Terms and conditions for those who are undertaking or have undertaken Professional Formation leading to Qualified Teacher Learning and Skills (QTLS) and Recognition Route

By registering for Professional Formation leading to Qualified Teacher Learning and Skills ("QTLS") and/or Recognition Route ("Recognition Route"), you accept and agree to be bound by these terms and conditions.

1. Non-financial obligations

1.1. You must be a member of the Society for Education and Training ("SET") to undertake QTLS and/or Recognition Route and are therefore bound by SET’s Code of Professional Practice and Conditions of Membership, which may be updated from time to time.

1.2. Upon joining or renewing membership to SET and registering for QTLS and/or Recognition Route, you must complete a Declaration of Suitability. Any misleading information may be regarded as a breach of the Code of Professional Practice. SET may refuse or delay registration or renewal if it needs to clarify information provided.

1.3. SET will provide all members undertaking QTLS with: an online workbook in My QTLS, access to online guidance and support on the SET website and customer support through the Membership Enquiries team.

1.4. All QTLS and/or Recognition Route applicants require a Supporter ("Supporter"). It is the member’s responsibility to find their own Supporter. More information about the role of the Supporter can be found on the SET website.

2. Payment

2.1. The fees for completing QTLS and/or Recognition Route can be found on the SET website.

2.2. Fees can be paid in one or two instalments: either all at registration ("Full Fee"), or a £100 deposit ("Deposit") at registration followed by the balance ("Balance Fee") when the workbook is submitted.

2.3. An administration fee of £50 ("Administration Fee") is payable where a new workbook is issued to a member as per item 5.2 of these terms and conditions.

2.4. Payment by the individual can be made with a debit or credit card online or over the phone. Credit card payments incur a £0.00 administration fee. Cheques incur a £4.95 administration fee. They should be made payable to ETF Services Ltd and can be sent by post to: Society for Education and Training, 157-197 Buckingham Palace Road, London SW1W 9SP. Requests for employer invoices should be sent to member.payments@etfoundation.co.uk.

2.5. The Deposit, Full Fee and Administration Fee are non-refundable, except as per item 3.5 of these terms and conditions.

2.6. The Balance Fee is only refundable if a candidate withdraws prior to the submission of their workbook.

2.7. Confirmation of payments will be sent to the member’s email address from membership.enquiries@etfoundation.co.uk.
3. Registration

3.1 Members of SET can register to undertake QTLS and/or Recognition Route during the three windows in April-May, September-October and December-January each year. Exact dates for when these registration windows open and close can be found on the SET website.

3.2 It is the obligation of the member to check that they are eligible to undertake QTLS and/or Recognition Route, using the full eligibility guidance available on the SET website.

3.3 Where a member is unsure of their eligibility, they must provide SET with complete and accurate information about how they meet all of the eligibility criteria to enable a decision to be made. SET cannot be held responsible for the advice given if full information is not provided.

3.4 In addition, members registering to undertake QTLS and/or Recognition Route must complete a Declaration of Suitability, as per item 1.2 in these terms and conditions.

3.5 SET reserves the right to refuse a registration, for example if there is evidence that the member is not eligible to undertake QTLS and/or Recognition Route or if an individual is deemed unsuitable for membership under SET’s Code of Practice. Where this is after payment of the Deposit or Full Fee has been taken, a full refund will be given.

3.6 Confirmation of the registration will be sent to the member’s email address from membership.enquiries@etfoundation.co.uk.

4. Submission of your application

4.1 The submission deadline for QTLS and/or Recognition Route is determined by the registration window in which a member registered. Exact dates can be found on the SET website and are sent to the member via email upon registration.

4.2 To submit their workbook, members will need to have: fully completed their workbook, obtained their supporter statement, paid the Balance Fee (unless they paid the Full Fee on registration) and shared their workbook with SET via the My QTLS online platform.

4.3 It is the member’s responsibility to ensure that they have provided all of the evidence required to meet the criteria for QTLS and/or Recognition Route as per the guidance on the SET website.

4.4 If the member is unable to meet the submission deadline, part 5 of these terms and conditions applies.

5. Defer, withdraw and restart

5.1 If a member is unable to meet their original submission deadline for any reason, they can defer the submission of their workbook to the next deadline (“Defer”).

5.2 A member who is unable to make the submission deadline for a second time cannot defer again. They can either withdraw their application (“Withdraw”) or receive a new workbook (“Restart”). A Restart incurs an Administration Fee as per item 2.3 of these terms and conditions.

5.3 When a member receives a new workbook, they can then defer once as per item 5.1 and, if they are unable to meet the submission deadline for a second time with the new workbook, will have to withdraw their application or receive a new workbook, as per item 5.2 above.

5.4 Members who do not meet their original submission deadline can defer online in their My SET account, or will be automatically deferred after the deadline passes. Members who do not meet the submission deadline for a second time will be withdrawn from QTLS.

5.5 Members who have Withdrawn can request to Restart during future registration windows, subject to payment of the Administration Fee as per item 2.3 of these terms and conditions. Where a Restart occurs because item 6.8 of these terms and conditions apply, the member will also have to pay the Balance Fee upon submission of their new workbook.
5.6 Members who have, at the time of these terms and conditions coming into effect, already deferred one or more times, shall be treated as having deferred once for the purposes of this part.

6. Review, moderation and results

6.1 Workbooks are reviewed by specially trained reviewers and moderators who all have QTLS status. More information about the review process and criteria is on the SET website.

6.2 Members will be informed of their result within eight weeks of the submission deadline via email from noreply@pebblepad.co.uk

6.3 Members who are awarded QTLS and/or Recognition Route can download an electronic copy of their certificate from their My SET dashboard as soon as they are awarded. A hard copy certificate will be mailed to members within three months of completion.

6.4 Members whose workbook does not meet the criteria will have the opportunity to add the additional evidence required and re-submit. Detailed feedback to support this will be given. There is no charge for re-submission.

6.5 The final deadline for re-submission will be the second submission deadline after the release of results. Details of resubmission deadlines can be found on our website. The applicant can submit their reapplication on the next submission deadline after the release of results but should consider carefully whether they will meet the criteria based on their feedback.

6.6 Members whose workbook does not meet the criteria and whose results were released between 1 January 2016 and 31 April 2017 will have a final resubmission deadline of 28 February 2018.

6.7 Members whose workbook does not meet the criteria and whose results were released on or before 31 December 2015 cannot resubmit their workbook and will have to restart their application if they wish to obtain QTLS as per item 5.5 of these terms and conditions.

6.8 A member can only resubmit their application once. If their workbook does not meet the criteria after resubmission, item 6.6 of these terms and conditions will apply.

6.9 Where a member cannot provide the additional evidence, fails to meet the resubmission deadline, remains criteria not met after resubmission, or if the workbook more fundamentally fails to meet the criteria, SET will not be able to award QTLS. If the member wishes to obtain QTLS status they will have to restart their QTLS application as per item 5.5 of these terms and conditions.

6.10 If there are concerns about a member’s suitability arising from their submission for QTLS (for example an allegation of plagiarism) and no decision as to whether or not to award QTLS has yet been made, the Membership Procedures will apply and a decision as to whether or not to award QTLS will be deferred until the conclusion of the Membership Procedures.

6.11 If a member disagrees with the decision not to award QTLS, they should write to SET with a clear explanation as to why this is the case, including any relevant background information. This should be sent to membership.enquiries@etfoundation.co.uk. SET will respond in writing.

6.12 If the member still disagrees with the decision, they can request an appeal by forwarding to SET their grounds for appeal. These will be considered by the QTLS Registrar, Head of QTLS and Director of Membership and if it is agreed by them that there are sufficient grounds for further discussion, an appeals panel will be convened. The panel will comprise the QTLS Registrar, member(s) of the SET Board and at least two members of SET. The purpose of the appeals meeting will be to ensure that in reaching its decision in relation to the member, SET reached an appropriate decision. The member lodging the appeal will not be required to attend the panel meeting but will be invited to submit any further information for consideration, and will be informed of the outcome within three working days of the panel meeting. The panel can decide to either uphold the original decision, or overturn the original decision and grant QTLS status.

6.13 Where a decision has been made not to award QTLS and, prior to the determination of any appeal under clauses 6.7 and 6.8 above (the appeal procedures), a member is subject to proceedings under the Membership Procedures, the appeal procedures will not have an effect unless and until a final decision is
made to take no action against the member. If it is held that the member is guilty of breaching the Code of Practice, then the member will need to apply to restart the process of Professional Formation. That will not be possible until, in the event that they are removed as a member of SET, they are readmitted; or, in the event that they are suspended, that suspension comes to an end and they are entitled to resume normal membership.

7. Suspension and removal of QTLS status

7.1. Where a member is subject to the Membership Procedures and SET considers that the information received may give rise to a concern about a member's suitability to hold QTLS status, it may consider that issue at the same time.

7.2. Where clause 7.1 of these terms and conditions applies, the following shall apply in respect of the Membership Procedures, to the extent that they relate to the member's suitability to hold QTLS status:

7.2.1 any reference to "member" shall also refer to "member holder of QTLS status";
7.2.2 any reference to "membership" shall also refer to "holding QTLS status as a member";
7.2.3 any reference to "suspension" shall also refer to "suspension of QTLS status"; and
7.2.4 any reference to "removal" shall also refer to "removal of QTLS status". and be construed accordingly.

7.3. Where, in respect of a holder of QTLS status who is not a member ("a non-member holder"), SET:

7.3.1 receives information that may give rise to a concern about a non-member holder's suitability to hold QTLS status; or
7.3.2 itself considers there to be information that may give rise to a concern about a non-member holder's suitability to hold QTLS status;

Paragraphs 6 to 108 of the Membership Procedures shall apply.

7.4. Where clause 7.3 of these terms and conditions applies, the following shall apply in respect of the Membership Procedures:

7.4.1 any reference to "member" shall refer to "non-member holder of QTLS status";
7.4.2 any reference to "membership" shall refer to "holding QTLS status as a non-member";
7.4.3 any reference to "suspension" shall refer to "suspension of QTLS status"; and
7.4.4 any reference to "removal" shall refer to "removal of QTLS status"; and be construed accordingly.