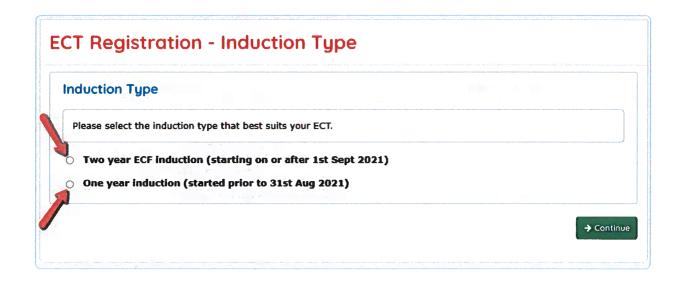
Register an ECT

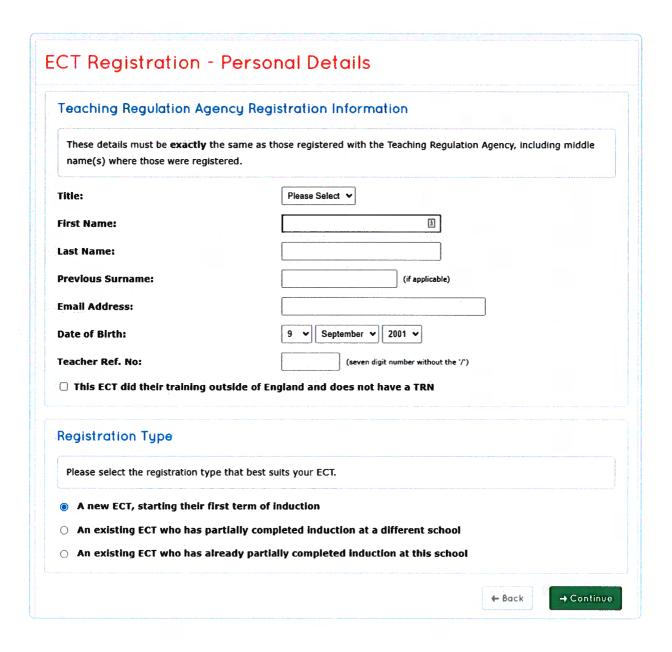
- 1 Go to Schools in the top main menu, search for the school. Click on the school's name.
- 2 In the left hand menu select Register an ECT
- 3 Select the induction type



Teaching Agency Registration Information

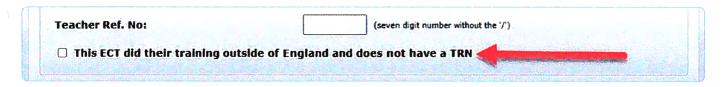
24/05/2023, 11:26 Register an ECT

1 Complete all of the required information.



When selecting the registration type depending on what option you select you will be presented with different questions in the next steps these are very straightforward and easy to answer.

Please Note:



1 You can register an ECT that does not have a Teacher Reference Number. You can tick the box to say they trained outside of England. If this box does not appear under the TRN box you will need to <u>update your settings</u>.

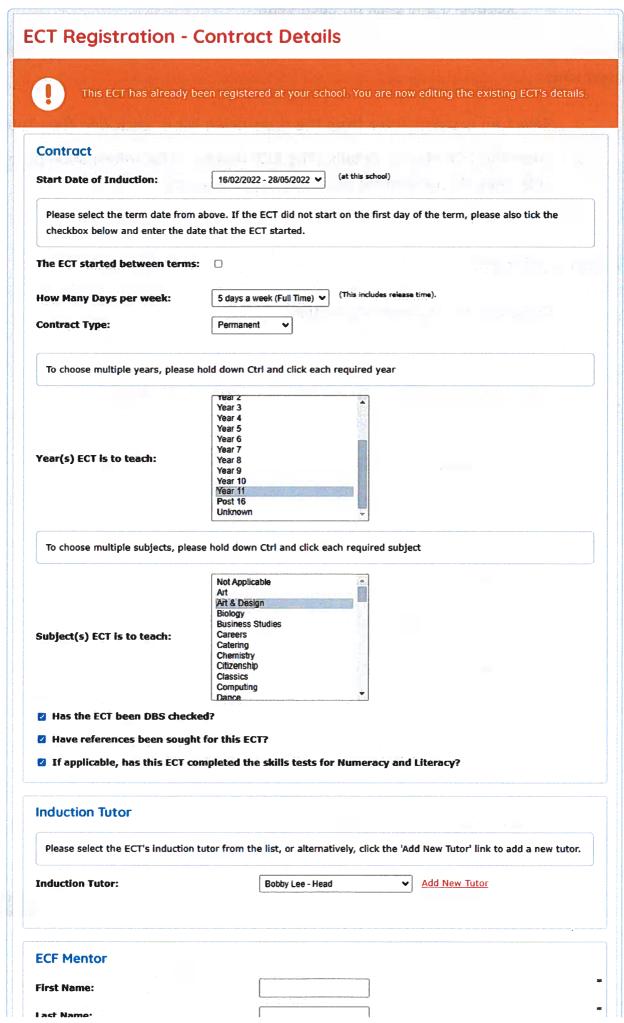
Z4/U0/ZUZ3, TTZ0 Register an ECT

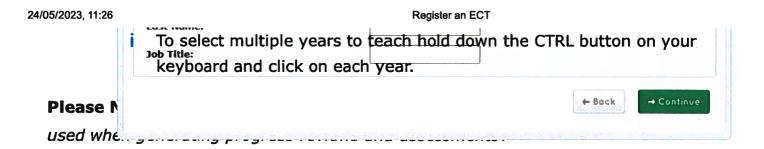
2 The Last Name and Date of Birth must exactly match what is registered with the TRA.

3 Click the green Continue button to move on to the next step

Contract Details

1 Complete all of the required information.

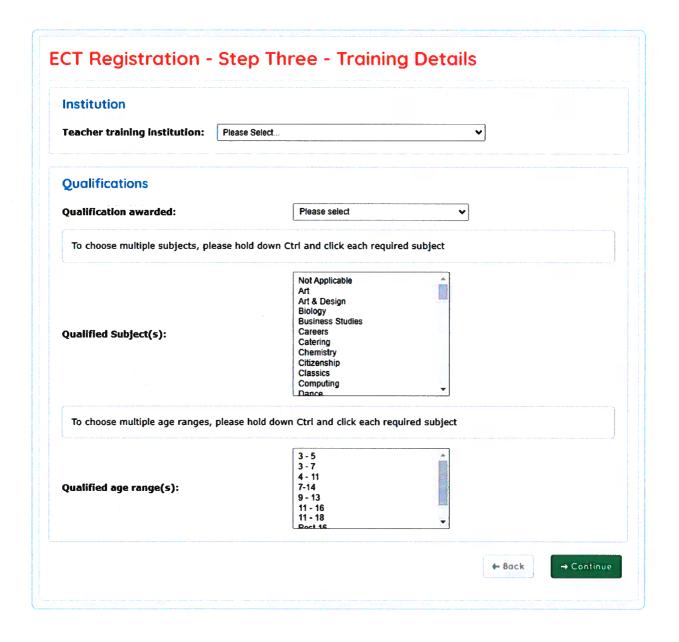




- 1 Select an existing Tutor from the drop-down list or click Add New Tutor.
- 2 Enter the ECF Mentor details (The ECF mentor is for information purposes only, they do not require access to ECT Manager)
- 3 Click the green Continue button to move on to the next step.

Training Details

1 Complete all required information.

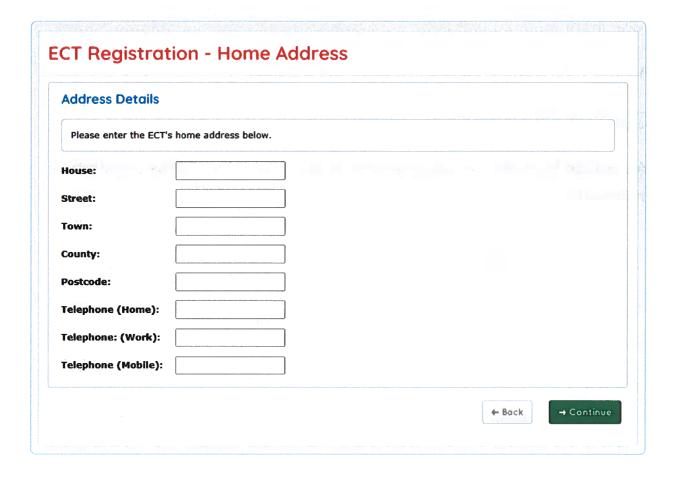


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- i If the teacher training institute is not available select Other.
- ii To select multiple qualified subjects hold down the CTRL button on your keyboard and click on each subject.
- iii Click the green Continue button to move on to the next step.

Home Address

1 Complete all required information.

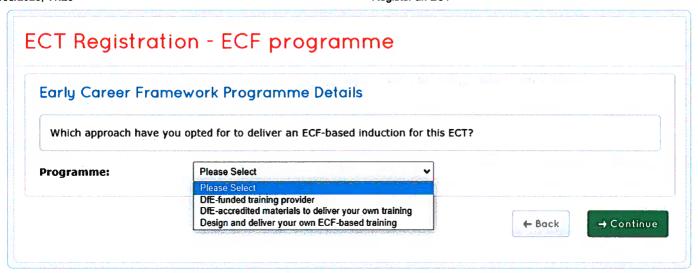


2 Click Next Step.

ECF Programme

1 Select from the drop-down box what approach you have opted for to deliver an ECF-based induction for the ECT.

24/05/2023, 11:26 Register an ECT



Answer the relevant questions and press Continue

Confirm Registration Details

You will be taken to the last page where you can confirm all the registration information.

Confirm Registration Details

Confirmation

Please check each item of information to ensure that it is correct. If you wish to alter any of the details then click the Edit button beneath that section. You will be taken back to that step of the registration process where you can alter any of the information.

Induction Type

Induction Type:

Two year ECF induction (starting on or after 1st Sept 2021)

Register an EU i



Personal Details

Title:

Mr

First Name:

Luke

Last Name:

Combs

Previous Surname:

Email Address:

Luke.Combs@Testing.co.ukkkk

Date of Birth:

21/5/2001

Teacher Ref. No:

6412594

/ Edit

Contract Details

Year(s) to teach:

Year 11

Subject(s) to teach:

Art & Design

Employment Type:

Full Time

Contract Type:

Permanent Contract

Start Date of ECT:

16/02/2022

DBS Checked:

Yes

References Sought:

Yes

Tutor:

Bobby Lee

Tutor Position:

Head

Mentor:

Andrew Santino

Mentor Position:

Edit

Training Information

Training heads the ECT's details and correct. If you need to edit any of the qualification and it will take you back to the qualification that section and it will take you back to the qualification and it will take you back to the

Quelified Age range(s): en confirm button to Complete Registration.

First term of induction:

Yes

The Headteacher will be prompted to digitally sign the registration form. ECT Manager will complete the employer access checks with the TRA and will bring back any key information about this ECT. You can then complete your

authorisation checks on the <u>New Registrations page</u>. When you authorise the House:

BUT they will receive an email from ECT Manager containing their 6 digit

username and password.

street:

21 Jump Street

Town:

The Shire

County:

Kent

Postcode:

SH4 U73

Telephone (Home):

0504555554

Telephone (Work):

2130455555

Telephone (Mobile):

8654555785

/ Edit

Previous Schools if transferred during Induction Period

No previous schools added...

JE Edit

Additional Information

Add any additional information that the tutor or NQT feel is important to the registration process

Do you feel there is additional information the AB should be made aware of?:

No

What is this information?:

fsdfdfdfs

/ Edit

Early Career Framework Programme

Programme:

School-based Programme

/ Edit

Complete Registration

Is all the information above correct? If so, then click the 'confirm' button below to proceed.

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