

Checklist of mandatory evidence for members applying to undertake professional formation leading to QTLS between 12 August – 24 October 2024

Portfolio section	What you will need to upload to the portfolio	Tick	What you will need to write in the text boxes	Tick
About you	You are not required to upload anything in this section		Enter your supporter's details (name and email address)	
Qualifications	<p>Your qualifications:</p> <ol style="list-style-type: none"> 1. Initial teacher education (ITE) qualification (+ UK National Agency for International Qualifications (ENIC) (formerly NARIC) statement non-UK qualifications) 2. Subject specific qualification/s to support the subjects you teach for 5 or more hours (or CV + level 2 qualifications that demonstrate your significant prior work experience 5yrs+ relevant to your vocational role), that will be used to evidence your minimum of 230hrs teaching for Professional Formation 3. If you deliver ITE programmes, you also need to upload a copy of your CV which evidences a minimum of 5 years teaching experience 4. If you teach in a SEND setting, you need to upload a level 3 or above subject specific qualification in any subject 5. Maths and English qualifications at level 2 (+UK ENIC (formerly NARIC) statement if gained overseas) 		<p>The date awarded for ITE, subject specific (level 3 or above and qualifications to support the subjects you teach), level 2 Maths and level 2 English qualifications</p> <p>Select Y/N to confirm if you teach in a SEND setting within the FE and Skills sector</p> <p>Tick the checkboxes to confirm you have checked the accepted qualifications for ITE, level 2 Maths and English</p>	

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Roles and responsibilities	Your current professional CV. Please ensure your CV is up to date at the time of application and reflects your current and most recent qualification, CPD and teaching or professional roles		<p>Your current role and responsibilities, clearly explaining the organisation/s where you teach (150-200 words).</p> <p>Explain how you collaborate with colleagues to improve the quality of teaching and learning in your organisation (150-200 words).</p> <p>Fully complete the evidence of teaching practice section with details of the subject/s that will be used to evidence your 230hrs+ teaching for Professional Formation, how many hours (total and per week) you will teach each subject (between 20 January 2025 – 30 June 2025), the age range of the learners for each subject and the average group size for each subject.</p>	
Supporting statement	<p>Once you have fully completed the three sections above, you must send the portfolio to your supporter by clicking the Send link in the Portfolio Status section on the Home tab. Your supporter will then be able to view your application and complete their supporting statement by clicking on Write Supporting Statement. When the statement is complete and saved, your supporter needs to click the Return to Participant link on the main dashboard of their supporter account. When the portfolio has been returned to you by your supporter, you must click the Submit link in the Portfolio Status section on the Home tab to submit your application for review.</p>			