ECT-Mentor Matching on the DfE Portal: Guidance for Delivery Partners and Induction Coordinators

Matching a 2021 Mentor with a 2022 ECT

- If a mentor is registered on the 2021 Mentor Training Programme as part of the ECT Programme but is picking up a year 1 Cohort 2022 ECT, they do not need to do a full registration on the DfE portal.
- Instead the Induction Tutor should:

1. Register the 2022 ECT.
2. Go to the ECT record.
3. Click add/change mentor.
4. Select the 2021 mentor from the available list to pair with them with the ECT

- This pairing will be imported to our systems to create a participant record for the mentor on the 2022 cohort

Matching a 2022 Mentor with a 2021 ECT

- The same but reverse process should be followed for a new mentor registering onto the 2022 Mentor Training Programme who is picking up a year 2 Cohort 2021 ECT.
- Induction Tutors should:

1. Register the mentor on the 2022 cohort.
2. Go to the 2021 ECT record.
3. Click add/change mentor.
4. Select the 2022 mentor from the available list to pair with them with the ECT

Problems completing this process?

- If your experience any problems with the DfE portal you should contact the DfE directly via their help desk.
- If the registered mentor you need to select isn't present, take a screenshot and contact the CPD Helpdesk continuing-professional-development@digital.education.gov.uk. Clearly indicate which mentor needs assigning to the ECT and the Helpdesk agent will be able to help you complete the match.
- If this is a recurring issue, then please state that in the ticket you raise, and they can investigate this for you to ensure the underlying problem gets resolved as well as the specific case

Important things to note:

- This process is essential for us to know which mentors are working on a cohort other to that which they are registered on themselves. This will allow us to make sure they have access to all the necessary programme access on Steplab.

- This process does not replace the match process on Steplab. The Steplab matching process is still required to ensure ECT and mentors can engage in Instructional Coaching via the platform.