

How to transfer your current and register new ECTs for 2023-2024 for ECT provider led programmes

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

Complete your EDT expression of interest form [here](#) for 2023-2024.

To transfer your current ECTs and mentors:

- Contact your current ECF Lead Provider, indicating your intention to change.
- Please email ecf@edt.org to inform EDT of the name, TRN and academic year of the start of their induction (either 2021-2022 or 2022-2023) for each current ECT that you wish to transfer.
- Email continuing-professional-development@digital.education.gov.uk to make clear that you wish to transfer all your ECTs and mentors to a new training provider. Include: school name, URN, new lead provider name (Education Development Trust/ EDT), new delivery partner name (L.E.A.D. Teaching School Hub) and the date the new provider will commence training (01/09/23).
- The DfE will update this information on the DfE portal.
- You will need to indicate that your current ECTs are now with L.E.A.D. Teaching School Hub for Appropriate Body. To amend this on the portal click on 'Manage mentors and ECTs'. Click on the ECT name and click 'change' next to AB. Select L.E.A.D. Teaching School Hub rather than your previous provider.

To register your new ECTs and mentors:

- Register your new ECTs and Mentors on the [DfE Portal here](#). Please ensure that you link all ECTs to a specific mentor name. If you are wanting to work with a new AB and ECF provider from this year, you will need to indicate this when asked, using the information below to complete this.
- Your ECF Lead Provider is: Education Development Trust (EDT)
 - Your ECF Delivery Provider is: L.E.A.D. Teaching School Hub
 - Your AB is: L.E.A.D. Teaching School Hub
 - Ensure you have completed the EDT EOI 2023-2024 form as directed at the beginning of this section.

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.