

ECT Induction: Registration, Progress Reviews and Formal Assessments

ECT appointed. School to check that they have been awarded QTS, or are expected to be before start date - if the latter, remember to check QTS at start of contract.

Register your ECT with the DFE- email continuing-professional-development@digital.education.gov.uk

Choose and register with your Appropriate Body (AB). Do you have an SLA with someone to provide AB services?

Yes

No

Is the SLA with SIL?

No

Yes

Contact SIL ECF Lead meryl.sangare@si.liverpool.gov.uk or admin susan.clay@si.liverpool.gov.uk to arrange SIL as your Appropriate Body. SIL is the default approved AB for Liverpool Schools.

Contact your AB

Log in to ECT Manager (<https://ectmanager.com/Login.aspx>). If you do not have a login, ask the school Induction Manager or Headteacher (or school administrator if registered on system) to add you as a new tutor. **Any problems, contact Susan Clay on 0151 233 3901.**

Once logged on to ECT Manager

- + On your dashboard, select 'Register ECT'
- + Complete relevant details (personal details, training information, contact information, ect).
- + Decide on your ECF delivery route - input as appropriate. Please note that if you are using **Inspire TSH** to deliver your EFC, please select 'Full Induction Programme' type in '**Inspire**' then select 'UCL'.
Contact Inspire for all training for ECTs, tutors and mentors.
- + Submit the registration.

Please note:

- + **If you choose Core Induction Programme** you must decide which 1 of the 4 programmes you will be following and complete Part of each selection on the **Core Induction Programme Fidelity Check** and return to susan.clay@si.liverpool.gov.uk
- + If you choose School Based you must complete Part of each selection on the **School Based Induction Fidelity Check** and return to susan.clay@si.liverpool.gov.uk
- + Once the SIL ECF Lead has approved the registration, Tutors, Induction Co-ordinators and Headteachers will be able to access their ECT's record on ECT Manager.

School Improvement Liverpool

All Schools: Progress Review on ectmanager **Terms 1,2,4,5**
(deadline usually 2 weeks before the end of each term)

Core Induction Programme (CIP)

Plus, **update CIP Fidelity Check** and return to susan.clay@si.liverpool.gov.uk **Terms 1,2,4,5**

School Based Programme

Plus, **update School Based Fidelity Check** and return to susan.clay@si.liverpool.gov.uk **Terms 1,2,4,5**

All Schools Formal Assessment on ectmanager **Terms 3 and 6**

Plus, **update CIP Fidelity Check** and return to susan.clay@si.liverpool.gov.uk **Terms 3 and 6**

Plus, **update School Based Fidelity Check** and return to susan.clay@si.liverpool.gov.uk **Terms 3 and 6**

- + In ECT Manager 'Resources' section, there are template forms and guidance which is also on SIL website **NQTs, newly qualified teachers, early career teachers, ECTs** (schoolimprovementliverpool.co.uk)
- + Headteachers, induction Co-ordinators, Tutors and Administrators can all register ECTs and new tutors