

# THE EMPLOYER'S CPD RECORDING TOOL

## INSTRUCTIONS

VERSION 1  
2 JUNE 2010

## OVERVIEW

In order to support the recording of Continuing Professional Development (CPD) in schools, the QCT has developed two related tools that can be used by schools and teachers to maintain a record of CPD activities.

The Teacher CPD Tool can be accessed by teachers when they log on to their QCT account and enables them to maintain a personal record of CPD activities.

The Employer CPD Tool can be reached through QCT Employer Services when schools logon to their accounts (See the section “Logging On” below for information about how to get your school username and password).

By using the Employer Tool, schools can create a bulk entry for a school-based CPD activity that will then appear on the individual CPD record of each teacher who participated. This manual gives the steps to:

- Logging On
- Updating the list of teachers at your school
- Adding CPD activities to the Employer CPD Record
- Identifying teachers who participated in an activity
- Adding an activity record to the individual records of participating teachers

## TABLE OF CONTENTS

Overview .....	2
Table of Contents.....	2
Background.....	3
Aligned Agreement .....	3
How the Employer CPD Tool Relates to the Teacher CPD Tool .....	4
Logging On .....	5
Viewing and Updating the List of Teachers at Your School .....	6
Add a Teacher to the List of Teachers Based at Your School.....	7
Remove Teacher(s) From the List of Teachers Based at Your School.....	8
Creating Employer Record of CPD Activity .....	9
Adding an Activity .....	11
Step 1: Details.....	12
Step 2: Participating Teachers.....	12
Adding Teachers Based at Your School to the CPD Activity .....	13
Adding Teachers not Based at Your School.....	14
Step 3: Confirmation .....	14
Deleting an Employer CPD Activity .....	15
Frequently Asked Questions (FAQ).....	16
FAQ:.....	16
Features that will be included in the next version of the tool.....	18
Appendix 1 .....	19
What is a CPD Activity? .....	19
Further Information .....	19

## BACKGROUND

### Aligned Agreement

Teacher employers (system or individual school, as applicable) are able to enter into an 'aligned agreement' with the QCT if they wish to take up the opportunity to integrate the QCT requirements with their school/employer processes around professional development. To enter into an aligned agreement, teacher employers develop a proposal for approval by QCT. Proposals need to demonstrate how the school/employer process embeds the various components and expectations of the QCT's Continuing Professional Development Framework. One advantage of an aligned agreement is that teachers are able to meet the CPD requirements of both their employer and the QCT through the one process. It also strengthens the employer process and provides assurances for employers and the teachers in that school/system that the CPD teachers undertake will meet the CPD requirements for renewal of teacher registration.

## How the Employer CPD Tool Relates to the Teacher CPD Tool

When Schools enter a CPD Activity in the Employer CPD Tool and add teachers to the list of attendees, that activity is added to the Teachers' CPD Activity records. When CPD Activities are added in this manner, teachers can not delete or alter the activity. They can add and edit reflection notes to employer added activities. This also becomes the teacher's verified evidence of this activity.

The screenshot below shows an Employer CPD Activity record with a Description/Topic of Behaviour Management Strategies that was run on the 12th of April 2010.

Employer directed and supported	12/04/2010	Behaviour Management Strategies	School	2:15	1,2,3,7
Participants:	2	Notes: (optional)			
<input type="button" value="Edit"/> <input type="button" value="Delete"/>					

The screenshot below shows the same activity in the Teacher CPD Tool, with the 'Delete' button disabled.

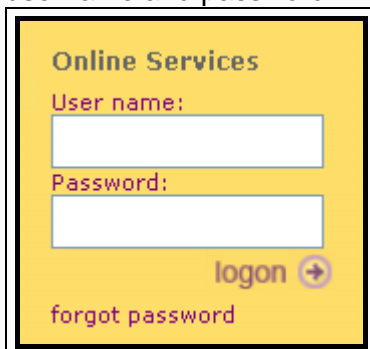
AREA	CPD YEAR	DATE	DESCRIPTION / TOPIC OF CPD ACTIVITY	PROVIDER	VERIFIED EVIDENCE HELD	HOURS OF CPD ACTIVITY	PROFESSIONAL STANDARDS
Employer directed and supported	2	12/04/2010	Behaviour Management Strategies	School	Yes	2:15	1,2,3,7
<input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="NOTE"/>			Reflection: (optional)				
School supported	2	12/04/2010	Synthesis of learning from Middle Schooling Conference & preparation for presentation to staff	myself	Yes	01:00	1,3,7,10
<input type="button" value="Edit"/> <input type="button" value="Delete"/>			Reflection: (optional)				

**NOTE:** When an employer enters a CPD activity, that activity automatically qualifies as 'Verified' for teachers' evidence purposes.

## Logging On

The first step to logging on to the Employer CPD Tool is to obtain your school username and password. At least once per year the QCT sends this information to the School Principal via post and email to the email address we have on record as the school's contact email. If you are unable to locate your school username and password please contact the QCT by emailing [employerservices@qct.edu.au](mailto:employerservices@qct.edu.au) and we will send it to you.

Once you have your username and password, log on to QCT Employer Services by going to the QCT home page ([www.qct.edu.au](http://www.qct.edu.au)) and entering your username and password in the Online Services fields.



The screenshot shows a yellow login form titled "Online Services". It contains two input fields: "User name:" and "Password:". Below the fields is a "logon" button with a right-pointing arrow icon. At the bottom left of the form is a link labeled "forgot password".

Click the "logon" link to logon.

If you are successful in logging on, you will be taken to your school's profile page.



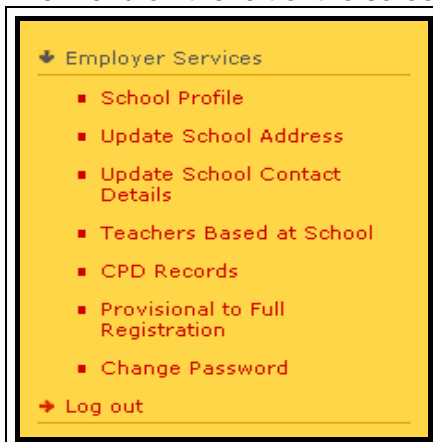
The screenshot shows the "School Profile" page in the QCT online services. At the top, it says "Logged in as QCT TEST SCHOOL" and "Home > Employer Services > School Profile". Below this is a "Welcome to QCT online services" message. The page is divided into two main sections: "ADDRESS" and "CONTACT DETAILS".

ADDRESS	
School Name	QCT TEST SCHOOL
Street/PO	39 Sherwood Rd
Suburb/City	TOOWONG
State	QLD
Postcode	4066
Country	AUSTRALIA

CONTACT DETAILS	
Email	enquiries@qct.edu.au
Main Phone	33774777
Fax	

The menu on the left of the screen will have the following options:



The screenshot shows a yellow menu titled "Employer Services" with a dropdown arrow icon. The menu items are listed with red square bullet points:

- School Profile
- Update School Address
- Update School Contact Details
- Teachers Based at School
- CPD Records
- Provisional to Full Registration
- Change Password

At the bottom of the menu is a "Log out" link with a right-pointing arrow icon.

## Viewing and Updating the List of Teachers at Your School

The list of teachers at your school can be found by clicking on the “Teachers Based at School” link in the left menu.

Logged in as QCT TEST SCHOOL  
Home > Employer Services > Teachers Based at School

**Teachers Currently at QCT TEST SCHOOL**

REG NO	FIRST NAME	SURNAME	QUALIFICATIONS	DOB	ANNUAL FEE DUE	REG STATUS
9876	ANNE	GARNER		12/06/1960	31/12/2010	

In order to add or remove teachers, just click on the “Add Teacher” or “Remove Teacher(s)” buttons at the top of the list.

**IMPORTANT:** The list of teachers is used by the CPD Tool to provide a quick method of adding attending teachers to an activity, therefore it is important that this list is up to date.

## Add a Teacher to the List of Teachers Based at Your School

When you click on the “Add Teacher” button, the add teacher controls will appear at the top of the page.

Enter a Teacher's QCT Registration Number  or  
 their Surname  and Initials

Enter the teacher's QCT registration number or their surname and initials and click the “Search” button. This will return a list of all matching registered teachers. Click the “Add Teacher” hyper link to add them to your school.

Enter a Teacher's QCT Registration Number  or  
 their Surname  and Initials

Your Search for:  
 First Name (or Initials): z  
 Surname: **Smith**  
 Returned 4 records

	REG NO	FIRST NAME	SURNAME	QUALIFICATIONS	DOB	ANNUAL FEE DUE	REG STATUS
<a href="#">Add Teacher</a>	811135	ZACHARY	SMITH		2/03/1964	31/12/2010	Full
<a href="#">Add Teacher</a>	112358	ZEB	SMITH		8/09/1955	31/12/2010	Provis onal
<a href="#">Add Teacher</a>	76123	ZEPHYR	SMITH		2/05/1977	31/12/2010	Provis onal
<a href="#">Add Teacher</a>	588471	ZHA	SMITH		4/04/1956	31/12/2010	Provis onal

**IMPORTANT:** If you are unsure that you have identified the correct teacher, please check with the teacher to find out their QCT Registration number. If you add a wrong teacher to your list, they will be **removed from any other school list** where they may currently be working. Removing them from your list **will not** put them back on their previous school list.

**ALSO:** Please do not add supply teachers if they are not based primarily (more than half time) at your school

## Remove Teacher(s) From the List of Teachers Based at Your School

To remove teachers from the list of teachers based at your school, click on the “Remove Teacher(s)” button. This will add a check box next to each teacher in your list.

Select the teacher(s) you want to remove from your list by putting a tick in their check box and then click the “OK” button.

Teachers Currently at QCT TEST SCHOOL

REG NO	FIRST NAME	SURNAME	QUALIFICATIONS	DOB	ANNUAL FEE DUE	REG STATUS	REMOVE
9876	ANNE	GARNER		12/06/1960	31/12/2010		<input type="checkbox"/>

This will show a list of just those teachers you want to remove. Click on the “Remove these Teachers” button to remove them or click on the “Cancel” button to cancel the removal of teachers.

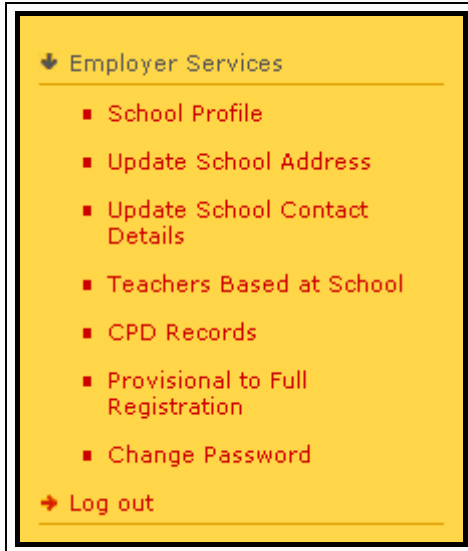
Teachers Currently at QCT TEST SCHOOL

REG NO	FIRST NAME	SURNAME	QUALIFICATIONS	DOB	ANNUAL FEE DUE	REG STATUS	REMOVE
9876	ANNE	GARNER		12/06/1960	31/12/2010		<input checked="" type="checkbox"/>



## CREATING EMPLOYER RECORD OF CPD ACTIVITY

To access the Employer CPD Tool, click on the “CPD Records” item in the Left Menu



This will take you to the tool. If you have not entered any CPD activities, the only option available will be to “Add a new Activity”



Once you have some activities, you will have options to add, edit or delete activities.

CPD Activity records are ordered by date in descending order, with the most recent activities are at the top.

CPD Records					
Add a new activity					
AREA	DATE	DESCRIPTION/TOPIC OF CPD ACTIVITY	PROVIDER	HOURS OF CPD ACTIVITY	PROFESSIONAL STANDARDS
School supported	20/04/2010	QCT - CPD Workshop	QCT	01:30	10
Participants:	4	Notes: (optional)			
Edit Delete					
Employer directed and supported	22/01/2010	QCAR Framework Workshop - Essential Learning and relationship to syllabus	QSA	02:00	1, 3, 5
Participants:	3	Notes: (optional)			
Edit Delete					

CPD Activity records consist of Area, Date, Description/Topic, Provider, Hours, Professional Standards, Participants (number of participating teachers) and brief notes. See "Appendix 1: What is a CPD Activity" for more details.

## Adding an Activity

To add a school/employer CPD Activity, click on the “Add a new activity” button at the top of the page. A new activity record will be created in the employer CPD tool. *When you identify the teachers who attended the activity, this record will automatically be added to their individual record.*

Logged in as QCT TEST SCHOOL  
Home > Employer Services > CPD Records

### CPD Records

**Step 1: Details**

Step 2: Participating Teachers

Step 3: Completed

### School/Employer CPD Record

#### Details of the activity

**ENTER THE DETAILS OF THE CPD ACTIVITY**

<input type="button" value="i"/> <u>Area</u>	Employer directed and supported <input type="button" value="v"/>
<input type="button" value="i"/> <u>Activity Date</u>	<input type="text" value="01/02/2010"/> <input type="button" value="calendar"/>
<input type="button" value="i"/> <u>Description/Topic of CPD Activity</u>	<input type="text" value="New CPD Activity"/>
<input type="button" value="i"/> <u>Activity Provider</u>	<input type="text"/>
<input type="button" value="i"/> <u>Hours of CPD Activity</u>	H <input type="text" value="0"/> <input type="button" value="v"/> M <input type="text" value="00"/> <input type="button" value="v"/>
<input type="button" value="i"/> <u>Professional Standards</u>	<input type="text"/> <input type="button" value="Choose standards"/>
<input type="button" value="i"/> <u>Notes</u>	<input type="text"/>

See Frequently Asked Questions on page 17 for some common queries about how to enter information.

## Step 1: Details

Enter the Area, Activity Date, Description/Topic, Provider, Hours, Professional Standards and any brief notes.

Once you have entered this information, click the "Next" button in the lower right corner of the activity screen.

## Step 2: Participating Teachers

There are two categories of teacher that you are able to add as having participated in the CPD activity.

- Teachers based at your school
- Teachers not based at your school

Instructions for each type of teacher are below.

**School/Employer CPD Record**

### Our participating teachers

All of this school's teachers who participated in this CPD activity are shown below. If a teacher shouldn't be recorded as being a participant, you can remove them using their *Remove* button.

You can choose additional teachers from your school using the *Add More Teachers* button.

There aren't any of our teachers listed as participants.

### Participating teachers from other schools

There aren't any teachers (from other schools) listed as participants.

To search for a registered teacher who you'd like to list as a participant, please enter either their registration number, or their surname and initial.

(When entering an initial, please enter just the letter.)

<b>REGISTRATION NUMBER:</b>	<input type="text"/>		
<b>OR</b>			
<b>SURNAME:</b>	<input type="text"/>	<b>AND INITIAL(S):</b>	<input type="text"/>
		<input type="button" value="Search"/>	<input type="button" value="Reset"/>

## Adding Teachers Based at Your School to the CPD Activity

In order to add teachers who are based at your school to the list of participants of an activity, click on the “Add more teachers” button. This will display the list of teachers based at your school (See the section “*List of Teachers at your School*” above for more detail). Select participating teachers by clicking on the tick box next to their name. Click the “Save” button when you have finished. You can come back at any time and add or remove teachers in this way.

Step 1:  
Details

Step 2:  
**Participating Teachers**

Step 3:  
Completed

### School/Employer CPD Record

#### Our participating teachers

Teachers from your school who participated in this CPD activity are shown below. If a teacher shouldn't be recorded as being a participant, you can untick them.

To mark teachers as participants, simply ensure that they're ticked. Remember to click the Save button once you have finished ticking participants.

ADD? <input type="checkbox"/>	TEACHER	REGISTRATION
<input type="checkbox"/>	CARNER, ANNE	9876

#### Participating teachers from other schools

There aren't any teachers (from other schools) listed as participants.

To search for a registered teacher who you'd like to list as a participant, please enter either their registration number, or their surname and initial.  
(When entering an initial, please enter just the letter.)

REGISTRATION NUMBER:

OR

SURNAME:  AND INITIAL(S):

You can remove teachers by clicking the “Remove” button next to their name or by clicking on the “Add more teachers” button and removing the tick next to their name (and then clicking “Save”).

TEACHER	REGISTRATION	REMOVE?
GARNER, ANNE	9876	<input type="button" value="Remove"/>

## Adding Teachers not Based at Your School

If you want to add teachers who are not based at your school (such as supply, contract, or guest teachers) you can add them by entering their details in the “Participating teachers from other schools” section.

Either enter their QCT Registration Number or enter their Surname and Initials and click on the Search button.

REGISTRATION NUMBER: <input type="text"/>						
OR						
SURNAME: <input type="text" value="smith"/>		AND INITIAL(S): <input type="text" value="Z"/>		<input type="button" value="Search"/>	<input type="button" value="Reset"/>	
	REGISTRATION NUMBER	SURNAME	GIVEN NAMES	REGISTRATION STATUS	ANNUAL FEE DUE DATE	REGISTRATION RENEWAL DATE
<input type="button" value="Add to List"/>	811135	SMITH	ZACHARY	Full	2/03/1964	31/12/2010
<input type="button" value="Add to List"/>	112358	SMITH	ZEB	Provisional	8/09/1955	31/12/2010
<input type="button" value="Add to List"/>	876123	SMITH	ZEPHYR	Provisional	2/05/1977	31/12/2010
<input type="button" value="Add to List"/>	988471	SMITH	ZHA	Provisional	4/04/1956	31/12/2010

Click on the “Add to List” button next to their name to add them to the activity. You will need to do this for each teacher who is not on the list of teachers based at your school.

When you have finished, click on the “Next” button in the lower right corner of the activity screen.

### Step 3: Confirmation

Step 3 is a confirmation screen that lets you know that the Activity has been successfully added (or altered). Just click on the “OK” button to finish.

**Activity Added**

The activity has been added to your school's activity list, and any teachers who you have listed as participants will also have the activity recorded on their own list.  
Please use the Activity List if you need to edit this activity.

## DELETING AN EMPLOYER CPD ACTIVITY

In order to delete an Employer CPD Activity, click on the “Delete” button.

**CPD Records**

AREA	DATE	DESCRIPTION/TOPIC OF CPD ACTIVITY	PROVIDER	HOURS OF CPD ACTIVITY	PROFESSIONAL STANDARDS
School supported	20/04/2010	QCT - CPD Workshop	QCT	01:30	10
Participants:	4	Notes: (optional)			
<input type="button" value="Edit"/> <input type="button" value="Delete"/>					
Employer directed and supported	22/01/2010	QCAR Framework Workshop - Essential Learning and relationship to syllabus	QSA	02:00	1, 3, 5
Participants:	3	Notes: (optional)			
<input type="button" value="Edit"/> <input type="button" value="Delete"/>					

A message will pop up asking if you are sure. Click “OK” to delete the activity.

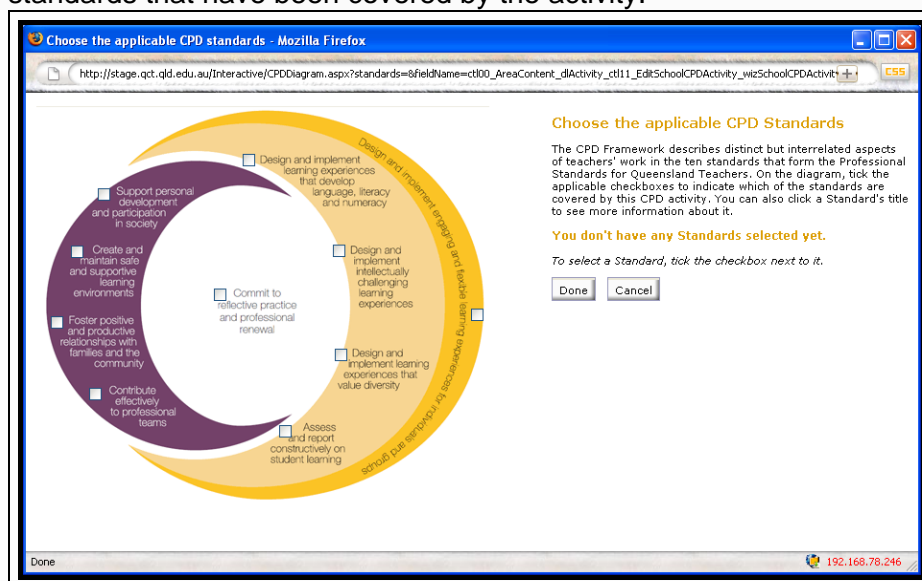


**IMPORTANT:** This will also remove the activity from each participating teacher’s personal CPD record.

## FREQUENTLY ASKED QUESTIONS (FAQ)

### FAQ:

- **How do I enter an activity that covers more than one day?**  
This version of the Employer CPD Tool only allows for single day activities. If you need to enter an activity that covers more than one day, there are two options. Just enter the start date for the activity (and maybe add a note that the activity covered more than one day) or add two or more activities – one for each day.  
A future version of the tool may allow multiple days to be entered.
- **How do I enter more than 12 hours in a CPD Activity?**  
In order to streamline data entry and validation, if you need to enter an activity that lasts for longer then this, consider breaking the activity up into smaller time spans and having one record for each.
- **How do I enter the QCT Professional Standards?**  
Click on the “Choose standards” button. This will open a pop up that allows you to see the standards in their groupings and to tick the standards that have been covered by the activity.



When you have finished, click the “Done” button to return to **Step 1**

- **The notes field is too small**  
The notes field accepts 500 characters (including spaces). It is only intended to take brief notes. If you need to keep longer notes regarding the activity you may have to store them in another place.  
The size of the notes field will be reviewed in the next version of the tool subject to feedback received from Employers using the CPD Tool.



- *Can I save as electronic documents any supporting materials with the activity record?*  
No. There is no facility to upload any documents.
- *Can I add teachers who are not registered with the QCT*  
No. Only teachers who appear on the QCT Public Register of Approved Teachers can be added as attendees.
- *Can I view teachers CPD Activity Records?*  
The next version of the Employers CPD Tool will enable those schools which are a part of an Aligned Agreement with the QCT to view and download CPD records for teachers who are based at their school.

## FEATURES THAT WILL BE INCLUDED IN THE NEXT VERSION OF THE TOOL.

### **Viewing teacher CPD Activity records.**

Schools that are part of an Aligned Agreement will be able to select one or more teachers and view those teachers' individual CPD Activity records.

### **Downloading**

Schools will be able to download their own CPD Activity records in one of the following formats

- CSV (comma delimited file)
- XML
- PDF

Schools that are part of an Aligned Agreement will be able to also download teacher CPD Activity records in any of the same formats.

# APPENDIX 1

## WHAT IS A CPD ACTIVITY?

The Employer CPD record shows details of the activity and a list of teachers who attended the activity.

The information regarding the CPD activity consists of:

**Area:** The relevant area according to the CPD Framework. The three valid selections are:

- *Employer directed and supported:*
- *School supported:*
- *Individually identified:*

**Date:** The date that the professional development occurred

**Description:** The title or topic and/or a brief description of the CPD activity

**Provider:** The person or provider who delivered the CPD activity

**Hours:** The timing in hours and minutes of actual participation in the CPD activity (exclude tea and lunch breaks)

**Professional Standards:** The (QCT) Professional Standards that were addressed in the CPD activity

**Reflections (optional):** Brief reflective notes about the activity.

**Participants:** The number of participating teachers.

## FURTHER INFORMATION

For further information about CPD, please refer to the fact sheet about Renewal of Registration and the CPD Framework on the QCT website:

[www.qct.edu.au](http://www.qct.edu.au)