* Ver: 20/06/2022*

**Appropriate Body Service**

**Registration Form**

 *“Connecting & empowering great teachers in Halton, Warrington & Wigan”*

This Registration Form is to be completed by the Induction Tutor responsible for recruiting an Early Career Teacher (ECT) and enrolling them onto the Appropriate Body service with Generate Teaching Hub. Please complete all information required. Missing information will result in form not being processed and a potential delay commencement date.

**Our registration number as an Appropriate Body is 877/2005, and it is allocated to our lead school: Evelyn Street Primary School.**

Local Authorities also offer an Appropriate Body service. Please ensure you have let your Local Authority know if you have chosen Generate Teaching Hub as your Appropriate Body.

If you have any questions about this form Generate Teaching Hub contact details are at the foot of this page.

If you are submitting this form by email we recommend you use a secure email system or provide (separately) a password to access the content.

**Early Career Teacher Details**

|  |  |  |  |
| --- | --- | --- | --- |
| First Name of ECT |  | Surname of ECT |  |
| ECT’s email address |  |
| ECT’s Teacher Reference Number |  |
| ECT’s Date of Birth | Day |  | Month |  | Year |  |
| Please confirm the chosen Early Career Framework Induction programme |[ ]  Full  | **Note**: *If the Full programme is not chosen additional Fidelity Checks will be required.*  |
|  |[ ]  Core  |  |
|  |[ ]  School Led  |  |
| If the ECT is employed on full or part time basis? |[ ]  Full time |[ ]  Part time |
| If the role is part time, how many hours is in their standard week? |  | Hrs they work |  | Hrs a full time employee works |
| Please confirm if the ECT was awarded QTS through Evelyn Street Primary School.If the answer is ‘yes’ they cannot complete their induction through our service. |[ ]  Yes |[ ]  No |
| Please confirm the ECT is aware: |
| Of the requirements of the ECF programme & the role of an Appropriate Body.  |[ ]  Yes |[ ]  No |
| The Appropriate Body will register them with the Teacher Regulation Authority.  |[ ]  Yes |[ ]  No |
| Their personal data is being shared with the Appropriate Body.  |[ ]  Yes |[ ]  No |
| If any of the 3 answers above are ‘no’ please specific how and when they will be completed.  |  |

**School Details & Checks**

|  |  |
| --- | --- |
| Name of School where ECT will be based during their induction period. |  |
| School Unique School Reference number. |  |
| Current Ofsted grading for the School |  |
| Address where the ECT will be mainly based. |  |
| What post has been offered to the ECT?  |  |
| What date did / does their position start? |  |
| The school has verified the ECTs Qualified Teacher Status (please tick) |[ ]  Yes |[ ]  In Progress |[ ]  Not Yet Done  |
| If verification is not complete please specify how & when this will be completed |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Did the ECT gain their QTS through Evelyn Street Primary School’s School Direct programme? |[ ]  Yes |[ ]  Unsure |[ ]  No |

**Induction Tutor**

|  |  |  |
| --- | --- | --- |
| Is an Induction Tutor assigned? |[ ]  Yes |[ ]  To be confirmed |
| Full name of Induction Tutor. |  |
| Induction Tutor’s role(s) in school. |  |
| Induction Tutor’s email. |  |
| If Induction Tutor is ‘to be confirmed’ please specific how and when this will be completed. |  |

**School Based Mentor**

|  |  |  |
| --- | --- | --- |
| Is a mentor assigned to this ECT?  |[ ]  Yes |[ ]  To be confirmed |
| Full name of Mentor. |  |
| Mentor’s role(s) in school. |  |
| How many years teaching has the mentor completed? |  |
| Mentor’s email. |  |
| If Mentor is ‘to be confirmed’ please specify how & when this will be completed |  |

**Confirmation**

|  |  |  |  |
| --- | --- | --- | --- |
| Please confirm the school is providing a reduced timetable for the ECT. |[ ]  Yes |[ ]  No | **ECF Guidance States**: *ECTs will be allocated PPA + 10% reduction in timetable during year 1 & PPA + 5% reduction in timetable in year 2.* |

|  |  |  |
| --- | --- | --- |
| Generate Teaching Hub is the sole Appropriate Body provider for this ECT. |[ ]  Yes |[ ]  No |

Fees for ECTs starting induction from 1st September 2022.

|  |  |
| --- | --- |
| We agree to pay for this service as follows (Please tick one option).*\*A 10% discount to fees applies for the 2nd and subsequent ECTs registered from the same school in the same year. Invoices are calculated for full year or pro rata per term.* | Full Induction Programme, Generate Teaching Hub / Teach First @ £117 per ECT per term\* |[ ]
|  | Full Induction Programme, another ECF provider @ £167 per ECT per term |[ ]
|  | Core Induction Programme, @ £317 per ECT per term |[ ]
|  | School-Led Induction Programme, @ £517 per ECT per term |[ ]
| We agree to be invoiced for full payment in the Summer term 2023 |[ ]  Yes |[ ]  No |

**Your Details**

Please provide the details of the person completing this form.

|  |  |
| --- | --- |
| Name. |  |
| Title. |  |
| Signature. |  |
| Email address. |  |
| Contact Number. |  |

If the person completing this form is **not** the Induction Tutor please insert their contact details below (name and email).

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|  |

**Permissions**

By completing this form and providing your personal data, and that of your colleagues, above you are authorising Generate Teaching Hub to process this information and contact/share details with the [Teaching Regulation Agency](https://www.gov.uk/government/organisations/teaching-regulation-agency/about) in order to perform the regulated functions of an Appropriate Body to complete an ECT’s Induction into the teaching profession. Individuals can withdraw consent at any time but this may affect our ability to act as the Appropriate Body.

|  |  |  |
| --- | --- | --- |
| I am authorising Generate Teaching Hub to process the personal data above and share information with the Teaching Regulation Association to perform the Appropriate Body service. |[ ]  Yes |[ ]  No |

Thank you for completing the information. This will be used to register the ECT on the Teacher Regulation Agency system.

**Please send completed form to the following email address:** **hub@wpat.uk**