



Cambridgeshire  
& Peterborough  
AB Service

# Completing progress reports



Before completing a progress review, you should have observed the ECT in the classroom and held a review meeting to discuss your observations. It's also important to speak with the mentor to gather their perspective on the ECT's development.

The outcome of the review should never come as a surprise. If an ECT is not on track, they should already be aware of the areas where progress is needed, and a clear action plan should be in place to support them in meeting expectations.

You will find the document **‘Standards for Progress Reviews 25’** linked in the *Links for Information* section in the weekly newsletter.

I recommend that mentors and ECTs work through this form together during a mentor meeting before your observation and feedback session.

It is a helpful tool for reflecting on progress and identifying areas for development. You can then use it to guide your conversation during the review meeting—making the completion of your progress report quick and straightforward.

The online report on ECT Manager should then only takes a few minutes to fill in, and as an added bonus means you shouldn’t get timed out and lose your work while completing it!

Standard	Sub section	Completed	Strong	Good	Needs Improvement	Not Started
1. Set high expectations which inspire, motivate and challenge pupils	Establish a safe and stimulating environment for pupils, rooted in mutual respect Set goals that stretch and challenge pupils of all backgrounds, abilities and dispositions Demonstrate consistently the positive attitudes, values and behaviour which are expected of pupils.					
2. Promote good progress and outcomes by pupils	Be accountable for pupils' attainment, progress and outcomes Be aware of pupils' capabilities and their prior knowledge, and plan teaching to build on these Guide pupils to reflect on the progress they have made and their emerging needs Demonstrate knowledge and understanding of how pupils learn and how this impacts on teaching Encourage pupils to take a responsible and conscientious attitude to their own work and study					
3. Demonstrate good subject and curriculum knowledge	Have a secure knowledge of the relevant subject(s) and curriculum areas, foster and maintain pupils' interest in the subject, and address misunderstandings Demonstrate a critical understanding of developments in the subject and curriculum areas, and promote the value of scholarship Demonstrate an understanding of and take responsibility for promoting high standards of literacy, articulation and the correct use of standard English, whatever the teacher's specialist subject If teaching early reading, demonstrate a clear understanding of systematic synthetic phonics If teaching early mathematics, demonstrate a clear understanding of appropriate teaching strategies.					
4. Plan and teach well-structured lessons	Impart knowledge and develop understanding through effective use of lesson time Promote a love of learning and children's intellectual curiosity Set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding pupils have acquired Reflect systematically on the effectiveness of lessons and approaches to teaching Contribute to the design and provision of an engaging curriculum within the relevant subject area(s).					
5. Adapt teaching to respond to the strengths and needs of all pupils	Know when and how to differentiate appropriately, using approaches which enable pupils to be taught effectively Have a secure understanding of how a range of factors can inhibit pupils' ability to learn, and how best to overcome these Demonstrate an awareness of the physical, social and intellectual development of children, and know how to adapt teaching to support pupils' education at different stages of development Have a clear understanding of the needs of all pupils, including those with special educational needs; those of high ability; those with English as an additional language; those with disabilities; and be able to use and evaluate distinctive teaching approaches in order to secure them					
6. Make accurate and productive use of assessment	Know and understand how to assess the relevant subject and curriculum areas, including statutory assessment requirements Make use of formative and summative assessment to secure pupils' progress Use relevant data to monitor progress, set targets, and plan subsequent lessons Give pupils regular feedback, both orally and through accurate marking, and encourage pupils to respond to the feedback.					
7. Manage behaviour effectively to ensure a good and safe learning environment	Have clear rules and routines for behaviour in classrooms, and take responsibility for promoting good and courteous behaviour both in classrooms and around the school, in accordance with the school's behaviour policy Have high expectations of behaviour, and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly Manage classes effectively, using approaches which are appropriate to pupils' needs in order to involve and motivate them Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary.					
8. Fulfil wider professional responsibilities	Make a positive contribution to the wider life and ethos of the school Develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support Deploy support staff effectively Take responsibility for improving teaching through appropriate professional development, responding to advice and feedback from colleagues Communicate effectively with parents with regard to pupils' achievements and well-being.					
Part Two: Personal and professional conduct	A teacher is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout a teacher's career. Teachers uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by: <ul style="list-style-type: none"> <li>Treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position</li> <li>Having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions on showing tolerance of and respect for the rights of others</li> <li>Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs</li> <li>Ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.</li> </ul> Teachers must have proper and professional regard for the ethos, policies and practices of the school in which they teach and maintain high standards in their own attendance and punctuality. Teachers must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.					
Progress on current targets:						
New Targets:						
Signed	Induction Tutor: _____ Date: _____ ECT: _____ Date: _____					



Link to ECT manager login page:

[Cambridgeshire and Peterborough AB Service - ECT Paperless Induction and Assessment Management System](#)

Any issues with login you can email [AB@cptshn.co.uk](mailto:AB@cptshn.co.uk)

## Completing a Progress Review form

You will receive an email from ECT manager when a progress review form is due to be completed in a week for one of your ECTs. You will continue to be reminded by email the day before it is due, the day it is due, to say it is overdue and then a weekly overdue reminder. The emails will state that the Induction Tutor must log into ECT Manager to complete the form.

These email reminders are also sent to the Head Teacher, the Induction Tutor and the ECT.

The following instructions are for the Induction Tutor completing the Progress Review form. One completed the Progress Review form is signed by the ECT and Induction Tutor.

## Accessing a Progress Review Form

When a progress review becomes due it will appear in your dashboard – click on ‘Fill in’ to access the online Form.

## Dashboard

### ECT Reports that Need Completing

The following reports are due or overdue and need completing or signing.

Name	Type	Status	Due		
Felix Cat	Progress Review	Overdue	14/10/2021	Fill in	Read
Report <b>cannot</b> be signed until comments are completed by the <b>tutor</b> and <b>ECT</b>					
Horrid Henry	Progress Review	Overdue	12/10/2021	Fill in	Read
Report <b>cannot</b> be signed until comments are completed by the <b>tutor</b> and <b>ECT</b>					



If the report is not due there are two ways you can access the form. Click on Upcoming Reports on your dashboard, which will take you to a list of reports and assessments that are coming up for your ECTs.

**Upcoming Reports**  
See report status and due dates for two year ECTs.

**Your ECTs** | Assessments | Tutors | Courses | Resources | My Account | Help & Support

[Register ECT](#)  
[List of ECTs](#) ←  
[Alerts](#)

**t Need Completing**

Click on View next to the ECT in question and on their overview page you can see the progress reports that are completed or next to be completed. The next progress review is generated as the last one is completed.

On the overview, you can see the type of report – P = Progress Review, A = Assessment, the dates of the reporting period, the due date and the status of the report.

You can choose to 'Fill in' the report or 'Print' which will download a PDF of the form.

If any of this information is incorrect, especially the type of report and the dates of reporting period please contact [AB@cptshn.co.uk](mailto:AB@cptshn.co.uk)

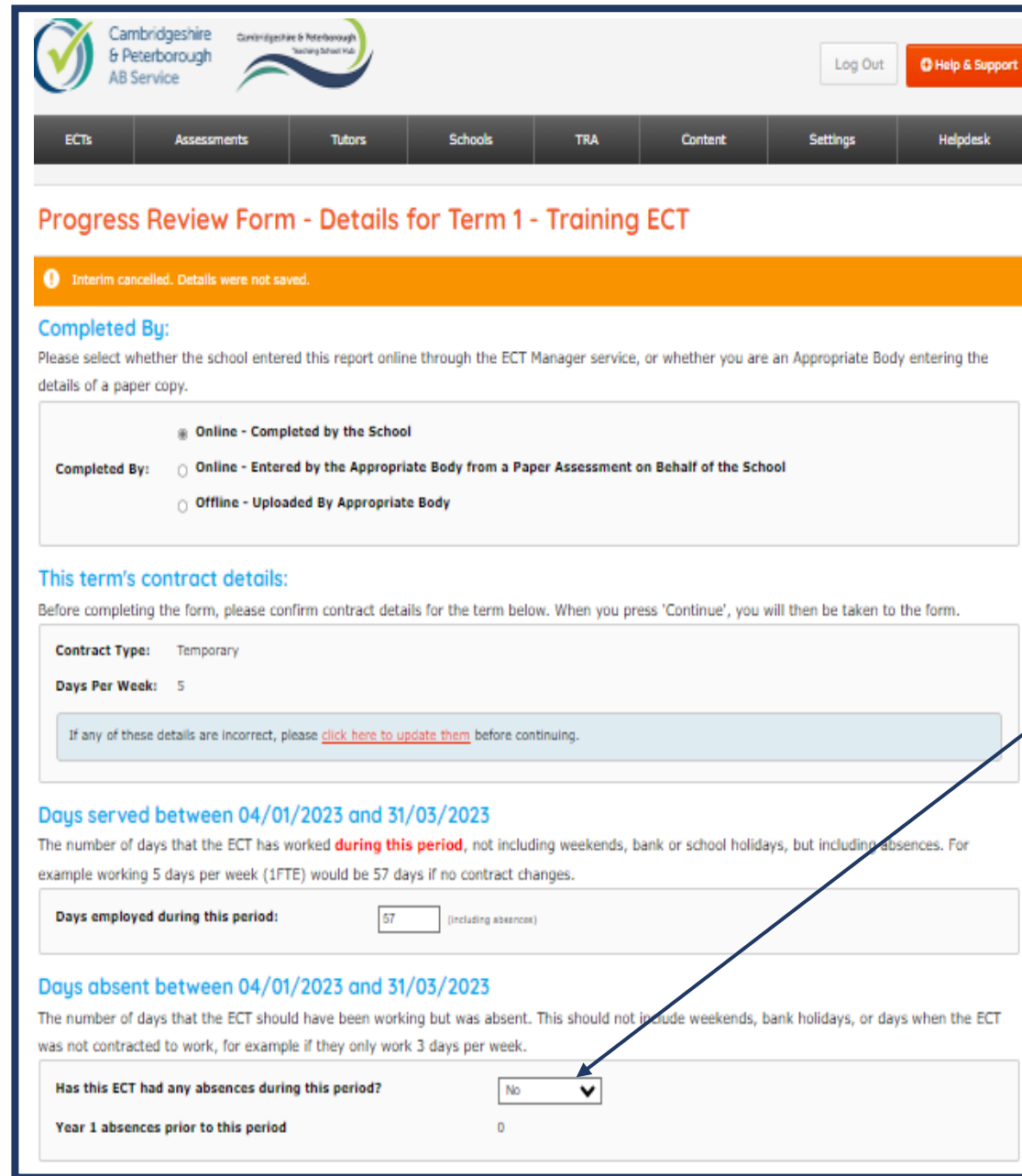
### Progress Reviews and Assessments

Number	Type	FTE	Report Dates	Status	Actions
1	P	1	01/09/2022 - 20/12/2022 Due: 13/12/2022	Overdue	<ul style="list-style-type: none"><li>• <b>Fill In</b></li><li>• <b>Print</b></li></ul>

**You will be automatically logged out of ECT manager if you are inactive for 20 minutes this happens even if you are actively typing but have not moved onto the next page so remember to save at regular intervals to avoid losing your work.** You could type up your response on a Word document and copy and paste into ECT manager, which may help to alleviate the risk of being logged out and losing your work.

**Note:** As soon as you start to complete the progress review your comments are visible to the ECT.

To complete a progress review form, click on 'Fill in' – this will take you to the online questions that you are required to answer. The first page asks you to check and confirm the ECT's contract and to confirm the ECT is remaining at your school next term.



Cambridgeshire & Peterborough AB Service

Cambridgeshire & Peterborough Teaching School Hub

Log Out Help & Support

ECTs Assessments Tutors Schools TRA Content Settings Helpdesk

### Progress Review Form - Details for Term 1 - Training ECT

Interim cancelled. Details were not saved.

**Completed By:**  
Please select whether the school entered this report online through the ECT Manager service, or whether you are an Appropriate Body entering the details of a paper copy.

☒ Online - Completed by the School

Completed By: ☐ Online - Entered by the Appropriate Body from a Paper Assessment on Behalf of the School

☐ Offline - Uploaded By Appropriate Body

**This term's contract details:**  
Before completing the form, please confirm contract details for the term below. When you press 'Continue', you will then be taken to the form.

Contract Type: Temporary

Days Per Week: 5

If any of these details are incorrect, please [click here to update them](#) before continuing.

**Days served between 04/01/2023 and 31/03/2023**  
The number of days that the ECT has worked **during this period**, not including weekends, bank or school holidays, but including absences. For example working 5 days per week (1FTE) would be 57 days if no contract changes.

Days employed during this period:  (including absences)

**Days absent between 04/01/2023 and 31/03/2023**  
The number of days that the ECT should have been working but was absent. This should not include weekends, bank holidays, or days when the ECT was not contracted to work, for example if they only work 3 days per week.

Has this ECT had any absences during this period?

Year 1 absences prior to this period:

Ensure you include the correct days of absence – over 30 days within a year will trigger an automatic extension.





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### Next Term's Details

To ensure that we keep our records up to date and that your next assessment will be generated at the correct time, we ask that you please confirm what the ECT's contract details will be **next** term.

Will this ECT be remaining at this school for all or part of the next assessment period?

☒ Yes  
☐ No

How Many Days per week:

5 days a week (Full Time) ▼

Contract Type:

Permanent ▼

← Back

→ Continue

Would you like to see what questions you will be asked?

[Click here to view a read only version of this form.](#) **Do Not** fill this in - this is to help you gather the information before you fill in the online version by clicking 'Continue' above.



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Log Out

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Schools

TRA

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## Create Interim Assessment

As you have indicated that your ECT will be leaving at the end of this report period, you should complete an interim assessment rather than a progress review.

Interim assessments should **only** be created when your ECT is leaving your school outside of a normal assessment period.  
If you are sure that you wish to add an interim assessment, click the 'continue' button below.

← Back

→ Continue

If you tick Yes (the ECT remaining at your school) you will be taken to the next page of the form.

If you tick no (the ECT is not remaining at your school) the system will generate an interim assessment form which you can complete instead of the progress review form – this will provide the ECT with a more detailed report to take to their new school. [Complete the interim assessment questions and submit the form to the ECT to add their comments and sign. It will come back to you and the head teacher to sign.]

If your ECT is leaving, it is essential that an **interim assessment** is completed before they can be offboarded. Please complete a Leaver Form for the AB too.





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You will then be asked to confirm if the ECT has had access to a program of support based on the ECF and received all of their statutory entitlements. There is a reminder of the statutory entitlements if you click on the red link 'Show Statutory Entitlements'.

You are then asked if the ECT is on track or not on track.

The screenshot shows a web application interface for the Cambridgeshire & Peterborough AB Service. At the top, there is a navigation bar with the service logo, the text 'Cambridgeshire & Peterborough AB Service', and a 'Cambridgeshire & Peterborough Teaching School Hub' logo. To the right of the navigation bar are 'Log Out' and 'Help & Support' buttons. Below the navigation bar is a horizontal menu with tabs for 'ECTs', 'Assessments', 'Tutors', 'Schools', 'TRA', 'Content', 'Settings', and 'Helpdesk'. The main content area is titled 'Progress Review Form - Details for Term 1 - Training ECT'. It features an orange warning box stating that the ECT Manager has a tight security system and that users will be automatically logged out if inactive for more than 20 minutes. It also recommends saving work every 10 minutes and using a text editor like Notepad. Below this is a blue note box stating that the Head, Induction Lead, Tutor, and ECT can all see the comments in this report at any time. The 'Recommendation' section asks if the ECT is on track to successfully complete induction by the end of their induction. It provides two radio button options: 'The ECT is on track' (selected) and 'The ECT is not on track'. At the bottom, there are 'Back', 'Save', and 'Save and Continue' buttons.

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Teaching School Hub

Log Out Help & Support

ECTs Assessments Tutors Schools TRA Content Settings Helpdesk

### Progress Review Form - Details for Term 1 - Training ECT

**ECT Manager has a tight security system.** If you are inactive for more than 20 minutes, you will be automatically logged out. This will mean that your work will not be saved. It is recommended that you periodically save your work using the "Save" button at the bottom of the page at least every 10 minutes.

It is recommended that you type your items into a text editor such as Notepad first and then copy and paste them into the web form below. This will reduce time spent and therefore the risk of a security logout and you losing your work.

**NOTE:** The Head, Induction Lead, Tutor and ECT can all see the comments in this report at any time.

#### Recommendation

At formal assessment points and to successfully complete induction, the ECT's performance against the Teachers' Standards will be assessed. Based on current performance and rate of progress, is the ECT on track to successfully complete induction by the end of their induction?

☒ **The ECT is on track**  
Based on current performance and rate of progress, the ECT **is on track** to successfully complete induction by the end of their induction

☐ **The ECT is not on track**  
Based on current performance and rate of progress, the ECT **is not on track** to successfully complete induction by the end of their induction

Back Save Save and Continue



In this section of the progress report, you need to complete the drop down boxes for each of the standards (if you have completed the forms mentioned previously with your ECT, this is very simple and quick).

If any area is “Attention Needed” or “Cause for Concern” please add a comment to outline the concern.

You will then add two or three development targets for the ECT regardless if they are on track or not. Ensure these targets are SMART targets that directly link with the Teacher’s Standards.

ECTs
Reports
Tutors
Schools
DfE
Content
Settings
Helpdesk

### Progress Review - Additional Information - Training ECT

✓ Progress Review was successfully saved

NOTE: The Head, Induction Lead, Tutor and ECT can all see the comments in this report at any time.

#### Teachers' Standards

Identifying progress to TS

1. Set high expectations which inspire, motivate and challenge pupils:
2. Promote good progress and outcomes by pupils:
3. Demonstrate good subject and curriculum knowledge:
4. Plan and teach well-structured lessons:
5. Adapt teaching to respond to the strengths and needs of all pupils:
6. Make accurate and productive use of assessment:
7. Manage behaviour effectively to ensure a good and safe learning environment:
8. Fulfil wider professional responsibilities:

Part Two: Personal and professional conduct:

Areas of Concern:  
For any Teacher Standard that you have put as 'Attention needed' or 'Cause for concern' please outline here the main concerns and any actions taken.

Please Select

Please Select

Exemplary

Strong

Secure

Attention needed

Cause for concern

Please Select

Please Select

#### ECT Progress

List two or three SMART targets identifying specific Teachers' Standards for the ECT to achieve over the next term. Include how the ECT will be supported to meet these targets. (Max. 250 words):

Save



If the ECT is not on track to successfully complete induction, has the ECT been informed?:

If the ECT is not on track to successfully complete induction, has a support plan been put in place? (If yes, please upload your ECT's support plan into 'Documents' folder on ECT Manager):

If a support plan has been put in place, has the Appropriate Body been informed?:

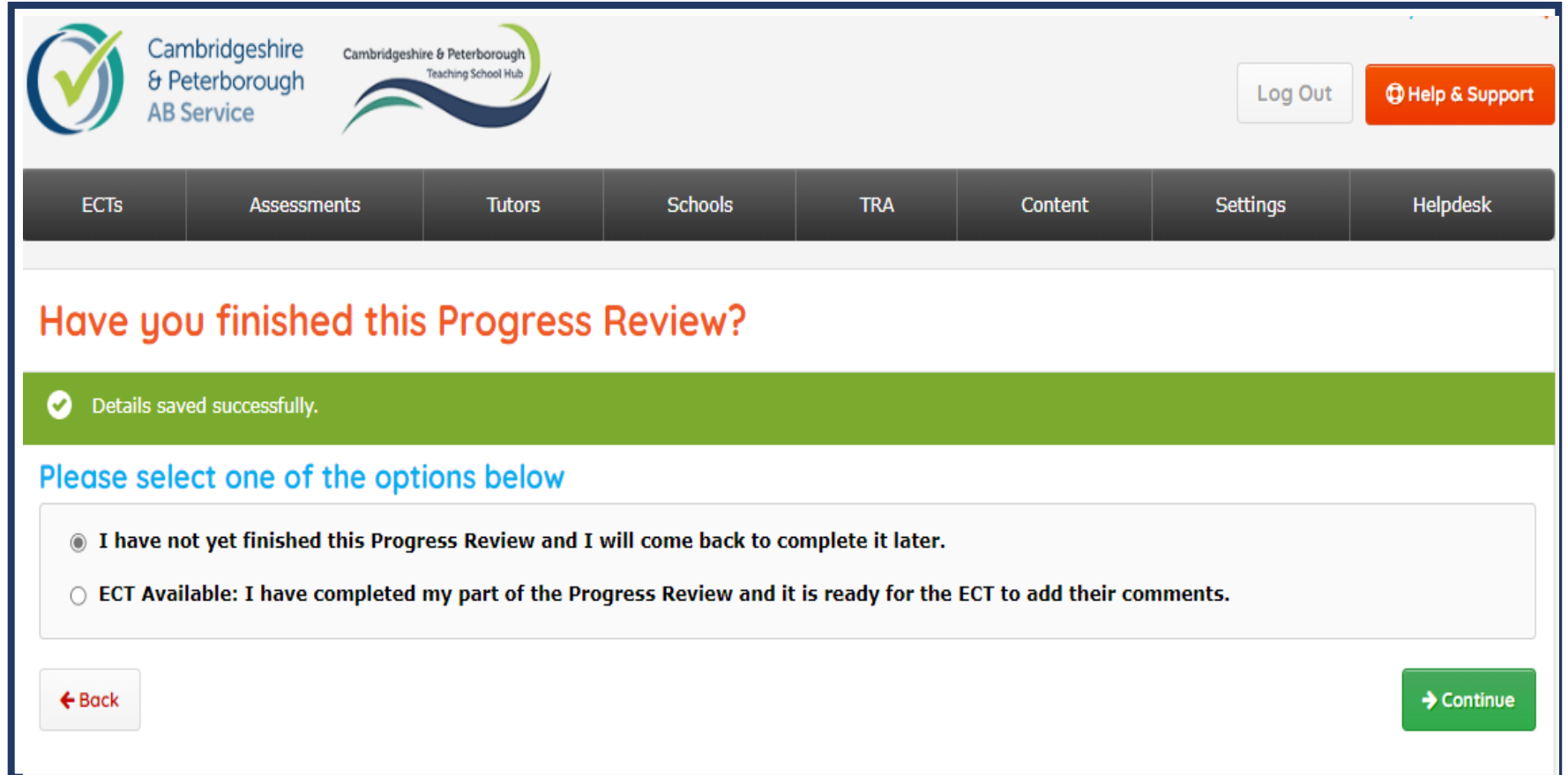
Will there be any changes to the ECTs working patterns or context in the next reporting period?:

If Yes, please describe the changes, and the reasons for them.:

If your ECT is not on track you should have already notified the AB. An ECT not on track should also have an action plan to support them in getting back on track.

You will need to confirm the contract details for the next term.

You will then be asked to save the form to return later or send it to the ECT for their comment.



The screenshot shows a web interface for the Cambridgeshire & Peterborough Teaching School Hub. At the top, there are logos for the AB Service and the Teaching School Hub, along with 'Log Out' and 'Help & Support' buttons. A navigation bar contains links for ECTs, Assessments, Tutors, Schools, TRA, Content, Settings, and Helpdesk. The main heading asks 'Have you finished this Progress Review?'. A green success message states 'Details saved successfully.' Below this, a prompt asks the user to select one of two options: 'I have not yet finished this Progress Review and I will come back to complete it later.' (selected) or 'ECT Available: I have completed my part of the Progress Review and it is ready for the ECT to add their comments.' At the bottom are 'Back' and 'Continue' buttons.

Cambridgeshire & Peterborough AB Service

Cambridgeshire & Peterborough Teaching School Hub

Log Out Help & Support

ECTs Assessments Tutors Schools TRA Content Settings Helpdesk

## Have you finished this Progress Review?

✓ Details saved successfully.



Please select one of the options below

☒ I have not yet finished this Progress Review and I will come back to complete it later.

☐ ECT Available: I have completed my part of the Progress Review and it is ready for the ECT to add their comments.

← Back → Continue

You can send the ECT a reminder of their login details if you need to.

Log Out Help & Support

Overview Resources My Account Help & Support

### ECT Comments for Term 1 - Training ECT

**ECT Manager has a tight security system. If you are inactive for more than 20 minutes, you will be automatically logged out. This will mean that your work will not be saved. It is recommended that you periodically save your work using the "Save" button at the bottom of the page at least every 10 minutes. It is recommended that you type your items into a text editor such as Notepad first and then copy and paste them into the web form below. This will reduce time spent and therefore the risk of a security logout and you losing your work.**

#### ECT Review

View Form: [Preview Form](#)

#### ECT Statutory Entitlements

Please answer the following questions regarding your statutory entitlements.

Are you accessing a programme of CPD based on the Early Career Framework?:	Please Select
Are you receiving regular support in regards to the Early Career Framework and day to day practice from your mentor?:	Please Select
Have you had your 10% (year 1) or 5% (year 2) timetable reduction?:	Please Select
Have you observed other teachers?:	Please Select
Have you been formally observed for a whole lesson against the Teachers' Standards and received both written and verbal feedback once every half term?:	Please Select
Have you met with your Induction tutor at least once per term to discuss your progress against the Teacher's Standards?:	Please Select
Have you met with your Induction tutor to discuss this progress review?:	Please Select
Have you met with your Induction tutor to discuss this progress review?:	Please Select
Have you met with your Induction tutor to discuss this progress review?:	Please Select

#### ECT comments

Please comment on your progress to date, by answering the following questions.

- What has gone well this term?:
- What challenges have you faced and how have you overcome them?:
- What are your targets and how will you address them?:

[Save](#) [Save & Continue](#)

ECTs need to complete the questions and include a **reflective comment**. If they do not, the report could get rejected and returned to them to complete.



## Signing the form

Please note that you **will not be able to sign the form until the ECT has entered their comments**. Once the ECT has added their comments, you will be able to login and sign the form. Once the ECT comments have been added, a link to do so will be on the first page that you come to after logging in.

If it is too early for you to send the form to the ECT you will see the following message and you can return to the form to send it on the date stated in the message.

## Can't Submit Progress Review Yet - Daisy Duck



Your details have been saved but can't be submitted until 14/02/2022

Thank you for filling out **Daisy Duck's** Progress Review early.  
You will not be able to submit this Progress Review until **14/02/2022** due to your appropriate body's settings. Once the Progress Review is ready to submit you will be able to continue and add the ECT's number of completed days and absences, send it to the ECT for them to add their comments and digitally sign it.

→ Continue



After the progress review has been read by the ECT, they have answered the questions, added their comments and signed you will then be prompted to sign the form. Log into ECT Manager and on your dashboard, you will see the reports you need to sign.

## Reports that Require Your Digital Signature

Below is a list of ECT reports that **you** need to digitally sign. Once you have read each report you can tick the box next to the ECT's name and then click the 'Sign All Ticked Reports' button at the bottom. This will automatically sign the reports to your appropriate body for review.

Tick here to digitally sign the form and press the green button to confirm your signature

Click here to read a PDF version of the completed form

<input type="checkbox"/>	Type	Name	
<input type="checkbox"/>	Progress Review	Felix Cat	<a href="#">Read Report</a>

[Digitally Sign All Ticked Reports](#)

You can also sign the form from the ECT's overview page. Go to your ECTs > List of ECTs, click on view next to the relevant ECT.

## Progress Reviews and Assessments

Term	Type	FTE	Term	Status	Actions
1	P	1	01/09/2021 - 14/10/2021 <b>Due:</b> 14/10/2021	Needs Digital Signatures	<ul style="list-style-type: none"><li>• <a href="#">Sign</a></li><li>• <a href="#">Edit</a></li><li>• <a href="#">Print</a></li></ul>

Here you can click 'Sign'. You will be taken to the Digital Signature page where you can download a PDF of the completed form, tick to digitally sign the form and press the green 'confirm' button.





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Here you can click 'Sign'. You will be taken to the Digital Signature page where you can download a PDF of the completed form, tick to digitally sign the form and press the green 'confirm' button.

Note that Progress reports do not require a Headteacher signature.

Once you have signed the form it is submitted to the Appropriate Body

## Digital Signature


### Current Signatures

- ✗ Signed By Tutor
- ✓ Signed By ECT

### Review Progress Review

If you wish to, you can review again now before signing.

View Form:

 View Printable Form

### Sign Progress Review

Your digital signature is a very important part of the ECT process. Rather than using paper forms, we require you to digitally "sign" the forms, without ever having to put pen to paper or post anything. Digitally signing the assessment is considered the same as signing a paper copy in legal terms. Only the signatory themselves must use their digital signature.

You are currently logged in as **Nick Tutor**, role **Tutor**

To digitally sign, just tick the box below and then click the 'Confirm' button.

☐ Tick this box to Digitally Sign this Progress Review.

✓ Confirm



We appreciate that there are situations outside of your control that can impact completing the reports by the deadline, please let us know if this is the case.

Due to administrative demands, as of 2025/26 a late payment charge of £50 will be added to any ECT assessment/progress review if submitted beyond the end date and where reasoning has not been raised to the AB prior to submission.



If you have any concerns or issues, please do not hesitate to contact us:

[hthatcher@cptshn.co.uk](mailto:hthatcher@cptshn.co.uk) (AB Lead)

[ebarnes@cptshn.co.uk](mailto:ebarnes@cptshn.co.uk) (AB Administrator)

[AB@cptshn.co.uk](mailto:AB@cptshn.co.uk)