



Registering for induction with TSH Berkshire

For a recording to accompany these slides click [here.](#)

Registration

There are 2 elements to the induction process and schools need to register separately for each part:

1. With an ECF Provider – in this case UCL/TSH Berkshire
2. With an Appropriate Body for the statutory assessed side of induction – this can be TSH Berkshire or another Teaching School Hub.

1. Registering for our ECF programme



- Use the [DfE online registration service](#) to tell the DfE that you are using a “DfE funded training provider” for your ECF programme.
- If you are a new induction tutor, you will need to set yourself up on the system first.
- If you are new to working with TSH Berkshire for the ECF programme, you will also need to fill in this short form [here](#) so that we can get your school partnered with UCL. You do not need to do this if you have had ECTs on our programme in previous years.
- The induction tutor then needs to register the ECTs and mentors on the DfE online registration service.

1. Registering for our ECF programme



- If you are already registered as the induction tutor on the DfE online service, you can register your ECTs and mentors [here](#). Registration usually opens in the second half of the summer term.
- If the previous induction tutor has left and you need to get access, then choose [request access to this service](#) when you first access the site.
- If your school has 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](#).
- 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.

1. Registering for our ECF programme



- The induction tutor should log onto the DfE's online service [here](#).
- The online service usually opens in the second half of the summer term for September 2024 starters and schools are not able to register ECTs and mentors before 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)

1. Registering for our ECF programme

- If your ECT does not have a school email yet, you can use a personal email and update it later. **Please 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.**
- 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.

2. 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.
- TSH Berkshire can be your Appropriate Body, or you can choose another Teaching School Hub.
- 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