

## Steps to register your ECT for ECTE and formal induction

### Register with the DfE

To access the service, users must first create a DfE Sign-in account (if you do not already have one). You can create an account here: <https://services.signin.education.gov.uk> Once this is set up, access is requested in two stages:

#### Part 1: Request access to your organisation

You can see which organisations your DfE account is connected to via this link: <https://services.signin.education.gov.uk/organisations>

If you cannot see your school listed there, you need to request access to it by following these steps:

- Check which organisations your account is linked to: [view organisations](#)
- If your school is not listed, you will need to request access:
- Search for your school on the 'Request an organisation' page: <https://services.signin.education.gov.uk/request-organisation/search>
- Select your school
- Add details about why you need access to your school and select 'Confirm'.

#### Part 2: Request access to the service

- Go to: [Request a service](#)
- Select your organisation and choose Continue
- From the list, select **Register Early Career Teachers**
- Submit your request to your organisation's approver. Once approved, access will be granted.

#### Important points to note

- When registering your ECT you **MUST** ensure that they have a mentor that is linked to them. If you intend to use a Mentor that is or already has completed their training, then you will need to simply link the two on the DfE platform. If you intend to use a new mentor, then they will need to be registered in the same way as the ECT and then linked together.
- As you have chosen to work with us for the Provider -led route (fully funded by the DfE), you will need to select your delivery partner and lead provider when registering both your ECT and Mentor.
  - ✓ **Lead Provider is Education Development Trust (EDT)**
  - ✓ **Delivery Partner is Northern Lights TSH.**
- If you do not link the ECT and Mentor, the training materials will not be released, and it may impact the ECTs formal induction.
- Whilst registering your ECT on the DfE you must select an Appropriate Body for use to monitor their statutory induction. You should select 'Northern Lights' however this is not formal registration and this should be completed using the instructions below.
- It is very important to ensure that all email addresses are input correctly as any typos can delay registration and access to training materials.

**Please ensure that:**

- ✓ The email address [ecfnoreply@edt.org](mailto:ecfnoreply@edt.org) is on your email whitelist to avoid messages being blocked
- ✓ School Induction Tutors use active email addresses when registering participants
- ✓ Any changes to participant details (e.g. name or email) are updated via the DfE 'Register Early Career Teacher' service
- ✓ Updates to the School Induction Tutor (name or email) are made via the DfE service

**Register for the Appropriate Body Service (Statutory Induction registration)**

- Sign up your ECT for their statutory induction to ECT Manager using the following link: [Northern Lights Teaching School Hub - ECT Paperless Induction and Assessment Management System](#)
- You will need the following information about your ECT:
  - ✓ ECT Name and address
  - ✓ Their TRN and training information
  - ✓ Contract details – start date, type (permanent or temporary) full time or part time, Year groups and subjects taught.
  - ✓ ITTECF programme details – provider led or school led, Delivery partner and Provider – if you have chosen to work with Northern Lights then you will need to choose:
    - Programme: Provider-led
    - Delivery Partner: Northern Lights
    - Provider: Education Development Trust (EDT)
  - ✓ Information of any previous induction already completed – school, dates and AB
- This is to confirm that your ECT is receiving their Statutory Induction and support from the Appropriate Body.
- Every time you employ an ECT, you should register them here BEFORE they start teaching in your school.

**All of the above steps must be completed prior to the ECT beginning employment at your school.** These should be completed by the school's Induction Tutor who is usually a member of SLT within school and will already be registered with the DfE or can be registered using the instructions above.

If in the event that you cannot access the register early careers teachers site, you should email [continuing-professional-development@digital.education.gov.uk](mailto:continuing-professional-development@digital.education.gov.uk) stating your School name and URN along with any information that they will need to complete your request.

**If you are still unsure how to proceed, please contact us at [tshinfo@nlt.co.uk](mailto:tshinfo@nlt.co.uk) or call the office on 0191 9336771 where we will be happy to help.**