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VTQ Delivery of Results 2025

FINAL REMINDER to complete term-time checkpoints

Deadline: FRIDAY 31 JANUARY

VTQ Delivery of Results 2025

Dear Centre,

This is a **final reminder** of the **requirement to provide all student certification intention data by the end of the day tomorrow, Friday 31 January**, for all centres delivering City & Guilds Technical Qualifications, T Levels and the Extended Project Qualification (EPQ).

Checkpoint window deadline

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

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.

An administration fee of **£300 per programme of study** (qualification) will be charged where the data is not submitted in full by the end of the day tomorrow.

[Term-time checkpoints information](#)

[Qualifications in scope for 2025](#)

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. This process has to run overnight; it is important that you allow sufficient time for this to take place, so that you can still submit final checkpoint data no later than Friday 31 January.

After the process runs overnight, 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.

VTQ Delivery of Results 2025

Timeline of key activities

Key contracts collection

Each centre will need to update a new area in the system with key contracts, including your Senior Designated Contacts (SDCs).

Key contracts collection

VTQ Delivery of Results Checkpoints

There are two checkpoint windows in 2025. Window 1 will open on Monday 6 January for centres to submit estimated completion data no later than Friday 27 January. Window 2 will open on Monday 24 March for centres to resubmit the original submissions made in window 1, making any amendments as necessary by Friday 11 April. As soon as the checkpoint data has been submitted for each window, centres will be able to access a breakdown of the number of students registered for each student's existing assessment entries in comparison to the qualification rules of combination. This compares across both checkpoint windows.

Window 1

Window 2

Delivery of Results timeline for 2025

Key dates for the submission of VTQ checkpoint data, for Window 1 and Window 2

[Download the timeline](#)

VTQ Delivery of Results

Guidance for centres on the data submission and assessment entry reconciliation processes for the VTQ term-time checkpoints

Version 2.0, January 2025

Checkpoint submission centre guide

Step-by-step instructions for centres on how to complete the VTQ data submission.

[Download the centre guide](#) >

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. Advance notice of this change has previously been provided to centres.

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

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