



Edge Hill
University

Faculty of
Education



Secondary Trainee Guidance

Edge Hill Abyasa Pro Portal

<https://edgehill.abyasa.net/Pro>

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Frequently Asked Questions

I can't log in.

You can only login to Abyasa once your placement is confirmed in InPlace and the data has been shared with Abyasa by the FOE data team. You will receive an email to notify you of this.

You will also not be able to view Abyasa until your professional practice starts as the system permissions are date driven.

Always use your EHU single sign on to login to Abyasa.

Occasionally it is necessary to clear your cache. Please follow the guidance for your preferred browser.

What is the best browser to view Abyasa Pro in?

Abyasa Pro works best in Google Chrome or Microsoft Edge. You may experience issues if you are using Internet Explorer or older versions of Firefox and Safari.

Is Abyasa adaptive?

Abyasa is adaptive and can be viewed on mobiles and tablet devices.

What is the URL for Abyasa Pro?

<https://edgehill.abayasa.net/Pro>

Where can I download my trainee forms from?

Weekly Development Summaries, Observation Forms and Progress Support Plans can all be downloaded to PDF's. Navigate to the Professional Practice tab to access a record of all forms, click the export to PDF button to select multiple options or action button named click next to individual form.

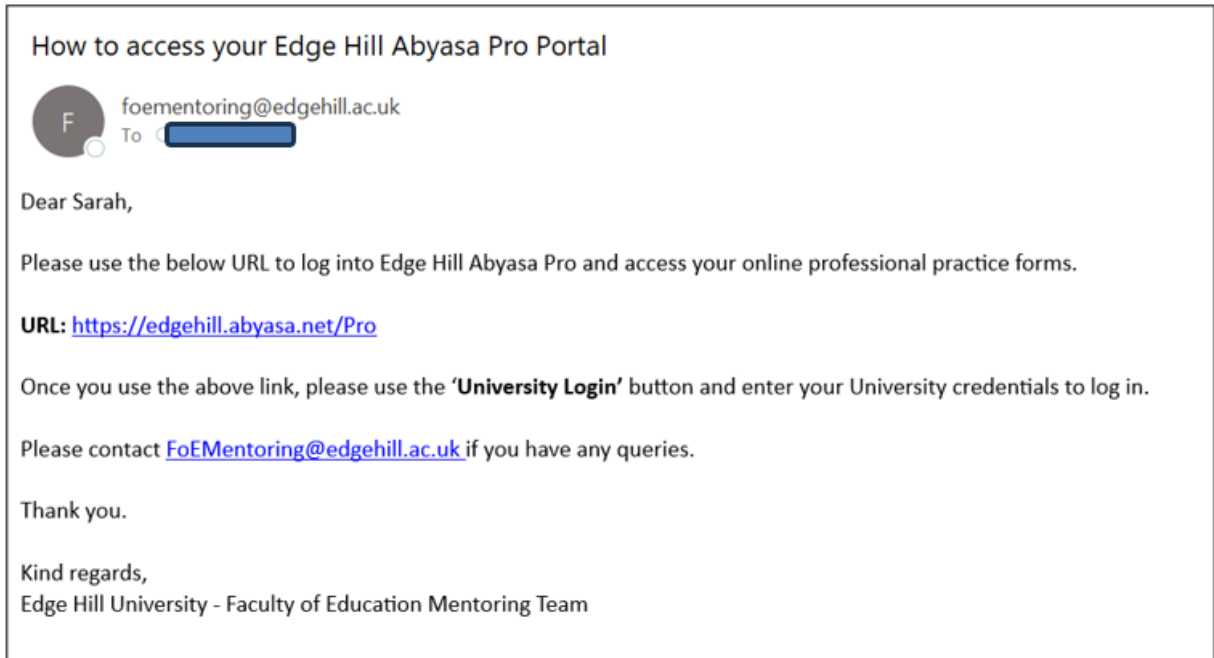
I need more help

Please email foementoring@edgehill.ac.uk or FOE Data Officer Helen Wakenshaw wakenshh@edgehill.ac.uk

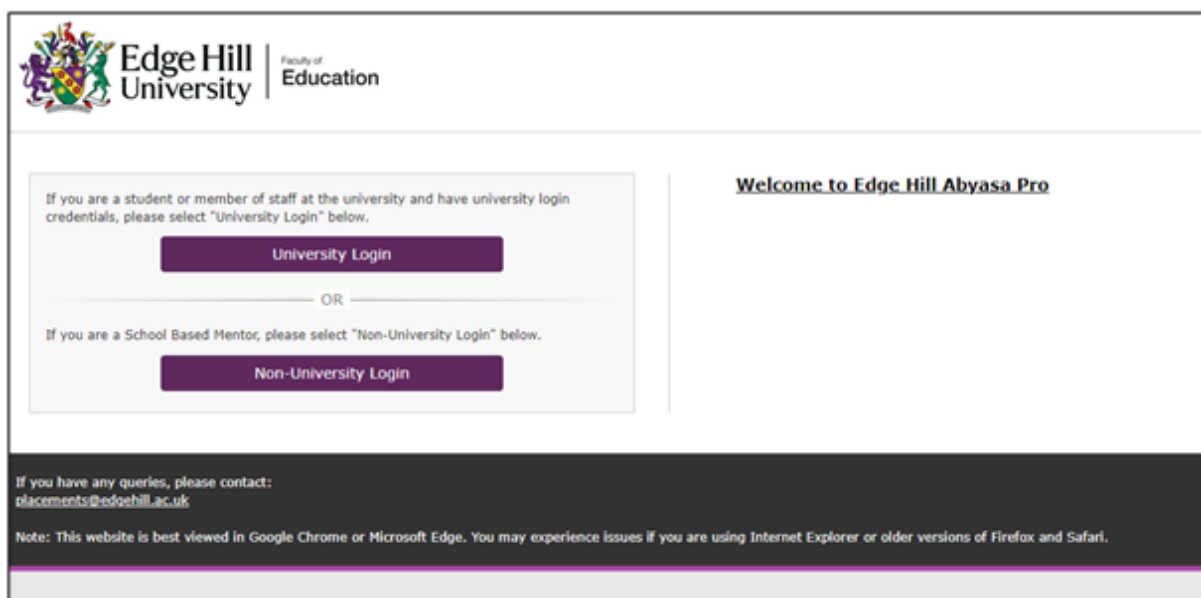
How to access Abyasa

You will have received an email with guidance on how to access your portal. Click the hyperlink in the email to go to your account.

<https://edgehill.abyasa.net/Pro>



Log in by clicking the University Login button and entering your Edge Hill University network username and password.



We recommend bookmarking the URL, but you can also use the search function on the top right of our university website. On the university homepage select current students from the upper left of the page.

In the **'Search our services'** bar, begin to type **Abyasa** and the service will appear. Select the Service icon.

Search our services Search

Abyasa

Content: Service Information Guide

Abyasa Pro
/service/abyasa-pro/
Service

Next select the **Access Abyasa** icon.

Home > Service Gateways > Abyasa Pro

Abyasa Pro

Abyasa Pro is a web-based application focused on students' development, it allows tutors, mentors and trainees to set targets, review progress and record evidence of development.

Access Abyasa →

Service Status

✓ Running Normally

You log in to Abyasa using your university single sign-on details. This will be your student number. Select the University log in option.



Edge Hill University | Faculty of Education

If you are a student or member of staff at the university and have university login credentials, please select "University Login" below.

University Login

OR

If you are a School Based Mentor, please select "Non-University Login" below.

Non-University Login

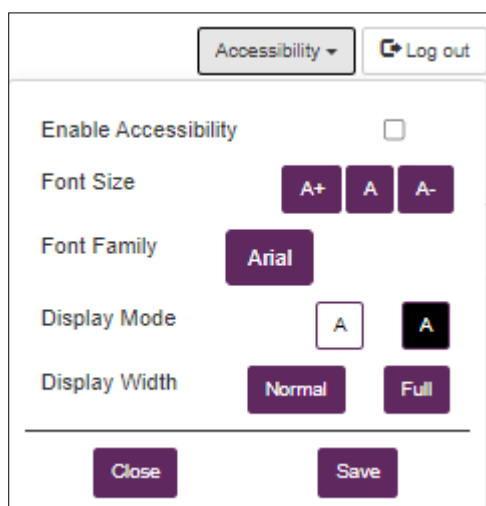
Your Abyasa Portal

Once you have successfully logged in your first page is a Welcome page unique to your department. Along the top of the screen is a series of tabs that you will interact with during your professional practice (these may differ by departments).



Accessibility

At the top left of the screen there are buttons you can select to adjust your accessibility settings or log out of the portal. Directly below, there is a hyperlink of your name, selecting this will return you to your homepage from the tab you are in.



You can manually adjust your accessibility settings from this menu. There is also an **Enable Accessibility** tick box which will apply accessibility settings across timeline forms changing them from tabbed boxes to list view. The above functions can be accessed from all pages in the system.

Trainee Timeline Tab

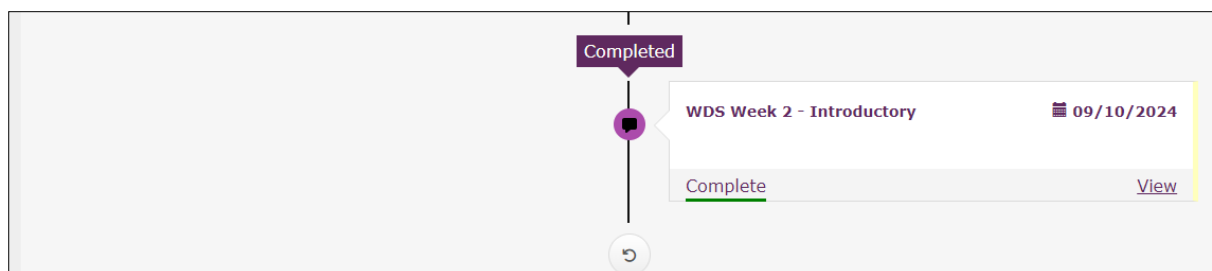
Your timeline is where you can access your Weekly Development Summaries (WDS), Observations, and (if applicable) your Progress Support Plan.

WDS appear on your timeline and Lesson Observations are initially accessed via the Start icon.

If applicable PSPs will appear once they have been created (**see Progress Support Plans**).

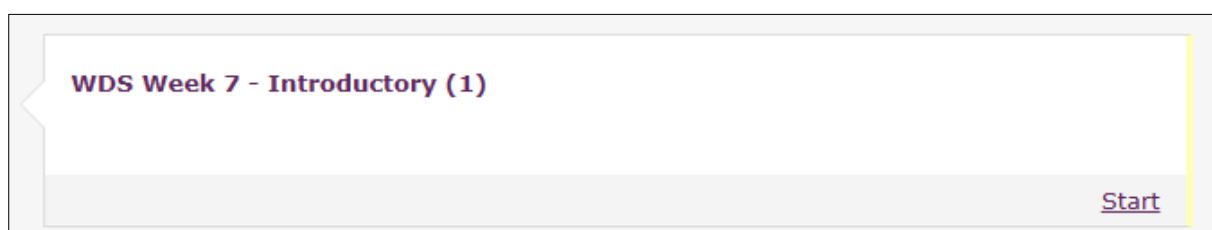


Once a form has been completed and submitted it moves down to the completed section at the bottom of the page.



Weekly Development Summaries

To start a form on your timeline, select the **Start** hyperlink. Your form will open and updating the form can begin.



You can return to the form to edit it by selecting the **Continue** hyperlink.

Draft

[Continue](#)

As a trainee you can edit most of a form, the form will turn green when it has been saved. Certain parts of the form may be unavailable to you, along with certain actions, based on the permissions of the form. You are unable to submit the form, this must be done by the mentor. Whilst the form is in draft you can delete it to return it to a blank new form to be added (see **Professional Practice Forms**).

Key reading for the week	What are the professional (and wider) responsibilities of Science teachers? (Including routines and policies) Summary: Müller and Cook (2024) propose a working definition of teacher professionalism built on three interrelated domains: cognitive (engaging critically with research and knowledge), ethical (balancing pupil needs and teacher well-being), and regulatory (exercising professional judgment within legal and social frameworks). The report emphasises the importance of trust-based accountability, informed autonomy, and stronger connections between research, policy, and practice to enhance teacher professionalism, improve well-being, reduce workload, and address challenges in recruitment and retention. Limitations: While Müller and Cook offer a thoughtful and timely conceptual framework for understanding teacher professionalism, the report is largely theoretical and does not present new empirical research or data. Its working definition is based on a synthesis of existing literature and policy discussion rather than large-scale fieldwork or practitioner studies. As such, while the model offers useful language for debate and policy, further empirical research would be needed to test how these domains operate in diverse school contexts and how teachers experience professionalism in practice. Reference: Müller, L.-M. & Cook, V. (2024). Revisiting the notion of teacher professionalism: A working paper. London: Chartered College of Teaching. https://chartered.college/wp-content/uploads/2025/01/Professionalism-report_v.2_FINAL-FOR-PUBLICATION_2-May-1.pdf
Support for mentors with the curriculum focus	
Curriculum for the week	
Questions for mentor and trainee to discuss in mentor meeting	
Additional notes from mentor meeting	
Trainee workload and well-being	
Opportunities identified for progress	
Progress	
Signature	
Submit	

[Next >>](#)

Last Modified By: Helen Wakenshh on 03/Oct/2025 09:35
 The highlighted section(s) indicate that it has unanswered question(s)
 The answer box(s) with coloured border indicates that it is required

[Report a problem](#) 

Related Answers

Where you see a small **Related** icon below an answer, this can be clicked to view the answers that were submitted in the previous week(s).

How this will be developed - Use opportunities to rehearse, observe

E.g. Use of talk partners. Observat

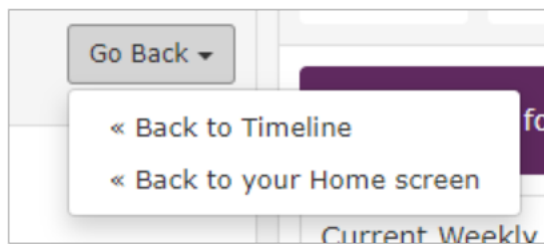
Black    

Last updated: --

 **Related**

Exiting a form

To return to the trainee timeline or your portal page click the Go Back icon.



Trainee Attendance

Each week your attendance is recorded in the **Trainee workload and well-being** section of your WDS, this is used to monitor attendance. If you want to claim your travel expenses weekly, please ensure that your mentor has completed this section of the WDS and submitted it. You can then download a copy of the WDS to a PDF to submit with your claim. If you are claiming at the end of your professional practice the final WDS has a section where the total number of days attended for your placement is recorded, again your mentor needs to submit the form as completed and you can use this with your expense claim.

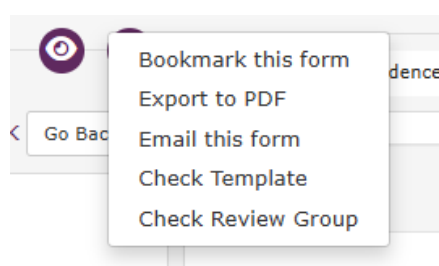
Weekly

Trainee workload and well-being	
Opportunities identified for progress	
Progress	
Signature	
	Last updated: --
	Trainee attendance this week - please enter the number of days.
	-1.00
	Last updated: --

Final

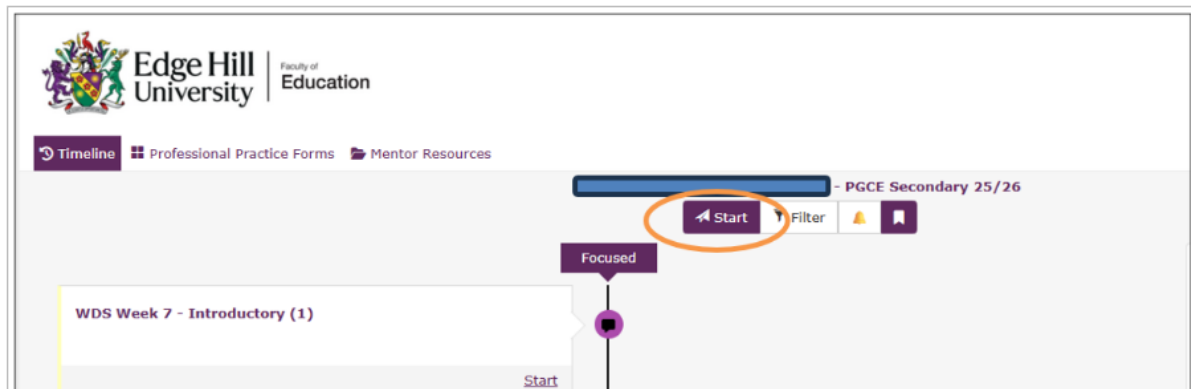
Trainee workload and well-being	
Opportunities identified for progress on next stage of ITE	Last updated: --
Progress	Trainee attendance this week - please enter the number of days
Signature	-1.00
	Last updated: --
	Total number of days attended for professional practice
	-1.00
	Last updated: --

Export to PDF via the WDS or in the Professional Practice Forms tab.



Lesson Observations

Lesson Observations are accessed via the start menu.



Change the record type to Observation, select the subject form and press the start icon at the bottom right of the dialogue box.

Start Form ✕

Select Record Type Observation ▼

Scheduled:
Currently there are no items.

Unscheduled:
☒ Mathematics Observation Form

Close Start

If prompted, select the placement from the drop box, press save and continue, and the form will open.

Context (completed by trainee)

Lesson observation (completed by mentor)

Next steps for development (completed by mentor and trainee)

Signature

Submit

Number of learners in session.

Last updated: --

Date of observation

Last updated: --

Year Group

Last updated: --

Topic

Last updated: --

Focus of Observation (completed by the trainee)
What specific teaching skill(s) are you focusing on and receiving feedback on during this observation? (Reference the weekly curriculum and any previously set targets.)

Black

Last Modified By: Helen Wakenshh on 03/Oct/2025 09:39
The highlighted section(s) indicate that it has unanswered question(s)
The answer box(s) with coloured border indicates that it is required

[Report a problem](#) ▲

As with the WDS, the lesson observation forms also have the form functionality mentioned above.

Mentors complete and submit the form.

Progress Support Plans

If you require a Progress Support Plan during your professional practice, your link tutor will set this up. It can be viewed as a form on your timeline and whilst it is active an icon displays in the top right of the page.

🔔 Active Progress Support Plan

👁️ View Participants

Professionalism 1

📅 16/04/2024

Due date: 23/04/2024

Draft

Continue

Areas identified for support	Area(s) identified for support ☐ High expectations and managing behaviour ☐ How pupils learn. Classroom practice and adaptive teaching ☐ Subject knowledge and curriculum ☐ Assessment ☐ Professional behaviours Last updated: --
Actions	Please list in order of priority the concerns raised (with the most pressing concern listed first) Black ▾
Review of progress	
Outcome	
Signatures	

Refer and Defer Trainees

If you are a refer or defer trainee, the above guidance is the same the only difference to note is that WDS are accessed via the Start menu. All weeks of the professional practice phase are located here, your Course Leader or Partnership Development Officer will advise you on what week to start if the placement is shorter than the full phase.

Start Form

×

Select Record Type

Weekly Development Summary ▾

Scheduled:

- PG RD Sec Maths Cons WDS Week 1 25/26
- PG RD Sec Maths Cons WDS Week 2 25/26
- PG RD Sec Maths Cons WDS Week 3 25/26
- PG RD Sec Maths Cons WDS Week 4 25/26
- PG RD Sec Maths Cons WDS Week 5 25/26
- PG RD Sec Maths Cons WDS Week 6 25/26
- PG RD Sec Maths Cons WDS Week 7 25/26
- PG RD Sec Maths Cons WDS Week 8 25/26
- PG RD Sec Maths Cons WDS Week 9 25/26
- PG RD Sec Maths Cons WDS Week 10 25/26

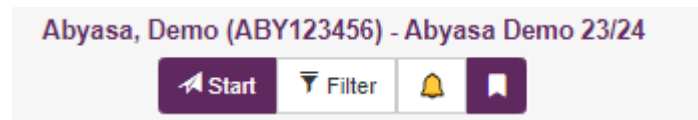
Unscheduled:

Currently there are no items.

Close

Start

Additional Timeline Functionality



You can also start a form from the top of timeline. Click **Start** and select the record type and form. Click Start to open.

A modal dialog box titled 'Start Form' with a close button (X) in the top right corner. It contains a 'Select Record Type' dropdown menu currently set to 'Observation'. Below this are two columns of radio button options. The 'Scheduled:' column has two options: 'Core Subject Observation Form PEY 24/25' (selected) and 'Observation Form SEC Week Test (Due date: 01/01/0001)'. The 'Unscheduled:' column has two options: 'SSP Observation Form' and 'Art Subject Lesson Observation'. At the bottom left is a 'Close' button, and at the bottom right is a purple 'Start' button.

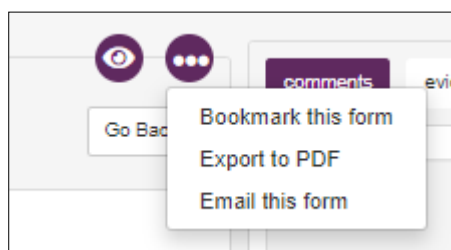
Forms can be filtered by type via the **Filter** icon. Always remember to clear the filter to return a view of all your forms.

A modal dialog box titled 'Filter'. It has two tabs: 'Main' and 'References'. The 'Main' tab is active and shows a list of filterable items: Record Type, Templates, Phase, and Date From. To the right of this list is a search input field with a dropdown arrow. Below the search field is a list of checkboxes for filtering: 'Select all', 'Abyasa Demo', 'Mentor Forms', 'Observation', 'QA and Feedback', 'Support Plan', and 'Weekly Development Summary'. At the bottom left is a checkbox labeled 'Save for future?'. At the bottom right is a close button (X).

Notifications can be loaded from the **Bell** icon. Click the bell to see any of your notifications.

A panel titled 'Notifications'. It contains a large, light gray rectangular area with the text 'No more notifications.' centered inside.

Bookmarked forms can be viewed by selecting the bookmark flag. When working in a form there is an **ellipsis** button (3 dots), select this to bookmark a form. The bookmarked forms will then appear in the bookmark flag section of the timeline.

A panel titled 'Bookmark Form(s)'. It contains two entries, each with a trash icon on the right. The first entry is 'WDS - Week 3 [09/10/2023]' with 'Placement: Abyasa Demo 23/24 School: Abyasa Demo School' and 'Draft' status. The second entry is 'WDS - Week 5 [09/10/2023]' with 'Placement: Abyasa Demo 23/24 School: Abyasa Demo School' and 'Draft' status. Both entries have a 'View' link next to them.

Placement Detail

The placement detail tab contains information about your professional practice school/setting along with details of your mentor and link tutor.



Edge Hill University

Faculty of Education

Welcome

Timeline

Placement Detail

Professional Practice Forms

Contact

Practice Support Considerations

Mental Health and Well-Being

Safeguarding

Mentor Resources

PGCE Secondary 25/26

25/26 PGCE Secondary 11-16 Introductory

Professional Practice	25/26 PGCE Secondary 11-16 Introductory
School Name	Queen Elizabeth's Grammar School BB2 6DF
URN	141165
School Address	West Park Road,
Town	
County	
Post Code	BB2 6DF
School Phone	01254 686300
School Email Address	head@qegsblackburn.com
Class Year	
Key Stage	KS3/4

Professional Practice Forms

The Professional Practice Forms tab is where you can find a library of all your forms in draft or completed stages.

Scheduled forms are your WDS, these are forms that you are expected to complete and submit on a weekly basis or as your placement pattern requires.

Unscheduled forms are forms such as Lesson Observations, or Progress Support Plans.

You can filter the forms using the panel on the left of the screen.

All22

Bookmarked3

Weekly Development Summary15

Observation22

Support Plan10

Abyasa Demo5

Recent25

Scheduled37

Start

Empty

Export to PDF

Search records here...

Title [^]	RefNo	Date Entered	Completion Phase	Instance mode	Last Modified	Overall completion	Actions
Professionalism	XHJ	24/09/2024	Draft	Scheduled	24/09/2024 11:01:11	0%	Click
Test: Subject Knowledge	XHH	24/09/2024	Draft	Scheduled	24/09/2024 10:58:58	0%	Click
HW Test for St.Helens	XFU	20/08/2024	Draft	Scheduled	20/08/2024 11:13:01	0%	Click

Welcome

Timeline

Placement Detail

Professional Practice Forms

All35

Bookmarked2

Weekly Development Summary14

Observation17

Support Plan8

Abyasa Demo4

Start

Empty

Export to PDF

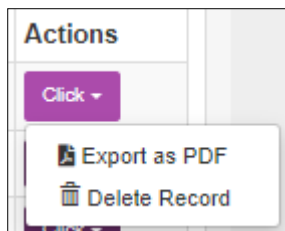
Search records here...

Title [^]	RefNo	Date Entered	Completion Phase	Instance mode	Last Modified	Overall completion	Actions
SSP Observation Form							
HW WDS Demo 24-25							

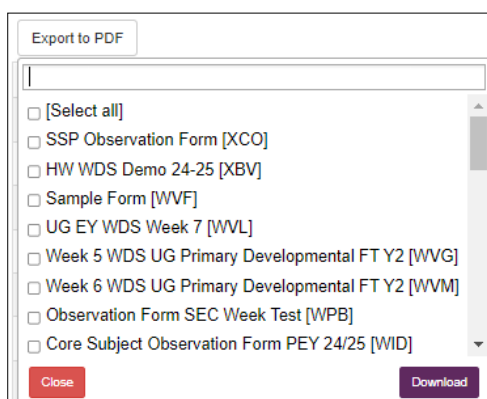
You can see the overall completion of a form in the right side of the table.

Overall completion	↑↓
0%	
11%	

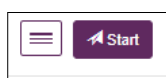
From the actions column you can export a form as a PDF and delete a draft version of a form.



Above the table there is an Export to PDF button, from here you can select all and download of zipped folder of all you forms, or select individual forms to download.



You can also start a form from here using the **Start** icon.



Clicking the hyperlink of a form in the table will open a form directly.

Title [^]	↑↓
SSP Observation Form	
HW WDS Demo 24-25	

Contact

You can find the contact details you may need to support you whilst on your professional practice.

For general queries relating to your professional practice, please contact the Partnership Development Team. For any queries relating to using Abyasa Pro, please contact the Faculty Data Officer.

There is also a hyperlink to your relevant departmental contacts.

Practice Considerations

In this tab you can provide details of any specific requirements or reasonable adjustments.

Professional Placement Support Considerations

It is your responsibility to discuss with academic staff/PAT any specific requirements or reasonable adjustments (suitable for the teaching profession) which you may need for placement e.g., the impact of a mobility impairment on travel.

Please record below any placement support you require as per your Student Support Plan.

If you do not have a Student Support Plan, please record below any placement support considerations your setting and mentor need to be aware of.

Submit

Export To PDF

Mental Health and Wellbeing

This area contains links to 24/7 mental health and wellbeing support and links to Student Services

Mental Health and Well-Being

Mental Health and Well-Being Support

[Edge Well 24/7 - Edge Hill University](#)

Student Services

[Student support services | Support | Edge Hill University](#)

Safeguarding

Here you can find information and guidance on what to do if you have any safeguarding concerns.

Safeguarding

What to do if you have a safeguarding concern about a child or an adult at risk (whilst on your professional practice)

If you believe a child is in immediate danger you should ring 999 without delay.

The school or setting will have their own local procedures which you should follow. This will involve reporting your concerns immediately without delay to the Designated Safeguarding Lead, or in their absence any member of senior management or another member of the safeguarding team.

Once you report concerns to the school or setting, you should raise them with a designated safeguarding officer in the Faculty of Education, [Safeguarding - Edge Hill University](#)

You report concerns by either:

Completing the FOE Safeguarding Incident form on the EHU webpage here: [Safeguarding - Edge Hill University](#)

Or by Emailing FOESafeguarding@edgghill.ac.uk

Or by calling 01695 584314 or 07738801725

Mentor Resources

This area will contain any hyperlinks and/or documents that you may require on your professional practice.

 <u>All</u>	
Name	
☐	 Mentor Training Resources
☐	 Supportive Strategies 25-26
☐	 Abyasa - Frequently Asked Questions support for mentors
☐	 Curriculum Handbook - Geography PG Secondary 2025-26
☐	 Geography Subject Specific Targets 2025-26