



QTLS Timeline: For participants in the January 2025 cohort, submitting their portfolio for review in July 2025

Phase 1: Updates, 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	January	Issuing of professional formation portfolio to successful applicants on Monday 20 January 2025	Pay £520 or £160 deposit and arrange to make 3 x £120 direct debit payments Read through Knowledge Base and download the Checklist of mandatory evidence
	January	About You, Updates to Qualifications and Roles & Responsibilities	Complete the About You, Updates to Qualifications and Roles and Responsibilities sections
	January	Self-assessment	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 no later than Monday 3 March 2025
			Have your first observation no later than Monday 3 March 2025
		Professional Development Plan	Hold the first meeting with your supporter by end of February 2025
		Professional Development Plan CPD activity	Complete your Professional Development Plan Start your CPD record Plan your educational research review
Phase 2	February - May	CPD activity	Continue with your CPD record. Record your professional reading
		CPD activity	Have your second meeting with your supporter in April 2025
			Arrange your final observation to take place no earlier than Tuesday 27 May 2025 Complete your CPD activity Complete your educational research review
Phase 3	May/June	Critical reflection	Have your final observation no earlier than Tuesday 27 May 2025 Complete your critical reflection

Phase	Month	QTLS stage	Applicant activity
Phase 3	June	Final action plan	<p>Complete the final self-assessment no earlier than Monday 2 June 2025</p> <p>Have your final meeting with your supporter mid-June 2025</p> <p>Complete your final action plan</p> <p>Upload your completed log of teaching practice</p>
Phase 3 & 4	June	Supporting statement	<p>Share your portfolio with your supporter (no earlier than Monday 16 June 2025)</p> <p>Review your supporter's supporting statement</p>
		Share your portfolio with SET	<p>Ensure you have paid your fees and submit your portfolio for review before the 5pm deadline</p>
Deadline for submitting portfolio for review	5pm, Monday 30 June 2025	This is a final deadline; no portfolios will be accepted for review after 5pm	<p>Earliest the portfolio can be submitted is Monday 16 June 2025</p> <p>Deadline for submission is 5pm, Monday 30 June 2025</p>
Phase 5	July	Review and moderation	
Phase 5	August	Notification of results	Throughout the day on Wednesday 6 August 2025