

National Tutoring Programme Digital User Guide

For Schools

**National
Tutoring
Programme**



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Welcome to the National Tutoring Programme.

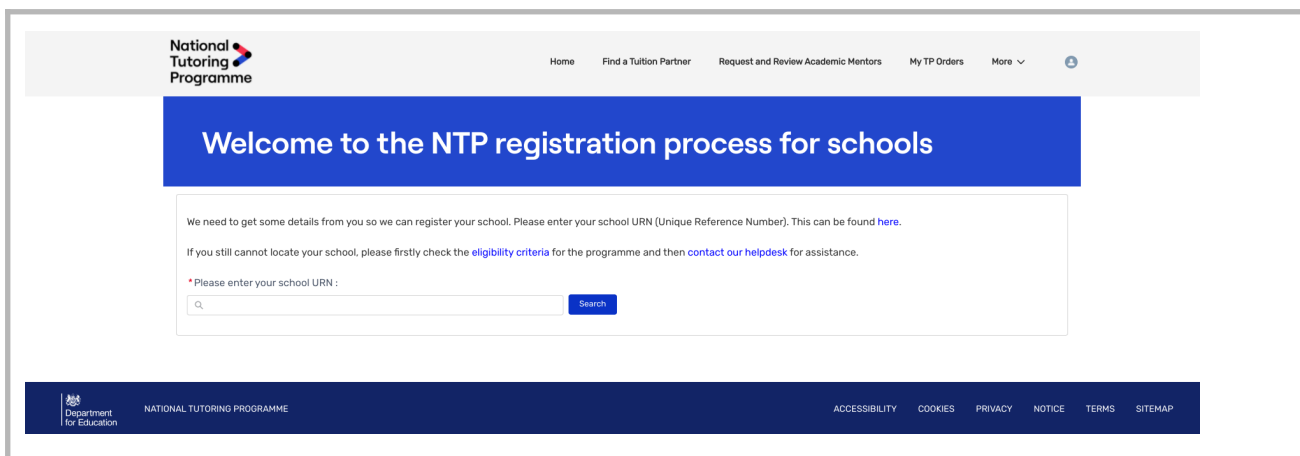
This user guide has been created to provide a high level walk through of the Tuition Hub, the technology platform you will be using to access Tuition Partners and Academic Mentors support.

If you have any additional questions, your Engagement Manager will be pleased to support you. To get in contact, please use the contact form available through the homepage, on the Tuition Hub (also available through the NTP homepage).

The NTP Team

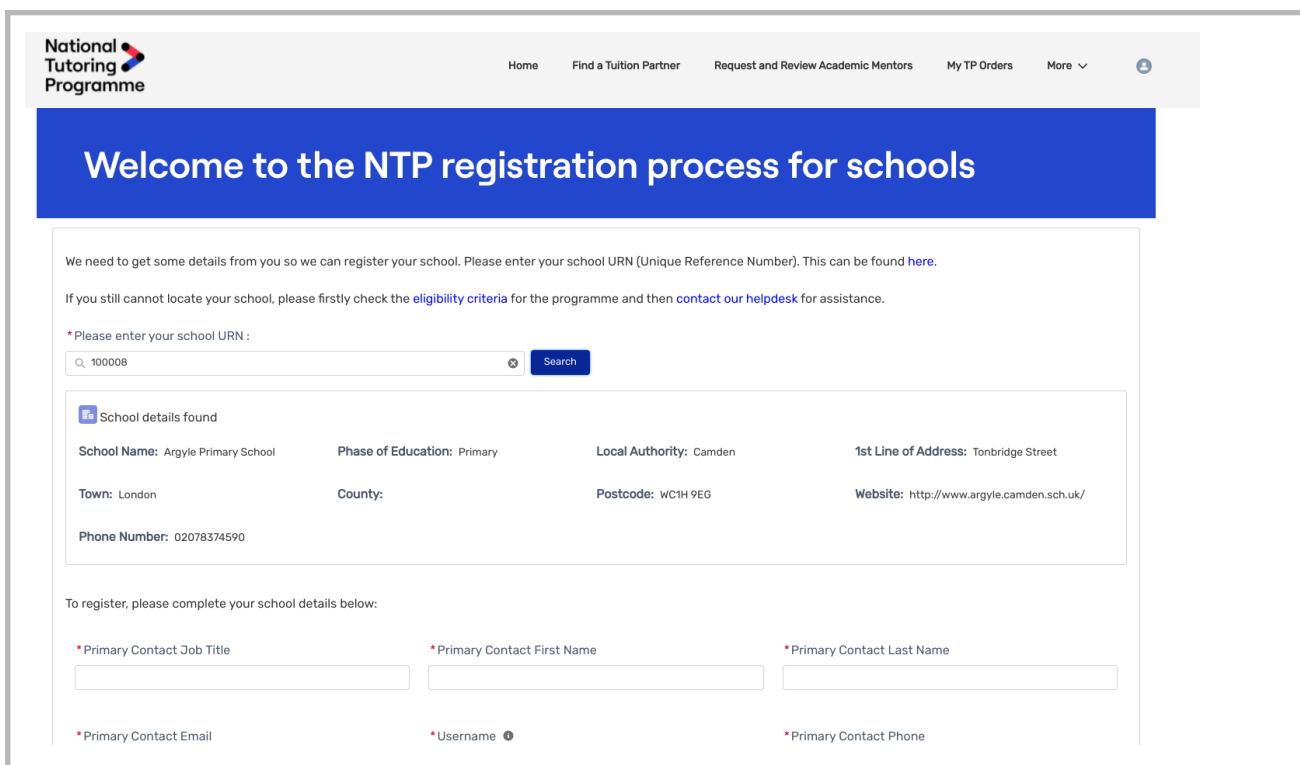
How to register your school

Enter the National Tutoring Programme homepage (www.nationaltutoring.org.uk), then click on the 'Register as a school' button. This will take you to the Tuition Hub, where you will be required to enter your school's Unique Reference Number (URN).



The screenshot shows the National Tutoring Programme homepage. At the top, there is a navigation bar with links: Home, Find a Tuition Partner, Request and Review Academic Mentors, My TP Orders, and More. The main heading is "Welcome to the NTP registration process for schools". Below this, a message states: "We need to get some details from you so we can register your school. Please enter your school URN (Unique Reference Number). This can be found [here](#). If you still cannot locate your school, please firstly check the [eligibility criteria](#) for the programme and then [contact our helpdesk](#) for assistance." There is a search bar with the placeholder text "Please enter your school URN:" and a "Search" button. The footer includes the Department for Education logo and links for Accessibility, Cookies, Privacy, Notice, Terms, and Sitemap.

If your school's URN cannot be found, please reach out to the team using the contact form provided. You will be notified if you have already been registered.



The screenshot shows the National Tutoring Programme homepage with the search bar filled with "100008" and the "Search" button clicked. Below the search bar, the page displays "School details found" for Argyle Primary School. The details are as follows:

Field	Value
School Name	Argyle Primary School
Phase of Education	Primary
Local Authority	Camden
1st Line of Address	Tonbridge Street
Town	London
County	
Postcode	WC1H 9EG
Website	http://www.argyle.camden.sch.uk/
Phone Number	02078374590

Below the school details, there is a section titled "To register, please complete your school details below:" with several input fields for contact information:

- * Primary Contact Job Title
- * Primary Contact First Name
- * Primary Contact Last Name
- * Primary Contact Email
- * Username
- * Primary Contact Phone

If your school's URN is correct, initial details of your school will be displayed. Please then enter the remaining details into the form provided, including contact name and email address, to complete your registration. Once registered, you will receive two emails:

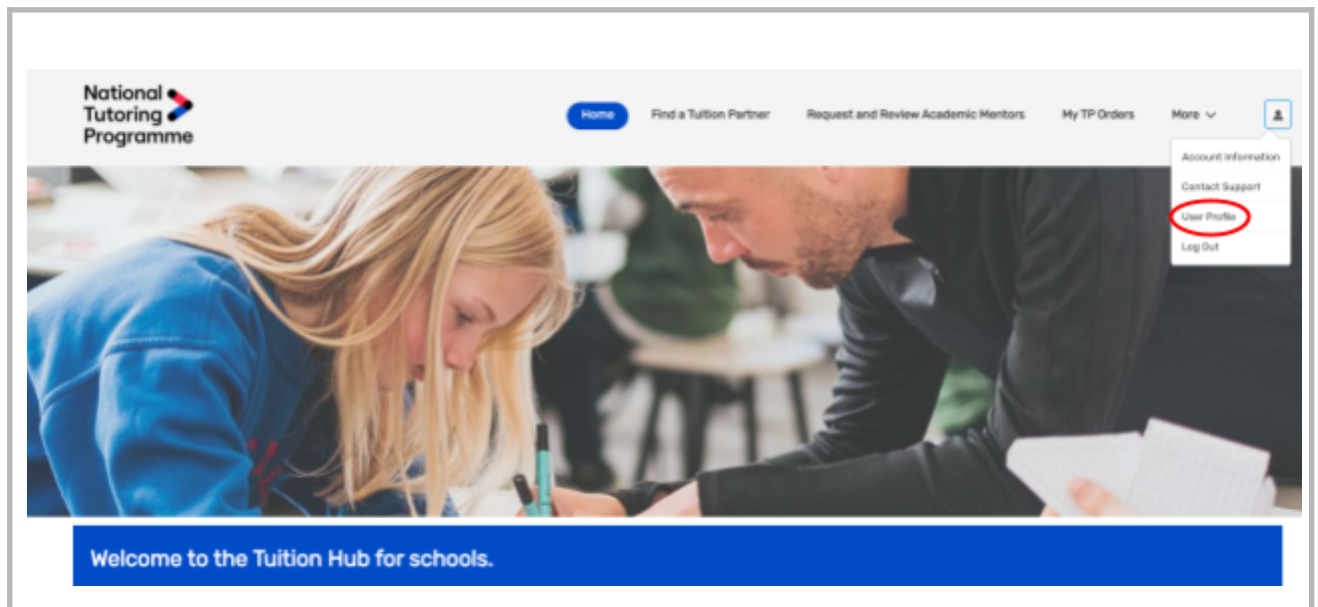
1. A system email prompting you to set a secure password to manage your account
2. An email with further details regarding the next steps in the process

If you don't receive these emails, please check your spam folder and/or contact the NTP Engagement Team.

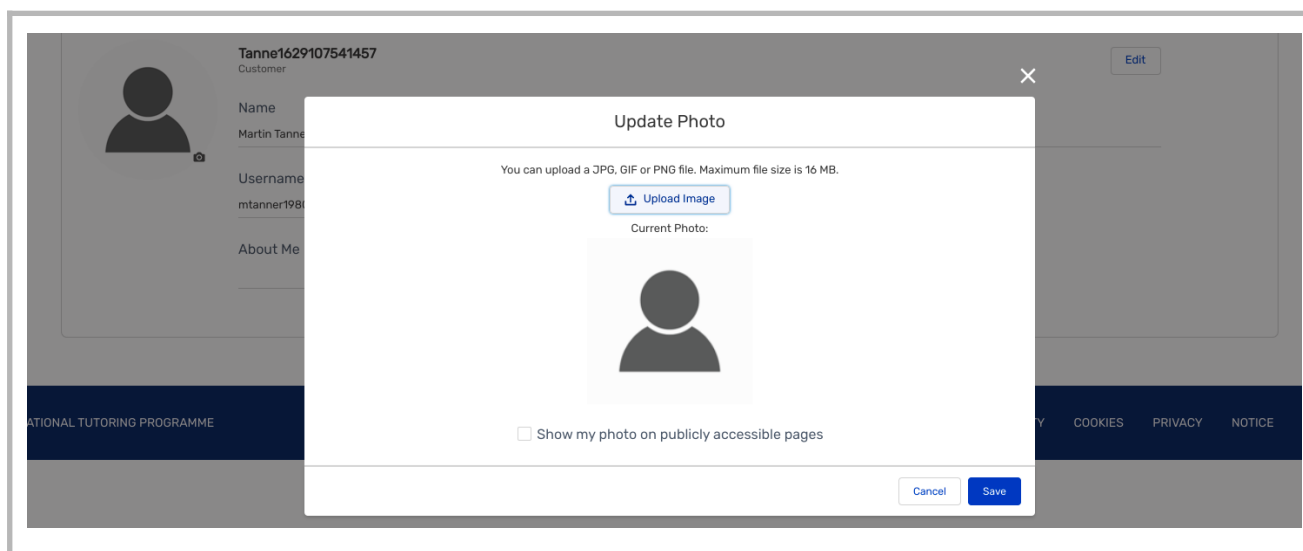
Once you have set up an account with a secure password, your account will be live. You will now be able to search and approach Tuition Partners and raise a request for Academic Mentors. You will also receive a welcome call from your designated Engagement Management at this stage.

Adding an image to your profile

Once registered and logged in to the Tuition Hub, you will have the option of adding an image to your profile to help you associate a login with a particular school. To do this, click on the icon on the top right hand side next to 'More' and click 'User Profile'.

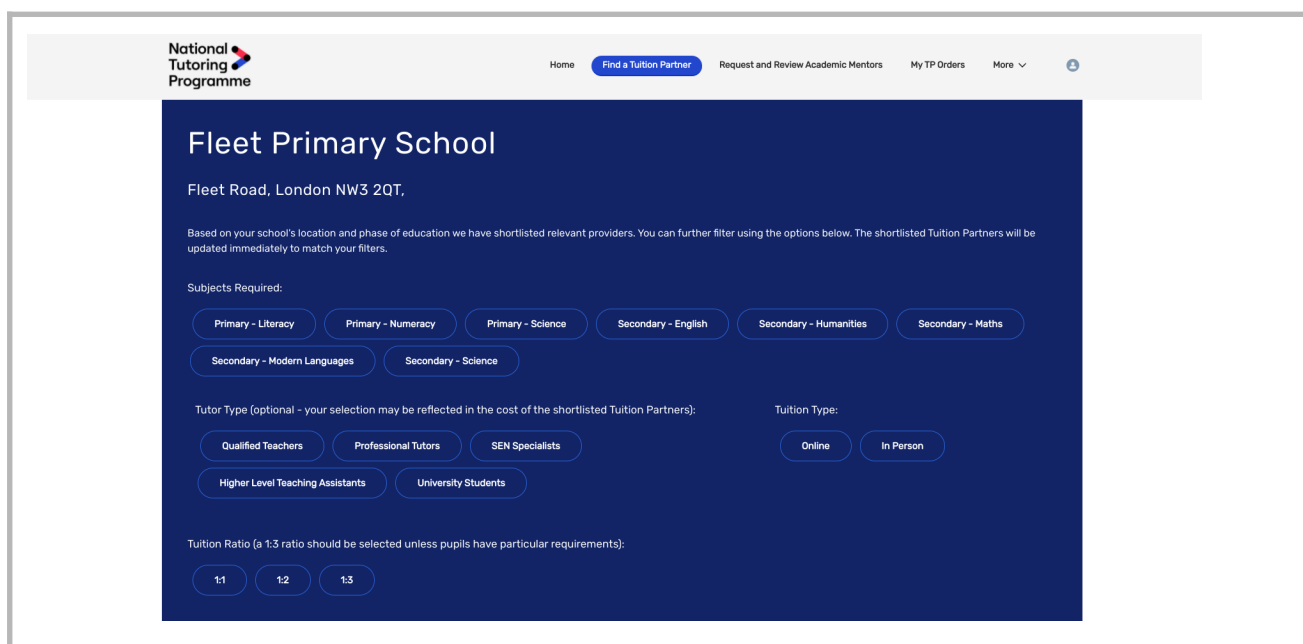


You will then need to click on the icon on the left hand side, which will bring up a similar screen to the below. Once you have uploaded a suitable image, this will become the image associated with your profile. To change this image, please follow the same steps. This feature will be particularly useful if you are raising orders on behalf of multiple schools if you are part of an Academy Trust.

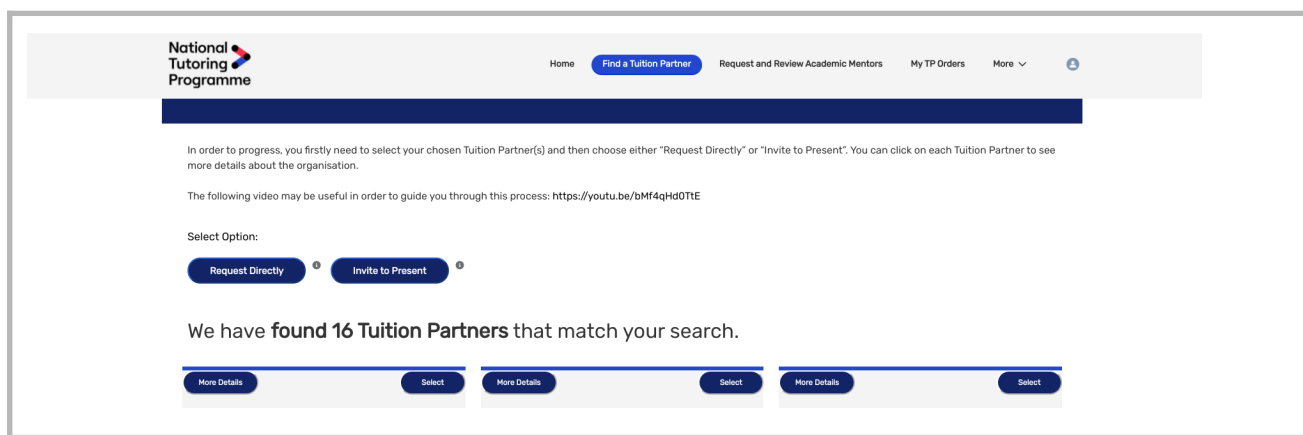


How to find and select a Tuition Partner

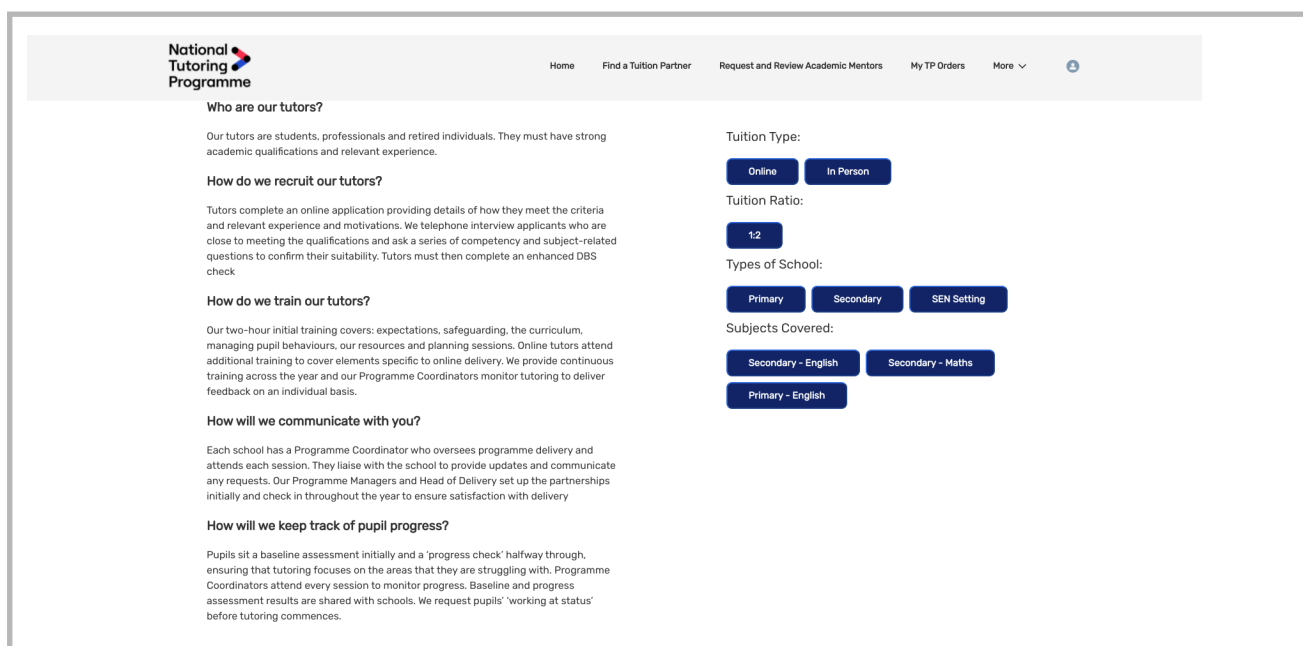
Once logged into the Tuition Hub, please click on the 'Find a Tuition Partner' link at the top of the page. You will then be presented with a number of options to select based on your requirements. Note that some filters (based on location and phase of education) will already have been applied.



Based on the options that you select, you will be presented with Tuition Partners who match your requirements.



Select 'more details' to view further information on each Tuition Partner that matches your search criteria.



Once you have viewed the Tuition Partners details, you have two options:

1. Opt to award a Tuition Partner directly (Direct Award)
2. Request a selection of partners to present to your school (Presentation Pathway)

Direct Award: Click 'select' (top right corner of the Tuition Partners overview), then click 'Request Directly' (top of the page). To award multiple direct awards to Tuition Partners (for example, to cater for different pupil cohorts), then please repeat the process for each Tuition Partner.'

Presentation Pathway: Please select all Tuition Partners that you would like to meet, then click 'Invite to Presentation' (top of the page).

National Tutoring Programme

Home

Find a Tutor Partner

Request and Review Academic Mentors

My TP Orders

More

In order to progress, you firstly need to select your chosen Tutor Partner(s) and then choose either "Request Directly" or "Invite to Present". You can click on each Tutor Partner to see more details about the organisation.

The following video may be useful in order to guide you through this process: <https://youtube.be/5M94gk4D7SE>

Select Option:

Request Directly

Invite to Present

We have found 16 Tutor Partners that match your search.

More Details

Select

More Details

Select

More Details

Select

7

National Tutoring Programme

Some helpful definitions before you make an order

- **An order package** is a 15 hour block of tuition (either on a 1:3, 1:2 or 1:1 basis, i.e. for three pupils, two pupils or one pupil). Note that 80% of requirements should be on a 1:3 basis. The option for 1:2 and 1:1 provision (10% each of the total) should only be used for specific requirements (typically SEND support or similar).
- **An order** relates to a bundle of packages. For example, if you order Maths tuition for 12, Year 6 pupils, you may wish to create four separate packages on a 1:3 basis. You may allocate names to each package (i.e. Year 6 Maths) for ease of reference. You have flexibility on how to structure your order.
- **A programme** is the name used for an order package (i.e. 15 hour block of tuition), once it has been confirmed and is ready to be populated with pupil details.

How to create an Order Package following a Direct Award

Once you have selected 'Request Directly', a screen will appear for you to create your required package of tuition support. You will be asked for information on:

- Subject
- Tuition Type
- Tuition Ratio
- Proposed Start Date
- Key Stage
- SEN Support Required
- Preferred Days and Times for Tuition (not mandatory)
- Additional Details (not mandatory)

Please fill the details

You now need to create your required packages of tuition support using the simple form below (you can add and duplicate packages as required).

Please note that a package relates to a 15 hour block of tuition provided to a pupil or group of pupils.

The following video may be useful in order to guide you through this process: youtu.be/bMf4qHd0TIE

*Enter Requirement Title

Order Package 1

Add, duplicate or remove packages
 (any content already added to this package will be copied and can be amended)

No. of Packages to Add

*Subject

*Tuition Type

*Tuition Ratio

*Tentative Start Date

*Key Stage

*SEN Support Required?

The Tuition Hub enables multiple order packages to be created. Once you have completed the details for the first order, enter the number of additional packages required and then click 'Add'. Information from the first Order Package will be duplicated, but can be edited to suit requirements.

Please fill the details

You now need to create your required packages of tuition support using the simple form below (you can add and duplicate packages as required).

Please note that a package relates to a 15 hour block of tuition provided to a pupil or group of pupils.

The following video may be useful in order to guide you through this process: youtu.be/bMf4qHd0TIE

*Enter Requirement Title

Order Package 1

Add, duplicate or remove packages
 (any content already added to this package will be copied and can be amended)

2

*Subject

*Tuition Type

Once you have completed the required information for all 'Order Packages', click on the 'Submit' button at the bottom of the pop up window. Your selected Tuition Partner will be notified and will then either accept or reject your request. You can view the status of your Direct Award by clicking the 'My Orders' tab at the top of your Tuition Hub homepage. If your order package is rejected, you will be notified and an explanation given.

National Tutoring Programme

Home Find a Tuition Partner Request and Review Academic Mentors **My TP Orders** More

This page shows orders that are in progress. This interface enables you to view the order status, appoint Tuition Partners against an order and cancel orders if applicable.

Note that there are two separate tabs, depending on the process that you have followed. The first tab shows Direct Awards (e.g. where you have approached one single provider for a requirement). The second tab shows Presentations (i.e. where you have approached multiple providers for comparison).

TP - Direct Award TP - Presentation

Year 6 Maths 08/20/2021 09:22:00

Awarded 00000000 Cancel Order

Order Package	Status	Start Date	Key Stage	Tuition Type	Tuition Ratio	Subject	Price	Total Package Price (Inc VAT)	Subsidised Package Price (Inc VAT)
Order Package 1	Awarded	9/10/2021	2	In Person	1:1	Primary - Numeracy	£120	£166	£60
Order Package 2	Awarded	9/10/2021	2	In Person	1:1	Primary - Numeracy	£120	£166	£60

How to create an Order Package following Presentation Pathway

Once you have selected 'Invite to Present', a screen will appear for you to create your required package of tuition support. You will be asked for information on:

- Subject
- Tuition Type
- Tuition Ratio
- Proposed Start Date
- Key Stage
- SEN Support Required
- Preferred Days and Times for Tuition (not mandatory)
- Additional Details (not mandatory)

National Tutoring Programme

Please fill the details

You now need to create your required packages of tuition support using the simple form below (you can add and duplicate packages as required).

Please note that a package relates to a 15 hour block of tuition provided to a pupil or group of pupils.

The following video may be useful in order to guide you through this process: youtu.be/bMf4qHd0TIE

***Enter Requirement Title**

Enter Requirement Title

Order Package 1

Add, duplicate or remove packages
(any content already added to this package will be copied and can be amended)

No. of Packages to Add Add Remove

***Subject**
Select Subject

***Tuition Type**
Select Tuition Type

***Tuition Ratio**
Select Tuition Ratio

***Tentative Start Date**
type here...

***Key Stage**
Select Key Stage

***SEN Support Required?**
SEN Support Required?

Submit

The Tuition Hub enables multiple order packages to be created. Once you have completed the details for the first order, enter the number of additional packages required and then click 'Add'. Information from the first Order Package will be duplicated but can be edited to suit requirements. Once you have completed the required information for all 'Order Packages', click on the 'Submit' button at the bottom of the pop up window.

You will then be asked to provide a date and time that you wish each organisation to present on.

The screenshot shows a web interface for the National Tutoring Programme. At the top, there is a navigation bar with links: Home, Find a Tuition Partner, Request and Review Academic Mentors, My TP Orders, and More. Below the navigation bar, a modal window titled "Please Select Presentation Date and Time" is displayed. The modal contains a text block explaining the purpose of the presentation and a table for selecting dates and times. The table has two columns: "Tuition Partner" and "Presentation date and time". There are two rows in the table, one for "Action Tutoring" and one for "EM Tuition". Each row has a "Date" field with a calendar icon and a "Time" field with a clock icon. At the bottom right of the modal is a "Submit" button. Below the modal, there are three columns of text, each starting with "Tutors Available : Qualified Teachers, Professional Tutors, SEN Specialists".

Tuition Partner	Presentation date and time
Action Tutoring	Date: <input type="text"/> Time: <input type="text"/>
EM Tuition	Date: <input type="text"/> Time: <input type="text"/>

Once this has been submitted, the Tuition Partner will receive an email from the NTP Recruitment Team to notify them. The primary email address for the selected Tuition Partners will be shared with you to confirm the Presentation Brief. Please note it is essential all communication with Tuition Partners outside of this must be done via the formal NTP process to ensure information and requests are correctly logged.

Presentation Brief

Schools have control and flexibility to define the Tuition Partner presentation format.

It is recommended you:

- send a calendar invite that includes a link to any video conferencing platform that you wish to use for this presentation.
- include an agenda of items that you would like to be covered in the presentation within the invitation.
- include any further information about your school you feel may be helpful to prospective applicants

The system will automatically calculate when the final presentation is due to have concluded and at this point you will receive an email asking you to log into the NTP website to select your desired Tuition Partner(s).

You can award your chosen partner via the 'My TP Orders' tab within the NTP website by selecting on the Tuition Partner/Order and clicking 'Award'. Note that you can award different partners against different packages (i.e. 15 hour blocks) if you wish.

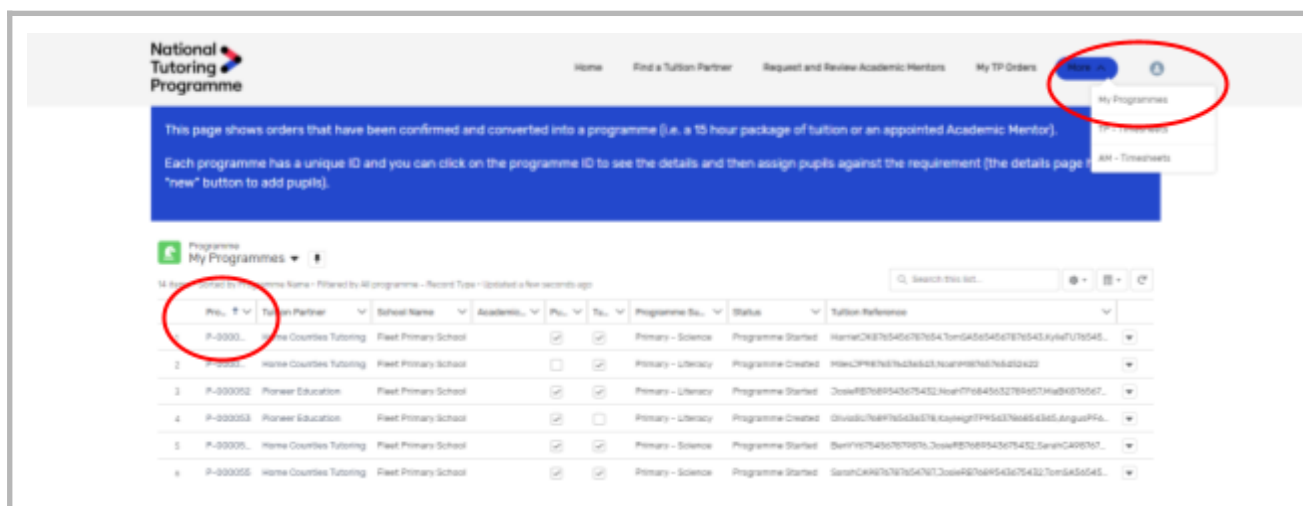


What happens if our tuition package (order package) is accepted/rejected?

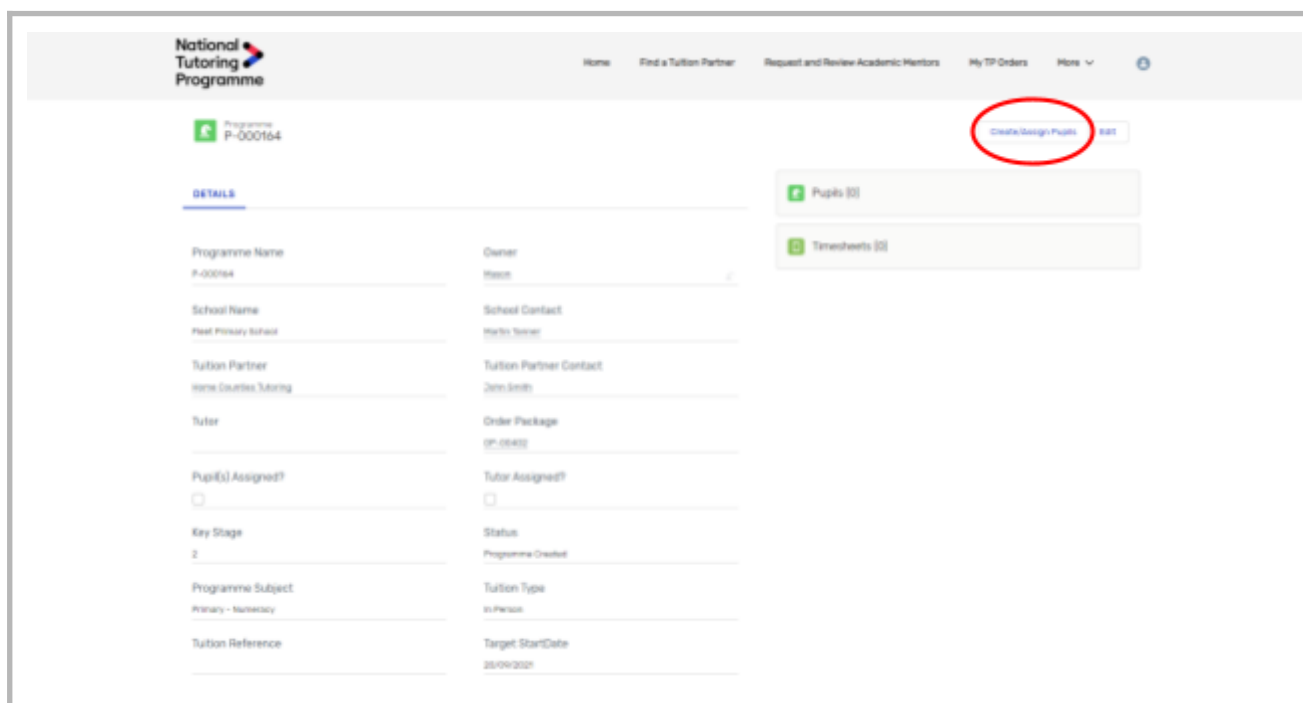
You will receive an email from the NTP Recruitment Team to let you know if your 'Order Package' has been accepted or rejected. If your Order Package is accepted, you will be asked to login to the NTP website and add pupils to the selected programme as detailed below. If your 'Order Package' has been rejected, you will be asked to login to the NTP website and select a different Tuition Partner.

How to view and add pupils to programmes?

Once you have selected your preferred Tuition Partner(s), your 'Order Package' becomes a Programme and is therefore now accessible within the system. To find your programmes, select 'More' at the top of the page and select 'My Programmes' in the dropdown.



It is essential that you provide information about the pupils that will be receiving support. To action, go to 'My Programmes', as shown above, and select the relevant programme by clicking on the name.



In order to create and assign pupils you need to click on the 'Create/Assign Pupils' button at the top of the page. This takes you to a screen where the appropriate number of pupils can be added, based on the ratio of the tuition requested (i.e. 1:3, 1:2, 1:1).

×

Assign Pupils

Create Pupils - Use this action to create new pupil records
Assign Pupils - Use this action to assign pupil to the current programme

Create Pupils

Assign Pupils

Pupil Identifier	Pupil Name	Programme
Pupil 1	<input type="text" value="Search by pupil r"/>	P-000164
Pupil 2	<input type="text" value="Search by pupil r"/>	P-000164
Pupil 3	<input type="text" value="Search by pupil r"/>	P-000164

Status

Programme Created

Note: you need to click on the 'Create Pupils' button before they can be added to each of the fields under 'Pupil Name'. Once 'Create Pupils' has been selected, you can then input pupil details, including their name, pupil reference number, Date of Birth and details around Pupil Premium, SEN support needs and whether they are registered as Children in Need or Looked after Children.

Please fill the details

Add

Pupil 1

Remove

* First Name

* Unique Pupil Number

* Last Name

* Receiving Pupil Premium?

Receiving Pupil Premium? ▼

* SEN Support?

SEN Support? ▼

* Children in Need?

Children in Need? ▼

* Date of Birth

* Looked after Children?

Looked after Children? ▼

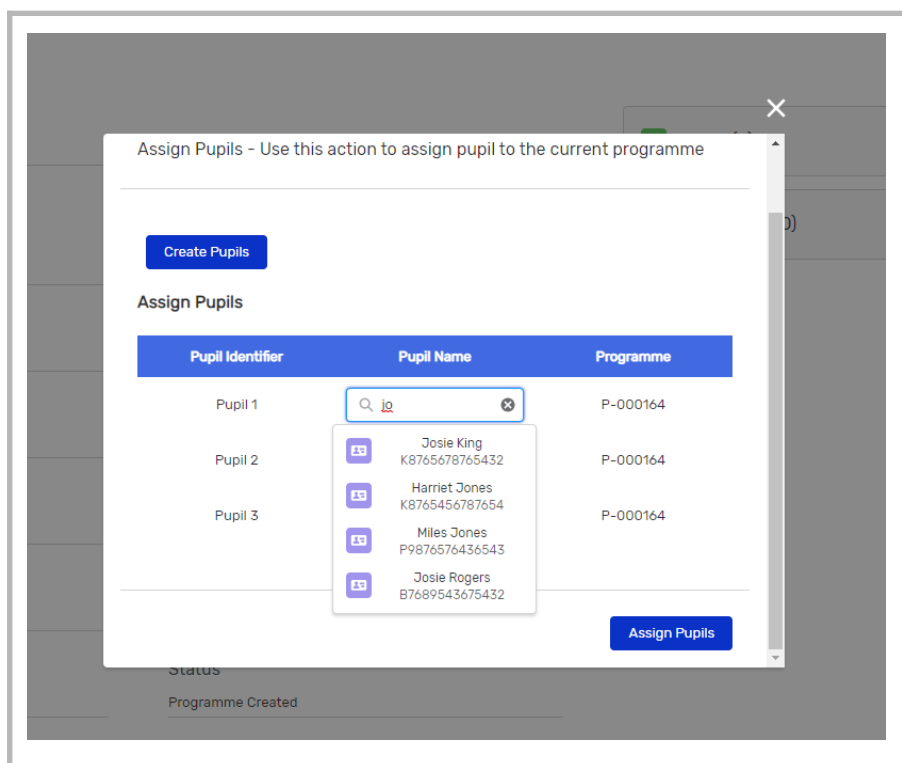
Submit

Once you have created a field for your pupils, then please assign them against the relevant programme.

To search for each pupil, search using their name (first name or last name).

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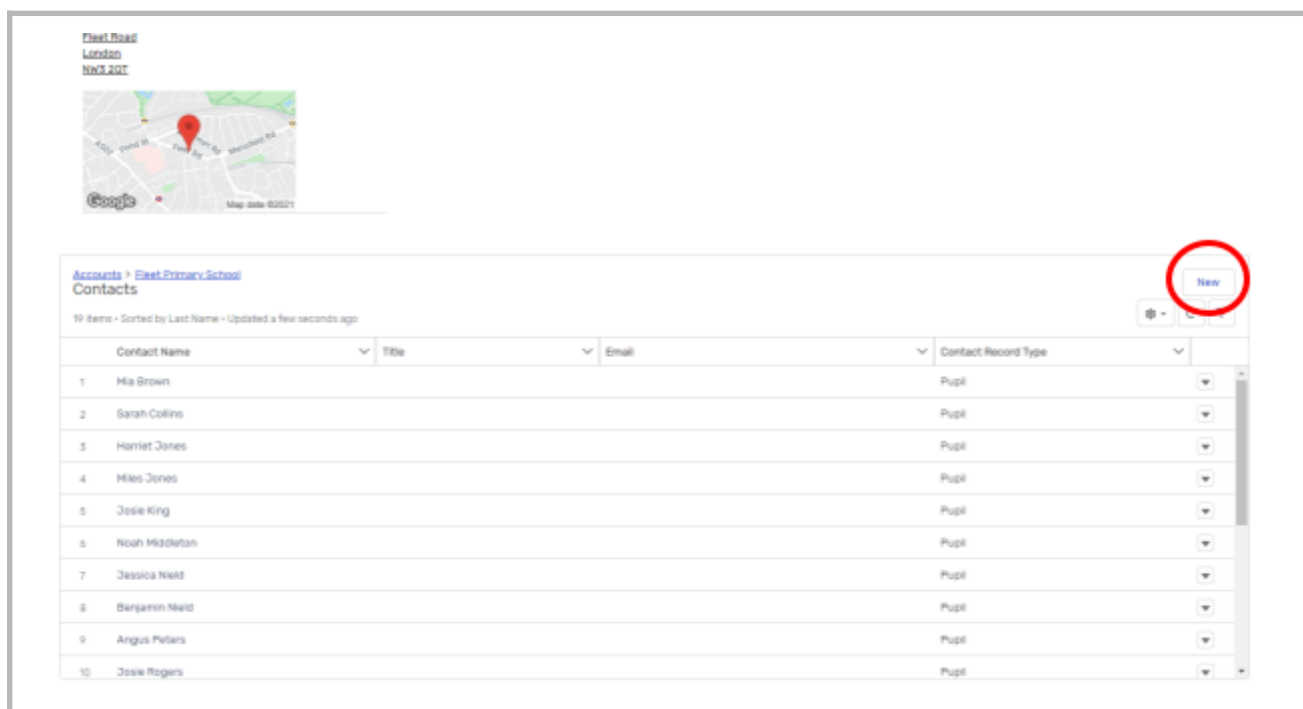


Please note, you will be unable to finalise this page and assign the pupils, until you have added a pupil against each of the required fields. If you do need to click away for any reason (e.g. to find details for the final pupil) then you will not need to add the pupil detail again, you just need to search by first name or last name to assign them.

Once you have added the correct number of pupils (i.e. 3 for a 1:3 package of tuition) you will see that the 'Pupils Assigned' box is checked on the 'My Programmes' page.

Pos.	Tuition Partner	School Name	Academic	Pupils Assigned	Programme Status	Status	Tuition Reference
1	P-0000...	Home Counties Tutoring	Fleet Primary School	<input checked="" type="checkbox"/>	Primary - Science	Programme Started	HarrietCK8765456787654.ToniSA5654567876543.KyleTU78545...
2	P-0000...	Home Counties Tutoring	Fleet Primary School	<input type="checkbox"/>	Primary - Literacy	Programme Created	MilesCP98765765436543.NoahW8765765456322
3	P-000052	Pioneer Education	Fleet Primary School	<input checked="" type="checkbox"/>	Primary - Literacy	Programme Started	JosieRB7689543675432.NoahTF6845632789457.MaB876567...
4	P-000053	Pioneer Education	Fleet Primary School	<input checked="" type="checkbox"/>	Primary - Literacy	Programme Created	OliviaSU7689765436576.KyleW876543789456345.AngusPP6...
5	P-00005...	Home Counties Tutoring	Fleet Primary School	<input checked="" type="checkbox"/>	Primary - Science	Programme Started	BenVY6754567876576.JosieRB7689543675432.SarahCAG8767...

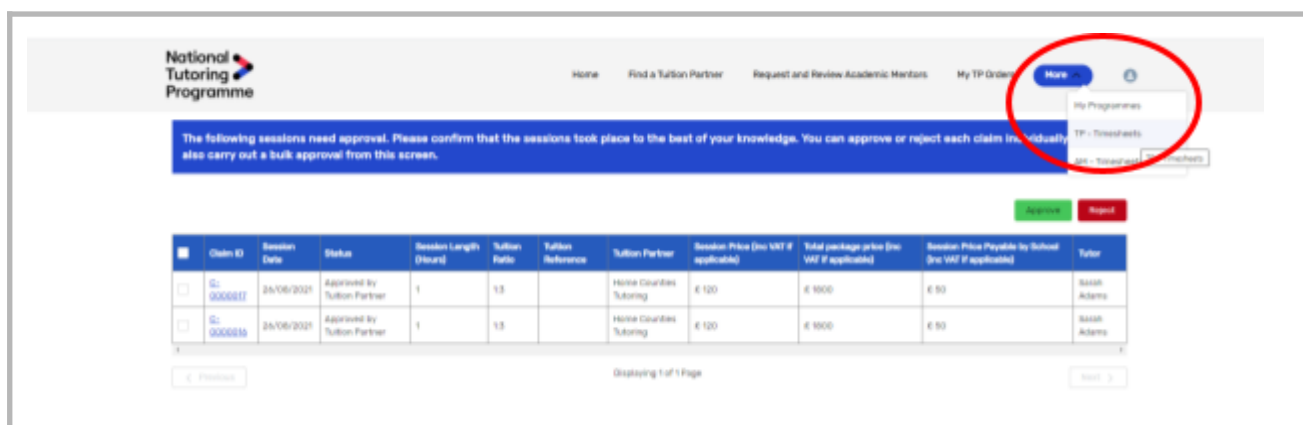
You can also add pupils in bulk, by clicking on your 'Account Information' page, accessible by clicking on the profile icon at the top right-hand side of the Tuition Hub. At the bottom of the page is a section for contacts. Pupils can be added here by adding a 'New' contact and will then be accessible to be assigned to programmes by searching (i.e. typing the first few letters of their name). This offers a rapid process to match pupils with programmes.



Approving sessions

Schools will need to agree the scheduling of sessions (i.e finalising days and times) with Tuition Partners directly. However, you will have the option of giving indicative information when the order is raised. Once the sessions have been completed, the tutor will raise a timesheet in the system. Before it reaches the school for approval, it is quality assured for discrepancies by the Tuition Partner.

You can access the Tuition Partners timesheet approvals by selecting 'More' on the menu bar. You can then select 'TP – Timesheets' which will take you to the following screen:



At this stage you are being asked to approve that the sessions took place to the best of your knowledge. You are not reasonably expected to verify that every session was fully completed for the length stated on the timesheet. However, we are asking you to identify any clear discrepancies or anomalies (e.g. if you know that a session didn't take place, or if a pupil was definitely absent for a session etc).

The table provides a high level overview of the timesheets, however you can see the full details by clicking on the Claim ID number.

If you reject a timesheet (by selecting it using the checkboxes and then clicking the red reject button) then you will be asked to provide a reason. This reason will be shared with the tutor so that they can resubmit it if applicable.

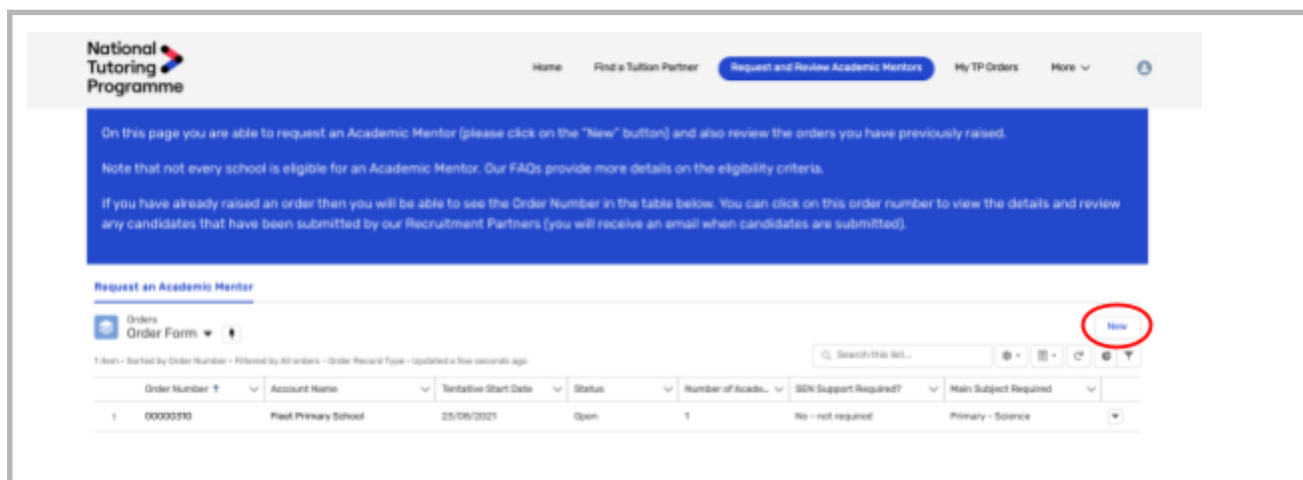
You can either approve individual timesheets (by selecting the timesheet using the checkboxes and then clicking the green approve button) or approve timesheets in bulk. A bulk approval of timesheets is achieved by clicking on the checkbox at the top left of the list, which selects every timesheet. You can then deselect any timesheets that you don't wish to approve, before clicking on the 'Approve' button.

<input type="checkbox"/>	Claim ID	Session Date	Status	Session Length (Hours)	Tuition Rate	Tuition Reference	Tuition Partner	Session Price (inc VAT if applicable)	Total package price (inc VAT if applicable)	Session Price Payable by School (inc VAT if applicable)	Tutor
<input checked="" type="checkbox"/>	00000007	26/06/2021	Approved by Tuition Partner	1	1.5		Home Counties Tutoring	€ 120	€ 1800	€ 50	Sarah Adams
<input checked="" type="checkbox"/>	00000008	26/06/2021	Approved by Tuition Partner	1	1.5		Home Counties Tutoring	€ 120	€ 1800	€ 50	Sarah Adams

Once timesheets have been approved this will prompt the invoicing and subsidy process. This user guide will be updated with further information shortly.

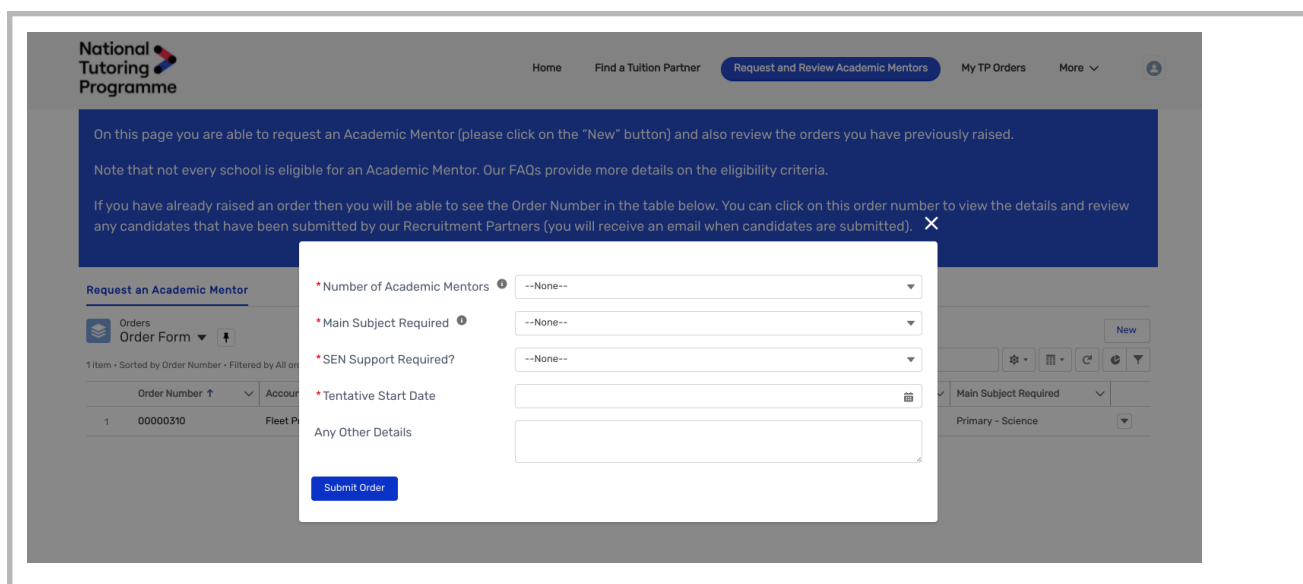
How to request an Academic Mentor

Your school can request support of an Academic Mentor by clicking on 'Request and Review Academic Mentors' on the main (top) menu.



By selecting 'New' you will be presented with a requisition form and asked for details of your requirements including:

- Number of Academic Mentors required (note that you need to have a minimum of 500 pupils to request two academic mentors)
- Main Subject Required
- Proposed Start Date



Once these details have been completed and you have clicked 'Submit Order' this requisition is automatically shared with the NTP recruitment team, who will acknowledge your request. It is the responsibility of your nominated NTP Recruitment Partner, to provide a shortlist of suitable and fully qualified candidates, to meet your requirements.

The details of this order request can be found within the 'Request and Review Academic Mentors' tab where you can check the current status of your request at any time.

You will receive an email informing you of shortlisted candidates once your Recruitment Partner has identified appropriately matched applicants from the talent pool. For some schools, your shortlist may only comprise of one candidate.. At this point, you will be prompted to log into the Tuition Hub and review the shortlisted candidates. The shortlisted candidates can be found on the 'Request and Review Academic Mentors' tab by selecting the specific 'Order Number'. The shortlisted candidates will then be found on the right hand side of the order.



On this page you are able to request an Academic Mentor (please click on the "New" button) and also review the orders you have previously raised. Note that not every school is eligible for an Academic Mentor. Our FAQs provide more details on the eligibility criteria.

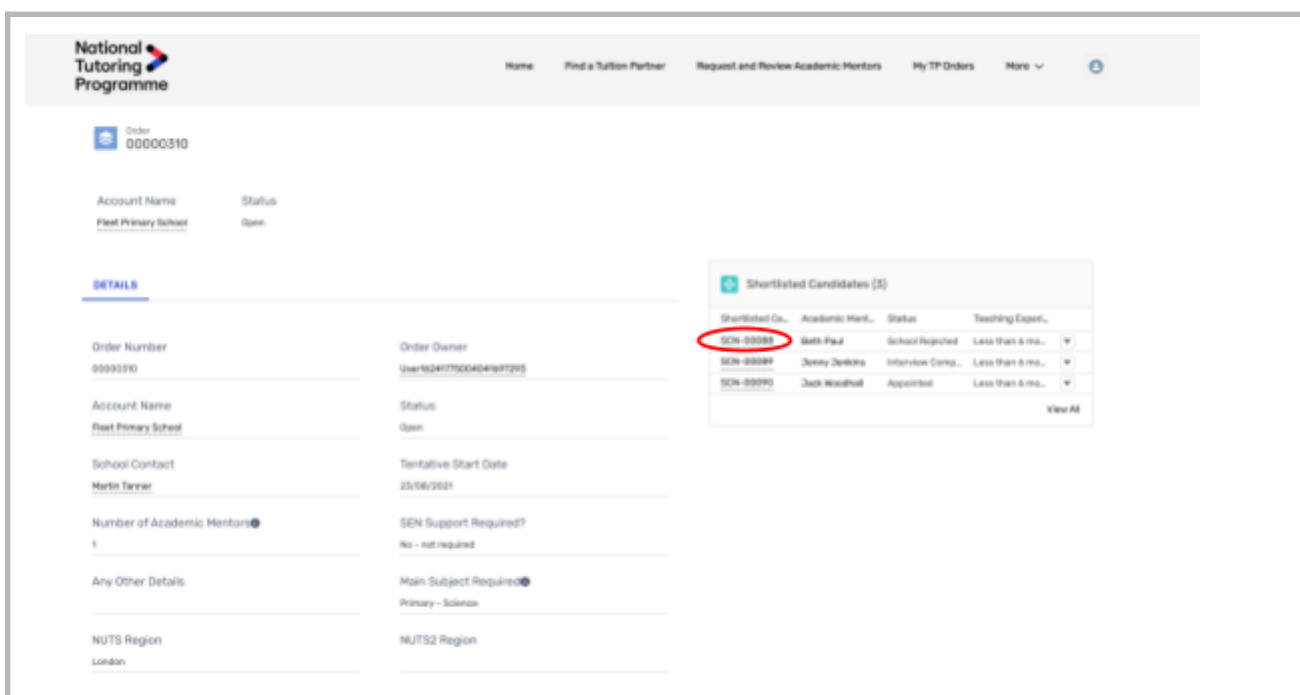
If you have already raised an order then you will be able to see the Order Number in the table below. You can click on this order number to view the details and review any candidates that have been submitted by our Recruitment Partners (you will receive an email when candidates are submitted).

Request an Academic Mentor

Orders
Order Form

1 item - Sorted by Order Number - Filtered by All orders - Order Record Type - Updated 2 minutes ago

Order Number	Account Name	Tentative Start Date	Status	Number of Academic Mentors	SEN Support Required?	Main Subject Required
00000310	Fleet Primary School	23/06/2021	Open	1	No - not required	Primary - Science



Order
00000310

Account Name
Fleet Primary School

Status
Open

DETAILS

Order Number
00000310

Order Owner
User162417700404947295

Account Name
Fleet Primary School

Status
Open

School Contact
Martin Tanner

Tentative Start Date
23/06/2021

Number of Academic Mentors
1

SEN Support Required?
No - not required

Any Other Details

Main Subject Required
Primary - Science

NUTS Region
London

NUTS2 Region

Shortlisted Candidates (5)

Shortlisted Co.	Academic Ment.	Status	Teaching Expert.
SEN-000001	Beth Paul	School Rejected	Less than 6 mo.
SEN-000002	Jenny Jenkins	Interview Comp.	Less than 6 mo.
SEN-000003	Jack Woodhall	Appointed	Less than 6 mo.

View All

By clicking onto the individual candidates, you are able to view their applicant profile and CV. Once you have reviewed each candidate you will then need to decide which of these you wish to progress and which to reject and change their status accordingly. You do this by clicking the 'Change Status' button within the candidate's profile.

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Home Find a Tutor Partner Request and Review Academic Mentors My TP Orders More

Shortlisted Candidate
SCN-00088

Change Status

DETAILS

Shortlisted Candidate Number SCN-00088	Status School Rejected
Academic Mentor Beth Peal	Interview Date/Time
School Contact Martin Tanner	Interview Details and Instructions
Order 99999990	Target Start Date
Resubmit Candidate Later	Onboarding Instructions
Preferred School Category Primary	Would you wish to support SEN pupils? Yes - this is my preferred option
Qualified Teacher Status (QTS)? Yes	Teaching Experience Less than 6 months

Files (0) Add Files

Terms & conditions
17 Aug 2021 View All

Programme (0)

The candidate status has multiple options, although only the options in blue below will be available at this stage:

- [Shortlisted for interview](#)
- Successful (i.e. this is your preferred candidate after interviews)
- Appointed (i.e. you have confirmed that the process is finalised)
- Unsuccessful but met criteria (i.e. you would consider this candidate again if your preferred candidate doesn't start for any reason)
- [Rejected \(i.e. you don't wish to consider this candidate again\)](#)

At this stage you will need to either invite candidates to interview or reject them. Note that if you decide to reject a candidate, you will be asked for brief feedback. This detail will be shared with candidates by the NTP Recruitment Team.

When you invite the candidates for an interview you will need to provide the interview data and time, as well as any interview instructions (e.g. the location of the interview or whether it will be via video, as well as any preparation that the candidate needs to complete). This will be shared with the candidate by the NTP recruitment team.

Change Status

* Interview Date and Time

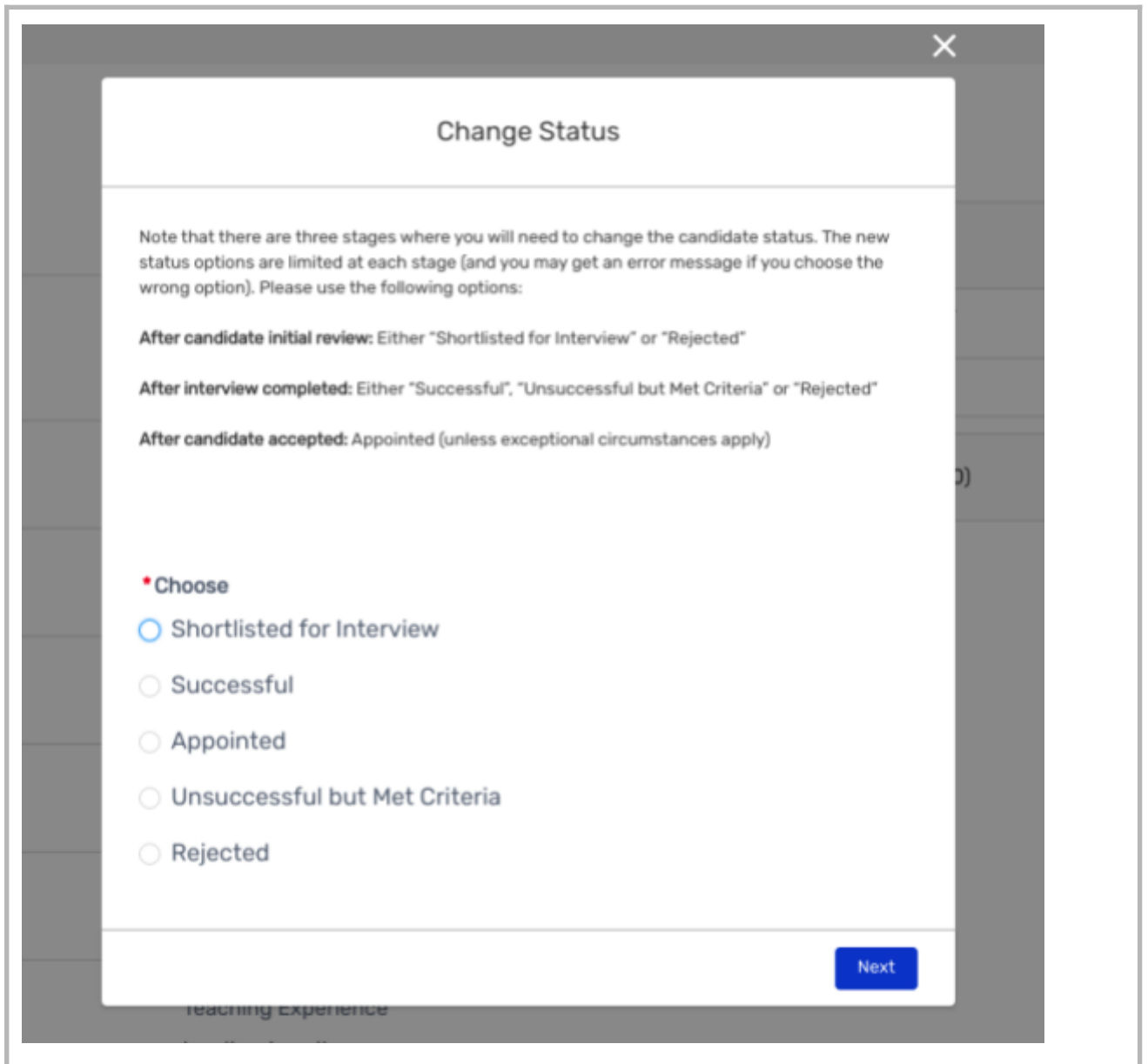
Complete this field.

* Interview Details and Instructions

Previous Next

The system will automatically track the last date and time of each interview. Once completed, you will receive an email from the NTP Recruitment Team, inviting you to login to the Tuition Hub to update the status of each candidate.

Please click on the relevant order number within the 'Request and Review Academic Mentors' tab, to change the status of each interviewed candidate. Please select the shortlisted candidate, then select the 'Change Status' button within the candidates details.



The screenshot shows a 'Change Status' dialog box with a close button (X) in the top right corner. The dialog contains a note about the three stages for changing candidate status and a list of status options. The 'Shortlisted for Interview' option is selected.

Change Status

Note that there are three stages where you will need to change the candidate status. The new status options are limited at each stage (and you may get an error message if you choose the wrong option). Please use the following options:

After candidate initial review: Either "Shortlisted for Interview" or "Rejected"

After interview completed: Either "Successful", "Unsuccessful but Met Criteria" or "Rejected"

After candidate accepted: Appointed (unless exceptional circumstances apply)

* Choose

- ☒ Shortlisted for Interview
- ☐ Successful
- ☐ Appointed
- ☐ Unsuccessful but Met Criteria
- ☐ Rejected

Next

To select the successful shortlisted candidate you must choose the 'Successful' option and click 'Next'. At this stage you will be asked to provide a target start date as well as providing critical onboarding details.

The screenshot shows a 'Change Status' modal window. At the top right is a close button (X). The title 'Change Status' is centered. Below the title are two required fields: '* Target Start Date' and '* Onboarding Instruction'. The 'Target Start Date' field is a date picker with a red border and a calendar icon, with a red error message 'Complete this field.' below it. The 'Onboarding Instruction' field is a text area. At the bottom right are 'Previous' and 'Next' buttons. The background shows a 'Teaching Experience' section.

Should you decide to not select a candidate, you will be invited to provide feedback using the 'Change Status' button. Should you wish to have a reserve list of candidates, please select 'Unsuccessful but met criteria', then select 'Yes' in the 'Resubmit Candidate later' dropdown option.

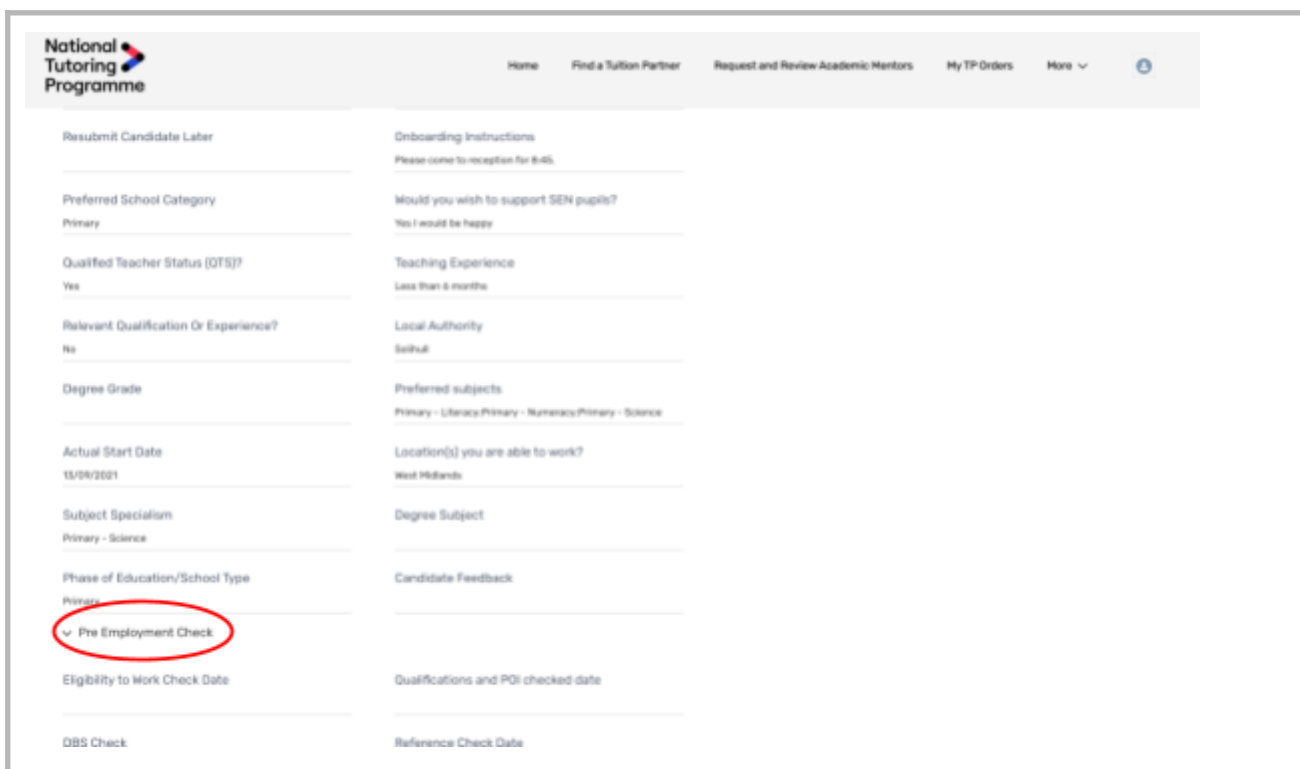
The screenshot shows a 'Change Status' modal window. At the top right is a close button (X). The title 'Change Status' is centered. Below the title is a section 'Resubmit Candidate Later' with a dropdown menu currently showing '--None--'. Below this is a section '* Candidate Feedback' with an information icon. Underneath is a large text area for feedback. At the bottom right are two buttons: 'Previous' and 'Next'. The background of the modal is a greyed-out view of a 'Teaching Experience' table.

Following your school's selection of an Academic Mentor, the NTP Recruitment Team will inform Academic Mentors whether they were successful or unsuccessful directly.

Please note that candidates will need to complete their training with Liverpool Hope University before they are able to start, as well as passing our compliance/background checks processes. The training takes two weeks (one week for QTS candidates) and there may be a small delay before training commences. Compliance varies depending on the time taken for the DBS to be returned, but we will aim to complete this in parallel to the candidate's training where possible to expedite the process.

How to onboard Successful Candidates

Once an Academic Mentor has accepted your offer, you will be notified via email. You will then be invited to review the details (i.e. start date, contact details) via the Tuition Hub. You will also have the opportunity to inform the NTP Recruitment Team if any details are incorrect. You will also be able to view appropriate compliance details at this stage under the 'Pre Employment Check' dropdown.



The screenshot shows the National Tutoring Programme onboarding form. The form is divided into two columns. The left column contains fields for: Resubmit Candidate Later, Preferred School Category (Primary), Qualified Teacher Status (QTS?) (Yes), Relevant Qualification Or Experience? (No), Degree Grade, Actual Start Date (15/09/2021), Subject Specialism (Primary - Science), Phase of Education/School Type (Primary), Pre Employment Check (highlighted with a red circle), Eligibility to Work Check Date, and DBS Check. The right column contains fields for: Onboarding Instructions (Please come to reception for 8-45), Would you wish to support SEN pupils? (Yes I would be happy), Teaching Experience (Less than 6 months), Local Authority (Solihull), Preferred subjects (Primary - Literacy/Primary - Numeracy/Primary - Science), Location(s) you are able to work? (West Midlands), Degree Subject, Candidate Feedback, Qualifications and POI checked date, and Reference Check Date. The top navigation bar includes links for Home, Find a Tutor Partner, Request and Review Academic Mentors, My TP Orders, and More.

Finally, you will need to change the candidate's status to 'Appointed' and insert the confirmed start date.

Note that it is your responsibility to complete the employment contract with the Academic Mentor as well as any mandatory onboarding requirements that are specific to your school.

Tracking sessions

Your Academic Mentor will be asked to track all sessions in the platform. The sessions are not subject to your approval, so no action is required on a session-by-session basis. However, a report will be available on your Community Homepage that will enable you to view the sessions that have been completed, with an option to export the data to Excel (or similar) if required. We do ask that you provide sufficient encouragement and time for your Academic Mentor to complete this process as it is a requirement of the programme, although please be reassured that the process only takes less than a minute for each session. You will also need to provide

your Academic Mentor with sufficient pupil detail for them to create the records correctly in the system.

Approving programme timesheets

In order to confirm that an Academic Mentor is still employed by the school (and therefore to enable continued drawdown of the subsidy payment) you will need to approve a monthly timesheet. These can be accessed by clicking on 'More' and then selecting 'AM - Timesheets'.

For Academic Year 2021/22 the monthly claim value will typically be £1583.33 (i.e. £19,000 divided by 12) and can be approved by the school as long as the Academic Mentor is still employed. You should tick the relevant checkbox and click the green 'Approve' button.

Approve

	Claim ID	Start Date	Status	End Date	Pro Rata Claim value
<input type="checkbox"/>	C-0000427	01/08/2021	Submitted	31/08/2021	£ 1583.33
<input type="checkbox"/>	C-0000419	01/08/2021	Submitted	31/08/2021	£ 1583.33
<input type="checkbox"/>	C-0000363	01/08/2021	Submitted	31/08/2021	£ 1583.33
<input type="checkbox"/>	C-0000355	01/08/2021	Submitted	31/08/2021	£ 1583.33
<input type="checkbox"/>	C-0000315	01/08/2021	Submitted	31/08/2021	£ 1583.33

Once the monthly timesheets have been approved this will prompt the invoicing and subsidy process. This user guide will be updated with further information shortly.

It is your responsibility to notify your NTP Engagement Manager if your Academic Mentor has left at any point in the Academic Year. This will enable the record to be updated accordingly and any pro-rata claim value to be adjusted.