

Support for schools in using the DfE portal

July 2023

Sign into the DfE portal from 4th July 2023

Molescroft Primary School

What we need to know

Tell us if any new ECTs will start training at your school in the 2023 to 2024 academic year

We need to know:

- whether or not your school expects any new ECTs
- if you plan to change how you run training for any new ECTs

You can tell us this later if you do not know yet. You can also change your answers if you need to.

Do not include ECTs who started their training in the 2022 to 2023 academic year.

Continue

Sign in to the portal via the link:

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

Follow the instructions on the first page as shown to let the DfE know that you will have a new ECT/s at your school from September 2023 or during the academic year 2023/24

DO NOT include ECTs who have already started their training & are transferring to you from a different school.

The DfE portal 2023/24



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Does your school expect any new ECTs in the new academic year?

ECTs are teachers who have finished their initial teacher training.

Do not include ECTs who started training before 1 September 2023.

Yes

No

Continue

This shows the 2nd page on the portal.

Click yes if you will be employing any NEW ECTs in the academic year 2023/24.

DO NOT include any ECTs who have already started their training, who may be transferring to your school.

Working with Teach First & Vantage TSH 2023/24



Molescroft Primary School

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

Your DfE-funded lead provider

Teach First

Your delivery partner

The Vantage 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

This is the 3rd screen that you will see when going onto the portal.

If you have worked with us before then Teach First & Vantage will appear on this screen. Please click 'yes' to continue working with us.

If you have not worked with us before then please ensure that you have completed our online form on our website:

<https://forms.office.com/e/dHBduiitWb>

This is so that we can 'claim you' as a new school.

Teach First is the Lead Provider.

Vantage is the Delivery Partner.

Appropriate Body services

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Have you appointed an appropriate body?

Yes

No

Continue

This is the 4th screen that you will see on the portal.

From September 2024, teaching school hubs will become the main provider of appropriate body services.

Local authorities will withdraw from their appropriate body role in 2 stages:

* from September 2023, they will not register any new ECTs

* from September 2024, they will stop operating as appropriate bodies

Choosing an Appropriate Body

Molescroft Primary School

Which type of appropriate body have you appointed?

If your school works with more than one, first tell us about the appropriate body appointed for the majority of your ECTs. You can add the others later.

National organisation

Teaching school hub

Continue

This is the 5th screen that you will see on the portal.

If you have registered or are going to register with Vantage AB services then please answer, 'Teaching school hub' to this question.

Choosing an Appropriate Body

Molescroft Primary School

Which teaching school hub have you appointed?

Remember to contact the appropriate body directly to appoint them for your ECTs, if you have not done so already.

The Vantage Teaching School Hub North Humber (St Mary's College, Vol)

Continue

This is the 6th screen that you will see on the portal.

Start typing in Vantage and it comes up in the menu.

Confirming your information 2023/24

**You've submitted your
training information and
reported your
appropriate body**

**Academic year
2023 to 2024**

What to do next

As soon as possible:

- 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](#)

This is the 7th screen that you will see on the portal.

This confirms that you have told the DfE you are expecting to employ ECTs in 23/24 and who your AB will be.

When you click on the blue link 'return to manage your training' – you can then add any new ECTs and Mentors if you have all of their details.

Adding new ECTs and Mentors for 2023/24



training-for-early-career-teachers.education.gov.uk/schools/111889-moiescroft-primary-school#_2023-to-2024

Induction tutor	Andrea Tonks	Change
Mentors	3	
ECTs	2	
ECTs without mentors	0	

Academic year

2023 to 2024 [2022 to 2023](#) [2021 to 2022](#)

Programme	Use a training provider funded by the DfE	Change
Appropriate body	The Vantage Teaching School Hub North Humber (St Mary's College, Voluntary Catholic Academy)	Change
Lead provider	Teach First	
Delivery partner	The Vantage Teaching School Hub	

If this does not look right, [report that your school has been confirmed incorrectly](#). This link will expire on 1 November 2023.

When you are ready to add the details of your new ECTs & Mentors then please ensure you click on the correct training year:

2023 to 2024 for any NEW ECTs & Mentors

2022 to 2023 for any transfers from other schools

You need:

Full name (same as on QTS certificate)

Date of birth

TRN

Email address

Start date in your school



Linking ECTs with Mentors

2023/24



Molescroft Primary School

Manage mentors and ECTs

Add ECT or mentor

Mentor	
Emily Wright	MENTORING
ECTs	
Mrs Jenna Anthony	WAITING FOR INDUCTION TO BE RECORDED

Once you've added a new ECT and Mentor to the portal with the correct details the you can 'link' them together.

Click on 'Manage ECTs and Mentors'.

From the list of Mentors you have registered you can choose who is to Mentor your new ECT.

This can be done as soon as the details are uploaded.

If the screen says 'Waiting for induction to be recorded', this is because the AB needs to authorise the ECT starting.

Have you completed the AB onboarding? 2023/24



Early career teacher	
Name	<input type="text"/> Change
TRN	<input type="text"/>
Date of birth	<input type="text"/>
Email address	<input type="text"/> Change
Mentor	Emily Wright Change
Status	WAITING FOR INDUCTION TO BE RECORDED We're waiting for the school's appropriate body to record the participant's induction. Contact your appropriate body and remind them to register the ECT's induction with the Teaching Regulation Agency (TRA).
Lead provider	Teach First
Delivery partner	The Vantage Teaching School Hub

Please note that if you get this message when reviewing your ECTs it is because the Appropriate Body process has not been completed.

The Head teacher needs to digitally sign the AB onboarding form and then your AB can authorise the ECT induction.

The message will then change to 'Eligible for training'.

If there are any changes that need to be made to your mentors, Induction Tutor or ECTs then these must be done on the DfE portal:

DfE Online Portal

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**Have you linked
your Mentors to
your ECTs?**

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

Please also let us know which Mentors are linked to which ECTs in your school.

Please visit our website:

<https://www.vantagetsh.org>

We are here
to help...

Which will take you through step by step the onboarding process but please contact us should you need any help/support.

Our email address is:

teachingschoolhub@smchull.org