

Children & Young People's Services

# Professional Review & Development

Professional Update is here....  
what do I need to do now?



It is now a requirement for teachers to maintain GTCS registration by engaging in Professional Update.

### Teachers have a right to:

- an annual PRD meeting with their line manager
- be supported as they reflect on their strengths and areas for development

### Teachers have a responsibility to:

- engage in ongoing self evaluation against the appropriate Professional Standards
- consider their own development needs, aligned, where appropriate to the School Improvement Plan
- engage in professional learning and the annual PRD process
- maintain a professional learning record
- update their personal details on MyGTCS annually
- confirm that they are maintaining the high standards required of a teacher every 5 years

SBC CPD Online: [www.sbc-cpd.co.uk](http://www.sbc-cpd.co.uk)

### One-stop-shop for Professional Learning(PL) / PRD in SBC

- > Record all your PL in your online Learning Log
- > Add reflective commentary
- > SBC CPD courses automatically added
- > Learning Log moves schools with you
- > Takes you through the PRD process from start to finish
- > Required for Professional Update(PU)
- > All your documentation securely saved online
- > Can access PRD record at any time

### How does Professional Update work in PRD Online?

- ✓ Your PU is signed off by your Reviewer through PRD Online
- ✓ The sign off is automatically sent to GTCS by PRD Online
- ✓ Your accreditation is automatically renewed

## What do you need to do now?

### ALL STAFF:

- Open a MyGTCS account if you have not already done so. All information can be found at: [www.gtcs.org.uk](http://www.gtcs.org.uk)
- Check that your personal details in MyGTCS are correct and match your My Details page in SBC CPD Online
- Check your PRD Online page in SBC CPD Online, which tells you which PU year you are in and when your next PU is due
- Maintain your online Learning Log, recording and reflecting on your PL, and make sure you complete your PRD online each year
- Engage with the Professional Standards through the self-evaluation process – NEW tools and guidance documents are now available in PRD Online > Self-Evaluation Tools

### CPD CO-ORDINATORS:

- Extra functionality now available in your CPD Online Co-ordinator area to help manage all of the PRD's taking place in your base
  - o Check which staff have GTCS Professional Update in this session (View PU Report)
  - o Get an overview of all the reviews taking place at your base, take action to deal with 'stuck' reviews (View PRD Reviews)
  - o See a collated, filterable and downloadable report of all the PL priorities from all staff (View PL Report)
  - o Receive anonymous feedback on the PRD process from staff (View PRD Feedback)
- Allow time in CAT sessions/INSET days to talk about recording PL in the Learning Log, how to evaluate and reflect on impact and where it fits in with the Standards

## Support & Training Available

- Support is available from your in school CPD Co-ordinator or you can contact the CPD Centre staff:  
cpd@scotborders.gov.uk

Course	Date/Time/Venue
CPD Online System Training: An Introduction to PRD Online for Reviewers	Tues 2nd Sept Tues 18th Nov 4.30-6.30pm IT Suite, CPD Centre, Langlee
CPD Online System Training: An Introduction to PRD Online for Reviewees	Tues 9th Sept Tues 4th Nov 4.30-6.30pm IT Suite, CPD Centre, Langlee
CPD Online (and PRD Online) System Training for CPD Co-ordinators	Mon 8th Sept Mon 27th Oct 4.30-6.30pm IT Suite, CPD Centre, Langlee
CPD Online System Training: Managing Your Online Learning Log	Tues 16th Sept Mon 24th Nov 4.30-6.30pm IT Suite, CPD Centre, Langlee
PRD Conversations for Reviewers	TBA
Self – Evaluation	TBA

- To book a place on any of the above courses visit:  
[www.sbc-cpd.co.uk](http://www.sbc-cpd.co.uk)
- NEW online guides:
  - PRD Online: What is it?
  - PRD Online: Guide for REVIEWEES
  - PRD Online: Guide for REVIEWERS
  - PRD Online: Guide for CO-ORDINATORS
- Self-Evaluation Tools and Guidelines