## **Central London**

List of ECTs

Your ECTs

## **Teaching School Hub**

## Progress checks on ECT Manager

- 1. Go to Your ECTs. Select List of ECTs.
- 2. Click 'View' on an ECT.
- This will bring up the ECT's overview page. There is a section titled Progress Reviews and Assessments.
- Here you can preview the Progress Review. It should open as a PDF so you can see the questions. When the process review is Released you will also see a 'Fill in' option.
- 5. Induction Tutors will be emailed the week before the assessment is due, the day before it is due and the day it is due.
- 6. When Progress Reviews are due, they will appear on the dashboard for the Induction Tutor.
- Click on 'Fill in' next to the relevant progress review and you will be taken through the questions to complete an online form.
- 8. The Progress Check will ask you:
  - Details of their induction (Days completed, days absent and whether they worked full time during the period.)
  - Your recommendation. Is the ECT on track?
  - If the ECT is not on track to successfully complete their induction the form will ask:
    - o If the ECT has been informed.
    - If the ECT has a support plan in place.
  - If the ECT has continued to access a programme of support based on the ECT and received all their statutory entitlements. If not, you will be asked to explain why.
- 9. At the end of the questions, you can either save the form to return to at a later date or if it is due you can release the form to the ECT. The ECT will receive an email to prompt them to fill in the form. When the ECT logs in they will be able to access the tutor's comments and then add their own. The ECT then signs the form.
- 10. After the ECT has added their comments and signed the form, the tutor will then be able to sign the form. If a form is awaiting signatures a reminder email will be sent to prompt those who need to sign.



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	ECT Overview Personal Details Training Information Tutor & Mentor Contract Details	Inde Stat Teac Date	uction 1 us: Auti cher Re e QTS w	lype: T horised f No. () ras Aw	vo year ECF induction (starting DfE): 2: arded: 06/07/2021	g on or after 1st Sept 2021 Completed FTE: 0 Contract FTE: 1 Remaining FTE: 5	or after 1st Sept 2021) Completed FTE: 0 Contract FTE: 1 Remaining FTE: 5		
	ECF Details	DOE	: 2			Reports Complete	ed: 0		
	Print Details	Star	t Date	of Indu	ction: (at this school) 03/09/	2021 Next Report Due:	Next Report Due: 10/12/2021		
	Previous Schools	Sch	ool: [8			Estimated End Da Available	ite: Not		
			or: o			Number of Days /	Number of Days Absence: 0		
		Progr	ess Re	views	and Assessments				
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		1	P	1	03/09/2021 - 17/12/2021 Due: 10/12/2021	Not Yet Due (available 26/11/2021)	Preview		

Name									
Elton John	Progress Review	Needs Signatures	29/09/2021	Amend	Read	Sign			
	Signed By Tutor: 🕷	Signed By ECT: 🖌							
Ryan Reynolds	Progress Review	Needs Signatures	29/09/2021	Amend	Read	Sign			
	Signed By Tutor: 🗙	Signed By ECT: X							
Tim Henman	Progress Review	Due	06/10/2021	Fill in	Read				
	Report cannot be signed until comments are completed by the tutor and ECT								
	Provide and Provide of Control of	ECT to Comment	20/00/2021	C102.1-1	Band				