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## T Levels: October Update

Dear Centre,

This update contains the following important information:

- Reminder of registration windows
- Reminder of autumn series entries
- Change of date: Employer-Set Project material release (autumn series)
- Support webinar for autumn series Employer-Set Project
- Agriculture, Land Management and Production (8717): reminder of Occupational Specialism (OS) standard entry window for summer series 2025
- New for 2024: Information around additional administrative fees
- Changes to process: withdrawing learners from T Level Technical Qualifications

### Reminder of registration window

Please be reminded that the registration window for all new and existing T Level students is open until **01 November 2024**.

Please register your students within the standard registration window to avoid late fees.

More information on fees can be found on our website [here](#).

<b>01 September 2024 to 01 November 2024</b>	<b>Standard registration period</b>
<b>02 November 2024 to 23 December 2024</b>	<b>Late registration period</b>
<b>24 December 2024 to 31 July 2025</b>	<b>Very Late registration period</b>

Students must be registered for both their Core component, as well as their chosen Occupational Specialism, in the first year of study.

### Autumn series 2024: entries for Core examinations & Employer-Set Project

The standard assessment entry period for autumn series Core examinations and Employer-Set Project (ESP) has now closed.

<b>1 September 2024 to 30 September 2024</b>	<b>Standard Assessment entry period</b>
<b>01 October 2024 to 15 October 2024</b>	<b>Late Assessment entry period</b>
<b>16 October 2024 to 20 October 2024</b>	<b>Very Late Assessment entry period</b>

If you have entered students for Core exams, we are processing your requests and exam papers will be dispatched to you in November.

If you have entered students for an Employer-Set Project, the ESP material will be released to you within the [T Level Service Portal](#) later this month – please see further information in the email below regarding a change to the release date for this.

Late entries may still be made, however these are now subject to late fees. If you identify that you must enter students for these autumn series assessments, please do so as soon as possible to allow us time to process your request and ensure you receive the resources required.

More information on fees can be found on our website [here](#).

**Important:**

Please note that the autumn series is available **only** for students who were registered in the 2023-2024 academic year on T Level Technical Qualifications in Onsite Construction, Building Services Engineering, Engineering & Manufacturing, Management & Administration and Agriculture, Land Management and Production.

These students must have started the second year of their T Level Technical Qualification in September 2024.

Students who have been registered on Core T Level Technical Qualifications since September 2024 and are therefore in the first year of their T Level Technical Qualification, must **not** be entered to take autumn series assessments. Our teams will be contacting you in the coming weeks if we identify any candidates entered incorrectly in order to query these entries and to arrange for them to be cancelled.

### **Change of date: Employer-Set Project material release (autumn series)**

We have amended the date which the Employer-Set Project materials for the autumn series assessments will be made available to providers to access within the T Level Service Portal.

The date has been brought forward by a week, and all ESP material will now be available **from 21 October 2024**.

We have made this change due to national variations in half-term holidays where some providers are closed when we had initially scheduled the release of this material.

We hope that this change of date supports all providers to have sufficient time to access the material.

**Important:**

Please note that there is no change to the delivery window(s) and therefore the ESP assessment material **must not** be provided to candidates before the assessment windows start on **04 November 2024** for all autumn series ESP assessments.

### **Employer-Set Project support: Autumn Series**

As communicated in September's update, we have scheduled two webinars to take place in October, to support T Levels providers to prepare for the Employer-Set Project in the 2024 autumn series. All providers who are entering students for ESP assessments in the autumn series are encouraged to join this, and we have been actively contacting all providers with autumn series ESP bookings to encourage attendance.

The first webinar took place on Thursday 03 October 2024 – many thanks to those of you who joined this session.

If you are able to join the second webinar which is scheduled to take place tomorrow, Wednesday 09 October 2024 at 2:00pm, the link to register is below.



**ESP Support Webinar (2):**

**Wednesday 09 October 2024**

2:00pm – 3:30pm

[Register here](#)

The webinar covers aspects of the required documentation, best practice in collecting and uploading student evidence, and the resources available to you for support.

It will be of particular benefit to Exams teams who are likely to be responsible for the upload of evidence, but also for curriculum teams who capture the evidence required for Employer-Set Projects.

## Agriculture, Land Management and Production (8717): reminder of Occupational Specialism (OS) standard entry window for summer series 2025

As communicated in September's update, the assessment entry window for summer 2025 Occupational Specialism assessments is now open for providers to make entries for registered students.

Providers who are delivering the Agriculture, Land Management and Production (8717) Occupational Specialisms for the summer series in 2025 are reminded that the standard entry window closes within the month of October, which is earlier than Occupational Specialisms for other T Level Technical Qualifications – please see details of the assessment entry windows in the table below.

After this date, late fees apply. More information on fees can be found on our website [here](#).

T Level Qualification	City & Guilds Qualification number Occupational Specialism	City & Guilds Module number Occupational Specialism Assessment(s)	Summer 2025 Series Assessment Booking (Entry) Dates
Agriculture, Land Management and Production (8717)	8717-31 Crop, Woodland and Horticulture	8717-404 Ornamental and Environmental Horticulture and Landscaping	<b>Standard Assessment entry period</b> <b>01 September 2024 to 07 October 2024</b>
		8717-405 Trees and Woodland Management and Maintenance (Arboriculture)	<b>Late Assessment entry period</b> <b>08 October 2024 to 20 October 2024</b>
		8717-406 Trees and Woodland Management and Maintenance (Forestry)	<b>Very Late Assessment entry period</b> <b>21 October 2024 to 01 November 2024</b>
	8717-33 Livestock	8717-403 Livestock Production	<b>Standard Assessment entry period</b> <b>01 September 2024 to 23 October 2024</b>
	8717-32 Land Based Engineering	8717-402 Land Based Engineering	<b>Late Assessment entry period</b> <b>24 October 2024 to 11 November 2024</b>
	8717-34 Floristry	8717-401 Floristry	<b>Very Late Assessment entry period</b> <b>12 November 2024 to 29 November 2024</b>

## Additional administrative fees

As we approach the autumn series, we feel 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), where candidates have sat an exam without already being entered for it (a 'pirate entry'), or due to late submission of ESP evidence (externally marked assessments).

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

City & Guilds UK centre charges list



## Changes to process: withdrawing learners from T Level Technical Qualifications

In our previous update, we communicated the process around the withdrawal of students from T Level Technical Qualifications.

We have considered feedback from providers regarding this process and have made the decision to step away from the use of the “Withdrawal Form” available on our website. This form has now been removed.

Last academic year, we asked providers to engage with the VTQ Timely Results checkpoint activity. During this activity, providers could indicate to us which of the registered students had left the programme and needed to be withdrawn. We have now processed this data, and all students who had been submitted as ‘withdrawn’ have been processed in our system and have been marked as withdrawn on the DfE Manage T Level Results Service.

All providers will be required to complete the VTQ checkpoint activity in 2025 – we will communicate the process for this, and key dates, in the coming months.

However, we are aware that providers may not want to wait until 2025 to withdraw students from T Level programmes as you may want to claim a refund for registrations that have been made since September 2024 and now need to be cancelled.

Please see the table below for details on how to request your students to be withdrawn.

<p>My student(s) were registered <b>since September 2024</b> but have now decided not to continue with the qualification.</p> <p>I would like to cancel this registration and have the fee reimbursed.</p>	<p>Please contact our Customer Support team on the details below, <b>before 31 January 2025</b>. An advisor will cancel the registration and will process a refund.</p> <p>☎ 01924 930 800 ✉ <a href="mailto:customersupport@cityandguilds.com">customersupport@cityandguilds.com</a></p> <p>Any requests to cancel registrations after this date will not be processed and you will not receive a refund.</p>
<p>My student(s) were registered <b>in a previous academic year</b>.</p> <p>We did not previously inform you that they need to be withdrawn but would now like to update our information.</p>	<p>We do not yet need this information from you.</p> <p>From February 2025, we will require providers to engage in a VTQ checkpoint activity to manage the data regarding your registered students.</p> <p>As part of this process, you can signal to us which of your students have withdrawn from the course. We will later process that information by cancelling the students’ registrations (unless they have active bookings or are awaiting results) and will update the Department for Education with this data.</p>
<p>Similar to above, my student(s) were registered <b>in a previous academic year</b>. They have completed the Core component but have not returned to complete the Occupational Specialism.</p> <p>We would like to request a statement of achievement from the Department for Education. We did not inform you previously that they need to be withdrawn but we cannot wait until later in 2025 to update the information for these students within a VTQ checkpoint.</p>	<p>If you have any students in this situation, please send an email to us via the address below. We will require details of the student(s) affected, and we can update the students’ status on the DfE Manage T Levels results service.</p> <p>✉ <a href="mailto:centreoperations@cityandguilds.com">centreoperations@cityandguilds.com</a></p> <p>You will then be able to request the statement of achievement within the DfE Manage T Levels Results service – information can be found here: <a href="#">Request a statement of achievement</a></p>

Further information can be found within the guidance document below:

**Registrations, assessment entries (bookings) and results guide**



## Contact us

Should you have any questions regarding the content of this email, please get in touch via the contact details below.

**Customer Support**

☎ 01924 930 800

✉ [customersupport@cityandguilds.com](mailto:customersupport@cityandguilds.com)



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