

# Early Career Teacher: Registration Form

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| **Full name of Early Career Teacher (ECT)** |  |
| **ECT Teacher Reference Number (TRN)** |  |
| **ECT date of birth (DD/MM/YYYY)** |  |
| **School/Academy name** |  |
| **Is the ECT full-time or part-time?** *(Give the FTE if PT)* | **FT / PT** |
| **NI No** |  |
| **Date of QTS** |  |

|  |  |
| --- | --- |
| **Assessment Period Start Date at this setting** |  |
| **Contract i.e. Permanent/Temporary (if temporary, please state length of contract)** |  |

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| --- | --- | --- |
| **ECF based Induction**  **(please tick relevant box)** | Full Induction Programme \* |  |
| Core Induction Programme |  |
| School-based Programme |  |

|  |  |
| --- | --- |
| **\* If selecting Full Induction Programme, please state name of provider:** |  |
| **Have you registered with a TSH?** | **Yes / No** |
| **Name of TSH?** |  |

|  |  |
| --- | --- |
| **Have you registered on the DfE portal?** | **Yes / No**  [*Manage training for early career teachers (education.gov.uk)*](https://manage-training-for-early-career-teachers.education.gov.uk/) |

**Which period of assessment is the ECT about to begin in the school/setting:**

**(Please cross ONE box as appropriate)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1st Assessment period** |  |  | **2nd Assessment period** |  |

**If the ECT completed assessment periods in other schools/settings please list below:**

**1st Assessment Period School / Setting: Appropriate Body:**

**Progress Reviews (1/2/4/5), school / setting: Appropriate Body:**

**The school/setting is responsible for obtaining copies of previous assessment period reports and forwarding these to the Appropriate Body.**

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| --- | --- |
| **University / College graduated from for first degree** |  |

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| --- | --- |
| **Subject Specialism(s)** |  |

|  |  |
| --- | --- |
| **Please state where ECT obtained QTS (College name/ GTP/ EBIT name)** |  |

|  |  |
| --- | --- |
| **Name of Induction Tutor and role** |  |
| **Name of Mentor and role** |  |

|  |  |
| --- | --- |
| **Email address / Phone number for Induction Tutor?** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| YES |  |  | NO |  |

**Are you a new Induction Tutor? (Please cross ONE box)**

**Is this ECT employed via a supply agency? (Please cross ONE box)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| YES |  |  | NO |  |

**Name of Agency: (see note below)**

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Teachers employed as supply teachers whether employed via Wigan or via a Supply agency must be teaching a timetable that enables the teacher to meet the requirements of induction in full for a term or more. Such Teachers should be teaching a timetable of regular classes that enables them to meet and be assessed against all the core standards. It is not appropriate for these teachers to be covering different classes and subjects each day or week.

**Signature of Headteacher/Principal** ………………………………………..

**PLEASE NOTE:** Teachers who are nationals of Eire or the European Economic Area (EEA) who fall within article 3 of the Council Directive 89/48 EEC on a general system for the recognition of higher-education diplomas awarded on completion of professional education and training of at least three years' duration are exempt from induction. Teaching qualifications gained outside the EEA do not automatically lead to the award of QTS. If you are unsure whether this applies to your ECT, please ring the GTCE on 0870 001 0308 or email: tqhelpdesk@gtce.org.uk

If an ECT leaves during their Induction year please inform the Appropriate Body in writing so the information can be passed on to the TRA. Schools must also complete an interim assessment form and send to the Induction co-ordinator if an ECT leaves either mid term or part way through induction to go to another school.

**All ECTs must have an allocated Induction Tutor and Mentor and be released from the timetable for the equivalent of 10% PPA time AND 10% induction time in the first year of induction. ECTs will also receive 5% timetable reduction in the second year of induction**

**Materials to support ECTs and their mentors, including assessment forms, can be found** [**here.**](http://www.wigan.gov.uk/Business/Professionals/Newly-Qualified-Teachers/Newly-qualified-teachers.aspx)

**The named Appropriate Body for ECTs is Wigan Council.**

**ECTs must be informed of this and in the first instance please contact Zoe Charnock at** [**hrschop@wigan.gov.uk**](mailto:hrschop@wigan.gov.uk)

**Please return this form to:**

[**hrschop@wigan.gov.uk**](mailto:hrschop@wigan.gov.uk)