

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

ECT Registration - Induction Type

Induction Type

Please select the induction type that best suits your ECT.

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

One year induction (started prior to 31st Aug 2021)

[→ Continue](#)

Teaching Agency Registration Information

1 Complete all of the required information.

ECT Registration - Personal Details

Teaching Regulation Agency Registration Information

These details must be **exactly** the same as those registered with the Teaching Regulation Agency, including middle name(s) where those were registered.

Title:	<input type="text" value="Please Select"/>
First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Previous Surname:	<input type="text"/> (if applicable)
Email Address:	<input type="text"/>
Date of Birth:	<input type="text" value="9"/> <input type="text" value="September"/> <input type="text" value="2001"/>
Teacher Ref. No:	<input type="text"/> (seven digit number without the '/')

This ECT did their training outside of England and does not have a TRN

Registration Type

Please select the registration type that best suits your ECT.

- A new ECT, starting their first term of induction
- An existing ECT who has partially completed induction at a different school
- An existing ECT who has already partially completed induction at this school

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:

Teacher Ref. No: (seven digit number without the '/')

This ECT did their training outside of England and does not have a TRN

- 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 [update your settings](#).

- 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.

ECT Registration - Contract Details



This ECT has already been registered at your school. You are now editing the existing ECT's details.

Contract

Start Date of Induction: (at this school)

Please select the term date from above. If the ECT did not start on the first day of the term, please also tick the checkbox below and enter the date that the ECT started.

The ECT started between terms:

How Many Days per week: (This includes release time).

Contract Type:

To choose multiple years, please hold down Ctrl and click each required year

Year(s) ECT is to teach:

- Year 2
- Year 3
- Year 4
- Year 5
- Year 6
- Year 7
- Year 8
- Year 9
- Year 10
- Year 11
- Post 16
- Unknown

To choose multiple subjects, please hold down Ctrl and click each required subject

Subject(s) ECT is to teach:

- Not Applicable
- Art
- Art & Design
- Biology
- Business Studies
- Careers
- Catering
- Chemistry
- Citizenship
- Classics
- Computing
- Dance

- Has the ECT been DBS checked?**
- Have references been sought for this ECT?**
- If applicable, has this ECT completed the skills tests for Numeracy and Literacy?**

Induction Tutor

Please select the ECT's induction tutor from the list, or alternatively, click the 'Add New Tutor' link to add a new tutor.

Induction Tutor: [Add New Tutor](#)

ECF Mentor

First Name:

Last Name:

To select multiple years to teach hold down the CTRL button on your keyboard and click on each year.

Job Title:

Please Note

used when

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- 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.

ECT Registration - Step Three - Training Details

Institution

Teacher training Institution:

Qualifications

Qualification awarded:

To choose multiple subjects, please hold down Ctrl and click each required subject

Qualified Subject(s):

- Not Applicable
- Art
- Art & Design
- Biology
- Business Studies
- Careers
- Catering
- Chemistry
- Citizenship
- Classics
- Computing
- Dance

To choose multiple age ranges, please hold down Ctrl and click each required subject

Qualified age range(s):

- 3 - 5
- 3 - 7
- 4 - 11
- 7-14
- 9 - 13
- 11 - 16
- 11 - 18
- Post 16

- 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.

ECT Registration - Home Address

Address Details

Please enter the ECT's home address below.

House:	<input type="text"/>
Street:	<input type="text"/>
Town:	<input type="text"/>
County:	<input type="text"/>
Postcode:	<input type="text"/>
Telephone (Home):	<input type="text"/>
Telephone: (Work):	<input type="text"/>
Telephone (Mobile):	<input type="text"/>

- 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.

ECT Registration - ECF programme

Early Career Framework Programme Details

Which approach have you opted for to deliver an ECF-based induction for this ECT?

Programme: Please Select ▼

Please Select

DfE-funded training provider

DfE-accredited materials to deliver your own training

Design and deliver your own ECF-based training

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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)

 Edit

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

1 Check that the ECT's details are correct. If you need to edit any of the information click on 'edit' next to that section and it will take you back to the relevant page on the registration form.

2 Click the green confirm button to Complete Registration.

3 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 [New Registrations page](#). When you authorise the ECT they will receive an email from ECT Manager containing their 6 digit username and password.

Home Address

House: 5044
Street: 21 Jump Street
Town: The Shire
County: Kent
Postcode: SH4 U7J
Telephone (Home): 0504555554
Telephone (Work): 2130455555
Telephone (Mobile): 8654555785

 Edit

Previous Schools if transferred during Induction Period

No previous schools added...

 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?: fsdfdfds

 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.

✓ Confirm

