

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 by three methods: a. Credit/Debit card, BACs or Cheque – Payments are made in one instalment of £485 at registration (“Full Fee”) b. Direct Debit single payment – Direct Debit payment made in one instalment of £485 at registration (“Full Fee”) c. Direct Debit multiple payments - an initial payment of £110 (“Deposit Fee”) at registration followed by three consecutive payments of £125 (“Instalment Fees”). The instalments will normally be taken during the period of the QTLS submission with one payment per month.

2.3 For those who have previously registered for QTLS, at any time prior to 3 April 2018, the payment process of £100 deposit paid on registration and £385 paid on submission of the workbook will still be valid.

2.4 Payment by the individual can be made with a debit or credit card online or over the phone. Credit card payments do not incur an 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, Instalments, Full Fee and Administration Fee are non-refundable, except as per item 3.5 of these terms and conditions.

3. Registration

3.1 To [register for QTLS](#) you can now express your interest (without making payment) for QTLS at any time in order to start your workbook in October or January:

- There are two cohorts a year, one commencing 1 October 2019 and one commencing in mid-January 2020. This means that all QTLS registrants will be invited to make payment a month before the start date and all online workbooks will be made available on the cohort start date.
- Payment by direct debit instalments will still be available and the full price of £485 will remain unchanged.

[Find out more about the changes to registration windows in 2019.](#)

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 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, Instalment(s) 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 full fee 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. Extension to submission deadline

5.1. An extension to the submission deadline may be granted to a member under some exceptional circumstances that are out of their control.

5.2. Examples of exceptional circumstances applicable in item 5.1:

5.2.1. Serious ongoing technical issues beyond the members control, and identified more than five working days before the submission deadline.

5.2.2. Illness, accident or severe trauma or an unexpected deterioration in an ongoing illness or chronic medical condition of the member or a person for whom the member has caring responsibility. Minor ailments and conditions that have prevented a member from submitting on time are allowable.

5.2.3. Recent bereavement of someone close to the applicant

5.2.4. Serious personal disruption such as burglary, fire or requirement to appear in court in the lead up to the submission deadline.

5.2.5. Significant change of employment circumstances.

5.3. SET may request evidence to substantiate a request for an extension.

5.4. Any circumstances outside of those listed above will be considered on a case-by-case basis by SET.

5.5. The length of the extension will be no more than three months after the original submission deadline and will be determined on a case-by-case basis.

5.6. The member should apply for an extension ahead of the submission deadline by email to professional.formation@etfoundation.co.uk, no later than six weeks before the deadline. When they have been prevented from submitting a request before the submission deadline by the same unforeseen event, they can apply for an extension up to five working days after the submission deadline.

5.7. When a request for an extension is made before the submission deadline, efforts will be made by SET to respond to the request before that deadline, wherever possible.

5.8. SET will consider the situation of members who do not submit their application with or without an extension in place on a case-by-case basis.

6. Withdraw and restart

6.1 A member who is unable to make the extended deadline advised by SET must either withdraw their application ("Withdraw") or receive a new workbook ("Restart"). A Restart incurs an Administration Fee of £50.

6.2 When a member receives a new workbook, they are subject to the 'extension to submission deadline set out in (5) above.

6.3 Members who have Withdrawn can request to Restart during future registration windows, subject to payment of the Administration Fee as per item 6.1 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 any Balance Fee upon submission of their new workbook.

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 resubmission.

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 on or before 1 April 2017 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.

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

6.8 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.

6.9 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](#).

6.10 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.

6.11 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.

6.12 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.