

# Early Career Professional Development Programme

## Participant Management Processes 2023-2024

Version 8 Reviewed: 6 July 2023

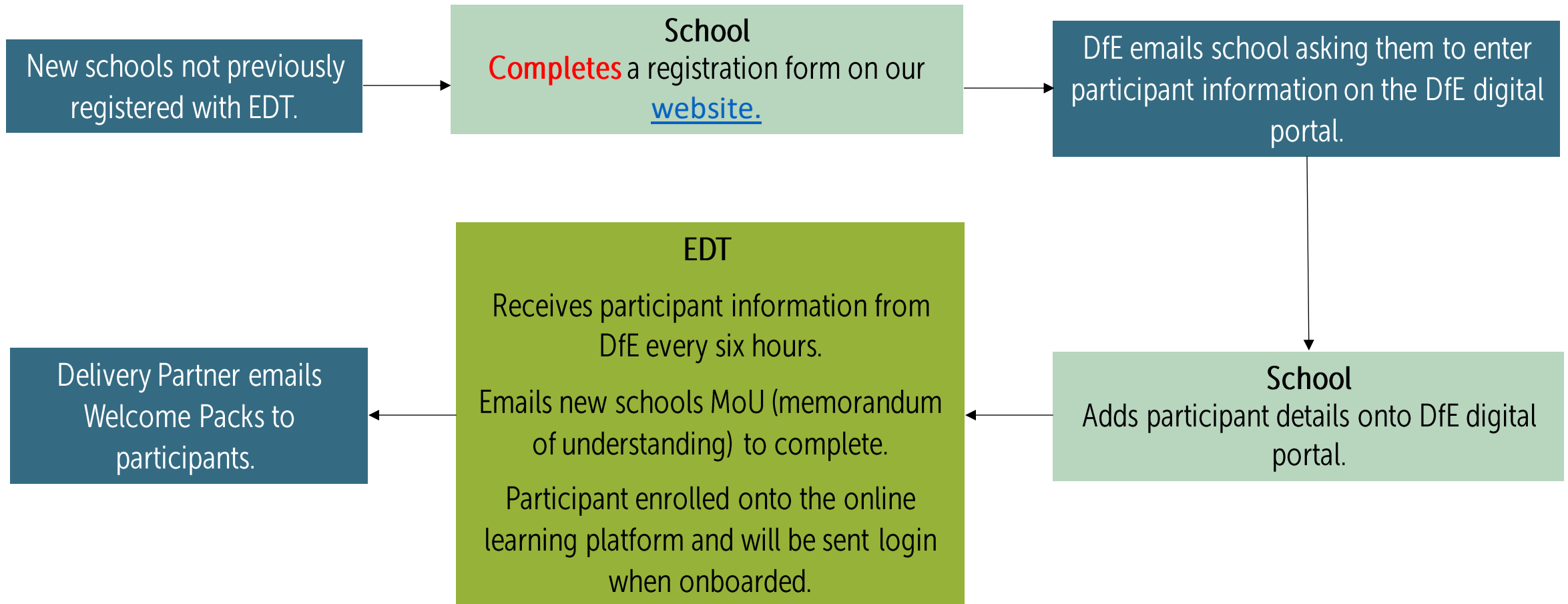


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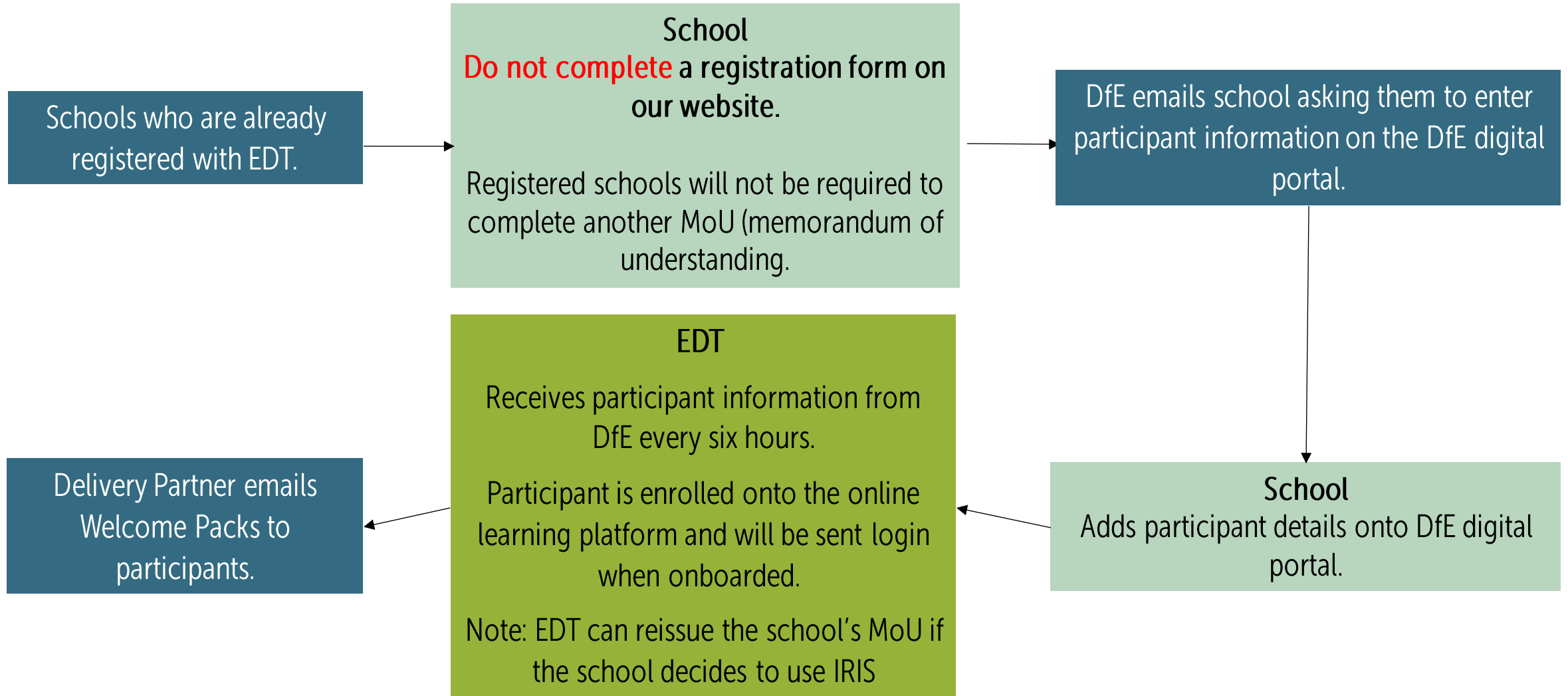
## Onboarding Process:

For new schools not registered with EDT



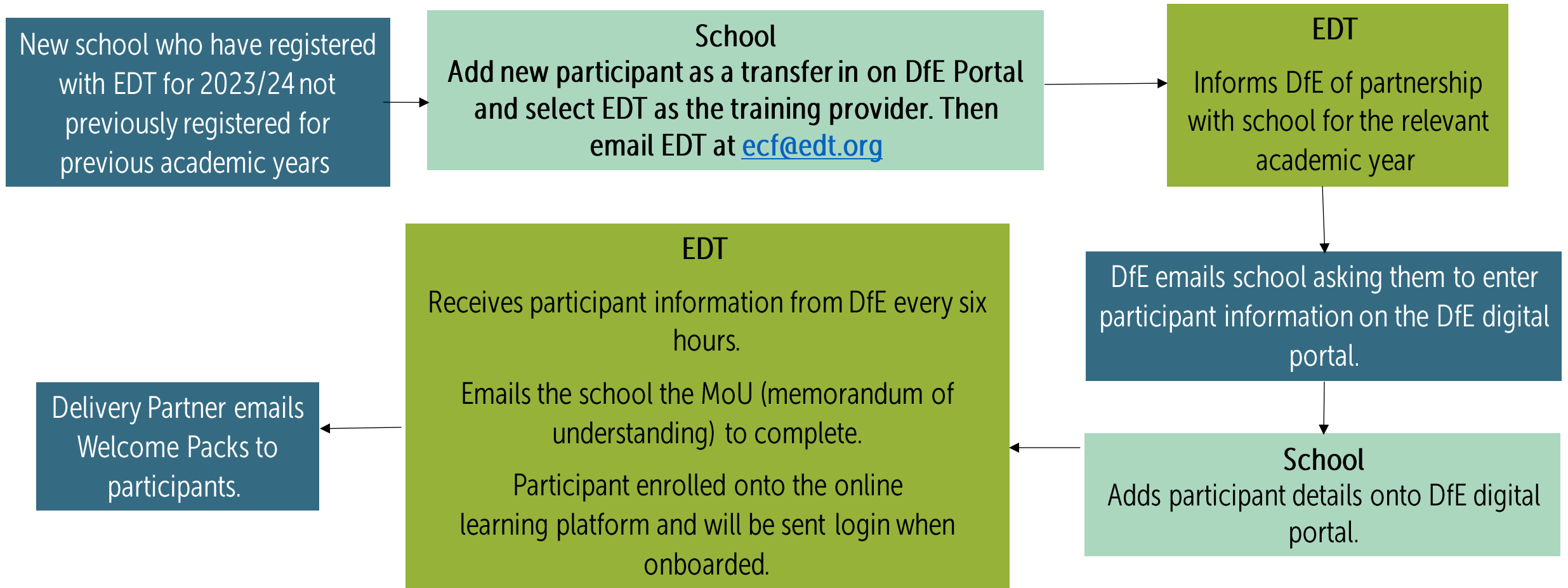
## Onboarding Process:

For schools already registered with EDT



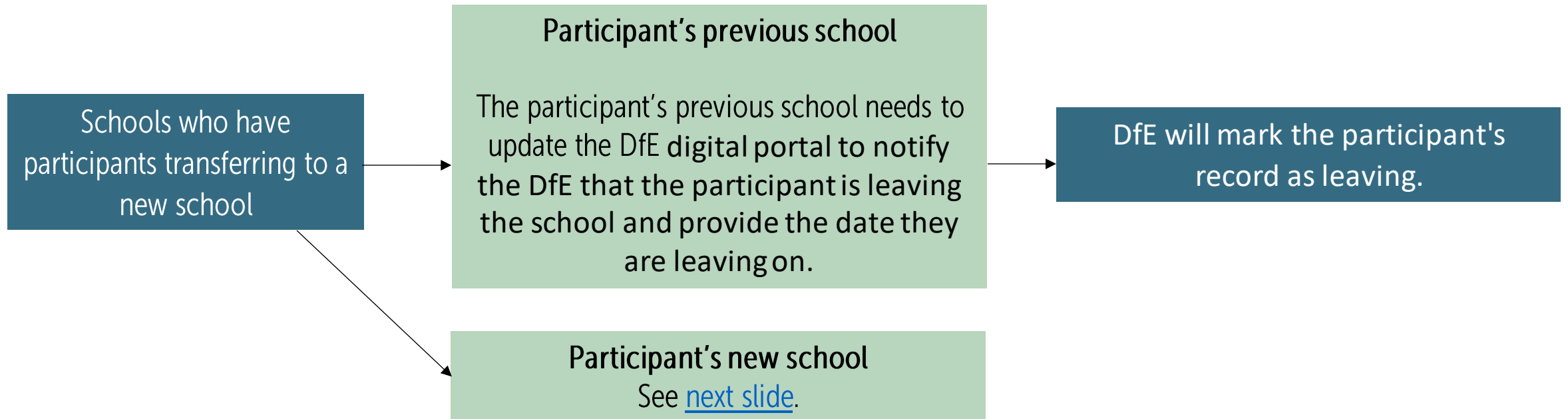
## Onboarding Process:

For schools taking on a participant who started their induction in a previous academic year with EDT at a different school



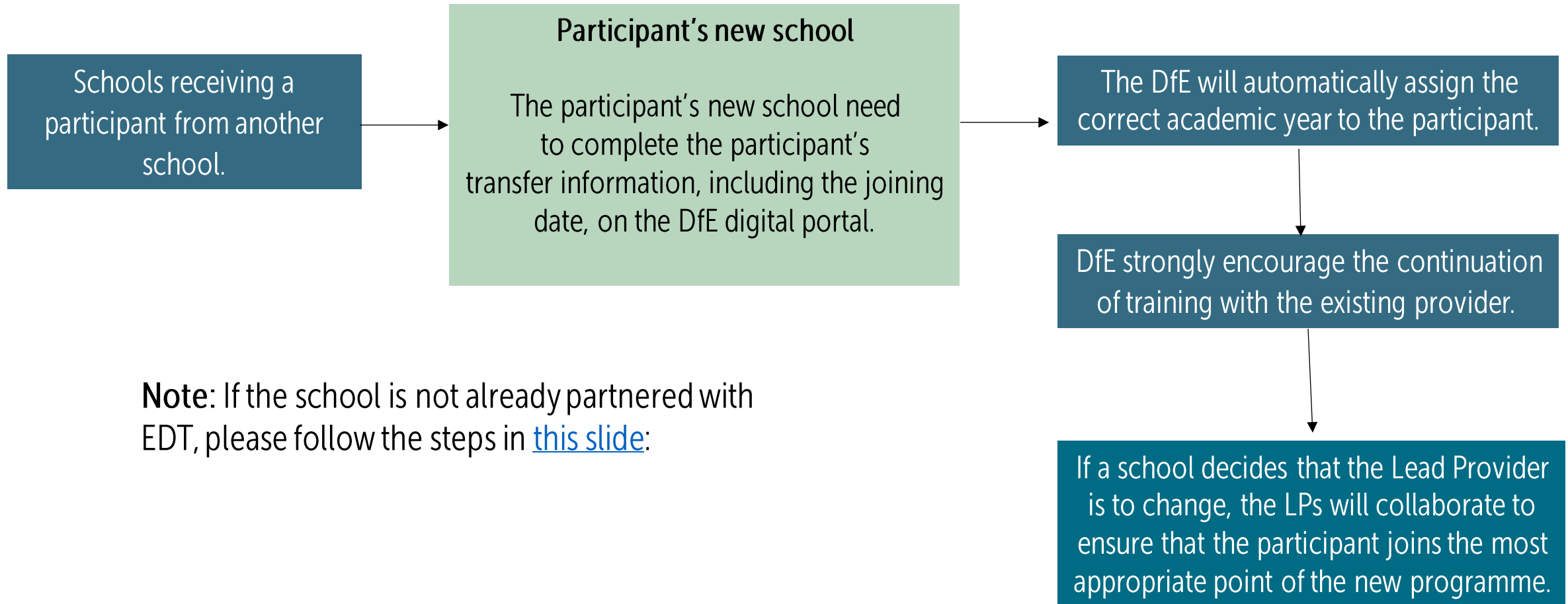
## School Transfer Process:

Schools who have participants transferring to a new school

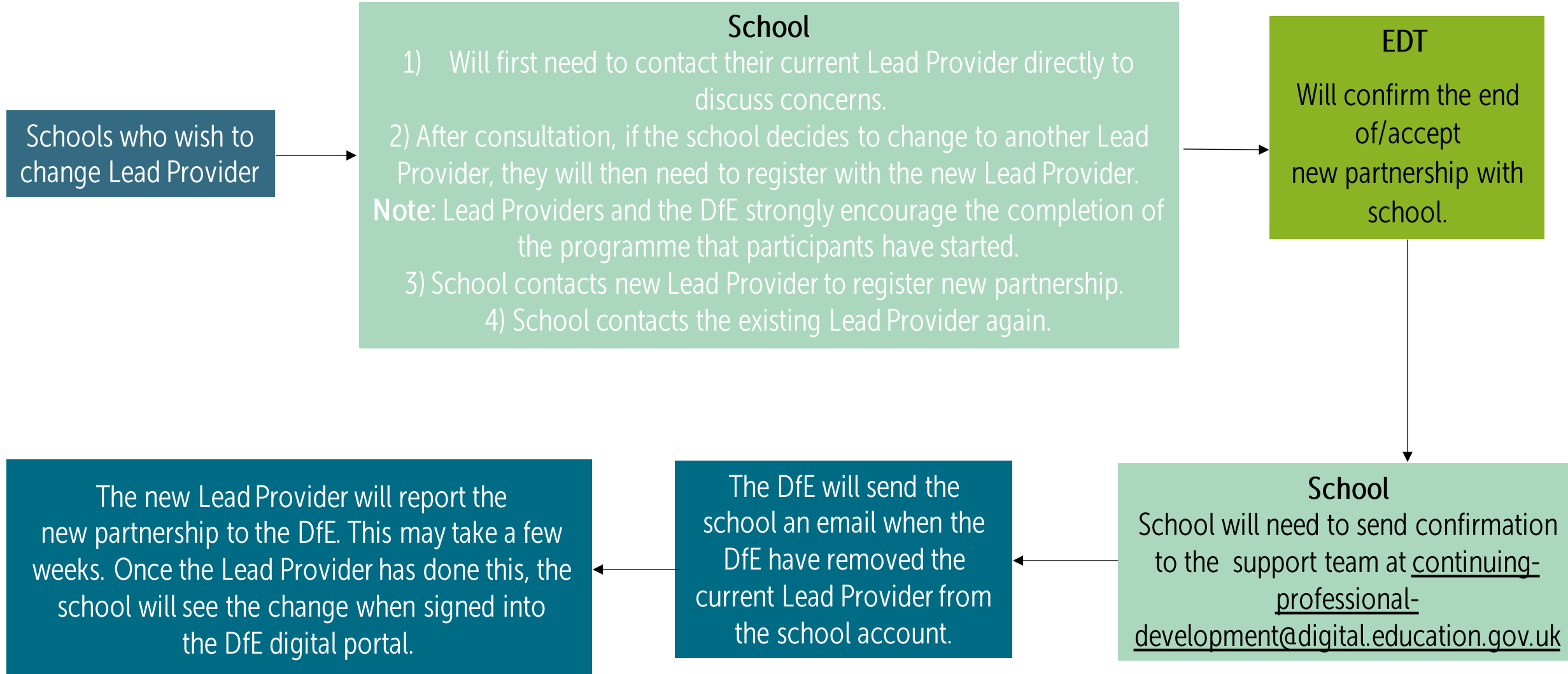


## School Transfer Process:

Schools who have participants joining their school after starting induction with another school

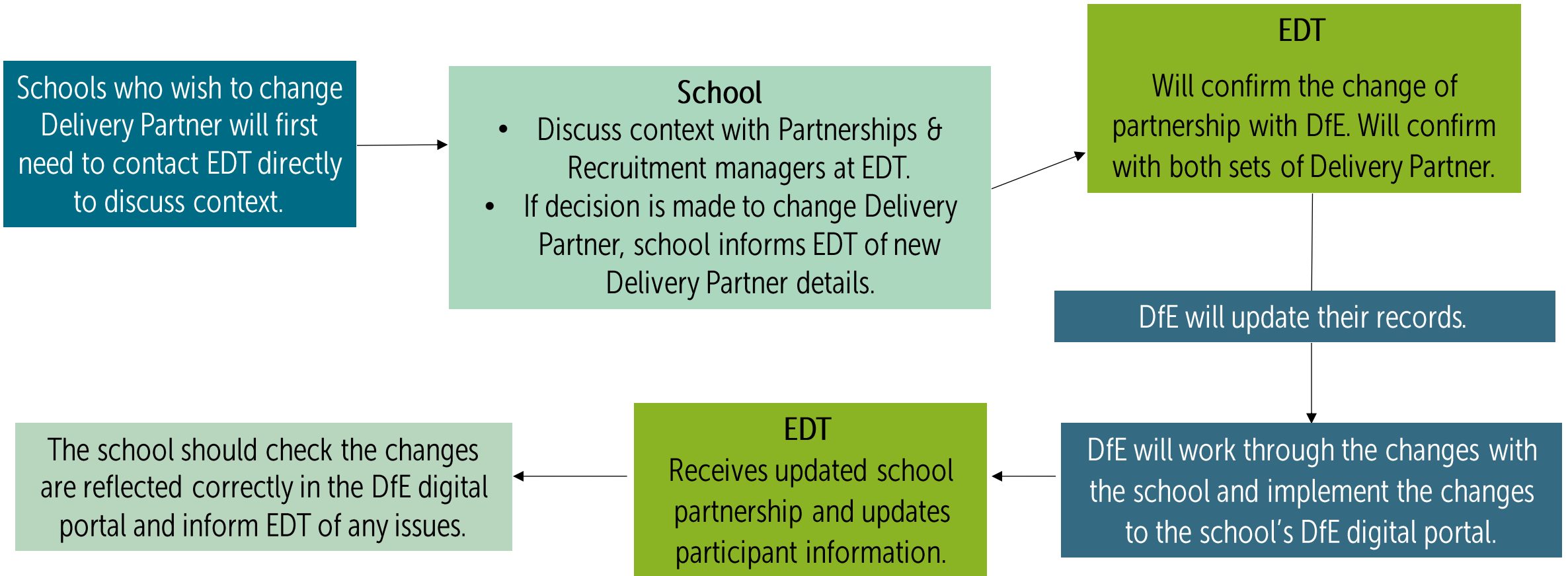


## School Transfer Process: School Moving Lead Provider





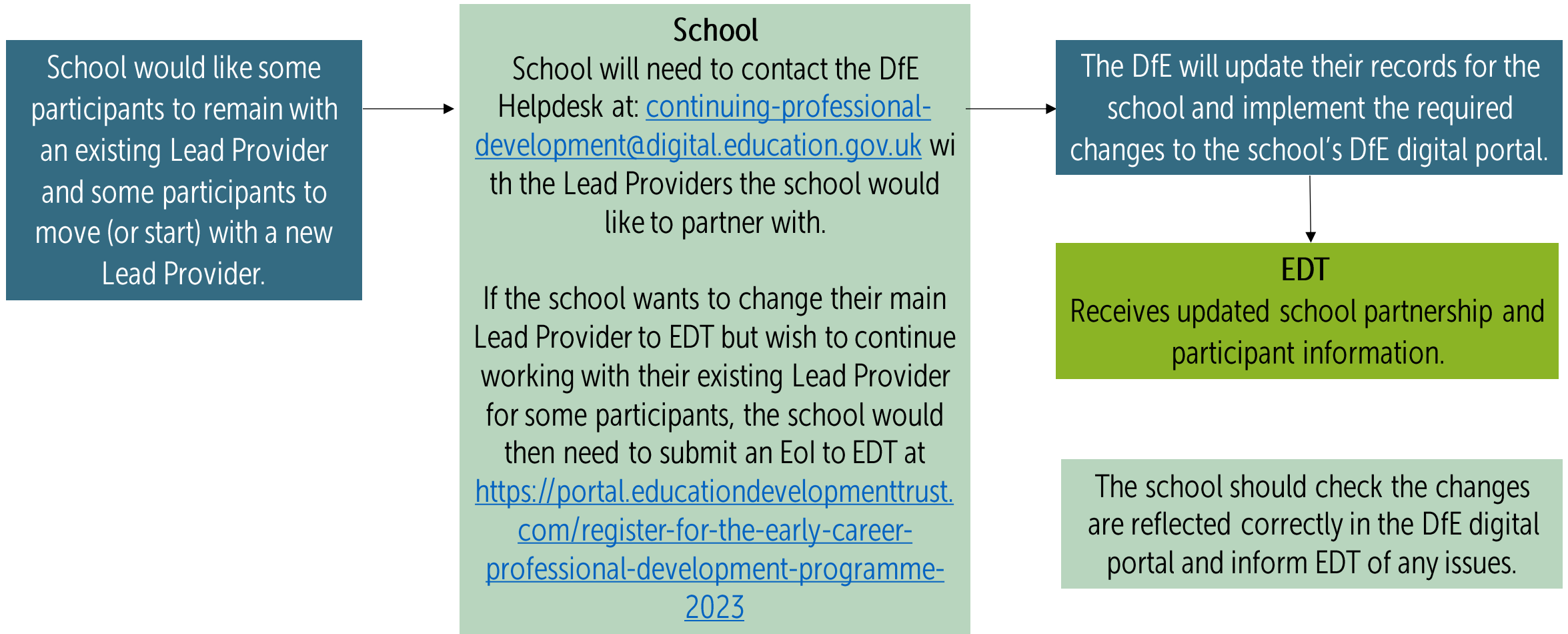
## School Transfer Process: School Moving Delivery Partner



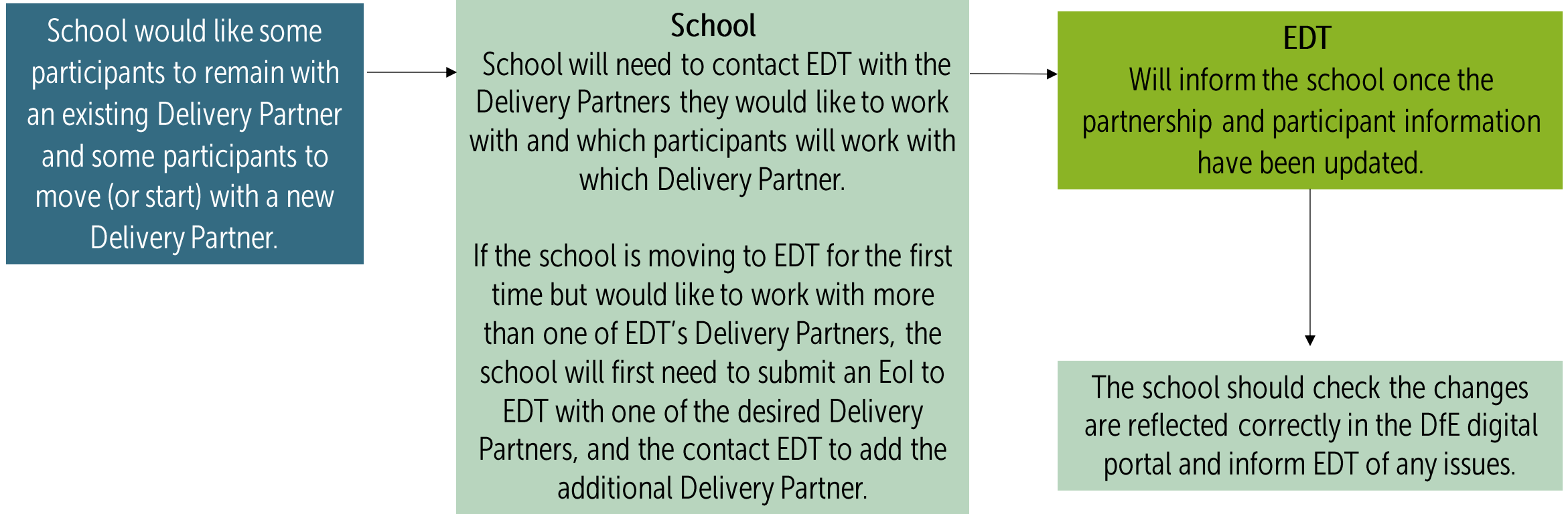
## School Transfer Process:

School Working with 2 Lead Providers

**Note: Schools have to select one main Lead Provider.**



## School Transfer Process: School Working with 2 Delivery Partners



**Note: this process may change as a result of DfE Version 3 registration update**

# Replacement Mentor Process for Academic Year 2023

## DfE definition of replacement mentor

A participant who meets the following two criteria:

- the ECT's original mentor ceases to mentor the ECT
- the ECT's new mentor hasn't started mentor training previously while supporting another ECT

**Please note:** If a replacing mentor is already supporting a new or existing ECT, they are not a replacement mentor.

Click [here](#) for the first of two slides that give more detail about changes to mentor payments from 2023 onwards.

## School

### Possible scenarios

- a) **Change of mentors:** School updates school record in DfE portal with new mentor details
- b) **Transferred ECT:** School updates mentor details on the DfE portal for an ECT who gets transferred into their school.

### Comms to Delivery Partner

The school to inform their Delivery Partner if the mentor who is being replaced needs to be deferred or withdrawn. Deferral applies where the mentor intends to return to mentoring in the future; withdrawal applies where the mentor has left teaching.

## EDT

Receives information from DfE every six hours.

The process for picking up replacement mentors is currently under review within EDT.

Transfer information is planned to be released as soon as possible.

Participant will be enrolled onto the online learning platform and will be sent login details.

The replacement mentor will pick up their training where the previous mentor left off. From 2023 onwards, replacement mentors are entitled to complete the full 2-year training with payments.

## Replacement Mentor Process (where a mentor is only supporting 2021/22 ECT)

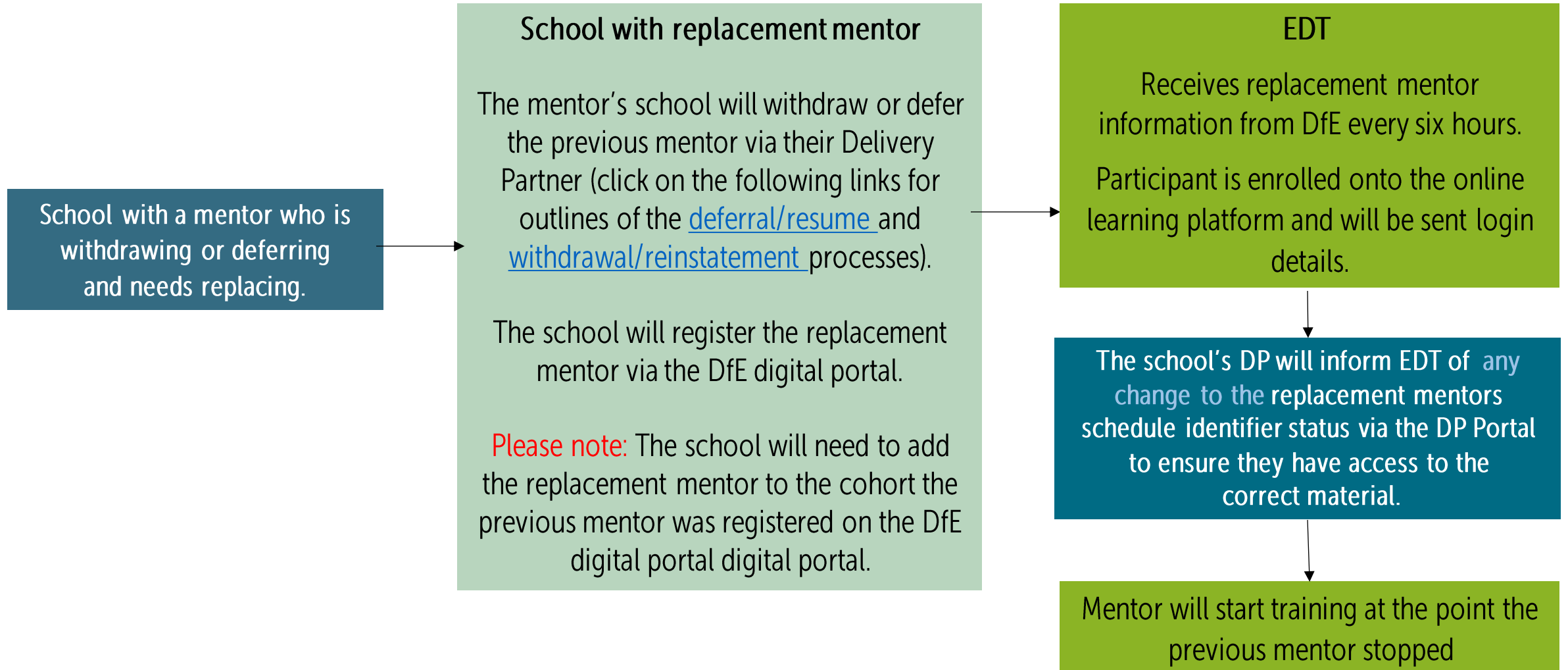


Table A: a replacement mentor joined the programme at Output 4 due to the previous mentor leaving the training programme (source: DfE)

ECT Milestones	ECT Declarations	Mentor 1 Milestones	Mentor 1 Declarations	Mentor 2 Milestones	Mentor 2 Declarations
Output 1	started	Output 1	started	n/a	n/a
Output 2	retained-1	Output 2	retained-1	n/a	n/a
Output 3	retained-2	Output 3	retained-2	n/a	n/a
Output 4	retained-3	n/a	n/a	Output 1	started
Output 5	retained-4	n/a	n/a	Output 2	retained-1
Output 6	Completed	n/a	n/a	Output 3	retained-2
n/a	n/a		n/a	Output 4	retained-3
n/a	n/a		n/a	Output 5	retained-4
n/a	n/a		n/a	Output 6	Completed

## Replacement Mentors Process:

### Further guidance

Where the replacement mentor is a new mentor joining the programme, valid declarations will be payable from the point they start the programme, and then from meeting the ongoing engagement criteria. In most cases this is expected to be payable from the next relevant milestone after the previous mentor has left the programme, **note:** they will be entitled to complete the full training programme (see bullet point below).

**From September 2023 onwards** the first declaration will be a start declaration and declarations will be made in sequence (subject to meeting the engagement criteria). Please refer to **Table A** to the left for more detail.

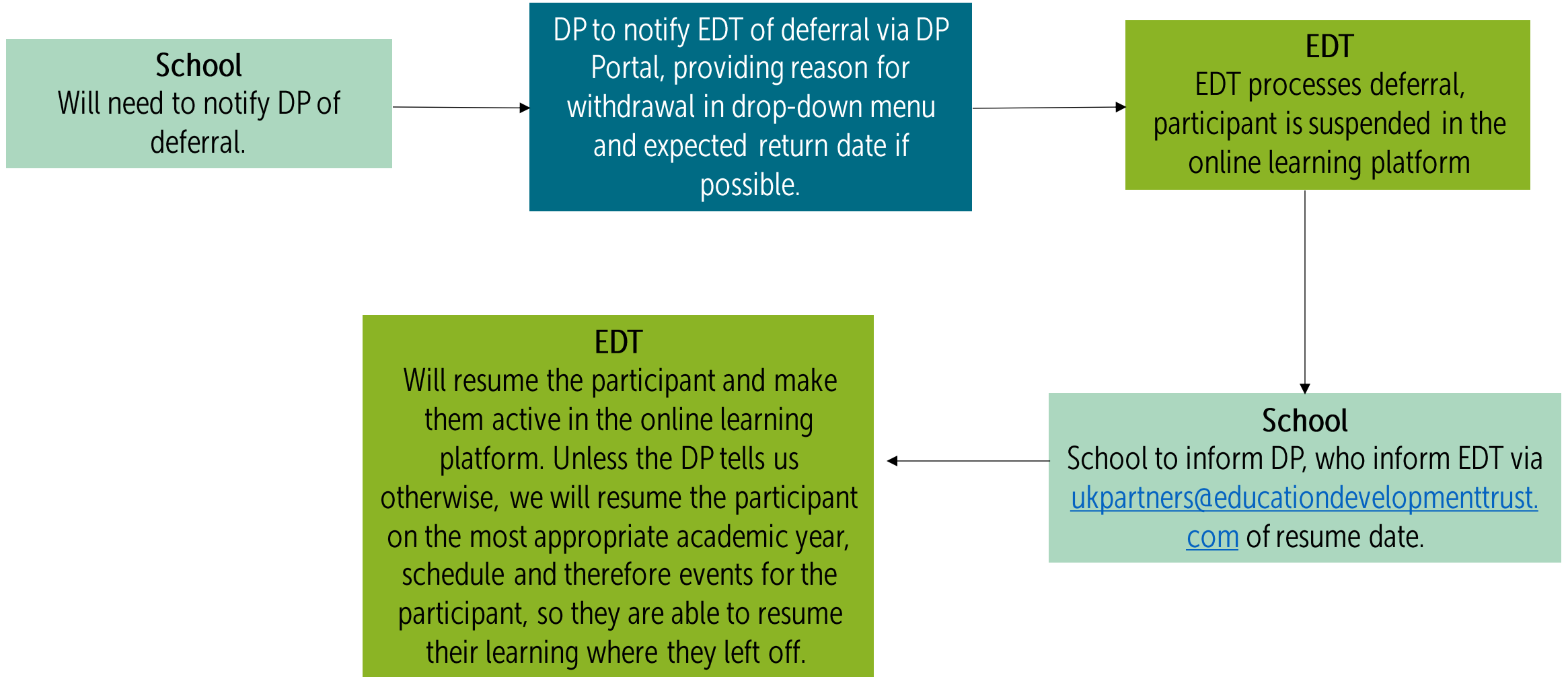
## **Replacement Mentor Process:** Additional information

Where a mentor transfers Lead Provider while on the replacement mentor schedule during their training, they will be entitled to a maximum of six milestone payments. For example, if they have already completed a started and retained-1 declaration with the previous Lead Provider, they will be entitled to retained-2, -3, -4 and completed declarations with the new Leader Provider, subject to meeting engagement criteria.

Replacement mentors who join the programme following a break or having completed some of their training with another provider will be allocated to an extended schedule. Their training will restart from where they left off.

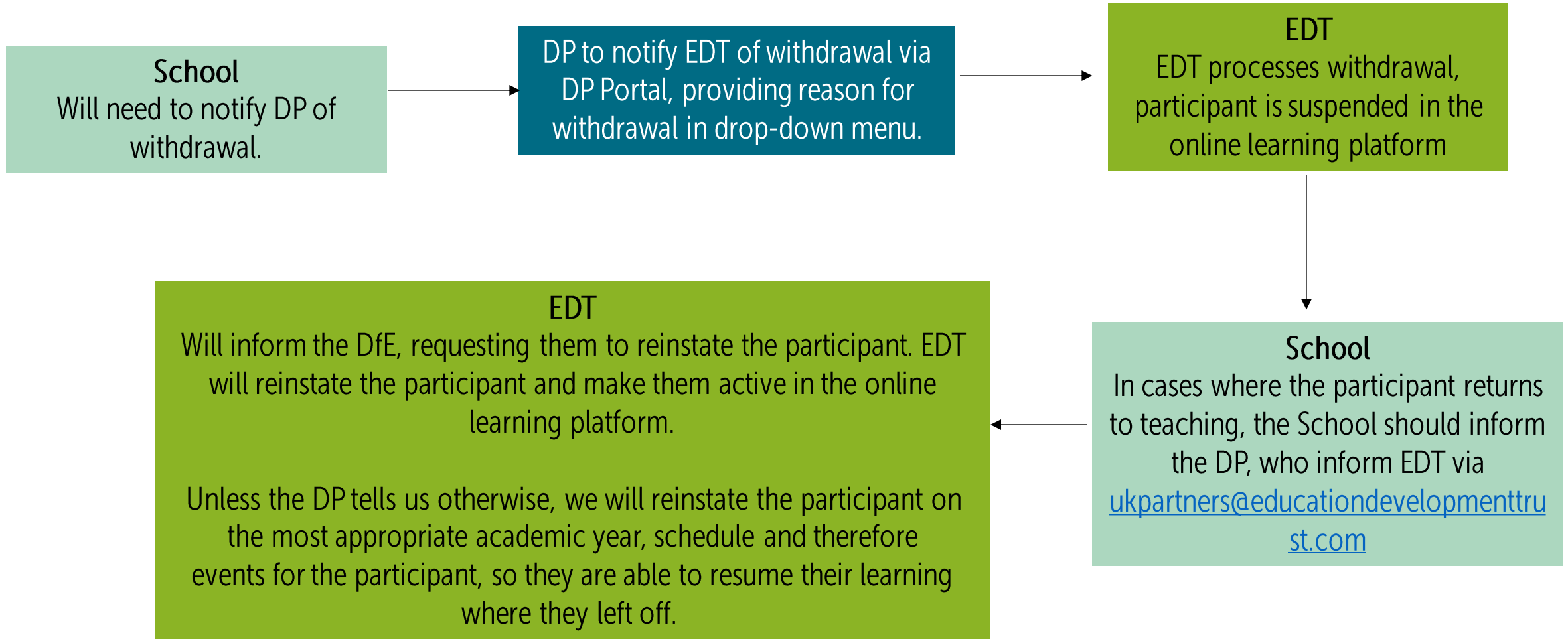
A provider supporting a replacement mentor will be entitled to a maximum of 6 milestone payments. After this point the mentor will have completed their training and will continue to support the ECT in a nonfunded mentor capacity only.

## Deferral and Resume Process



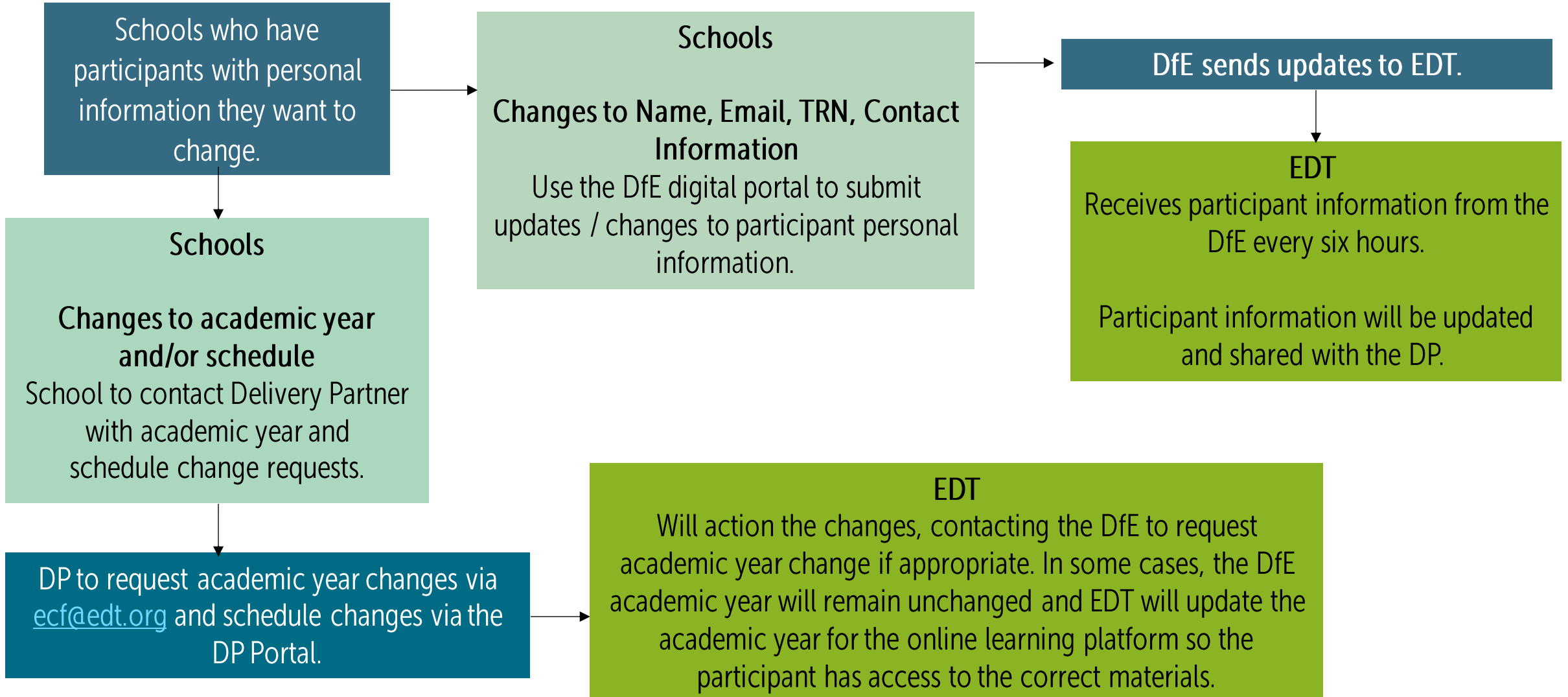


## Withdrawal and Reinstatement Process



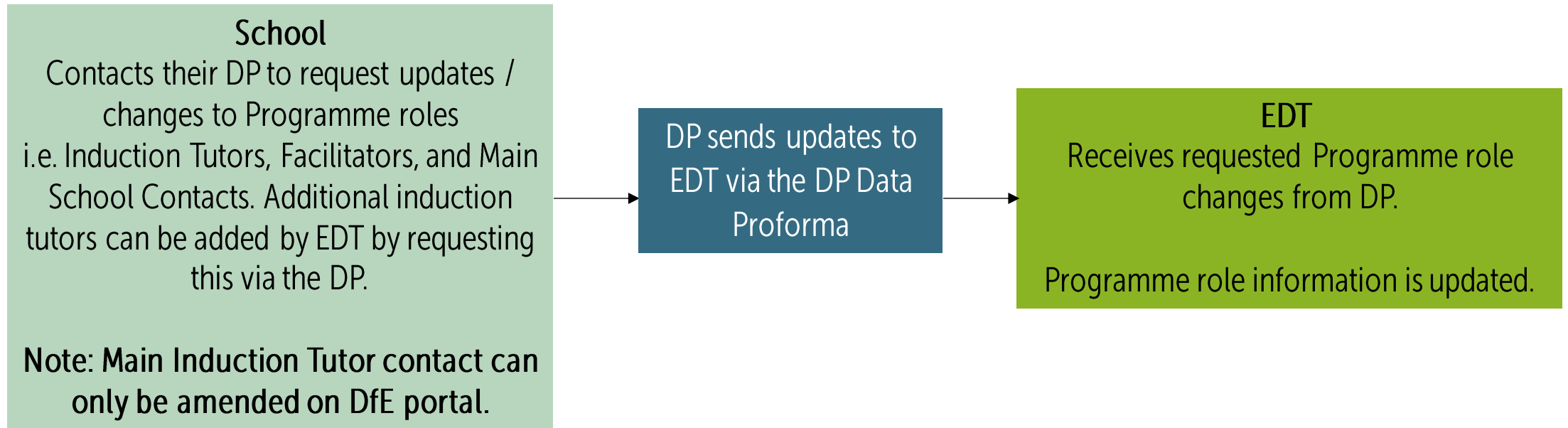
## Participant Information Change Requests:

Name, Email address, TRN, Contact Information, Academic Year and Schedule change requests



## Information Change Requests for addition of Induction Tutors, Facilitators and main school contacts

Please note, changes to these details can only be requested via EDT.



## Induction Tutor Requirement for ECF

**This process is currently under review.**

An induction tutor is the main point of contact between the DfE and the school about all aspects of ECPDP.

- It is a requirement that a school has at least one induction tutor to start the registration of ECTs and mentors.
- An induction tutor must be added to the DfE digital portal by their school.
- An induction tutor can be a mentor, but does not have to be. They cannot be an ECT.
- The induction tutor details are not automatically sent to EDT by the DfE (unless the induction tutor is also a mentor).
- The school should give the details about their induction tutor(s) to their Delivery Partner who will pass on the information to EDT.
- Further information can be found in the following slides. Full DfE guidance can be found via this link:  
<https://www.gov.uk/guidance/guidance-for-schools-how-to-manage-ecf-based-training#delivery-options-for-ecf-based-training>

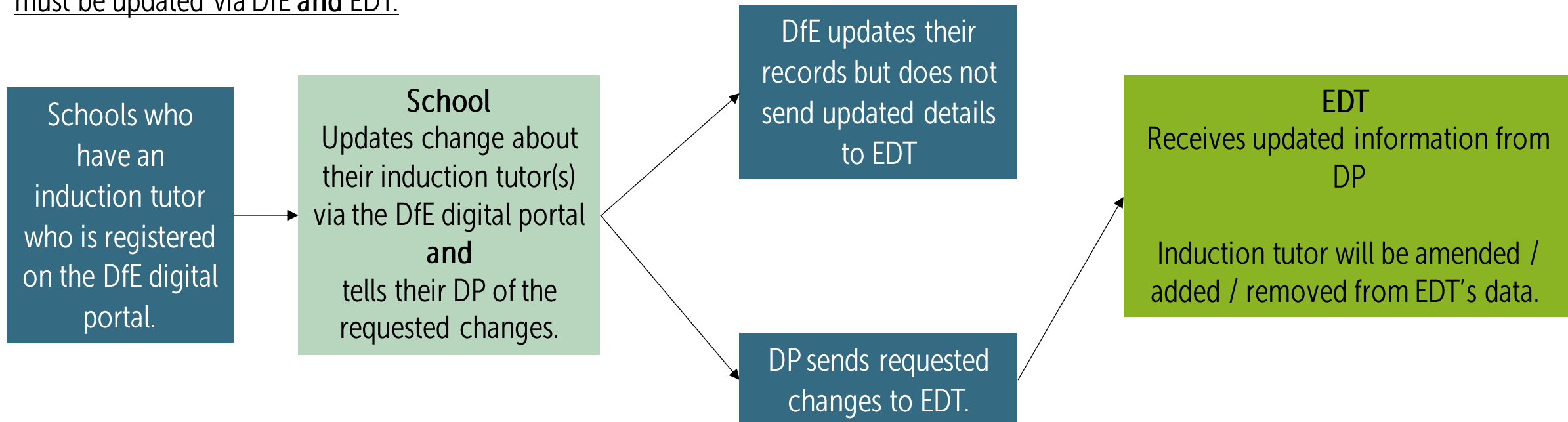
## Induction Tutor Information Change Request:

Schools updating their induction tutor who is registered with the DfE and who is not a mentor

**This process is currently under review.**

DfE does not share records of induction tutors with EDT. EDT collects induction tutor information from the schools' EOI which is confirmed by the Delivery Partner.

If the induction tutor who is registered on the DfE digital portal needs their details amending, the induction tutor's information must be updated via DfE **and** EDT.



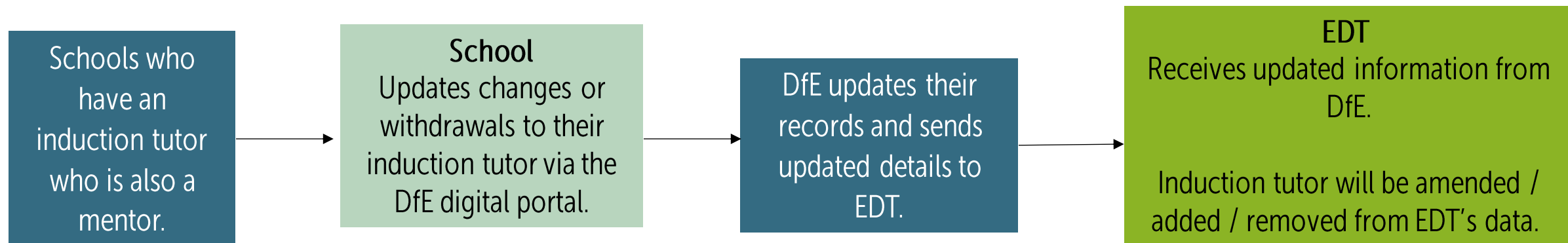
## Induction Tutor Information Change Request:

Schools with an induction tutor who is a mentor

**This process is currently under review.**

DfE does not share records of all induction tutors with EDT. EDT collects full induction tutor information from the school's registration form which is confirmed with the Delivery Partner. If the induction tutor is also a mentor, this information is passed onto EDT by the DfE.

If an induction tutor is also a mentor, the induction tutor's information must be updated via DfE.



## Induction Tutor Information Change Request:

Schools with a single induction tutor who is not a mentor

**This process is currently under review.**

DfE does not share records of induction tutors with EDT. EDT collects induction tutor information from the school's registration form which is confirmed by DPs.

If an induction tutor is not a mentor, they can be updated via a school's DP directly with EDT.

