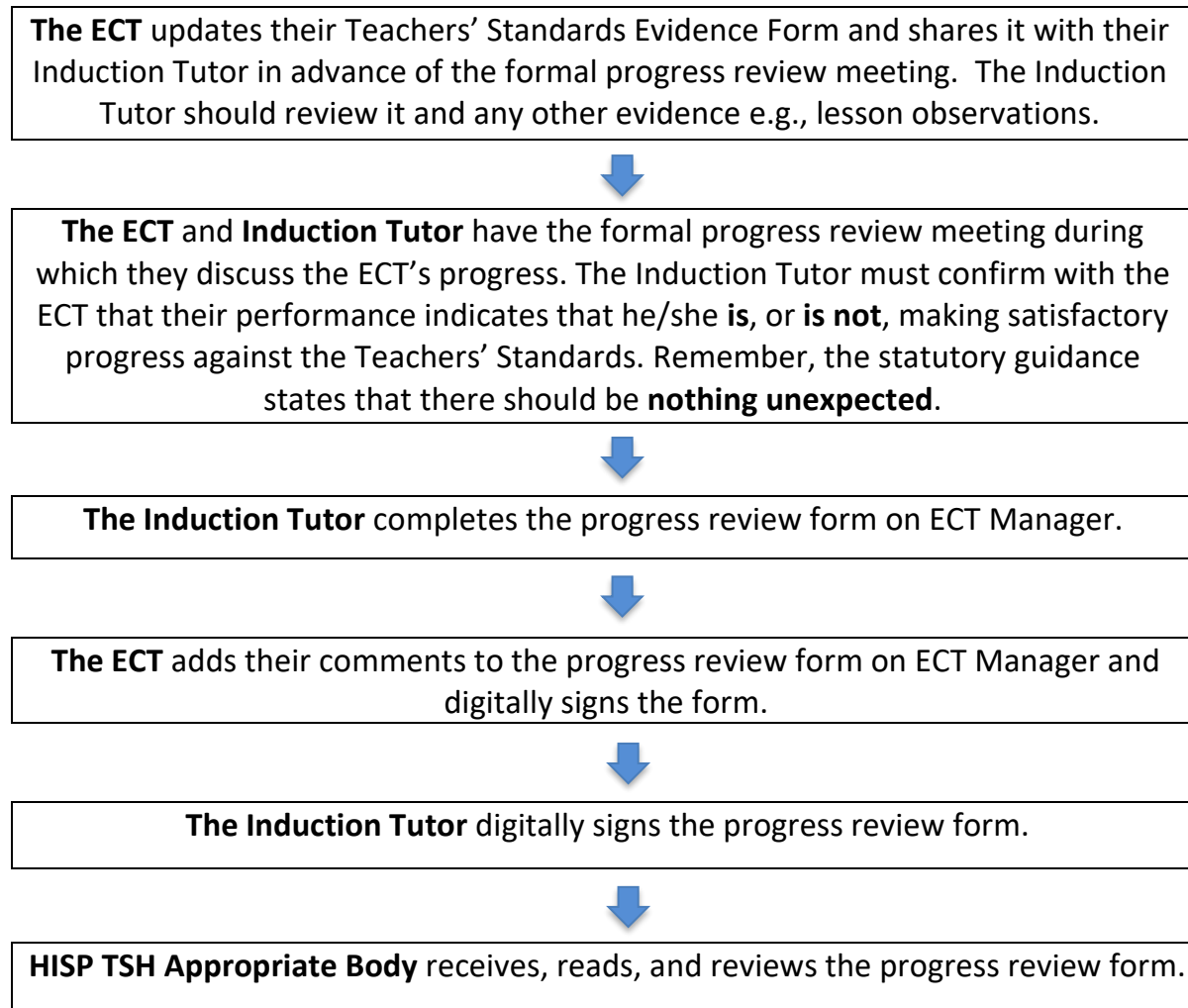




**Appropriate Body**

## **Completing Progress Reviews: Guidance for Induction Tutors and ECTs**

## Completion of Progress Reviews Flow Chart



## Progress Review Submission dates

**Deadlines for submission of termly progress reviews for full time ECTs starting on 1 September 2021 are:**

### Year 1

Term 1 Progress Review Form: Friday 10 December 2021

Term 2 Progress Review Form: Friday 1 April 2022

### Year 2

Term 4 Progress Review: Friday 9 December 2022

Term 5 Progress Review: Friday 24 March 2023


The submission dates for progress reviews for part-time ECTs, or those beginning mid-year, will be calculated on a pro-rata basis. These dates will be automatically calculated by ECT Manager and may be viewed online in the ECT's individual record.

## Completing and Submitting Progress Reviews on ECT Manager

All progress review forms must be completed and submitted using ECT Manager.

<https://hispteachingschoolhub.ectmanager.com>


All ECTs, Induction Tutors and Headteachers should already have received an email with login details for ECT Manager when registered their ECT(s) with HISP Teaching School Appropriate Body for ECT Induction Assessment. If you do not have your login details, please email: [e.gerrard@hispmat.org](mailto:e.gerrard@hispmat.org)



Help & Support

### HISP Teaching School Hub (formerly LEARN Alliance)'s online ECT support and induction management system

Welcome to our paperless ECT Management system. This service allows you to register your ECTs and submit their electronic assessments securely online.

 [Click here](#) if you don't know your login details or can't access your account

#### Login

If you don't know or can't remember your username/password [click here to reset it](#).

**Appropriate Body:**  
HISP Teaching School Hub (formerly LEARN Alliance)

If this is not your appropriate body, please [click here](#) to select the correct one.

**Username:**

**Password:**

☐ Show Password


Log In

#### Register Your School with

##### HISP Teaching School Hub (formerly LEARN Alliance)

If you are from a school and your school is new to HISP Teaching School Hub (formerly LEARN Alliance), your school's induction lead will need to register their details. Once registered, they will then need to be authorised by HISP Teaching School Hub (formerly LEARN Alliance).

Register your school



#### User Manuals

Need some extra help? Then our user manuals are here to get you up and running. [Download them now](#).

### 1. Induction Tutors login to ECT Manager.

The Induction Tutor will be taken to their dashboard, which provides links to any tasks that need completing.

When progress reviews are ready for completion, these will appear on the dashboard with the ECT's name, along with the status of that task, e.g. due or overdue and the due date. Induction Tutors should click on **Fill in** and they will be taken to the progress review form.

## Dashboard

### ECT Reports that Need Completing

The following reports are due or overdue and need completing or signing.

Name	Type	Status	Due	
ECT Tester	Progress Review	Due	09/11/2021	<a href="#">Fill in</a> <a href="#">Read</a>

Report **cannot** be signed until comments are completed by the **tutor** and **ECT**

## 2. Confirmation of contract details

The Induction Tutor must confirm the ECT's contract details for the term to which the progress review relates. If the contract details are correct, click **Continue**. If the details are incorrect, then please update them, click *Save* and return to the dashboard to complete the progress review form.

## Progress Review Form - Details for Term 1 - ECT Tester

### This term's contract details:

Before completing the form, please confirm contract details for the term below. When you press 'Continue', you will then be taken to the form.

**Contract Type:** Permanent

**Days Per Week:** 5

If any of these details are incorrect, please [click here to update them](#) before continuing.

### Continuing Next Term

**Will this ECT be remaining at this school for all or part of the next report period?**

☒ Yes

☐ No

[← Back](#) [→ Continue](#)

The Induction Tutor must also confirm ('yes' or 'no') if the ECT will be remaining at their current school for all or part of the next report period. If 'no' you will be presented with the following screen to create an Interim Assessment for the ECT:

## Create Interim Assessment

As you have indicated that your ECT will be leaving at the end of this report period, you should complete an interim assessment rather than a progress review.

Interim assessments should **only** be created when your ECT is leaving your school outside of a normal assessment period.  
If you are sure that you wish to add an interim assessment, click the 'continue' button below.

← Back

→ Continue

The Induction Tutor will need to complete an interim assessment rather than a progress review. Click the 'continue' button if presented with this screen. Please refer to the 'Completing an Interim Assessment: Guidance for Induction Tutors and ECTs' document for support with completing. This is available in the 'Ect 2Year Induction 202122' resources folder on ECT Manager.

### 3. Days served and days absent during this induction period

Enter the number of days served during this induction period. Part-time ECTs' days will need to be counted in accordance with their contract. Then enter the number of days absent during the induction period.

## Progress Review Form - Details for Term 1 - ECT Tester

### Days served between 02/09/2021 and 17/12/2021

The number of days that the ECT has worked **during this period**, not including weekends, bank or school holidays, but including absences. For example working 5 days per week (1FTE) would be 71 days if no contract changes.

Days employed during this period:

71

(including absences)

### Days absent between 02/09/2021 and 17/12/2021

The number of days that the ECT should have been working but was absent. This should not include weekends, bank holidays, or days when the ECT was not contracted to work, for example if they only work 3 days per week.

Has this ECT had any absences during this period?

Please Select ▾

Absences prior to this period

0

### 4. Support and Entitlements

The Induction Tutor should confirm that the ECT has received an ECF based induction programme and their statutory entitlements.

## Support and Entitlements

Has the ECT continued to access a programme of support based on the Early Career Framework and received all of their statutory entitlements?

Received Support and Entitlements?

Please Select ▾

If not, explain why.

## Support and Entitlements

Has the ECT continued to access a programme of support based on the Early Career Framework and received all of their statutory entitlements?

Received Support and Entitlements?

No ▾

If no, please explain why an ECT-based induction has not been accessed or why statutory entitlements have not been met.

Reasons

## 5. Recommendation

The Induction Tutor will now be asked to make a recommendation about whether, based on current performance and rate of progress, the ECT is on track to successfully complete induction or not. If you are unsure about which to select, please contact: [d.higginbottom@hispmat.org](mailto:d.higginbottom@hispmat.org)

## Recommendation

At formal assessment points and to successfully complete induction, the ECT's performance against the Teaching Standards will be assessed. Based on current performance and rate of progress, is the ECT on track to successfully complete induction by the end of their induction?

- ☐ **The ECT is on track**  
Based on current performance and rate of progress, the ECT **is on track** to successfully complete induction by the end of their induction
- ☐ **The ECT is not on track**  
Based on current performance and rate of progress, the ECT **is not on track** to successfully complete induction by the end of their induction

If the ECT is marked as **on track**, Induction Tutors should give brief reasons why they have marked the ECT as on track. Examples of comments can be found in Appendix A at the end of this guidance document.

**Further Information**

Give brief details for the reason(s) for your answer to whether the ECT is on track. Where an ECT is deemed not to be on track to successfully complete induction, list any teaching standards (including personal and professional conduct) where there is a cause for concern and how any evidence supports that concern.

**Reasons**

← Back   → Continue

If the ECT is **not on track**, the following screen will appear. Induction Tutors should state why the ECT has been marked as not on track **and list the Teachers' Standards that are a cause for concern** and how the evidence supports that concern. Examples of comments can be found in Appendix B at the end of this guidance document. The Induction Tutor should then confirm that the ECT has been informed and that a Support Plan is in place. The Support Plan must now be uploaded to ECT Manager. Please note that you cannot continue to the next screen until you have uploaded the Support Plan. A template and example 'Additional Support Plan' can be found in the 'Ect 2Year Induction 202122' resources folder on ECT Manager. Then click **Continue**.

**Recommendation**

At formal assessment points and to successfully complete induction, the ECT's performance against the Teaching Standards will be assessed. Based on current performance and rate of progress, is the ECT on track to successfully complete induction by the end of their induction?

☐ **The ECT is on track**  
Based on current performance and rate of progress, the ECT **is on track** to successfully complete induction by the end of their induction

☒ **The ECT is not on track**  
Based on current performance and rate of progress, the ECT **is not on track** to successfully complete induction by the end of their induction

**Further Information**

Give brief details for the reason(s) for your answer to whether the ECT is on track. Where an ECT is deemed not to be on track to successfully complete induction, list any teaching standards (including personal and professional conduct) where there is a cause for concern and how any evidence supports that concern.

**Reasons**

If the ECT is not on track to successfully complete induction, has the ECT been informed?

**Has the ECT been informed?** Please Select

If the ECT is not on track to successfully complete induction, has a support plan been put in place? (If yes, please attach the support plan)

**Support Plan In Place?** Please Select


**Support Plan To Upload:** Choose File no file selected

← Back   → Continue

## 6. Confirmation of next term's contract details

The Induction Tutor must confirm the ECT's contract details for the next term. If the ECT is moving schools, forwarding details should be added.

### Next Term's Contract Details for - ECT Tester

 Progress Review was successfully saved

#### Next Term's Details

To ensure that we keep our records up to date and that your next assessment will be generated at the correct time, we ask that you please confirm what the ECT's contract details will be **next** term. Next term's contract details will be:

**How Many Days per week:** 5 days a week (Full Time) ▼

**Contract Type:** Permanent ▼

**Will this ECT be remaining at this school for all or part of the next assessment period?** ☐ Yes ☒ No

**Date of Resignation:** 9 ▼ November ▼ 2021 ▼

#### Forwarding Details

**Name of school/appropriate body the ECT is moving to:**

Please enter contact information in case the appropriate body needs to contact the ECT.

**Address Line 1:**

**Address Line 2:**

**Town:**

**County:**

**Postcode:**

**Country:**

**Telephone Number:** 00089000890

**Email Address:** ecttester@testing.co.ukkkkkk

[← Back](#) [→ Continue](#)

Click **Continue**.

At this point you can either choose to complete the progress review later or continue to completion:



## Have you finished this Progress Review?

Please select one of the options below

If you have **not yet completed** all of the Progress Review and wish to **make further changes**, then select this option.

☐ **I have not yet finished this Progress Review and I will come back to complete it later**

If you have completed all of your part of the Progress Review and now you would like the ECT to comment, then select this option.

☒ **I have completed my part of the Progress Review and it is ready for the ECT to add their comments**

← Back

→ Continue

If you have completed the progress review, please select the 'I have completed ...' checkbox and click **Continue**.

The following message will appear:

## What Happens Now?



Progress Review Saved Successfully.



**Important:** Please read the information below.

### ECT Comments

The ECT can now login in and add their comments. Please let them know the form is ready for them. They have their own login details to add their comments. If they do not know them, they can use the 'send me my username and password' button on the login page to have them sent through to them. Alternatively, you can click the button below to send them their login details now.

 Send Login Details

### Signing the form

Please note that you **will not be able to sign the form until the ECT has entered their comments**. Once the ECT has added their comments, you will be able to login and sign the form. Once the ECT comments have been added, a link to do so will be on the first page that you come to after logging in.

## 7. ECT's Comments

Once the Induction Tutor has completed the progress review, the ECT will receive an email notifying them that the progress review has been completed. The ECT should login into ECT Manager. They will be taken to their overview screen and the progress review will be shown at the bottom under **Progress Reviews and Assessments**.

### Overview - ECT Tester

ECT Overview

Personal Details

Training Information

Tutor & Mentor

Contract Details

ECF Details

Print Details

Previous Schools

Documents

Available Courses

!

Your tutor has completed your Progress Review and you will now be able to leave your comments [here](#)

**Induction Type:** Two year ECF induction (starting on or after 1st Sept 2021)

**Status:** Authorised

**Completed FTE:** 0

**Teacher Ref No. (DfE):** N/A

**Contract FTE:** 1

**Date QTS was Awarded:** Not Eligible (**Not Verified**)

**Remaining FTE:** 6

**DOB:** 09/11/2000

**Reports Completed:** 0

**Start Date of Induction:** (at this school) 02/09/2021

**Next Report Due:** 09/11/2021

**School:** [4444444] Training School

**Estimated End Date:** 21/07/2023

**Tutor:** Tutor Tester

**Number of Days Absence:** 0

#### Progress Reviews and Assessments

Term	Type	FTE	Term	Status	Actions
1	P	1	02/09/2021 - 17/12/2021 Due: 09/11/2021	ECT to Comment	<div><div>Comments</div><div>Print</div></div>

The ECT should click on **Comments**. A new screen will open which asks the ECT to confirm the information provided by the Induction Tutor: recommendation; start date; end date; days served; days of absence. If the ECT is happy with this information, they should click **Confirm**. If any of the information is incorrect, they should contact their Induction Tutor.

### ECT Confirmation

!

Below is a list of information supplied by your tutor. Please verify that this information is correct before leaving your comments. **If any of this information is incorrect, please contact your tutor to ensure that this gets updated.** [Click here to view the full form](#)

#### Confirm Details

If you are happy with the information below, please click on the 'confirm' button to move to the next step and add your comments.

**Recommendation:**

**The ECT is on track**  
Based on current performance and rate of progress, the ECT is on track to successfully complete induction by the end of their induction

**Start Date:**

02/09/2021

**End Date:**

17/12/2021

**Days Served:**

71

**Days of Absence:**


0

← Back

✓ Confirm

Once the ECT has clicked on **Confirm**, a new screen will open which asks for the ECT's comments. The ECT should click **Preview Form** to see the progress review form that has been completed by their Induction Tutor. We would like to read about the ECT's successes, any challenges they face, and we encourage them to reflect on their practice and the progress they are making to consider areas where they feel further development/ support/ guidance is required.

## ECT Comments for Term 1 - ECT Tester



ECT Manager has a tight security system. If you are inactive for more than 20 minutes, you will be automatically logged out. This will mean that your work will not be saved. It is recommended that you periodically save your work using the "Continue" or "Back" button at the bottom of the page *at least* every 10 minutes.

It is recommended that you type your items into a text editor such as Notepad first and then copy and paste them into the web form below. This will reduce time spent and therefore the risk of a security logout and you losing your work.

### ECT Review

You should record your comments or observations on your induction to date.

Please reflect on your time throughout this report period and consider whether:

- you feel that this report reflects the discussions that you have had with your induction tutor and/or head teacher during this report period;
- you are receiving your full range of entitlements in accordance with regulations and guidance.
- there are any areas where you feel you require further development/support/guidance when looking towards the next stage of your induction. If so, what are these areas?

**View Form:** [Preview Form](#)

### Comments

Please enter any comments on this report and/or your performance in the report period you wish to make below.

**Comments:**


[← Back](#) [Save](#) [→ Save & Continue](#)

Click **Save & Continue**.

## 8. \*Digital Signature - ECT

The following screen will appear and the ECT should tick the box to digitally sign the progress review and then click **Confirm**.

## Digital Signature



ECT Comments saved successfully.

### Current Signatures

- ✖ Signed By Tutor
- ✖ Signed By ECT

### Review Progress Review

If you wish to, you can review again now before signing.

**View Form:** [View Printable Form](#)


### Sign Progress Review

Your digital signature is a very important part of the ECT process. Rather than using paper forms, we require you to digitally "sign" the forms, without ever having to put pen to paper or post anything. Digitally signing the assessment is considered the same as signing a paper copy in legal terms. Only the signatory themselves must use their digital signature.

You are currently logged in as **ECT Tester**, role **ECT**

To digitally sign, just tick the box below and then click the 'Confirm' button.


☐ **Tick this box to Digitally Sign this Progress Review.**

 Confirm

The following confirmation screen will appear.

## Overview - ECT Tester

[ECT Overview](#)
[Personal Details](#)
[Training Information](#)
[Tutor & Mentor](#)
[Contract Details](#)
[ECF Details](#)
[Print Details](#)
[Previous Schools](#)
[Documents](#)
[Available Courses](#)



You have successfully added your digital signature to this Progress Review.

**Induction Type:** Two year ECF Induction (starting on or after 1st Sept 2021)

**Status:** Authorised **Completed FTE:** 0

**Teacher Ref No. (DFE):** N/A **Contract FTE:** 1

**Date QTS was Awarded:** Not Eligible (**Not Verified**) **Remaining FTE:** 6

**DOB:** 09/11/2000 **Reports Completed:** 0

**Start Date of Induction:** (at this school) 02/09/2021 **Next Report Due:** 09/11/2021

**School:** [4444444] Training School **Estimated End Date:** 21/07/2023

**Tutor:** Tutor Tester **Number of Days Absence:** 0

### Progress Reviews and Assessments

Term	Type	FTE	Term	Status	Actions
1	P	1	02/09/2021 - 17/12/2021 Due: 09/11/2021	Needs Digital Signatures	<ul style="list-style-type: none"> <li>Sign</li> <li>Comments</li> <li>Print</li> </ul>

## 9. \*Digital Signature - Induction Tutor

Once the ECT has added their comments to the progress review and digitally signed the form, the Induction Tutor will receive an email notifying them that the ECT has added their comments and that they should digitally sign the progress review. The Induction Tutor will need to login to ECT Manager. A list of ECT forms to be signed will appear on the dashboard.

### Dashboard

#### Reports that Require Your Digital Signature

Below is a list of ECT reports that **you** need to digitally sign. Once you have read each report you can tick the box next to the ECT's name and then click the 'Sign All Ticked Reports' button at the bottom of the list. This will automatically sign and submit the reports to your appropriate body for review.

Type	Name	
<input type="checkbox"/>	Progress Review	ECT Tester <a href="#">Read Report</a>

[Digitally Sign All Ticked Reports](#)

#### ECT Reports that Need Completing

The following reports are due or overdue and need completing or signing.

Name	Type	Status	Due	
ECT Tester	Progress Review	Needs Signatures	09/11/2021	<a href="#">Amend</a> <a href="#">Read</a> <a href="#">Sign</a>

Signed By Tutor: ✗ Signed By ECT: ✓

The Induction Tutor should click on **Read** and they will be able to read the ECT's comments. When ready to sign, click **Sign** and the following screen will appear.

### Digital Signature

#### Current Signatures

✗ Signed By Tutor  
✓ Signed By ECT

#### Review Progress Review

If you wish to, you can review again now before signing.

**View Form:** [View Printable Form](#)

#### Sign Progress Review

Your digital signature is a very important part of the ECT process. Rather than using paper forms, we require you to digitally "sign" the forms, without ever having to put pen to paper or post anything. Digitally signing the assessment is considered the same as signing a paper copy in legal terms. Only the signatory themselves must use their digital signature.

You are currently logged in as **Tutor Tester**, role **Tutor**

To digitally sign, just tick the box below and then click the 'Confirm' button.

☐ **Tick this box to Digitally Sign this Progress Review.**

[✓ Confirm](#)

The Induction Tutor should tick the box to digitally sign the progress review and then click **Confirm**.

### \* The Digital Signature

The digital signature is a very important part of the ECT induction progress review and assessment process and is considered the same as signing a paper copy in legal terms. Only the signatory themselves may use their digital signature.

## Appendix A

### Example comments by the Induction Tutor for an ECT who is on track

#### Example A

Alexa continues to make good progress towards meeting the Teachers' Standards. It is evident from lesson observations that she sets very high expectations of both behaviour and effort in her classroom. As a result, lessons are purposeful and the classroom provides a safe environment in which learning takes place (TS1, TS7). Student books show that she is giving regular feedback (TS2) and students are encouraged to reflect on their work and the progress that they are making. She has demonstrated a good understanding of the assessment requirements for the GCSE course and is implementing the department policy of regular low stake assessments and formal summative assessments in both KS3 and KS4 (TS6). Alexa undertakes two duty slots a week, and often raises concerns about inconsistencies in the enforcement of school rules regarding uniform and conduct. She has developed strong links with the SEND team and works well with support staff (TS8). Alexa has engaged fully with the ECF and has used observations of more experienced colleagues as a basis for evaluating her own practice.

#### Example B

Fred is a valued member of the school, and he sets high standards to inspire and motivate our children and he has a great relationship with all pupils in his class (TS1). He has worked closely with the SENCO to establish where the children in his class need further support and this has helped to promote good progress and outcomes for the children (TS2). His rigorous planning demonstrates his very good subject knowledge and he is able to adapt his lessons, when required (TS3, TS5). Fred differentiates to suit the different ability requirements in his mixed ability class and he has identified gaps and planned how to fill these with the support of other staff (TS6, TS8). A recent drop in lesson observation saw Fred deploying a variety of behaviour management strategies (TS7) and there was a very good learning atmosphere in the classroom. Fred is running a reading club after school and will be leading a class assembly (TS8).

## Appendix B

### Example comments by the Induction Tutor for an ECT who is not on track

#### Example C

Lesson observations and scrutiny of pupils work have highlighted concerns about Tom's progress towards meeting the Teachers' Standards.

TS2 – Lesson observations and phone calls from parents have highlighted a disconnect between

what students are doing and what Tom is doing in lessons. Tom must focus the lesson on the students and the tasks they are completing, making sure that he is circulating, listening and responding to them.

TS5 – Drop in observations and exercise books show that Tom is not making appropriate adaptations to his lessons, particularly for low prior attainers, in order to allow them to progress and acquire knowledge. Tom must ensure that all students in his classes are able to access the work.

TS6 – Exercise books are not being marked in line with departmental policy. Tom must mark books regularly to ensure that he is monitoring progress and planning accordingly.

TS7 – Lesson drop in observations and discussions with Tom have shown that he is not following the school behaviour for learning policy. Tom has not managed to develop positive relationships with all his classes through praise and strong and effective planning. Although he attended safeguarding training at the start of the year, he is not following safeguarding protocols regarding student safety and well-being.

#### **Example D**

TS1 – Lesson observations and student books indicate that Jane is not consistently challenging children appropriately and some children are not being given more challenge or extension tasks when they have finished their work.

TS3 – Planning showed that Jane was not clear about some grammatical rules in English that she was going to be teaching to her class. Her planning needs to be more thorough and researched to ensure clear understanding of what is going to be taught and potential areas for misconceptions.

TS4 – A lesson observation raised a concern about Jane's lesson delivery. She must plan and teach well-structured lessons with appropriate pace, pitch and challenge and there needs to be clear explanations and modelling in each lesson.

TS8 – At a parents meeting, Jane was not prepared and was not able to give a clear picture of each child's achievement. Parental complaints indicated an inappropriate manner with parents. Jane must revise her way of communicating with parents so that accurate information is communicated effectively and as intended.