



Waltham Forest Appropriate Body








Early Career Teachers and Schools– Statutory Induction Important Information

Autumn 2022

Welcome
Back to
School!

Welcome

Dear colleagues, welcome back after the summer break. This edition of the Waltham Forest Appropriate Body (AB) bulletin will provide a few highlights and routine updates with information that may help you to deliver Early Career Teachers (ECT) induction in your schools.

	Registration of early career teachers (ECTs)
	Early Career Framework (ECF) programme
	Assessment of ECTs
	Covid- 19 absence exemption
	Statutory guidance
	Appropriate Body Quality Assurance
	Welcome events – Tuesday 13th and Wednesday 14th September 2022

REGISTER NOW

The Appropriate Body (AB) is aware that schools are still adapting to a new process, while there has been some confusion over the registration with an AB and sign-up process for a Full Induction Programme (FIP) or Core Induction Programme (CIP). This information may help:

If a school intends to use a funded provider-led programme and have not yet successfully signed up, we encourage you to do this as soon as possible.

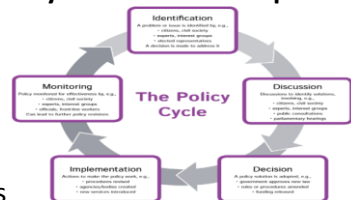
In Waltham Forest, **North-East London Teaching School Hub (NELTSH)** is responsible for delivering ECF training and they have partnered with UCL. Please **express your interest, sign up ECTs and Mentors, for the Full Induction Programme with UCL** by contacting North-East London Teaching School Hub administrator@neltsh.com. For other options on different training programmes or further information including on how schools can sign up visit: [Early career framework reforms: overview - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/early-career-framework-reforms-overview).

It is the responsibility of each school to ensure that they **register their teachers with the new DfE service** if they intend to access a provider-led training programme or to use the DfE-accredited materials to deliver their own induction. **Once your school has signed up for a DfE programme**, the induction tutor will receive an automatic email confirming the lead provider and delivery partner.

If the school has not received an email confirmation, please log into [Manage training for early career teachers](https://www.gov.uk/government/publications/early-career-framework-reforms-overview) and/or ([Support for early career teachers \(education.gov.uk\)](https://www.gov.uk/government/publications/early-career-framework-reforms-overview)) to view the details of your chosen induction route or to access materials. If you experience any difficulties in using the service, please contact the service helpdesk: continuing-professional-development@digital.education.gov.uk

- a) Schools **MUST** register their ECTs with an **Appropriate Body (AB)**. The appointment of an AB is a statutory requirement for the induction period of all ECTs (para 2.21 - 2.26; statutory guidance).
- b) The deadline date for registering September's cohort of ECTs has not gone. Please use this link <https://walthamforest.ectmanager.com/Login.aspx> to **register your ECT as soon as possible**. The **details recorded** must be the **start date of induction** and **not from the date of employment with the school**. If you placed an incorrect start date, please inform the AB so it can be amended and the TRA informed of the change, this will affect the funding of the programme.
- c) **Induction Leads/tutors and/or Headteachers MUST delete tutors not active** within the induction process on ECT Manager or inform the ECT Coordinator of who is no longer involved as a tutor or induction lead. Individuals are receiving unnecessary messages and emails.
- d) **Please remember to purchase the Appropriate Body Service on WF Online:** The ECT Induction Service is a Traded Service and **each ECT** must be purchased via WF Traded Services Online, the School Business Manager and/or finance person will purchase the service for the school. Click on the link: <http://wftradedservices.uk> this will show how to sign up or login, all the traded services will be seen, **click on ECT Induction Service**, then it will direct you to **"Buy Now"**, click that and it **will show the options available to purchase**. This can delay the reviewing of reports and your ECT moving forward if service is not purchased. If you would like us to add the purchase to your shopping basket, please email sylvia.harper@walthamforest.gov.uk or the traded service team on: WF Traded Services wftradedservices@walthamforest.gov.uk

Mid-year starters – you can add these points to your ECT Induction model policy



From discussions

need to be added to the ECT model policy.

about mid-year starters, the areas below will

Mid-year ECT starters

Although it is encouraged to start ECTs at the beginning of each term, not all teaching contracts begin at the start of the academic year and therefore some ECTs may start induction mid-year. The start date for induction should be the date when the ECT's induction programme formally commences (Induction for early career teachers (2021) statutory guidance; 2.12). The Core Induction Programme / School-based ECF Induction programme will commence at the same time as the induction starts.

- 1.1. As an LA-maintained school or non-maintained special school, ECTs will start induction as soon as their employment with the school begins. This 'will be determined by the appropriate body and should be agreed in advance with the headteacher/principal and ECT' (Induction for early career teachers (2021) statutory guidance; 2.11).
- 1.2. As an academy, the date an ECT starts induction may be different to the date from when their contract commences. Programmes usually start in September, January, and April. The start date for induction 'will be determined by the appropriate body and should be agreed in advance with the headteacher/principal and ECT' (Induction for early career teachers (2021) statutory guidance; 2.11). Where induction and contract start dates differ, the ECT will be notified of this by the Head when they are offered a position at the academy.



- 1.3. On occasion, an ECT may start induction prior to the Full Induction Programme commencing. When this happens, the school will provide a programme of training that is underpinned by the Early Career Framework and liaise with the FIP delivery partner for further guidance. The ECT will receive support and monitoring from their mentor and the induction tutor during this time.



Guidance regarding the registration of an ECT with an appropriate body (AB) can be found in paras 2.21 – 2.26 of the [Statutory Induction Guidance](#), but would like to provide you with further guidance:

- An **ECT cannot undertake statutory induction (or a period of employment counting towards induction) unless they have been awarded QTS**. Headteachers/principals and appropriate bodies must check with the Teaching Regulation Agency that the individual holds QTS.
- *The **start date for statutory induction will be determined by the AB** and should be agreed in advance with the headteacher and the ECT. It should be the date **when the ECT starts their induction programme**, which may, in some circumstances, be an earlier date to when their ECF training starts.*
- To explain this further, for ECTs who start their teaching role at the start of a new term, this will usually also be the date that their provider led ECF training starts, if their school has chosen that induction route. However, if an ECT starts their teaching role at any other point in the academic year these dates may be different.
- The six Lead Providers each have their own policy for the management of ECTs that start their induction at a non-standard time, and schools should contact them directly for details. ECTs starting statutory induction at a non-standard point should be able to join an ECF programme cohort at the next available start date.
- The school should work with their Lead Provider to agree what induction activities the ECT will undertake as part of their induction programme prior to joining the next available cohort. ECTs do not need to wait until an ECF programme cohort to start their statutory induction. For example, a school may deliver some induction activities to help the ECT settle into their new role, e.g., meeting their mentor and other key staff, safeguarding training etc. The ECT may also be supported by the Lead Provider, in accordance with the Provider's policy, until the cohort start date.

Please note, that ***it is not possible to backdate an induction period***.

Please also remember that any statutory induction that was agreed to start before 1 September 2021 falls under the [previous statutory guidance](#) and will not be eligible for the DfE-funded provider-led ECF training.

Induction in further education institutions (including sixth- form colleges and 16–19 academies)

An FE institution, sixth-form college or 16–19 academy wishing to offer an ECT a post in which to serve a statutory induction period **is expected to:**

- ensure that normally no more than 10% of the ECT's teaching in the FE institution is devoted to teaching classes predominantly consisting of pupils aged 19 and over;
- enable the ECT to develop a sound knowledge and understanding of day-to-day practices and the role of a teacher in a school; ECTs should spend the equivalent of at least ten days teaching children of compulsory school age in a school during their induction; and
- make every effort to provide the ECT with up to a further 15 days' experience in a school setting.



ECF programme

Schools should decide early which options they will take in the event they will have ECTs from September. Even if it is not clear whether any will be recruited, it will be worthwhile to have a clear understanding of the options and have a preference identified if your school recruits late and needs to move quickly. This would include discussing and making an informed decision which programme the school will choose.



Schools have **three** options to deliver the ECF programme:

ECF programmes	What the school must do
Full Induction Programme (FIP)	<p><i>The FIP programme is delivered by a lead provider and is available for state-funded schools only, but some providers have arrangements in place for independent / free schools.</i></p> <p>There are 6 providers DfE-funded training provider that deliver the FIP.</p> <p>If you choose this option, you will need to select 1 provider and then register with the DfE Manage training for early career teachers service as they will need to arrange relevant funding and access to materials.</p> <p>In Waltham Forest, North East London Teaching Hub (NELTSH) is responsible for delivering ECF training and they have partnered with UCL. For more information or registering for the UCL programmes contact North East London Teaching School Hub administrator@neltsh.com</p>
Core Induction Programme (CIP)	<p>If you choose this option, please select materials from one provider DfE-accredited materials and use these materials for delivering the programme in the school.</p> <p>Then register with the DfE Manage training for early career teachers service and/or Support for early career teachers (education.gov.uk) as they will need to arrange access to materials.</p> <p>The AB will need to conduct an ECF fidelity checking at three points during induction – 1) prior to the induction, 2) end of year one, 3) end of induction. Please visit ECT Manager download the ECF Fidelity checking Template to see a form you will be asked to complete.</p>
School-based Programme (SBP)	<p>If you choose this option, you will need to design and deliver your programme. Support for early career teachers (education.gov.uk)</p> <p>The AB will need to conduct an ECF fidelity checking at three points during induction – 1) prior to the induction, 2) end of year one, 3) end of induction. Please visit ECT Manager download the ECF Fidelity checking Template to see a form you will be asked to complete.</p>

DfE-accredited materials

Schools who want to access the DfE-accredited materials to deliver an early career framework (ECF) based induction should continue to **select only one set of materials** as the basis of their programme, and register with the DfE's online service here to access their chosen DfE-accredited materials: [Support for early career teachers \(education.gov.uk\)](https://supportforearlycareerteachers.education.gov.uk) For queries about accessing or using these materials please contact: continuing-professional-development@digital.education.gov.uk



Assessment of ECTs

Assessment of an ECT is a statutory requirement. In the new induction arrangements, **there are two formal assessment points**, one midway through induction (end of year 1), and one at the end of the induction period.

Judgements should be made against the Teachers' Standards and **not against the ECF**. Evidence for assessments **must be drawn from the ECT's work**, using **existing and working documents**. No requirement for the ECT to create new evidence for the formal assessment. ECTs should be kept up to date on their progress. There should be nothing unexpected.

Please note that any documentation required as part of the full induction programme (FIP) or core induction programme (CIP) is related to these programmes. An induction tutor **could** use evidence from these ECF programmes for statutory induction assessment purposes, either in progress reviews or formal assessments 1 or 2 (final).



Dates for your diary:

Period	Start of ECT term - full time	End of ECT term - full time	Earliest Assessment submission date from
Autumn Term			
Term 1	1 September 2021	20 December 2021	13 December 2021
Half Term	25 - 29 October 2021	(73 days)	Progress Review
Spring Term			
Term 2	4 January 2022	4 April 2022	28 March 2022
Half Term	14- 18 February 2022	(59 days)	Progress Review
Summer Term			
Term 3	19 April 2022	25 July 2022	18 July 2022
Half Term	30 May – 3 June 2021	(63 days)	1 st Formal Assessment
Autumn Term			
Term 4	1 September 2022	19 December 2022	12 December 2022
Half Term	24 - 28 October 2022	(72 days)	Progress Review
Spring Term			
Term 5	3 January 2023	3 April 2023	27 March 2023
Half Term	13 - 17 February 2023	(59 days)	Progress Review
Summer Term			
Term 6	17 April 2023	24 July 2023	17 July 2023
Half Term	29 May – 2 June 2023	(64 days)	2 nd Formal Assessment

The induction tutor is a separate role to that of mentor (see para 2.43).

2.43 The mentor and the induction tutor are two discrete roles with differing responsibilities, and it is expected that these roles should be held by different individuals. In exceptional circumstances it may be necessary for the headteacher to designate a single teacher to fulfil both roles, which may be the headteacher/principal themselves. Where this is the case the headteacher should ensure that the induction tutor understands that they are fulfilling two discrete roles and that adequate safeguards are put in place to ensure that the mentoring support offered to the ECT is not conflated with assessment of the ECT against the Teachers' Standards.

Professional progress reviews of the ECT

2.46 The induction tutor is expected to review the ECT's progress against the Teachers' Standards throughout the induction period, with progress reviews taking place in each term where a formal assessment (see paras 2.52 – 2.57) is not scheduled.

2.47 Progress reviews are expected to be informed by existing evidence of the ECT's teaching and to be conducted with sufficient detail to ensure that there is nothing unexpected for the ECT when it comes to their formal assessment.

2.48 Progress reviews are not formal assessments and there is no requirement for ECTs to create evidence specifically to inform a progress review. ECTs are expected, nonetheless, to engage with the process and provide copies of existing evidence as agreed with the induction tutor.

Teacher Self-Service to access individual teacher record

Login into Teacher Self-Service Portal

The National College for Teaching and Leadership (NCTL) is an executive agency which is part of the Department for Education (DfE). Under the terms of the Data Protection Act 1998, the DfE is a data controller. Information you provide to the NCTL on this form will be used to allow the Agency to fulfil its functions and legal obligations. All personal data will be handled in compliance with the DPA. Personal data collected may be shared with selected third parties who fulfil a service on behalf of and under the express instructions of the NCTL. Further information is available in the DfE's Privacy Statement that can be viewed on the DfE website.

<http://www.education.gov.uk/help/legalinformation/a005240/privacy-statement>

Teacher reference number*

Surname*

Forename*

Date of birth*

UK National Insurance number

CAUTION

Log in

[Forgot your details?](#)

Teachers should be using the [teacher self-service](#) to update their personal details, including their email address, and download their qualified teacher status and induction certificates.



COVID-19 absence exemption

The following position has been agreed by the DfE in relation to the impact of COVID-19 upon ECTs:

- DfE recognises that during the Omicron COVID-19 variant wave the number of absences amongst ECTs increased. In response to this situation, the Department intends to introduce regulatory changes that will reinstate the COVID-19 exemption to the induction absence limit, subject to parliamentary procedures. **The new provisions came into force on 18 April 2022**

- This will enable most affected ECTs to begin their second year of induction in September 2022 without any COVID -19 related absences automatically extending their induction period.
- ECF training providers will support participants to catch up and re-engage with the content if some has been missed with the aim of retaining them on the programme with the cohort they started with.
- During the first formal assessment, induction tutors and headteachers should still determine whether satisfactory progress has been made against the Teachers' Standards. If satisfactory progress has not been made, the appropriate body should be informed and the headteacher should ensure that additional monitoring and support measures are immediately put in place.
- In the case of transitional ECTs or those on reduced inductions who are due to complete their induction, headteachers and appropriate bodies should continue to make a decision on whether an ECT has met the Teachers' Standards.
- If there are concerns that an ECT has not achieved the Standards at the end of their induction, regardless of COVID-related absence exemptions, we would encourage appropriate bodies to consider exercising their discretion to recommend an extension, allowing the ECT further time and opportunity to demonstrate their ability to meet the Standards.

Appropriate Body Quality Assurance

The Local Authority, as the Appropriate Body (AB) is required to quality assure the induction processes provided by schools. The QA processes aim to quality assure the induction processes in Waltham Forest schools as well as highlighting examples of effective practice for ECT Induction.



Some schools will be selected to participate in a **documentation sampling** process as part of the QA process, so you are required to provide the following supporting documents:

- QA Self Evaluation Form
- Supporting evidence
 - Termly action/ support plans for each ECT
 - Observation of ECT's teaching for each ECT
 - Evidence of mentor/ECT meeting for each ECT
 - Timetables of ECTs for each ECT
 - Evidence of ECF training
 - Evidence of support and training for mentors and induction tutors
 - Updated ECT induction Policy

ECT INDUCTION -Documents



Induction templates, handbooks, statutory guidance, teachers' standards, and various information to assist with the induction process is available on ECT Manager for ECTs, Headteachers, Induction Leads and Tutors under the heading Resources.

Welcome event dates for those using Waltham Forest as the Appropriate Body – Tuesday 13th and Wednesday 14th September 2022

Please note the following events, invites will be sent out to email addresses:

- ❖ **ECT Statutory Induction Welcome Event** – Tuesday 13th September

This event will inform ECTs about the statutory induction requirements

- ❖ **Induction Tutor and Mentor Information and Network Event** – Wednesday 14th September

This event will provide information to ensure ECTs receive entitlements and are supported in their progress

For queries on the content of this newsletter and any other induction matters, please contact:
Sylvia Harper (ECT Coordinator) sylvia.harper@walthamforest.gov.uk 07771 606 897

