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T Levels December Update

Dear Centre,

As we move into December, we would like to wish you all a very happy holiday season and provide you with some useful information around the delivery of T Levels. Within this update, you will find information regarding:

- Reminder of registration windows
- Employer-Set Project: Autumn series
- Core examinations: Autumn series
- Occupational Specialisms: reminder of assessment entry windows

Reminder of registration windows

Please be reminded that the registration window for all new and existing T Level students has closed.

We encourage all providers to review their enrolled students and ensure all registrations have been made. Students must be registered for both their Core component, as well as their chosen Occupational Specialism, in the first year of study.

Registrations which are now made will incur late fees. More information on T Level fees can be found on our website [here](#).

02 November 2024 to 23 December 2024	Late registration period
24 December 2024 to 31 July 2025	Very late registration period

Employer-Set Project: autumn series

Thank you to all providers who have promptly uploaded students' Employer-Set Project evidence to the Evidence Management area of Walled Garden, in time for the autumn series submission deadlines within November.

Marking will commence in the coming days.

There may be occasions where we must query the evidence provided in order to ensure our markers can be confident they have all evidence which is available to be marked, and our Centre Operations team will contact providers to ask for support with this. Thank you in advance for your prompt responses and assistance to resolve our requests.

Core examinations: autumn series

Some reminders for providers whose students have taken examinations in the T Level autumn series.

All completed scripts and stationery must be returned to the address specified on the return label, on the same day as the exam.

Where this is not possible, scripts must be stored securely and returned immediately the following day. You must ensure that these timelines are followed, in line with JCQ ICE requirements, and that there is no delay to this process.

The address to return written examination scripts to is:

**Storetec Services Ltd.,
C/O: City & Guilds,
Unit 4, Sidings Business Park,
Freightliner Road,
Hull,
HU3 4XA**

All returns must be made via a secure tracked delivery. You are required to obtain a tracking reference for each delivery and to keep a record of this. This reference number will be requested by our Centre Operations team should we identify any late and/or missing scripts.

As soon as your exam scripts are packaged and you have your tracking reference number, please complete our script return form to provide us with this reference number. This will allow us to track and monitor the return of your exam scripts and we won't need to contact you for this information.

The form can be easily accessed using the link below.

**Script Return Form:
provide your tracking details**



Please note that City & Guilds do not provide pre-paid envelopes or labels. It is a centre's responsibility to ensure exams are returned via recorded delivery.

Please also be reminded of the following:

- Attendance must be clearly marked on the Invigilation Certificate (IC) accordingly. If a student has not attended the exam they must be marked as "absent" on the IC.
- All returned scripts – whether these are completed scripts (with barcodes) or named multiple choice answer sheets – must have the corresponding exam register / IC included.
- Please check and make sure the barcodes are placed in the correct location on the front of examination scripts. Incorrectly placed / missing barcodes cause delays when scanning the scripts upon receipt, resulting in delays to the marking process.
- The completed exam scripts must be returned only to the address noted on the bottom of the Invigilation Certificate (IC). For T Level examinations, these must all be sent to our scanning partner Storetec (address above).
- Return address labels are provided for each assessment/unit within the delivery pack. Please ensure the correct labels are used when returning exams.
- Delays in returning completed papers will impact the marking and processing of results for learners across all centres. It is essential we receive these promptly.
- Blank / unused papers must be securely destroyed.

Occupational Specialisms: reminder of assessment entry windows

The assessment entry window for Occupational Specialism assessments taking place in summer 2025 remains open for providers to make entries for registered students on our Construction, Management and Administration, and Engineering and Manufacturing routes.

The forthcoming T Level Occupational Specialism assessment entry windows are listed below:

T Level Qualification	City & Guilds Qualification number Occupational Specialism	City & Guilds Module number Occupational Specialism Assessment(s)	Summer 2025 Series Assessment Booking (Entry) Dates
Building Services Engineering (8710)	8710-32 Electrical and Electronic Equipment engineering	8710-352 Electrical and Electronic Equipment Engineering	Late Assessment entry period 19 November 2024 to 16 December 2024
	8710-33 Electrotechnical Engineering	8710-353 Electrotechnical Engineering	
	8710-34 Gas Engineering	8710-354 Gas Engineering	
	8710-35 Heating Engineering & Ventilation	8710-355 Heating Engineering and 8710-359 Ventilation	Very Late Assessment entry period

	8710-36 Plumbing Engineering & Heating Engineering	8710-356 Plumbing Engineering and 8710-355 Heating Engineering	17 December 2024 to 10 January 2025
	8710-37 Protection Systems Engineering	8710-357 Protection Systems Engineering	
	8710-38 Air Conditioning & Refrigeration Engineering	8710-358 Refrigeration Engineering and 8710-351 Air Conditioning Engineering	
Onsite Construction (8711)	8711-35 Bricklaying	8711-305 Bricklaying	
	8711-36 Carpentry & Joinery	8711-306 Carpentry and Joinery	
	8711-37 Painting & Decorating	8711-307 Painting and Decorating	
	8711-38 Plastering	8711-308 Plastering	
Management and Administration (8715)	8715-31 Business Improvement	8715-311 Business Improvement	
	8715-32 T Team Leadership and Management	8715-312 Team Leadership and Management	
	8715-33 Business Support	8715-313 Business Support	
Maintenance, Installation and Repair for Engineering and Manufacturing (8712)	8712-31 Mechanical	8712-311 Mechanical	Standard Assessment entry period 01 September 2024 to 15 December 2024
	8712-32 Mechatronic	8712-312 Mechatronic	
	8712-33 Electrical and electronic	8712-313 Electrical and Electronic	
	8712-34 Control and instrumentation	8712-314 Control and Instrumentation	
	8712-35 Light and electric vehicles	8712-315 Light and Electric Vehicles	
Engineering, Manufacturing, Processing and Control (8713)	8713-31 Fitting and assembly technologies	8713-331 Fitting and Assembly Technologies	Late Assessment entry period 16 December 2024 to 23 January 2025
	8713-32 Machining and toolmaking technologies	8713-332 Machining and Toolmaking Technologies	
	8713-33 Composites manufacturing technologies	8713-333 Composites Manufacturing Technologies	
	8713-34 Fabrication and welding technologies	8713-334 Fabrication and Welding Technologies	
Design and Development for Engineering and Manufacturing (8714)	8714-31 Mechanical engineering	8714-321 Mechanical Engineering	Very Late Assessment entry period 24 January 2025 to 28 February 2025
	8714-32 Electrical and electronic engineering	8714-322 Electrical and Electronic Engineering	
	8714-33 Control and instrumentation engineering	8714-323 Control and Instrumentation Engineering	
	8714-34 Structural engineering	8714-324 Structural Engineering	

Contact us

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

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