



QTLS Timeline: For applicants registering in December 2020, submitting their portfolio for review in July 2021

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	Registration window opens on 1 December and closes on 7 January	Pay £485 or £110 deposit and arrange to make 3 x £125 direct debit payments. Source copies of Qualification certificates.
	January	Issuing of QTLS Portfolio on 11 January	Read through Knowledge Base and download the Checklist of mandatory evidence
	January	About You/Qualifications/Roles & Responsibilities	Complete the About You, Qualifications and Roles and Responsibilities sections Arrange to have your first observation

Phase	Month	QTLS stage	Applicant activity
Phase 1	January/February	Self-Assessment	Complete the self-assessment in your portfolio
			Have your first observation
		Professional Development Plan	Complete your Professional Development Plan Hold the first meeting with your supporter
		CPD activity	Start your CPD record
Phase 2	February	CPD activity	Continue with your CPD record Record your professional reading, checking out the Professional Standards Research Map
Phase 2	February-May	CPD activity	Have your second meeting with your supporter Arrange your final observation Complete your CPD activity
Phase 3	May/June	Critical reflection	Have your final observation
			Complete your critical reflection
		Final action plan	Have your final meeting with your supporter Complete your final action plan

Phase	Month	QTLS stage	Applicant activity
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
Phase 5	July	Review and moderation	
Phase 5	August	Notification of results	