



Your guides to **managing, supporting and developing** with confidence

Everything you need to get the most from the **People Development** platform and support your organisation at every stage



Need help?

We're here to support you every step of the way



Email us at:

support@nationalcollege.com



Access support at:

[Helpdesk](#)



Call us on:

+44 (0) 333 050 9167



Admin Guide

[View guide](#)

Your guide to **managing**, your platform with **confidence**

This guide is designed to help you manage your organisation's People Development platform and support your users.



Manage users and user groups



Configuring forms, templates and settings



Monitor activity and ensure quality



Run reports and analyse data



Support staff engagement and development

This guide helps you...

- Navigate and manage the platform
- Set up users and permissions
- Configure template and processes
- Access reports and insights
- Get the most from key features



Appraiser Guide

[View guide](#)

Your guide to **supporting** and **developing** individuals

This guide is designed to help you manage review meetings, provide meaningful support and help individuals grow.



Prepare for and record review meetings



Oversee and support individuals with their objectives/goals



Give feedback and record outcomes



Add notes and reflections



Support ongoing development

This guide helps you...

- Prepare for and run effective reviews
- oversee and support individuals with their objectives/goals
- Provide feedback and support growth
- Record notes and reflections
- monitor progress and outcomes



Appraisee Guide

[View guide](#)

Your guide to **growing** and **achieving** your potential

This guide is designed to help you take an active role in your development and make the most of your experience.



Understand your objectives and priorities



Prepare for and take part in review meetings



Share feedback and reflections



Identify learning and development opportunities



Track progress and celebrate success

This guide helps you...

- Understand your objectives and goals
- Prepare for and engage in reviews
- Access development opportunities
- Take charge of your growth



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!