

How to register an ECT – complete ALL three steps

1

Register your Early Career Teacher with the DfE

- Choose whether to register a new ECT or an ECT who is joining from another school.
- The Head nominates the induction tutor and will input mentor and ECT details (Name, TRN and DOB) to complete the registration.
- Ensure a Mentor has been added for any ECTs and they have been 'linked' to them. Click on ECT's name and choose 'link Mentor.'
- Once complete, the DfE carries out validation checks and passes on details to the Education Development Trust.
- To access the DfE portal, please click [here](#)



Department
for Education

2

Register your interest with your Lead Provider, Education Development Trust for the Full Induction Programme

- Pickwick Learning is delivering the Education Development Trust's programme on behalf of the Swindon and Wiltshire Teaching School Hub. When asked to choose a Delivery Partner, select Swindon and Wiltshire TSH.
- Please indicate that you wish to work with Education Development Trust (EDT) [here](#)



3

Register with the Appropriate Body (AB)

- All ECTs must be registered with an Appropriate Body for their statutory induction
- Please register with your chosen Appropriate Body.
- Our local AB is United Appropriate Body (part of Swindon and Wiltshire TSH) but please check which AB your school uses. <https://united.ectmanager.com/> or email United AB unitedab@unitedlearning.org.uk



United
Appropriate Body
Swindon & Wiltshire Teaching School Hub

Use <https://manage-training-for-early-career-teachers.education.gov.uk/> to:

- Adding new ECTs, mentors or changing induction tutor
- Change of linked mentor
- Any changes to ECT name, email address

Email continuing-professional-development@digital.education.gov.uk to:

- Register a new Induction Tutor if the previous Induction Tutor has left and you no longer can access the DfE portal

Who to contact and contact details



- **Registration queries.** If you send us a screenshot of your DfE portal, we can check everything has been completed.
- **Programme questions**
- Log in or access to the Learning platform queries
- If an ECT or Mentor needs more accessible materials
- Welcome packs and training dates
- Training event queries
- Concerns about progress in self-study Blocks or ability to attend live events



- Anything to do with end of term progress reports
- If you have concerns about your ECT's progress or ECT statutory entitlements being met
- If you have questions about using 'ECT Manager' to submit reports to the AB
- Request to extend or reduce induction

**Some schools may use a different Appropriate Body (AB) – please ask us if you are not sure.*

Useful terminology to help you with your Early Career Programme

- **Mentor** Person who leads ECT's weekly and then fortnightly meetings as part of their professional development.
- **Induction Tutor (IT)** Person in the school who has oversight of all ECT induction statutory requirements and who writes and submits progress reports.
- **Lead Provider** Education Development Trust (EDT)
- **Delivery Partner** Pickwick Learning on behalf of Swindon and Wiltshire Teaching School Hub.
- **ECPDP Online learning platform** Where ECTs and mentors can access self-study, track their progress on their professional development programme and sign up to events.