

## Induction Tutor: FAQs

### (September 2021)

Q. What do you use for the progress reviews?

A. Progress of your ECT against the Teachers Standards will be reviewed every term through your Appropriate Body, these will be submitted through ECT manager.

Q. Should the mentors and ECTs have logins for Steplab yet?

A. Yes the steplab programme for Leicestershire and Rutland Schools started on the 6<sup>th</sup> September, Mentors, ECTs and induction co-ordinators will be able to login through 'myambition'.

Q. On step lab is there a way to resend the ambition links to mentors and ECTs? Some of mine are struggling to sign in on Ambition?

A. Firstly if you search your mailbox for 'ambition' then the initial email should be in the list, the password for steplab will have come from a 'salesforce' account. If you can't find either of these emails let us know who needs access at [contact@lirtshub.org.uk](mailto:contact@lirtshub.org.uk) we can send them a 'nudge' which will remind them to 'onboard' with Ambition.

Q. Are we providing 3 termly assessments with ECT manager? and then 1 end of year assessment with Steplab?.

A. You will need to continue to submit three termly assessments on ECT manager (just like you did with NQTs) there is no end of year assessment on steplab as this is used as a progression tool and not assessment framework.

Q. How do induction tutors log onto steplab?

A. You will be able to do this through your myambition account. You will then have a separate password for steplab.

Q. Should ECTS/Mentors have access to a handbook/guidebook etc?

A. All handbooks and guides are available on steplab. Everything you need for the conference will be provided for you so there is no need to print these in advance.

Q. Would the conference be useful for coordinators as well?

A. Yes, the mentor conference would be useful to co-ordinators to have an overall view of the programme, and the premise of instructional coaching, this would be useful knowledge if mentors have to change for any reason.

Q. Did you say the ECT needs to bring a lesson plan for their first conference?

A. Yes, there is a section on planning where the ECT needs to bring a plan for an upcoming lesson.

Q. Where are the report templates that we upload on the ECT manager

A. ECT manager are using the standard forms from the DfE, these are in in your AB handbook, on ECT manager as well as attached to the follow up mail from the Induction Tutor webinar, please don not complete these as separate documents, you can type in and submit straight from ECT manager.

Q. How do you log onto ECT manager?

A. Go onto [lrtshub.org.uk](http://lrtshub.org.uk), in the right hand corner there is a large circle button called 'ECT manager' that will take you straight to the log on.

Q. Is it the same log on at NQT manager?

A. No, you will need to register under Leicestershire and Rutland Teaching School hub, your previous login will have been with your last provider.

Q. Can you confirm the dates for the ECTs reports please?

Reporting window opens	Final deadline
1 <sup>st</sup> November 2021	1 <sup>st</sup> December 2021
18 <sup>th</sup> February 2022	18 <sup>th</sup> March 2022
6 <sup>th</sup> June 2022	6 <sup>th</sup> July 2022

Who is best to email exactly about AB?

A. [Llynchkelly@lrtshub.org.uk](mailto:Llynchkelly@lrtshub.org.uk)

*Be great.*