



How to enrol your ECTs and their mentors on the East London Teaching School Early Career Full Induction Programme with Lead Provider UCL IOE.

Your school will need to follow the steps below. Yellow boxes are steps that you must complete on the DfE online services portal and purple boxes are steps that you must complete directly with East London Teaching School Hub (ELTSH).

DFE step 1: Register with DfE online services portal*:

*Headteachers were sent an email request to register on the DfE's Online Service: <https://manage-training-for-early-careerteachers.education.gov.uk/> These emails were sent to the school's email address on the DfE register, Get Information about Schools (GIAS). If your school has not received the email, [sign in to DfE](#) and check that your GIAS email is up to date and/or [send a new link](#)

Once you have registered on the DfE online services portal, you must provide the name of your induction tutor and state whether you intend to 'use a training provider funded by DfE' or 'deliver your own programme using DfE accredited materials'. **YOU MUST SELECT 'USE A TRAINING PROVIDER FUNDED BY DfE'**

You will then get the following message.

It is not possible for schools to select the name of the training provider they wish to work with on the DfE online service. The only way this can be done is for schools to confirm their choice of training provider in writing directly with their chosen training provider or affiliated delivery partner.

Complete the next step with ELTSH in order to confirm your chosen training provider

To reflect this the DfE have noted the following on their platform: 'The easiest way to sign up to this programme is to contact your local Teaching School Hub (TSH). They will talk you through how to access this support for your early career teachers and mentors.'

Step 2: Return confirmation of intention email to ELTSH: (You do not need to wait until you have completed step 1 to complete step 2!)

ELTSH sent a confirmation of intent email to your school on 7th June 2021. Please return this email to us with the requested information highlighted in yellow completed.

If you did not receive this email, please contact us at info@eastlondontsh.org with the best email address and we will resend the confirmation of intent email to you.

Step 3: Make sure your induction tutor has all the information the need by:

a) Watch the recording of UCL IOE's induction tutor briefing [here](#), that will ensure you have full access to all the information and messages that were explained.

b) Attending the ELTSH Induction Tutor briefing - 2021-22 changes to early career teacher learning and assessment: FIP and AB: 6th July 2021 (4-4.45pm) [Zoom link](#)

Step 4: Providing details of your ECTs and mentors to ELTSH

Once we have received the completed confirmation of intent email from you, we will send you a acknowledgement receipt and a link to a form where you must complete the individual details of the ECTs and their mentors who you are registering for the training programme. Please complete the form within 48 hrs.

If you have any questions, please email us at info@eastlondontsh.org

For your information: Within 48 hours of receiving your completed confirmation of intent email, we inform UCL IOE that you have registered with us. They in turn notify DfE that you have registered to complete the Early Career Full Induction Programme with UCL/ELTSH with the DfE.

Step 5: DfE verification and request for further information (Please note we have been told this may take a few weeks after UCL have notified the DfE that you have registered with us).

The DfE online services portal will email you to confirm that you have registered with UCL IOE and ELTSH. (This is to prevent schools signing up with more than one lead provider in error). Please follow the instructions given by the DfE.

DfE will also contact you directly and ask you to log on their online services portal the individual details of ECTs and mentors who are completing the Early Career Full Induction programme. This is for their records only. This is why ELTSH request this information directly from you (step 4 above)

Further steps: If ELTSH is informed about any further steps by UCL or DfE, we will notify you immediately.