

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 even if you already work with them

- 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



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.