



QTLS Application Timeline: For SET members applying to start Professional Formation in January 2024

Month	QTLS Application stage	Applicant activity
August	The application window opens on 01 August 2023	The prospective applicant is required to register as a SET member and complete the 'suitability to apply' tool. If the application window is open and they have passed the suitability check, they would pay £50 to be issued an application portfolio.
November	The application window closes on 30 November 2023	The applicant would complete all activities in the application portfolio and share it with their supporter to endorse their application. Once endorsed they can submit the application for review.
December	A review of applications begins on 1 December 2023	The Professional Status team will review the contents of the application portfolio.
January	Application outcomes are released on 8 January 2024	The applicant will receive an email to say if their application was successful or not. Feedback will be made available through the application portfolio.
	Resubmissions will be accepted from 8 January 2024	If the applicant has not yet been successful they will have an opportunity to address the areas for development.
	The resubmission window closes at 5pm on 12 January 2024	The portfolio will be resubmitted for consideration
	Resubmission outcomes will be released on 19 January 2024	The SET team will review resubmission portfolios and outcomes will be released to applicants via email.
	Professional Formation portfolios will be issued on 22 January 2024	Successful applicants will be issued their Professional Formation portfolios for them to begin working on.