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VTQ Bulletin

Providing your Senior Designated Contacts VTQ Checkpoint update



Providing your Senior Designated Contacts information and update on the VTQ Checkpoint

Dear Centre,

In November we updated you on our approach to ensuring the successful delivery of VTQ results in 2024 and beyond, in line with the Ofqual directive. You can read our last bulletin [here](#).

In this edition we provide further updates on the following areas:

- How we will start to collect information regarding your Senior Designated Contact (SDC) and other important contacts in the current year
- Our approach to streamlining how we collect and maintain contacts for T Levels, Technicals and the Extended Project Qualification (EPQ)
- An update on the timeline for the VTQ Checkpoint Activity and what to expect and when.

VTQ Information Hubs

City & Guilds VTQ Information & Checkpoint Hub

Don't forget we launched our updated [VTQ Information Hub](#) for 2024 which included all the latest information for T Levels, Technicals and EPQ, helping to support you with the delivery of on-time VTQ results.

[City & Guilds VTQ Information Hub](#)

Ofqual VTQ Information Hub

The Ofqual VTQ Information Hub has been updated with key dates and deadlines for delivery of VTQs across all Awarding Organisations. The hub now covers L1/2 and Level 2 qualifications and T levels, in addition to Level 3 qualifications.

The hub is a one-stop shop to help centre staff plan their workloads to meet important deadlines, including the term-time checkpoint.

[Ofqual VTQ Information Hub](#)

Collecting your Senior Designated Contacts

As part of the VTQ Timely Results process, we are required to collect and keep up to date Senior Designated Contacts (SDCs) from each centre.

Click on the image below or visit our VTQ Centre Contact Forms and Roles page [here](#) for more details on the key roles and responsibilities.

VTQ Senior Designated Contacts
Key roles and responsibilities

City & Guilds

Senior Designated Contact

This person must have the authority to access all information and progress decisions swiftly throughout the academic year for all matters relating to the delivery of qualifications in scope of Ofqual's VTQ Timely Results.

They must hold a senior position within the centre, such as a Senior Leadership Team (SLT) representative with responsibility for qualifications delivery or a Deputy Head / Vice Principal.

All escalations will be made to this person for any issues that arise during the academic year.

They will take overall accountability to ensure;

- All estimated completion data is submitted accurately by the published deadline as part of the VTQ Checkpoint.
- That all relevant assessment marks, grades and evidence are submitted to us no later than the published deadline.
- Every student has marks / grades submitted to enable them the opportunity to complete their qualification (i.e. the Rules of Combination are met).

Senior Designated Exam Office Contact

Each centre must allocate **one** Senior Designated Exam Office Contact.

This person must be the most senior contact within the centre's exam office and will take overall responsibility for ensuring the timely completion of the VTQ Checkpoint Activity and ensure that;

- Registrations and all applicable assessment entries are made in Walled Garden for each learner by the published deadline.
- Student registration and booking data are accurate and up to date throughout the academic year.
- No duplicate bookings are made for the same assessment, or bookings for assessments that are not required.
- All students have a single enrolment number, and that any discrepancies (i.e. a student enrolment merge is required) are resolved prior to results being issued.
- All students undertaking an exam have the relevant booking, prior to sitting the exam.
- Exams are administered correctly to JCQ ICE requirements, and that all paper scripts are securely packaged and returned to the correct address on time and via recorded delivery.

Qualification Leads

Each centre should allocate an overall Qualification Lead for each of the qualification groups in the scope of the Ofqual VTQ Timely Results.

Qualification leads are who we will communicate with regarding T Levels, Technical Qualifications and/or Extended Project Qualification (EPQ). Each person has overarching responsibility for the delivery of the qualifications in each group.

Quality Nominee

Each centre must allocate **one** Quality Nominee.

The Quality Nominee is the point of contact for your centre for all quality assurance matters. They will be involved in monitoring and supporting quality assurance for T Levels, Technicals and the Extended Project Qualification (EPQ) at your centre.

City & Guilds will use the SDCs as an escalation point for all matters including those relating to the collection of estimated completion data as part of the VTQ checkpoint activity. These nominated contacts must also have authority to access information and progress decisions swiftly.

Please ensure the SDC form is submitted to us by **Friday 23 February 2024**.



This email has been sent to multiple contacts at your centre. Therefore, please ensure you discuss internally and agree who will submit the form, as we only need **one** form per centre. This will enable us to update our key contacts for the current academic year.

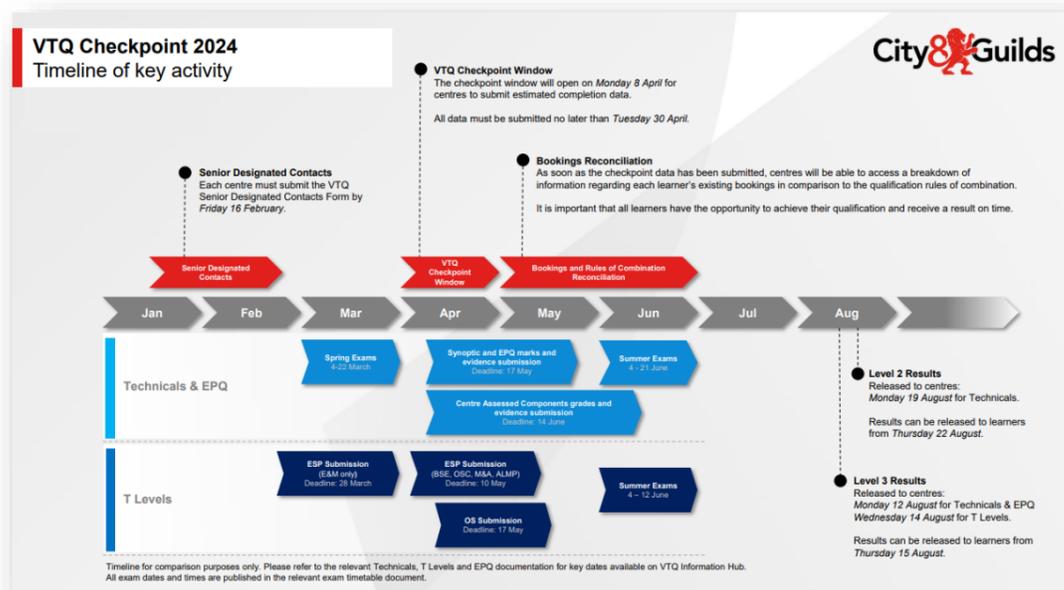
We appreciate that sometimes the same person will have multiple roles. This is fine as long as they understand their responsibilities. If this is the case, please duplicate the information in form.

Checkpoint timeline

We've updated our VTQ Timely Results page with updates on the timeline of activity this year, including information on the VTQ Checkpoint Activity.



You can view a timeline of activity by clicking on the image below, or download the timeline [here](#).



Supporting you throughout the year

To ensure you get the very best support from us this year with the VTQ Checkpoint Activity, we've set up a dedicated team with a direct email address.

✉ VTQcheckpoint@cityandguilds.com

We'll manage the following activity through this team:

- Collection of your Senior Designated Contacts
- Supporting you through the VTQ Checkpoint Activity and the collection of estimated completion data

- Contacting you regarding missing bookings to ensure every learner can complete their qualification on time

If you have any queries specific to the VTQ Checkpoint activity or any of the information about the Ofqual Timely Results plan, please get in touch.

Contact us

VTQ Checkpoint	Quality Team	Customer Support
✉ VTQcheckpoint@cityandguilds.com	☎ 0192 4930 800 ✉ technicals.quality@cityandguilds.com	☎ 0192 4930 800 ✉ customersupport@cityandguilds.com



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