



QTLS Timeline: For applicants registering in December 2019/January 2020, submitting their portfolio for review in June 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	December/January	Registration window opens on 2 December and closes on 17 January	Pay £485 or £110 deposit and arrange to make 3 x £125 direct debit payments
		Issuing of QTLS Portfolio	Read through Guidance for Applicants and checklist of mandatory evidence
		Self-Assessment	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	January/February	<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	March	CPD activity	<p>Continue with your CPD record</p> <p>Record your professional reading, checking out the Professional Standards Research Map</p>
Phase 2	April	CPD activity	<p>Have your second meeting with your supporter</p> <p>Arrange your final observation</p> <p>Complete your CPD activity</p>

Phase 3	May/June	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
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Phase 3/4	June	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
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Phase 5	July	Review and moderation	
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Phase 5	August	Notification of results	
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