

ECT Induction Tutor Quick Guide

Registering your ECTs and Mentors – A Three
Part Process 2025

Registration for the Early Career Teacher programme (ECTP), replaces the ECF (Early Careers Framework) from September 2025.

Registration is extremely important for induction tutors in schools to complete. Without doing so, the ECT and Mentor cannot begin their ECT programme because the Department for Education (DfE) and Teacher Regulation Agency (TRA) will not acknowledge that the ECT has started their statutory induction until such point as they have been registered with BOTH organisations.

Registration is a three-part process, meaning you need to register your ECTs with the DfE, with your lead provider and with your Appropriate Body (AB), which then informs the TRA (Teaching Regulation Authority) of their ECTP commencement.

Jargon Busting:

Lead Provider for 2024 onwards = National Institute of Teaching (NIOT). Responsible for delivering ECF and ECTP programmes in partnership with local delivery partners, who contextualise learning for participants to apply effectively in schools.

Delivery Partner/Associate College = Local organisations collaborating with NIOT to deliver live sessions tailored to ECTs and mentors, utilizing their local knowledge for effective support.

Appropriate Body (AB) = Organisation to whom termly reviews of ECTs are submitted for progress assessments. An independent body, ABs address concerns about ECT progress, agreeing on extended or reduced inductions and ensuring adequate support for ECTs and mentors.

Part 1: Department for Education (DfE) Registration Process

Why?

Registering with the DfE ensures that your ECT(s) and Mentor(s) can access the Lead provider training programme through your local delivery partner. This means that they gain access to their training materials (such as weekly self-study) on the Provider's training platform and get invited to the live sessions (e.g. local seminars) by your delivery partner.

NB. ECTs are only eligible for training on the ECTP once they have their QTS (Qualified Teacher Status).

When?

For September 2025 cohort ECTs/Mentors, do this as soon as you receive the email from DfE, but not before.

For any participants joining later in the year, do this as soon as you are aware a mentor or ECT will need to start an ECF programme at your school.

DfE registration takes place throughout the academic year and ECTs should be registered as soon as you know they'll be joining your school or completing their Initial teacher training unless they are joining in September and thus you should wait for the email inviting you to register for the next cohort (September 2025) from the DfE.

The most common point at which most ECTs are registered is towards the end of Summer term when the DfE will open their system for the new academic year, e.g. It will open from 16th June 2025 for September 2025 starters.

ECF Induction Tutor Quick Guide – Registering your ECTs and Mentors

At the point the system opens for next academic year for your school, you or your Headteacher will receive an email inviting you to register. For the remainder of the year, you continue to have access to the DfE system and can edit, add and remove ECTs and Mentors throughout the year.

How?

First, ensure that the invitation to register email will come to the correct person in your school by visiting the website below and either signing in or 'request access to the service'. This will make sure the correct person receives the invitation to register.

Tell us about changes at your school

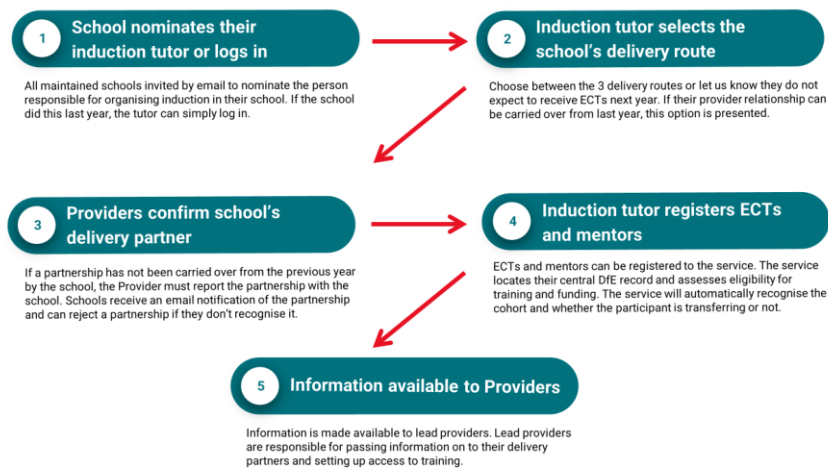
Tell us about any changes, for example, nominating a new induction tutor.

[Sign in](#) or [request access to the service](#)

The website linked below (Manage Training for Early Career Teachers) is the 'go to' place for ECF registration and where you can manage changes to all ECF details – you MUST keep this up to date at all times, throughout the year, as this is how your provider (NIoT) gets details of ECTs on their programme.

<https://manage-training-for-early-career-teachers.education.gov.uk/>

Manage training for early career teachers



Steps 3 and 4 can happen independently of each other and in either order, but **both** steps must happen for Step 5 to occur.

Image – flowchart of DfE registration process

You will need to have the following details about your school, ECTs and mentors to complete their registration on the DfE:

- ✓ School Name and URN
- ✓ Your Lead Provider and Delivery partner names
- ✓ ECT and Mentor full names, dates of birth, teacher reference numbers, email addresses (use their school address)
- ✓ Knowledge of which ECT will work with each mentor to pair them accordingly (see image 2)
- ✓ Details of your Appropriate Body

ECF Induction Tutor Quick Guide – Registering your ECTs and Mentors

Check back to the DfE 'manage training for early career teachers' website to ensure you assign mentors for all your ECTs and also to check the eligibility of your ECTs, by clicking on 'Early Careers Teachers' on the top bar of the website and clicking 'assign mentor'.



Image – assigning a mentor on DfE site

You can check with your Appropriate Body (AB) if your ECTs are showing as 'ineligible' or 'training' and this does not match with what you were expecting; it may mean they have not started their training yet or their QTS is not confirmed yet.

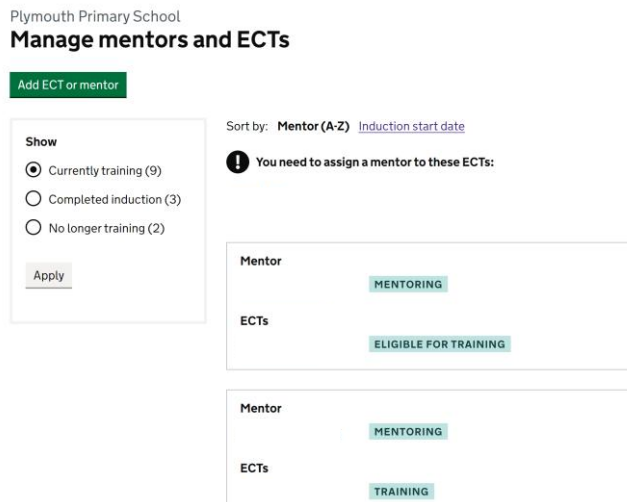


Image – 'Manage Mentors and ECTs' view on DfE site

If an ECT is joining you from another school and they have already started their ECF induction elsewhere; you follow the same process but will be asked to confirm they are moving schools.



Image – message on DfE site if a participant is moving schools

Part 2: Registering with your Lead Provider (The NIoT)

You only need to do this if you're moving from another ECF provider to the NIoT or it's your first year delivering the ECF programme in your school.

Why?

Your Lead provider (NIoT) cannot 'claim' a school or their ECTs and Mentors unless they are expecting them, which means, if you're a new school to the NIoT, you need to let us know you're joining us by clicking on this link and completing the information the form asks you for. We will also ask you for your delivery partner; this will be the local organisation delivering your programme; please check with your Head Teacher or local TSH or Trust if you're not sure who this is or get in touch with us so we can help!

When?

For new September 2024 cohort, do this as soon as you receive the email from DfE, but not before.

For any participants joining at another point in the year, do this as soon as you have registered on the DfE 'manage early career teachers' site.

In both cases; it can take up to a week for all the information to be passed to NIoT from the DfE once you have completed all steps.

How?

To tell us to expect your school, ECTs and Mentors to join our ECF programme – click this link and complete the information fully <https://niot.org.uk/form/ecf?programme=ECF> – we will then 'claim' your school and let you know once your ECTs and Mentors are successfully registered with us. This normally takes around a week from completing your DfE registration.

We may also ask you who your delivery partner is; this is the local organisation delivering your ECF programme; please check with your Head Teacher, local TSH or Trust if you're not sure who this is or get in touch with us directly if we can help!

Part 3: Appropriate Body Registration

Why?

Appropriate bodies (ABs) are organisations who have the main quality assurance role in statutory teacher induction. ABs ensure that early career teachers (ECTs) receive their statutory entitlement and that the support, assessment and guidance procedures in place are fair and appropriate.

Your AB will be responsible for assuring the provision for ECTs in your school and for reviewing their progress alongside you, against the Teacher Standards. You need to register all ECTs with your appropriate body so that ABs can collect review information from you on a termly basis. The appropriate body will ultimately sign off the completion of the programme for ECTs (satisfactory progress in all of the Teacher Standards), but also need to be kept up to date if you have any concerns about their progress. ABs also have the ability to agree extended or reduced inductions for ECTs.

[Appropriate Body Guidance \(DfE\)](#) - More detail can be found here on appropriate body responsibilities

[Find an Appropriate Body](#) – If you are unsure who your appropriate body are or need a new one

[Teacher Standards UK \(DfE\)](#) – Everything you need to know about the Teacher Standards

When?

This must be completed **before** the ECT commences their induction*. It is sensible to register them with your AB as soon as you have the required details about your ECTs.

You will also be asked, when registering on the DfE manage early careers teacher site, to provide details of your AB.

How?

Most ABs have an online platform where you can upload the details of your ECTs. Some provide 'bulk upload' spreadsheets that you can complete. Check with your AB about their timeline and processes as each may be slightly different.

TIP: Schedule time now to meet your ECTs and mentors towards the end of each full term to complete their termly AB reviews (December, April and July) and consider booking an earlier one with the ECT to check they've settled into their induction well and put any support in place early – all this will save you time and workload later on!

** As per the statutory guidance: "2.11 The ECT must be registered with an appropriate body before the start of the induction. 2.12 The start date for induction will be determined by the appropriate body and should be agreed in advance with the headteacher/principal and ECT. 2.13 The start date for induction should be the date when the ECT's induction programme formally commences. This may be a different date from when the ECT's contract starts.*

ECF Induction Tutor Quick Guide – Registering your ECTs and Mentors

Contact your delivery partner with whom you work locally or your regional ECF team at the NIOT if you need our help with anything at all:

ECF_ESL@niot.org.uk

ECF_SW@niot.org.uk

ECF_NE@niot.org.uk

ECF_NW@niot.org.uk

Don't go yet! Check out the next page for some useful websites we've referred to along with some tips to help you manage the ECTP!

Useful Websites and tools referred to in this guide

- <https://manage-training-for-early-career-teachers.education.gov.uk/> - The **DfE Manage Early Careers site** used as a first port of call by all schools and their induction tutor when concerning the ECF or ECTP. Where you register, change details and keep track of training status of your ECTs and Mentors.

TIP: You must keep this up to date at all times. Get your ECTs and Mentors registered as soon as you receive an email from the DfE to do so and throughout they year as soon as you recruit new ECTs – you'll need their full names, TRN, email address (ideally the one they'll use in school) and the name of your delivery partner and lead provider for ECTP or ECF. You also need to pair ECTs with their mentors. The DfE pass this information on to Lead providers and delivery partners for you so you only need to do it once!

- <https://www.gov.uk/government/publications/statutory-teacher-induction-appropriate-bodies/find-an-appropriate-body> - **Find out who your appropriate body is** if you and your head teacher aren't sure.

TIP: You must register all ECTs with your appropriate body as well as the DfE within the first half term of them starting. Schedule time in your calendar now to meet your ECTs and Mentors towards the end of each term. The AB will ask for submission of termly reviews at the end of each term (six times across the ECF induction).

- <https://www.gov.uk/government/collections/induction-training-and-support-for-early-career-teachers-ects> - **DfE guidance on the ECF more generally**, including on funding, responsibilities of schools and participants, policy papers and how to set up the ECF for your ECTs and Mentors.
- <https://niot.org.uk/programmes/ECF> - **NIOT Website to find out more about our ECF programme**
- <https://www.gov.uk/guidance/funding-and-eligibility-for-ecf-based-training> - **DfE Guidance on funding for ECF** – worth checking to help understand the eligibility requirements.