

# Key ECT registration information

To successfully register your ECT, they need to be registered in **3 separate places**:

- 1) The **DfE portal** ([Managing training for early careers teacher](#))
- 2) With an **Appropriate Body** (the DfE recommends that schools work with their local Teaching School Hub Appropriate Body, regardless of the ECF programme they have opted to follow)
- 3) Enrolled on an [ECF Training Programme](#) (FIP, CIP)

## 1) The DfE portal

You will need to register your school's:

- Induction Tutor
- ECTs
- Mentors (and link them to an ECT)
- You will also need to confirm the type of ECF-based training your school is offering its ECTs (the Full Induction Programme (FIP) or the Core Induction Programme (CIP) and the Lead Provider (for example UCL, Best Practice, Ambition)

[Click here to visit the DfE Portal](#)

## 2) Registering your ECT with an Appropriate Body

All ECTs must be registered with an Appropriate Body (AB). The AB ensures the school is providing the ECT with their statutory entitlements including:

- Time off timetable
- A dedicated Mentor
- Access to an ECF-based training programme

If you wish Teach West London to be your Appropriate Body, register [here](#)

**IMPORTANT:** The below information will be required in full and accurately at the point you wish to register an ECT on ECT Manager. If information provided is inaccurate it will not be recognised and approved by the Teaching Regulation Authority (TRA). Delay in providing this will result in a delay to the ECT starting their induction.

- Full name as registered with the TRA (including middle names is relevant)
- Email address

- Date of Birth
- Teacher Reference Number (TRN)
- Home address
- Contract Type
- Years ECT is to teach
- Subject ECT is to teach
- Confirmation of DBS, references and completion of skill tests for Numeracy and Literacy (if applicable)
- Teacher Training institution
- Qualifications including qualification received, subject and age ranges
- Which ECF Programme they will follow (FIP, CIP or SIP)

For more information regarding the Teach West London Appropriate Body service, [click here](#)

To register Teach West London as your Appropriate Body, [click here](#)

*Existing ECTs should remain with their current Appropriate Body. Teach West London is accepting new ECTs from September 2023.*

### **3) Registering for DfE funded ECF training**

Teach West London works with **UCL** as its lead partner for the delivery of the 2 year Full Induction Programme (**FIP**) covering the Early Career Framework.

- New ECTs should be registered through the [DfE portal](#) - provided we already work with your school, the ECT will be enrolled on the UCL FIP Programme.
- If you have never worked with Teach West London to deliver ECF training, [click here to register with us.](#)