

Post-Onboarding

Takeaway Guide

Welcome

Now that you're set up on The National College platform, here's a summary of the key actions to take next to ensure your organisation and staff get the most from your membership.



Communicate & Engage Your Team

Share Login Details

- Send login instructions to all staff – encourage them to sign in and complete their first course.

Promote Engagement

- Highlight platform benefits: unlimited access, certificates, and time-saving reporting.
- Schedule short team sessions to review progress and celebrate achievements.

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Review and Customise Your Compliance Modules

Stay Compliant

- Navigate to [Compliance Manager](#) (if applicable).
- Upload your school policies for automated tracking and compliance monitoring.
- Set renewal dates and reminders for policy reviews.
- Ensure each policy has the appropriate read, sign, and review requirements set for staff.
- Please refer to the helpdesk for all [Compliance Manager](#) related Helpdesk articles.

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Monitor Progress and Impact

Use Reporting Tools

- Go to [Reports](#) to track completion rates and compliance progress.
- Export reports to share with SLT or governors in SLT meetings or inspections.

Review Analytics Monthly

- Identify any overdue courses or gaps in training.
- Recognise top-performing staff or departments.
- Use the Certificates to download and evidence completed training.

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Explore Additional Features

Webinars & Events

- Access live and on-demand webinars for leadership and current education topics.

Resource Library

- Browse guidance documents, templates, and best-practice materials in our [library](#).

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Build an Ongoing Training Culture

- Recognise staff who achieve key CPD goals to boost motivation.
- Regularly refresh your training plan with new and relevant courses.
- Engage governors and support staff to ensure whole-school involvement.

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Stay Informed and Supported

Access Help Centre

- Visit [Helpdesk](#) within the platform for video tutorials and FAQs.

Contact Your Customer Success Team

- For guidance, best practice, or technical support, email: support@nationalcollege.com

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Next Steps:



Complete staff onboarding and assign initial training modules



Upload policies and review compliance settings



Set up regular reporting and review cycles



Promote continuous learning across your school