

**Early Career Teacher**

**Registration Form**

Please complete this form for each ECT as they are appointed and before they begin working at the school. Please send it to the Induction Team: [*schoolimprovement@telford.gov.uk*](mailto:schoolimprovement@telford.gov.uk). This information is vital and enables us to fulfil our statutory duties relating to ECT Induction.

**‘Legacy’ NQTs should register using the 20-21 forms**

**For ECT’s *commencing* induction in September 2022 (only)**

**By completing and returning this registration form, you are agreeing to register your ECT with Telford & Wrekin LA as your ‘Appropriate Body’ and to pay the fees as outlined below. If paperwork is not completed and returned in accordance with the Terms and Conditions of Registration, additional costs will be incurred.**

* **In signing the Registration Document I, (Induction Tutor / Mentor / Headteacher) agree to:**

|  |  |  |
| --- | --- | --- |
|  |  | **Read and share the content of the Induction Tutor Guide with all staff involved in the Induction process and comply by the guidance** |
|  |  | **Complete the QAS1 Quality Assurance Form and return to the Appropriate Body via email within the specified timescales** |
|  |  | **Ensure the ECT completes the QAS2 Quality Assurance Form and returns it via email to the Appropriate Body within the specified timescales** |
|  |  | **Ensure either the induction tutor or a member of the SLT attend the termly Induction tutor meetings *(please see the Appropriate Body Package documentation and the CPD Booklet for further details)*** |

|  |  |
| --- | --- |
| **If you are registering more than one ECT please indicate the total number**  ***each ECT must be registered on a separate form*** |  |

**Important note: Transition of Appropriate Body Service to Teaching Schools Hubs (TSH)**

Due to proposed DfE reforms to the induction process, LAs will soon cease to act as appropriate bodies (AB); the role will pass to Teaching School Hubs (TSH) from September 2022.

T&W will continue to provide the AB service for one more school year from September 2022 to July 2023, for teachers starting their induction this September.

Any ECTs whose induction will continue beyond July 2023 will need to re-register with a TSH AB for the remaining part of their induction. Schools may choose to make this transition this September (which may prove more economical). or use T&W AB for one year and then transfer to a TSH AB such as STEP: email [info@stepwm2.co.uk](javascript:mt('info','stepwm2.co.uk%C2%A0','','')) or telephone 01743 284011.

**Section 1: Selecting the school’s choice of ECF provision *(please see section 3.1 for fees)***

**This is separate to the AB package and must be completed before the AB package can be approved. The school must choose from one of the three possible approaches:**

* 1. **Full induction programme (funded)** - A funded provider-led programme offering high-quality training for early career teachers and their mentors alongside the professional development materials. The local provider for this is the Shropshire and Telford Education Partnership, based at Shrewsbury Priory School. The option includes training for mentors and provides additional funding for time mentors spend out of the classroom completing their training. There is no cost to the school for this package.
  2. **Core induction programme** - Schools draw on the content of the [high-quality professional development materials](https://www.early-career-framework.education.gov.uk/) to deliver their own early career teacher and mentor training. Schools can choose from one of four approved programmes:
     + [Ambition Institute](https://www2.ambition.org.uk/l/330231/2021-02-24/4mvx6)
     + [Education Development Trust](https://www.educationdevelopmenttrust.com/ecf)
     + [Teach First](https://www.teachfirst.org.uk/early-career-framework)
     + [UCL Institute of Education](https://www.ucl.ac.uk/ioe-early-career-framework)
  3. **School based programme** - Schools design and deliver their own early career framework-based induction programme, based on the [early career framework](https://www.gov.uk/government/publications/early-career-framework). If a school either writes their own programme or chooses to use elements from more than one of the above providers, the programme they provide will be classed as a school based programme.

There are two steps to completing this stage:

1. On the DfE portal register for your chosen option using the link you should have received from the DfE. Alternatively use this link to create an account [Manage training for early career teachers (education.gov.uk)](https://manage-training-for-early-career-teachers.education.gov.uk/)
2. If you have selected option 1, use the following link to complete the online application form, your local TSH is the Shropshire and Telford Education Partnership (STEP) <https://ccms.bpnsystems.net/ecf_application/>

Please indicate below which FIP provider your school has chosen *(for example: Best Practice Network through STEP)*

|  |  |
| --- | --- |
| A. Full induction programme |  |
| *B. Core induction programme* | *Not available through T&W AB from September 2022* |
| *C. School based induction programme* | *Not available through T&W AB from September 2022* |

**Options B and C** *(The Core Induction Programme and the School Based Induction Programme)* **are not available through T&W from September 2022.** T&W AB suggests that any schools considering options B or C contact the STEP AB and register ECTs with them for the whole induction period.

***If registering more than one ECT, copy and paste section 2 into the blank page following this section***

**Section 2 - School and ECT details**

**2.1 ECT details**

|  |  |  |
| --- | --- | --- |
| Name of ECT | Maiden name if applicable | Date of Birth |
|  |  |  |

|  |  |
| --- | --- |
| Home Address |  |
| Email (please include both school and personal email addresses |  |

|  |  |  |
| --- | --- | --- |
| Date of QTS | If the ECT completed their ITT outside England and Wales, please give details below: | |
|  | Country |  |
| Date of training  (start – end) |  |

|  |  |
| --- | --- |
| Teacher Reference Number |  |
| Route to ECT/QTS Obtained  *e.g. College name/BEd/PGCE/employment based etc.* |  |

**2.2 Teaching post being taken up:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of school or college **where induction is taking place** | Full or Part Time e.g. 0.5 | Assessment period **Start Date** at this School/College | Contract details: Perm/Temp  *(If temporary, please state length of contract)* | Year group and/or subject |
| Name  School URN |  |  |  |  |

The induction period comprises of **six terms**, normally over two years. Formal assessments take place at the end of term 3 and term 6.

Which period of their induction is the ECT about to **begin** in this school/college?

Please note, only previous full terms (or equivalent) can count towards the induction period.

(Please tick one box as appropriate)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Year 1 | Term 1 |  | Term 2 |  | Term 3 |  |
| Year 2 | Term 4 |  | Term 5 |  | Term 6 |  |

**2.3 ECT Induction Tutor details (there should only be ONE Induction Tutor per school):**

|  |  |
| --- | --- |
| Name of Induction Tutor |  |
| Email address |  |
| Phone number |  |

**2.4 ECT Induction Mentor details (there should only be ONE mentor per ECT):**

|  |  |
| --- | --- |
| Name of mentor |  |
| Email address |  |
| Phone number |  |

**2.5 Previous induction details:**

If the ECT has previously completed one or more terms in other schools/settings please give details below and **send us copies of the assessments if completed outside of T&W:**

|  |  |  |  |
| --- | --- | --- | --- |
| 1st Assessment Period (3 terms covering year 1)  School/Setting |  | LA |  |
|  | | | |
| Has the ECT had any Interim Assessment Reports for periods of 1 term or more?  ***If so, please state how many weeks it covers and send us a copy*** | |  | |

If an ECT leaves during their induction please inform the AB by emailing [schoolimprovement@telford.gov.uk](mailto:schoolimprovement@telford.gov.uk), so that the information can be passed onto the Teaching Agency.

***If an ECT leaves part way through an assessment period, but has completed at least one term, the school must also complete an Interim Assessment form and send to the AB.***

Please complete this form for each ECT as they are appointed and send it to [**schoolimprovement@telford.gov.uk**](mailto:schoolimprovement@telford.gov.uk)This information is vital and enables us to fulfil our statutory duties with regard to ECT Induction.

*For additional ECTs copy and paste section 2 into this space*

**Section 3 - Selecting the AB package:**

**3.1 The cost of a package for our ECTs**

The cost of the AB package is determined by:

* which option schools choose to use for the provision of an ECF based support and training programme
* the number of ECTs the school will be registering
* the duration of the induction period *(i.e. a fixed one term contract will be different to a full year cost)*

**3.2 Number and duration of package/s being requested**

*I wish to purchase the Telford & Wrekin ECT Appropriate Body Package (a statutory requirement),**as detailed in the accompanying document ‘ECT Appropriate Body - Registration & Support Package’; this document can also be found on the* [*Telford Education Services Website*](http://www.telfordeducationservices.co.uk/school-performance-team/schoolperformancedocs)

**Please indicate the number of ECT packages you wish to purchase in the tables below**

|  |  |  |
| --- | --- | --- |
| **For schools using option A - Full ECF programme delivered by the STEP TSH** | | |
|  | **One year (1st or 2nd year ECTs)** | **Single term** |
| **One ECT** | **£230 (additional ECTs will be charged at £200pp)** | **£110 (additional ECTs will be charged at £90pp)** |
| **Number of ECTs** |  |  |

|  |  |
| --- | --- |
| **School Name** |  |
| **Headteacher** |  |
| **Signed** |  |
| **Dated** |  |

**For Office Use Only**

|  |  |  |  |
| --- | --- | --- | --- |
| Date TRA Website checked for confirmed QTS date: |  | Copies of previous assessments received if applicable: | 1st / Interim |
| For option 1 , date of  confirmation from STEP TSH |  |  |  |
| Checked by: |  |