



## QTLS Timeline: For applicants registering in December 2021, submitting their portfolio for review in July 2022

- 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
<b>Phase 1</b>	December	Registration window <b>opens on 1 December and closes on 6 January</b>	Pay £490 or £15 deposit and arrange to make 3 x £125 direct debit payments. Source copies of Qualification certificates.
	January	Issuing of QTLS Portfolio on <b>10 January</b>	Read through Knowledge Base and <b>download the Checklist of mandatory evidence</b>
	January	About You, Qualifications and Roles & Responsibilities	Complete the About You, Qualifications and Roles and Responsibilities sections then submit your portfolio for the checkpoint <b>Deadline 24 January</b>
	January	Self-Assessment	Arrange to have your first observation

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<b>Phase 1</b>	January/February	Self-Assessment	Complete the self-assessment in your portfolio  Have your first observation no later than <b>18 February</b>
		Professional Development Plan	Complete your Professional Development Plan
		Professional Development Plan	Hold the first meeting with your supporter <b>end of January / early February</b>
		CPD activity	Start your CPD record
<b>Phase 2</b>	March	CPD activity	Continue with your CPD record Record your professional reading, checking out the <a href="#">Professional Standards Research Map</a>
<b>Phase 2</b>	April-May	CPD activity	Have your second meeting with your supporter in <b>April</b>  Arrange your final observation to take place <b>no earlier than 19 May</b>
			Complete your CPD activity
<b>Phase 3</b>	May/June	Critical reflection	Have your final observation <b>no earlier than 19 May</b>  Complete your critical reflection
		Final action plan	Have your final meeting with your supporter mid- <b>June</b>  Complete your final action plan

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Phase 3 & 4	June	Supporting statement	Share your portfolio with your supporter (two weeks prior to the deadline)  Review your supporter's supporting statement
		Share your portfolio with SET	Ensure you have paid your fees and share your portfolio with SET for review <b>before the 5pm</b> deadline
<b>Deadline for submitting portfolio for review</b>	<b>5pm, Thursday 30 June 2022</b>	This is a final deadline; no portfolios will be accepted for review after 5pm	<b>Earliest the portfolio can be submitted is 16 June Deadline for submission is 5pm, 30 June</b>
Phase 5	July	Review and moderation	
Phase 5	August	Notification of results	Throughout the day on <b>4 August</b>