

DRIVING FORWARD PROFESSIONAL  
STANDARDS FOR TEACHERS



# Professional Update

## Guide for Reviewers

Date: January 2016

**V 01**

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## 1.0 INTRODUCTION

This guide has been produced for Reviewers who are required to sign-off a teacher's Professional Update. It aims to allow you to understand the processes a reviewee has to undertake and how these have an impact on you as a reviewer.

The system underwent a series of changes in November 2015 which allows greater flexibility in how you record, access and share your professional learning and PRD, along with enhanced support tools to help you access and contribute to research to support your professional learning. A further round of feedback is planned for early 2016. [Download the Professional Update User Guide for Reviewees.](#)

### 1.1 Summary of Changes/ New features

The changes made during this upgrade are a result of listening and responding to comments from teachers and other stakeholders, and thinking about how the system could be improved in order to better support users.

The main changes can be summarised as:

- The Reviewers Professional update homepage has been improved to show two tabs. The first tab "MyPU" will be present if the Reviewer is also a Reviewee. This means that you have a separate tab for you as Reviewee. The second tab "People I'm Reviewing" you can view your reviewee information on one page.
- An improved Professional Learning section, allowing reviewees to view all their entries, add new entries, search, edit and archive entries and choose which entries are shared with you as a reviewer.
- Removal of the 'global share' facility which has been replaced by reviewees now being able to choose which individual entries they wish to share with you as reviewer

Reviewees existing entries will be transferred from the previous version and can be shared with you as reviewer without the required mandatory fields being filled in. The previous entries have some fields blank due to a slight change in format. Transferred entries can be identified by a green flag . Reviewers will be able to identify these transferred entries when the reviewee chooses to share a transferred entry.

## 3.0 YOUR MYGTCS ACCOUNT

Every teacher should login to MyGTCS at least once a year to confirm or update their personal details, including address, contact details and employer. Only teachers in local authorities or employers that use the GTCS system for PU should login to record their Professional Learning.

Reviewers of teachers working out with a validated system cannot sign off a teacher for Professional Update as GTCS perform this role through the Direct Submission Process. Full details on the Direct Submission process can be found here: <http://www.gtcs.org.uk/professional-update/teachers-outwith-scotland.aspx>.

MyGTCS currently provides a range of users with access to a variety of systems and resources including:

- Add additional qualifications
- **Access Research resources**
- Payment of registration fee
- Student Placement System
- Student preferences and student allocation information
- **System of Professional Update**

- Student profiles for Initial Teacher Education
- Teacher Induction Profiles (TIS and Flexible route probationers)
- Update personal details
- Update employment details

### 3.1 Signing up for a MyGTCS account

If you have not already done so you can sign up for a MyGTCS account here:

<https://www.gtcs.org.uk/mygtcs-application-form.aspx>. You will need your six-digit GTCS registration number for this (no slash or space).

When you have completed the three-stage application process you will receive an email from us asking you to verify your email address by clicking the link in the email. Once you have done this you will be able to login using this link:

<https://www.gtcs.org.uk/GTCS-login.aspx>

### 3.2 Logging in to MyGTCS / PU

Using the link above, enter the following login details:

- Username: your six-digit GTCS registration number (no space or slash)
- Password: the password you created during sign-up
- DOB: your date of birth in the format dd/mm/yyyy

## 4.0 ACCESSING YOUR PROFESSIONAL UPDATE SCREENS

Once logged in to your MyGTCS homepage, the navigation bar should look something like this (depending on what other systems you have access to). To access the PU screens click on the Professional Update icon in the top navigation section i.e.

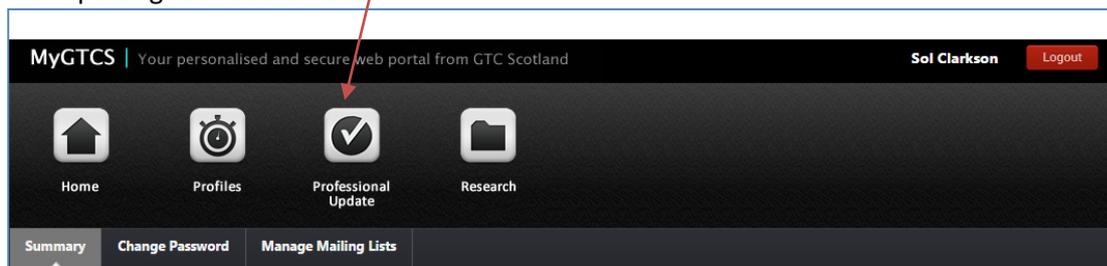
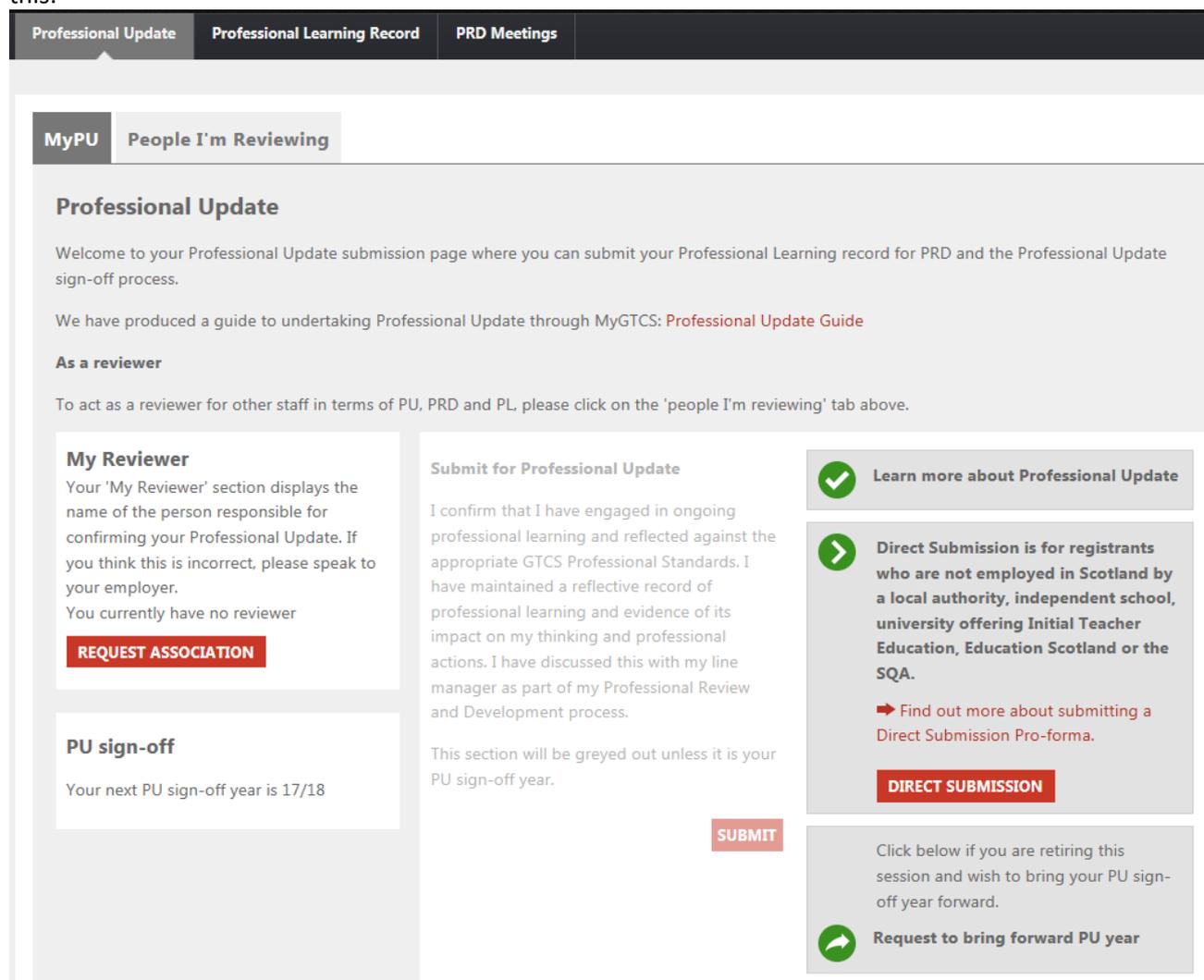


Fig 1: MYGTCS navigation bar

## 5.0 YOUR PROFESSIONAL UPDATE HOMEPAGE

Clicking on the Professional Update icon, will open up the Professional Update Homepage which looks like this:

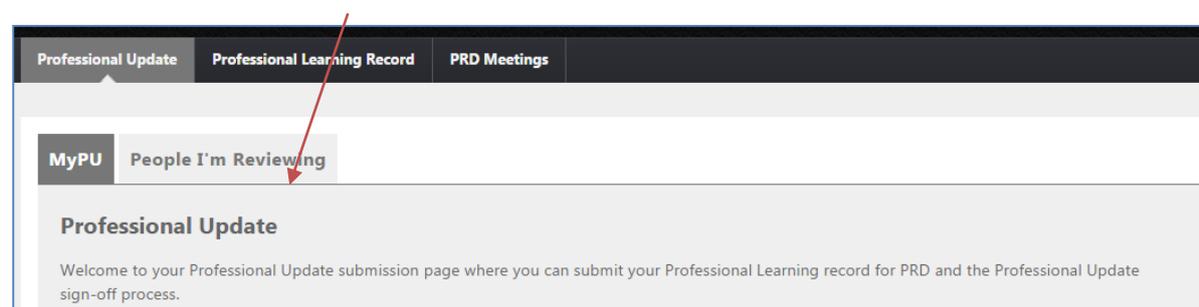


The screenshot shows the Professional Update homepage. At the top, there are three tabs: 'Professional Update', 'Professional Learning Record', and 'PRD Meetings'. Below this, there are two sub-tabs: 'MyPU' and 'People I'm Reviewing'. The main content area is titled 'Professional Update' and contains the following sections:

- Professional Update**: Welcome to your Professional Update submission page where you can submit your Professional Learning record for PRD and the Professional Update sign-off process. We have produced a guide to undertaking Professional Update through MyGTCS: [Professional Update Guide](#).
- As a reviewer**: To act as a reviewer for other staff in terms of PU, PRD and PL, please click on the 'people I'm reviewing' tab above.
- My Reviewer**: Your 'My Reviewer' section displays the name of the person responsible for confirming your Professional Update. If you think this is incorrect, please speak to your employer. You currently have no reviewer. **REQUEST ASSOCIATION**
- PU sign-off**: Your next PU sign-off year is 17/18.
- Submit for Professional Update**: I confirm that I have engaged in ongoing professional learning and reflected against the appropriate GTCS Professional Standards. I have maintained a reflective record of professional learning and evidence of its impact on my thinking and professional actions. I have discussed this with my line manager as part of my Professional Review and Development process. This section will be greyed out unless it is your PU sign-off year. **SUBMIT**
- Learn more about Professional Update**: **Direct Submission is for registrants who are not employed in Scotland by a local authority, independent school, university offering Initial Teacher Education, Education Scotland or the SQA.** Find out more about submitting a Direct Submission Pro-forma. **DIRECT SUBMISSION**
- Request to bring forward PU year**: Click below if you are retiring this session and wish to bring your PU sign-off year forward.

Fig 2: Your Professional Update homepage

As you are a Reviewer, you will have a further tab: 'People I'm Reviewing' i.e.



This screenshot is similar to Fig 2, but it highlights the 'People I'm Reviewing' sub-tab with a red arrow. The 'Professional Update' sub-tab is also highlighted with a red arrow. The main content area is the same as in Fig 2.

Fig 3: Professional Update tabs for user who is also a reviewer

Clicking on the 'People I'm reviewing tab' will display the following page

**MyPU** **People I'm Reviewing**

### People I am reviewing

To view a Professional Learning Record click the teacher's name To complete the Professional Update process, click the 'Confirm' link to the right of the teacher's name

#### Create new association

In order to view the Professional Learning Records of those you are reviewing you first need to create an association.

To do this simply type the teacher's 6-digit GTCS registration number into the box above and click the 'Create new association' button.

The screen will display the name of the teacher with this registration number. If this is correct, hit the 'Confirm' button.

To view a Professional Learning Record click the teacher's name

To complete the Professional Update process, click the 'Confirm' link to the right of the teacher's name

Name	Status	Action	Deferral	Remove
Sarah Clarkson	Ongoing	Wait	Authorise	Remove

**+ CREATE NEW ASSOCIATION**

[Learn more about Professional Update](#)

**Reminder**

Please note.....

Fig 3: People I'm reviewing tab for reviewers

## 5.1 People I'm reviewing

This page displays a list of the teachers currently assigned to you as their reviewer. The association can be created by either:

- The individual using the system requests you as their reviewer
- You can create a new association\* through the 'people I'm reviewing' page.

**\*please note that if this is the first time you have been assigned as a reviewer you cannot create the association. The association must be created by the teacher and you should click the specified link in the email you receive. Once this link has been followed and you have logged in to MyGTCS via the link, your reviewer rights are set and this means that from this point will be able to create a new association with other teachers.**

## 5.2 Create new association

To create an association with a teacher, click on the red 'create new association' button. You should then enter the six digit GTCS registration number of the teacher whom you wish to create the association with and click on 'Find'. When you are confident that you have identified the correct teacher, click the 'Confirm' button.

Fig 4: Creating an association with a teacher

## 6.0 Reviewer view

Once you have associated yourself with a reviewee, the person’s name will appear in the table within your ‘People I’m reviewing’ page.

Name	Status	Action	Deferral	Remove
[Redacted]	Ongoing	Wait	N/A	Remove
[Redacted]	Ongoing	Wait	N/A	Remove
[Redacted]	Ongoing	Wait	Authorised	Remove
[Redacted]	Ongoing	Wait	N/A	Remove
[Redacted]	Ongoing	Wait	N/A	Remove
[Redacted]	Confirmed	Confirmed	N/A	Remove
[Redacted]	Submitted	Confirm	Authorised	Remove

Fig 5: Reviewee table

### 6.1 Reviewee status

This column provides the reviewer with information in relation to the progress of each teacher’s Professional Update.

- **Ongoing** – this means that the teacher is engaged in ongoing professional learning and PRD.
- **Submitted** – this is an indication that means that the teacher has sent a request for you to sign-off their Professional Update, but you have yet to action this.
- **Confirmed** – this means that you have successfully signed off the teacher and the process is complete.

If a reviewee’s name is greyed out as in the example above, this means that the association is created, however, the reviewer has not shared their PL entries with you as reviewer. When the reviewer’s name is in red this signifies that the reviewee has shared their PL entries with you.

### 6.2 Reviewee action

This column provides information on what action you require to take.

- **Wait** – means that you have no action to take at present
- **Confirmed** – means that you have completed the sign-off process successfully
- **Confirm in red** – this requires you to click on the link in order to complete a PU sign-off.

## 6.3 Reviewee deferral option

A deferral can only be requested by a teacher in the year that their Professional Update is due to be signed off or the year preceding it. There are three options that can appear in the deferral column:

- **N/A** – this means that this teacher is not eligible to request a deferral at the moment
- **Authorise** – This means that a teacher has requested a deferral, and you need to confirm the deferral by clicking on the confirm link
- **Authorised** – This means that the deferral has been authorised by you

**MyPU** **People I'm Reviewing**

### People I am reviewing

To view a Professional Learning Record click the teacher's name To complete the Professional Update process, click the 'Confirm' link to the right of the teacher's name

#### Create new association

In order to view the Professional Learning Records of those you are reviewing you first need to create an association.

To do this simply type the teacher's 6-digit GTCS registration number into the box above and click the 'Create new association' button.

The screen will display the name of the teacher with this registration number. If this is correct, hit the 'Confirm' button.

To view a Professional Learning Record click the teacher's name

To complete the Professional Update process, click the 'Confirm' link to the right of the teacher's name

Name	Status	Action	Deferral	Remove
Sarah Clarkson	Ongoing	Wait	Authorise	Remove

**+ CREATE NEW ASSOCIATION**

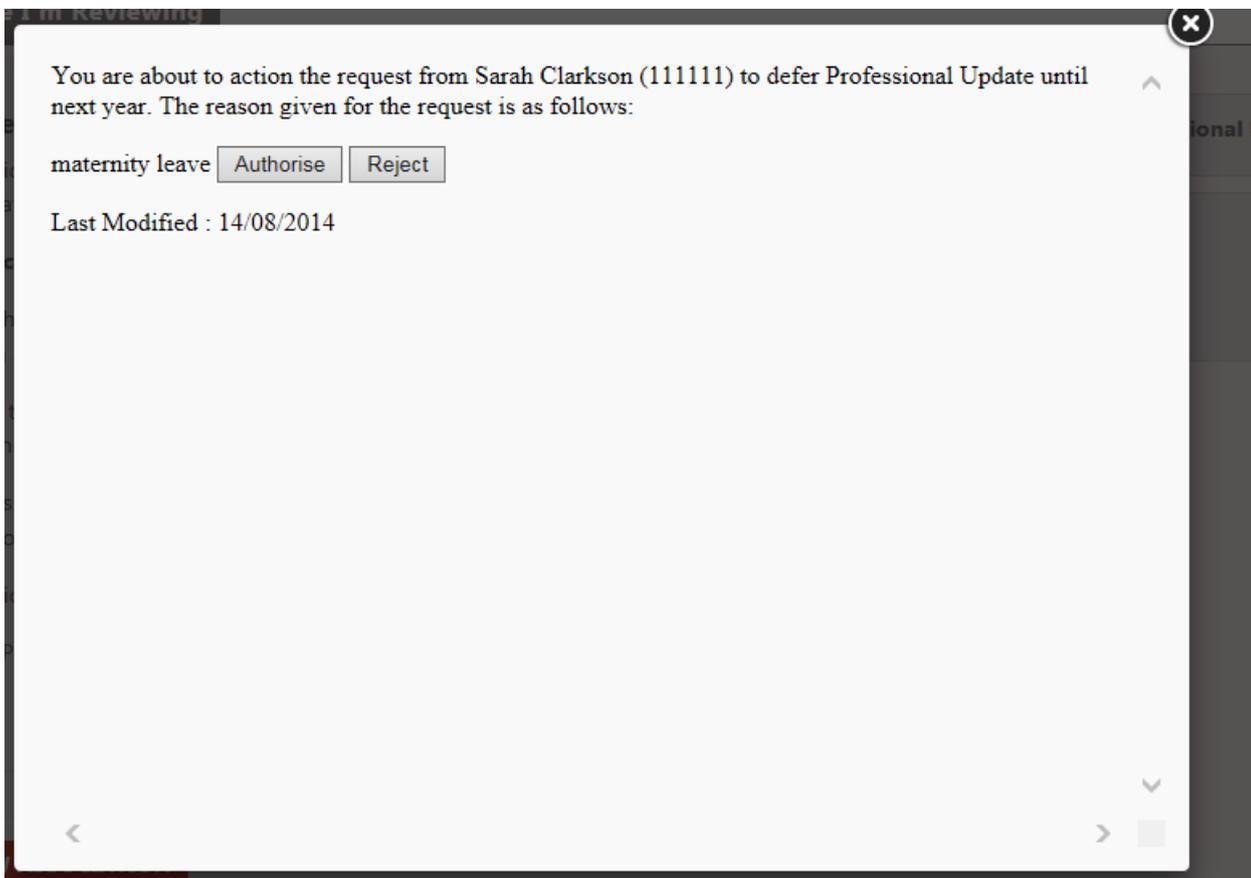
**Learn more about Professional Update**

**Reminder**

Please note.....

Fig 6: Deferral authorisation screen

When you click “confirm” you will see the following pop up box and may authorise or reject the deferral.



## 6.4 Reviewee remove option

This option gives you the ability to remove the association with this teacher. You may be required to do this if you leave employment at a particular school or if a teacher you are reviewing leaves employment for any reason. By clicking on the 'remove' button this breaks the association with the teacher, this allowing the teacher to request a new association.

## 7.0 CONTACTS AND FEEDBACK

For further information on Professional Update visit: <http://www.gtcs.org.uk/professional-update/professional-update.aspx>

Technical issues should be emailed to [webservices@gtcs.org.uk](mailto:webservices@gtcs.org.uk) supplying as much detail as possible on the nature of the problem.

General feedback should be provided to: [webservices@gtcs.org.uk](mailto:webservices@gtcs.org.uk).

