



Q&A from event 06 & 08 July: Appropriate Body & ECF

The link to start the registration of ECTs to the Hub Appropriate Body is

<https://southyorkshireteachinghub.nqtmanager.com/login.aspx>

Please click the link above and go to...

- ➔ **Blue box 'Register your school'**
- ➔ **Select your school via drop down box** (if your school is not showing please contact Louise at the Hub)
- ➔ **Louise will authorise and you will receive login email** from NQT/ECT Manager and then have the option to change your password
- ➔ **Add school details, induction tutor details and register your ECT**

<https://southyorkshireteachinghub.nqtmanager.com/Login.aspx>

Register Your School
 If you are from a school and your school is new to this website, your school's induction coordinator will need to register their details. They will then need to be authorised by the Appropriate Body.

Register your school

Select your school from the dropdown box and complete the required information– inform the Hub that this is complete and we will then authorise.

NQT Coordinator Details

School:

(If your school is not shown in this list, it means that you already have a coordinator registered and they will need to [click here to login](#).)

When the school has been authorised you will receive a login email from ECT Manager, you can change your password to one more memorable. Once you are set up you can change school details, add induction tutors and register your ECT's.

- ➔ **1. Agree to Terms & Conditions**
- ➔ **2. ECT Registration, select either**
Two year - Sept '21 starter
Or
One year pre-Sept 2021 cohort
- ➔ **3. ECT details and Service level type**
- ➔ **4. Registration type, either**
New ECT starting first term OR
Existing ECT partly completed Induction in your school OR
Existing ECT partly completed induction in another school

1

List of NQTs

Current Tutors

Register an NQT

Administrator Details

Documents

School Details

Passwords

Available Courses

Booked Courses

School Audit Log

2

ECT Registration - Induction Type

Induction Type

Please select the induction type that best suits your ECT.

Two year ECT Induction (starting on or after 1st September 2021)

One year Induction (started prior to 31st August 2021)

3

ECT Registration - Terms/Details

Service Levels:

AB & FIP

AB & CIP

AB & SIP

or just AB services

4

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 already partially completed induction at this school

An existing ECT who has partially completed induction at a different school

The next section will be to complete the contract details for the ECT, Induction Tutor information and ECF Mentor information along with the training details for the ECT.

South Yorkshire Teaching Hub are the Delivery Partner and Education Development Trust are the Provider for the Full Induction Programme.

- ➔ **Continue steps and complete ECTs contract details, Induction Tutor and ECF Mentor details, induction programme you school will follow – FIP, CIP or SIP**

Please contact Louise Allsop if you require any assistance registering or if you have a question
lallsop@southyorkshireteachinghub.org OR telephone 0114 2357980 ext 2940

Q Is ECT Manager the same as NQT Manager?

Yes, they are the same. NQT Manager will become ECT Manager to reflect the changes and new regulations. It is an online system that makes it easy for Appropriate Bodies and schools to manage every part of the ECT (NQT) induction process in one place.

Q How do the AB and ECF fit together?

The role of the AB is to provide quality assurance, ensure that new teachers receive their statutory entitlements and are fairly and consistently assessed. DfE have given the AB responsibility for checking that ECTs are receiving an induction programme of support and training based on the early career framework

Our role as an AB is to oversee induction regardless of the Provider or Induction Programme (FIP, CIP, SIP)

Q Who are the training and development events for?

The AB events are for

- ECTs - Welcome to the Profession
- Induction Tutors – session 1: Role & Responsibilities
- Induction Tutors – session 2: Supporting ECTs and C4C process & Writing Progress Reviews and Assessment Reports

Q What about training for ECF Mentors?

The Full Induction Programme supports the development of ECF Mentors, through perhaps a local group training and networking session, webinars, access to self-study materials, reading (dependent on the Provider). Schools choosing to deliver Induction through the Core or School-led Programmes will support their ECF Mentor's development. This is not the role of the AB, however the Hub will certainly support schools, if required.

Q When should I register the ECT with an Appropriate Body?

You can start the registration process straight way, next week, during the summer holiday (!), first day in September. Some schools do register in September, however, it is important not to delay the process so that induction can start promptly and it is reassuring to the ECT and colleagues in school that everything is in place for a smooth start.

Q Where will the AB training events be held?

We have planned for events to be face to face in the main, with some remote briefings after school too. Remote sessions will be shorter, more 'information giving' rather than the full, active training sessions. Sessions will be held at Rockingham PDC, Rotherham and at Sheffield Hallam University. We want to give colleagues a choice of either attending in Rotherham or Sheffield...or via zoom. Please see events timetable for dates and times.

There are training and development sessions in the Autumn, Spring and Summer terms. Training in Spring will support tutors for January starters and Summer training will prepare tutors for September 2022 starters!

Book on to training via the ECT Manager ' under tab 'Courses' and select the training you wish to attend

Q What is the cost of the HUB AB Services?

AB Services & Full Induction Programme is £250 per ECT per year
AB Services & Core or School-led Induction Programme is £300 per ECT per year
AB Services for 'pre-September 2021 cohort' £70 per NQT per term

Q Will part-time ECTs need a full hour meeting each week?

The ECF mentor will meet the early career teacher as requested by the ECF programme – this is weekly in Year 1 and fortnightly in Year 2, but this will be different for part-time ECTs. Part-time ECTs follow the same processes and have the same entitlements as FT ECTs. They will be out of sync with full-time ECTs but this is fine.

Q Can you briefly explain the meetings by the ECF mentor and induction tutor?

Meetings linked to the ECF programme (ECT and ECF mentor) will focus on professional learning and development, using the wealth of materials available, professional dialogue, expertise and experience of the mentor, in the context of the subject, phase, school.

Meeting linked to statutory induction (ECT and induction tutor) should be 'regular' – for example twice per half term would seem sensible. The induction tutor has more freedom to decide when to meet...and it depends on the needs of the ECT.

The AB will explain the roles of key colleagues in 'Induction Tutor Training – session 1.

Q Can the mentor and induction tutor be the same person?

DfE guidance says the ECF mentor and induction tutor are separate and different roles. DfE do also say that they can be held by the same person in 'exceptional circumstances'

Q Who writes the Progress Reviews and Assessment Reports?

It is the **induction tutor** who coordinates, monitors and **writes the Progress Reviews and Assessment Reports**. The tutor should liaise with the ECF mentor (and other colleagues involved in induction) to get that 'all round' picture of development and progress.

Q How will payment work in with reference to RoSIS subscription?

Fiona is finalising details and will circulate these to schools who are registered with the Appropriate Body, as soon as possible.

Q AB Services are cheaper if my ECT follows the Full Induction Programme?

Yes, this is correct. The Full Induction Programme (FIP) **does not require** any fidelity checking (ie additional checks pre-induction, mid-point of induction and at the end of induction and additional QA during induction), whereas the **Core and School-led Programmes DO require the fidelity checks** and the additional/deeper QA during induction.

Fidelity checks and additional QA lies with the A/Body now.

Q I can see that the ECF Mentor details are required on the registration form as well as the Induction Tutor, why is that?

Yes, the team at ECT Manager worked with DfE and it was decided to include ECF Mentor details on the registration form. The ECF Mentor will not have access to the ECT Manager system at all – it is the ECF Mentors role to support the professional development and learning of the ECT and the Induction Tutors role to monitor progress, complete observations and feedback and write Progress Reviews and Assessment Reports

Q I appointed another ECT yesterday, I have already registered one ECF Mentor and ECT with DfE and AB. How do I add another additional Mentor and ECT?

DfE have said to log back into your account and follow the steps!

If this doesn't work, please contact the Hub and we will contact DfE again.

From the AB point, log in to NQT/ECT Manager, go to 'New Registrations' and follow steps, as described page 1.

You can change the name of Induction Tutor on the ECT Manager, or drop Louise an email and ask for a change of name/role.

Q What happens if an ECT from September is on a 1-year temporary contract?

The ECT will complete the first year of induction and will leave with the first Assessment Report from your school. The ECT would, in their next school 'pick up' and follow the Induction Programme in that school. Funding follows the ECT.

Q On ECT Manager it says that the award of QTS must be verified. What does this mean?

As a school, you should go onto the DfE secure access website to check the ECT has QTS. You can register your ECT with the A/Body and this will be 'held' until DfE confirm that QTS has been awarded. This information is sent to the A/Body and only then, can the A/Body authorise the registration.

The early roll-out and expansion of early roll out were trialling the programmes, processes and materials in preparation for National Roll-Out, September 2021. The roll-out was also intended to support and develop NQTs in 'hot spot' areas over the country where teacher retention is lower.

DfE have listened to feedback and adapted and amended, in preparation for this Autumn.

Q What role do most induction Tutors have in school? Are they mainly from SLT?

This does vary in a school, for example in a small school setting where there are fewer teachers, the role may well be undertaken by a colleague from SLT.

In a secondary school setting it may well be the subject leader or an experienced mentor who is wants to develop and take on the responsibility of Induction Tutor. It may be a member of SLT too. Definitely a colleague, with experience, but again, not specified in guidance from DfE.

Q Should a mentor be subject or phase specific?

There is no hard and fast rule here but content and application should be discussed in relation to the ECTs specialism, school setting. The ECT is at the heart.

Many thanks to all colleagues for attending the briefings this week – your time and support is very much appreciated - YOU are experts.

We would be delighted to work with you and colleagues in your school to support the journey of our fabulous ECTs, in our schools, in our region, for our young people.

Please be in contact if we can support in any way – there will be colleagues at the Hub over the summer period.

Have a wonderful summer when it comes round and enjoy that well-earned rest.
Best regards from us all @ Appropriate Body.

Helen, Andy, Alastair, Matt, Vicky and Louise



<https://www.southyorkshireteachinghub.org/>

ECT Appropriate Body Service			
Event	Dates	Times	Venues
Autumn Term			
Induction Tutor Training – Session 1	Tues 14 September 2021	1.15 – 4.00pm	SHU
	Wed 15 September	1.15 – 4.00pm	RPDC
	Thurs 16 September	3.30 – 5.00pm	Remote delivery
ECT Welcome	Tues 21 September	4.00 – 5.30pm	SHU (lecture theatre)
	Wed 22 September	4.00 – 5.30pm	RPDC (hall)
	Thurs 23 September	3.30 – 5.00pm	Remote delivery
Induction Tutor Training – Session 2	Tues 09 November	1.15 – 4.00pm	RPDC
	Wed 10 November	1.15 – 4.00pm	SHU
	Thurs 11 November	3.30 – 5.00pm	Remote delivery
Spring Term			
Induction Tutor Training – Session 1 (repeat)	Tues 11 January 2022	1.15 – 4.00pm	SHU
	Wed 12 January	4.00 – 5.30pm	Remote delivery
ECT Welcome	Tues 18 January	4.00 – 5.30pm	SHU
	Wed 19 January	4.00 – 5.30pm	Remote delivery
Induction Tutor Training – Session 2 (repeat)	Wed 09 March	1.15 – 4.00pm	SHU
	Thurs 10 March	4.00 – 5.30pm	Remote delivery
Summer Term			
Induction Tutor Training – Session 1 (repeat)	Tues 05 July	1.15 – 4.00pm	SHU
	Wed 06 July	1.15 – 4.00pm	Rotherham
	Thurs 07 July	3.30 – 5.00pm	Remote delivery

‘Coming together is a beginning; keeping together is progress; working together is success’