

DRIVING FORWARD PROFESSIONAL  
STANDARDS FOR TEACHERS



## Professional Update System

*Submission process – guidance for line managers*

August 2014



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## 1 Introduction

This document provides guidance on the GTC Scotland on-line system of Professional Update and is aimed at Reviewers who are required to confirm a teacher's Professional Update.

## 2 Accessing the System

The Professional Update system sits behind MyGTCS. MyGTCS is a secure personalised web space provided by GTC Scotland.

MyGTCS can be accessed via this link: [www.gtcs.org.uk/GTCS-login](http://www.gtcs.org.uk/GTCS-login)

If you do not have a MyGTCS account, you can apply for one here: [www.gtcs.org.uk/mygtcs-application-form](http://www.gtcs.org.uk/mygtcs-application-form).

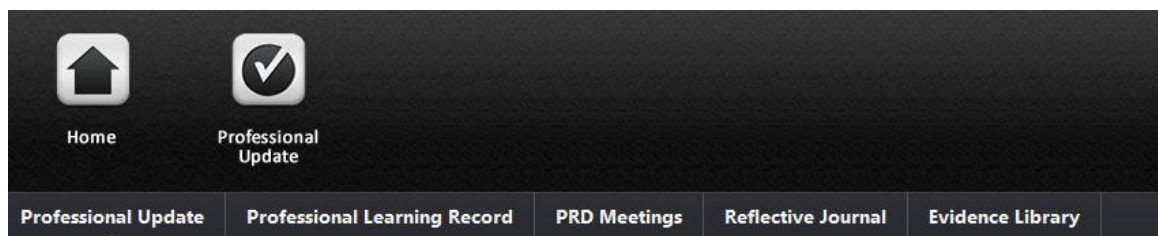
Once logged in to MyGTCS, you can access the Professional Update system using the 'Professional Update' icon in the top level navigation (Fig 1).

The Professional Update system includes the following sections:

- ❖ Professional Update landing page and submission screen
- ❖ Professional Learning Record
- ❖ PRD Meetings
- ❖ Reflective Journal
- ❖ Evidence Library

Quick links to your Professional Update related tasks will also display under the 'My Tasks' section of your MyGTCS homepage.

**Fig 1: The Professional Update navigation**



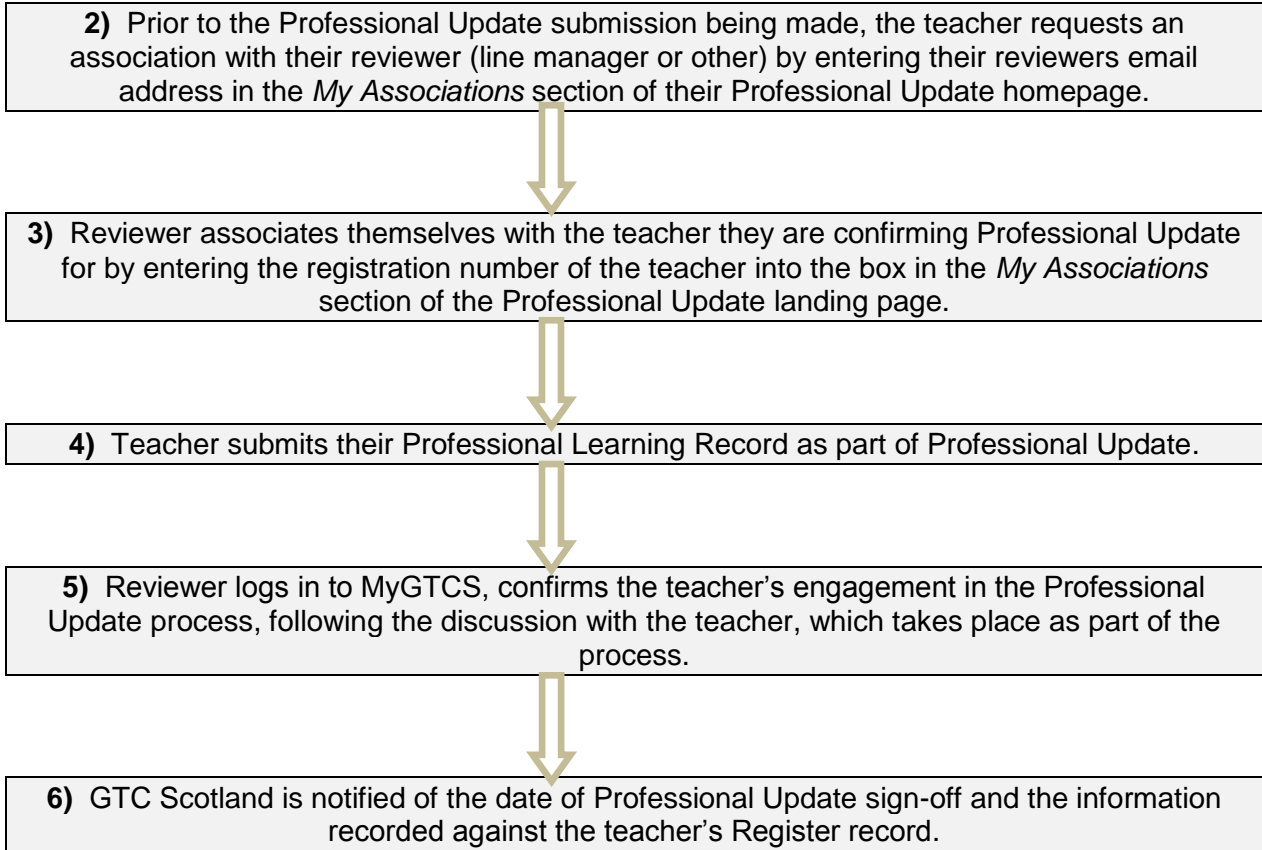
You will also see an icon "Research" (which gives access to EBSCO online journals and e-books). You may also have other profile icons depending on your role in the school (such as access to student placement scheme, probationer profiles etc.)

## 3 Overview of the Submission Process

The following steps outline the basic submission process. More specific detail for each type of user is available in section 4.

**1) Teacher completes Professional Learning Record in MyGTCS (ongoing).**





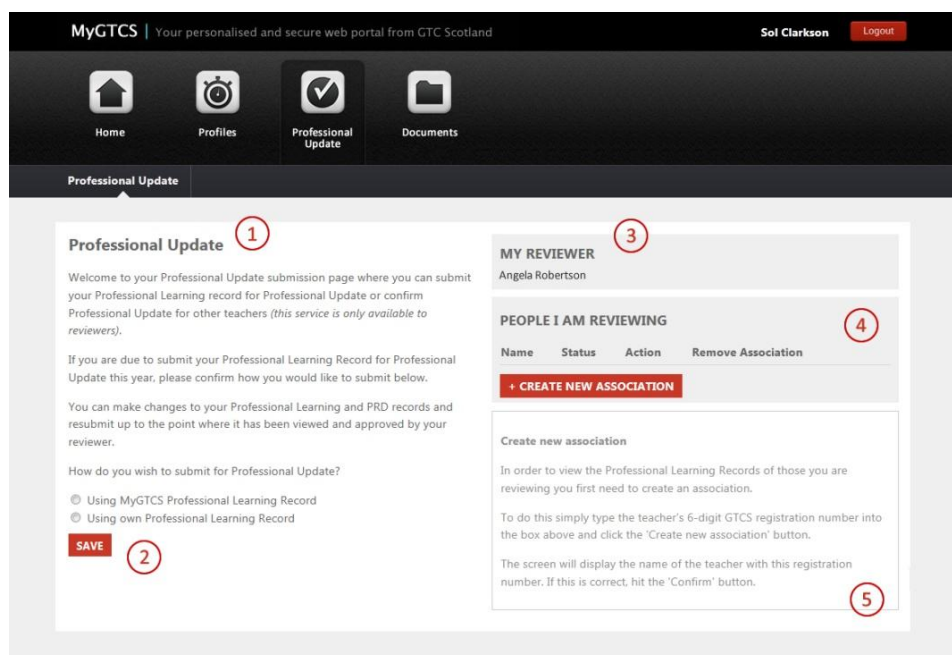
## 4 Confirming a Professional Learning Record for Professional Update

Teachers, line managers or others responsible for confirming a teacher's engagement in the Professional Update process have access to the same screens as teachers, although the content and functionality of these screens differ.

**Note:**

If you are a teacher with responsibility for confirming Professional Update for others, you may also be in the process of confirming your own engagement in Professional Update. In this case you will be able to submit your own Professional Learning Record whilst also reviewing others.

**Fig 1: Reviewer's landing page (for a reviewer who is also completing the Professional Update sign-off process)**



The screen is split into several sections:

- 1) This section provides information about the Professional Update process.
- 2) This section relates to your own Professional Update. You only need do anything here if you are submitting your own Professional Update and you wish to confirm your engagement in Professional Update using the Professional Learning Record that is part of this system, or using another Professional Learning Record. Once you have confirmed this, you will have the option to submit your Professional Learning Record using the 'Submit my record for Professional Update' button. Please note that this button will only be available during your year of Professional Update.
- 3) This section relates to your own Professional Update. It shows you the name of the person confirming your engagement in the Professional Update process (if applicable). This is likely to be your head teacher or line manager.
- 4) This section relates to you in your role as Reviewer. It shows you the names of the teachers whose engagement in the Professional Update process you are confirming.
- 5) This section relates to you in your role as Professional Update reviewer. It allows you to create associations with other teachers you are confirming Professional Update for.

#### 4.1 People I am reviewing

This section shows the name, status and any action required by you in respect of the teacher(s) whose engagement in the Professional Update process you are confirming.

It is your responsibility to ensure the teacher's Professional Learning Record has been shared with you as part of the Professional Update process, before you confirm Professional Update.

A status can either be:

- ❖ Ongoing – no action required by you
- ❖ Confirmed – no action required by you
- ❖ Submitted – you are required to confirm the teacher's engagement in the Professional Update process

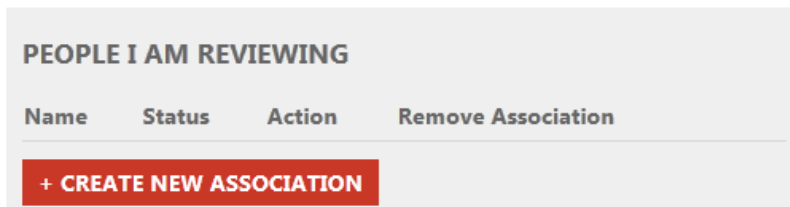
To view a Professional Learning Record, click the name of the teacher. To return to your Professional Update screen use your browser's 'back' button. You will only be able to view a teacher's professional learning record if they have either shared it with you using the switch on/off facility or if they have submitted it for sign-off as part of the sign-off process. Please note that once "share on" you can only view your reviewee's professional learning on screen (a reviewer cannot download a word version of a reviewee's record). A reviewee can download a word document of their professional learning record.

To confirm a teacher's Professional Update submission, click the 'Confirm' link in the third column.

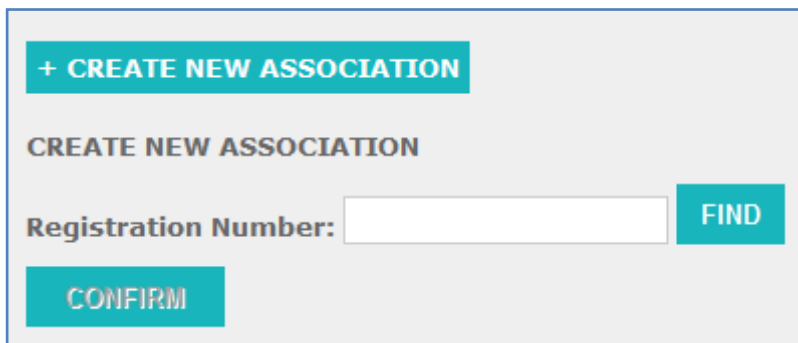
## 4.2 Create a new association

When a teacher has added you as their reviewer you will receive an email confirming this. This email contains an important link that you must click on in order to create this association with the teacher. Once you click on the link you must following these instructions:

- ❖ Click on the 'Create new association' link:



- ❖ Enter the registration number of the teacher whose engagement in the Professional Update process you are confirming.
- ❖ Click the 'Find' button.



**+ CREATE NEW ASSOCIATION**

**CREATE NEW ASSOCIATION**

Registration Number:  **FIND**

**CONFIRM**

The name of the teacher associated with that registration number will display as follows:



**+ CREATE NEW ASSOCIATION**

**CREATE NEW ASSOCIATION**

Registration Number: 940213 **FIND**

**You have selected Joe Bloggs**

**CONFIRM**

Hit the 'Confirm' button to make the association. This person will now appear in your 'People I am reviewing' list.

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## 5 Deferral Requests

Teachers can submit a request to defer their Professional Update. This functionality is only available when they have a reviewer associated with them.

A deferral request only applies to a sign-off year in MyGTCS. Teachers who are not due to sign-off should apply for deferral through local authority guidance. Further information about the deferral process can be found in the Professional Update Guidance Notes ([add web link](#)).

When a teacher submits a deferral request you will receive an email advising of this. You are required to login to your MYGTCS account and the deferral request will show along with an 'Action request' link in your 'People I am reviewing' box.

Clicking the 'Action request' link will display a pop-up box with the following message:

You are about to action the request from [teacher name] [registration number] to defer Professional Update until next year. The reason given for the request is:

[reason for request]

AUTHORISE            REJECT

Clicking the 'Authorise' button will send a confirmation email to the teacher and notification of the deferral to the Professional Learning and Development Department at GTC Scotland. The teacher's deferral status will also update to show as 'Authorised'.

Clicking the 'reject' button will sent a confirmation email to the teacher and the Professional Learning and Development Department and will update the teacher's deferral status to show as 'Rejected'.

Your reviewer will now receive an email containing your details and the details of your request and will action this. You will receive an email advising you whether your request has been authorised or rejected and the Professional Learning and Development Department at GTC Scotland will then amend your Register record.

## 6 Feedback

We welcome your feedback on how you've found the system, what issues you've experienced and where you think it could be improved. Please email [PLD@gtcs.org.uk](mailto:PLD@gtcs.org.uk)

## 7 GTC Scotland Contacts

For enquiries regarding the Professional Update process please contact:

GTC Scotland Professional Learning and Development Department  
E: [pld@gtcs.org.uk](mailto:pld@gtcs.org.uk)

For technical enquiries, e.g. system unavailable, technical errors etc please contact:

GTC Scotland Web Services  
E: [webservices@gtcs.org.uk](mailto:webservices@gtcs.org.uk)



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## **GTC Scotland** *Comhairle Choitcheann Teagaisg na h-Alba*

The General Teaching Council for Scotland is the independent professional body which maintains and enhances teaching standards and promotes and regulates the teaching profession in Scotland. We strive to be a world leader in professional education issues.

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## Direct web links

**Professional Update:**  
[www.gtcs.org.uk/professional-update](http://www.gtcs.org.uk/professional-update)

**Professional Learning and Development:**  
[www.gtcs.org.uk/probation](http://www.gtcs.org.uk/probation)

**Fitness to Teach:**  
[www.gtcs.org.uk/fitness-to-teach](http://www.gtcs.org.uk/fitness-to-teach)

**Probation site:**  
[www.in2teaching.org.uk](http://www.in2teaching.org.uk)

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