



QTLS Timeline: For applicants registering in September 2021, submitting their portfolio for review in March 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
Phase 1	September	Registration window opens on 1 September and closes on 30 September	Pay £490 or £115 deposit and arrange to make 3 x £125 direct debit payments
	October	Issuing of QTLS Portfolio on 4 October	Read through Knowledge Base and download the Checklist of mandatory evidence
	October	About You, Qualifications and Roles & Responsibilities	Complete the About You, Qualifications and Roles and Responsibilities sections then submit your portfolio for the checkpoint Deadline 18 October
	October	Self-Assessment	Arrange to have your first observation

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Phase 1	October/November	Self-Assessment	Complete the self-assessment in your portfolio Have your first observation no later than 18 November
		Professional Development Plan	Complete your Professional Development Plan
		Professional Development Plan	Hold the first meeting with your supporter end of October / early November
		CPD activity	Start your CPD record
Phase 2	December	CPD activity	Continue with your CPD record Record your professional reading, checking out the Professional Standards Research Map
Phase 2	January/February	CPD activity	Have your second meeting with your supporter in January Arrange your final observation to take place no earlier than 17 February
			Complete your CPD activity
Phase 3	February/March	Critical reflection	Have your final observation no earlier than 17 February Complete your critical reflection
		Final action plan	Have your final meeting with your supporter mid- March Complete your final action plan

Phase	Month	QTLS stage	Applicant activity
Phase 3 & 4	March	Supporting statement	Share your portfolio with your supporter (two weeks prior to the submission 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 before the 5pm deadline
Deadline for submitting portfolio for review	5pm, Thursday 31 March 2022	This is a final deadline; no portfolios will be accepted for review after 5pm	Earliest the portfolio can be submitted is 16 March Deadline for submission is 5pm, 31 March
Phase 5	April	Review and moderation	
Phase 5	May	Notification of results	Throughout the day on 5 May