

Appropriate Body (AB)

If employing an ECT and registering them for Induction, please familiarise yourself with the [Statutory Induction Guidance](#). All schools employing ECTs must register them with an Appropriate Body (AB).

The Appropriate Body will provide independent quality assurance of the ECT's two-year induction, and this will include that the ECT is receiving a programme of support and training based on the ECF.

Central London Teaching School Hub runs an Appropriate Body service and we use ECT manager to administer this service.

Local authorities are not able to register ECTs from September 2024, and ECTs currently registered with a local authority must be transferred to a Teaching School Hub's AB service.

Central London Teaching School Hub Appropriate Body Registration

We use an online platform called ECT manager to administer Induction.

The next steps are summarised below, but you can also find more detailed guidance and useful video here. <https://docs.ectmanager.com/head-teacher/how-to-register-your-school/>

Please read the below instructions carefully.

Step 1: Follow this link to Central London Teaching School Hub's ECT Manager login page:
<https://centrallondontsh.ectmanager.com/Login.aspx>

Step 2: Click 'register your school' and search for your school's postcode. Your school should appear under 'schools found' and have your current AB listed if you have previously been registered with an AB via ECT Manager. Click the small tick box next your school name and click 'continue with selected school'. **If your school does not appear, please contact Maryam.Miah@paddington-academy.org before proceeding – she will need to set up the school on the system.**

Step 3: Two further boxes should appear underneath asking you to 'Login to verify'. Here, you log in with your current ECT manager username and password (see screenshot below).

Central London Teaching School Hub

Help & Support

Login Help & Support

Register your school with Central London Teaching School Hub

To register your school, first please enter the school's postcode so that we can check whether it's already on the system.

Postcode:

Schools Found

Below is a list of schools we found that match that postcode. If the school is in the list, then please check the box next to the school and click the 'Continue with Selected School' button.

If your school is not shown, please contact Central London Teaching School Hub directly on [020 7494 3904](tel:02074943904) to ask them to add your school..

School	AB	Active ECTS
<input checked="" type="checkbox"/> Example school	Current AB	2

[Login to verify](#)

To verify this school transfer to Central London Teaching School Hub, your headteacher or induction lead will need to login with their Camden Learning credentials below

Username:

Step 4: Once you are logged in, your current ECTs will appear and a box asking you which ECTs you would like to transfer, if applicable.

Step 5: Follow the remaining steps until you find the 'finish school registration button'. When you click this, this request will be sent to Central London Teaching School Hub and we will need to manually authorise the request, so approval will not be instant. Once it has been reviewed and approved, you will receive email confirmation. All users will then be able to login with their username and password from the original Appropriate Body at the new Appropriate Body.

Step 6: You will then be able to login and register your new ECTs for 2024 with Central London Teaching School Hub. You can click 'your ECTs' and click 'register ECT', or can do this from the main dashboard. There will be some administration required, you will need to provide personal details for the ECT. Your headteacher will also need to digitally sign the registration before submission to us. You may need to set them up in the system.

You will need:

- Name of ECT, address, TRN, DOB, training institution, details of subjects to be taught.
- Please be careful when selecting whether they are a new or transferring ECT. Make sure you are aware of how many terms they have completed previously.
- Follow through until submitting.



Your ECTS

Assessments

Tutors

School

Resources

My Account

ECT Registration - Personal Details

Teaching Regulation Agency Registration Information

These details must be **exactly** the same as those registered with the Teaching Regulation Agency, including middle name(s) where

Teacher Ref. No:

(seven digit number without the '/')

This ECT did not register outside of England and does not have a TRN

Step 7: Familiarise yourself with our handbook and policies [here](#).