Service Level Agreement 2025/2026 Terms & Conditions

Cambridgeshire and Peterborough Teaching School Hub (CPTSH) act as the Appropriate Body (AB) for the Early Career Teacher Entitlement (ECTE) in the Cambridgeshire and Peterborough areas and hereby agree to provide the following services - [Appropriate Body Services.](https://www.cptshn.co.uk/our-programmes/appropriate-body?__hstc=251652889.f6e9cecdd49acc9faa543188fcb43053.1743606275242.1752150995683.1752228867675.37&__hssc=251652889.1.1752228867675&__hsfp=465778053)  
  
**Generally, the period covered will be for two academic years with a one term notice period to terminate this service by either party:  
1 September 2025 to 31 August 2027.**  
  
**Purpose of Induction**Early career teacher entitlement (ECTE) is a 2-year programme that supports early career teachers (ECTs) when they start their teaching career. It’s designed to develop their professional skills and provide them with the knowledge and skills to meet the teachers’ standards.   
It includes a training programme for ECTs, mentor support for ECTs, a training programme for new mentors (if the school uses a Department for Education (DfE) funded lead provider), time off timetable for ECTs and mentors, regular progress reviews and 2 formal assessments for ECTs against the teachers’ standards.  
The term ‘early career teacher entitlement (ECTE)’ replaces ‘ECF-based training and induction’ from September 2025.  
  
An ECTs Induction cannot begin until:

* The AB has confirmed it is content to act,
* The Service Level Agreement has been signed and agreed by both parties,
* The ECT has been registered for induction by the employing institution and their eligibility for induction verified by the AB.\*

\***Please note that** **an ECT is not signed up with the AB until the registration on ECT Manager is authorised and an SLA has been agreed and signed. Registration on the DfE or ECTP portals does not count as sign up with the AB which is why it is vital to follow the required**[**Registration Steps**](https://www.cptshn.co.uk/appropriate-body/ect-registration?__hstc=251652889.f6e9cecdd49acc9faa543188fcb43053.1743606275242.1752150995683.1752228867675.37&__hssc=251652889.1.1752228867675&__hsfp=465778053)**in order.**  
 **Specialist Support and/or Clauses**From time to time, an establishment may find themselves in a position where they need the AB to go above and beyond the services mentioned. In the first instance in situations like these, please get in contact directly with the AB - [**AB@CPSTHN.co.uk**](mailto:AB@CPSTHN.co.uk)to discuss appropriate steps. Alternatively, the[**Statutory guidance - Induction for early career teachers (England)**](https://www.gov.uk/government/publications/induction-for-early-career-teachers-england)is available and may offer insight into what is required.  
Please be aware that as of September 2024, we are no longer as an appropriate body allowing mid-term starters. Throughout the academic year, the windows to register will fall within September, January and April. This is to ensure the ECT inductions runs more seamlessly against the ECTP programme and also will aid ECTs in the CPD development and networking opportunities available to them.  
 **Payment Arrangement  
The £480 cost for new and transferring ECTs covers in full or part, their 2 years on the ECTE programme. If part way through, you will be charged the equivalent amount per number of terms onboarding (£80 per term). \***In the event of an ECT leaving partway through induction, refunds may be considered depending on the situation. Credit will only be able to be claimed at 3 points throughout the year - February, October and May. This is to fall in line with invoicing schedules and registration windows.  
**\*Reductions to induction will still incur a full 2-year cost to support extra admin services and refunds will not be put in place should an ECT apply to reduce.**Payment terms - the Appropriate Body is a not-for-profit organisation and must cover the cost-of-service delivery.  We reserve the right to review our fees periodically. As of September 2024, BACs payments will be the only form of payment accepted. If you wish to discuss an alternative form, please get in touch prior to submitting your SLA. Cheques will no longer be accepted. Please ask for a copy of our new supplier form if you have not worked with us before and require our finance details.  
**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.  
Please note: if you would like to sign up as a Multi-Academy Trust (MAT), please complete one all-encompassing SLA, this will result in one invoice overall being raised for all ECTs onboarded, rather than an invoice per school.**

