

## **Early Career Professional Development Programme**

Participant Management Processes 2023-2024

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**DEVELOPED BY** 

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Sheffield Sheffield Hallam Institute **University** of Education

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#### **EARLY CAREER PROFESSIONAL DEVELOPMENT**

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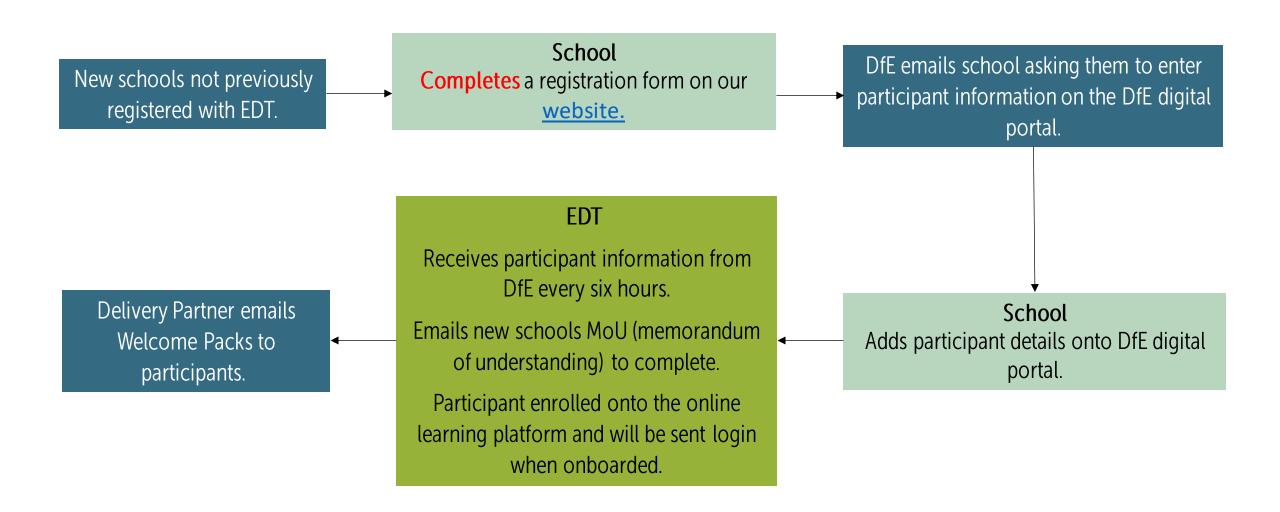


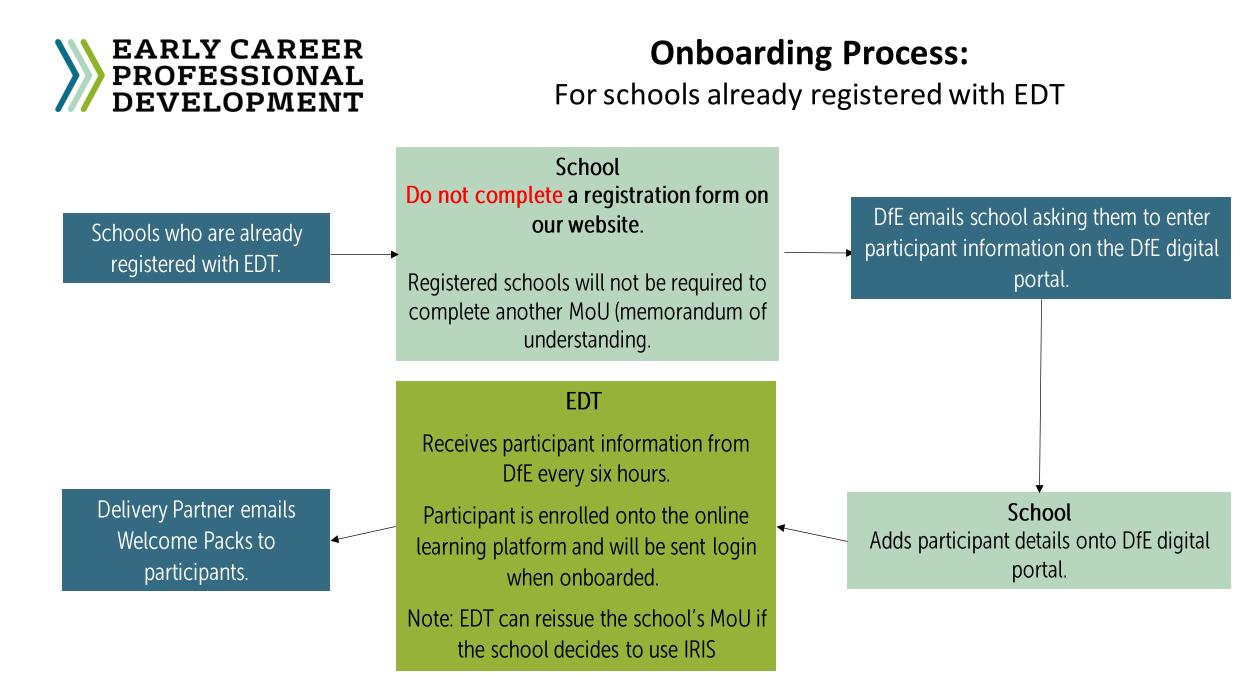
Department for Education



## **Onboarding Process:**

For new schools not registered with EDT

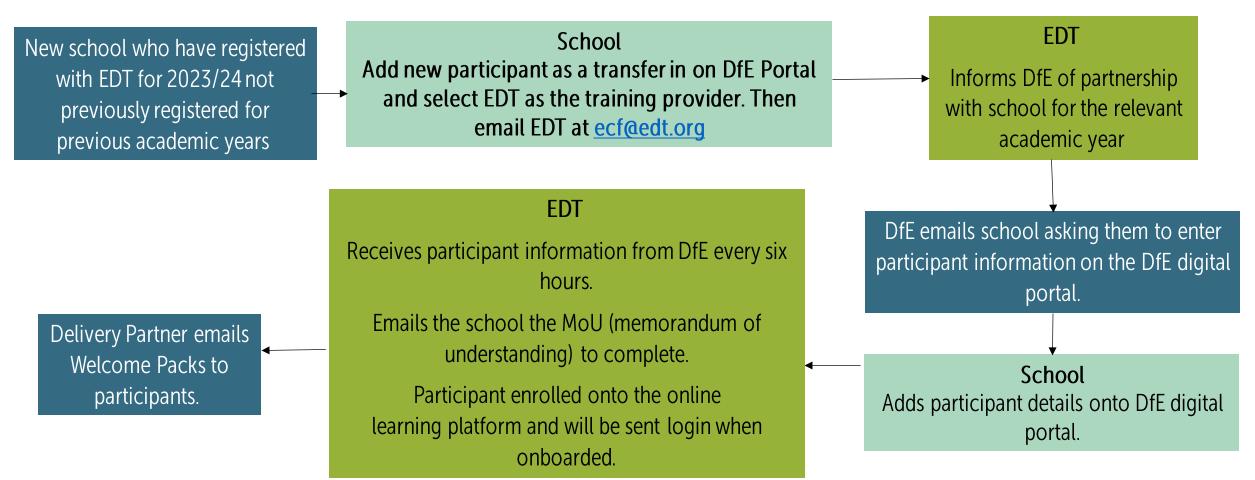






## **Onboarding Process:**

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





Schools who have participants transferring to a new school

Participant's previous school

Schools who have participants transferring to a new school The participant's previous school needs to update the DfE digital portal to notify the DfE that the participant is leaving the school and provide the date they are leaving on.

> Participant's new school See <u>next slide</u>.

DfE will mark the participant's record as leaving.



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

Schools receiving a participant from another school.

Participant's new school

The participant's new school need to complete the participant's transfer information, including the joining date, on the DfE digital portal. The DfE will automatically assign the correct academic year to the participant.

DfE strongly encourage the continuation of training with the existing provider.

**Note**: If the school is not already partnered with EDT, please follow the steps in <u>this slide</u>:

If a school decides that the Lead Provider is to change, the LPs will collaborate to ensure that the participant joins the most appropriate point of the new programme.



School Moving Lead Provider

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Schools who wish to change Lead Provider

Witt first need to contact their current Lead Provider directly to discuss concerns.
After consultation, if the school decides to change to another Lead Provider, they will then need to register with the new Lead Provider.
Note: Lead Providers and the DfE strongly encourage the completion of the programme that participants have started.
School contacts new Lead Provider to register new partnership.
4) School contacts the existing Lead Provider again.

School

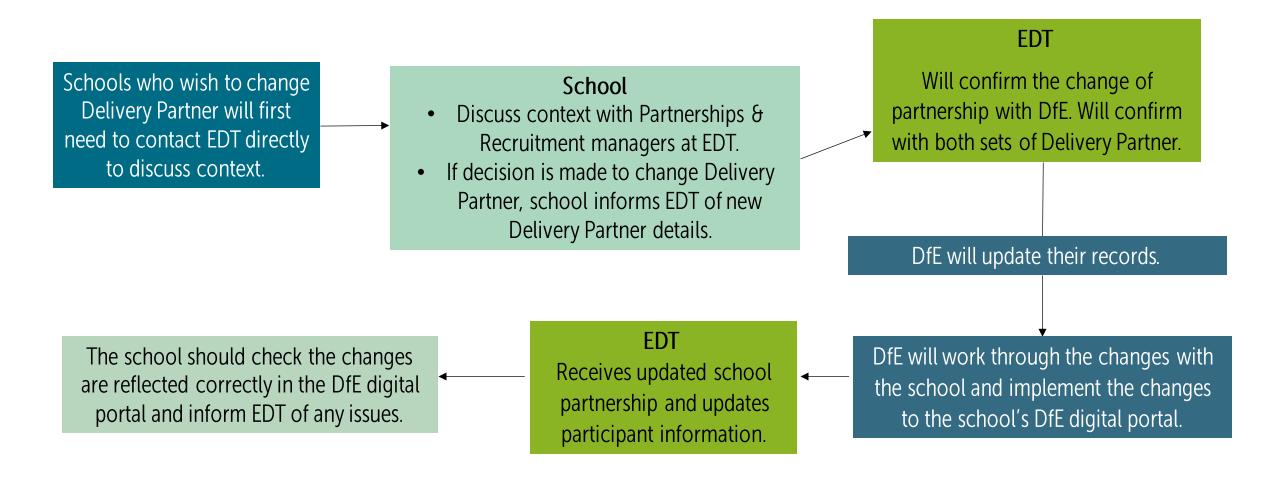
EDT

Will confirm the end of/accept new partnership with school.

The new Lead Provider will report the new partnership to the DfE. This may take a few weeks. Once the Lead Provider has done this, the school will see the change when signed into the DfE digital portal. The DfE will send the school an email when the DfE have removed the current Lead Provider from the school account. School School will need to send confirmation to the support team at <u>continuing-</u> <u>professional-</u> <u>development@digital.education.gov.uk</u>



**School Moving Delivery Partner** 



#### EARLY CAREER PROFESSIONAL DEVELOPMENT

School would like some participants to remain with an existing Lead Provider and some participants to move (or start) with a new Lead Provider.

## **School Transfer Process:**

School Working with 2 Lead Providers Note: Schools have to select one main Lead Provider.

School will need to contact the DfE Helpdesk at: <u>continuing-professional-</u> <u>development@digital.education.gov.uk</u> wi th the Lead Providers the school would like to partner with.

School

If the school wants to change their main Lead Provider to EDT but wish to continue working with their existing Lead Provider for some participants, the school would then need to submit an Eol to EDT at https://portal.educationdevelopmenttrust. com/register-for-the-early-careerprofessional-development-programme-2023 The DfE will update their records for the school and implement the required changes to the school's DfE digital portal.

#### EDT Receives updated school partnership and participant information.

The school should check the changes are reflected correctly in the DfE digital portal and inform EDT of any issues.



## School Working with 2 Delivery Partners

School would like some participants to remain with an existing Delivery Partner and some participants to move (or start) with a new Delivery Partner. School School will need to contact EDT with the Delivery Partners they would like to work with and which participants will work with which Delivery Partner.

If the school is moving to EDT for the first time but would like to work with more than one of EDT's Delivery Partners, the school will first need to submit an EoI to EDT with one of the desired Delivery Partners, and the contact EDT to add the additional Delivery Partner. EDT Will inform the school once the partnership and participant information have been updated.

The school should check the changes are reflected correctly in the DfE digital portal and inform EDT of any issues.

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



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 <u>here</u> for the first of two slides that give more detail about changes to mentor payments from 2023 onwards.

## Replacement Mentor Process for Academic Year 2023

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 2year training with payments.

#### EARLY CAREER PROFESSIONAL DEVELOPMENT

School with a mentor who is withdrawing or deferring and needs replacing.

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

#### School with replacement mentor

The mentor's school will withdraw or defer the previous mentor via their Delivery Partner (click on the following links for outlines of the <u>deferral/resume</u> and <u>withdrawal/reinstatement</u> processes).

The school will register the replacement mentor via the DfE digital portal.

Please note: The school will need to add the replacement mentor to the cohort the previous mentor was registered on the DfE digital portal digital portal.

#### EDT

Receives replacement mentor information from DfE every six hours.

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

The school's DP will inform EDT of any change to the replacement mentors schedule identifier status via the DP Portal to ensure they have access to the correct material.

Mentor will start training at the point the previous mentor stopped

#### EARLY CAREER PROFESSIONAL DEVELOPMENT

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

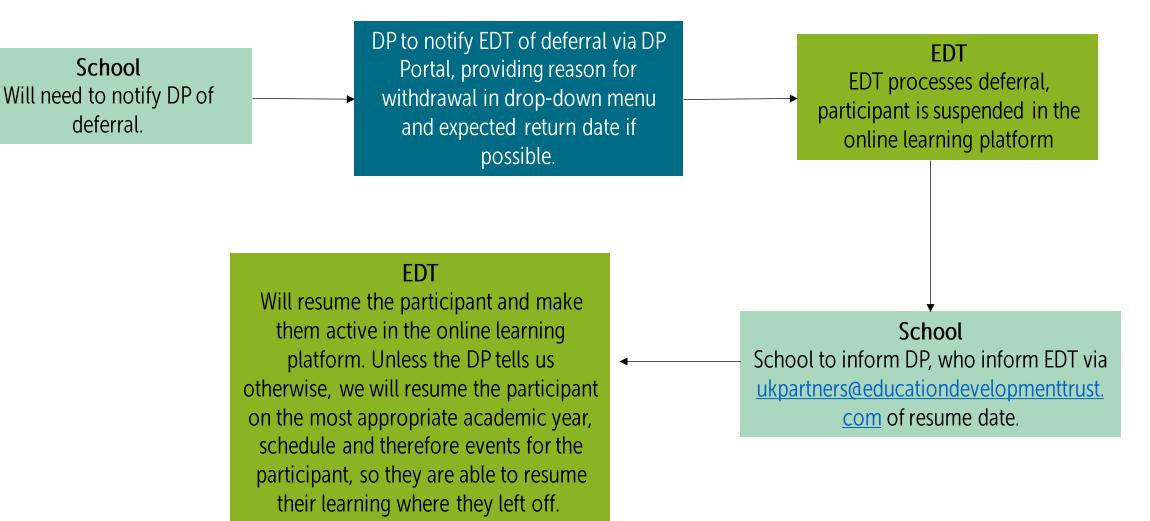
Where a mentor transfers Lead Provider while on the replacement mentor schedule during their training, they will be entitled to a maximum of six milestone payments. For example, if they have already completed a started and retained-1 declaration with the previous Lead Provider, they will be entitled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

School Will need to notify DP of withdrawal. DP to notify EDT of withdrawal via DP Portal, providing reason for withdrawal in drop-down menu. EDT EDT processes withdrawal, participant is suspended in the online learning platform

#### EDT

Will inform the DfE, requesting them to reinstate the participant. EDT will reinstate the participant and make them active in the online learning platform.

Unless the DP tells us otherwise, we will reinstate the participant on the most appropriate academic year, schedule and therefore events for the participant, so they are able to resume their learning where they left off.

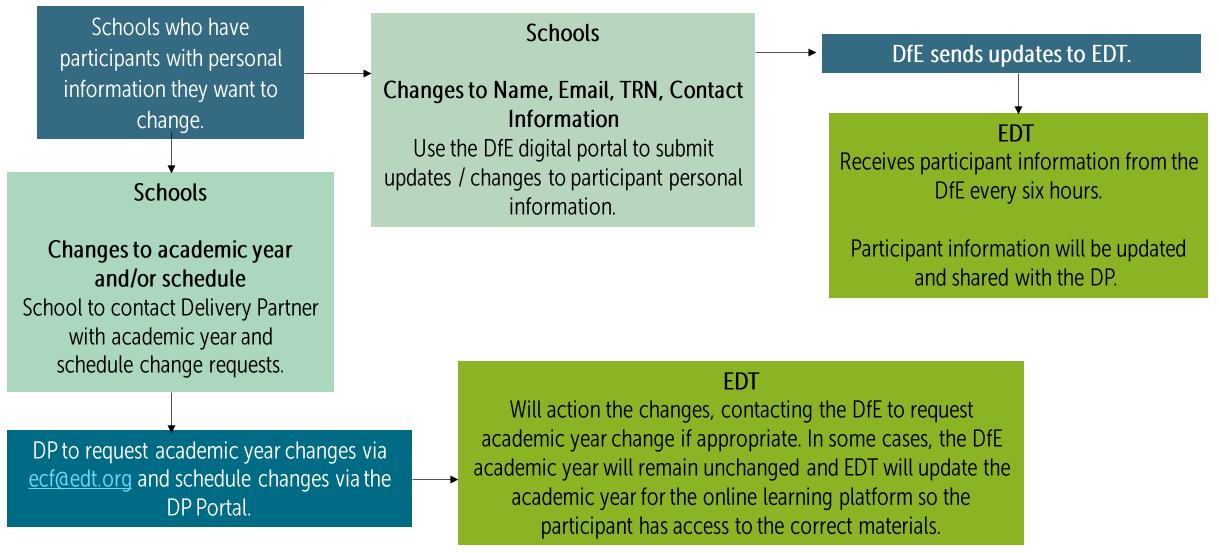
#### School

In cases where the participant returns to teaching, the School should inform the DP, who inform EDT via <u>ukpartners@educationdevelopmenttru</u> <u>st.com</u>



**Participant Information Change Requests:** 

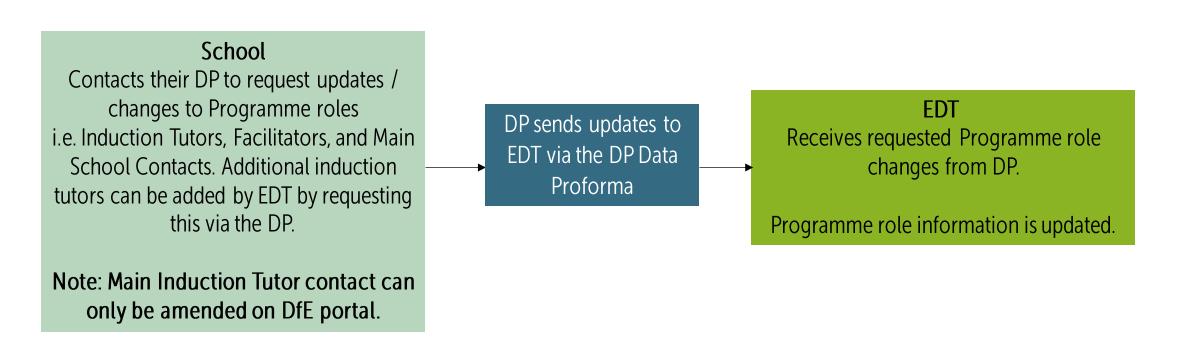
Name, Email address, TRN, Contact Information, Academic Year and Schedule change requests





## 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: <u>https://www.gov.uk/guidance/guidance-for-schools-how-to-manage-ecf-based-training#delivery-options-for-ecf-based-training</u>



## Induction Tutor Information Change Request:

Schools updating their induction tutor <u>who is registered with the DfE and</u> <u>who is not a mentor</u>

#### 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.

Schools who have an induction tutor who is registered on the DfE digital portal. School Updates change about their induction tutor(s) via the DfE digital portal and tells their DP of the requested changes. DfE updates their records but does not send updated details to EDT

EDT Receives updated information from DP

Induction tutor will be amended / added / removed from EDT's data.

DP sends requested changes to 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.

Schools who have an induction tutor	 School Updates changes or withdrawals to their	DfE updates their records and sends		EDT Receives updated information from DfE.	
who is also a mentor.	induction tutor via the DfE digital portal.		updated details to EDT.		Induction tutor will be amended / added / removed from EDT's data.



## 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.

