



Teaching  
Regulation  
Agency

# Teaching Regulation Agency

## Appropriate bodies web service

### A guide for users

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# Introduction

TRA appropriate bodies portal is a service available for organisations responsible for the quality assurance processes for Early Career Teacher (ECT) induction.

The service provides users with the ability to:

- View individual teacher records associated with your appropriate body
- Claim ECTs linked to your appropriate body
- Collect and update induction outcomes for your ECTs at your own convenience

# Terms and conditions

As a user of the service I will:

1. Comply with the provisions of the Data Protection Act 2018 in respect of all personal information available through this service, understanding that such information is provided to enable only authorised users from a registered organization to carry out necessary checks on whether a teacher has: achieved qualified teacher status (QTS), completed his/her induction, been awarded a Mandatory Qualification for teachers of hearing impaired or visually impaired pupils, has any teaching restrictions placed against him/her, or has been the subject of a decision by the Secretary of State not to impose a prohibition order following a determination by a professional conduct panel of unacceptable professional conduct, conduct that may bring the teaching profession into disrepute or conviction of a relevant offence.
2. Observe the requirements of the Act and take all reasonable precautions to preserve both the integrity and security of the personal data it holds as well as prevent any corruption or loss of personal data.
3. Not disclose any personal data from the service to any unauthorised third party.
4. Indemnify the DfE against any claim for compensation costs or damages arising from my unauthorised use or corruption of personal data available via the service where such costs or damages are the result of actions I have taken.
5. Not disclose my account login details to any other party.
6. Ensure that any data submitted through this service is both accurate and timely.

As a user of this service, I understand:

1. The DfE takes no responsibility for the accuracy or security of any personal data which I store in local files. In such circumstances, for the purposes of the Act, I understand that I am the data controller for any such personal data and any activities I carry out with this data must comply with the terms of the Act.
2. The DfE takes reasonable steps to ensure the quality, accuracy, and completeness of its data but accept that these factors cannot be guaranteed.
3. The DfE reserves the right to re-set user passwords. In the event of a person with access rights to the service leaving their organisation, the user should notify the DfE immediately in order for these access rights to be revoked

# View an individual teacher record

The individual teacher record allows you to view the record of any trainee, newly qualified or fully qualified teacher held on TRA records. The record will display:

- Teacher's personal detail
- Initial teacher training qualifications
- Qualified teacher status
- Induction status
- Supplementary qualifications
- Details of any active alerts

It is not possible to view a teacher record for a qualified teacher who has achieved QTS through holding Qualified Teacher Learning and Skills (QTLS) status. QTLS status should be checked with The Education & Training Foundation – to find out more please visit their website [www.et-foundation.co.uk](http://www.et-foundation.co.uk)

## How to access a record

### Step one

The screenshot shows the Teaching Regulation Agency website. At the top, there is a navigation menu with links: In the news, Schools, Children and young people, Get into teaching, Publications, Data, research and statistics, and FOI. The main header features the Teaching Regulation Agency logo and a home icon. Below the header, there are two tabs: 'Appropriate Body' (selected) and 'Guidance'. A green banner below the tabs reads 'Home > Appropriate Body > Teaching Regulation Agency'. Below the banner, it says 'You are currently logged into Appropriate Body as [redacted] Return to DfE Sign-In >'. A yellow warning box states: 'Please be aware that the terms and conditions for using this application have been updated to reflect data protection requirements. Please read and comply with these before accessing this application.' Below the warning, it says 'Department for Education' and 'Appropriate Body ID 101/101'. The main content area is divided into two sections. The left section is titled 'Find a teacher' and contains a search form with fields for 'TRN' (containing '1234567') and 'Date of birth' (containing 'dd/mm/yyyy'). There are 'Clear fields' and 'Search' buttons. The right section is titled 'TRA contact information' and contains 'Email' (teacher.induction@education.gov.uk) and 'Telephone' (0207 593 5392). Below the search form, it says 'Showing All your teachers (0)'. There are three icons: a printer icon for 'Printer friendly list', a document icon for 'Export this list', and a plus icon for 'Import teacher(s)'. Below the icons, it says 'The symbol ▲ indicates an active alert'. At the bottom, there is a table header with columns: TRN, Surname, Forename, and Date of birth.

To access a teacher's record, you will need to navigate to your

appropriate body homepage. Once on the homepage, locate the 'find a teacher' section, as highlighted above. To successfully view a record, you must then enter the following details of the teacher:

- Teacher Reference Number (TRN)
- Date of birth

**Please note that when entering the TRN, seven numeric digits only must be entered. The TRN should not contain any slashes or letters. For example, the TRN RP 83/12345 would be entered as 8312345.**

Click on search

You may be directed to the 'no teacher found page', indicating that the details entered do not match a record held on the database. A record may not be displayed for a number of reasons:

- **The details have not been entered in the correct format.** The TRN should be made up of seven numeric digits only and date of birth should be in dd/mm/yyyy format.
- **The teacher's date of birth held within the database is incorrect.** In order to update personal details the teacher affected will need to contact the TRA directly to have this rectified.

### **Step two**

Should the details match to a record held on the database, the teacher's record will be displayed.

### **Step three**

When accessing the teacher's record, the status box may be highlighted in red as shown below. This indicates that the teacher has one or more of the following:

- has been prohibited from teaching
- has a restriction imposed by the Disclosure and Barring Service (DBS)
- may be the subject of a suspension or conditional order imposed by the General Teaching Council (prior to its abolition) that is still current
- has failed to successfully complete their induction or probation period
- has been the subject of a decision by the Secretary of State not to impose a prohibition order following a determination by a professional conduct panel of

unacceptable professional conduct, conduct that may bring the teaching profession into disrepute or conviction of a relevant offence

Further details of the alert can be found on the record by accessing the alerts tab, alternatively by scrolling down through the record to the alerts section.

The screenshot shows the Teaching Regulation Agency website interface. At the top, there is a navigation menu with links for 'In the news', 'Schools', 'Children and young people', 'Get into teaching', 'Publications', 'Data, research and statistics', and 'FOI'. The main header features the Teaching Regulation Agency logo and name. Below this, there are tabs for 'Appropriate Body' and 'Guidance'. A breadcrumb trail indicates the path: 'Home > Appropriate Body > Teacher > Teaching Regulation Agency'. A login notification states 'You are currently logged into Appropriate Body as: [redacted] Return to DfE Sign-In »'. A yellow warning banner reads: 'Please be aware that the terms and conditions for using this application have been updated to reflect data protection requirements. Please read and comply with these before accessing this application.'

### TEST TEACHER

**Teacher reference number** 1111113

[Printer friendly page](#)

The personal data available on this report is disclosed in order to allow your organisation to fulfil its remit and legal obligations. The data must not be passed to any third parties except those fulfilling a service on behalf of and under the expressed instructions of your organisation.

Status	
Alerts:	Yes
QTS:	01/08/2020
Induction:	Fail

- ▶ [Teacher details](#)
- ▶ [Initial teacher training](#)
- ▶ [QTS status](#)
- ▶ [Induction status](#)
- ▶ [Alerts](#)

[Claim ECT for induction](#)

### Teacher details

**Title**  
-

**Forename**  
TEST

**Middle name(s)**  
-

## Step four

To see if the individual teacher is eligible for transition arrangements under the Early Career framework you can scroll down the page until you see the 'Induction status' section of the teacher record. Individuals eligible for transition arrangements have until 01 September 2023 to complete induction within one year. Whether an individual is eligible for transition arrangements will also affect whether you need to return information on the 'induction programme type' for that individual.

### Induction status

#### Induction status

Required to Complete -

**Eligible to complete a one-year induction period under transition arrangements?**

No

#### Induction history

Appropriate Body	Start Date	End Date	No Of Terms	Programme Induction Type
-	-	-	-	-

# Claim ECTs linked to your appropriate body

It is possible to 'claim' ECTs who have started to complete their induction period with your appropriate body. You can claim teachers on an individual basis or a group of teachers by using the different claim functions in the steps below.

Once claimed, such teachers will then feature on your list of teachers on your homepage. This function enables you to update induction details for those ECTs associated with your appropriate body.

## How to claim an ECT for induction – individual basis

### Step one

Locate the teacher's record, by following the steps outlined in the 'view an individual teacher record' in section 2.

Once the teacher's record is displayed, you will see the 'claim ECT for induction' function, as shown below. If this teacher has started to complete their induction with your organisation and you wish to claim them, please click on 'claim ECT for induction'.

The screenshot shows the Teaching Regulation Agency website interface. At the top, there is a navigation menu with links: 'In the news', 'Schools', 'Children and young people', 'Get into teaching', 'Publications', 'Data, research and statistics', and 'FOI'. The main header includes the Teaching Regulation Agency logo and name. Below the header, there are tabs for 'Appropriate Body' and 'Guidance'. A breadcrumb trail reads 'Home > Appropriate Body > Teacher'. The page title is 'Teaching Regulation Agency'. A notification bar states: 'Please be aware that the terms and conditions for using this application have been updated to reflect data protection requirements. Please read and comply with these before accessing this application.' The main content area is titled 'TEST TEACHER' and shows 'Teacher reference number 1111113'. There is a 'Printer friendly page' link. A disclaimer states: 'The personal data available on this report is disclosed in order to allow your organisation to fulfil its remit and legal obligations. The data must not be passed to any third parties except those fulfilling a service on behalf of and under the expressed instructions of your organisation.' A list of links includes 'Teacher details', 'Initial teacher training', 'QTS status', 'Induction status', and 'Alerts'. A yellow box on the right contains the following information: 'Status', 'Alerts: None', 'QTS: 01/08/2020', and 'Induction: Required to Complete'. A red box highlights the 'Claim ECT for induction' button. The 'Teacher details' section shows: 'Title: -', 'Forename: TEST', and 'Middle name(s): -'.

## Step two

You will be presented with a new window to register the teacher as a starter for induction, as shown below. You are required to populate the date the teacher commenced induction with you, using the dd/mm/yyyy format.

If the teacher is eligible for transition arrangements under the Early Career Framework you will see the screenshot below and can then click submit as you do not need to return any more data.

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### Register teacher as starter

What date did this teacher commence induction with you?

If the teacher is not eligible for transition arrangements under the Early Career Framework you will see the screenshot below. You need to return the type of induction programme the ECT is undertaking. The options are:

- Full induction programme
- Core induction programme
- School-based induction programme

Then click on submit.

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### Register teacher as starter

What date did this teacher commence induction with you?

  
What ECF based induction type is the ECT undertaking?

On submitting the induction type and the date the teacher commenced induction with you, you may receive an error message confirming that registration has been unsuccessful. This will be due to one of a number of reasons:

- **The teacher has not been awarded Qualified Teacher Status (QTS), or the teacher has been awarded QTS but the induction commencement date is prior to the date of award.** – Induction regulations state that a programme of induction cannot take place until the teacher has been awarded QTS.
- **The teacher cannot be claimed for induction if they already have an induction status of ‘Exempt’, ‘Pass’, ‘Fail’, ‘Failed in Wales’ and ‘Passed in Wales’.** – These induction statuses mean an individual is not eligible to commence induction.
- **The teacher has an open period of induction with another appropriate body.** – Should the teacher have an open period of induction with another appropriate body, the portal will direct you to the appropriate body information within the teacher’s record to enable you to make contact directly with the appropriate body to resolve the open period.

Once the teacher has been claimed you can now ‘update induction details’ for that teacher when you are ready.

The screenshot shows the Teaching Regulation Agency portal. At the top, there are navigation links: 'In the news', 'Schools', 'Children and young people', 'Get into teaching', 'Publications', 'Data, research and statistics', and 'FOI'. The main header includes the Teaching Regulation Agency logo and name. Below the header, there are tabs for 'Appropriate Body' and 'Guidance'. A green navigation bar contains 'Home', 'Appropriate Body', and 'Teacher'. Below this, it says 'You are currently logged into Appropriate Body as: [redacted] Return to DfE Sign-In >'. A yellow warning banner states: 'Please be aware that the terms and conditions for using this application have been updated to reflect data protection requirements. Please read and comply with these before accessing this application.'

The main content area is titled 'TEST TEACHER' with a 'Teacher reference number 1111113'. There is a 'Printer friendly page' link. A disclaimer states: 'The personal data available on this report is disclosed in order to allow your organisation to fulfil its remit and legal obligations. The data must not be passed to any third parties except those fulfilling a service on behalf of and under the expressed instructions of your organisation.'

On the right, a yellow 'Status' box shows: 'Alerts: None', 'QTS: 01/08/2020', and 'Induction: In Progress'. Below this is a red-bordered button labeled 'Update induction details'.

On the left, a list of links includes: 'Teacher details', 'Initial teacher training', 'QTS status', 'Induction status', and 'Alerts'. Below this is a section titled 'Teacher details' with the following information:

- Title: -
- Forename: TEST
- Middle name(s): -

You will also note that the induction history information on the 'induction status' tab of the teacher's record has been populated with your appropriate body details and the start date of induction, as shown below. If the individual is eligible for transition arrangements then the 'Induction programme type' will be blank.

### Induction status

#### Induction status

In Progress	-
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#### Eligible to complete a one-year induction period under transition arrangements?

No
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#### Induction history

Appropriate Body	Start Date	End Date	No Of Terms	Induction Programme Type
Department for Education	01/07/2021	-	-	Full Induction Programme

## Step three

On returning to your appropriate body homepage you will note that the 'claimed teacher' now features in your list of teachers as shown in the example below.

Home > Appropriate Body >

## Teaching Regulation Agency

You are currently logged into Appropriate Body as [REDACTED]

Users must read and comply with the application guidance before accessing the application

### Birmingham

**Appropriate Body ID -**

#### Find a teacher

TRN <input type="text" value="1234567"/>	Date of birth <input type="text" value="dd/mm/yyyy"/>	<a href="#">Clear fields</a>	<input type="button" value="Search"/>
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#### TRA contact information

**Email**  
[teacher.induction@education.gov.uk](mailto:teacher.induction@education.gov.uk)

**Telephone**  
[0207 593 5392](tel:02075935392)

Showing **All your teachers** (1) 
[Printer friendly list](#)
[Export this list](#)
[Import teacher\(s\)](#)

The symbol △ indicates an active alert

TRN	Surname	Forename	Date of birth
1000283	Smith	John	31/03/1979

# How to claim an ECT for induction – group basis

## Step one

To claim a group of ECTs who have started to complete their induction period with your appropriate body, navigate to your homepage and click on the 'import teacher(s)' link.

The screenshot shows the Teaching Regulation Agency homepage. At the top, there is a green header with 'Home > Appropriate Body > Teaching Regulation Agency'. Below this, a grey bar indicates the user is logged in as 'Appropriate Body as [redacted]'. An orange banner states 'Users must read and comply with the application guidance before accessing the application'. The main content area is titled 'Birmingham Appropriate Body ID -'. On the left, there is a 'Find a teacher' form with fields for 'TRN' (containing '1234567') and 'Date of birth' (with a 'dd/mm/yyyy' placeholder), and buttons for 'Clear fields' and 'Search'. On the right, there is a 'TRA contact information' box with 'Email' (teacher.induction@education.gov.uk) and 'Telephone' (0207 593 5392). At the bottom, it says 'Showing All your teachers (1)' and provides links for 'Printer friendly list', 'Export this list', and 'Import teacher(s)'.

## Step two

You will be taken to the induction data bulk upload page, here you will need to click and open the 'download bulk template'. Save the file to a suitable location.

The screenshot shows the 'Induction data bulk upload' page. At the top, there is a green header with 'Home > Appropriate Body > Import > Teaching Regulation Agency'. Below this, a grey bar indicates the user is logged in as 'Appropriate Body as [redacted]'. An orange banner states 'Users must read and comply with the application guidance before accessing the application'. The main content area is titled 'Induction data bulk upload'. There is a link for 'Download bulk template' with the text 'Please use the attached template to submit induction data. Refer to the user guidance, which provides detailed instructions on completing your submission (Appropriate body guidance)'. Below this, there is an 'Import file' section with the text 'Upload a completed template using the upload file function below. Prior to uploading the file, please ensure the imported file is saved as a CSV. Please note, only files that remain unchanged from the supplied templates (e.g. in structure, field titles) apart from data fields can be imported.' At the bottom, there is an 'Upload file' form with a 'Browse...' button and an 'Upload' button.

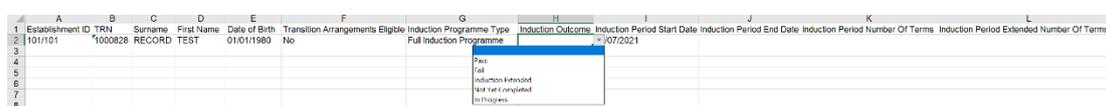
### Step three

To claim a group of ECTs you will need to populate the following fields on the spreadsheet, which are highlighted green below for illustrated purposes:

### Step four

To claim a group of ECTs you will need to populate the following fields on the spreadsheet, which are highlighted green below for illustrated purposes:

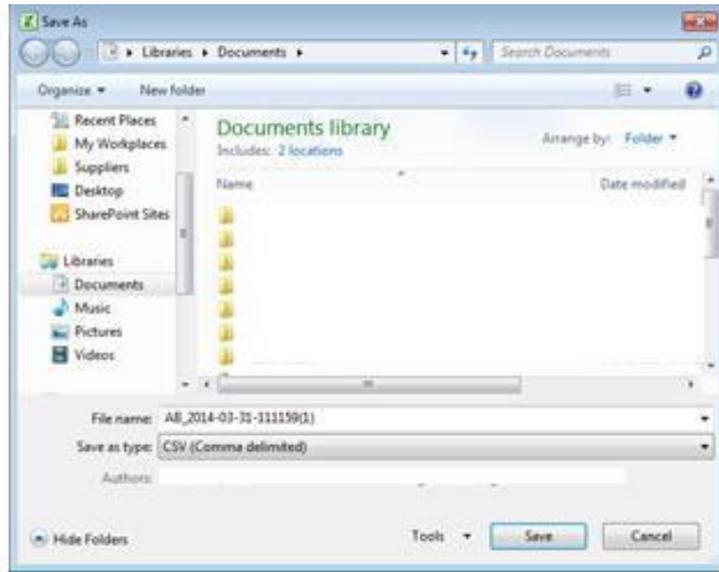
- **Establishment ID** – This is your appropriate body code, which can be found on your homepage.
- **TRN** – You will need to enter the correct teacher reference numbers of all the ECTs you wish to claim.
- **Surname**
- **First name**
- **Date of birth**
- **Transition arrangement eligible** – This field indicates if an individual is eligible for transition arrangements under the Early Career Framework. You can leave this blank, or populate to help with your data returns. It will not update data on our records. When you come to update data we will add this information for you.
- **Induction programme type** – You will need to select the ‘induction programme type’ the individual is undergoing if they are not eligible for transition arrangements. You do not need to do this if the person you are claiming is eligible for transition arrangements (i.e., you can leave it blank).
- **Induction Outcome** – using the drop down box in each cell select ‘in progress’ for those who only have a start date, ‘not yet completed’ for those who have completed one or more terms but not yet passed and ‘Pass’ or ‘Fail’ once completed. See picture below
- **Induction period start date** – You will need to enter the date the ECT started induction with your appropriate body. Please ensure this date is not in the future



1	A	B	C	D	E	F	G	H	I	J	K	L
2	Establishment ID	TRN	Surname	First Name	Date of Birth	Transition Arrangements Eligible	Induction Programme Type	Induction Outcome	Induction Period Start Date	Induction Period End Date	Induction Period Number Of Terms	Induction Period Extended Number Of Terms
3	101/101	1000828	RECORD	TEST	01/01/1980	No	Full Induction Programme	Pass	07/2021			
4								Fail				
5								Induction Extended				
6								Not Yet Completed				
7								In Progress				
8												

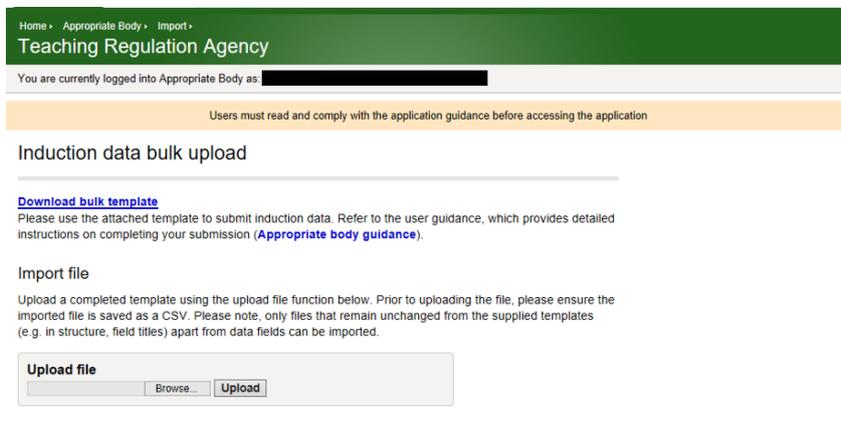
### Step five

Once you have finished populating the information and wish to upload this to TRA records, you will initially need to save the file as a CSV. To do this, click on the ‘file’ ribbon and locate ‘save as’, here you will need to change the file type where it states ‘save as type’ to ‘CSV (comma delimited), as shown below.



## Step six

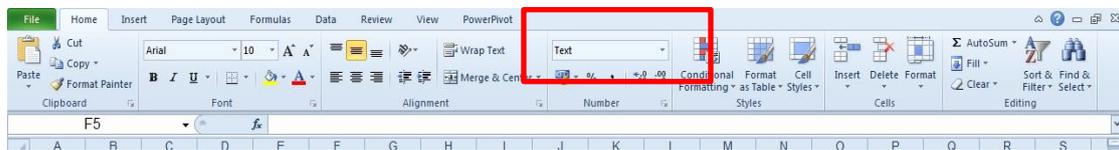
The next step is to upload this file through the portal. Click on 'browse' within the upload file window and once you have located the saved file, click 'upload'.



## Step seven

The imported file will be processed overnight. On processing the file the system will generate an email to your appropriate body confirming the results of the imported file. The email may state that one or more of the entries you added have not successfully imported. This will be due to a one of a number of reasons:

- **Teacher Reference Number is incorrect** – when using Excel the lead zero on a TRN can sometimes disappear. Please change the number format to 'Text' and this will not happen. See below:



- **Invalid date of birth format has been used** – The date of birth must be entered in dd/mm/yyyy format
- **The teacher has not been awarded Qualified Teacher Status (QTS), or the teacher has been awarded QTS but the induction commencement date is prior to the date of award** – Induction regulations state that a programme of induction cannot take place until the teacher has been awarded QTS.
- **The teacher cannot be claimed for induction if they already have an induction status of 'Exempt', 'Pass', 'Fail', 'Failed in Wales' and 'Passed in Wales'.** – These induction statuses mean an individual is not eligible to commence induction.
- **The teacher has an open period of induction with another appropriate body** – Should the teacher have an open period of induction with another appropriate body, the portal will direct you to the appropriate body information within the teacher's record to enable you to make contact directly with the appropriate body to resolve the open period.
- **Invalid induction start date format has been used** – The start date must be entered in dd/mm/yyyy format
- **Induction start date is in the future**
- **Induction programme type was not supplied** – where the ECT is not eligible for transition arrangements under the Early Career Framework you must supply an induction programme type

The successfully claimed teachers will feature on your list of teachers on your homepage by the next working day.

You are currently logged into Appropriate Body as: [REDACTED]

Users must read and comply with the application guidance before accessing the application

### Birmingham

Appropriate Body ID -

<b>Find a teacher</b> TRN <input type="text" value="1234567"/> Date of birth <input type="text" value="dd/mm/yyyy"/> <a href="#">Clear fields</a> <input type="button" value="Search"/>	<b>TRA contact information</b> Email <a href="mailto:teacher.induction@education.gov.uk">teacher.induction@education.gov.uk</a> Telephone <a href="tel:0207.593.5392">0207.593.5392</a>
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Showing **All your teachers** (1) [Printer friendly list](#) [Export this list](#) [Import teacher\(s\)](#)

The symbol  indicates an active alert

TRN	Surname	Forename	Date of birth
<a href="#">1000283</a>	Smith	John	31/03/1979

# Update ECT induction outcomes

It is possible to update the induction outcome for an ECT once they have completed a period of induction with your appropriate body. You can update teachers' induction outcomes on an individual basis or a group of teachers by using the different processes in the steps below.

## How to update an ECT's induction outcome – individual basis

### Step one

To update an individual ECT's induction outcome, click on the teacher's record from your list of teachers on your homepage.

### Step two

Once the teacher's record is displayed, you will see the 'update induction details' function, as shown below.

The screenshot shows the Teaching Regulation Agency interface. At the top, there is a green navigation bar with 'Home', 'Appropriate Body', and 'Teacher'. Below this is a white header with 'Teaching Regulation Agency' and a message: 'You are currently logged into Appropriate Body as [redacted]'. A yellow banner below the header states: 'Users must read and comply with the application guidance before accessing the application'. The main content area displays the teacher's name 'John Smith' and 'Teacher reference number 1000283'. There is a 'Printer friendly page' link and a privacy notice. A yellow 'Status' box shows: 'Alerts: None', 'QTS: 01/01/2018', and 'Induction: In Progress'. A list of menu items includes 'Teacher details', 'Initial teacher training', 'QTS status', 'Induction status', and 'Alerts'. A red box highlights the 'Update induction details' button. The 'Teacher details' section shows: Title: -, Forename: John, Middle name(s): -, Surname: Smith.

### Step three

You will be presented with a new window to record the ECT's induction outcome, as shown below. You are required to initially select the induction outcome from the drop-down box of either in progress, pass, fail, induction extended or not yet completed.

If the teacher is not eligible for transition arrangements under the Early Career Framework you will also need to provide their induction programme

type. The induction programme type field is not visible for teachers who are eligible for transition arrangements.

### **To update an existing in progress ECT**

If you need to update the start date of an ECT, or the induction programme type where required, then you can select 'in progress' from the provided status options and update the required data. Click on submit.

On returning to the teacher record page you will see the relevant fields have updated.

#### Record induction outcome

**Current organisation**  
Department for Education

**Induction outcome**  
In Progress

**Induction date**  
From  
01/07/2021

**Induction programme type**  
Full Induction Programme

### **To record an induction pass**

Select 'pass' from the 'induction outcome' drop-down box, here you will be prompted to complete the 'induction date' 'from' and 'to' fields and the 'number of terms completed'. Click on submit.

On returning to your homepage you will note that the teacher has now been removed from your list of teachers, as an induction outcome has been recorded.

## Record induction outcome

<b>Current organisation</b> Department for Education	
<b>Induction outcome</b> Pass	
<b>Induction date</b> From	To
01/09/2021	31/07/2023
<b>Number of terms completed</b> 6	
<b>Induction programme type</b> Full Induction Programme	

### To record an induction fail

Select 'fail' from the 'induction outcome' drop-down box, here you will be prompted to complete 'induction date from and to' field and the 'number of terms completed'. Click on submit.

On returning to your homepage you will note that the teacher has now been removed from your list of teachers, as an induction outcome has been recorded.

## Record induction outcome

<b>Current organisation</b> Department for Education	
<b>Induction outcome</b> Fail	
<b>Induction date</b> From	To
01/09/2021	31/07/2023
<b>Number of terms completed</b> 6	
<b>Induction programme type</b> Core Induction Programme	

## To record an extended induction period where an ECT is remaining with your appropriate body

Select 'induction extended' from the 'induction outcome' drop-down box, here you will need to complete 'induction period start date' and the 'induction period extended number of terms' **only**. Click on submit.

Record induction outcome

<b>Current organisation</b> Department for Education	
<b>Induction outcome</b> Induction Extended	
<b>Induction date</b> From	To
01/07/2021	
<b>Number of terms completed</b> 6	
<b>Extension number of terms</b> 2	
<b>Induction programme type</b> School-based Induction Programme	

On returning to your homepage you will note that the teacher still remains on your list of teachers, as you have recorded the ECT as continuing to complete their induction extension with your appropriate body.

## To record an extended induction period where an ECT is leaving your appropriate body

Select 'induction extended' from the 'induction outcome' drop-down box, here you will need to complete 'induction period start date', 'induction period end date', 'induction period number of terms' and 'Induction period extended number of terms'. Click on submit.

Record induction outcome

<b>Current organisation</b> Department for Education	
<b>Induction outcome</b> Induction Extended	
<b>Induction date</b> From	To
01/09/2021	31/07/2023
<b>Number of terms completed</b> 6	
<b>Extension number of terms</b> 2	
<b>Induction programme type</b> School-based Induction Programme	

On returning to your homepage you will note that the teacher has now been removed from your list of teachers, as an induction outcome has been recorded.

**To record an induction period(s) where an ECT has left your appropriate body but not completed a full programme of induction**

Select 'not yet completed' from the 'induction outcome' drop-down box, here you will be prompted to complete 'induction date from and to' field and the 'number of terms completed'. Click on submit.

### Record induction outcome

<b>Current organisation</b> Department for Education	
<b>Induction outcome</b> Not Yet Completed	
<b>Induction date</b> From	To
01/09/2021	31/03/2022
<b>Number of terms completed</b> 2	
<b>Induction programme type</b> School-based Induction Programme	

On returning to your homepage you will note that the teacher has now been removed from your list of teachers, as an induction outcome has been recorded.

# How to update an ECT's induction outcome – group basis

## Step one

To update a group of ECTs induction outcomes whom you have previously claimed as starting induction with your appropriate body, navigate to your homepage and click on the 'export this list' link.

Home > Appropriate Body > Teaching Regulation Agency

You are currently logged into Appropriate Body as [redacted]

Users must read and comply with the application guidance before accessing the application

Birmingham  
Appropriate Body ID -

**Find a teacher**

TRN: 1234567    Date of birth: dd/mm/yyyy    [Clear fields](#)    [Search](#)

**TRA contact information**

Email: [teacher.induction@education.gov.uk](mailto:teacher.induction@education.gov.uk)

Telephone: [0207 593 5392](tel:02075935392)

Showing **All your teachers** (1)    [Printer friendly list](#)    [Export this list](#)    [Import teacher\(s\)](#)

The symbol indicates an active alert

TRN	Surname	Forename	Date of birth
1000283	Smith	John	31/03/1979

## Step two

You will be taken to a new window. Here you will need to save the file to a suitable location (e.g. your desktop).

Birmingham  
Appropriate Body ID -

**Find a teacher**

TRN: 1234567    Date of birth: dd/mm/yyyy    [Clear fields](#)    [Search](#)

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The symbol indicates an active alert

TRN	Surname	Forename	Date of birth
1000283	Smith	John	31/03/1979

What do you want to do with AB\_2018-03-19-114911.xls?  
From: teacherservicesportal-pp.ad.hq.dept

[Save](#)    [Save as](#)    [Cancel](#)    [X](#)

### Step three

On being presented with the spreadsheet you will note that all ECTs whom you have previously claimed as starting induction with your appropriate body will feature on this list.

You can remove ECTs whom you do not wish to record an induction outcome for by deleting the row(s) on the spreadsheet.

For those ECTs who you want to record an induction outcome for, dependent upon whether the outcome is pass, fail, induction extended or not yet completed you will need to follow the steps below to populate the template

### To update an existing in progress ECT

If you need to update the start date of an ECT, or the induction programme type where required, then you can select 'in progress' from the 'induction outcome' drop-down box, as illustrated in the below.

	A	B	C	D	E	F	G	H	I
1	Establishment ID	TRN	Surname	First Name	Date of Birth	Transition Arrangements Eligible	Induction Programme Type	Induction Outcome	Induction Period Start Date
2	101/101	1000828	RECORD	TEST	01/01/1980	No	Full Induction Programme	In Progress	/07/2021
3									
4									
5									
6									
7									
8									

### To record an induction pass

Select 'pass' from the 'induction outcome' drop-down box and populate the 'induction period end date' and the 'number of terms completed', as illustrated in the below.

	A	B	C	D	E	F	G	H	I	J	K	L
1	Establishment ID	TRN	Surname	First Name	Date of Birth	Transition Arrangements Eligible	Induction Programme Type	Induction Outcome	Induction Period Start Date	Induction Period End Date	Induction Period Number Of Terms	Induction Period Extended Number Of Terms
2	101/101	1000828	RECORD	TEST	01/01/1980	No	Full Induction Programme	Pass	/07/2021	01/02/2023	5	
3												
4												
5												
6												
7												
8												

### To record an induction fail

Select 'fail' from the 'induction outcome' drop-down box, and populate the 'induction period end date' and the 'number of terms completed', as illustrated in the below.

	A	B	C	D	E	F	G	H	I	J	K	L
1	Establishment ID	TRN	Surname	First Name	Date of Birth	Transition Arrangements Eligible	Induction Programme Type	Induction Outcome	Induction Period Start Date	Induction Period End Date	Induction Period Number Of Terms	Induction Period Extended Number Of Terms
2	101/101	1000828	RECORD	TEST	01/01/1980	No	Core Induction Programme	Fail	/07/2021	01/02/2023	5	
3												
4												
5												
6												
7												
8												

**To record an extended induction period where an ECT is remaining with your appropriate body**

Select 'induction extended' from the 'induction outcome' drop-down box, and populate the 'induction period extended number of terms' **only**.

	A	B	C	D	E	F	G	H	I	J	K	L
1	Establishment ID TRN	Surname	First Name	Date of Birth	Transition Arrangements Eligible	Induction Programme Type	Induction Outcome	Induction Period Start Date	Induction Period End Date	Induction Period Number Of Terms	Induction Period Extended Number Of Terms	
2	101/101	1000828	RECORD	TEST	01/01/1980	Yes	Induction Extended	/07/2021		2	2	
3												
4												
5												
6												
7												
8												

**To record an extended induction period where an ECT is leaving your appropriate body**

Select 'induction extended' from the 'induction outcome' drop-down box, and populate the 'induction period end date', 'induction period number of terms' and 'induction period extended number of terms'.

	A	B	C	D	E	F	G	H	I	J	K	L
1	Establishment ID TRN	Surname	First Name	Date of Birth	Transition Arrangements Eligible	Induction Programme Type	Induction Outcome	Induction Period Start Date	Induction Period End Date	Induction Period Number Of Terms	Induction Period Extended Number Of Terms	
2	101/101	1000828	RECORD	TEST	01/01/1980	No	Core Induction Programme	Induction Extended	/07/2021	02/03/2023	2	2
3												
4												
5												
6												
7												
8												

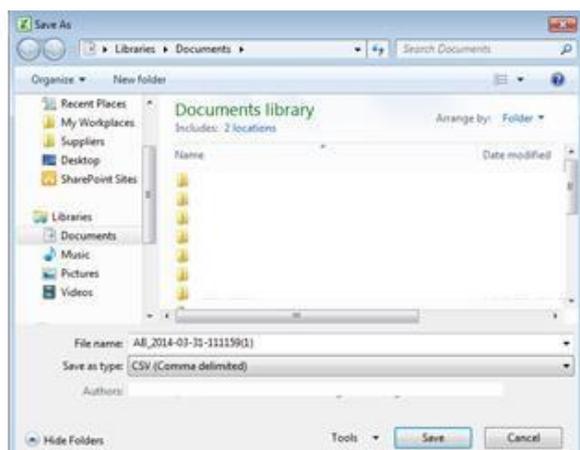
**To record an induction period(s) where an ECT has left your appropriate body but not completed a full programme of induction**

Select 'not yet completed' from the 'induction outcome' drop-down box, and populate the 'induction period end date' and 'induction period number of terms'.

	A	B	C	D	E	F	G	H	I	J	K	L
1	Establishment ID TRN	Surname	First Name	Date of Birth	Transition Arrangements Eligible	Induction Programme Type	Induction Outcome	Induction Period Start Date	Induction Period End Date	Induction Period Number Of Terms	Induction Period Extended Number Of Terms	
2	101/101	1000828	RECORD	TEST	01/01/1980	Yes	Induction Extended	/07/2021	12/12/2021	2		
3												
4												
5												
6												
7												
8												

## Step four

Once you have finished populating the information and wish to upload this to TRA's records, you will initially need to save the file as a CSV. To do this, click on the 'file' ribbon and locate 'save as', here you will need to change the file type where it states 'save as type' to 'CSV (comma delimited)', as shown below.

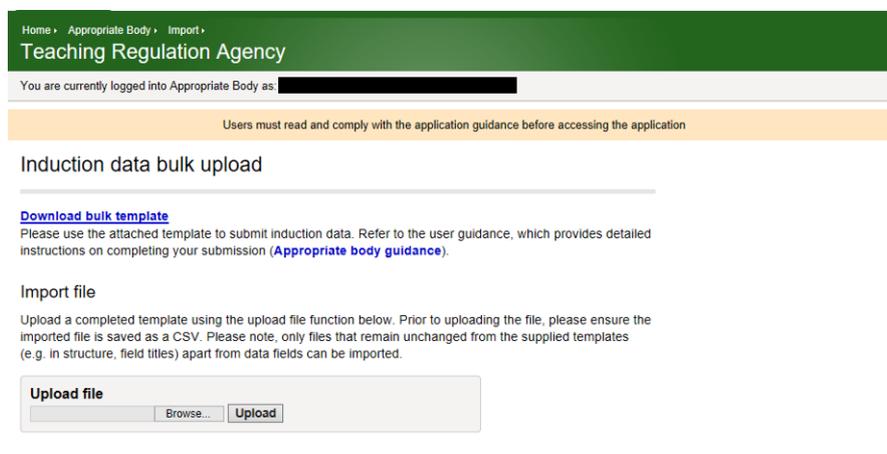


## Step five

The next step is to upload your file through the portal. Navigate to your homepage and click on the 'import teacher(s)' link

## Step six

You will be taken to the induction data bulk upload page where you will need to import the file. Click on 'browse' within the upload file window, once you have located the saved file, click 'upload'



## Step seven

The imported file will be processed overnight. On processing the file the system will generate an email to your appropriate body confirming the results of the imported file. The email may state that one or more of the entries you added have not successfully imported. This will be due to a one of a number of reasons:

- **Invalid induction period end date format has been used –** The end date must be entered in dd/mm/yyyy format
- **Induction period end date is in the future.**
- **The mandatory fields relating to each induction outcome have not been populated.**

All with the exception of those ECTs who have had their induction period extended and are remaining with your appropriate body will be removed from your homepage by the next working day.