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SWIFT Early Career Framework SIGN-UP JOURNEY FOR SCHOOLS



Schools wanting to take up **SWIFT's fully-funded Full Induction Programme (FIP)** for Early Career Teachers who are starting in September should follow these steps...

<i>What?</i>	<i>When?</i>	<i>How?</i>
STEP 1 Register with SWIFT	May-June	If you have not done so already, please register your school on SWIFT's Full Induction programme via the following link. <i>Places will be allocated on a "first-come-first served" basis.</i> CLICK HERE TO REGISTER WITH SWIFT
STEP 2 Register your school on the DfE Portal	May-June	Schools wanting to take up the Full Induction Programme (FIP) need to register the name of their ECF Induction Lead/Tutor through the new DfE portal (see further guidance below). <i>Please note:</i> Only schools undertaking either the Full Induction Programme (FIP) or the Core Induction Programme (CIP) need to register on the portal. Schools opting for a "DIY" approach to the ECF do not need to register. You can CLICK HERE for further information about the three approaches to the ECF that schools can choose.
<p align="center"><u>SWIFT's Guide to the new DfE Online Service for Early Career Teachers</u></p> <ul style="list-style-type: none"> Your school should have received an email directly from the DfE asking you to set up an online account and register your ECF Induction Lead/Tutor. The email will have been sent to the email address that is set against your "Get Information for Schools" (GIAS) account. This is often a school admin address. If you cannot locate the email you can request the email to be resent to your school by... <ul style="list-style-type: none"> <i>Either</i> visiting manage-training-for-early-career-teachers.education.gov.uk/ and clicking resend email. <i>Or</i> emailing the DfE directly: continuing-professional-development@digital.education.gov.uk TOP TIPS FOR THE INDUCTION LEAD: During the registration process, make sure you select "use an approved training provider" to indicate you are receiving SWIFT's Full Induction Package. Also, you do not need to worry about the request to "sign up with a training provider". <i>You've already done that in Step 1!</i> FOR A FULL GUIDANCE VIDEO ON THE DFE PORTAL CLICK HERE... 		
STEP 3 Sign and return SWIFT Partnership Agreement	June	We will send your school a SWIFT ECF Partnership Agreement . This will need to be signed and returned electronically by the ECF Induction Lead/Tutor.
STEP 4 Provide detailed information on the DfE Portal	June-July	Schools return to the DfE portal and submit their final mentor/ECT details for September (this is likely to include their Teacher Reference Numbers).
STEP 5 Attend SWIFT Summer Welcome Events	July	All schools on the SWIFT ECF programme will be invited to a series of summer webinars for Induction Coordinators/SLT Leads and prospective ECF Mentors to ensure that they are "ECF ready" for September.
STEP 6 The Programme Begins	September	ECTs and Mentors will be contacted and welcomed to the programme. The welcome communication will include... <ul style="list-style-type: none"> Login details for the Learning Management System Details of the September launch conference days A programme outline, including twilight seminar dates/ times