

REGISTRATION: A STEP-BY-STEP GUIDE

For Schools accessing the Full Induction Programme (FIP) for the Early Career Framework Professional Development Programme (ECPDP)

Background Information

Schools should have received an email directly from the DfE requesting for a ‘**Manage training for early career teachers**’ online account to be set up. The email will have been sent to the email address that is linked to the “Get Information for Schools” (GIAS) account. This is often a school admin address.

If the school is unable to locate the email, they can either...

- Visit <https://manage-training-for-early-career-teachers.education.gov.uk>
- Or email the DfE directly via continuing-professional-development@digital.education.gov.uk* and inform them that they wish to nominate an Induction Tutor

Please use the following information to aid the DfE:

- School’s URN
- School’s nominated Induction Tutor Name
- School’s nominated Induction Tutor email address

**Please note that it can take the DfE 5 working days in which to respond.*

Early Career Framework

The [Early Career Framework \(ECF\)](#) is transforming the support and development offer for teachers at the start of their career. From September 2021, all early career teachers (ECTs) will be entitled to a statutory ‘ECF induction’. This entitles early career teachers to two years of fully funded support and training, rooted in the best available research evidence.

Early Career Professional Development Programme (ECPDP)

HISP Teaching School Hub is delighted to be a delivery partner of the Education Development Trust’s (EDTs) Early Career Professional Development Programme (ECPDP) from September 2021. EDT have worked closely with schools and the Sheffield Institute of Education, part of Sheffield Hallam University to develop an evidence-led programme to ensure it is based on how pupils learn and what really works. To find out more about the programme please [click here](#).

My school is already registered with HISP Teaching School and the Education Development Trust for the ECPDP, but we have recruited an ECT(s) who starts their statutory induction after Easter:

ECTs (and their mentor) who start their statutory induction from Monday 25 April 2022 can join the **April 2022 ECPDP cohort**. Please follow each of the steps below to fully register your April ECT (and mentor) starters.

Step 1: Inform the DfE

On the [DfE service](#), your Induction Tutor needs to inform the DfE of each ECT(s) and Mentor(s) names and email addresses as soon as possible.

Step 2: DfE contact

The DfE will contact each ECT and Mentor to ask them for more information and use this to check that they are eligible for this funded training and support. If the ECT(s) and Mentor(s) do not receive a link, contact the DfE CPD help desk: continuing-professional-development@digital.education.gov.uk. The school's DfE service will indicate to the induction tutor if any additional steps are required.

Step 3: Confirmation

Once steps 1 and 2 are complete and the DfE has confirmed the ECT(s) and Mentor(s) eligibility for the programme, logins to the EDT Online Platform will be issued. The email will be sent from ecf@educationdevelopmenttrust.com. On occasions this email has got stuck in school's security systems/firewall or ended up in spam or junk mail. Please ensure your school updates their firewalls to include ecf@educationdevelopmenttrust.com

For support with steps 1-3 please contact our ECF Administrator Justine Briant: j.briant@hispmat.org (02382 357517)

Step 4: Appropriate Body Registration for Induction Assessment

Register for HISP Teaching School Hub's Appropriate Body (AB) services via the online platform 'ECT Manager' by [clicking here](#).

For support with the ECT Manager registration process please contact our AB Administrator Emma Gerrard: e.gerrard@hispmat.org (02382 145526)

My school does not currently have any ECTs, but we have recruited an ECT(s) who starts their statutory induction after Easter and my school would like to register with HISP Teaching School and the EDT for the ECPDP:

ECTs (and their mentor) who start their statutory induction from Monday 25 April 2022 can join the **April 2022 ECPDP cohort**. Please follow the 6 steps below to fully register your April ECT (and mentor) starters for the ECPDP and for statutory ECT Induction Assessment.

Step 1 Inform the DfE

Inform the DfE that you are expecting an ECT(s) to join in the academic year by using their service [here](#).

Step 2 Nominate an Induction Tutor and Register your ECT(s) and their Mentor(s)

Nominate an Induction Tutor to manage the school's Early Career Framework (ECF) programme using the same service. On the DfE service, your Induction Tutor needs to inform the DfE of each ECT(s) and Mentor(s) names and email addresses as soon as possible.

Step 3 Register with the EDT (by 11:59pm on Monday 16 May 2022)

Complete an Expression of Interest (EOI) via the Education Development Trust (EDT) portal by clicking [here](#). Please ensure that you select **HISP Teaching School Hub** as your chosen Delivery Partner.

Step 4 DfE Contact

The DfE will contact each ECT and Mentor to ask them for more information and use this to check that they are eligible for this funded training and support. If the ECT(s) and Mentor(s) do not receive a link, contact the DfE CPD help desk: continuing-professional-development@digital.education.gov.uk. The school's DfE service will indicate to the induction tutor if any additional steps are required.

Step 5 Confirmation

Once steps 1-4 are complete and the DfE has confirmed the ECT(s) and Mentor(s) eligibility for the programme, logins to the EDT Online Platform will be issued. The email will be sent from ecf@educationdevelopmenttrust.com. On occasions this email has got stuck in school's security systems/firewall or ended up in spam or junk mail. Please ensure your school updates their firewalls to include ecf@educationdevelopmenttrust.com.

For support with steps 1-5 please contact our ECF Administrator Justine Briant: j.briant@hispmat.org (02382 357517). Further information on the DfE service steps can be found [here](#).

Step 6 Appropriate Body Registration for Induction Assessment

Register for HISP Teaching School Hub's Appropriate Body (AB) services via the online platform 'ECT Manager' by [clicking here](#). You will need to click on the yellow button in the blue box on the right-hand side of the screen labelled 'Register your school'.***

For support with the ECT Manager registration process please contact our AB Administrator Emma Gerrard: e.gerrard@hispmat.org (02382 145526)

****Once you have registered your school's details, including Headteacher/Induction Lead. You will be authorised by HISP TSH AB and able to return to the site to click on Register your ECT.*

HISP Teaching School Hub Appropriate Body (AB) Services

All schools that offer a statutory induction are legally required to have an AB for their Early Career Teachers (ECTs formerly known as NQTs.) HISP Teaching School Hub, provides AB services to HISP Region schools across all phases and settings.

Further information about our AB services can be found by clicking [here](#). A copy of our AB Handbook can also be found by clicking [here](#), along with a series of videos that will help you to understand the roles and responsibilities of the ECT, Mentor, Induction Tutor and Headteacher in the induction process.

HISP TSH is committed to ensuring value for money and not charging more than the cost of supplying AB services:

- £110 per ECT (AB & ECF Full Induction Programme (ECPDP) with HISP TSH & EDT)
- £150 per ECT (AB with HISP, ECF Full Induction Programme with another Lead Provider)

The pricing for this service will be revised annually.

Useful links and documents

- [DfE statutory guidance – Induction for Early Career Teachers \(England\) September 21](#)
- Guidance for ECTs <https://manage-training-for-early-career-teachers.education.gov.uk/pages/ect-additional-information>
- Guidance for School Leaders (Headteachers and Induction Tutors) <https://manage-training-for-early-career-teachers.education.gov.uk/pages/school-leader-additional-information>
- Guidance for Mentors <https://manage-training-for-early-career-teachers.education.gov.uk/pages/mentor-additional-information>