

# Central London Teaching School Hub



## Progress checks on ECT Manager

1. Go to Your ECTs. Select List of ECTs.

2. Click 'View' on an ECT.

3. This will bring up the ECT's overview page. There is a section titled Progress Reviews and Assessments.

Name	TRN	Current Status	Action
M	2	Authorised	<a href="#">View</a>
P	2	Authorised	<a href="#">View</a>



4. 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.

Term	Type	FTE	Term	Status	Actions
1	P	1	03/09/2021 - 17/12/2021	Not Yet Due (available 26/11/2021)	<a href="#">Preview</a>

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.

7. Click on 'Fill in' next to the relevant progress review and you will be taken through the questions to complete an online form.

Name	Type	Status	Due	Actions
Elton John	Progress Review	Needs Signatures	29/09/2021	<a href="#">Amend</a> <a href="#">Read</a> <a href="#">Sign</a>
Ryan Reynolds	Progress Review	Needs Signatures	29/09/2021	<a href="#">Amend</a> <a href="#">Read</a> <a href="#">Sign</a>
Tim Henman	Progress Review	Due	06/10/2021	<a href="#">Fill in</a> <a href="#">Read</a>
Will Smith	Progress Review	ECT to Comment	29/09/2021	<a href="#">Fill in</a> <a href="#">Read</a>

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:
  - 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.