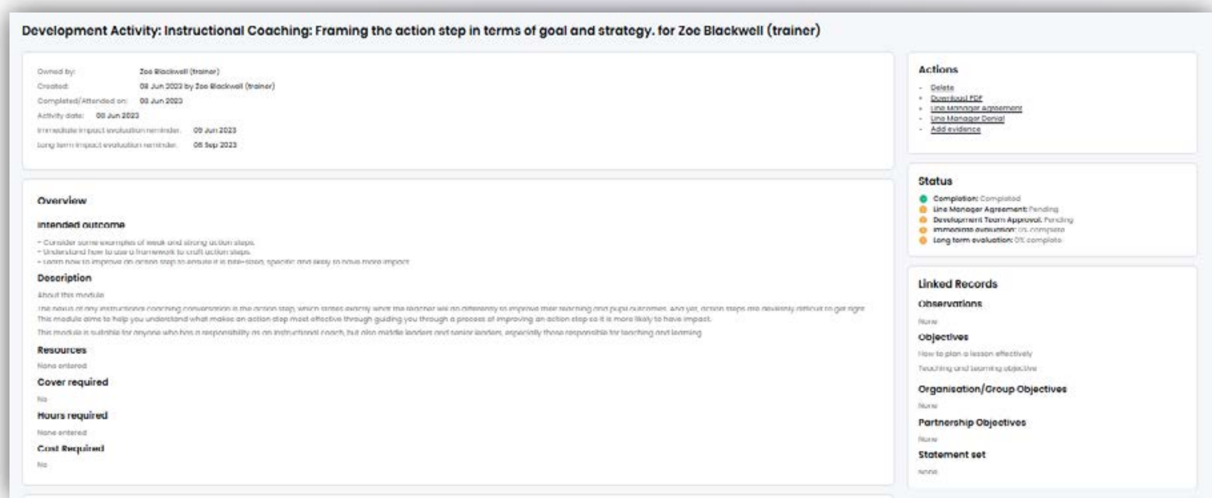
Viewing Activities/CPD

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.



- 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)



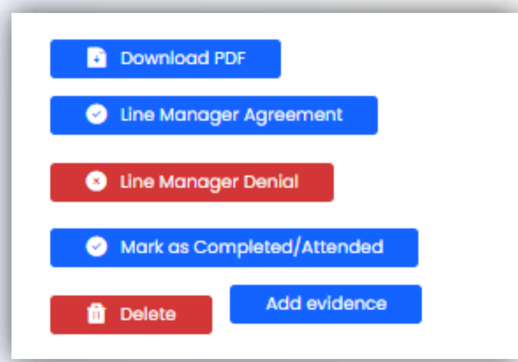
Approving CPD (if necessary)

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'.

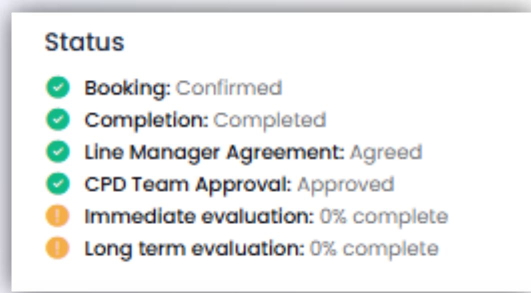
To approve these:

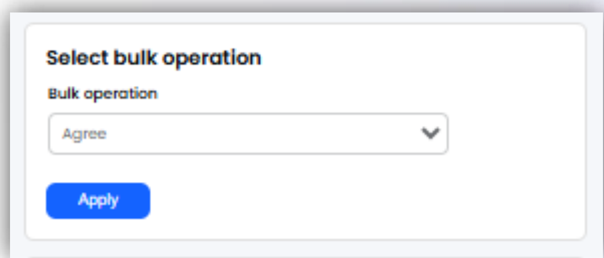
- Click into the relevant activity
- On the right-hand side, will be your action buttons. Click either the **'Line Manager Agreement'** or **'Line Manager Denial'** button.



- 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.

- 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.





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.

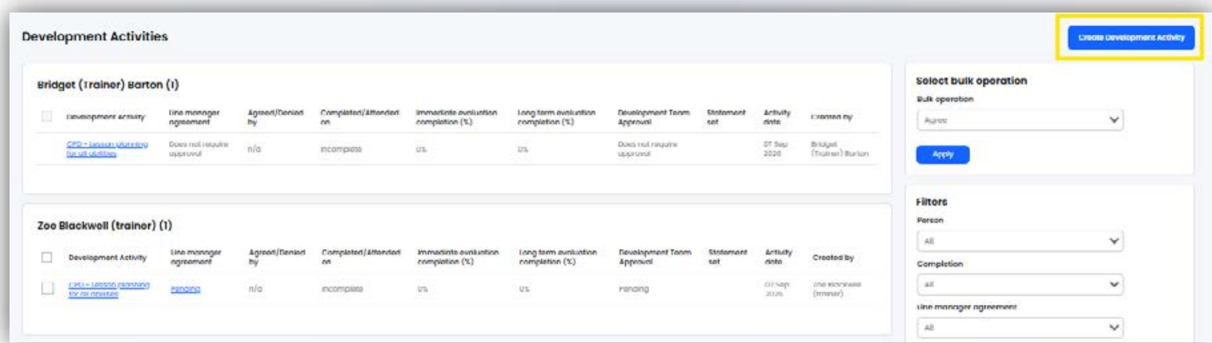
Over time, this can also be used to promote collaboration across teams, enabling staff to learn from one another and support development through a more coaching-led approach, if/where appropriate.

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
- 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 > Development Activities**

- Click **'Create Development Activity'** (top-right corner)
- Select the relevant staff member
- Press **Next**
- There are then three routes you can decide to create activities 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.

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

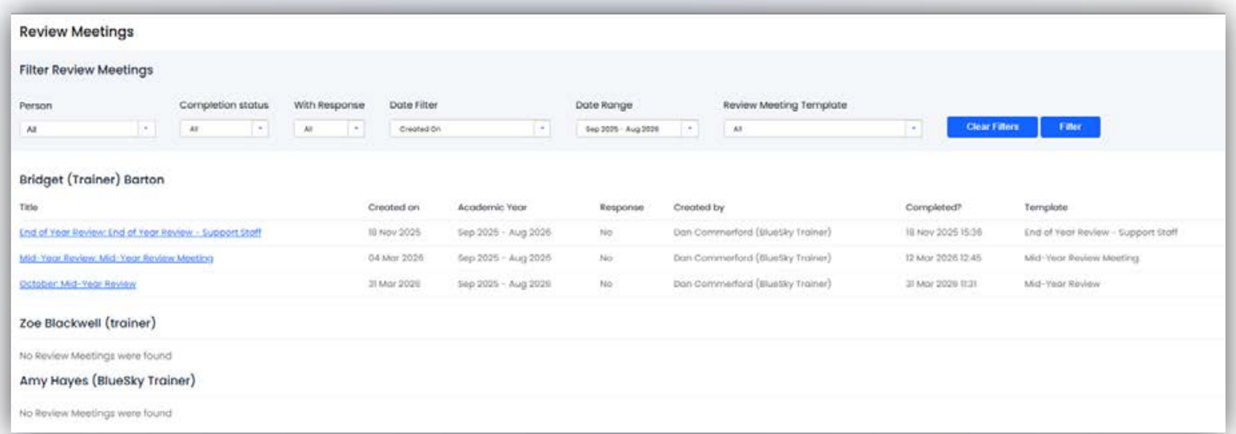
As Line Manager, you can run reports across your staff, including Development Activities Reports, via **Manage > Reports**, to spot trends/identify needs etc. Details of this are shared in the ' Reports' section below.

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)

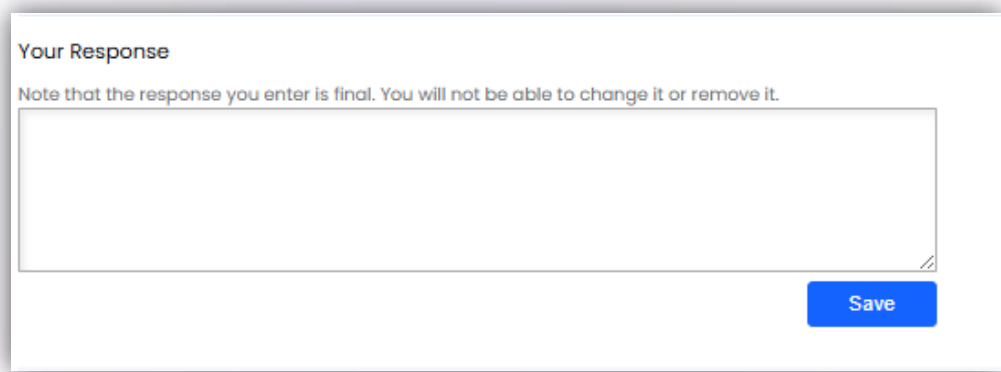


You can click into previous meetings to access previous progress or next steps if/where relevant. You can also click into meetings staff have created, to access details and add a response statement should you need/wish to.

Accessing & Adding a Response Statement

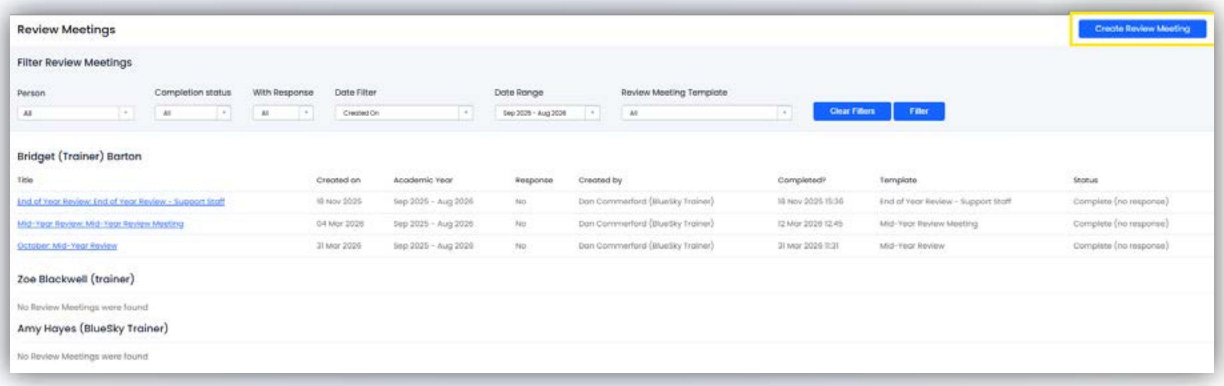
(to a meeting a staff member has created)

- Click into the relevant meeting
- View all details
- Scroll down to the section **'Your Response'**
- You can also add any evidence if needed/where relevant via **'Manage evidence'** from the right-hand side.

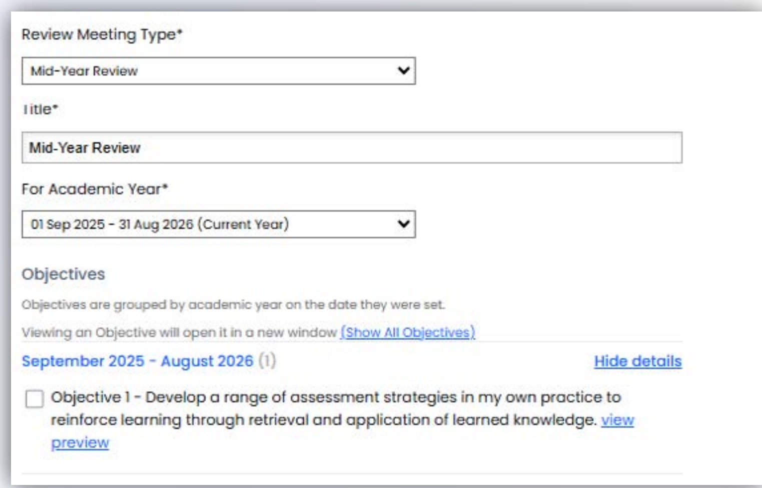


Creating a Meeting

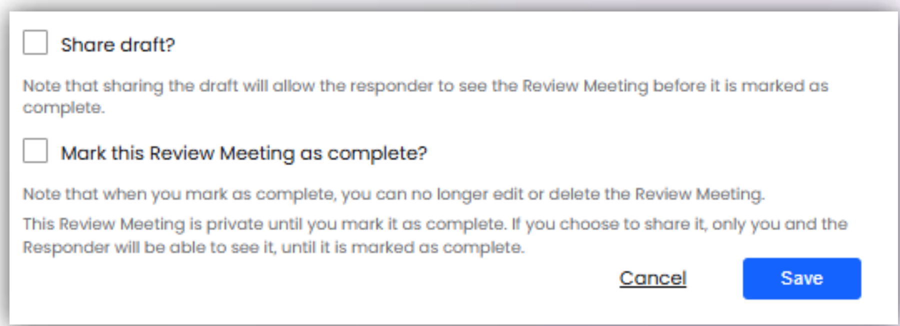
To create a meeting for a staff member. In **Manage > Review Meetings**



- 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



- 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.



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.

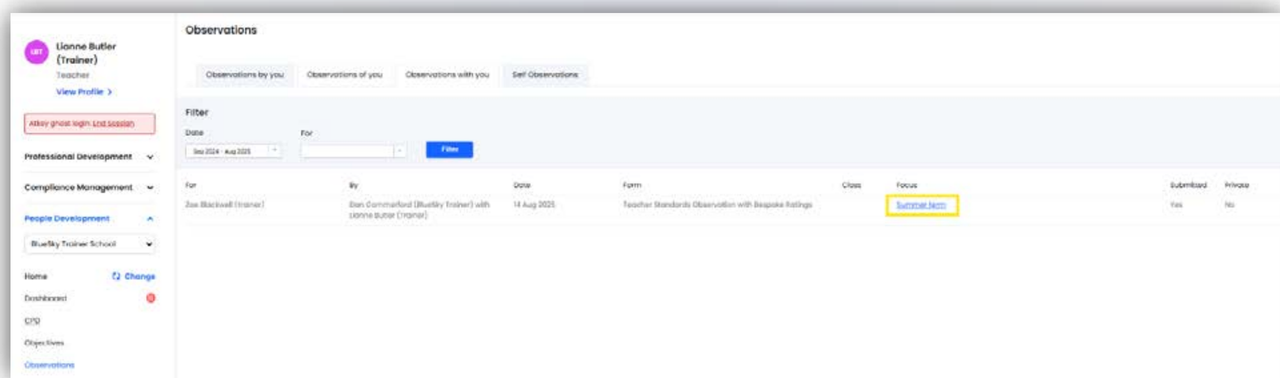
Supporting Guides

- 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

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**



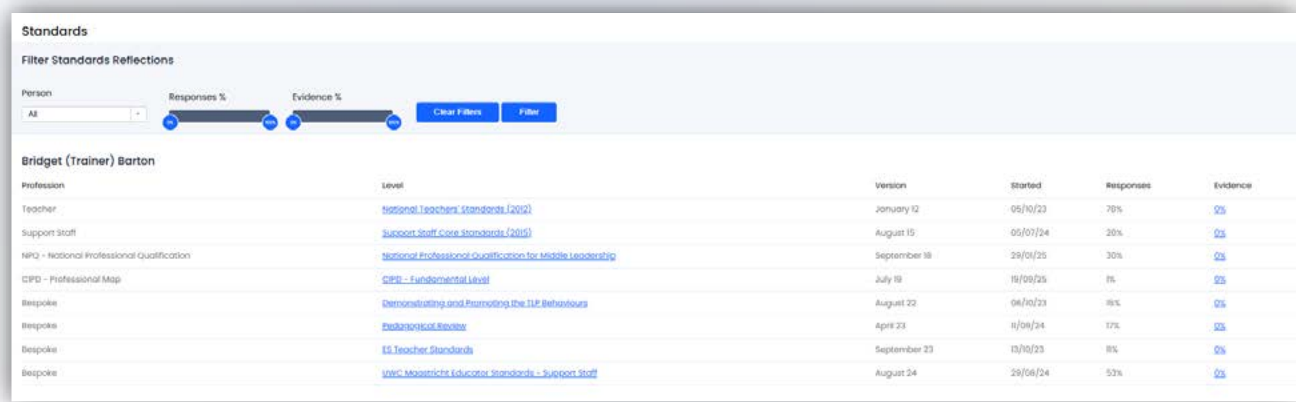
You can:

- 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.

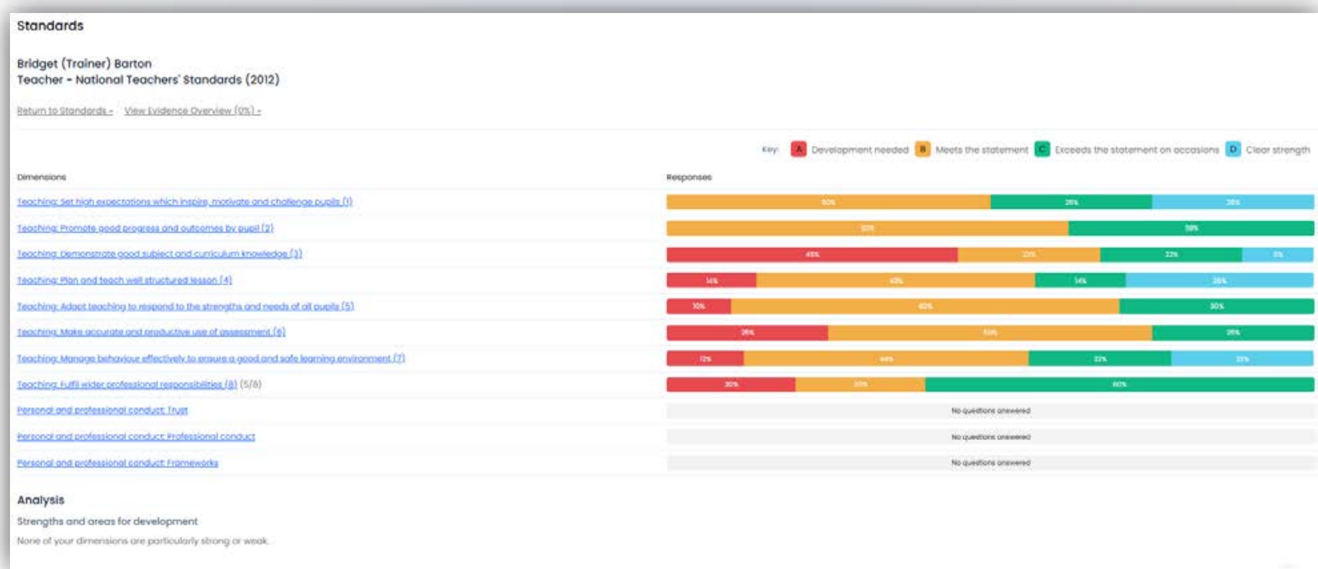
Standards & Self-Reflections

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



Profession	Level	Version	Started	Responses	Evidence
Teacher	National Teachers' Standards (2012)	January 12	05/10/23	78%	0%
Support Staff	Support Staff Core Standards (2015)	August 15	05/07/24	20%	0%
NPQ - National Professional Qualification	National Professional Qualification for Middle Leadership	September 18	29/01/25	30%	0%
CIPD - Professional Map	CIPD - Fundamental Level	July 19	19/09/25	1%	0%
Bespoke	Demonstrating and Promoting the TLP Behaviours	August 22	06/10/23	15%	0%
Bespoke	Pedagogical Review	April 23	11/09/24	17%	0%
Bespoke	ES Teacher Standards	September 23	13/10/23	11%	0%
Bespoke	UWC Maastricht Educator Standards - Support Staff	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.

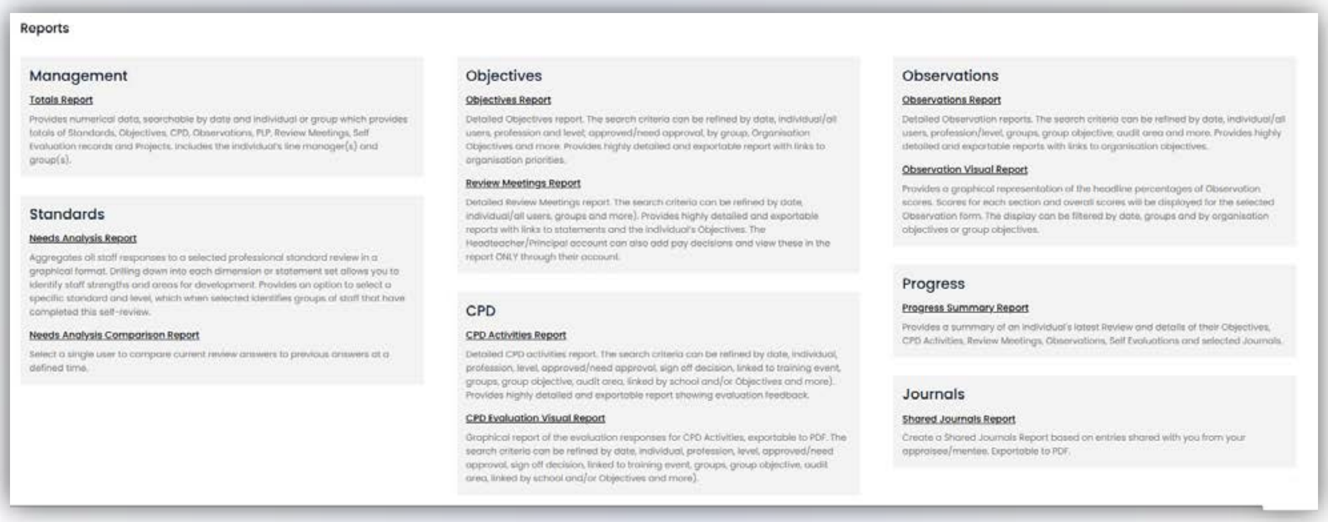


You can also access any evidence the staff member has attached and/or suggest evidence for them to upload in support of their development.

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 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.

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

Personal
Users Name

CPD
Totals
Completed/Attended
Hours

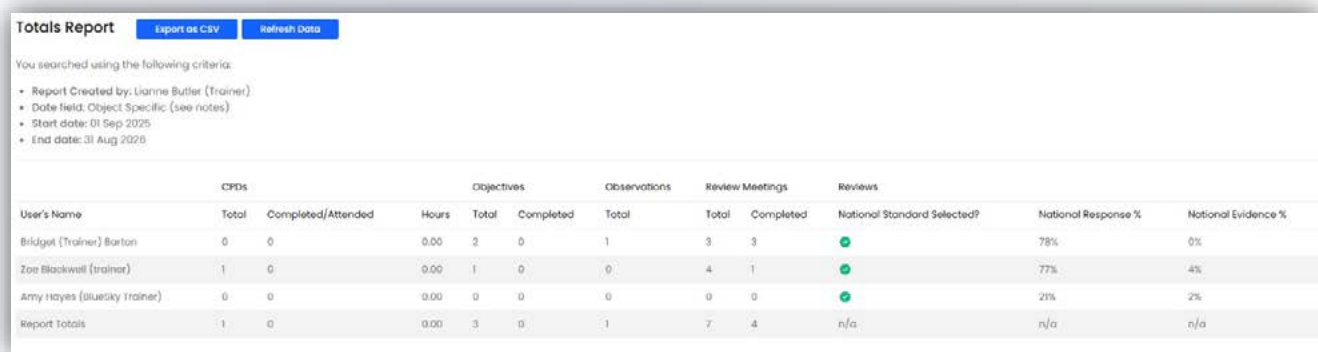
Objectives
Total
Completed

Observation
Totals

Review Meetings
Total
Completed

Standards
National Standard Selected
National Response %
National Evidence %

And would provide details as below:



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

	CPDs			Objectives		Observations	Review Meetings		Reviews		
User's Name	Total	Completed/Attended	Hours	Total	Completed	Total	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:

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)

Standards Reflections	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)

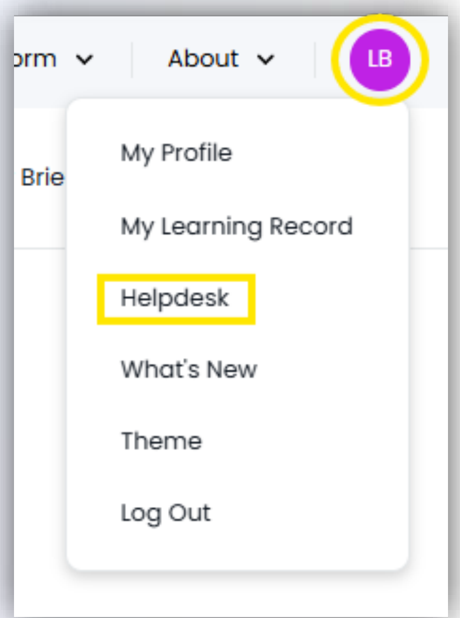
- Running Reports: The Totals Report
- Running Reports: The Objectives Report
- Running Reports: The Meetings Report
- Running Reports: The CPD Activities Report
- Running Reports: The Quality Assurance Reports
- Running Reports: Needs Analysis Report

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?

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.