ECT Align team send welcome letter, advising initial conference dates, and Participation Agreement, for signature by the Headteacher, to Induction Tutor



Induction Tutor to book Mentor and ECT initial conference dates in school diary and arrange cover



Headteacher to sign Participation Agreement and return to ECT Align team School completes the following three steps:

- 1. ECT Align registration form
- 2. Registers ECT with an Appropriate Body
- 3. Registers Induction Tutor, ECT/s and mentor/s on the DfE Manage training for early career teachers service



ECT Align team advise Ambition of school sign up



Ambition creates partnership with school and advises DfE



DfE confirms ECT/s and mentor/s are eligible for training



DfE shares Induction Tutor, ECT and mentor details with Ambition



Ambition creates Induction Tutor, ECT and mentor accounts



Ambition sends 'Welcome email' to all delegates



Induction Tutor, **ECT and mentor** to complete registration and onboarding process, including Steplab Access Form, on Ambition (using link in 'Welcome email')

This action **must** be completed to fully access Ambition and Steplab



Mentor attends Mentor Conference 1 and completes Event Preference form



ECT Align team allocate mentor events based on preference form. If no preference form is received, events are allocated based on availability



ECT attends ECT Conference 1 and completes Event Preference form



ECT Align team allocate ECT events based on preference form. If no preference form is received, events are allocated based on availability



ECT Align team releases individual year 1 events on Ambition and advises delegates



Delegates to check allocated events and book cover where appropriate. Delegates to advise ECT Align of any instances where they are unable to attend their allocated session. The ECT Align team will work with the delegate to find an alternative session

