

Manage training for early career teachers service

Frequently asked questions – July 2021

Guidance on how to set up your school's induction training programme is available at <https://manage-training-for-early-career-teachers.education.gov.uk/>, or schools can contact continuing-professional-development@digital.education.gov.uk if they have difficulties accessing the service.

NEW Q: How do schools add details of their 2021-22 cohort of Early Career Teachers (ECTs) and mentors?

A: A school's induction tutor can add ECT and mentor details by visiting the online service. Once they have signed in, they will see the option to 'Add early career teachers and mentors' under the 2021 cohort dashboard. Induction tutors will need to provide names and email contacts for each ECT and each mentor. It is important that you do this as soon as possible, before they start their induction programme.

The DfE will contact early career teachers and mentors soon to ask them to provide any additional information that is required to support their induction.

NEW Q: What should I do if my school is not expecting any early career teachers next year?

A: Schools can visit the online service and confirm if they are not currently expecting any early career teachers to start in September. This will help ensure schools do not receive unnecessary emails regarding the service. If the situation changes and you end up needing to set up an induction training programme, you can request to update this status by emailing continuing-professional-development@digital.education.gov.uk

NEW Q: I've already provided participant details to my training provider. Is it necessary to also use the DfE online service?

A: Your training provider may have already requested some details for your ECTs and mentors, but schools will still have to provide details via the DfE online service. It is important that you do this as soon as possible, before they start their induction programme.

We need to verify that:

- they have Qualified Teacher Status (QTS)
- they are eligible to complete an induction or act as a mentor

If your programme is being delivered by a training provider, this also supports the process through which ensures that they receive funding from the Department for Education (DfE).

NEW Q: Do I need to add details of my current NQTs so they can access the DfE materials?

A: Induction tutors only need to add details of the ECTs due to begin their induction from 1 September, and details of the mentors that will be supporting them.

The DfE has announced additional support for teachers who completed their induction during the 2020-21 academic year. As part of this, schools will have access to DfE-accredited development materials based on the early career framework to use during this time off timetable. There are a range of materials available that have been designed for teachers at the start of their careers to use independently. It is not compulsory to use these materials. The DfE-accredited materials to support these teachers during the 2021/22 academic year will be made available in due course via the DfE Teacher CPD Service. Further details on what information is required from schools will be made available at that point.

NEW Q: Can I add participant details on behalf of a school?

A: Only a school's induction tutor can add the details of the early career teachers and mentors expected in their 2021 cohort. If they have not yet done so, schools can nominate their induction tutor by visiting <https://manage-training-for-early-career-teachers.education.gov.uk/> and following the instructions to generate an email invite.

NEW Q: Can an induction tutor provide details for more than one school?

A: If an induction tutor works across multiple schools (e.g. as part of a federation of multi-academy trust), then they can be nominated against each of those schools using the same email address. When they sign in to the service, they will see all the schools listed where they have been nominated and can choose which school's programme to set up and add details for.

Schools can email continuing-professional-development@digital.education.gov.uk to request an induction tutor is set up against multiple schools if they provide:

- Induction tutor name
- Induction tutor email
- URN for each school where the person acts as the induction tutor

NEW Q: I'm an independent school. Will I need to access the DfE online service?

A: The revised [statutory induction guidance for early career teachers](#) sets out the three approaches schools can choose from to deliver an ECF-based induction. It is up to the headteacher to choose the approach that best meets the needs of their early career teacher(s) and mentor(s).

Institutions which are eligible to offer statutory induction, are not state funded (for example, independent schools) and want to offer their ECTs the provider led programme may enter into arrangements with lead providers directly to access the Full Induction Programme. This is subject solely to the agreement of the lead provider and the institution. In such instances an independent school does not need to access the DfE Teacher CPD Service.

Where agreement cannot be reached these institutions will be able to deliver their own training using the freely available DfE accredited materials and resources or design and deliver their own programmes. These materials will be made available to school via the DfE Teacher CPD Service before September, and schools will be informed when this is available and how to access the service.

Q: Do schools use the online service to select their training provider?

A: No, schools do not use the online service to tell us which provider they are working with. Schools will confirm directly with a training provider that they wish to use them. This can be either a lead provider or one of their delivery partners. Lead providers will inform the DfE which schools they are working with and the department will ask schools to confirm this partnership with the online service being updated accordingly.

Q: How will lead providers inform the DfE which schools they have confirmed they will be working with?

A: The lead providers will upload a list of school URNs to the online service to submit confirmed relationships with schools. The DfE will then contact schools and ask them to confirm this partnership.

Q: Have all schools received an invite to nominate their induction tutor? What should a school do if they have not received their email invite?

A: Yes. Email invites have been sent to all maintained schools and academies. The invite will have been sent to the email address(es) registered against the school in [GIAS \(Get Information About Schools\)](#). This is usually an office@, admin@ or head@ email address. If they cannot find the original invite, schools can visit <https://manage-training-for-early-career-teachers.education.gov.uk/> and regenerate a new email invite to the address they have registered with GIAS or email continuing-professional-development@digital.education.gov.uk for support.

Q: What is the deadline for schools to set up their access on the online service?

A: Unless a school is opting to design its own ECF-based programmes, the school will need to get set up on the online service and add the details of their early career teachers and mentors ahead of the early career teachers beginning their inductions. For most early career teachers, this will be September.