



Professional formation: Guidance for supporters

The role of the supporter is to act as a 'critical friend' to the member applying for Qualified Teacher Learning and Skills (QTLS).

Who should be a supporter?

The supporter should be appropriately qualified to pass judgements on the evidence collated by the applicant, for example a line manager or head of department. A supporter should be a qualified teacher. Ideally, the supporter should be a member of the Society for Education and Training (SET), but this may not be possible in all cases.

What constitutes 'appropriately qualified'?

SET would consider someone suitable to act as a supporter if they:

- are able to draw on wide-ranging experience of the sector have knowledge of a relevant subject specialist area or teaching and learning practice
- can comment on the applicant's current practice
- have known the applicant in a professional capacity for a length of time that enables them to comment in a supporting statement on the applicant's progression over a period of time (ideally a minimum of six months).

In addition, the supporter might have a position of responsibility in his/her place of work and be someone whose opinion and judgment is respected. The supporter's relationship with the applicant should be entirely professional; she or he should not be someone related to the applicant by birth or marriage, or someone who is in a close and personal relationship with the applicant, such as a friend.

A supporter cannot support a QTLS applicant if they themselves are in the process of undertaking QTLS.

What would the supporter be required to do?

a) During the process: taking part in professional discussions and providing feedback
The applicant and supporter should work closely with each other from the beginning of the professional formation process and ideally the supporter will provide on-going feedback to the applicant whilst he or she is completing the online workbook.

Professional discussions with the applicant will ideally be held during the process and in particular:

- After the applicant has completed the Professional Development Plan.
- Whilst the applicant is completing their Continuing Professional Development Record.
- After the applicant has completed the Final Action Plan.

A Professional Discussion template has been developed so that the applicant can record notes from these meetings (see pages 4-6 of this document). The applicant can then upload these into their online workbook.

b) At the end of the process: completing a supporting statement

After the applicant has collected and collated evidence in their workbook in MyQTLS and checked this for spelling and grammatical errors, they will share it officially with their supporter. This action will prevent the applicant from amending the workbook. The supporter will be required to:

- read the collated evidence
- confirm that the applicant has provided a true and accurate picture of his/her professional practice
- complete an online statement authenticating the applicant's evidence in the 'Supporter's statement' area of the applicant's workbook.

The statement requires the supporter to give details of:

- the context in which the applicant is known to him or her
- particular strengths and attributes which the applicant brings to his or her professional practice
- areas for future professional development

It is advisable to refer to the [2014 Professional Standards](#) and comment on these when completing the statement.

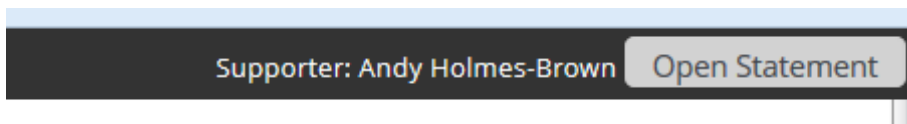
Adding your Supporter's Statement

When the application is ready to be supported, the applicant will share the workbook with you. You will receive an email confirmation.

¹ A completed professional discussion document is a mandatory requirement during this phase of the programme.

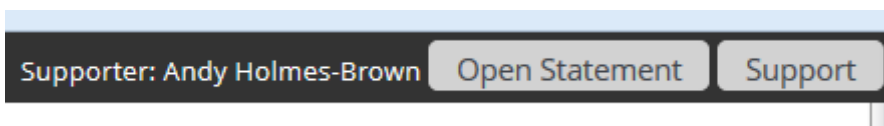
Click the first link and use the log on details which will be provided in the email. This will give you access to the workbook so you will be able to read through the information to ensure that what has been entered in the narrative is a correct record.

After completing the reading of the narrative, please click the Open Statement button in the top right corner – similar to the example below:



This action will open up a statement form for you to complete. You will be able to keep editing and saving the statement until it is completed.

When the statement has been completed, please click on the Support button – if you do not click this button, the applicant will not be able to read your statement.



This action will save your statement to the applicant's workbook and also trigger an email to the applicant to inform them the supporting statement has been added.

That is the end of your supporter duties but the final task of the applicant will be to click on the Share with SET button which will appear in the applicant's view of the workbook. Once complete, saved and the Support button clicked, the supporter's statement will form part of the workbook evidence to be sent to the SET and reviewed in support of the applicant's claim to be awarded QTLS.

Find out more: www.set.et-foundation.co.uk.

Telephone us (free phone): 0800 093 9111 or (local call): 020 3092 5001

Email: membership.enquiries@etfoundation.co.uk.

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Professional Discussion Template

Please use the table below to briefly record professional discussions with your supporter. It can be handwritten and then scanned and uploaded into your workbook.

1) Initial professional discussion

Purpose: To discuss with your supporter how you intend to meet the requirements for QTLS

Note: The meeting will be an opportunity to discuss your professional development plan and should be held after you have completed your plan.

Professional Discussion: (briefly note items discussed)

Date of discussion:

Supporter's signature:

Your signature:



2) Interim professional discussion (Mandatory)

Purpose: To review your progress and discuss CPD activities undertaken to date

Note: This meeting will take place when you are part way through the professional formation process and have undertaken some CPD.

Professional Discussion: (briefly note items discussed)

Date of discussion:

Supporter's signature:

Your signature:

3) Final professional discussion

Purpose: To reflect on the process of professional formation and the impact of CPD undertaken.

This should be completed towards the end of the professional formation process when you have completed or are completing your Critical Reflection section.

Professional Discussion: (briefly note items discussed)

Date of discussion:

Supporter's signature:

Your signature:

Extra notes: