



QTLS Timeline: For applicants registering in September 2019, submitting their portfolio for review in March 2020

Phase 1: Self-assessment and planning

Phase 2: Development activity

Phase 3: Critical reflection

Phase 4: Sharing with supporter

Phase 5: Review and moderation

Phase	Month	QTLS stage	Applicant activity
Phase 1	September	Registration window opens in early September and closes on 30 September	Pay £485 or £110 deposit and arrange to make 3 x £125 direct debit payments
	October	Issuing of QTLS Portfolio on 1 October Self-Assessment	Read through Guidance for Applicants and checklist of mandatory evidence View the MyQTLS 'How to' videos: Accessing the MyQTLS workbook ; Editing the MyQTLS workbook Complete and submit an updated Declaration of Suitability form

			<p>Carry out the online self-assessment</p> <p>Arrange to have your first observation</p>
Phase 1	October/November	<p>About You/Roles & Responsibilities</p> <p>Professional Development Plan</p> <p>CPD activity</p>	<p>Complete the About You and Roles and Responsibilities sections</p> <p>Have your first observation</p> <p>Complete your Professional Development Plan</p> <p>Hold the first meeting with your supporter</p> <p>Start your CPD record</p>
Phase 2	December	CPD activity	<p>Continue with your CPD record</p> <p>Record your professional reading, checking out the Professional Standards Research Map</p>
Phase 2	January	CPD activity	<p>Have your second meeting with your supporter</p> <p>Arrange your final observation</p>

Complete your CPD activity

Phase 3	February/March	Critical reflection Final action plan	Have your final observation Complete your critical reflection Have your final meeting with your supporter Complete your final action plan
Phase 3/4	March	Supporting statement Share your portfolio with SET	Share your portfolio with your supporter (two weeks prior to the deadline) Review your supporter's supporting statement Ensure you have paid your fees and share your portfolio with SET for review before the deadline
Phase 5	April	Review and moderation	
Phase 5	May	Notification of results	
