

Registrations

The Appropriate Body

Three-step registration guide



New

New for 2026:

Register Early Career Teachers (RECT)

The DfE has launched a new online form system, 'Register Early Career Teachers' (RECT), replacing the old service for managing ECTs and mentors. RECT aims to improve usability, reduce workload, and enhance data accuracy and transparency.



DfE sign-in

To access RECT, your school's Induction Tutor will need a DfE sign-in account

DfE sign-in process

- ✓ Appoint a sign-in approver (usually the headteacher or admin staff) to verify users.
- ✓ Users create an account, select their school, and request access to services.

[Access the DfE sign-in or get help.](#)



Key changes

- Multiple school staff can now access and use the registration service.
- Schools can register their early career teachers following the three-step approach.

Three-step registration process

1 Register with the DfE (RECT)

[Register with DfE RECT](#)

Register all new and transferring ECTs and mentors through RECT. This system is used to manage registrations and update details throughout the year.

Keeping RECT up to date ensures:

- ECTs and mentors can access their training
- Providers receive accurate participant information
- Schools receive the correct DfE funding

The information recorded in RECT is directly linked to DfE funding and training allocations.

2 Register with the Appropriate Body

[Register your school and ECT](#)

Use the checklist on page 2 to ensure you have all the necessary information to complete your ECT's registration with the Appropriate Body

REMINDER

Induction only officially begins once your ECT has been registered with the Appropriate Body.

3 Register with your chosen provider

Register with your chosen Provider, choosing either the Provider-led or School-led* programme using your Provider's expression of interest form.

*If a school delivers a school-led ITTECF programme, additional quality assurance is required to ensure ECT entitlement. This is completed using Form A, available from the Appropriate Body.

The Appropriate Body must complete fidelity checks before induction, so early submission of Form A is strongly recommended.

The Appropriate Body Registration Checklist



Before starting the registration process, we highly recommend gathering all the necessary information to assist in a smoother completion of the online form.



ECT's personal details

- ☐ Teacher reference number
- ☐ Title, first and last name of ECT
- ☐ Previous surname (if applicable)
- ☐ School email address where possible
- ☐ Date of birth



Service level package

- ☐ Appropriate Body & provider-led programme.
- ☐ AB & school-led programme – using materials **in full**
- ☐ AB & school-led programme – using materials **in part**
- ☐ AB & school-led programme – **not** using materials



Registration type

Is your ECT starting their first term of induction?

- ☐ Yes, the ECT is new to induction and is starting their first term.
- ☐ No, the ECT has already completed one or more terms of induction.



Contract details

- ☐ Start date of teaching
- ☐ Days per week
- ☐ Contract type (perm/temp/end date)
- ☐ Reason for temp contract and end date
- ☐ Number of terms registering for
- ☐ Year(s) and subject the ECT will teach
- ☐ Has DBS been checked?
- ☐ Have references been sought?



Name of induction tutor

- ☐ Tutor position ☐ Name of induction tutor
- ☐ Mentor position ☐ Name and details of mentor



Training and qualifications

(information about ITE training)

- ☐ Training Institute
- ☐ Qualification awarded
- ☐ Qualified subject(s)
- ☐ Qualified age range(s)



Digital signature

- ☐ Digital signature of the headteacher



ECT's address details

- ☐ Address
- ☐ Postcode
- ☐ Telephone (home)
- ☐ Telephone (work)
- ☐ Telephone (mobile)



Previous school

(Required if an ECT has served part of induction before starting at your school)

- ☐ Name of previous school
- ☐ Address and telephone number
- ☐ Previous Appropriate Body
- ☐ Number of terms served
- ☐ Number of days absent at previous school

Please note: It is the responsibility of the headteacher to obtain previous reports from the ECT's previous school or the headteacher can grant permission for the SYTH Appropriate Body to do this on their behalf.



ITTECF programme

You will need to select from:

- ☐ Provider-led
- ☐ School-led

If selecting 'provider-led', choose the Delivery Partner and their Provider. (E.g South Yorkshire Teaching Hub - delivery partner and National Institute of Teaching (NlOT) - provider)

If you are choosing the school-led programme you need to complete Form A or Form B and return the relevant form to the Appropriate Body before registration can be authorised.



Additional information required

- ☐ Confirmation of 'fitness to work' check.
- ☐ Confirmation that the ECT's early career profile/targets/priority objectives from their ITT year have been seen.
- ☐ Confirmation that any previous employment contributing to statutory induction has been discussed with the ECT.



Associated schools

If your ECT is serving induction in more than one school simultaneously, you will need record the name of the school.