




REDHILL TEACHING HUB HOW TO GUIDES: 2. REGISTER YOUR FIRST COHORT OF ECT(S) & MENTORS FOR INDUCTION AND ACCESS ECF TRAINING THROUGH REDHILL TEACHING HUB

 All information on **Statutory Induction** can be found on the gov.uk website. There are additional links to relevant information on the **ECF pages** of the Redhill Teaching Hub website www.redhillhub.org.uk which give an overview of the programme incl. new roles & responsibilities.

Use this flowchart to cross check that you have completed each step in the process to fully register your new ECT. Contact us at enquiries@redhillhub.org.uk or on 07483 331520 if you require assistance.

1. Identify mentor
2. Identify Induction Tutor
3. Choose AB service provider
4. Follow our step-by-step guide

*N.B. all **new ECTs & Mentors** must be registered. If you have existing ECTs & Mentors but are using our training programme for the first time, please phone us to discuss the registration process.


If you have not used the DfE Manage Training for ECTs service before

If registering your first ECT since the 2021 changes to statutory induction and using the DfE portal for the first time, you may need to request a link to use the service. You can request a link here:

[Request sign in link here](#)

It is usually the **Headteacher** or **Induction Tutor** who registers the school's ECTs and mentors. Whoever is registering will find it useful to have the following information to hand:

- The school's URN and postcode
- Full name, TRN and e-mail address of all ECTs and mentors being registered
- Full name and e-mail address of the Induction Tutor

 All Teaching Hubs partner with one of the 6 national ECF providers (Lead Provider) **Redhill Teaching Hub** is a Delivery Partner for **Education Development Trust (EDT)**. When registering with **EDT** please remember to nominate **Redhill Teaching Hub** as your chosen Delivery Partner on question 7 of the Expression of Interest Form.


1

Register with an AB service

Redhill Teaching Hub's Appropriate Body service is now **open to all schools undertaking ECF training with us**. Information about our AB service can be found here: [Redhill Teaching Hub AB Service](#)

If you have not used ECT Manager (the old NQT Manager) in 2021-22, you will need to register to use it. [ECT Manager for Redhill Teaching Hub](#)

Caroline Chaloner, our AB Lead is very happy to have a phone conversation with any schools wishing to use our AB service for the first time or trying to decide which AB service to use.



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2

Register with the DfE

1. Sign in to the Manage training for ECTs service [Manage Training for ECTs](#)
2. Register ECT(s) starting in 2022-23 to the DfE funded **Full Induction Programme**
3. Register new mentors as directed

Your Tick List – Have you....:

<input type="checkbox"/>	Registered with AB service
<input type="checkbox"/>	Registered with DfE
<input type="checkbox"/>	Registered with EDT
<input type="checkbox"/>	Completed Redhill Hub Form

You can edit details of ECTs, mentors and induction tutors via the DfE portal. **Please keep us informed of any changes, additions or withdrawals** throughout the 2 years so we can continue to support you in the best way possible.

3

Register with the Education Development Trust

Register your 2022-23 ECTs and mentors here naming Redhill Hub as your Delivery Partner: [Register with EDT](#)



4

Inform Redhill Teaching Hub of your intention to train ECTs and mentors through the Hub

We have found we can support schools better when we are fully aware of who is registered with the DfE and EDT and can cross check information. Let us know who you are registering to train with us [here](#)