

# REGISTERING YOUR ECT FOR INDUCTION

## BEFORE YOU START:

**You will need the following information from your HR manager:**

- ECT and Mentor full name and date of birth
- ECT's home address
- TRN (Teacher Reference Number) for each ECT and mentor
- Your school URN (Unique Reference Number)
- FTE (Full Time Equivalent) for part time ECTs and mentors
- ECT's teacher training details
- Name of Induction Tutor
- School email address for all parties

## STEP ONE:

**All ECTs must be registered with an Appropriate Body**

To register with Saffron Appropriate Body, click one of the options below:

- If your school already has a login for Saffron ECT manager:  
<https://saffron.ectmanager.com/Login.aspx>
- If your school does not have a log in for ECT manager, you can register via the link above.  
Please see this article for help: <https://help.ectmanager.com/en/articles/151140-register-your-school-at-this-appropriate-body>

*You can also transfer existing ECTs - please contact us if you'd like to transfer an ECT to Saffron AB, or see the AB section of our website.*

## STEP TWO:

**Register ECTs and mentors on the 'Manage training for Early Career Teachers' portal**  
**The DfE will send a invite for you to access this by w/c 30<sup>th</sup> June.**

*Top tip: Register the mentors first, then the ECTs; this saves you a step later in assigning a mentor to each ECT.*

To register with the Teach First programme with Saffron Teaching School Hub:

- Go to the <https://manage-training-for-early-career-teachers.education.gov.uk/>
- You will then usually be emailed a sign in link.
- *If your school is not already registered, use the link to request access to the service at the bottom of the page.*
- Choose the **'provider-led'** option
- Select **Teach First** as your Lead Provider
- Select **Saffron Teaching School Hub** as your Delivery Partner
- Register each mentor and ECT

## STEP THREE:

**Confirm your registration for the Early Career Programme**

*Why do I have to enter information more than once? As the AB and ECTP are separate areas of induction, there are separate registration systems for each, which means that information has to be entered more than once.*

To confirm your ECT's registration on the Saffron Early Career Programme, please complete our registration form at the link below:

- <https://forms.office.com/e/cBbMlte0KE>

IF YOU HAVE ANY QUESTIONS, OR WISH TO BOOK A CALL TO TALK THROUGH ANY OF THESE STEPS, PLEASE DO GET IN TOUCH.

Take your next step with Saffron



Training Partner



Department for Education

**Paula Downes**  
**Programme Lead**

ECF & AB

[pauladownes@saffron.academy](mailto:pauladownes@saffron.academy)

01799 513030 ext:1248

[www.saffronteachingschoolhub.net/](http://www.saffronteachingschoolhub.net/)