

## ECT Induction and Registrations

If you intend to use Bradford LA as your Appropriate Body for ECT Induction next year there are a few notes you should be aware of.

- In May, the DfE sent a link to all schools asking them to log in to their [Manage Training for Early Career Teachers](#) portal to let them know if they are intending to have an ECT next year or not.
- **All schools should go to the portal and complete this information.** If you don't yet know, or say no, you can always go back to update your entry should your circumstances change.
- The DfE have a step-by-step guide on the site which is pretty straightforward to use.
- If you are going to have ECTs then you must register that fact on the portal.
- You will need to enter the name of your ECT Tutor/coordinator if they are not already on the portal and this person will be the main contact for any DfE queries/updates.
- You will need to declare the type of induction programme you are going to be running – “Use a DfE funded training provider” (previously called the Full Induction programme) is the most common one and all schools which used Bradford as the AB in this academic year used this route. It's the one that brings in the most funding to support your induction programme. But it's up to you, however, remember the other two routes require fidelity checks and cause a lot of extra work for schools and bring in far less funding.
- Once you have done this you must also register with your chosen Appropriate Body. Many of them use [ECT Manager](#) (Bradford does) and it is very easy to navigate. If you are choosing Bradford and you have never done so before, you'll need to register your school with the AB first – just use the big yellow button on the log in page. You'll need to do this even if your previous AB also used ECT Manager. The information is not transferable.
- If you have used us before you should still have your log in details, even if you haven't had an ECT this year. If you've forgotten them you can ask for a password reset on the log in page as long as you have the same email address as when you last used the system. (Emails can be changed once you're back in to the system if necessary).
- Every ECT has their Teacher Reference Number already even if they haven't yet qualified. Their ITT training provider can supply it again if they've lost it!
- Registrations cannot be accepted in retrospect so please make sure you register your ECTs with your AB as soon as you know you have one starting with you in

September. That way all the checks and details can be in place ready for them to commence.

- If you are inheriting an ECT who began their induction in another school this year (2021-22) you will need to declare this on the DfE portal. Likewise, on ECT Manager you need to let us know which school they were at and how much induction they have completed – they are classed as two-year ECTs even if they only have one year left to do.
- Where possible please also get hold of their progress reviews/assessments. If they were in a school which didn't use Bradford as the AB and were on ECT Manager, their information will not transfer from one AB to another on the system. This is due to GDPR and data sharing. If they were in a schools which did use Bradford then the transfer of information will take place – but please check once it's been authorised that everything is correct on their overview page, particularly the email address!
- If your new ECT started their induction prior to September 2021 and has only one or two terms left to do, as they are still following the old induction regulations, then register them as one-year ECTs and again get hold of their assessment forms if they were not a Bradford AB school.

**The good news is that we are running a morning training session in which we will go through the statutory duties and all of the above – Thursday 7 July 09:30-12:00 at Margaret McMillan Tower.**

**It will be free to all and can be booked on [Skills4Bradford](#) – search for ECT-0722-T001, “ECT induction - Tutor training”.**

**Any questions?**

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