

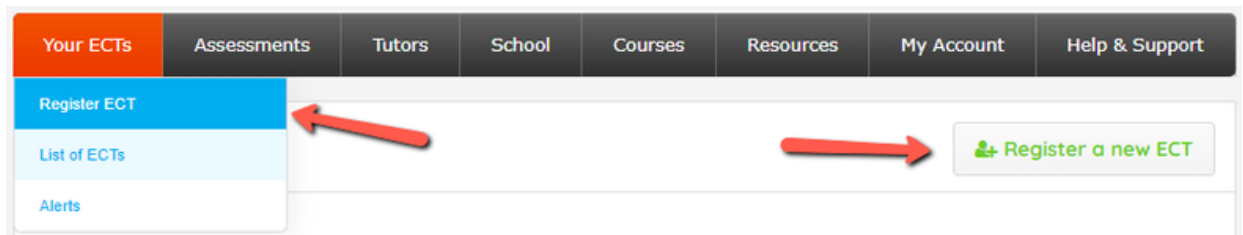
East Manchester Teaching School Hub

ECT Manager Guide

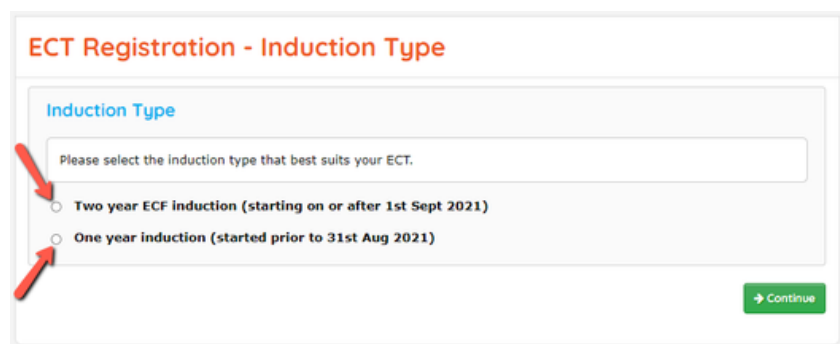
Register an ECT

1. From the top grey main menu on your dashboard move your mouse pointer over Your ECTs. A drop-down menu will appear.

2. Select 'Register ECT'



3. Select the induction type.

A screenshot of the 'ECT Registration - Induction Type' form. The form has a title 'ECT Registration - Induction Type' and a sub-section 'Induction Type'. Below this, there is a text box with the instruction 'Please select the induction type that best suits your ECT.' and two radio button options: 'Two year ECF induction (starting on or after 1st Sept 2021)' and 'One year induction (started prior to 31st Aug 2021)'. A red arrow points to the first radio button, and another red arrow points to the second radio button. A green 'Continue' button is located at the bottom right of the form.

TRA information

4. Complete all of the required information for the ECT.

You cannot register an ECT that does not have a Teacher Reference Number. The last name and date of birth must match exactly with what is registered with the TRA

ECT Registration - Personal Details

Teaching Regulation Agency Registration Information

These details must be **exactly** the same as those registered with the Teaching Regulation Agency, including middle name(s) where those were registered.

Title: Please Select ▾

First Name:

Last Name:

Previous Surname: (if applicable)

Email Address:

Date of Birth: 25 ▾ January ▾ 2001 ▾

Teacher Ref. No: (seven digit number without the /)

This ECT did their training outside of England and does not have a TRN

Registration Type

Please select the registration type that best suits your ECT.

- A new ECT, starting their first term of induction
- An existing ECT who has already partially completed induction at this school
- An existing ECT who has partially completed induction at a different school

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5. Click the green continue button to move on to the next step.

Contract details

6. Complete all of the required information

Select an existing tutor from the drop down list or click add new tutor. Enter the ECT's mentor details. **Please note** it is important you select the correct days per week as this will be used when generating assessments.

ECT Registration - Contract Details

Contract

Start Date of Induction: 15/02/2022 - 28/05/2022 (at the school)

Please select the term date from above. If the ECT did not start on the first day of the term, please also tick the checkbox below and enter the date that the ECT started.

The ECT started between terms:

How Many Days per week: 5 days a week (Full Time) (This includes release time)

Contract Type: Permanent ▾

To choose multiple years, please hold down Ctrl and click each required year

Year(s) ECT is to teach: Year 2, Year 3, Year 4, Year 5, Year 6, Year 7, Year 8, Year 9, Year 10, Year 11, Post 16, Lifelong

To choose multiple subjects, please hold down Ctrl and click each required subject

Subject(s) ECT is to teach: Not Applicable, Art, Art & Design, Biology, Business Studies, Careers, Chemistry, Citizenship, Classics, Computing, Dance

Has the ECT been DBS checked?

Have references been sought for this ECT?

If applicable, has this ECT completed the skills tests for Numeracy and Literacy?

Induction Tutor

Please select the ECT's induction tutor from the list, or alternatively, click the 'Add New Tutor' link to add a new tutor.

Induction Tutor: Bobby Lee - Head [Add New Tutor](#)

ECT Mentor

First Name:

Last Name:

Job Title:

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Training details

7. Complete all the required information for the ECT's training details

If the teacher training institute is not available select 'other'.
To select multiple qualified subjects hold down CTRL and select each subject.

The screenshot shows the 'ECT Registration - Step Three - Training Details' form. It is divided into two main sections: 'Institution' and 'Qualifications'.
The 'Institution' section has a dropdown menu for 'Teacher training institution' with the text 'Please Select...'.
The 'Qualifications' section has a dropdown menu for 'Qualification awarded' with the text 'Please select'. Below it is a text box with the instruction 'To choose multiple subjects, please hold down Ctrl and click each required subject'. A list of subjects is shown in a scrollable area: Not Applicable, Art, Art & Design, Biology, Business Studies, Careers, Catering, Chemistry, Citizenship, Classics, Computing, and Finance.
Below the subjects list is another text box with the instruction 'To choose multiple age ranges, please hold down Ctrl and click each required subject'. A list of age ranges is shown in a scrollable area: 3 - 5, 3 - 7, 4 - 11, 7-14, 9 - 13, 11 - 16, 11 - 18, and Over 16.
At the bottom right of the form are two buttons: 'Back' and 'Continue'.

Home address

8. Complete all required information.

The screenshot shows the 'ECT Registration - Home Address' form. It has a section titled 'Address Details' with a text box that says 'Please enter the ECT's home address below.' Below this are several input fields for the following information:
House:
Street:
Town:
County:
Postcode:
Telephone (Home):
Telephone (Work):
Telephone (Mobile):
At the bottom right of the form are two buttons: 'Back' and 'Continue'.

ECF Programme

9. Select from the drop-down box what approach you have opted for to deliver an ECF- based induction for the ECT.

ECT Registration - ECF programme

Early Career Framework Programme Details

Which approach have you opted for to deliver an ECF-based induction for this ECT?

Programme: School-based Programme

Schools design and deliver their own ECF-based induction. Fidelity check by the appropriate body applies.

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Confirm registration details

Check that the ECT's details are correct. if you need to edit and of the information click on 'edit' next to that section and it will take you back to the relevant page on the registration form.

Click the green confirm button to complete the registration.

The Head Teacher will need to digitally sign the registration form. After the form has been signed it will then be sent to ourselves who will complete the QTS check and authorise induction.