

Information required to register an ECT on ECT Manager

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 Department for Education.

Delay in providing this information will result in a delay to the ECT starting their induction.

If you are logged onto ECT manager, [this article](#) will support you also.

1. Full name as registered with the Department for Education / TRA (including middle names is relevant)
2. Email address
3. Date of Birth
4. Teacher Reference Number (TRN)
5. Contract Type
6. Confirmation of DBS, references and completion of skill tests for Numeracy
7. and Literacy (if applicable)
8. Induction Tutor details
9. Mentor details
10. Teacher Training institution and qualification awarded
11. Years ECT is to teach
12. Subject ECT is to teach
13. Home address
14. Telephone number
15. Qualifications including qualification received, subject and age ranges
16. Which ECT Programme they will follow (Provider-Led or School-Led)

ECT programmes – further information required:

If you choose **provider-led** ECT manager will prompt you for a Delivery Partner and Provider.

- **Delivery Partner** - Which programme delivery partner or teaching school hub are you using?
- **Provider** - Which provider is your delivery partner using?
 - UCL
 - Teach First
 - Ambition Institute
 - Education Development Trust (EDT)
 - National Institute of Teaching, Founded by School-Led Development Trust

If you choose **school-led** ECT manager will prompt you to answer these questions:

- **Materials Used** - How are the school-led materials being used to deliver an ITTECF-based induction?
 - In Full
 - In Part
 - Not At All
- **Provider** - If using the materials, which provider's school-led materials are being used to deliver?
 - UCL
 - National Institute of Teaching, Founded by School-Led Development Trust
 - No Provider

...and don't forget to also register your new ECTs on the DfE portal [here](#)