

**TSQF Registration**

Anyone intending to gain awards within the TSQF must be registered as a candidate within the framework.

Initial
Registration

When first registering into the TSQF please complete the Candidate Registration Form (Form A). The initial candidate registration form allows you to tell us how you wish us to contact you, for example, work address, home address, personal email or work email.

If you have prior qualifications that could provide you with exemptions, put this information on your form. Give us copies of your result transcript and degree certificate. The team can then let you know if you need to do anything further.

We also want to know that you have an Internal Assessor and Verifier assigned to you who will be helping you with your portfolio(s). They need to sit down with you to work out your plan to complete the portfolio.

We will write to you and give you your candidate number. This is a unique number that you will use when sitting exams and submitting portfolios.

Yearly
Registration

Yearly registration means that from the fourth year in the framework an annual fee is needed to remain in the framework. You will either be classed as an **Active** candidate or **Non-Active** candidate. This means:

**Active candidate** is someone who has sat an exam or submitted a portfolio in the preceding year.

**Non-Active candidate** is someone who hasn't sat an exam or submitted a portfolio in the previous year.

The fee applicable will be dependent on what you have done in the preceding year. Please see the fees structure.

We will write to you in December each year informing you of the yearly registration classification and the fee that is applicable.

If you are not intending to sit an exam or submit a portfolio you can make yourself **dormant**. A dormant person will not be contacted with any information regarding the framework. (Please note that this will also occur if we don't hear from you).

**Note: dormancy in the framework can only occur once**; if you come back to the framework a third time the initial candidate registration fee will need to be paid.

Explanation: Initial registration into the framework, go dormant (first time) and then come back into the framework then go dormant again (second time) and return to the framework – initial candidate fee will need to be paid).