

# Step by Step Guide to Registering your Early Career Teacher (ECT) for the Full Induction Programme (FIP)

## Please follow the steps below to complete the process quickly and easily once you have appointed at least one ECT.

# Step 1

## **Email us** at tshub@lawrencesheriffschool.com to register your interest. You will then receive an official confirmation of intent email, which, once you have responded to, will enable you to be registered with our Lead Provider, UCL.

# Step 2

## Schools are also required to register on **the DfE ‘Managing training for early career teachers’ service'.** This is linked to the funding that will be given to schools. Choose **UCL** as your Lead provider for ECF and **Coventry and Central warwickshire teaching school hub** as your delivery partner.

# Step 3

## Appoint an **Appropriate Body (AB):** an ECT cannot start their induction until their appropriate body has been agreed. **Coventry & Central Warwickshire Teaching School Hub** can provide this service for you, seamlessly integrating the provision of the Full InducTIon Programme with AB services.

## Contact: [tshub@lawrencesheriffschool.com](tshub%40lawrencesheriffschool.com)