Registering new participants- ELTSH & Early Career Teacher programme, April 2025



1. Register on DfE portal

 Induction Tutors should register each new mentor or ECT on https://manage-training-for-early-career-teachers.education.gov.uk/users/sign_in.* Please ensure that email addresses are accurate and professional school addresses.

2. Inform ELTSH Complete this <u>online form</u> to notify ELTSH of the new participant.
This needs to be completed in addition to the DfE registration.

3. Access to UCL Extend

• UCL will send the new participant log-in details for UCL Extend, the online learning platform. Module 4 will start in April.

4. Access to local clusters

 Welcome email: ELTSH will inform the Induction Tutor and ECT/ Mentor which local cluster they will join and will share key information, including the contact details of local cluster leads and/or facilitators

5. Welcome The new participant/s should engage with the welcome Conference materials on UCL Extend.

6. Induction Tutor prepare The Induction Tutor should check that the participant has everything they need to engage positively, including ensuring the mentor-ECT meetings are scheduled and timetables are appropriate. See our <u>check list</u>. Induction Tutors are invited to attend a Drop-in Session on 20th May 4-5:30 pm. Join <u>here</u>.

Remember that ECTs also need to be registered with an Appropriate Body. In our area this service is offered by Hackney Education and <u>East London Teaching School Hub.</u>

Any problems with registering?

*If you face problems with registering new participants on the DfE portal, we can help you. Provide information in the online form (step 2) or email us directly (ecf@eastlondontsh.org). You can phone us on 02077917218 during office hours. Further guidance is available here.

For each participant you need their full name, email address, TRN and date of birth.

If they are starting induction this year, choose year 2022-23.

Take care if you are are registering ECTs who have started their induction at another school. Select the relevant option 'a teacher transferring from another school where they 've started ECF-based training or mentoring'.

ECTs or Mentors leaving?

Please inform us by email ecf@eastlondontsh.org. You should also update their status on the DfE registration service https://manage-training-for-early-career-teachers.education.gov.uk/users/sign_in.*