

MyECT Guide for Induction Tutors, Mentors and ECTs

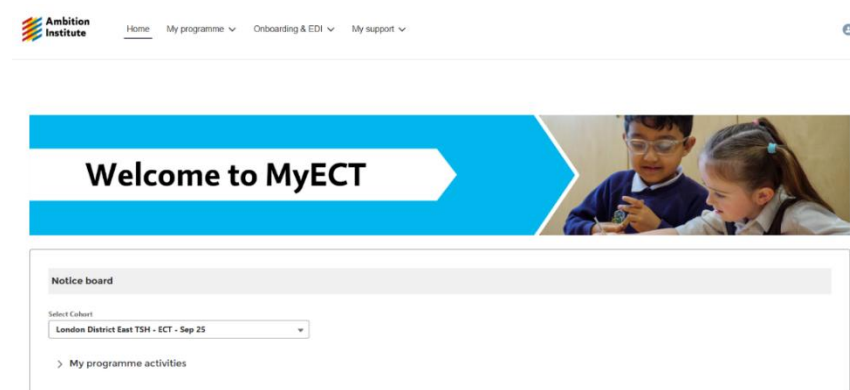
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Introduction

MyECT is Ambition Institute’s online platform designed to support Early Career Teachers, induction tutors and mentors throughout the induction period. This guide explains how each group can use *MyECT* to get the most out of the platform.

1 ECT View

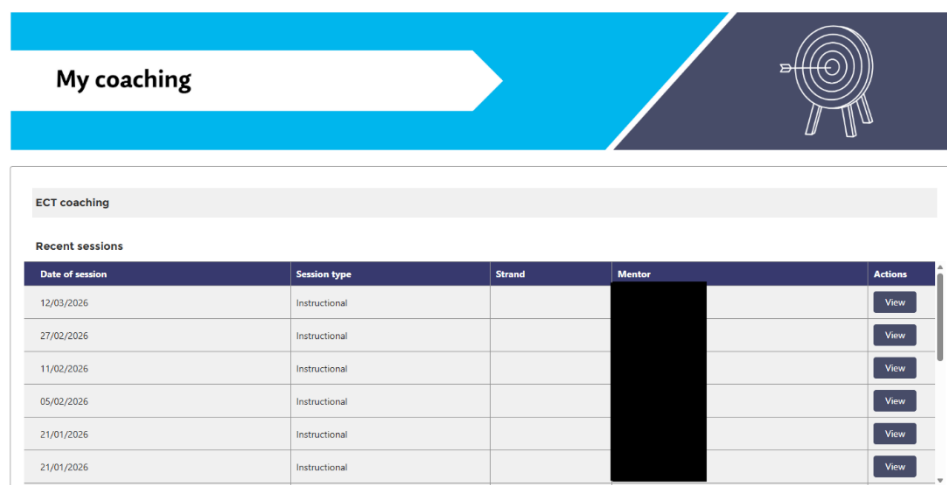


When the ECT clicks on the headings, these are the available dropdown menus:

Home	My Programme	Onboarding & EDI	My Support
	My coaching	Steplab access form	My support queries
	Progress overview		Resource hub

1.1 My Programme

This is where an ECT can view the progress they are making on the programme. ‘**My coaching**’ lists all the coaching sessions by type and with the date:

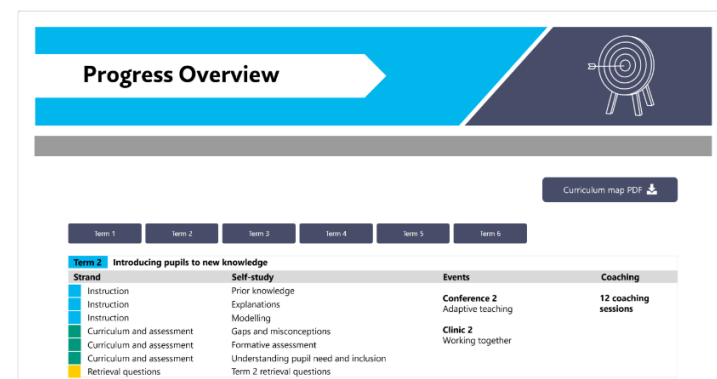


When an ECT clicks on **‘View’** they can see further information about the session:

Coaching session details	
Teacher name	[Redacted]
Date of session	12-Mar-2026
Session type	Instructional
Strand	--SELECT--
Mentor name	[Redacted]
Description	Check whole-class understanding: design a hinge question to reveal whether pupils have secure knowledge, gaps, or misconceptions.
Action step status	Set

The following features will only appear for ECTs who began the programme from Sept 2025 onwards:

When they click on **‘Progress Overview’** they will see an overview of that term’s theme, the self-study modules, the events available and how many coaching sessions should be completed:



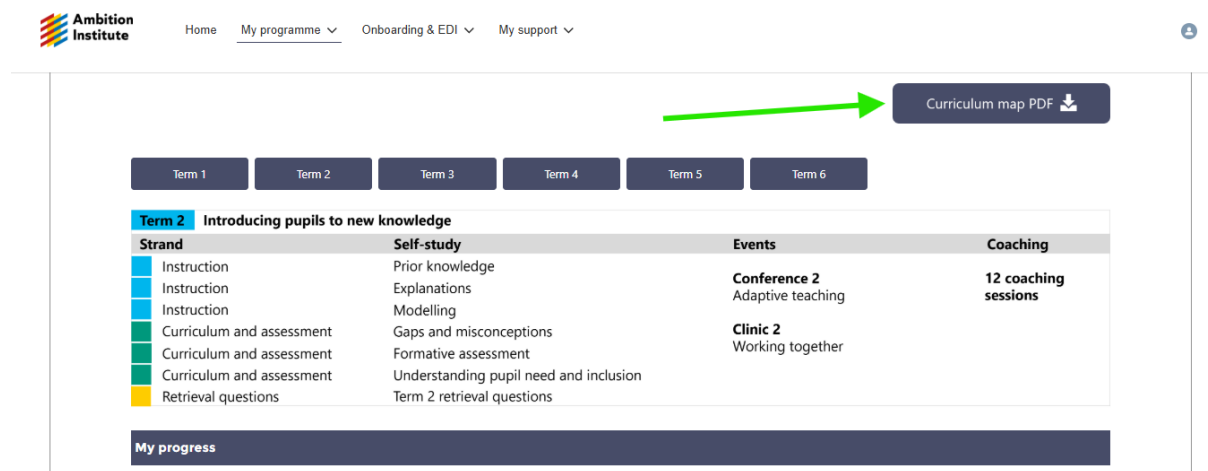
The ECT can then access an overview of their progress towards those goals:

My progress			
5/5	2/2	1/1	9/12
Modules	Events	Retrieval questions	Coaching

*All data in the table below corresponds with Term 2 content only. If you have completed a module from another term, please select that term from the menu bar at the top of this page to locate it.

Date of completion	Type of engagement	Description
06/01/2026	Module	Prior knowledge
15/01/2026	Module	Explanations
28/01/2026	Module	Modelling
29/01/2026	Module	Gaps and misconceptions
03/02/2026	Module	Understanding pupil need and inclusion
03/02/2026	Retrieval question	Theme 2: retrieval quiz
03/02/2026	Module	Formative assessment
01/06/2025	Event	ECT Conference 2
21/01/2026	Instructional	
21/01/2026	Instructional	
05/02/2026	Instructional	
11/02/2026	Instructional	
27/02/2026	Instructional	
12/03/2026	Instructional	

When the ECT clicks on 'Curriculum Map PDF':

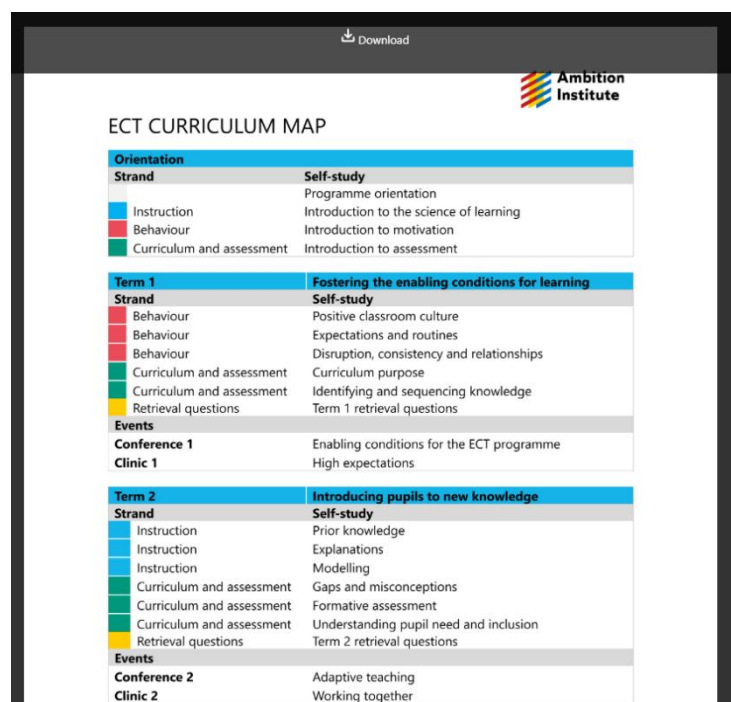


The screenshot shows the MyECT interface with a navigation bar at the top. A green arrow points to the 'Curriculum map PDF' download button. Below the navigation bar, there are tabs for Term 1 through Term 6. The 'Term 2' tab is selected, showing the following details:

Strand	Self-study	Events	Coaching
Instruction	Prior knowledge	Conference 2 Adaptive teaching	12 coaching sessions
Instruction	Explanations		
Instruction	Modelling	Clinic 2 Working together	
Curriculum and assessment	Gaps and misconceptions		
Curriculum and assessment	Formative assessment		
Curriculum and assessment	Understanding pupil need and inclusion		
Retrieval questions	Term 2 retrieval questions		

Below the table, there is a 'My progress' section.

They can download a copy of the ECT Curriculum Map:



The screenshot shows the ECT Curriculum Map PDF document. It includes the Ambition Institute logo and the title 'ECT CURRICULUM MAP'. The document is organized into sections for Orientation, Term 1, and Term 2, each with a table of strands, self-study, events, and clinics.

Orientation	Strand	Self-study
Instruction	Programme orientation	
Behaviour	Introduction to the science of learning	
Curriculum and assessment	Introduction to motivation	
	Introduction to assessment	

Term 1	Strand	Self-study
Behaviour	Positive classroom culture	
Behaviour	Expectations and routines	
Behaviour	Disruption, consistency and relationships	
Curriculum and assessment	Curriculum purpose	
Curriculum and assessment	Identifying and sequencing knowledge	
Retrieval questions	Term 1 retrieval questions	

Events	Conference 1	Clinic 1
	Enabling conditions for the ECT programme	
	High expectations	

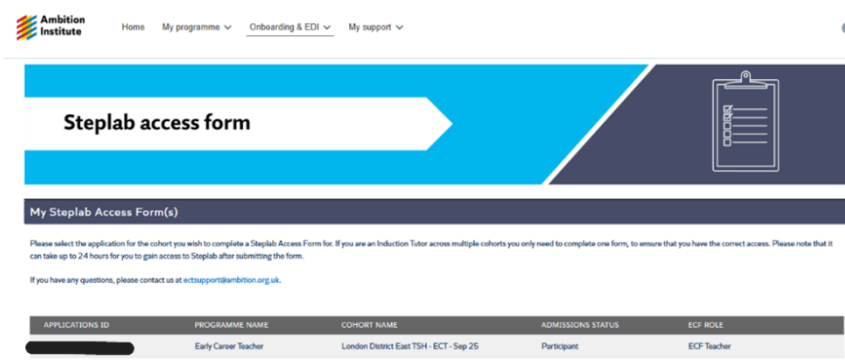
Term 2	Strand	Self-study
Instruction	Prior knowledge	
Instruction	Explanations	
Instruction	Modelling	
Curriculum and assessment	Gaps and misconceptions	
Curriculum and assessment	Formative assessment	
Curriculum and assessment	Understanding pupil need and inclusion	
Retrieval questions	Term 2 retrieval questions	

Events	Conference 2	Clinic 2
	Adaptive teaching	
	Working together	

(End of Sept 2025 onwards specific features)

1.2 Onboarding and EDI

This is where the ECT completes their Steplab access form, which enables them to access Steplab via MyECT and access the programme materials. Once the form is completed, the admission status will show as 'Participant'. If the form is incomplete, it will show as 'Pre-enquiry'.



APPLICATIONS ID	PROGRAMME NAME	COHORT NAME	ADMISSIONS STATUS	ECT ROLE
	Early Career Teacher	London District East TSH - ECT - Sep 25	Participant	ECT Teacher

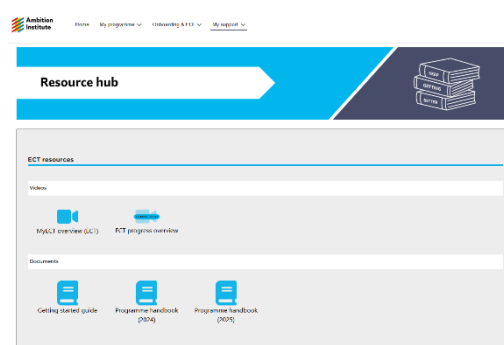
1.3 My Support

If the ECT has contacted Ambition Institute for help by emailing contact@ambition.org.uk they can see their open/closed support cases:



Case Number	Subject	Status	Case Open Date	Case Closed Date
00741055	Report - extension query	Closed	09-02-2026	09-02-2026
00705094	Transfer	Closed	08-10-2025	16-10-2025
00684211	ECT Steplab	Closed	07-09-2025	11-09-2025
00662739	ECT Program	Closed	23-06-2025	24-06-2025

When the ECT clicks on '**Resource Hub**', they can see the available resources to support them with the programme:

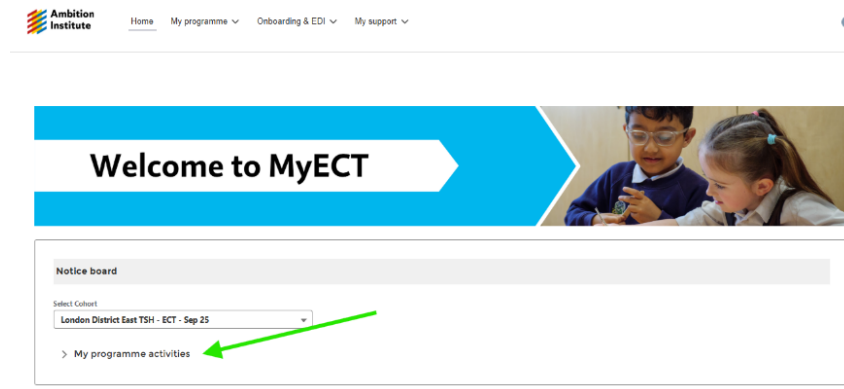


1.4 TOP TIP

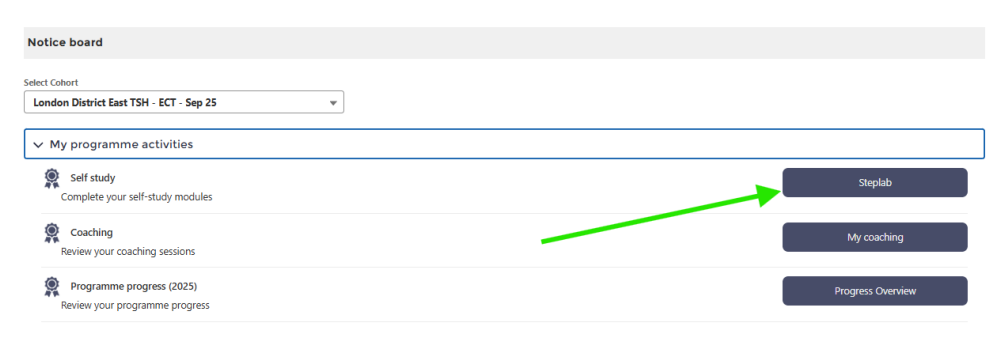
Finally, and probably one of the most important pieces of advice we can give you, is that the easiest way for an ECT to access their Steplab account with Ambition Institute is via the Home page. ECTs need to complete self-study modules on Steplab every fortnight, access recorded events and track their instructional coaching sessions.

Steplab should always be accessed via *MyECT* for consistency and ease of use.

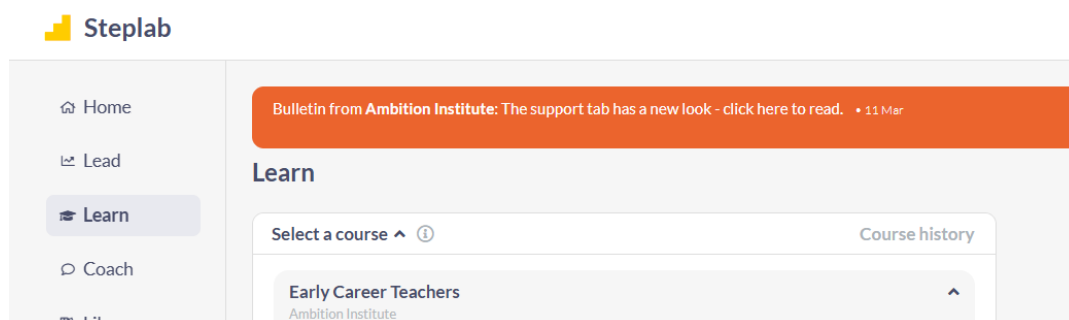
Route 1: They can click on ‘My programme activities’ on the ‘Home Page’:



And then on the ‘Steplab’ button:



It takes the ECT to their Steplab account with Ambition Institute:

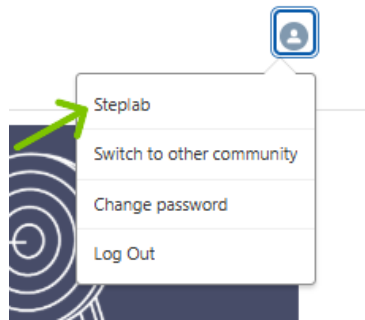


Or

Route 2: Click on this icon on the top right of the banner:

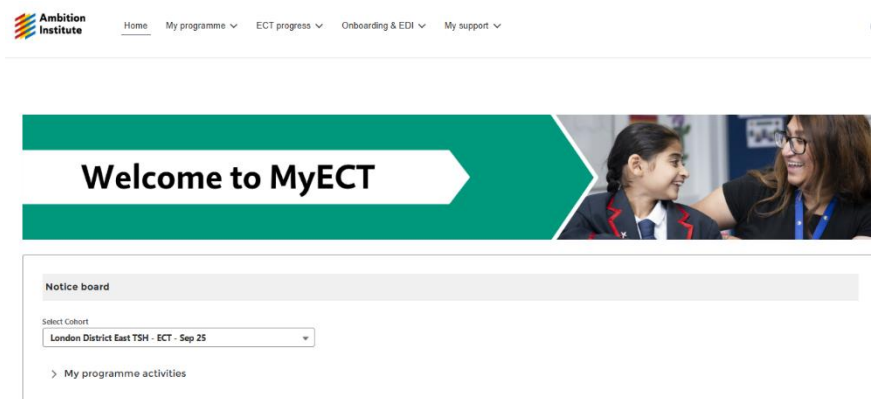


Then click '**Steplab**':



It takes the ECT to their Steplab account with Ambition Institute.

2 Mentor View



When the mentor clicks on the headings, these are the available dropdown menus:

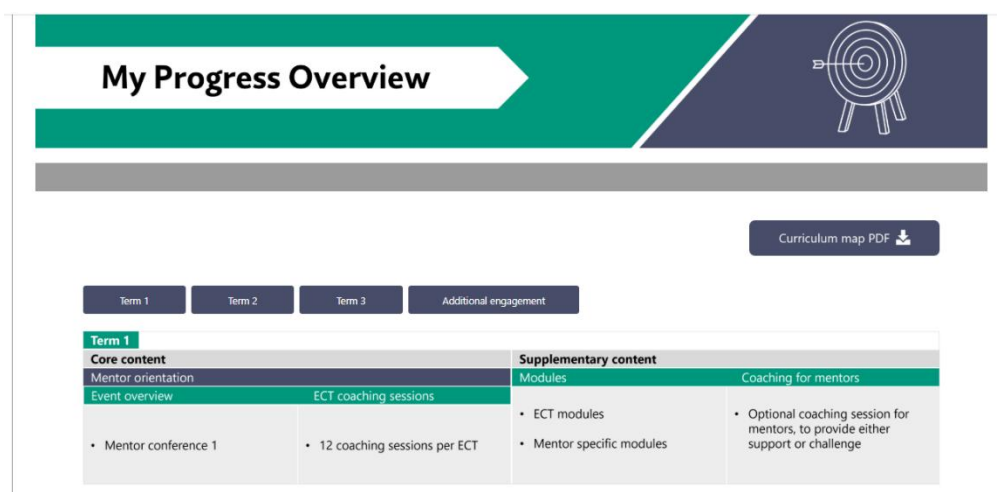
Home	My Programme	ECT Progress	Onboarding & EDI	My Support
	My progress overview	ECT progress overview	Steplab access form	My support queries
		ECT coaching		Resource hub

2.1 My Programme

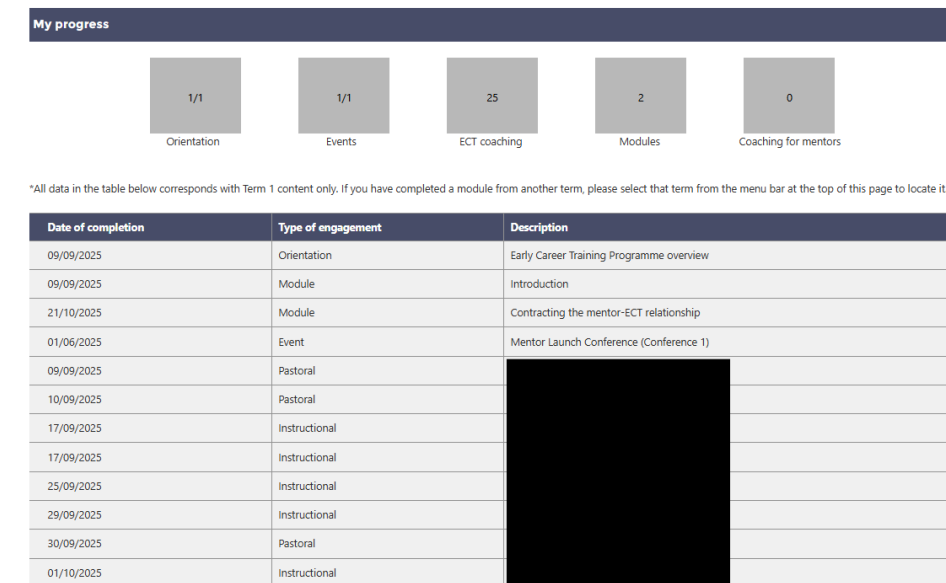
This is where a mentor can view the progress they are making on the programme.

The following features will only appear for mentors who are mentoring an ECT who joined the programme from Sept 2025 onwards:

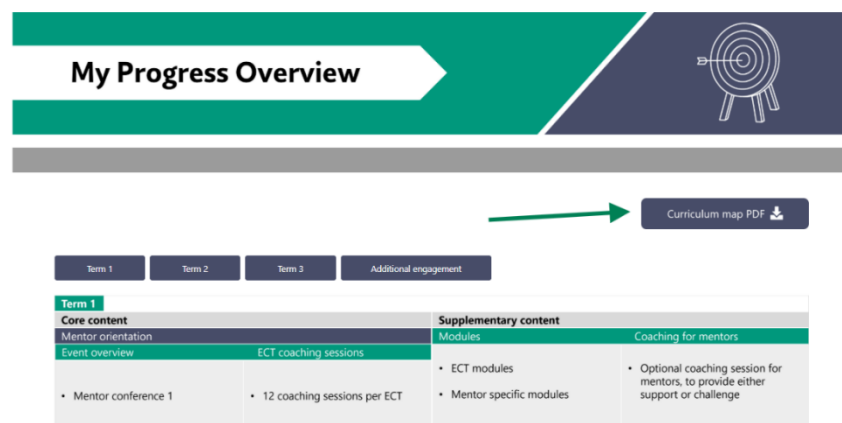
When they click on **‘Progress Overview’**, they will see an overview of that term’s core content and supplementary content, the events available and how many coaching sessions should be completed:



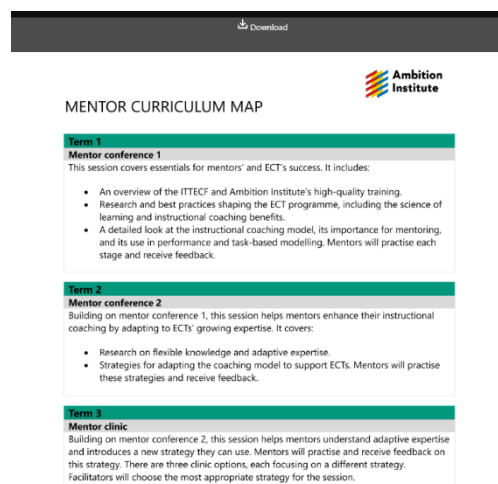
The mentor can then access an overview of their progress towards those goals:



If the mentor clicks on **Curriculum Map PDF**:

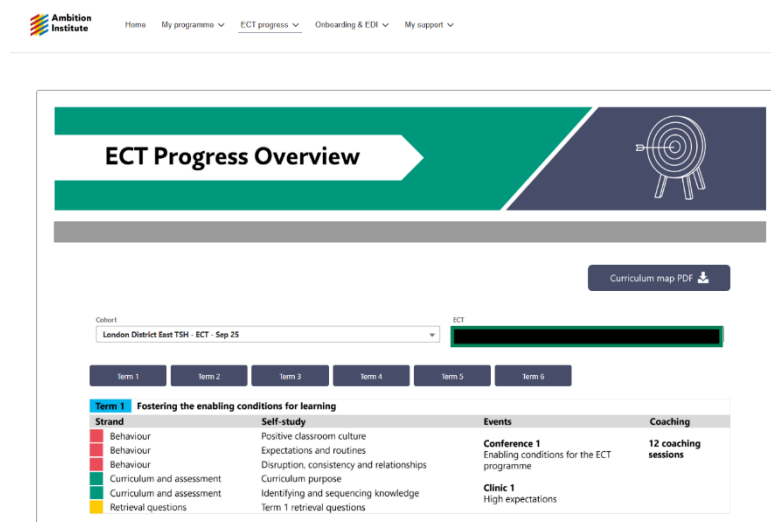


They can download a copy of the Mentor Curriculum Map:



2.2 ECT Progress

This is where a mentor can view the progress their ECT(s) are making on the programme. When they click on ‘ECT Progress Overview’ (NB This is only available to mentors who are mentoring an ECT who started from Sept 2025 onwards) they will see an overview of that term’s theme, the self-study modules, events and coaching sessions that should be completed for their ECT:



ECT Progress Overview

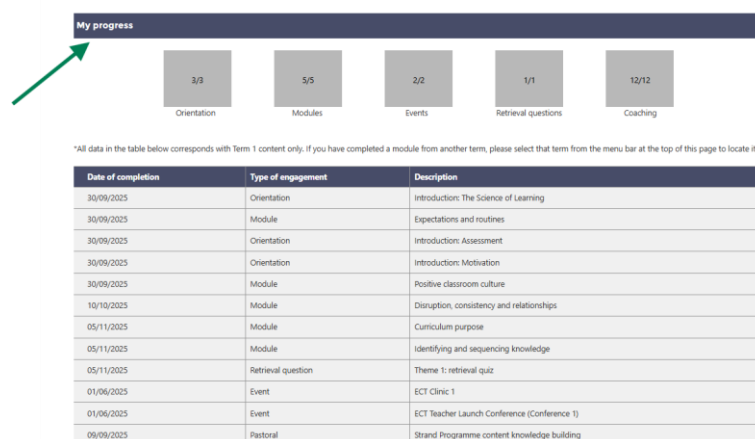
Cohort: London District East TSH - ECT - Sep 25

Term 1 Term 2 Term 3 Term 4 Term 5 Term 6

Term 1: Fostering the enabling conditions for learning

Strand	Self-study	Events	Coaching
Behaviour	Positive classroom culture	Conference 1	12 coaching sessions
Behaviour	Expectations and routines	Enabling conditions for the ECT programme	
Behaviour	Disruption, consistency and relationships	Clinic 1	
Curriculum and assessment	Curriculum purpose	High expectations	
Curriculum and assessment	Identifying and sequencing knowledge		
Retrieval questions	Term 1 retrieval questions		

My progress lists all the self-study modules, events and coaching sessions that have been completed by their ECT:



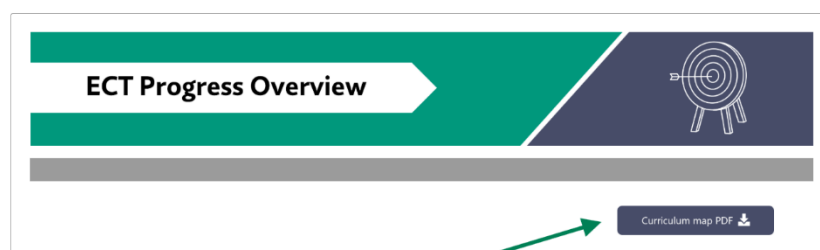
My progress

Orientation 3/3 Modules 5/5 Events 2/2 Retrieval questions 1/1 Coaching 12/12

*All data in the table below corresponds with Term 1 content only. If you have completed a module from another term, please select that term from the menu bar at the top of this page to locate it.

Date of completion	Type of engagement	Description
30/09/2025	Orientation	Introduction: The Science of Learning
30/09/2025	Module	Expectations and routines
30/09/2025	Orientation	Introduction: Assessment
30/09/2025	Orientation	Introduction: Motivation
30/09/2025	Module	Positive classroom culture
10/10/2025	Module	Disruption, consistency and relationships
05/11/2025	Module	Curriculum purpose
05/11/2025	Module	Identifying and sequencing knowledge
05/11/2025	Retrieval question	Theme 1: retrieval quiz
01/06/2025	Event	ECT Clinic 1
01/06/2025	Event	ECT Teacher Launch Conference (Conference 1)
09/09/2025	Pastoral	Strand Programme content knowledge building

If the mentor clicks on **Curriculum Map PDF**:



ECT Progress Overview

Curriculum map PDF

They can download a copy of the ECT Curriculum Map:

Download

ECT CURRICULUM MAP

Orientation	
Strand	Self-study
Instruction	Programme orientation
Behaviour	Introduction to the science of learning
Curriculum and assessment	Introduction to motivation
	Introduction to assessment
Term 1	
Strand	Fostering the enabling conditions for learning
Behaviour	Positive classroom culture
Behaviour	Expectations and routines
Behaviour	Disruption, consistency and relationships
Curriculum and assessment	Curriculum purpose
Curriculum and assessment	Identifying and sequencing knowledge
Retrieval questions	Term 1 retrieval questions
Events	
Conference 1	Enabling conditions for the ECT programme
Clinic 1	High expectations
Term 2	
Strand	Introducing pupils to new knowledge
Instruction	Prior knowledge
Instruction	Explanations
Instruction	Modelling
Curriculum and assessment	Gaps and misconceptions
Curriculum and assessment	Formative assessment
Curriculum and assessment	Understanding pupil need and inclusion
Retrieval questions	Term 2 retrieval questions
Events	
Conference 2	Adaptive teaching
Clinic 2	Working together

When they click on ‘ECT coaching’ a mentor can see a list of all the coaching sessions by type and with the date for their ECT:

Ambition Institute Home My programme ▾ ECT progress ▾ Onboarding & EDI ▾ My support ▾

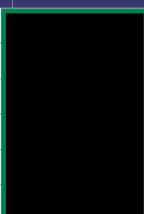
ECT coaching

ECT coaching

Cohort
London District East TSH - ECT - Sep 25 ▾

ECT
▾

Recent sessions

Date of session	Session type	Strand	Mentor	Actions
13/03/2026	Pastoral	School events and responsibilities		View Delete
10/03/2026	Instructional			View
30/01/2026	Instructional			View
21/01/2026	Instructional			View
16/01/2026	Instructional			View
15/01/2026	Instructional			View

When a mentor clicks on ‘**View**’ they can see further information about the session by scrolling down:

Coaching session details	
Teacher name	[Redacted]
Date of session*	23-Oct-2025
Session type	Instructional
Strand*	--SELECT--
Mentor name	[Redacted]
Description*	Apply rewards and sanctions consistently: use the school's behaviour systems fairly and predictably for all pupils
Action step status	Met

If they click ‘**Delete**’, they can delete a pastoral coaching session if required e.g. added in error.

Cohort
London District East TSH - ECT - Sep 25

ECT
[Redacted]

Recent sessions

Are you sure you want to delete this record?
Cancel OK

2.3 Pastoral Coaching

For mentors who are working with ECTs who started the programme from Sept 2025 onwards, there is the option to log pastoral coaching.

Whether to provide pastoral coaching might be a decision the delivery partner makes at a network level and communicates to mentors. Alternatively, and in agreement with the mentor’s school or delivery partner, this may be a decision they make.

This section is designed to introduce pastoral coaching. It will outline the purpose of pastoral coaching, and the guidance and supporting resources to help mentors run these sessions effectively.

How does a mentor decide whether to run a pastoral coaching session?

If this is a decision that sits with the mentor, they can decide on a fortnightly basis whether to run a pastoral coaching session or whether to run an additional instructional coaching session.

- A pastoral coaching session can provide an opportunity to check in with their ECT and support them with the broader responsibilities and challenges of being a teacher.

- An additional instructional coaching session can provide an opportunity to support an ECT who has not yet met their previous step, to set a new step or to make the practice of a previously met step more challenging.

Depending on the needs of the ECT, this is a choice the mentor can employ flexibly throughout the year. Sometimes, they might think a pastoral coaching session is more useful; at other times, they might think additional instructional coaching is best.

How does a mentor decide what to focus on in a pastoral coaching session?

Pastoral coaching sessions may vary, but their aim is to help ECTs feel confident in managing the demands of being a teacher alongside the requirements of the ECTP.

A mentor can choose how best to use this time. There is a guidance document that they can access to support them with this choice. It provides a suggested structure for meetings, as well as some prompts for a range of topics and conversations. This structure helps ensure the coaching is targeted at an area of need and helps the mentor provide effective support.

However, this guidance document is designed primarily to act as a prompt, rather than an expectation, for the focus or content of these meetings. A mentor can go beyond this guidance and take these sessions in the direction they feel is most beneficial for their ECT.

When running a pastoral coaching session, the mentor need only record that they have had a conversation on *MyECT*, but not the focus, structure, or discussion.

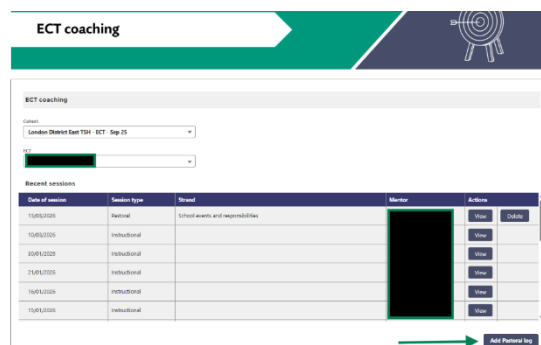
Where can I access the optional guidance document?

The pastoral coaching supporting guidance can be accessed via your '[Key Programme Resources](#)' course on Steplab.

2.4 Logging Pastoral Coaching on *MyECT*

IMPORTANT – Pastoral coaching is always logged on *MyECT* and cannot be logged on Steplab!

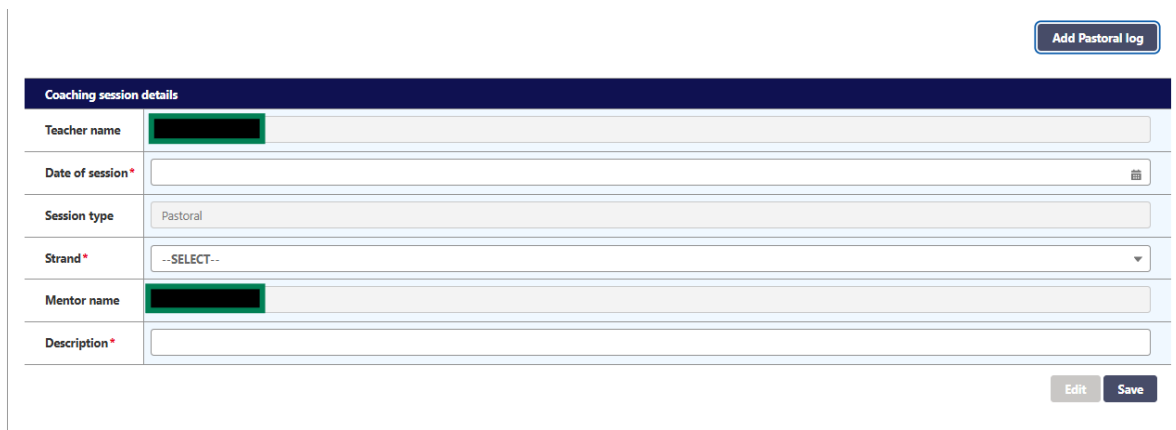
To log pastoral coaching the mentor needs to click on the '**Add pastoral log**' button on the '**ECT Coaching**' page:



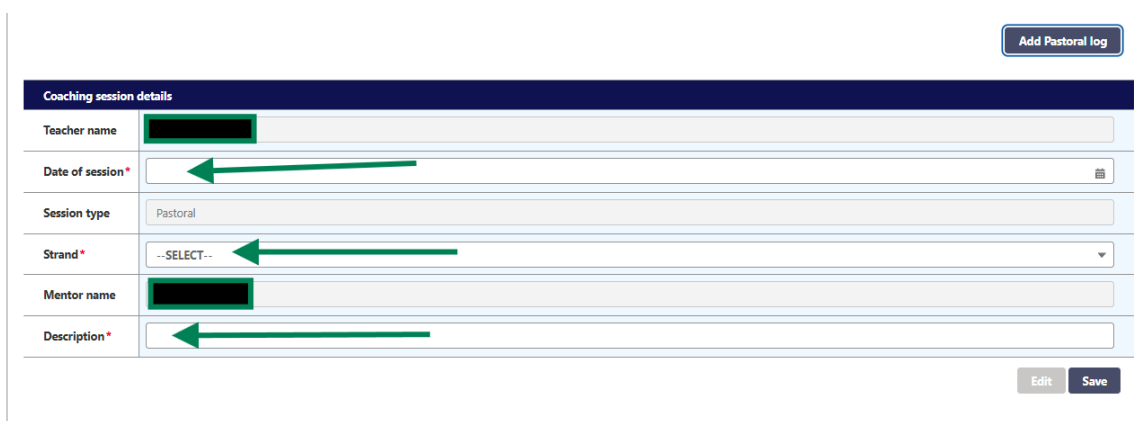
Date of session	Session type	Detail	Mentor	Actions
10/05/2025	Pastoral	School events and responsibilities		View Edit
10/05/2025	Instructional			View
10/05/2025	Instructional			View
11/05/2025	Instructional			View
16/05/2025	Instructional			View
16/05/2025	Instructional			View

[Add Pastoral log](#)

They will then see this:



They need to complete these three sections date of session, strand and description:



IMPORTANT - When running a pastoral coaching session, the mentor need only record that they had a conversation on *MyECT* e.g. *discussed preparation for school trip*. They **DO NOT** need to add any more detail about the structure or discussion that was had.

They then click '**Save**' and it will be added to the list above.

(End of Sept 2025 onwards specific features)

2.5 Onboarding and EDI

This is where the mentor completes their Steplab access form, which enables them to access Steplab via MyECT and access the programme materials. Once the form is completed, the admission status will show as '**Participant**'. If the form is incomplete, it will show as '**Pre-enquiry**'.



[Home](#)
[My programme](#)
[ECT progress](#)
[Onboarding & EDI](#)
[My support](#)

Steplab access form



My Steplab Access Form(s)

Please select the application for the cohort you wish to complete a Steplab Access Form for. If you are an Induction Tutor across multiple cohorts you only need to complete one form, to ensure that you have the correct access. Please note that it can take up to 24 hours for you to gain access to Steplab after submitting the form.

If you have any questions, please contact us at ectsupport@ambition.org.uk.

APPLICATIONS ID	PROGRAMME NAME	COHORT NAME	ADMISSIONS STATUS	ECT ROLE
[REDACTED]	Early Career Teacher	London District East Teaching School Hub - ECT - Sept [REDACTED]	Participant	[REDACTED]
[REDACTED]	Early Career Teacher	London District East TSH - ECT - Sep 25	Participant	[REDACTED]

2.6 My Support

If the mentor has contacted Ambition Institute for help by emailing contact@ambition.org.uk they can see their open/closed support cases:



[Home](#)
[My programme](#)
[ECT progress](#)
[Onboarding & EDI](#)
[My support](#)

My support queries



When the mentor clicks on **'Resource hub'**, they can see the available resources to support them with the programme:



[Home](#)
[My programme](#)
[ECT progress](#)
[Onboarding & EDI](#)
[My support](#)

Resource hub



Mentor

ECT

Mentor resources

Videos

MyECT overview (Mentor)

Mentor progress overview

ECT progress overview

Documents

Getting started guide

Programme handbook (2024)

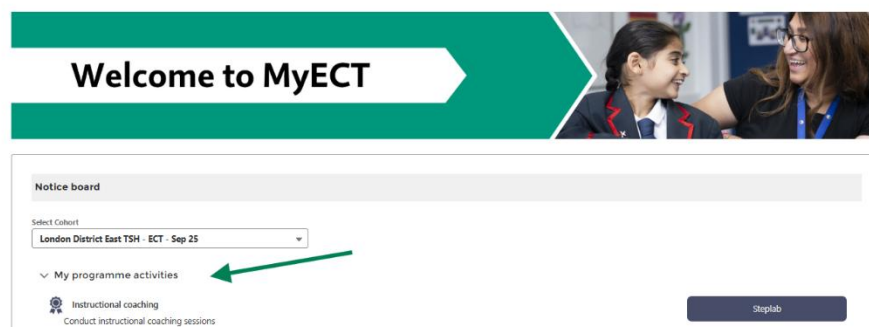
Programme handbook (2025)

2.7 TOP TIP

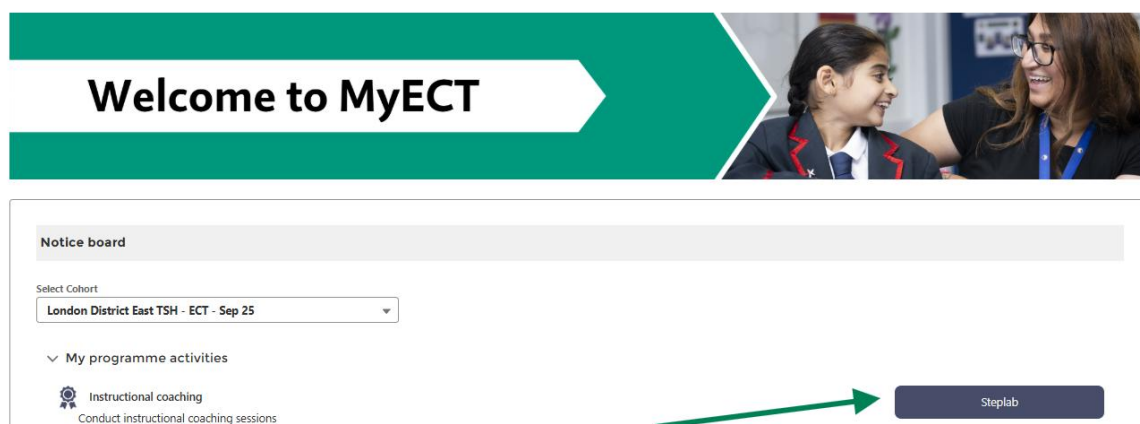
Finally, and probably one of the most important pieces of advice we can give you, is that the easiest way for a mentor to access their Steplab account with Ambition Institute is via the Home page. Mentors should log instructional coaching on Steplab every week in Year 1 and fortnightly in Year 2 for ECTs who started from September 2025 onwards. For ECTs who started before September 2025, coaching should be logged fortnightly. Mentors will also need to access self-study modules and recorded events via Steplab.

Steplab should always be accessed via MyECT for consistency and ease of use.

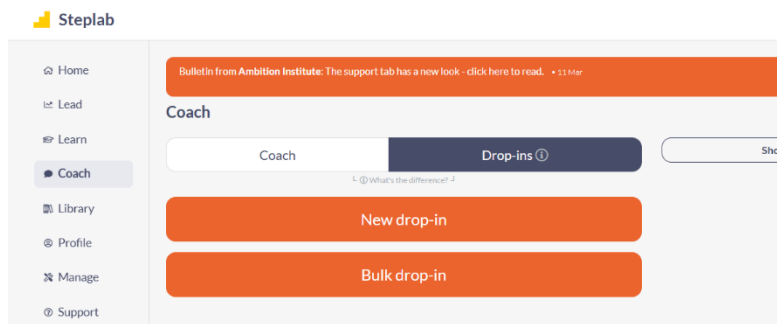
Route 1: They can click on ‘My programme activities’ on the ‘Home Page’:



And then on the ‘Steplab’ button:

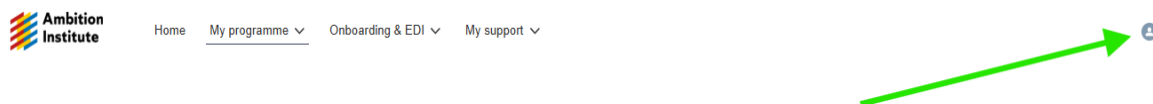


It takes the mentor to their Steplab account with Ambition Institute:

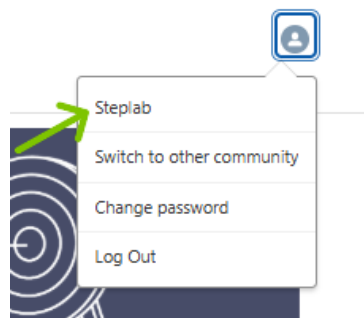


Or

Route 2: Click on this icon on the top right of the banner:



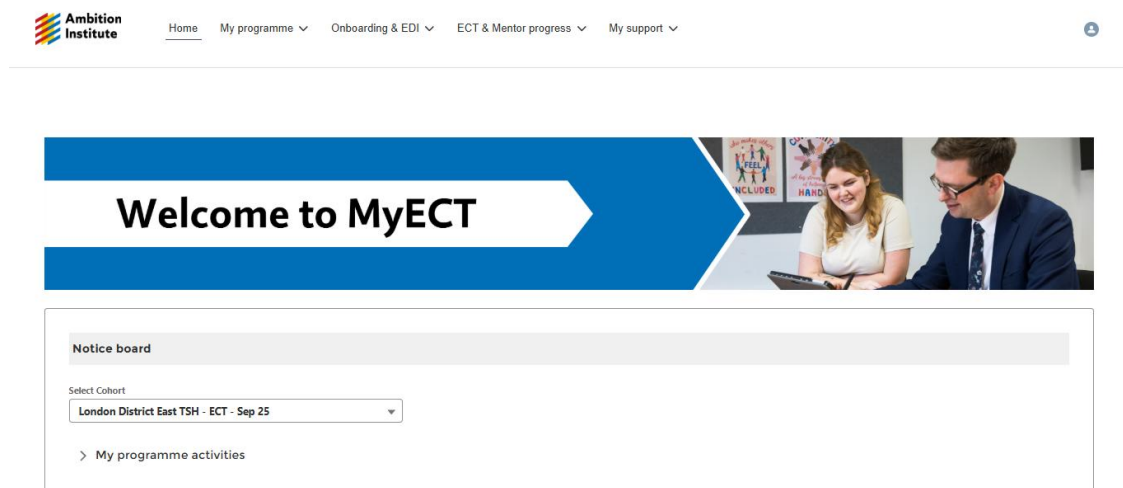
Then click on 'Steplab':



It also takes the mentor to their Steplab account with Ambition Institute.

3 Induction Tutor View

MyECT can be used to track mentoring on the ECT programme. This platform allows ITs to see both instructional coaching and pastoral coaching sessions across the term. ITs can also use this platform to send nudges and praises to mentors in their school(s) based on their progress.

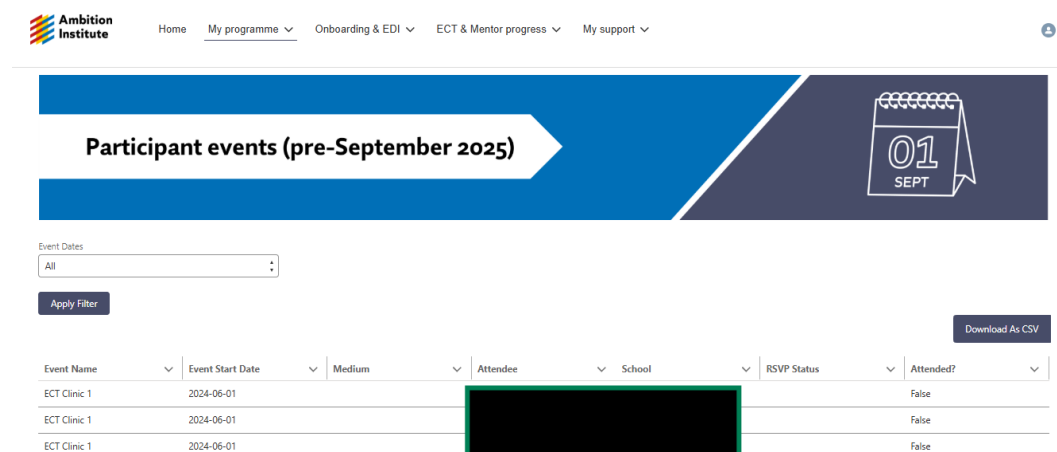


When the IT clicks on the headings, these are the available dropdown menus:

Home	My Programme	Onboarding & EDI	ECT & Mentor Progress	My Support
	Participant events (Pre-September 25)	Steplab access form	ECT coaching	My support queries
			ECT progress overview	
			Mentor progress overview	
			Participant events	
			Mentor coaching progress	
			ECT module progress	

3.1 My Programme

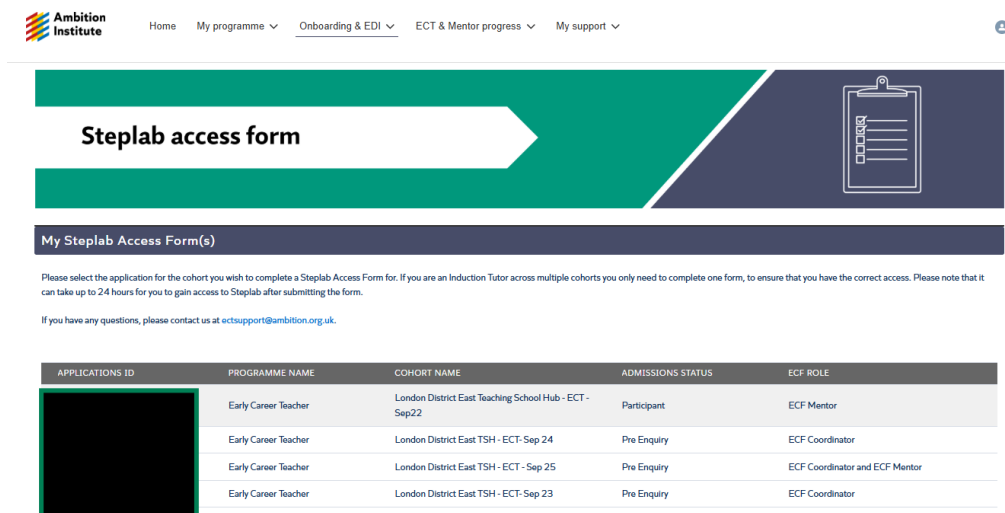
This is where an IT can view the **'Participant events (pre-September 2025)'** that have been attended by their ECTs and mentors.



3.2 Onboarding and EDI

This is where the IT completes their Steplab access form (SLAF), which enables them to access Steplab via *MyECT* and access the programme materials. Once the form is completed, the admission status will show as ‘**Participant**’. If the form is incomplete, it will show as ‘**Pre-enquiry**’.

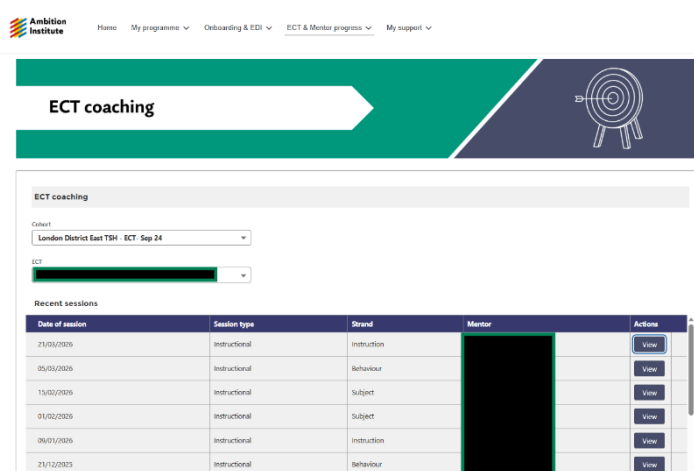
Important - The IT needs to complete the SLAF assigned to them for each cohort year. This will give them visibility of all ECTs and mentors on *MyECT* and Steplab.



APPLICATIONS ID	PROGRAMME NAME	COHORT NAME	ADMISSIONS STATUS	ECF ROLE
	Early Career Teacher	London District East Teaching School Hub - ECT - Sep22	Participant	ECF Mentor
	Early Career Teacher	London District East TSH - ECT-Sep 24	Pre Enquiry	ECF Coordinator
	Early Career Teacher	London District East TSH - ECT - Sep 25	Pre Enquiry	ECF Coordinator and ECF Mentor
	Early Career Teacher	London District East TSH - ECT-Sep 23	Pre Enquiry	ECF Coordinator

3.3 ECT and Mentor Progress

When the IT clicks on ‘**ECT Coaching**’ they will see an overview of the coaching sessions completed for an individual ECT:



Date of session	Session type	Brand	Mentor	Actions
21/05/2025	Instructional	Instruction		View
05/05/2025	Instructional	Behaviour		View
15/05/2025	Instructional	Subject		View
01/02/2025	Instructional	Subject		View
06/01/2025	Instructional	Instruction		View
21/12/2023	Instructional	Behaviour		View

When an IT clicks on **‘View’** they can see further information about the session by scrolling down:

Coaching session details	
Teacher name	
Date of session*	21-Mar-2026
Session type	Instructional
Strand*	--SELECT--
Mentor name	
Description*	Considering your input as a scaffold, check who needs more or less of your input and moderate how you scaffold tasks for pupils depending on what they need.
Action step status	Set

[Edit](#) [Save](#)

3.4 ECT Progress Overview

This is where a mentor can view the progress their ECT(s) are making on the programme. When they click on **ECT Progress Overview** (***NB This is only available to ITs who have an ECT who started from Sept 2025 onwards in their school***) they will see an overview of that term’s theme, the self-study modules, events and coaching sessions that should be completed for an individual ECT:’


Home My programme Onboarding & EDI ECT & Mentor progress My support

ECT Progress Overview



[Curriculum map PDF](#)

Cohort:
ECT:

Term 1

Term 2

Term 3

Term 4

Term 5

Term 6

Term 1: Fostering the enabling conditions for learning			
Strand	Self-study	Events	Coaching
Behaviour	Positive classroom culture	Conference 1 Enabling conditions for the ECT programme	12 coaching sessions
Behaviour	Expectations and routines		
Behaviour	Disruption, consistency and relationships	Clinic 1 High expectations	
Curriculum and assessment	Curriculum purpose		
Curriculum and assessment	Identifying and sequencing knowledge		
Retrieval questions	Term 1 retrieval questions		

The IT can then access an overview of an individual ECTs progress towards those goals:

My progress

ECT Progress Overview



Curriculum map PDF

11/09/2025	Instructional	
25/09/2025	Instructional	

If the IT clicks on 'Curriculum Map PDF':

They can download a copy of the ECT Curriculum Map:

Download

Ambition Institute

ECT CURRICULUM MAP

Orientation	
Strand	Self-study
Instruction	Programme orientation
Behaviour	Introduction to the science of learning
Curriculum and assessment	Introduction to motivation
	Introduction to assessment
Term 1	
Fostering the enabling conditions for learning	
Strand	Self-study
Behaviour	Positive classroom culture
Behaviour	Expectations and routines
Behaviour	Disruption, consistency and relationships
Curriculum and assessment	Curriculum purpose
Curriculum and assessment	Identifying and sequencing knowledge
Curriculum and assessment	Term 1 retrieval questions
Retrieval questions	
Events	
Conference 1	Enabling conditions for the ECT programme
Clinic 1	High expectations
Term 2	
Introducing pupils to new knowledge	
Strand	Self-study
Instruction	Prior knowledge
Instruction	Explanations
Instruction	Modelling
Curriculum and assessment	Gaps and misconceptions
Curriculum and assessment	Formative assessment
Curriculum and assessment	Understanding pupil need and inclusion
Retrieval questions	Term 2 retrieval questions
Events	
Conference 2	Adaptive teaching
Clinic 2	Working together

If they click on 'Mentor Progress Overview' and 'Curriculum Map':

Ambition Institute

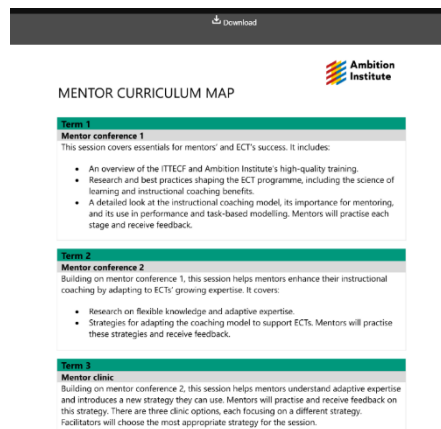
Home My programme Onboarding & EDI ECT & Mentor progress My support

Mentor Progress Overview



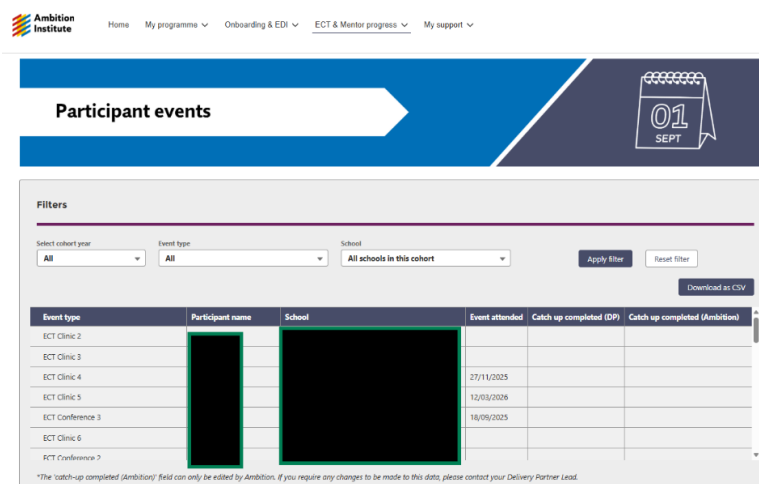
Curriculum map PDF

They can download a copy of the Mentor Curriculum Map:



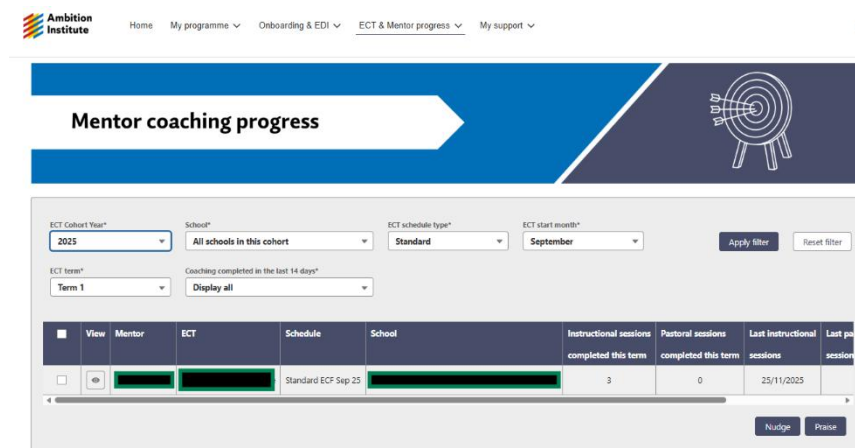
3.5 Participant Events:

When the IT clicks on **‘Participant Events’** they can see the events that have been attended. They can filter by cohort year, event type or by school and can download the report if required. If a participant has completed a recorded event, it will populate in the **‘catch up completed column’**.

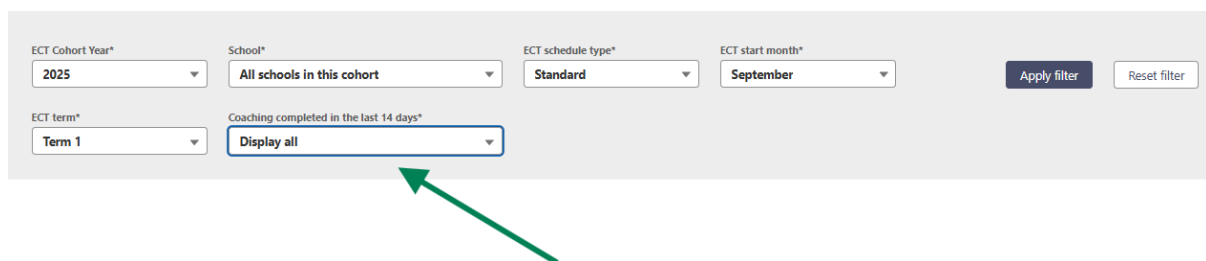


3.6 Mentor Coaching Progress

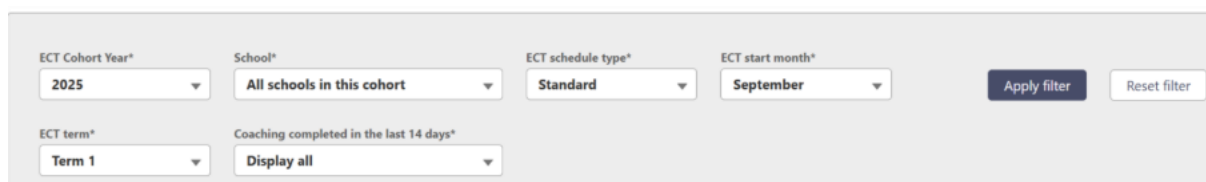
This is where an IT they can view the coaching sessions completed by individual mentors (***NB This is only available for mentors who are mentoring an ECT who started from Sept 2025 onwards***).



They can filter '***by coaching completed in the last 14 days***' to help them to decide whether to nudge or praise mentors:



They will find filters at the top of this page which allow them to select the group that they would like to monitor. This includes, school, schedule type, start month, term and coaching completed in the last 14 days. They will need to select the term, but they may wish to keep the other filters as they are and then select '**Apply filter**'.



3.7 Monitoring mentor progress on My ECT

The IT will then see their mentors in the school they have selected for the term they have chosen. They will find the following information:

ECT(s) that they are linked to
Mentor Schedule
School
No. of instructional coaching sessions completed in the term
No. of pastoral coaching sessions completed in the term
Date of last instructional session
Date of last pastoral session date
Date of last nudge
Date of last praise

Example of the information that they will see:

☐	View	Mentor	ECT	Schedule	School
☐				Standard ECF Sep 25	
☐				Standard ECF Sep 25	
☐				Standard ECF Sep 25	

Instructional sessions completed this term	Pastoral sessions completed this term	Last instructional sessions	Last pastoral sessions	Last nudge	Last praise
4	0	12/11/2025			
8	0	19/12/2025			
7	1	15/12/2025	19/09/2025		

3.8 Mentoring Expectations

Mentors are expected to hold a coaching session weekly in year 1. However, expectations around the number of pastoral coaching sessions may vary between delivery partners so please check with your ECF lead if you are unsure.

3.9 Nudging and Praising

Induction Tutors can choose to send a nudge or praise based on how many sessions they have completed or when the last session took place. They select who to nudge/praise by ticking the box next to their name and selecting **'nudge'** or **'praise'**.

There is a template provided for each which will auto populate with the mentor's details. There is also the option to add their own text if they wish:

3.9.1 Nudge

Subject: Reminder to complete your coaching sessions

Dear [REDACTED]

I wanted to get in touch to remind you to complete your coaching sessions with [REDACTED] a reminder, your regular coaching provides your ECT with invaluable guidance through the first stages of their journey as a teacher, and your last coaching session was 12/11/2025.

Optional text

If you have any questions about this email, please contact your Induction Tutor.

Best regards,
[REDACTED]

[Back](#) [Send](#)

3.9.2 Praise

Subject: Thank you for completing your coaching sessions.

Dear [REDACTED]

I wanted to get in touch with you to say thank you for completing your coaching sessions with [REDACTED] Your coaching provides your ECT with invaluable guidance through the first stages of their journey as a teacher.

Optional text

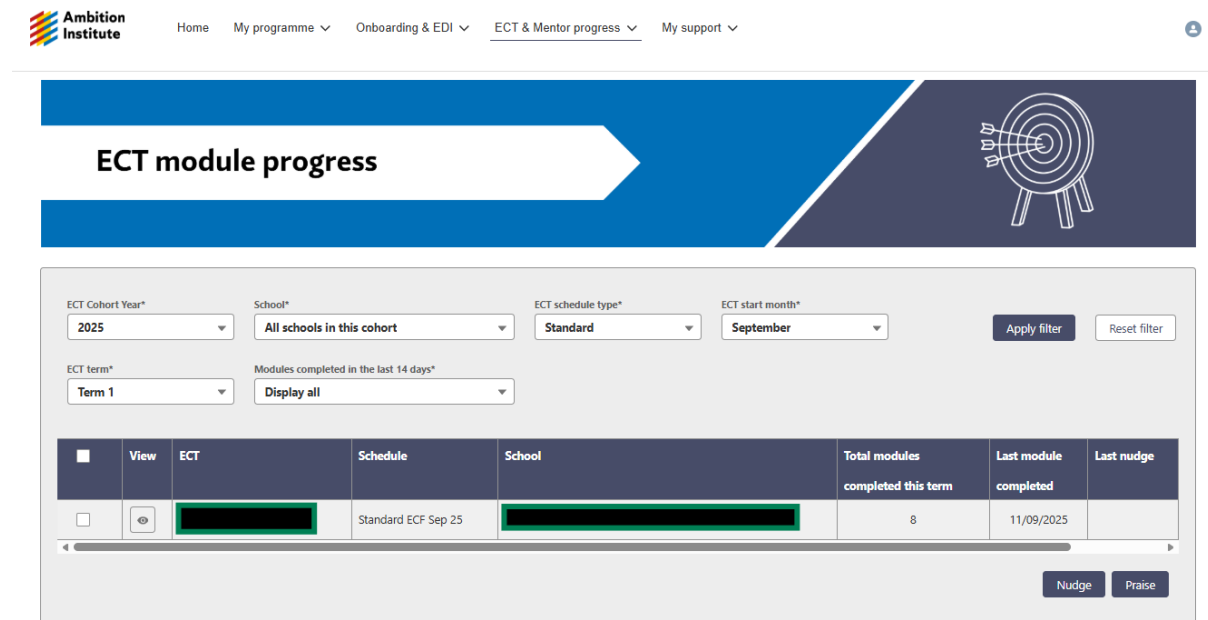
If you have any questions about this email, please contact your Induction Tutor.

Best regards,
[REDACTED]

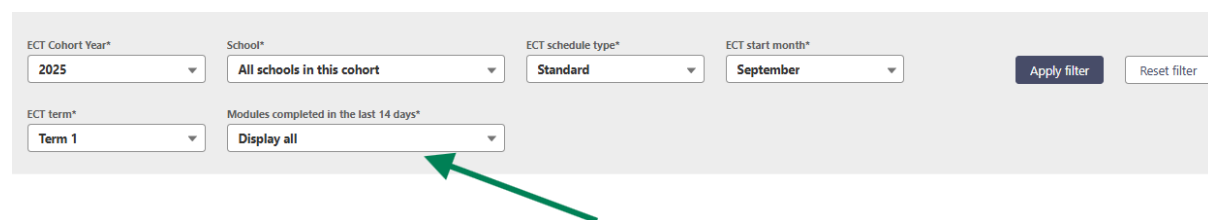
[Back](#) [Send](#)

3.10 ECT Progress

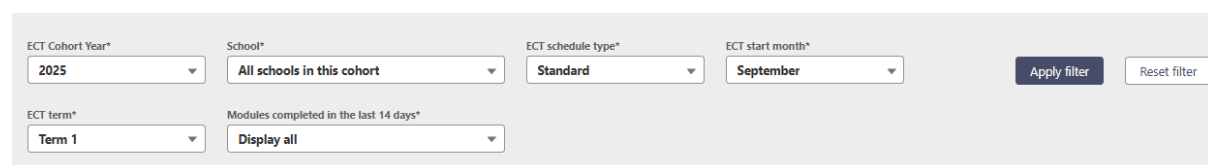
This is where an IT they can view the self-study modules completed by individual ECTs (***NB This is only available for mentors who are mentoring an ECT who started from Sept 2025 onwards***).



They can filter '***by modules completed in the last 14 days***' to help them to decide whether to nudge or praise ECTs:



They will find filters at the top of this page which allow them to select the group that they would like to monitor. This includes, school, schedule type, start month, term and coaching completed in the last 14 days. They will need to select the term, but they may wish to keep the other filters as they are and then select '**Apply filter**'.



3.11 Monitoring ECT study module progress on My ECT

The IT will then see their ECTs in the school they have selected for the term they have chosen. They will find the following information:

ECT
Schedule
School
Total modules completed in the term
Date of last module completed
Date of last nudge
Date of last praise

Example of the information that they will see:

ECT Cohort Year*

2025

School*

All schools in this cohort

ECT schedule type*

Standard

ECT start month*

September

Apply filter

ECT term*

Term 1

Modules completed in the last 14 days*

Display all

	View	ECT	Schedule	School	Total modules completed this term	Last module completed
☐	☐		Standard ECF Sep 25		8	11/09/2025

Last nudge

Last praise

Nudge

Praise

3.12 Self-Study Module Expectations

ECTs are expected to complete a self-study module fortnightly during the duration of the programme and encouraged to follow this cadence rather than completing modules in quick session.

3.13 Nudging and praising

ITs can choose to send a nudge or praise based on modules being completed and/or if there has been one completed within the fortnightly cycle. They select who to nudge/praise by ticking the box next to their name and selecting ‘nudge’ or ‘praise’.

There is a template provided for each which will auto populate with the ECT’s details. There is also the option to add their own text if they wish:

3.13.1 Nudge

ECT module progress



Subject: Reminder to complete your self-study modules

Dear [redacted]

I wanted to get in touch to remind you to complete your self-study modules on Steplab. As a reminder, your self-study modules have been designed to build upon the knowledge acquired by teachers during their first few years of their teaching journey, and your last completed self-study session was 22/09/2025.

Optional text

If you have any questions about this email, please contact your induction tutor.

Best regards,

[redacted]

Back Send

3.13.2 Praise

ECT module progress



Subject: Thank you for completing your self-study modules

Dear [redacted]

I wanted to get in touch with you to say thank you for completing your self-study modules on Steplab. Your self-study modules have been designed to build upon the knowledge acquired by teachers during their first few years of their teaching journey. Thank you for engaging with that material.

Optional text

If you have any questions about this email, please contact your induction tutor.

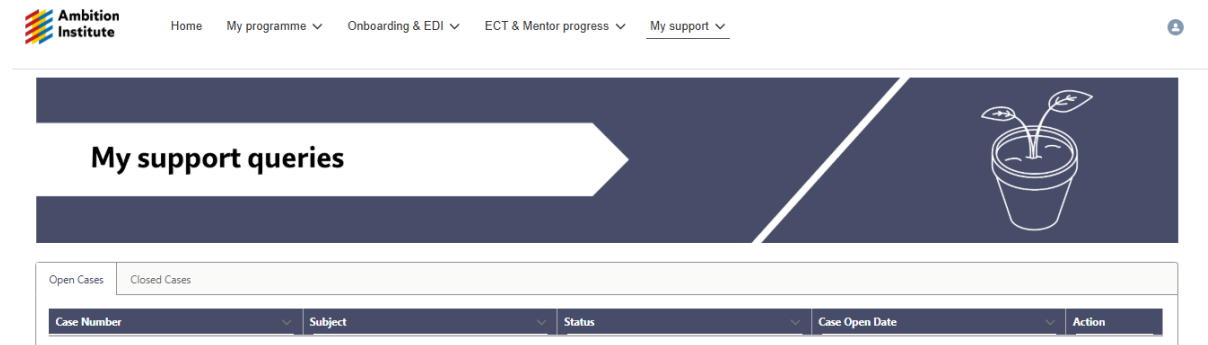
Best regards,

[redacted]

Back Send

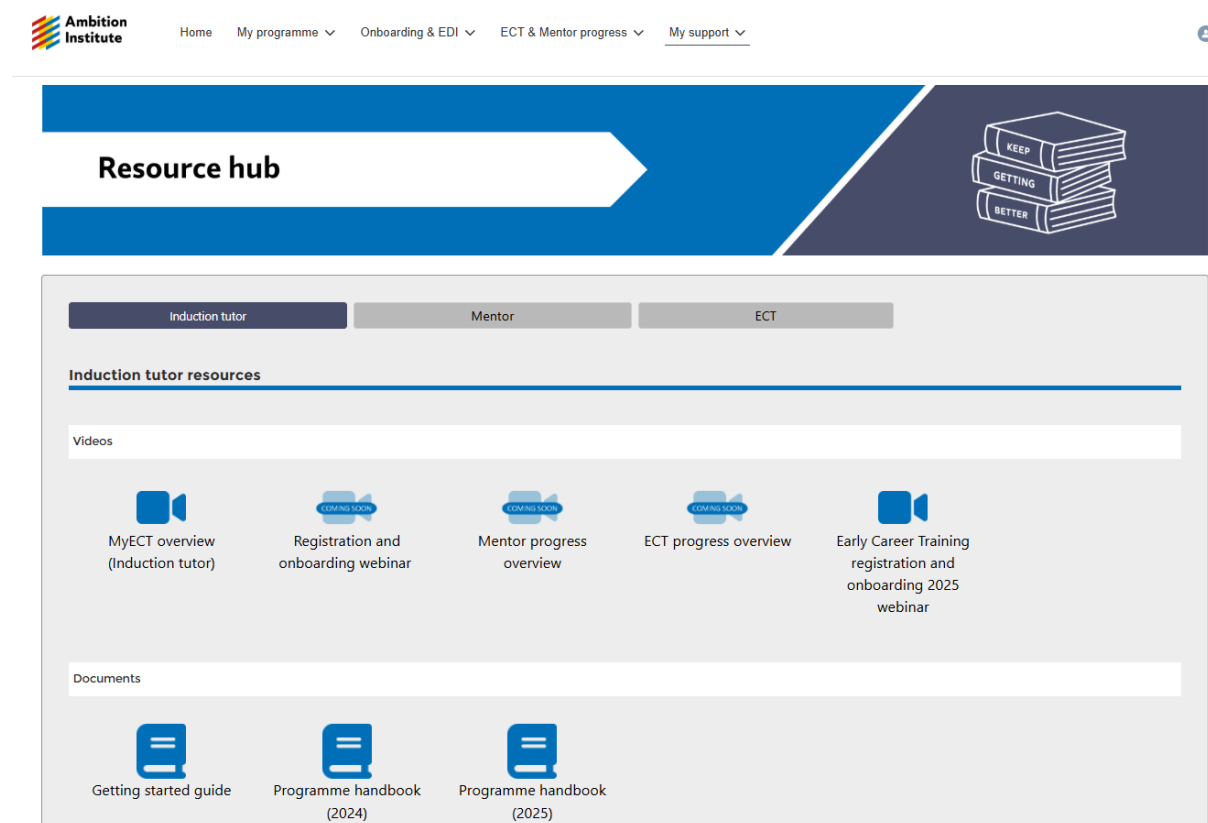
3.14 My Support

If the mentor has contacted Ambition Institute for help by emailing contact@ambition.org.uk they can see their open/closed support cases:



The screenshot shows the 'My support queries' page. At the top, there is a navigation bar with the Ambition Institute logo and links: Home, My programme, Onboarding & EDI, ECT & Mentor progress, and My support. Below the navigation bar, there is a header section with the title 'My support queries' and an illustration of a potted plant. Underneath the header, there are two tabs: 'Open Cases' and 'Closed Cases'. Below the tabs, there is a table with the following columns: Case Number, Subject, Status, Case Open Date, and Action.

If the IT clicks on 'Resource hub', they can see the available resources to support them with the programme:



The screenshot shows the 'Resource hub' page. At the top, there is a navigation bar with the Ambition Institute logo and links: Home, My programme, Onboarding & EDI, ECT & Mentor progress, and My support. Below the navigation bar, there is a header section with the title 'Resource hub' and an illustration of a stack of books. Underneath the header, there are three tabs: 'Induction tutor', 'Mentor', and 'ECT'. The 'Induction tutor' tab is selected. Below the tabs, there is a section titled 'Induction tutor resources'. This section contains two sub-sections: 'Videos' and 'Documents'. The 'Videos' section lists five videos: 'MyECT overview (Induction tutor)', 'Registration and onboarding webinar', 'Mentor progress overview', 'ECT progress overview', and 'Early Career Training registration and onboarding 2025 webinar'. The 'Documents' section lists three documents: 'Getting started guide', 'Programme handbook (2024)', and 'Programme handbook (2025)'.

3.15 TOP TIP

Finally, and probably one of the most important pieces of advice we can give you, is that the easiest way for an IT to access their Steplab account with Ambition Institute is via the Home page. ITs will need to ensure that they are utilising Steplab to monitor completion of self-study modules (fortnightly) and instructional coaching (which should be every week in Year 1 and fortnightly in year two for ECTs who started from Sept 2025 onwards and fortnightly for pre-Sept 2025 ECTs). They also need to access self-study modules and resources or to complete tag-team coaching for a mentor who is unavailable.

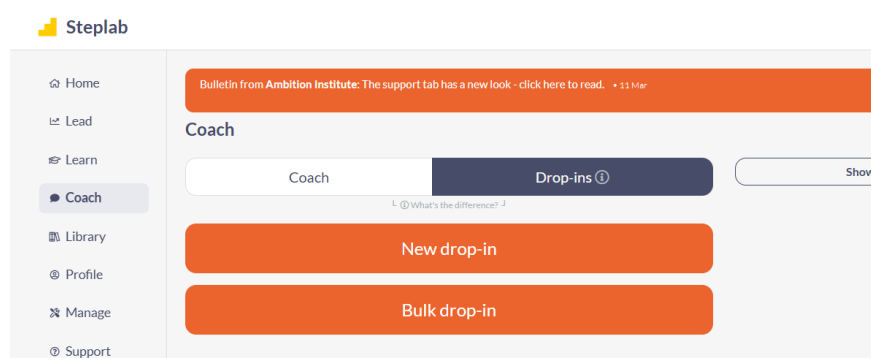
Steplab should always be accessed via *MyECT* for consistency and ease of use.

Route 1: They can click on ‘My programme activities’ on the ‘Home Page’:



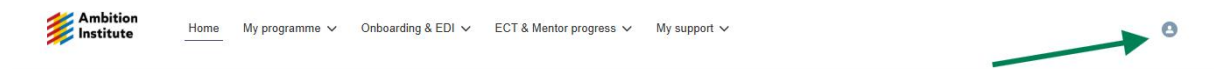
And then on the ‘**Steplab**’ button:

It takes the IT to their Steplab account with Ambition Institute:

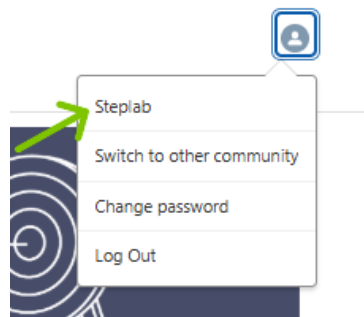


Or

Route 2: Click on this icon on the top right of the banner:



Then click on '**Steplab**':



It also takes the IT to their Steplab account with Ambition Institute: