



REDHILL TEACHING HUB HOW TO GUIDE: 3. REGISTER ADDITIONAL ECT(S) & MENTORS FOR INDUCTION AND ACCESS ECF TRAINING THROUGH REDHILL TEACHING HUB



Department
for Education

All information regarding **Statutory Induction Guidance** can be found on the gov.uk website. There are additional links to relevant information on the **ECF pages** of our website www.redhillhub.org.uk which give a useful overview of the training programme and new roles and responsibilities.

Use this flowchart to cross check that you have completed each step in the process to fully register your new ECT but do call us if you need any support during the process – we will be very happy to help.

1. Appoint new ECT
2. Identify mentor
3. Inform Induction Tutor
4. Choose AB service provider
5. Follow our step-by-step guide to registration below:

*N.B. all NEW ECTs & mentors starting training in the next academic year must be registered. DO NOT register existing ECTs & mentors going into Year 2 of induction. For ECTs transferring from other schools please contact us.

The DfE has refined the registration process to hopefully make it less burdensome to schools. Having the following information to hand during the registration process will prove helpful:

- Your 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



Redhill Teaching Hub continues to work with Education Development Trust to deliver the Early Career Framework training.

You can find out more about their offer on our or their websites.

You **do not** need to register your ECTs directly with EDT, as they will receive information about your new ECTs and Mentors directly from the DfE when you register on their registration portal.

1

Register with an AB service

Redhill Teaching Hub's Appropriate Body service is now **open to all schools undertaking ECF training with the Hub.**

If you do not currently use our AB service, you can find out more here **Redhill Teaching Hub AB Service**

If you already use our AB service, you can register your ECT here:

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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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

3

Inform Redhill Teaching Hub about new ECTs + mentors

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**

Your Tick List – Have you....:

	Registered with an AB service
	Registered with the DfE
	Completed the 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 support you appropriately.

If at any point in the process you need support, advice or reassurance that you are registering someone correctly, do not hesitate to call us on **07483 331520** or enquiries@redhillhub.org.uk