



# EARLY CAREER TRAINING PROGRAMME CHECK LIST



## ACTION

## COMPLETED BY

### Step one

**Submit your training provider information.**

Following an email invite from the DfE you will be asked to record your ECTs and Mentors for the AY 2025/26. First, log into [DfE Manage Training Portal](#).

Induction Tutor

When asked 'How do you want to run your training in 2025 - 2026?', select 'Provider-led' and confirm.

Induction Tutor

When asked 'Have you appointed an Appropriate Body?' if you have chosen an Appropriate Body service provider, please answer 'Yes'.

Induction Tutor

When asked 'Which teaching school hub have you appointed?' please type 'Redhill Teaching School Hub (The Carlton Juniors Academy)' and continue.

Induction Tutor

[Watch process here \(DfE video\)](#)

### Step two

**Add an ECT to the 2025-2026 academic year for induction training.**

Within the [DfE Manage Training Portal](#), click on the heading 'Early Career Teachers'

Induction Tutor

Click the green 'Add ECT' button, select the relevant option and fill in the information needed.

Induction Tutor

Select your ECT's mentor from a list of registered mentors or select 'Add or assign Mentor later'. The ECT will be notified by email (on the email address provided) that you have registered them.

Induction Tutor

[Watch process here \(DfE video\)](#)

**Note: To Transfer an ECT from another school to your school: Follow the steps above. Once you have input the transferring ECTs DOB, you will be asked to confirm that the ECT is moving from another school, the date they are moving to your school, and whether the ECT will be continuing with the same Training Provider (if previous provider was Redhill TSH then the answer is yes), or if not you will need to add a new Training Provider.**

[Watch process here \(DfE video\)](#)



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### Step three

Add a new Mentor to the 2025-2026 academic year for induction training.

Within the DfE Manage Training Portal, click on the heading 'Mentors'.

Click the green 'Add Mentor' button, select the relevant option and fill in the information needed.

The Mentor will be notified by email (on the email address provided) that you have registered them.

*Note: Mentors will only have access to the EDT Online learning platform when linked with an active ECT.*

*Watch process here (DfE video)*

### Step four

Assign a mentor to an ECT

Within the DfE Manage Training Portal, click on the heading 'Early Career Teachers' and select the ECT you would like to assign a Mentor to.

This will bring up a list of your registered Mentors, select the relevant Mentor and confirm.

*Watch process here (DfE video)*

### Step five

Register your school with Redhill Hub's Appropriate Body Service via ECT Manager.

Log onto ECT Manager and select 'Register ECT' on your homepage.

Complete the registration form.

*(There is a lot of information required, it would be helpful to complete the application with your ECT. You can save the application and come back to it).*

Digitally sign the registration form to complete the application.

Induction Tutor

Induction Tutor

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Induction Tutor & Head Teacher



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The cost of the AB Service is charged at £220 per ECT, per year. Please instruct your finance manager to pay via our [website here](#).

If your school belongs to one of the Trusts listed below, you do not need to pay via our weblink, your Trust pays as a collective. (Redhill Academy Trust, Minster Trust for Education, Diverse Academies Trust, The Forge Trust & Nova Education Trust)

**Note:** If your school is not yet listed on ECT Manager, contact us via [enquiries@redhillhub.org.uk](mailto:enquiries@redhillhub.org.uk), or 07831324490 and we will add your school.

### Step six

Register with Educational Development Trust (EDT).

Open and complete the EDT expression of interest form (This form should only be completed if your school has not used Redhill Hub for delivery of the Early Carer Framework before.)

**Note:** if you are registering a second year ECT, joining one of the 2024/2025 cohorts, there is a different form to use for registration. You can find this [here](#).

EDT will then be notified about the registration of your participants by the DfE. Mentors will receive login details from EDT upon successful registration to allow them to complete their induction. ECTs will receive their login details from EDT upon successful registration, on or after 1st September 2025.

Induction Tutor

Induction Tutor

If you have any questions around registration, you can check out our [Frequently Asked Questions](#)

Or get in touch with the Hub team at **E: [enquiries@redhillhub.org.uk](mailto:enquiries@redhillhub.org.uk) T: 07831324490**