



Registering on TSH Berkshire's ECT manager system

The following slides take you through the registration process with screenshots from the ECT manager system

ECT Manager – Induction tutor dashboard



This is what your homepage (or dashboard) looks like as an induction tutor.

The screenshot shows the ECT Manager dashboard for a Training School. At the top right, it says "Logged in as Training Tutor" with a gear icon. Below this are "Log Out" and "Help & Support" buttons. A navigation bar contains "Your ECTs", "Reports", "Tutors", "Courses", "Resources", "My Account", and "Help & Support". The main heading is "Dashboard - Training School". An orange notification bar states: "We have added some new features to ECT Manager, check the [What's New](#) page for more details." The dashboard features nine interactive tiles:

- Upcoming Reports**: See report status and due dates. (Icon: envelope)
- Register ECT**: Add a new ECT, or transfer an existing one to your school. (Icon: graduation cap)
- Update My Login Details**: Change your login, email address and your password. (Icon: key)
- Update My Personal Details**: Change your name, email address and phone numbers. (Icon: person with list)
- Helpdesk**: Add a helpdesk ticket if you are having problems using the site. (Icon: lifebuoy)
- Help Centre**: Search our help guides here. (Icon: book)
- Available Courses**: Courses available for teachers at your school. (Icon: bar chart)
- Booked Courses**: Courses already booked for teachers at your school. (Icon: calendar)

ECT Manager

The resources area contains guidance documents and handbooks that we have put together.



Logged in as Training Tutor

Log Out [Help & Support](#)

Your ECTs Reports Tutors Courses **Resources** My Account Help & Support

Dashboard - Training School

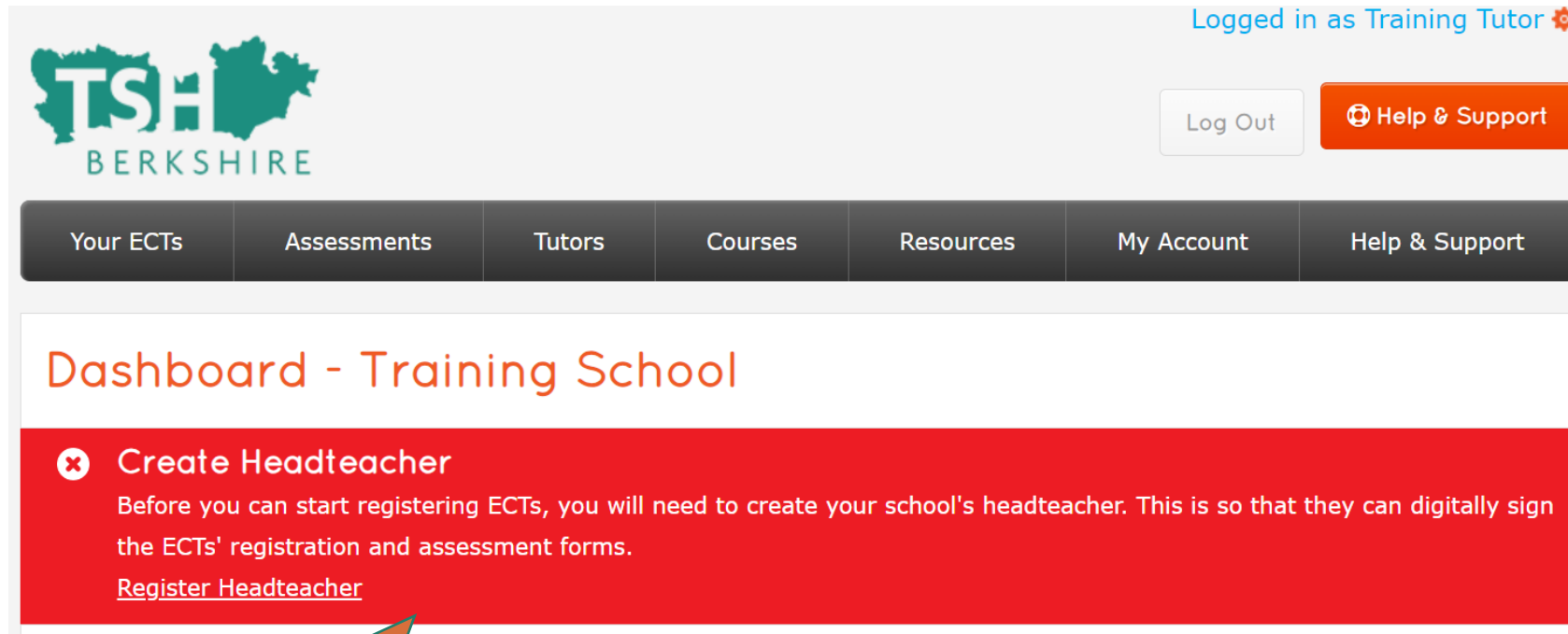
We have added some new courses to ECT Manager, check the [What's New](#) page for more details.


- Upcoming Reports**
See report status and due dates.
- Register ECT**
Add a new ECT, or transfer an existing one to your school.
- Update My Login Details**
Change your login, email address and your password.
- Update My Personal Details**
Change your name, email address and phone numbers.
- Helpdesk**
Add a helpdesk ticket if you are having problems using the site.
- Help Centre**
Search our help guides here.
- Available Courses**
Courses available for teachers at your school.
- Booked Courses**
Courses already booked for teachers at your school.


Click here to start the registration process for a new ECT

You can search the help guides or raise a helpdesk ticket with us if you have any problems

Register Headteacher

A screenshot of the TSH Berkshire dashboard. At the top right, it says 'Logged in as Training Tutor' with a gear icon. Below this are 'Log Out' and 'Help & Support' buttons. A navigation bar contains links for 'Your ECTs', 'Assessments', 'Tutors', 'Courses', 'Resources', 'My Account', and 'Help & Support'. The main content area is titled 'Dashboard - Training School' and features a red banner with a warning icon and the text 'Create Headteacher'. Below this, it explains that a headteacher must be created before registering ECTs and provides a link to 'Register Headteacher'.


Logged in as Training Tutor 

 TSH BERKSHIRE

Log Out [Help & Support](#)

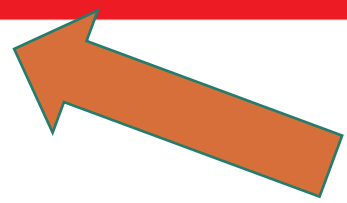
Your ECTs Assessments Tutors Courses Resources My Account Help & Support

Dashboard - Training School

 **Create Headteacher**

Before you can start registering ECTs, you will need to create your school's headteacher. This is so that they can digitally sign the ECTs' registration and assessment forms.

[Register Headteacher](#)



If your school is new to working with us, before you start to register ECTs, you will need to register your Headteacher.

Register Headteacher



Your ECTs

Assessments

Tutors

Courses

Resources

My Account

Help & Support

Create a Headteacher

Please fill out each of the various sections below of the Head Teacher's details. Once all sections have been completed, click the 'save details' button at the bottom of the page.

First Name:

Last Name:

Telephone:

Mobile:

(Mobile is not required but you'll be able to request username/password sent by SMS)

Email:

Confirm Email:

Opt Out of Marketing Emails:

(Assessment reminders will still be sent.)

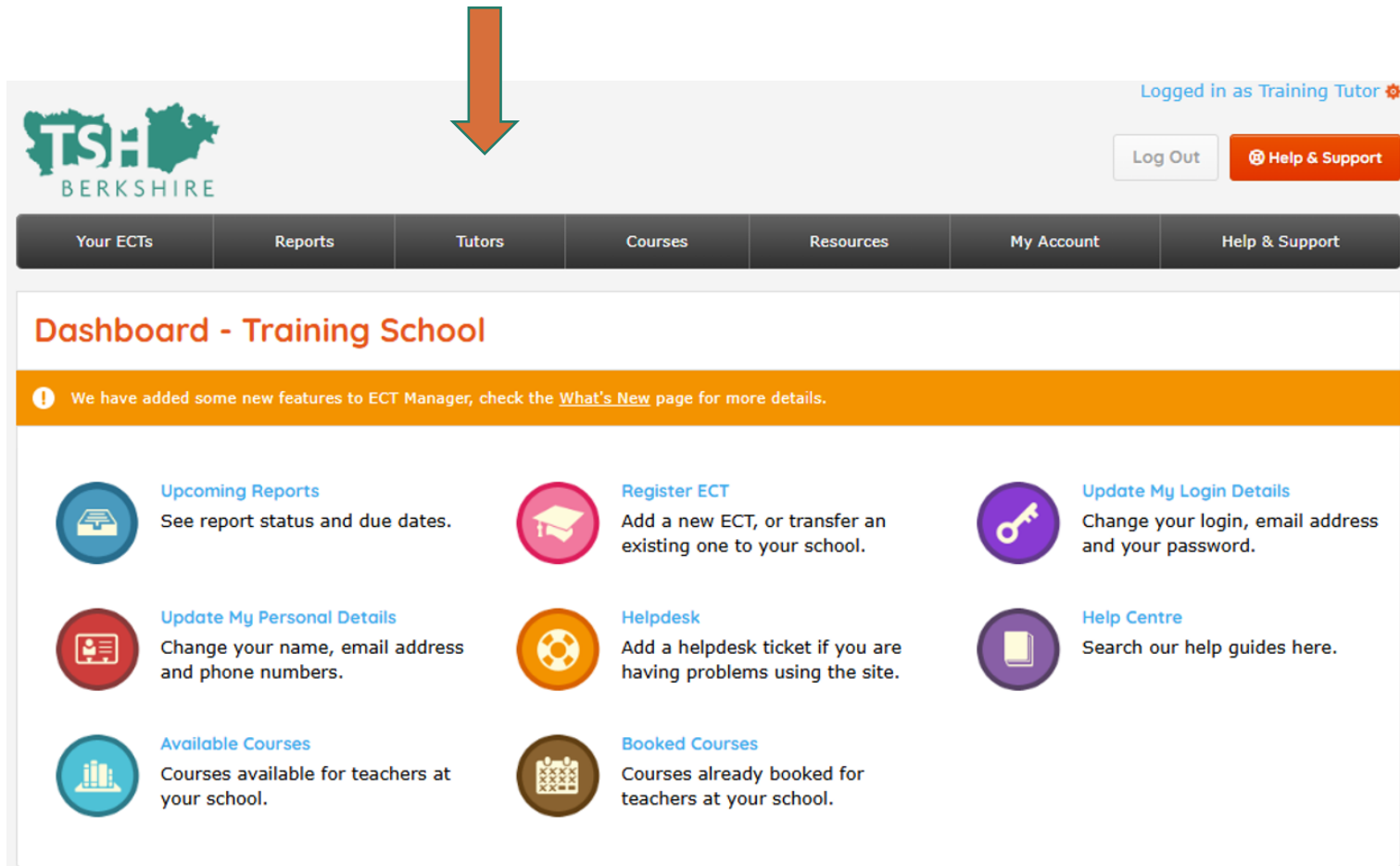
Received Training:


No (Not ECT Manager Training)


 Save

Fill in the details for your Headteacher and click save.

Register tutor (optional)












Logged in as Training Tutor 

Log Out  Help & Support

Your ECTs Reports **Tutors** Courses Resources My Account Help & Support

Dashboard - Training School

 We have added some new features to ECT Manager, check the [What's New](#) page for more details.

-  **Upcoming Reports**
See report status and due dates.
-  **Register ECT**
Add a new ECT, or transfer an existing one to your school.
-  **Update My Login Details**
Change your login, email address and your password.
-  **Update My Personal Details**
Change your name, email address and phone numbers.
-  **Helpdesk**
Add a helpdesk ticket if you are having problems using the site.
-  **Help Centre**
Search our help guides here.
-  **Available Courses**
Courses available for teachers at your school.
-  **Booked Courses**
Courses already booked for teachers at your school.

You might want to create additional “tutors”.

THESE ARE NOT THE SAME AS MENTORS.

Tutors in this sense are other senior staff who may be writing progress reviews or assessments. This is usually only the case in large schools with lots of ECTs where the school needs to spread the workload of assessing the ECTs.

Click on the “tutors” tab at the top.

Register tutor (optional)



- ECTs
- Assessments
- Tutors
- Schools
- TRA
- Content
- Settings
- Helpdesk
- Courses

List of Tutors - Training School

List of ECTs

[Current Tutors](#)

Register an ECT

Administrator Details

Documents

Fidelity Check

School Details

Passwords

Available Courses

Booked Courses

School Audit Log

Below is a list of the school's tutors. To view or change a tutor's details, or to look at their associated ECTs, please use the 'Edit' link next to the appropriate tutor. 'ECTs' is the number of ECTs who are currently assigned to that tutor.

Add a New Tutor

First Name	Last Name	Position	ECTs	
training	headteacher	Head	0	Edit
Training	Tutor	Tutor	3	Edit



Select "add new tutor" and complete the details

ECT Manager and Mentors

- Mentors do not need to be registered on ECT manager.
- You will be asked to put in the name of the mentor as part of the ECT registration process, but mentors do not need to access the system.
- This is because ECT manager is largely to do with the assessment process, and mentors should not be involved in assessing ECTs.

Register an ECT



Logged in as Training Tutor

Log Out [Help & Support](#)

Your ECTs Reports Tutors Courses Resources My Account Help & Support

Dashboard - Training School

We have added some new features to ECT Manager, check the [What's New](#) page for more details.

- Upcoming Reports**
See report status and due dates.
- Register ECT**
Add a new ECT, or transfer an existing one to your school.
- Update My Login Details**
Change your login, email address and your password.
- Update My Personal Details**
Change your name, email address and phone numbers.
- Helpdesk**
Add a helpdesk ticket if you are having problems using the site.
- Help Centre**
Search our help guides here.
- Available Courses**
Courses available for teachers at your school.
- Booked Courses**
Courses already booked for teachers at your school.

Click here to start the registration process for your new ECTs

Register an ECT



You will need the following information:

- First name
- Last name
- Any previous names (if applicable)
- Email address (NB please use a school email)
- Date of birth
- Teacher Reference Number
- Contract details (full time/part time etc)
- Training information – where they trained and what route it was (PGCE, QTS only etc)
- Home address
- Mentor name
- ITTECF training provider (lead provider, eg UCL, EDT etc and delivery partner, eg TSH Berkshire, Forest Learning Alliance etc)

The **name, date of birth and teacher reference number** must match exactly what is registered with the DfE. Otherwise, the ECT will come up as “not found” and **we will not be able to authorise them.**

Register an ECT



ECT Registration - Personal Details

DfE Registration Information

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

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

This ECT did their training outside of England and does not have a TRN, and will not be added to the DfE Exports

Title:

First Name:

Last Name:

Previous Surname: (if applicable)

Preferred Name: (if the ECT prefers to be known by another name you can enter it here (optional))

Email Address:

Date of Birth:

[→ Continue](#)

Register an ECT



Registration Type

Is this a new ECT starting their first term of induction?

- Yes – the ECT is brand new and starting their first term of induction**
- No – the ECT has completed previous induction**

If you are registering a new ECT joining your school, you have two options.

If the ECT has joined you from another school, you should choose the second option.

You will need to put in details about their previous school later in the process.

Register an ECT



ECT Registration - Contact Information

Address Details

Please enter the ECT's home address below.

House:

Street:

Town:

County:

Postcode:

TSH Berkshire doesn't normally use the ECT's personal contact details, but the system requires us to collect this.

Telephone Numbers

Home Telephone:

Work Telephone:

Mobile:

[← Back](#)

[→ Continue](#)

Register an ECT



ECT Registration - Training Information

Institution

Teacher Training Institution:

Qualifications

Qualification Awarded:

Qualified Subject(s):

- Not Applicable
- Art
- Art and Design
- Biology
- Business Studies
- Careers
- Catering
- Chemistry
- Childcare
- Citizenship
- Classics
- Computing

(to choose multiple subjects, 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

(to choose multiple age ranges, please hold down Ctrl and click each required age range.)

[← Back](#)

[→ Continue](#)

You are then asked for details about where the ECT trained, and their qualification.

Register an ECT



ECT Registration - Contract Details

Contract Information for this Registration

Please enter the statutory induction start date inline with the Appropriate Body term dates in the dropdown box (not the date the ECT is contracted/employed). If the ECT is starting mid term select the correct term in the drop down box and then tick the 'started between terms' box to enter the exact date.

Start Date of Induction:

Please Select ▼

The ECT started Between Terms:

How Many Days per week:

5 days a week (Full Time) ▼

(this includes release time).

Contract Type:

Permanent ▼

It is important that the start dates and days per week are correct as the system uses this information to calculate when progress reviews and assessments are due.

Register an ECT



Induction Tutor

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

* **Induction Tutor:**

Training Tutor (ID: 273831) - Tutor ▼

Mentor

It is expected that the ECF / ITTECF Mentor be a different individual to the Induction Tutor named above. ECF / ITTECF Mentors will not be responsible for completing progress reviews or assessments and therefore do not require access to ECT Manager. Stating below the name of the ECF / ITTECF Mentor being assigned to the ECT is sufficient.

* **First Name:**

* **Last Name:**

* **Job Title:**

← Back

→ Continue

You are asked to give mentor details, but that is for information only. Mentors do not need access to this system as they should not be writing the reports for ECTs.

Register an ECT



ECT Registration - ITTECF Programme

ITTECF Programme Details

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

* Programme:

Please Select...

← Back

→ Continue

There are 2 options here:

1. **Provider led** – this is if you are using one of the funded providers. This is the option to choose if you are doing our programme with UCL, or the programme offered by Forest Learning Alliance or any of the other funded providers.
2. **School led** – this is the option to choose if you are doing your own programme. If you choose this option you will need to have your programme fidelity checked by the AB.

Register an ECT



ECT Registration - ITTECF Programme

ITTECF Programme Details

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

* **Programme:**

Provider-led

Schools can choose to work with providers accredited by DfE who will design and deliver a programme of face-to-face and online training to ECTs and their mentors. This programme is funded by DfE.

Which programme delivery partner or teaching school hub are you using?

* **Delivery Partner:**

Which provider is your delivery partner using?

* **Provider:**

Please Select...

If you choose the provider-led option, you will be asked your delivery partner and provider.

The delivery partner is the organisation who is running the training sessions and delivering your programme locally – so this might be TSH Berkshire, or Forest Learning Alliance etc.

The provider is the over-arching organisation – so UCL (for TSH Berkshire) or Ambition, EDT etc.

[← Back](#)

Register an ECT



ECT Registration - ITTECF Programme

ITTECF Programme Details

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

* **Programme:**

Schools can choose to develop their own programme of training and support based on the ITTECF. The content of the framework must be covered in full. Schools can choose to use, in full or in part, the freely available school-led materials, which include ready-to-use materials and resources for early career teachers and mentors, to deliver their own ECT and mentor support. These materials have been accredited by DfE and quality assured by the Education Endowment Foundation.

How are the school-led materials being used to deliver an ITTECF-based induction?

* **Materials Used:**

If using the materials, which provider's school-led materials are being used to deliver?

* **Provider:**

[← Back](#)

If you are doing your own programme (school-led), you will be asked whose materials you are using, and how you are using them.

From September 2025 there are 2 providers for the school-led materials (UCL and NIoT) and you can use the materials in full, in part or not at all.

Register an ECT



Your ECTs

Reports

Tutors

Courses

Resources

My Account

Help & Support

Early Career Teacher Registration - Previous Induction

This is a new page on the ECT registration form, please take the time to read it carefully and complete any actions as required. If you need any assistance you can access a [help article here](#).

Please check the list of previous induction periods below, this is relating to induction time the ECT has served at this Appropriate Body, and if they have completed any induction time at another Appropriate Body.

Missing previous induction periods should be added by you on this page, for example if the ECT has completed part of their induction at a school at a different Appropriate Body, **and it is not listed below**, if the ECT has completed previous induction at this Appropriate Body either at this school or another, **and it is not listed below**.

Induction already recorded in this ECT's record

Listed here are induction periods that are already recorded in this ECT's record on ECT Manager, this should include previous induction at the same school at the same Appropriate Body.

School	AB	Start Date	FTE	Year 1 Absence	Year 2 Absence
There are no previous induction periods recorded for this ECT.					

Manually add induction from another AB

You can manually add a previous induction period/school if it is not listed above, click on the 'add previous induction period' button.

+ Add Previous Induction Period

← Back

→ Continue

This is where you would add details of any previous schools where the ECT has started induction. This does not include placement schools during their training period.

This information may appear automatically if the ECT was previously registered with our AB, or a school using the ECT manager system.

Please look at the help article link on the page or ask if you have any questions about this.

Register an ECT



ECT Registration - Additional Information

Pre-Induction Checks

*
The headteacher confirms that the ECT has been provided with a suitable post for induction:

* **The headteacher has verified that the ECT has been awarded QTS:**

*
The ECT has been provided with a named contact within the appropriate body with whom to raise concerns:

*
Describe briefly how the Mentor has the time to facilitate support and carry out their role:

*
Describe briefly how the Induction Tutor has the time to facilitate support and to carry out their role:

* **The ECT has a reduced timetable in addition to PPA:**

*
When an ECT moves schools during induction, the Headteacher gives permission for the current Appropriate Body to contact the previous Appropriate Body to obtain all previous reports:

You will be asked some questions as part of our quality assurance and statutory induction checks for each ECT that you register.

Register an ECT



Confirm Registration Details

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 above the top right of that section. You will be taken back to that step of the registration process where you can alter any of the information.

The final screen asks you to check the information and confirm it is correct.

Once you have clicked “confirm” you will get the message below. Your headteacher will need to log on and tick a box to digitally sign the registration, before we can authorise the ECT

Registration Successful!

You have successfully registered ITTECF Smith as an Early Career Teacher at your school.

Your headteacher will now need to digitally sign the registration. They can do this from the list of ECTs page, once logged in.

ECT Overview



Any of the details in the sections on the left can be updated at any point by the induction tutor.

ECTs Assessments Tutors Schools TRA Content Settings Helpdesk Courses

Overview - ECT ECT

ECT Overview
Personal Details
Training Information
Tutor & Mentor
Contract Details
ECF Details
Print Details
Previous Schools
Documents
History
Alerts
Change Status
Move School
TRA Exports
Available Courses
Booked Courses
Audit Log

Personal details saved successfully.

Induction Type: Two year ECF Induction (starting on or after 1st Sept 2021) - [change](#)

Status: Authorised **Completed FTE:** 0

Teacher Ref No. (DFE): N/A **Contract FTE:** 1

Date QTS was Awarded: Not Eligible (**Not Verified**) **Remaining FTE:** 6

DOB: 27/05/2002 **Reports Completed:** 0

Start Date of Induction Period: 01/09/2022 **Next Report Due:** 07/07/2023

School: [\[4444444\] Training School](#) **Estimated End Date:** 19/07/2024

Tutor: [Training Tutor](#) - [change](#) **Number of Days Absence:**
Year 1 - 0
Year 2 - 0

Contact Preferences

Marketing during Induction: Yes **Contact After Induction:** No

Progress Reviews and Assessments

No.	Type	FTE	Dates	Status	Actions
1	A	1	Start: 17/04/2023 End: 21/07/2023 Due: 07/07/2023 Updated: 30/05/2023	Due	<ul style="list-style-type: none">Fill InPrintEditAdminAudit Log

This is what your ECT's homepage looks like once their registration is authorised.

You can upload documents here.



If an ECT joins you part way through induction you should contact their previous AB to get copies of their reports and upload them here. We can help with that if necessary.

You can always see when progress reviews or assessments are due



Contact Us

- Contact TSH Berkshire if you would like to 1-1 meeting to ask questions/find out more.
 - **Janet Roberts, Teaching School Hub Director**
 - janetroberts@lgs.slough.sch.uk
 - 01753 598300 ex 368
 - General questions related to the induction process and AB service overall
- **Sue Watson, TSH Operations Manager**
- susanwatson@lgs.slough.sch.uk
- 01753 598300 ex 350
- Administrative queries, help with ECT manager, SLA and registration