

# How to register your new ECTs for 2023-2024

## A STEP-BY-STEP GUIDE

### STEP 1

## Register for L.E.A.D. Teaching School Hub Appropriate Body services on ECT Manager

### Register your ECTs on [ECT Manager](#)

If this is the first time of registering your school with us you must do the following before you can do the above:

- If you are moving ECTs from another AB, please inform this AB of your intention to change AB giving the names of the ECTs that you wish to move.
- To register for the first time with L.E.A.D. Teaching School Hub for AB, click [here](#).
- On receipt of our welcome email, register yourself as Induction Tutor and your Headteacher on [ECT Manager](#).
- Now add your ECTs to [ECT Manager](#).  
*\*Please be aware that only ECTs, Induction Tutors and the Headteacher have access to this system.*

### STEP 2

## Register with the DfE Service

### Register your new ECTs and mentors on the [DfE Portal](#).

If your Induction Tutor has changed, please update this first [here](#). *Please ensure that you link all ECTs to a specific mentor name.* If you are moving to work with us from another provider you will need to indicate this when asked.

To complete this step, you will need to have decided the ECF route that you are offering your ECT. You can choose from:

- a fully funded provider-led programme;
- using DfE-accredited materials to deliver your own ECF induction; or
- designing your own ECF induction.

Before leaving the DfE portal, please review that all is correct by clicking on 'Manage Mentors and ECTs' and then clicking on each name. If you are changing your AB for your 2022-2023 cohort, you will need to click on each ECT and update the AB to L.E.A.D. Teaching School Hub.

The local and national recommended model is the Option 1 - DfE Provider led route (formerly known as the FIP - Full Induction Programme)

If you are unsure about which option to choose, please contact [stacey@leadtshub.co.uk](mailto:stacey@leadtshub.co.uk) to discuss this further.

### STEP 3

## Make the arrangements for your ECF delivery.

#### OPTION 1

##### DfE Provider led route (formerly known as FIP)

If you are new to EDT you will need to complete your expression of interest [form](#) for 2023-2024 to partner with them.

#### OPTION 2

##### Using DfE-accredited materials to deliver your own ECT induction (formerly known as CIP)

Please contact [stacey@leadtshub.co.uk](mailto:stacey@leadtshub.co.uk) for details of how to secure your materials and the fidelity checking process required.

#### OPTION 3

##### Design your own ECF-based induction

Please contact [stacey@leadtshub.co.uk](mailto:stacey@leadtshub.co.uk) for details of the fidelity checking process required.