



**Registering on TSH Berkshire's ECT
manager system**

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

ECT Manager – Induction tutor dashboard



The logo for TSH Berkshire, featuring a green silhouette of the Berkshire county map with the letters 'TSH' in white and 'BERKSHIRE' in green below it.

Logged in as Training Tutor ⚙️

Log Out

Help & Support

Your ECTsAssessmentsTutorsCoursesResourcesMy AccountHelp & Support

Dashboard - Training School

A green circle containing a white icon of a book with a checkmark.

Upcoming Assessments
See assessment status and due dates for **one year ECTs**.

A blue circle containing a white icon of a book with a checkmark.

Upcoming Reports
See report status and due dates for **two year ECTs**.

A pink circle containing a white icon of a graduation cap.

Register ECT
Add a new ECT, or transfer an existing one to your school.

A purple circle containing a white icon of a key.

Update My Login Details
Change your login, email address and your password.

A red circle containing a white icon of a person with a checkmark.

Update My Personal Details
Change your name, email address and phone numbers.

An orange circle containing a white icon of a lifebuoy.

Helpdesk
Add a helpdesk ticket if you are having problems using the site.

A purple circle containing a white icon of a book.

User Manuals
Manuals to help guide you through the ECT process.

A teal circle containing a white icon of a bar chart.


Available Courses
Courses available for your ECTs to go on.


A brown circle containing a white icon of a calendar with an 'X' on it.

Booked Courses
Courses you have already booked for your ECTs.

ECT Manager






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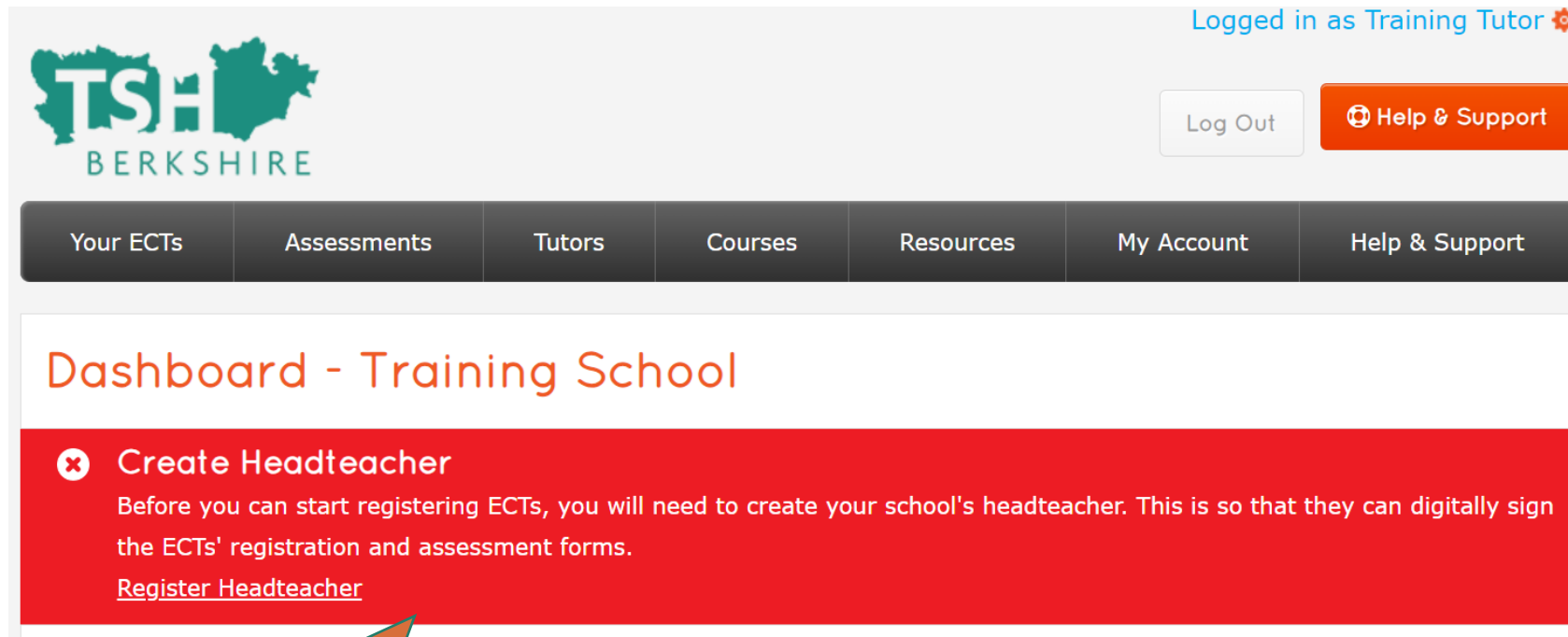
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Register Headteacher

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 alert box with a close icon and the text 'Create Headteacher'. The alert explains that a headteacher must be created before registering ECTs and provides a link to 'Register Headteacher'.

Logged in as Training Tutor ⚙️

Log Out Help & Support

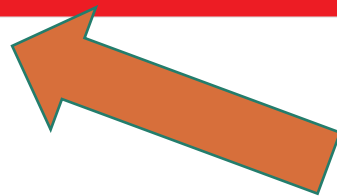
Your ECTs Assessments Tutors Courses Resources My Account Help & Support

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](#)



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 Assessments **Tutors** Courses Resources My Account Help & Support

Dashboard - Training School

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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)



ECTsAssessmentsTutorsSchoolsTRAContentSettingsHelpdeskCourses

List of Tutors - Training School

List of ECTsCurrent TutorsRegister an ECTAdministrator DetailsDocumentsFidelity CheckSchool DetailsPasswordsAvailable CoursesBooked CoursesSchool 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

A large orange arrow pointing from the right towards the 'Add a New Tutor' button in the interface.

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 ⚙️

TSH BERKSHIRE

Log Out Help & Support

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Register an ECT

ECTs

Assessments

Tutors

Schools

TRA

Content

Settings

Helpdesk

Courses

ECT Registration - Induction Type

Induction Type

Please select the induction type that best suits your ECT.

☒ **Two year ECF induction (starting on or after 1st Sept 2021)**

This option is to register ECTs for the two year statutory induction. It does not necessarily mean that they will be working at your school for the full two years.

☐ **One year induction (started prior to 31st Aug 2021)**

This option is to register ECTs who are eligible for the one year statutory induction (in the past they would have been known as NQTs). Those eligible for the one year induction must have started their induction before 31st August 2021.

ECTs should now all be on the two year induction schedule.



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
- ECF 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 on the Teaching Regulation Agency website. Otherwise the ECT will come up as “not found” and **we will not be able to authorise them.**

Register an ECT



ECTs	Assessments	Tutors	Schools	TRA	Content	Settings	Helpdesk	Courses
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ECT Registration - Personal Details

Teaching Regulation Agency Registration Information

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

Title:

First Name: *

Last Name: *

Previous Surname: (if applicable)

Email Address: *

Date of Birth:

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

☐ This ECT did their training outside of England and does not have a TRN

<https://docs.ectmanager.com/appropriate-body/ects/register-an-ect/>

Register an ECT



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 partially completed induction at a different school**
- ☐ **An existing ECT who has already partially completed induction at this school**

<https://docs.ectmanager.com/appropriate-body/ects/register-an-ect/>

If you are registering a new ECT joining your school, it will be one of the first two options.

If you have an ECT who has started induction at your school, but was previously registered with the LA AB service, it will be the third option. **This should only be very few cases where ECTs are part time or have had an extension to their induction period.**

Register an ECT



Contract Details - training ECT

ECT Overview	
Personal Details	
Training Information	
Tutor & Mentor	
Contract Details	
ECF Details	
Print Details	
Previous Schools	
Documents	
History	
Alerts	
Change Status	

Contract Details

Below are the ECT's contract details. These include years and subjects that the ECT is to teach. These may be different for each of the school(s) that the ECT is teaching at.

**Start Date of Induction:
(at this school)** 01/09/2021 - 17/12/2021 ▼

Please select the term date from above. If the ECT did not start at the beginning of the term please also tick the checkbox below.

Started between terms: ☐

How Many Days per week: 5 days a week (Full Time) ▼

Contract Type: Permanent ▼

Start date of induction most ECT will be Sept. Even if they have started with you in July, their formal induction will not be starting until September.

If you have an ECT who started at a different point in the year, make sure you choose the correct date range, and if they did not start at the beginning of a term (Sept/Jan/April) tick the box to say they “started between terms”.

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:

Please Select ▼

*

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

Please Select ▼

*

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

Please Select ▼

*

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:

Please Select ▼

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

ECT Overview



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

ECTsAssessmentsTutorsSchoolsTRAContentSettingsHelpdeskCourses

Overview - ECT ECT

ECT OverviewPersonal DetailsTraining InformationTutor & MentorContract DetailsECF DetailsPrint DetailsPrevious SchoolsDocumentsHistoryAlertsChange StatusMove SchoolTRA ExportsAvailable CoursesBooked CoursesAudit 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

You can upload documents here.



If you have a year 2 ECT you can upload previous assessments if you want. You **must** do this if there have been any concerns, or the ECT has been “not on track” at any point, otherwise it is optional.

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 8368
 - General questions related to the induction process and AB service overall
- **Sue Watson, TSH Operations Manager**
- susanwatson@lgs.slough.sch.uk
- 01753 598300 ex 8350
- Administrative queries, help with ECT manager, SLA and registration