

PROFESSIONAL FORMATION CHECKLIST

	Have you ...	Tick
1	Read the instructions?	
2	Expressed intent?	
3	Completed Declaration of Suitability and POSTED to IfL?	
4	Checked the SVUK website for qualifications and literacy/numeracy equivalence?	
5	Uploaded certificates and other evidence to REfLECT? Checked that they are legible and the right way round!	
6	Attached certificates to your webfolio for standardised sections: a) QTLS – Level 5 Teaching qualification and literacy and numeracy level 2 b) If you teach Skills for Life , ie ESOL, Literacy or Numeracy, of any level from Entry 1 to Level 2, even if part time, you MUST also have either a Level 5 Additional Diploma or evidence of a Level 4 subject specification, endorsed by FENTO, in your specialism ie literacy, numeracy or ESOL. c) ATLS – Teaching/training qualification and literacy and numeracy 2	
7	Attached other supporting evidence in the personalised sections by either attaching scanned documents or adding REfLECT links?	
8	Completed every section of the application and checked it through for spelling and grammatical errors?	
9	Shared with supporter?	
10	Shared with IfL?	