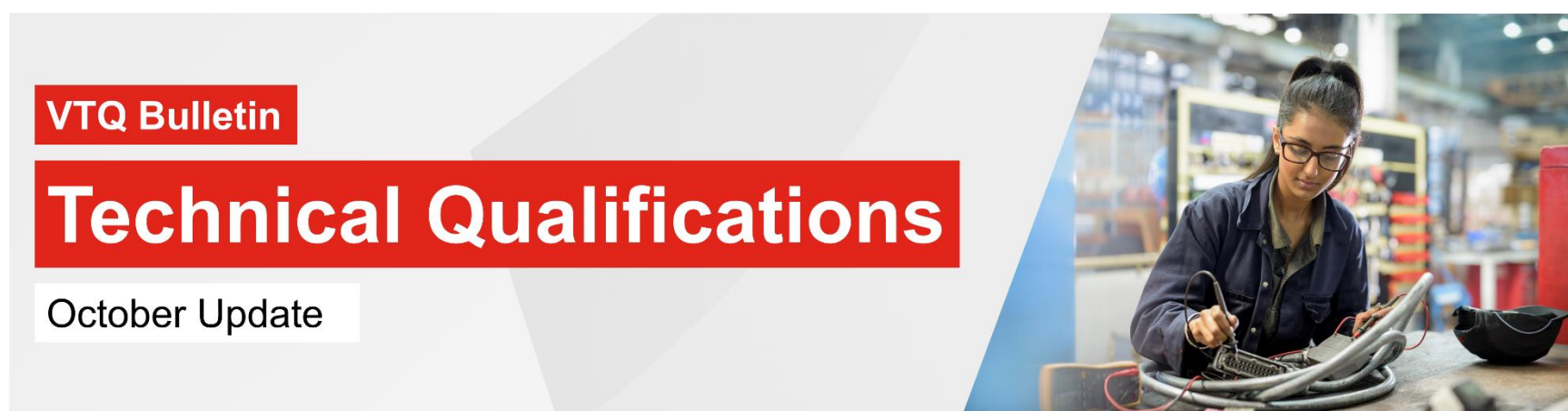


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Technical Qualifications: October Update

Dear Centre,

This update contains the following important information:

- Qualification approval window now closed
- Entries for Key Stage 4 autumn series examinations
- Standard registration window closes this month
- Window for clarification and feedback on synoptic assignments
- Additional administrative fees

Qualification approval window now closed for Technical Qualifications

We are no longer accepting qualification approval requests to deliver Technical Qualifications in 2024-2025. The deadline for submitting qualification approvals was **Friday, 04 October 2024**.

Any qualification approvals which are processed from this point onwards will be permitted to deliver the Technical Qualification from September 2025 only.

Entries for Key Stage 4 autumn series

The standard booking window for the autumn series Key Stage 4 examinations has now closed.

Entries may still be made; however late fees are now in effect.

Centres may make entries via Walled Garden until **Friday, 11 October 2024**, but any entries after this date are restricted and must be requested with our Customer Support team. These entries will incur a very late fee.

More detail regarding these late and very late fees can be found in the City & Guilds UK centre charges list on pages 7 and 8.

[City & Guilds UK centre charges list](#)



Qualification code	Qualification title	Examination	Date of exam
0170-24	Level 2 Technical Award in Land Based Studies	0170-505:	05 November 2024

		Level 2 Land Based Studies - Theory Exam	
3038-24	Level 2 Technical Award in Hair and Beauty Studies	3038-505: Level 2 Hair and Beauty Studies - Theory Exam	
6720-24	Level 2 Technical Award in Constructing and Maintaining the Built Environment	6720-505: Level 2 Constructing and Maintaining the Built Environment - Theory Exam	

Registration window closes for Technical Qualifications

The standard registration window, which is the deadline to register your students on any of our Technical Qualifications, is **Friday, 25 October 2024**.



Standard registration window closes:
Friday, 25 October 2024

Registrations may still be made after this date, however Technical Qualifications are now subject to late and very late registration fees as published in the UK Centre Charges List (updated August 2024).

Please ensure you have registered your students before this date to avoid incurring late, or very late fees.

More detail regarding these late and very late fees can be found in the City & Guilds UK centre charges list on pages 7 and 8.

[City & Guilds UK centre charges list](#)



Window for clarification and feedback on synoptic assignments

A reminder that the 2025 synoptic assignments are available to access and review from the qualification pages on our website.

Centres have a window of opportunity to request clarification regarding the content of the assignments, in relation to:

- Candidate guidance and tasks
- Tutor guidance
- Any other aspect of the assignment requiring points of clarification

This clarification window will allow centres time to plan and prepare for the assessments and obtain the resources required. Centres are required to maintain the security of all live assessment materials.

Points of clarification can be submitted until **Friday, 25 October 2024**, using the form below:

[Synoptic assignments:
points of clarification](#)



Finalised versions of the synoptic assignments will then be made available to centres from **Monday, 02 December 2024** – until this date, we may make amendments to the assignment material based on centres' feedback.

These provisional synoptic assignments **must not** be shared with students at this stage under any circumstance and are only permitted to be provided to students from **Monday, 06 January 2025**.

Additional administrative fees

It is important to draw your attention to the charges applicable to all UK City & Guilds centres and which are in effect since September 2024.

Additional administrative fees will now be charged in situations such as the late or incorrect return of exam scripts, requests for Emergency Question Papers (due to exam entries not being made), or where candidates have sat an exam without already being entered for it (a 'pirate entry').

Full information can be found on pages 9 and 10 of the document below.

[City & Guilds UK centre charges list](#)



Contact us

If you have any queries, please contact:

Customer Support

☎ 01924 930 800

✉ customersupport@cityandguilds.com



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