



ACTION	COMPLETED BY
<b>Step one</b>	
<b>Register ECTs on the DfE Register ECTs Portal</b>	
<p>Following an invite email from the DfE you will be asked to record your ECTs and Mentors for the AY 2026/27. Log into the <a href="#">Register ECTs Portal</a>, if you do not yet have access to the portal, please create an account using <a href="#">this link</a>.</p>	<p>Induction Tutor <input type="checkbox"/></p>
<p>Once on the portal click 'Register an ECT starting at your school' and continue.</p>	<p>Induction Tutor <input type="checkbox"/></p>
<p>Enter your ECTs TRN and date of birth, this will bring their records from the teaching records system, and you can then confirm that it is correct.</p>	<p>Induction Tutor <input type="checkbox"/></p>
<p>Submit their email address, start date, and working pattern.</p>	<p>Induction Tutor <input type="checkbox"/></p>
<p>As you are new to Redhill Teaching Hub you will be asked the following questions:</p>	
<ul style="list-style-type: none"> <li>- Which Appropriate Body you will use, please select 'Redhill Teaching School Hub (The Carlton Juniors Academy)'.</li> <li>- Which Training Programme, please select 'Provider Led'.</li> <li>- Which Lead Provider. please select 'Education Development Trust'.</li> </ul>	
<p>You will also receive an email from EDT confirming the above details.</p>	
<b>Step two</b>	
<b>Register and assign your ECTs Mentor</b>	
<p>Enter your mentors TRN and date of birth, this will bring their records from the teaching records system, and you can then confirm that it is correct.</p>	<p>Induction Tutor <input type="checkbox"/></p>
<p>Enter their email address (your mentor will be notified by email that you have registered them).</p>	<p>Induction Tutor <input type="checkbox"/></p>
<p>You will then be informed if your mentor is eligible for the funded ECTE mentor programme and continue.</p>	
<p><i>Note: Mentors will only have access to the EDT Online learning platform when linked with an active ECT.</i></p>	
<b>Step three</b>	
<b>Register your school with Redhill Hub's Appropriate Body Service via ECT Manager.</b>	
<p>Log onto <a href="#">ECT Manager</a> and select 'Register ECT' on your homepage. If your school does not have an account with ECT Manager, please email us at <a href="mailto:enquiries@redhillhub.org.uk">enquiries@redhillhub.org.uk</a> and we can set you up.</p>	<p>Induction Tutor <input type="checkbox"/></p>
<p>Complete the registration form. <i>(There is a lot of information required, please see the <a href="#">checklist here</a>. We recommend trying to complete this in collaboration with your ECT, but you can save the application and come back to it at a later point).</i></p>	<p>Induction Tutor <input type="checkbox"/></p>
<p>Digitally sign the registration form to complete the application.</p>	<p>Induction Tutor &amp; Head Teacher <input type="checkbox"/></p>
<p>The cost of the AB Service is charged at £240 per ECT, per year. Please instruct your finance manager to pay via our <a href="#">website here</a>.</p>	
<p>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. <i>(Redhill Academy Trust, Minster Trust for Education, Diverse Academies Trust, The Forge Trust, Nova Education Trust or White Hills Park Trust)</i></p>	<p>Induction Tutor <input type="checkbox"/></p>
<p>EDT will then be notified about the registration of your participants by the DfE. Mentors will receive login details from EDT around mid-July to allow them to complete their induction. ECTs will receive their login details from EDT upon successful registration, on or after 1st September 2026.</p>	