

Xavier Teaching School Hub ECF

A guide to registering for the ECF full induction programme

What?	When?	How?
Step 1 Register with Xavier Teaching School Hub	May-July	<p>If you have not done so already, please register your school on Xavier’s full induction programme via the following link:</p> <p style="text-align: center;"><u>Click here to register with Xavier</u></p> <p><i>Please note that if you are not due to have any ECTs within your school next academic year but would like to work with Xavier in the future then please still sign up and tick the appropriate option to notify us of this.</i></p>
Step 2 Register your school on the DfE portal	May-July	<p>Schools are required to set up an account on the DfE portal and provide the following information:</p> <ul style="list-style-type: none"> • Name of induction tutor • That your ECTs will follow the Full Induction programme (FIP) • Estimated ECT and Mentor numbers.
Guide to accessing the new DfE online portal <ul style="list-style-type: none"> • Your school should have received an email directly from the DfE, asking you to set up an online account and register the above. The email will have been sent out to the email address that is set against your ‘get information for schools (GIAS) account’. This is often a school admin address • If you are unable to locate the email you can request the email to be resent to your school by; <ul style="list-style-type: none"> ○ Visiting: https://manage-training-for-early-career-teachers.education.gov.uk/nominations/link-invalid ○ Emailing the DfE directly at: continuing-professional-development@digital.education.gov.uk • Please note during the registration process make sure you select ‘use an approved training provider’ to indicate that your ECTs/Mentors will be following Xavier’s full induction programme (FIP) • On the DfE portal you do not need to complete the request to ‘sign up with a training provider’ as you have already done this in Step 1 above. 		
Step 3 Provide detailed information on the DfE portal	June-July	<p>Schools return to the DfE portal and submit the following:</p> <ul style="list-style-type: none"> • Final ECT and Mentor numbers • Individual Mentor and ECT details • Select name of Xavier (in partnership with Teach First) as your provider.
Step 4 Xavier ECT Induction Tutor induction	Monday 5 th July 4-5pm	<p>All schools on the Xavier ECT programme will be invited to an online summer induction for ECT Induction Leads and Senior Leaders.</p> <p>This induction will provide an overview of the programme and ensure that schools are ready to welcome ECTs.</p>
Step 5 ECF programme begins	September	<p>ECTs and Mentors will be contacted by Xavier and welcomed to the programme. The welcome communication will include:</p> <ul style="list-style-type: none"> • Login details to Brightspace, the Teach First virtual learning platform • Details of the September Induction sessions, an overview of the year and the local strategic lead school/delivery partners where ECTs will attend training.