

Getting your Early Career Teacher registered

This guide has been produced by the MK-AB partnership and the MK-ECF Partnership. As a school you can also choose to work with a different provider. If you would like to explore different options a good place to start is: <https://www.gov.uk/government/publications/early-career-framework-reforms-overview/early-career-framework-reforms-overview> If you would like to work with the Milton Keynes Partnership please follow the steps below.

Where to start:

Congratulations on employing an ECT I am sure they will prove a valuable asset to your school, and we know that you want to do all you can to support them in their career. This document should help you to get started based on our experiences this year.

Step 1: Decide which Early Career Framework path you want to follow.

There are three main options:

- 1) Full Induction Programme – most schools follow this path as it is fully funded and provides the most support to ECTs and mentors.
- 2) Core programme – when a school decides to run their own induction programme based on DfE Accredited resources
- 3) School based programme – when a school decides to design and run their own induction programme

For more information see

<https://www.gov.uk/government/publications/early-career-framework-reforms-overview/early-career-framework-reforms-overview>

Step 2: Consider internal arrangements

Decide who your Induction Tutor will be – this is usually a senior / experienced member of staff who will be responsible for evaluating whether the ECT has met the Teacher Standards and work directly with the Appropriate Body. The Induction Tutor is responsible for completing the ECT reviews on ECT Manager and for registering ECTs and Mentors on the DfE portal.

Decide who will be the ECTs mentor – this should be a different person from the induction tutor. Ideally this should be an experienced member of staff with the expertise to guide the ECT in their teaching career. In primary schools this is normally someone from the same key stage, at secondary school someone from the same faculty.

Make sure the person writing the timetable is aware of these appointments as they will need the appropriate reduction in timetable applied e.g. the ECT and Mentor need to meet once a week in the first year and once a fortnight in the second year. New Mentors also need to be given the time to complete their training. All ECTs are entitled to a 10% reduction in their teaching load in the first year and a 5% reduction in their second year.

Step 3: Register your ECT with Milton Keynes Council Appropriate Body (AB)

Simply email the Administrator ect@milton-keynes.gov.uk who will send you further information.

You will need to let the AB know which ECF Induction Programme your school will be following. If it is not the Full Induction Programme the AB will explain the next steps and costs involved.

Step 4: Register for the Full Induction Programme There are two parts to this process.

A. Register on the DfE online portal ('Manage training for early career teachers service')

1. You should have been contacted by the DfE asking you to register the name of your induction tutor. If you cannot find this, visit <https://manage-training-for-early-career-teachers.education.gov.uk/>



2. Your induction tutor should then receive an email requesting them to access the portal for ECF.



3. On access to the portal, you will then be asked to make a choice on how you intend to deliver the Early Career Framework. Select the full induction programme (FIP)



4. You will be asked to select your Teaching School Hub (TSH) to deliver the programme. If you are choosing to access ECF through the Milton Keynes UCL Partnership **DO NOT** select a Teaching School Hub. Select 'Use a training provider funded by the DfE'. When prompted select the Training Provider 'UCL Institute of Education' and Delivery partner 'Milton Keynes Education Partnership'.

B. Registering for the full induction programme for Early Career Teachers

There is no option for schools to directly select a training provider via the DfE portal. You will need to register for the ECF programme directly with your lead Provider e.g. MK-ECF Partners. For example if you have chosen to use the MK-ECF UCL partnership you would need to:

1. Email MK-ECF@thedenbighalliance.org.uk to register with the Milton Keynes Partners (UCL ECF)



2. You will then receive a 'Confirmation of Intent' email which should be returned with the information requested as soon as possible.



3. Confirm the expected number of Early Career Teachers and mentors, name and contact details of your Induction Tutor when requested.

Step 5: Registering your ECT and Mentor with UCL to get access to the online platform

The Lead Provider (e.g. UCL) will inform the DfE which schools they are working with and the DfE will ask the Lead Provider to confirm this partnership with the online service being updated accordingly.

Schools will then receive a notification from the DfE, informing them that the Lead Provider has added them to their programme.

Induction Tutors will then be able to add the details of their ECTs and Mentors directly onto the DfE platform.

The DfE then emails the ECTS and Mentors requesting further information such as their TRN. ECTs and Mentors will also be asked to give their permission to share their details with the Lead Provider (UCL)

Only when this email has been received will the DfE release details to UCL enabling them to add the ECT / Mentor to their system and send out login details to their online platform.

If you get stuck at any point please feel able to contact:

MK-ECF@thedenbighalliance.org.uk regarding ECF issues

ect@milton-keynes.gov.uk regarding AB issues