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VTQ Information Hub



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VTQ Delivery of Results 2025

Dear Centre,

This update provides important information for all centres delivering City & Guilds Technical Qualifications, T Levels and the Extended Project Qualification (EPQ) regarding arrangements for the timely delivery of results in 2025, and the **requirement to provide all student certification intention data by Friday, 31 January.**

Checkpoint window deadline

The deadline to submit checkpoint data for window one is **Friday, 31 January**.

Fees apply for centres that do not submit all data on time (see below).

Term-time checkpoints information

Qualifications in scope for 2025

As soon as the checkpoint data has been submitted for each window, centres will be able to access a breakdown of information regarding each student's existing assessment entries in comparison to the qualification Rules of Combination (RoC).

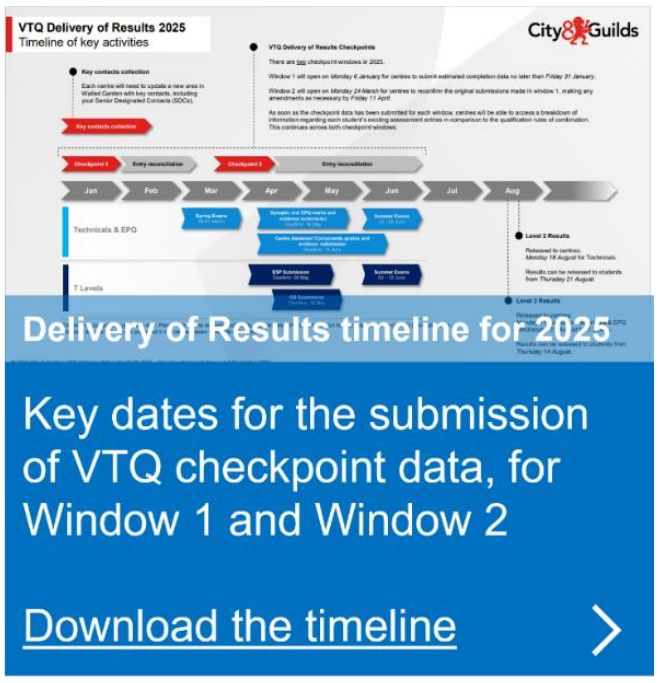
Please remember, this is a **mandatory activity which must be completed by all centres delivering any Vocational Technical Qualifications (VTQs) which are in scope of Ofqual's measures to embed the timely delivery of results.**

Open the timeline for 2025 by clicking here or on the image to the right.

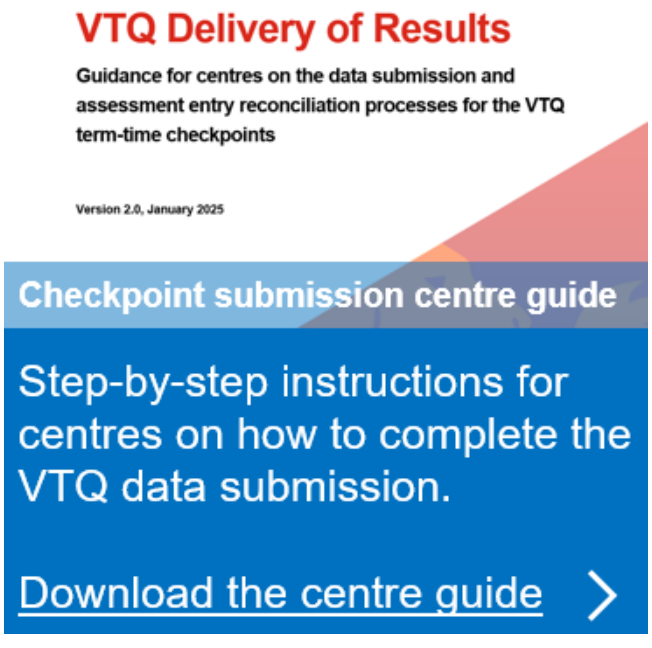
Centres who are delivering T Level Technical Qualifications need to submit checkpoint data for both the Core Component and the Occupational Specialism (OS) separately within the system, as you make a registration on each.

Whilst a student may be undertaking a T Level study programme, for the purposes of the checkpoint data you need to regard the Core Component and the Occupational Specialism as independent of each other.

Once you've submitted your checkpoint data for a qualification, our system will review each student's data overnight to see if they meet the Rules of Combination based on current assessment entries. We refer to this as the Assessment Entries and Rules of Combination (RoC) Reconciliation Process. You'll be able to run the report again the following day to identify those students who do not currently meet the Rules of Combination for the qualification and where you might have missed assessment entries.



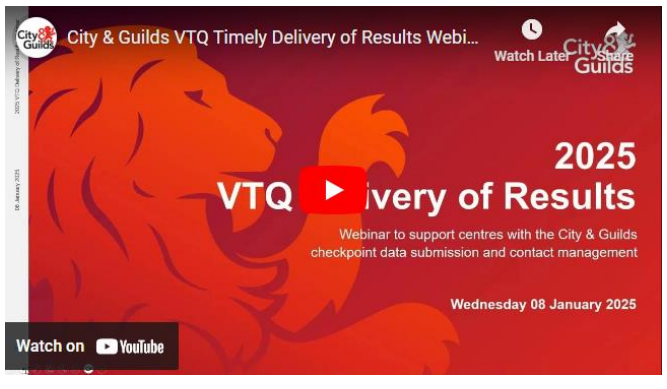
More information can be found in the checkpoint submission centre guide here or by clicking on the image to the right.



Webinar recording

In case you missed it, we also recorded our support webinar for VTQ Delivery of Results in 2025. In the webinar we cover the checkpoint data submission process and maintaining your contacts in Walled Garden.

Webinar recording



You can locate the section demonstrating the new contact management pages on Walled Garden at 41:00 minutes.

The checkpoint data submission process as well as the summary report is covered from 54:00 minutes onwards.

Late completion fee

Centres which do not complete the term-time checkpoint by the published dates will incur late completion fees.

An administration fee of **£300** per programme of study (qualification) will be charged where the data is not submitted in full by the published checkpoint deadline of **Friday, 31 January**.

The late completion fee applies to both checkpoint window one and window two this academic year.

KS4 Technical Awards (Cash-in)

The certification intention data submitted as part of the term-time checkpoint is also considered as a cash-in for the current academic year and is used to inform City & Guilds that you wish to claim (or cash-in) the qualification certification for a student. This is applicable to the following qualifications only:

3038-24	Level 2 Technical Award in Hair and Beauty Studies
0170-24	Level 2 Technical Award in Land Based Studies
6720-24	Level 2 Technical Award in Constructing and Maintaining the Built Environment

Where a student has been marked as Yes (Y), a certification claim will be processed in the respective results window (usually August).

Please ensure that any students who do not wish to receive a qualification certification in the current series (i.e. who do not need to claim / cash-in) are marked as No (N).

Remember the terminal rule applies to KS4 Technical Awards. Please refer to the documents published on the Technicals Resource Hub for more information.

Please note: The final cash-in decision will be recorded in the second checkpoint window in April. Decisions indicated in window one (*i.e. submission of Yes (Y) or No (N) certification intention data*) is provisional and can be amended in the second checkpoint window before City & Guilds formalises the cash-in.

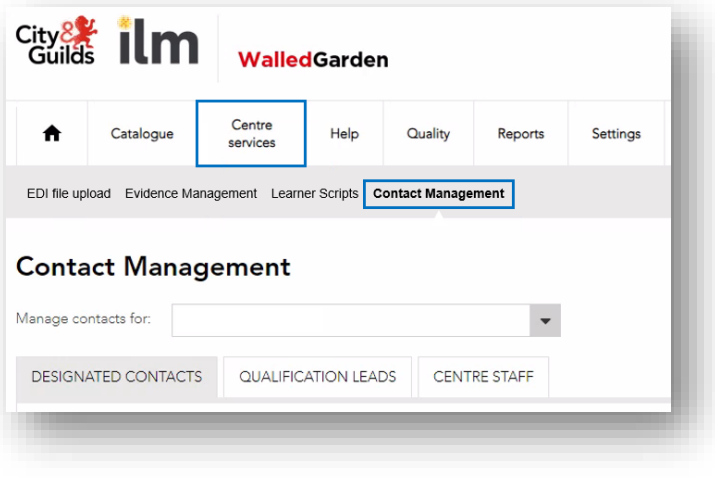
Managing your centre contacts

We've also gone live with our new functionality in Walled Garden for managing centre contacts. You can download a copy of the centre guide on our website via the link to the right.

Please remember that centres must ensure that the contact management information is updated no later than **Friday, 31 January**, alongside the first term-time checkpoint.

You'll access this by clicking on the ***Centre Services*** tab (previously Data Services) and then clicking on a new ***Contact Management*** tab.

You can view and update all *Designated Contacts*, *Qualification Leads* and *Delivery staff* in one area within three tabs.





Animal Care and Management Occupational Specialism data

We have received a number of queries regarding the completion of the checkpoint data for Animal Care and Management (ACM) Occupational Specialisms.

As this is the first year delivery of the T Level, whilst registrations should have been made on the relevant Occupational Specialism we do not require you to complete the checkpoint data as no student will be completing the Occupational Specialism assessment this academic year.

We have therefore removed the two Occupational Specialism codes 8717-47 and 8717-48 from Walled Garden to reduce any administrative burden for centres.

You must still provide checkpoint data for the ACM core components 8717-35 and 8717-36.

Predicted grade and progression indicator

Last year, providing data on predicted grades and progression indicators was optional. This year we have made it a mandatory part of the submission process.

Predicted grades are used for internal statistical analysis and research by City & Guilds and to support parity with General Qualifications.

Data on progression indicators is required to ensure City & Guilds can prioritise students who require certification this year, such as for entry to University. Advanced notice of this change has previously been provided to centres.

Ofqual VTQ information hub

Ofqual has updated their VTQ information hub for 2025, providing key dates and deadlines for all awarding organisations for 2024-25.

The VTQ Information Hub lists all key dates and deadlines for VTQs used alongside, or in place of, A Levels and GCSEs for progression to further or higher education this summer.

You can access the hub by clicking on the link below.

Ofqual VTQ information hub

Contact us

Our Centre Operations team is here to support with the delivery of results this academic year and any questions/queries you may have.

You can contact the team between 8:30 am and 5 pm, Monday to Friday on the details below.

Centre Operations
☎ 0300 303 53 52 ✉ centreoperations@cityandguilds.com

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