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VTQ Delivery of Results 2025

Final reminder to complete term-time checkpoints

Deadline: Friday, 11 April

VTQ Delivery of Results 2025

Dear Centre,

This is a final reminder of the requirement to complete the VTQ term-time checkpoint submission by the end of the day on **Friday, 11 April** for all centres delivering City & Guilds Technical Qualifications, T Levels and the Extended Project Qualification (EPQ).

Please note that if your centre has already re-submitted the data in Checkpoint 2 you can disregard this email.

Checkpoint window deadline

For Checkpoint 2, you don't need to re-enter the data as it will be populated from Checkpoint 1, however this is an opportunity for you to check and amend your data submission, making any amendments no later than **Friday, 11 April**.

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 on Friday.

[Term-time checkpoints information](#)[Qualifications in scope for 2025](#)

Once you've confirmed 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 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.

Please note that as the system review can only happen overnight, you need to carry out your initial data submission no later than the end of the day tomorrow, to allow the system to check it and give you the opportunity to make any amendments ahead of Friday's deadline.

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](#)

Candidates with multiple enrolment numbers

It is imperative that centres ensure the City & Guilds Centre Operations team is notified of all instances where two student enrolment numbers need to be merged.

However, we have also now implemented additional functionality on Walled Garden to identify where a student may have multiple different enrolment numbers. When the system carries out the overnight review of data analysing if students meet the Rules of Combination, it will detect whether this is the case for any of your students. It will do this by cross-referencing first name, last name, and date of birth.

If a merge is identified, the student will still show as not meeting the Rules of Combination in the table, however you can access further information by clicking on the 'RoC Analysis' icon, as shown in the bottom right corner of the image below.

If the system informs you that any student has multiple different enrolment numbers and that these may need to be merged, please contact Centre Operations using the details at the bottom of this email.

ENR	Surname	Forename	D.O.B	Registration date	Previous certification	Certification intention	Predicted grade	Progression	Current bookings meet RoC	RoC Analysis
LBA1234	Gardens	Hannah	22.06.2006	02.10.2024		Y Yes	PP	E Employment	No	
Determined pathway: and Wildlife) (720) Missing unit(s): Duplicate ENR(s) identified for this candidate: LBA1234. If LBA1234 and JKM1234 are not the same candidate, please inform us on centreoperations@cityandguilds.com. After candidate merge is completed for LBA1234 and JKM1234 this candidate will be missing the following units: Rules of Combination will be met after the merge is completed. Last Update: 08.04.2025 00:00:00										

Check out our helpful video guides

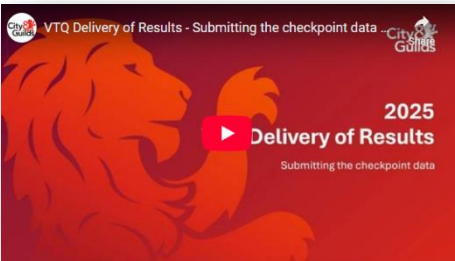
Don't forget we've produced a number of bitesize videos to support you in submitting your checkpoint data.

These videos can be accessed through the links below:

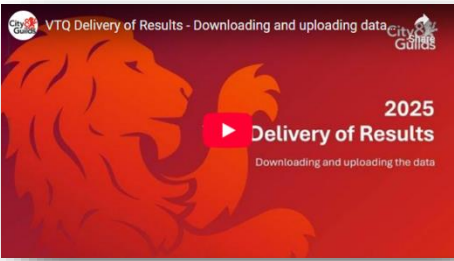
Activity timeline:



Submitting the checkpoint data:



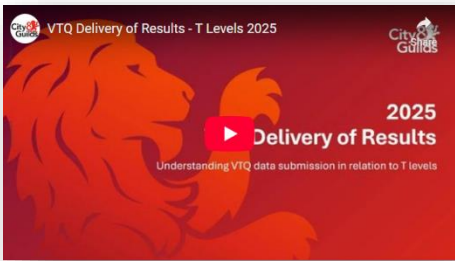
Downloading and uploading data:



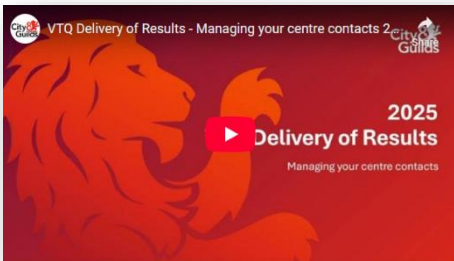
Entries reconciliation:



T Levels-specific guidance:



Managing centre contacts:



Key Stage 4 Technical Awards - The Terminal Rule and 'cashing in' qualification results:



Contact us

Our team will be monitoring re-submissions to ensure everything is completed. If we identify anything of concern, we will be in touch. Please contact the City & Guilds Operations team, who are managing the VTQ Checkpoint process, if you have any questions. 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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