

Checklist of Mandatory Evidence for applicants registering for any QTLS cohort on or after 3 December 2018

Workbook section	What you will need to link (uploading via rosettes on My QTLS)	Tick	What you will need to write in the text boxes
About you	<p>Declaration of Suitability (fitness to practise)</p> <p>Your qualifications:</p> <ol style="list-style-type: none"> 1. Initial Teacher Education qualification (+ NARIC statement if gained overseas) 2. Maths and English qualifications at Level 2 (+ NARIC statement if gained overseas) 3. Subject specialist qualification (or CV) that summarises your work experience relevant to your vocational role 4. Maths and/or English qualifications at Level 3 (if you teach maths, English or ESOL) 		<p>Your supporter's details (name and email)</p>
Roles and responsibilities	<p>Your current professional CV</p> <p>A copy of your current teaching timetable</p>		<p>Describe your route into teaching: when and where did you start teaching? (maximum 500 words).</p> <p>Your current role and responsibilities, clearly stating the age range of your learners (must include post-14 practice, i.e. Yr10 and above) and subject/s taught (maximum 200 words).</p> <p>Your motivation for undertaking QTLS (maximum 200 words).</p>

<p>1. Self-assessment</p>	<p>Copy of your self-assessment results, including reflective comments (undertaken within one month following the date of registration).</p> <p>An observation report from post-14 practice, i.e. Yr10 or above/adult of your teaching (this should be signed, dated and undertaken within one month following the date of registration). You must include a completed self-assessment observation cover sheet.</p>		
<p>2. Professional Development Plan</p>			<p>A summary of the areas of your practice that you have chosen to develop, focusing on why you have decided to develop on these particular aspects of your practice, informed by your self-assessment and first observation report (maximum 200 words).</p> <p>Professional development plan, that covers each of the three areas: planning & delivery; assessment; subject specialist knowledge/skills linked to specific professional standards and informed by your self-assessment and first observation.</p>
<p>3. CPD record</p>	<p>A copy of your completed SET CPD record of activities and professional reading that relate to the areas identified in your professional development plan.</p> <p>Notes from your professional discussion with your supporter, signed and dated.</p>		

<p>4. Critical reflection</p>	<p>Evidence from improvements in post-14 practice, i.e. with learners from Yr10 or above which must be from group teaching practice i.e. five or more learners:</p> <p>A final observation report of your teaching that demonstrates improvements in practice of the areas identified in your professional development plan (this should be signed, dated and carried out in the final month before submitting your completed workbook and at least three months after your first observation).</p> <p>The lesson plan from the observed session</p> <p>A completed final observation cover sheet which includes your self-evaluation of how the lesson was received. This must include reference to learner feedback on how the lesson was received by the learner group.</p> <p>Evidence of the impact on learner outcomes (e.g. reference to improvements in knowledge, skills, attitudes, behaviour).</p> <p>Evidence of the impact of professional formation on your organisation (e.g. development of links with other providers/agencies; contributions to organisation's quality improvement strategy; increase in cross department working, establishment of a community of practice).</p>	<p>A reflective account of the professional development activities undertaken during the whole process of your professional formation application and an evaluation of the difference it has made to your post-14 practice, the outcomes of your learners and your organisation.</p> <p>The account should include a review of your progress and critical analysis of the different strategies or approaches you have implemented, with examples of what has changed with respect to your practice and learners during the process.</p> <p>You must also comment on how your reading of relevant theory and research has influenced these changes/developments. (Maximum 1500 words.)</p>
<p>a) Final action plan</p>		<p>Completed final action plan, relevant to post-14 practice, i.e. Yr10 or above/adult.</p> <p>A description of your next steps to continue to develop your practice (maximum 200 words).</p>