

Early Career Framework FAQ's

Where can I find my session dates?

You will be sent your cluster group code shortly after you have been successfully signed up with us, your session dates can be found on our website.

You will be sent calendar invites for all of your sessions at least 2 weeks before, if these sessions are online, the calendar invite will include the Zoom link for your session. If you think you haven't received, please get in touch.

What if I can't attend a session?

If you can't attend a session, please let us know, and we will find you an alternative session to attend in the same week.

Please be aware that 90% attendance is required in order to keep your fully funded place on the course.

Can an ECT change schools part way through induction?

Yes, ECTs can change schools part way through induction. Please let us know in advance if you are changing schools.

I am having issues with UCL eXtend

If you are having issues logging in to UCL eXtend please email ecf.nro@ucl.ac.uk
If you can't see the course materials please ensure that you have accepted the programme commencement agreement.

Can a mentor change part way through the year?

Yes, if your mentor can no longer be a mentor please email the details for the old and new mentor to ecf@eastmanchesterteachinghub.com. We will need their name, email address and TRN. Please ensure that you have added the new mentor to the DfE portal – this will allow them access to UCL eXtend. It would be useful if you could let us know if this mentor looks after another ECT on the programme.

Where can I watch session recordings?

If you have missed a training session you can catch up by watching the session recording on UCL eXtend. This is usually available 7 days after the recording. You can find the recording under:

*Year 1/ 2 - Training Session Recordings - *appropriate the module and week*.*

I have a new email address, how do I change this?

If you have changed your details please let us know at ecf@eastmanchesterteachinghub.com, please also ensure that you have updated this on the DfE portal.

What is the End Of Module Completion Form and where do I find it?

The EOMCF must be completed by both ECT **and** Mentor at the end of each module, you will find this under Year 1 / Year 2 - the module you are coming to the end of - the final week of the module.

I need to withdraw/defer an ECT, what is the process?

If you would like to withdraw/defer an ECT please let us know at ecf@eastmanchesterteachinghub.com You will also need to inform your Appropriate Body.

I am finding UCL eXtend hard to navigate.

Please refer to the *before you begin* page on eXtend, you will find useful resources to help navigate eXtend. if you are having any other issues please let us know.

What is the role of the Mentor?

The Mentor has a key role in supporting the ECT during induction and is separate to the role of the Induction Tutor. Mentors are required to carry out weekly mentor meetings with the ECT utilising the ECF materials. Mentors are not involved in the writing of progress reviews and formal assessments for ECTs.

What is the role of the Induction Tutor?

The role of the Induction Tutor as per the Statutory Induction Guidance is to provide regular monitoring and support, as well as the coordination of progress reviews and assessments for ECTs. They are expected to hold QTS and have the ability to rigorously and fairly assess an ECT's progress against the Teachers' Standards and recognise when intervention is needed. The role of the Induction Tutor is separate to that of a Mentor.

How do I register an ECT?

Please email us at ecf@eastmanchesterteachinghub.com and we will send you an MS Form to complete with the ECT/Mentor details. Please ensure that you have also completed the DfE portal Manage training for Early Career Teachers (education.gov.uk).