

How-to guide – changing your delivery partner for your ECTs

Welcome to a walk-through guide on how to change your delivery partner from North East London Teaching School Hub (NELTSH – Walthamstow School for Girls) to the Redbridge Education Partnership, with effect from September 2024.

You will receive a log-in code from the DfE in order to add your ECTs to the DfE website

(<https://manage-training-for-early-career-teachers.education.gov.uk>)

Follow the link above – this is what your page will look like:

Manage training for early career teachers

Set up and manage early career framework (ECF)-based training at your school.

Use this service to report:

- details about your early career teachers (ECTs) and mentors
- which appropriate body you've appointed
- who you've nominated as your induction tutor
- which training option you've chosen

Your school must complete these steps before your ECTs can start their statutory induction programme.

You can also use this service to report any changes, for example, nominating a new induction tutor for your school.

Sign in if you've been nominated as the induction tutor for your school.

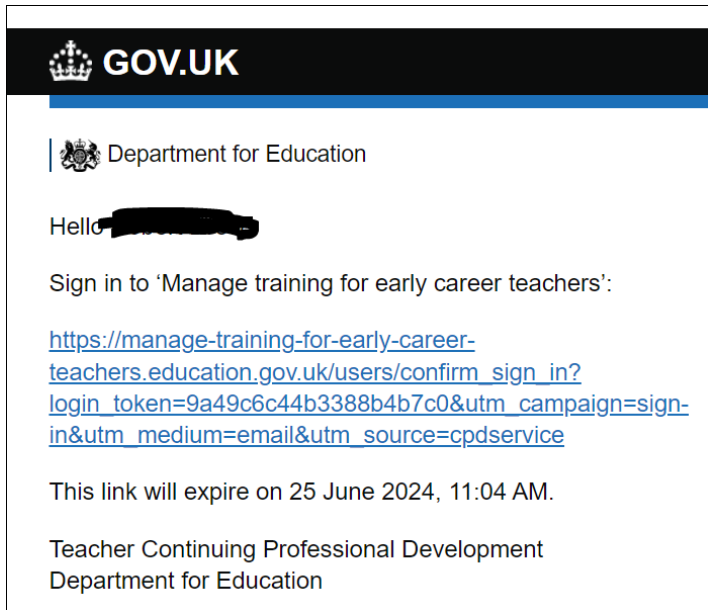
[Sign in](#)

[Request access to the service](#) to set up training at your school for the first time.

Click on the sign-in link

“Ambitious leaders – stronger together”

At this point the Headteacher will need to log-in to the website, using the Headteacher e-mail. This will send you a time-sensitive link to access to the system. The following message will appear in the Headteacher email inbox which will give you a new link to the website.



This new page will then come up:



Click on the link

Your next page looks like this:

Will any ECTs start their induction at your school in the 2024 to 2025 academic year?

This means teachers who have completed their initial teacher training, but have not started their 2-year induction yet.

If you do not expect any ECTs, but you do expect mentors to begin training, answer yes.

Yes

No

Continue

Click “Yes” and then “continue”

Your next page:

Do you want to use the same lead provider and delivery partner for your new ECTs?

Your DfE-funded lead provider

UCL Institute of Education

Your delivery partner

North East London Teaching School Hub

Visit [How to set up training for early career teachers \(opens in new tab\)](#) to learn more about providers.

Yes

No

Continue

Here, click “No” and continue

Next, click “Form a new partnership” and continue

What changes would you like to make?

The change will only apply for ECTs and mentors starting in the academic year.

- Form a new partnership
- Deliver your own programme using DfE-accredited materials
- Design and deliver your own programme based on the Early Career Framework (ECF)

If you're not sure which option to choose, see [delivery options for ECF-based training \(opens in new tab\)](#)

You can also contact your [local teaching school hub \(opens in a new tab\)](#) or [appropriate body \(opens in new tab\)](#).

Continue

Then proceed with “Confirm”

You are going to form a new partnership with a lead provider

You must contact the new provider who will report the partnership to the DfE.

[Find out more about partnering with a lead provider \(opens in new tab\)](#).

Confirm

Have you appointed an appropriate body?

An ECT cannot start their induction until you've appointed an [appropriate body](#). The appropriate body must first verify their role is suitable for induction.

- Yes
- No, I will appoint an appropriate body later

[Continue](#)

At this point the decision for Appropriate Body is yours to make. REP is not making a recommendation at this point in time. You have up to August 31st to complete this. If you want to defer the decision to later click “No”.

Press continue.

Your next page looks like this.

You've submitted your training information

Academic year
2024 to 2025

What happens next

We'll let UCL Institute of Education and North East London Teaching School Hub know that your school wants to make a change for ECTs and mentors starting in the 2024 to 2025 academic year.

They may contact you to confirm this.

What to do next

As soon as possible:

- confirm the change with your new lead provider
- tell us which appropriate body you've appointed for your ECTs
- add the new ECTs and mentors to this service so we can check their eligibility for DfE funding
- use this service to tell us which mentor has been assigned to each ECT

[Return to manage your training](#)

Now click on “Return to manage your training”

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Your next page looks like this.

██████████ Primary School

Manage your training

Summary

Induction tutor	██████████	Change
Mentors	11	
ECTs	5	
ECTs without mentors	0	

Academic year

2024 to 2025 2023 to 2024 2022 to 2023

Programme	Use a training provider funded by the DfE	Change
Appropriate body		Add
Lead provider	Your lead provider needs to confirm this with us	Change
Delivery partner	Your lead provider needs to confirm this with us	Change

Click on “Change your Delivery partner”

Your final page.....

██████████ Primary School

Contact support

Complete this form to tell us about a change of partner for ECTs and mentors who started their training in the 2024 to 2025 academic year.

We'll automatically include these details for you:

Your name	██████████
Your email address	██████████
School	██████████ Primary School URN ██████████
Cohort	2024

Tell us:

- which delivery partner this cohort will work with instead
- the date they'll start training with the new delivery partner

Your message

Keeping the same lead provider - UCL
New delivery partner - Redbridge Education Partnership
Start date - September 2024

[Send message to support](#)

We recommend you add this message in the box,

Keeping the same lead provider – UCL
New Delivery partner – Redbridge Education Partnership
Start date – September 2024

then press “Send message to support”

This is the end of the process for now. More information and a further guide will follow on how to add ECT and Mentor names.