

# ECT induction - Frequently asked questions

## Topics covered

[Appropriate Body Services](#)

[Teacher Reference Number and Registrations](#)

[ECT Manager](#)

[Progress reviews and Assessments](#)

[Early Career Framework](#)

## Appropriate Body Services

### Can we still use Bradford LA as our Appropriate Body in 2022-23?

Yes you can! The proposed date for the cessation of LA Appropriate Bodies is 31/08/2023 so it's business as usual as far as we are concerned until we are told otherwise.

### We've been told by our MAT that we have to start using a different Appropriate Body in September 2022. What do I have to do?

On any Assessment forms/Progress reviews which are due in July say that **the ECT is Leaving** – even if they are staying with you. This will trigger a check box on our Dashboard and we will release them from Bradford Appropriate Body so that your new AB can then claim them ready for September.

Please make sure that all forms are in on time so that this can be done as quickly as possible and no delay will occur in their induction.

[Return to Topics](#)

## Teacher Reference Number (TRN) and Registrations

### I can't register my ECT as they haven't got their TRN yet, when is the deadline?

All students are allocated their TRN at the point when they start training. They should ask their ITT training provider to send it to them again, or they can check the [Teacher Self Service Portal online](#) which can help if the ITT provider can't help.

### How soon do I need to register my ECT?

As soon as you can, but it must be done before the ECT begins their induction so that all of the checks can be carried out by the Appropriate Body. A delay could mean the induction will not start until the next half term at the earliest.

### I have registered my ECT on the DfE portal, does that mean I have registered with the Appropriate Body too?

No. You have to register the ECT on two separate systems – the [DfE portal, Manage Training for Early Career Teachers](#) and also with your Appropriate Body – if that's Bradford then that means on [ECT Manager](#).

**I have registered my ECT on ECT Manager, does this mean I have registered for the ECF as well?**

No. See the answer above!

**Do I need to register my second year ECTs again on ECT Manager?**

No. As long as they were with you in the summer term and were registered with Bradford as the Appropriate Body, then there is nothing more to do, they just carry on on the system.

If they were at another school and are joining you to begin their second year then *yes*, you do need to register them. State that they have been at a previous school and fill in the required details. See the answers below about registering ECTs from different schools if you have any queries.

**The system is telling me there is a problem with my registration but I thought I'd inputted things correctly – please help.**

Before doing anything else, [log back in](#) and look at the Teacher Reference Number (TRN) and the date of birth. These two pieces of information are what cause an error message. It's very easy to type them incorrectly. Check they are accurate. If you continue to get the same message two days later then your ECT may need to contact the QTS unit at the TRA to see if they can help – 0207 593 5394.

**My ECT's registration says "Checked but does not have QTS" – what does this mean?**

It probably means that their QTS has not yet been ratified by their college/SCITT/provider. This can sometimes take until mid-August. As long as the TRN and DOB are correct it will finally show the QTS date and then the message will read "Awaiting authorisation" until the Appropriate Body has completed its checks and authorised the ECT with the TRA. At this point there is nothing more for you to do.

**My ECT's registration says "Awaiting authorisation" – what does this mean?**

It means you've done everything you need to. The AB will register the ECT with the TRA and then the ECT is ready to go.

**ECT manager is asking for a purchase order – why?**

Appropriate Bodies are permitted to charge for their services – this has been the case since 2012. When registering your ECT we need a purchase order in order to invoice you according to the process set out in the Appropriate Body Agreement document which you can find on [Bradford Schools Online ECT News page](#) or on [ECT Manager](#) Resources section (*only accessible to schools with current, active, ECTs*).

If you don't have a purchase order number, you can put TBC for now but you need to provide a PO number before the end of the first term of induction so that we can invoice you.

Please make sure you use the same purchase order number and let your finance team know this will be used three or more times, depending on how many terms you register your ECT for.

[Return to Topics](#)

## ECT Manager

### **We have joined a MAT, do I need to do anything on ECT Manager?**

You need to check that all email addresses are updated if your MAT changes the format once you've joined. That's for all tutors, the Head/Principal, the ECTs and any other staff you have registered on the system.

### **A lot of staff on our list on the system have now left or no longer work as a tutor, can you update the list please?**

Schools can do this themselves. Any tutor or Head has the authoring rights to amend lists of tutors and ECTs. It's good practice to do a bit of "housekeeping" each year to ensure your lists don't become too long and cumbersome.

### **We will have a new Head in September 2022. What do I need to do?**

Make sure the old Head signs off any forms for July and then a tutor who is registered on the system can change the Headteacher. Log in to [ECT Manager](#); go to your Dashboard; click on Tutors on the top dark grey tab bar. Your list of tutors and the current Head will appear. There is a button in red font which says "Change Headteacher". Click this and follow the instructions. Only do this once all of your assessments for the summer have been submitted (you'll know if they have because they will have "Awaiting review" next to the assessment/progress review on the ECT's Overview page). Your new Head will get their log in details emailed to them within about ten minutes. Let them know to look out for this as it can go into spam/junk folders. They might need to sign off registration forms for your new ECTs so it's important they are set up and ready as soon as possible.

### **My ECT was in a different Bradford school for the first part of their induction, will their assessment and progress review transfer with them?**

Yes. As long as the other school used Bradford as the Appropriate Body, then their information will transfer, but, once they've been authorised please log in to [ECT Manager](#) and check that all of their details are correct – especially the email address as this sometimes stays as the old school one not your new one.

### **My ECT was in another school, but not in Bradford, and has already done some of their induction. Please can you send me their progress reviews and assessment forms as I can't find them on ECT Manager.**

If your ECT was with a different Appropriate Body, other than Bradford, and they used ECT Manager as well, unfortunately, due to GDPR, information does not transfer within the system. You will need to contact their previous school(s) and get hold of the forms yourself. If this proves to be very tricky, then we can try to help as a final resort.

[Return to Topics](#)

## Progress reviews and Assessments

### Are there any examples of what good forms look like?

Yes there are. You'll find them in the [ECT Manager](#) Resources section.

### Please can you tell me what sort of detail is needed in the progress reviews? We've not had an ECT before and we don't know how much to write.

There are exemplars of Progress Reviews for terms 1 and 2 for two-year ECTs in the Resources section of [ECT Manager](#) (*only accessible to schools with current, active, ECTs*).

The Assessment forms are exactly the same as those for one-year ECTs and there are exemplars of those on the system as well.

### I'm planning the year ahead, can you please tell me when the ECT Progress Reviews are due.

The due date for each up and coming review or assessment is on the ECT's Overview page about half way down (you may have to scroll to get to it) under "Progress Reviews and Assessments". They are always due on the last day of the term as set by the dates on [ECT Manager](#), so these may not always match your term dates so you need to be aware of being ready in advance.

**Many other questions may arise about the system and you can always [log in](#) and check out the user Manuals on the system's "Help and Support" tab on the top bar**

[Return to Topics](#)

## Early Career Framework

### Is this the same as induction?

No, unfortunately not! The Early Career Framework (ECF) is the CPD element of teacher development. It underpins the ECT's progress against the teachers' standards by which their induction is judged.

**Queries about the Early Career Framework should generally be addressed to your provider/delivery partner. The Appropriate Body is not involved in the running or organisation of this element of induction.**

[Return to Topics](#)

**You may have other questions which are not covered here.**

**If you contact [ECTinduction@bradford.gov.uk](mailto:ECTinduction@bradford.gov.uk) or 07582 109303, then hopefully we can answer your query, but please note that questions sent between 16/06/2022 and 03/07/2022 will not be accessed until 04/07/2022. However, this will still leave plenty of time for new registrations and to address any issues before the end of term.**