

Induction Tutor Quick Guide

How to register your ECT

You must have the following information to help complete ECT registration

- **ECT:** Full name, TRN, date of birth, school email address, QTS training details, contract at school, number of previous terms completed of statutory induction, subject if secondary school.
- **Mentor:** Full name, TRN, school email address
- **School:** URN, Address and contact number

Before registering decide which provider option your school will use for the ECF Training Programme

- Odyssey with UCL
- Materials proved by your school
- Alternative Lead Provider

Register your ECT via the DfE ECF portal

Useful Tip

Inform the DfE that you have employed an ECT by registering on the **Manage Training for Early Career Teachers** portal

You will be asked to confirm:

Appropriate Body: Odyssey TSH

Delivery Partner for Training Programme: Odyssey TSH (if using our materials)

Lead Provider: UCL (if registering for Odyssey TSH training programme)

<https://manage-training-for-early-career-teachers.education.gov.uk>

Data provided to the DfE portal will be used by your delivery partner to provide Training Programme materials, please ensure accuracy on email addresses



Department
for Education

Register for Appropriate Body Services

Useful Tip

Schools in Gloucester, Tewkesbury and The Forest of Dean register with Odyssey TSH Appropriate Body Services via **ECT Manager**

To register, you will need:

- Full name and TRN of Induction Tutor, ECT and Mentor
- ECT Contract details
- Number of previous ECF terms completed and previous school
- Teacher Training details including institution, Qualification and subject

<https://odysseytsh.ectmanager.com/login>

Have your ECT with you when competing ECT Manager registration

ECT Manager

Register your ECT for a Training Programme

Useful Tip

Select which Training Provider your school will use

- Provider-led programme with Odyssey TSH (delivered jointly with Balcarras TSH) using UCL materials
- A different provider-led programme
- Own training using DfE accredited materials
- Own training based on the ECF

If choosing Odyssey TSH register via admin@odysseytsh.org

If using an alternative Delivery Partner contact them directly

Ensure your mentor information on the DfE portal matches the training programme registration

Select your
Training
Programme

ALL THREE STEPS MUST BE COMPLETED TO FULLY REGISTER YOUR ECT ON THE ECF STATUTORY INDUCTION

To find out more, call 01242 538240 or email admin@odysseytsh.org

Induction Tutor Quick Guide

Getting Started

Give your ECT the best start for their Statutory induction

- Register your ECT onto Statutory Induction as soon as possible using the three steps described overleaf, ideally before they start at school
- Induction start dates cannot be back dated
- Read the Appropriate Body Handbook for guidance on Induction Tutor and Mentor roles
- Ensure ECT timetable includes statutory ECT Mentor time and upload timetable and policy to ECT Manger
- Check your ECT and their mentor have access to their training programme materials and relevant platforms
- Check your ECT has access to their Training programme dates and provide cover to enable them to attend face to face sessions.
- Provide ECT with relevant induction information for your school

Appropriate Body Drop in Session

Induction Tutors are invited to attend the three online drop in guidance sessions that will take place two weeks before reports are due. From 3.45 - 4.30pm the sessions will focus on Appropriate Body expectations for the reports and will provide an opportunity for Induction Tutors to ask any questions.

Monday 25th November 2024

Monday 17th March 2025

Monday 16th June 2025

Changes of circumstances

- Action any ECT or Mentor changes via the DfE Manage Training for Early Career Teachers portal
- Inform Odyssey of any contract, email or name changes for Mentors and ECTs to ensure that the AB records remain up to date
- Delays in updating this information will reduce access to training programme materials and have a impact on engagement funding for the programme

HERE TO HELP

Different Provider for ECF

If your school has previously used a different delivery provider for the training programme and would like to move to the Odyssey TSH Training Programme please contact Odyssey so we can provide you with the actions you need to take.

Handbook

The Appropriate Body Handbook provides guidance and reminders for Induction Tutors helping you to ensure the best possible induction period for your ECT

Questions?

If you have questions or require support at any stage please do get in touch with Odyssey Teaching School Hub
 admin@odysseytsh.org
 01272 538297

REPORT DATES

Based on ECT working full time, starting September
 Reports will be available to complete via ECT Manager
 Please complete all reports ahead of the deadline

Year 1	Year 2	REPORT DATE
Progress review 1	Progress review 3	Friday 6th December
Progress review 2	Progress review 4	Friday 28th March
End of Year 1 Assessment	End of Year 2 Assessment	Friday 27th June