

# DfE portal registration

## FIRST TIME REGISTRATION

If this is the first time you will be registering an ECT.

Please note this DfE portal registration is for the Early Career Framework only. Your ECT needs to be signed up with an Appropriate Body – the DfE will contact you about this later in the Summer Term.

1. If you are a new school registering an ECT you will need to go to 'Manage training for Early Career Teachers' on the DfE website here [Manage training for early career teachers \(education.gov.uk\)](https://www.education.gov.uk/manage-training-for-early-career-teachers)

2. You will then be asked if you expect any Early Career Teachers to join your school this academic year.

If you are expecting to, and would like to sign them up please press **YES**.

If you are not or you are not sure press **NO** or **WE DON'T KNOW** and you can revisit at a later date when you wish to register an ECT.

ACME Primary School

**Do you expect any early career teachers to join your school this academic year?**

These are teachers who have finished their initial teacher training. It does not include teachers who started or completed their statutory induction before 1 September 2022.

Yes

No

We do not know yet

[Continue](#)

3. If you have chosen **YES** you will then be asked to nominate an Induction Tutor for your school.

Induction Tutors coordinate training, support and assessment for ECTs in school. Please note Induction Tutors should not be mentors. Induction Tutors are responsible along with the Headteacher for ensuring ECTs receive all of their entitlements. They also write the progress reviews and assessments.

### Manage training for early career teachers

Use this service to set up a 2-year ECF-based training programme for your early career teachers (ECTs).

[Read our step-by-step guidance \(opens in new tab\)](#) to find out what you need to do.

Sign in to this service to tell us:

- how you want to run your training
- which accredited materials or training provider you'll use
- which ECTs and mentors will take part

Your school must complete these steps before your ECTs can start their statutory induction programme.

#### Tell us about changes at your school

You can also use this service to tell us:

- whether or not you expect to have ECTs join your school
- that you want to use a DfE accredited programme, instead of designing and delivering your own.

[Start now >](#)

4. Enter the Induction Tutor's full name and email address.
5. They will then receive an email with a sign-in link to the online service.
6. They will then sign in with their email.
7. They will read and accept the privacy agreement
  
8. They will then be asked how the school wants to run its training in 2022-23. Choose **use a training provider funded by the DfE**.

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### How do you want to run your training in 2022 to 2023?

If you're not sure which option to choose, [check our guidance on statutory changes and new training programmes](#).

You can also contact your [appropriate body](#).

Use a training provider, funded by the DfE

Deliver your own programme using DfE accredited materials

Design and deliver your own programme based on the Early Career Framework (ECF)

We do not expect any early career teachers to join

[Continue](#)

9. They can then add the ECT/s and Mentor/s details to the portal, it will ask for their TRN, DOB, email address and start date.

**You've submitted your training information**

Academic year  
**2022 to 2023**

**What to do next**

You need to:

- choose one of the 6 DfE-funded training providers as soon as possible
- tell us each ECT and mentor's name and email address as soon as possible
- have an appropriate body in place

[Read our guidance \(opens in a new tab\)](#) to find out how to complete these steps.

You do not need to let the DfE know which provider you choose. Your training provider will contact us to arrange funding.

[Continue to manage your training](#)

## RETURNING SCHOOLS

If you already have ECTs and are registering new ones for Sept 2022.

1. Induction Tutors/Headteachers will be sent an email asking about ECTs training for the 2022-2023 academic year.
2. After clicking the link and signing in they will be presented with a dashboard for 2022-2023. Click **start now**

ACME Primary School

### Manage your training

2022 to 2023 2021 to 2022

**How to set up training for 2022 to 2023**

You can do this later if you do not have the information you need yet.

We need to know if:

- your school expects any ECTs in the next academic year
- you plan to change how you run training for any new ECTs

You can change your answers later if you need to.

It should only take a few minutes to get set up.

[Start now](#)

3. They will be asked if the school expects any new ECTs in the next academic year – choose **YES/NO**.
4. They will then be asked if the school is planning to change training provider, select **NO**.

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### Are you planning to change your current training provider?

Your **DfE-funded lead provider**  
Ambition Institute

Your **delivery partner**  
Kings College London

Read our guidance to [check your options \(opens in new window\)](#).

Yes  No

[Continue](#)

5. If the school has new ECTs and Mentors the Induction Tutor will then be able to add their details to the portal.

ACME Primary School

### Manage your training

2022 to 2023 2021 to 2022

Length of induction	2 years
ECTs and mentors	0 <a href="#">Add</a>
Induction tutor	Hugo Furst <a href="#">Change</a>
Programme	Training provider, funded by the DfE <a href="#">Change</a>
Training provider	Ambition Institute
Delivery partner	Kings College London

## ECTs AND MENTORS TRANSFERRING SCHOOLS

### If you have ECTs/Mentors who have completed Year 1 and are transferring to you for Year 2

1. Once the Induction Tutor has signed in to the DfE service they will be taken to the 2022-23 dashboard.

ACME Primary School  
**Manage your training**

2022 to 2023 | 2021 to 2022

Length of induction	2 years
ECTs and mentors	0 <a href="#">Add</a>
Induction tutor	Hugo Furst <a href="#">Change</a>
Programme	Training provider, funded by the DfE <a href="#">Change</a>
Training provider	Ambition Institute
Delivery partner	Kings College London

2. To add an ECT/Mentor who is transferring school, press **add**, they will be asked who they would like to add. The Induction Tutor will then need to decide if they are adding new ECTs to the existing 2021 –2022 (an ECT in their second year) cohort or the new 2022-2023 cohort (ECT in their first year).
3. When registering an ECT/Mentor who is transferring choose – **a teacher transferring from another school where they've started ECF-based training or mentoring.**
4. The Induction Tutor will then be asked for the ECT's details such as:  
**TRN, DOB, email address and start date**

### Who do you want to add?

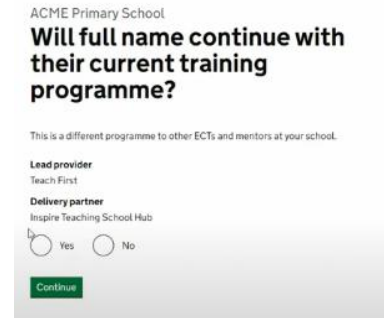
- A teacher transferring from another school where they've started ECF-based training or mentoring
- A new ECT
- A new mentor
- [Continue](#)

5. They will be asked if they are continuing with the Lead Provider (e.g UCL/Ambition) and from their previous school.

Where possible the DfE encourages an ECT to continue induction with a consistent delivery partner.

You can choose to select **YES** if they have already used UCL (with EMTSH) in Year 1

You can choose to select **NO** if they have not previously used UCL but you want them to switch across (so that all your ECTs are with the same provider on the same programme with EMTSH)



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**Will full name continue with their current training programme?**

This is a different programme to other ECTs and mentors at your school.

**Lead provider**  
Teach First

**Delivery partner**  
Inspire Teaching School Hub

Yes  No

[Continue](#)

6. They can then confirm that they will change to the current provider your school is already using.
7. Confirm the ECTs details.