

DRIVING FORWARD PROFESSIONAL
STANDARDS FOR TEACHERS



Professional Update System

Submission process – guidance for teachers

August 2014

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1 Introduction

This document provides guidance on how to record your professional learning and submit your record for Professional Update sign-off using the secure personalised on-line web based system called MyGTCS.

Professional Update was launched on 18 August 2014 and all fully registered teachers are required to maintain a reflective record of professional learning on an ongoing basis.

Using MyGTCS will allow you to maintain a professional learning record and share this on an ongoing basis with your line manager as part of a system of professional review and development and Professional Update sign-off every 5 years.

MyGTCS has the facility to allow a teacher to share their record by “switching on” or “switching off” which allows their line manager to view their record as part of an ongoing system of professional review and development. The teacher can choose when to share on/off their professional learning record on an ongoing basis and also when to submit their professional learning record as part of the sign-off 5 year process.

MyGTCS Professional Update contains 5 sections:

- ❖ Professional Update home page and submission screen
- ❖ Professional learning record
- ❖ PRD meetings
- ❖ Reflective Journal
- ❖ Evidence Library

The Professional learning record is all that is shared with a line manager as part of the “share on” process and when submitted for sign-off. All the other screens are personal to the teacher.

On the teacher’s Professional Update “sign-off” year, MyGTCS has a different process from the sharing on/off record which allows the teacher to sign (tick box) a statement confirming they have maintained a reflective record of professional learning and evidence of its impact on thinking and professional actions as part of a PRD process which then sends their professional learning record to their line manager (reviewer) for “sign-off”.

Some employers are using their own systems to record professional learning and if your authority is not using MyGTCS to record professional learning, you will receive a message when you log into MyGTCS to tell you this. You can still use MyGTCS for your own purposes if you wish.

The rest of the guide explains each section in detail.

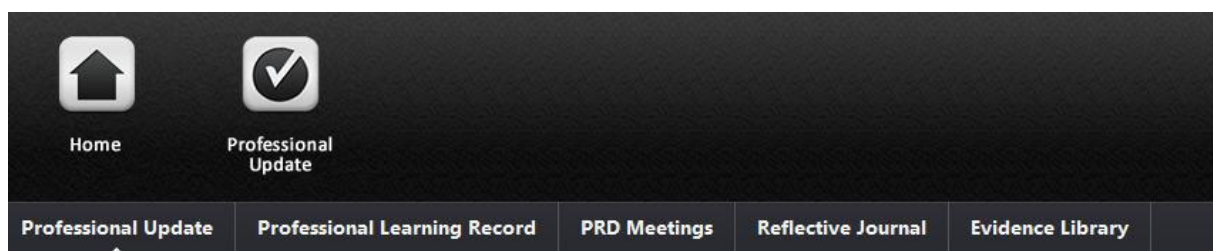
2 Accessing the System

MyGTCS can be accessed via this link: 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

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

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 Your Professional Update Homepage

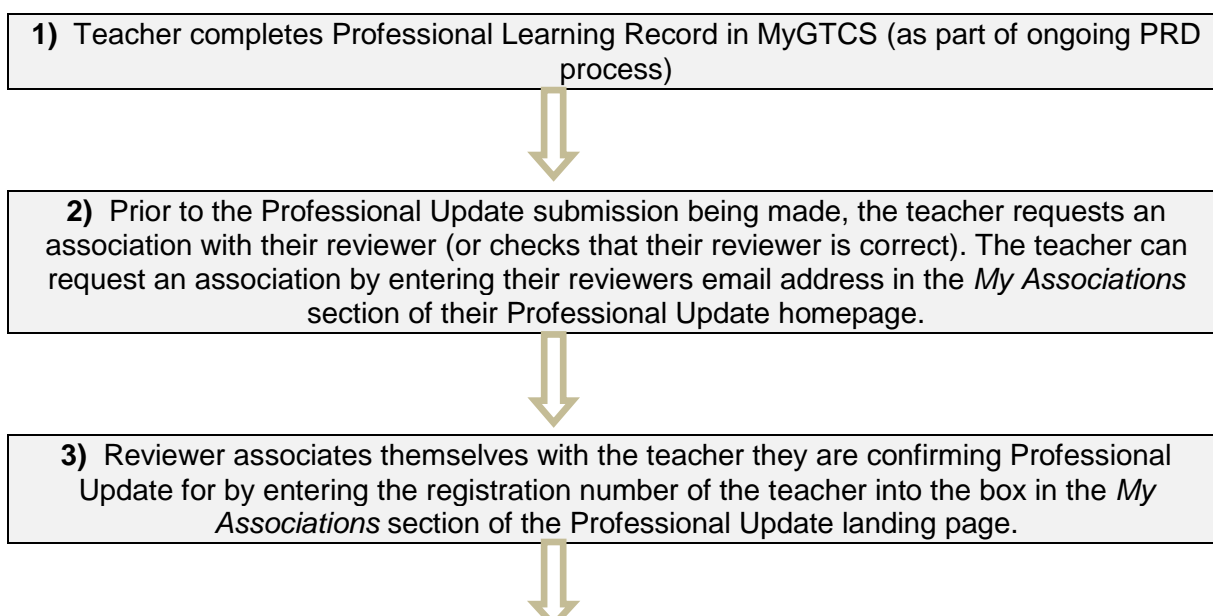
This is where you submit your Professional Learning Record for PRD and the Professional Update sign-off process. On the right hand side of the screen you will see a section called ‘My Reviewer’. This displays the details of your line manager / reviewer (the person responsible for confirming your Professional Update), and the status of your submission.

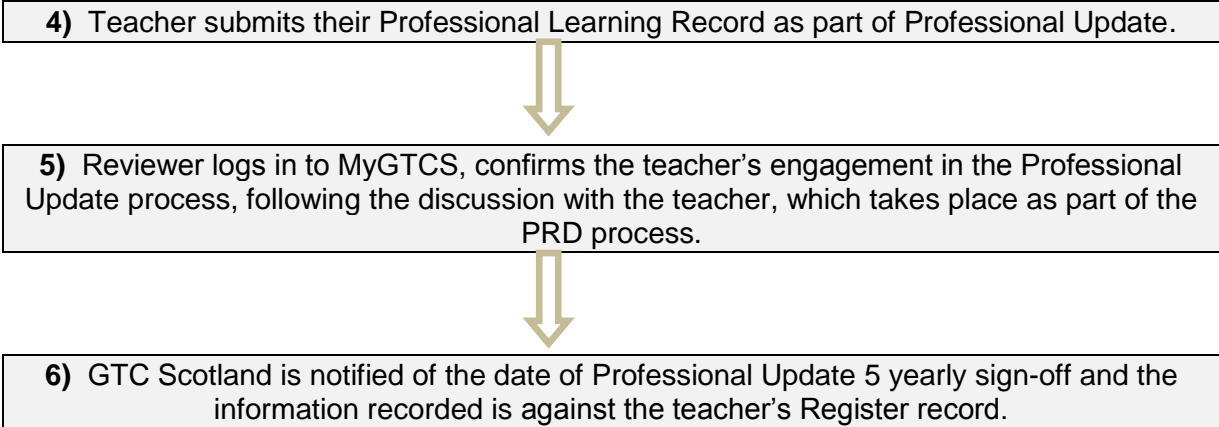
You will need to request a reviewer. Your reviewer will then need to confirm this request and create an association with you.

Once the association has been created between you and your line manager, you can choose whether to give your line manager access to your Professional Learning Record (by choosing to switch on), or remove access to your record by your reviewer (by choosing to switch off).

4 Overview of the Professional Update 5 Yearly Sign-off Submission Process

The following steps outline the basic submission process. More detail for each stage is available in section 5.





5 Your Reviewer

Your reviewer (line manager) is responsible for confirming your ongoing engagement in professional learning as part of Professional Update and your 5 yearly sign-off. Reviewer details are displayed in the *'My Reviewer'* section of your homepage (Fig 2).

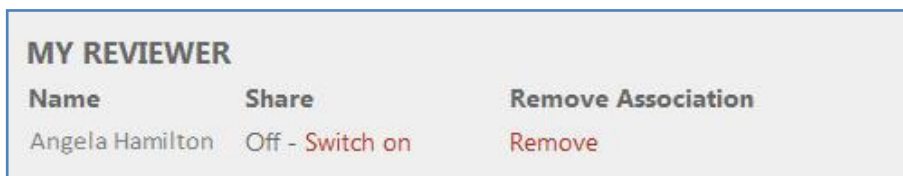
Fig 2: My Reviewer section



Before you can submit (or share your record) for Professional Update you need to be linked to your reviewer. To do this click the 'Request Association' button and enter the name and email address of your reviewer then 'submit'.

This will send an email to your reviewer asking them to login via a link in the email and link themselves to you (this is shown as 'create association'). When they have done this their details will display in your *'My Reviewer'* section (Fig 3).

Fig 3: My Reviewer section with reviewer details



When the share option is off, your reviewer is not able to view your professional learning record.

When the share option is on, your reviewer is able to view your professional learning record. Please note that once "share on" your reviewer can only view your professional learning on screen (reviewer cannot download a word version of your record). As a reviewee, you can download a word document of your professional learning record.

You can also remove the association with a reviewer and create a new association if your line manager changes.

6 Submitting your Professional Record for Professional Update Sign-off

You can submit your Professional Learning Record for Professional Update at any point during your Professional Update year. In practice this will likely take place around the time of the annual Professional Review and Development meeting. The year of your Professional Update together with the year of the last Professional Update (if applicable) is displayed in the Registration Details section of your MyGTCS homepage.

Once you have completed your Professional Learning Record you can choose to submit it to your line manager/ reviewer for confirmation, as part of the ongoing PRD process.

Note:

You must be associated with a reviewer before you can submit for Professional Update.

The landing page of Professional Update allows you to submit for Professional Update (see Fig 4).

Fig 4: Submitting for Professional Update Sign-off

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 or confirm engagement in the Professional Update process for other teachers (*this service is only available to reviewers*).

If you are due to complete the Professional Update sign-off process this year, please confirm how you would like to submit below.

You can make changes to your Professional Learning and PRD records and resubmit up to the point where it has been viewed and confirmed by your reviewer.

To share your Professional Learning Record as part of the PRD process, click Switch on. Your Reviewer can only see your Professional Learning Record when switched on.

For further information about Professional Update please visit the GTCS website.

[Learn more about Professional Update](#)

Submit for Professional Update

I confirm that I have engaged in ongoing professional learning and reflected against the appropriate GTC 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.

Confirm statement

SUBMIT PROFESSIONAL LEARNING RECORD FOR PROFESSIONAL UPDATE

MY REVIEWER

Name	Share	Remove Association
Sol Clarkson	Off - Switch on	Remove

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.

If there are no reviewer details displayed, and you know who's responsible for confirming your Professional Update then please contact them and ask them to log-in to their MyGTCS account and create the association. If you don't know who is responsible for this, please contact your employer.

Defer your Professional Update Sign-Off

This section allows you to request to defer your professional update sign off.

[REQUEST DEFERRAL](#)

This section asks you to confirm if you wish to submit for Professional Update sign-off using the Professional Learning Record that is part of this system, or using another Professional Learning Record (your local authority for example). Once you have confirmed this, you will have the option to submit for Professional Update using the 'Submit Professional Learning Record for Professional Update' button.

Note:

The Submit button will only be available during your Professional Update year.

Once you have submitted your Professional Learning Record you will notice a status bar along the bottom of the screen indicating that your records have been submitted and the date this was done (see Fig 5).

Fig 5: Submission screen showing status and date of submission

The screenshot displays the 'Professional Update' submission page. On the left, there is a 'Professional Update' section with introductory text and a 'Learn more about Professional Update' link. A yellow status bar at the bottom left indicates 'STATUS: SUBMITTED' and shows the submission date as '07/08/2014'. On the right, the 'MY REVIEWER' section shows a table with one reviewer: Angela Hamilton, with 'Share' set to 'On - Switch Off' and a 'Remove Association' button. Below this, there is a 'Defer your Professional Update Sign-Off' section with a 'REQUEST DEFERRAL' button.

MY REVIEWER		
Name	Share	Remove Association
Angela Hamilton	On - Switch Off	Remove

7 Deferring your Professional Update

You can submit a request to your line manager to defer your Professional Update sign-off. This functionality is only available when you have a reviewer associated and can be found in the bottom right hand section of your Professional Update homepage (See Fig 5). Applying to defer your Professional Update sign-off is only required via MyGTCS if it is your sign-off year.

Clicking the 'Request Deferral' button will present a pop-up box asking you to provide a reason for your request. Enter the details and select the 'Confirm' button.

Your reviewer will now receive an email containing your details and the details of your request and they 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 record held on the Register

Further information about the deferral process can be found in the Professional Update Guidance Notes www.gtcs.org.uk/web/FILES/professional-development/professional-update-guidance-notes.pdf

8 Feedback

We welcome your feedback on using the system, what issues you've experienced and where you think it could be improved. Please email PLD@gtcs.org.uk

9 GTC Scotland Contacts

For enquiries regarding the Professional Update process please contact:

GTC Scotland Professional Learning and Development Department

E: 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

GTC Scotland aims to promote equality and diversity in all its activities

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

Professional Learning and Development:
www.gtcs.org.uk/probation

Fitness to Teach:
www.gtcs.org.uk/fitness-to-teach

Probation site:
www.in2teaching.org.uk

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