



**TSH Berkshire Introduction to the ECF
May 2023**

Registration

- Schools need to register in 3 places:
 1. On the DfE online registration service
 2. With UCL (via TSH Berkshire)
 3. With an Appropriate Body for the assessment side of induction

Registering on the DfE online service



If you have not used the DfE online service before, you will need to nominate an induction tutor before you begin the process. You can do this via this link:

- <https://manage-training-for-early-career-teachers.education.gov.uk/nominations/resend-email>

Once you have nominated an induction tutor, they will be sent an individual link. When the induction tutor clicks on this link, they can then choose the option “use a training provider funded by the DfE” to indicate that you intend to follow the full induction programme. At this stage it is not possible to select the name of the provider you wish to work with.

Registering with UCL

- UCL then require confirmation that you intend to work with them for the delivery of the ECF programme. Please complete this short form with the necessary information which we will pass on to UCL:
- <https://forms.office.com/r/Q7LEgLu06G>
- The DfE platform will then be updated to show you have selected UCL as your provider and you can then add details of mentors and ECTs.

Registering ECTs and mentors

- The induction tutor should log onto the DfE's online service here:
- <https://manage-training-for-early-career-teachers.education.gov.uk/>
- The online service will open in early July for September 2023 starters. **Please do not try to register any new ECTs or mentors for the academic year 2023-24 until then.**
- To register an ECT or mentor you will need the following information
 - Name
 - Email
 - Induction start date (for ECTs)
 - Teacher Reference Number (TRN)
 - Date of Birth (DoB)

Registering ECTs and mentors

- If your ECT does not have a school email yet, you can use a personal email and update it later. **Please try to avoid using their university email as these will usually become inactive over the summer and this can cause problems in September.**
- If you don't know the TRN and DoB for your ECTs and mentors, you can still register them, and the DfE will contact them directly to find this out. **However, it is much easier if induction tutors include this detail at the point of registration.**
- Some universities/ITT providers can be slow to confirm that an ECT has successfully completed their training. The DfE have been advised that the participants get a holding message telling them that their details have been registered but they will not be fully registered until the ITT details are all updated. The DfE are aware and are trying to mitigate it.

Registering with an Appropriate Body

- **All ECTs will need to also be registered with an Appropriate Body.** This still has to be done as a separate process by schools – the information does not feed through automatically from TSH Berkshire/UCL.
- TSH Berkshire can be your Appropriate Body, or you can choose another Teaching School Hub. Local Authorities who currently provide Appropriate Body services will not be able to take on any new ECTs for September 2023.
- There is no charge for the ECF training programme, as this is funded by the DfE, **but Appropriate Bodies do charge for their services.**
- To find out more about TSH Berkshire Appropriate Body service please contact Sue Watson, TSH Berkshire Operations Manager via email susanwatson@lgs.slough.sch.uk

What happens next?

- Once the induction tutor, ECT and mentors have been registered, they will receive log in details to UCL Extend, which is UCL's online platform where all the materials can be found.
- We have produced a Guide to Extend, which can be found on our website [here](#)

UCL ECF Programme Year 1 Expectations - ECTs

- Self study – 4 hours per half term (2 hours in HT 6)
 - Face to face training – 2 hours per half term
 - Online training – 1 hour per half term
 - Mentor meeting – weekly 1 hour meeting
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- All lead providers had to follow strict rules from DfE about structure of programme and number of hours required for each element.
 - ECTs should have a 10% timetable reduction.

UCL ECF Programme Year 1

Expectations - mentors

- Self study – 2 hours per half term
- Online training – 1 hour per term
- Mentor meeting – weekly 1 hour meeting
- There is no specified time allowance for mentors but they need sufficient time to carry out the role effectively.

UCL ECF Programme Year 2 Expectations - ECTs

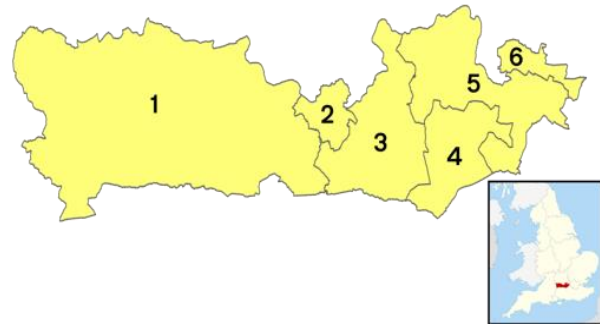
- Self study – 1 hours per half term in half terms 1-5
- Face to face training – 2 hours per half term in Autumn and Spring terms
- Mentor meeting – fortnightly 1 hour meeting
- 2 School visits in second half of summer term
- Focus of the year is practitioner inquiry – but some ECTs may decide with their mentor that it would be more beneficial to spend time re-visiting the material from Year 1 of the programme.
- ECTs should have a 5% timetable reduction.

UCL ECF Programme Year 2

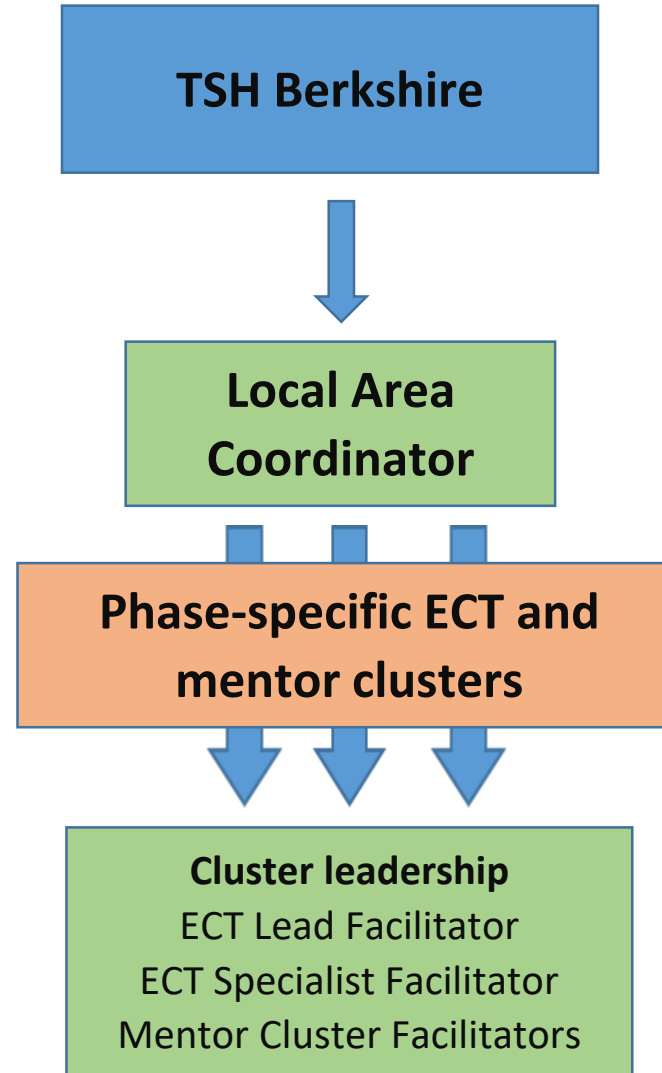
Expectations - mentors

- Self study – 2 hours per half term
- Online training – 1 hour per term
- Mentor meeting – fortnightly 1 hour meeting
- There is no specified time allowance for mentors but they need sufficient time to carry out the role effectively.

TSH Berkshire Delivery Model



1. West Berkshire
2. Reading
3. Wokingham
4. Bracknell Forest
5. Windsor & Maidenhead
6. Slough



TSH Berkshire operates a devolved model of delivery, with Local Area Coordinators from our partner schools organising the programme and local training sessions.

Local Area Coordinator contact details are on the next slide.

TSH Berkshire Cluster Model



Local Authority Area	Local Area Coordinator
Slough	Stacy Mason StacyMason@lgs.slough.sch.uk
Reading (secondary)	Rob Buck R.Buck@maidenerleghtrust.org
Windsor and Maidenhead	Aoife Noctor dohea001@windsorgirls.net
West Berks (primary)	Karen McDowell KMcDowell@thedownsschool.org
West Berks (secondary)	Kathy Hersh Kherh@stbarts.co.uk
Wokingham, Reading, Bracknell Forest (primary)	Alex Powley DL@keysacademytrust.org

Funding Year 1



- Schools receive their core funding through the [dedicated schools grant \(DSG\)](#). We calculate this using the [national funding formula \(NFF\)](#). This funding is primarily based on pupil numbers and characteristics and is allocated by the local authority.
- Funding is not 'earmarked' for statutory induction. It's up to headteachers to manage the funding they receive.
- Headteachers should use core funding to cover the cost of 10% off timetable for ECTs in year 1 of induction.

Funding Year 2



- The DfE pay this funding directly to schools in the summer of year 2. It covers the cost of giving each ECT:
- 5% off timetable in year 2 of induction
- 20 hours of mentor support in year 2 of induction
- The DfE calculate funding using the average hourly rate for mentors and early career teachers, split by region.

ECT's unit cost (year 2)	England (excluding London area)	Inner London	Outer London	Fringe
Rounded ECT's unit cost	£1400	£1700	£1600	£1500

Mentor's unit cost (year 2) Time off timetable for mentoring	England (excluding London area)	Inner London	Outer London	Fringe
Rounded mentor's unit cost	£1000	£1200	£1000	£1000

Funding – Mentor Training



- For those using a funded provider, there will be an additional payment to schools for the time that mentors of ECTs spend on Department-funded mentor training, which will consist of 36 hours of backfill time over two years per mentor:

Mentor's unit cost (years 1+2 – time off timetable for training)	England (excluding London area)	Inner London	Outer London	Fringe
36 hours (2 years of training)	£1713.86	£2097.60	£1888.84	£1765.05

- There is more detail about these payments on the DfE website [here](#).
- Eligible institutions will receive 2 payments to enable mentors to have time-off timetable to complete the 36 hours ECF-based mentor training. This will be paid over 2 payments in arrears.
- The first payment will be in the summer of year 1. This payment will be based on evidence lead providers share with DfE that the mentor has commenced training. It will fund 18 hours of mentor time off timetable for training.
- The second payment for the remaining 18 hours of mentor time off-timetable (36 hours in total) for mentor training will be made in the summer of year 2. This payment will be based on evidence that lead providers share with DfE that there has been sustained engagement with the mentor training.
- DfE makes backfill payments directly to institutions or to local authorities to pay maintained schools.

DfE Support



There is a DfE helpline email for schools, if they have individual queries about the process:

- continuing-professional-development@digital.education.gov.uk

Please include your school URN if you contact them.

There is also updated guidance on the gov.uk website:

- Step-by-step guide / checklist for setting up the training programme:
- <https://manage-training-for-early-career-teachers.education.gov.uk/how-to-set-up-your-programme>
- Changes to statutory induction for early career teachers (updated)
- <https://www.gov.uk/guidance/changes-to-statutory-induction-for-early-career-teachers-ects>

DfE Support

- How the Early Career Framework supports induction
- <https://www.gov.uk/guidance/how-the-early-career-framework-ecf-supports-induction>
- Induction, training and support for early career teachers
<https://www.gov.uk/government/collections/induction-training-and-support-for-early-career-teachers-ects>
- Funding and Eligibility for ECF based training
- <https://www.gov.uk/guidance/funding-and-eligibility-for-ecf-based-training>

Further Guidance for Schools

- Guidance for Schools/School induction tutors: ECF based training (new)
<https://www.gov.uk/guidance/guidance-for-schools-how-to-manage-ecf-based-training>
- Guidance for Early Career Teachers: ECF based training (new)
<https://www.gov.uk/guidance/guidance-for-early-career-teachers-ects-ecf-based-training>
- Guidance for mentors: how to support ECF-based training (new)
<https://www.gov.uk/guidance/guidance-for-mentors-how-to-support-ecf-based-training>

Contact us

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