



T Levels November Update

Dear Centre,

This update contains the following important information:

- Important support materials for assessment delivery
- Employer-Set Project: Assessment window now open
- Notifying us of assessment delivery issues
- Autumn series Core examinations
- Standard registration window now closed
- Updating our Quality team of staff changes
- Quality team: action plans

Important support materials for assessment delivery

The following assessment support materials are now available on the relevant qualification pages [here](#) in the 'Documents / Assessment Materials' section:

- Exam Guides for Agriculture, Land Management and Production (ALMP)
- Summer 2024 Employer-Set Project Exemplars
- Summer 2024 Grade Standard Exemplification Materials (Grade SEMs)

Exam Guides for Agriculture, Land Management and Production:

Exam Guides have been uploaded for the following list of exams to support providers and students in understanding the requirements of different types of questions that will be found in the exam papers as well as provide examples of varying student responses and hints/tips. These are an important resource in preparing students for exams.

- 8717-030 Exam Paper 1 (common across 'Agriculture, Land-Management and Production' and 'Animal Care and Management')
- 8717-031 Exam Paper 2 (Crop, Woodland and Horticulture)
- 8717-032 Exam Paper 2 (Land-based Engineering)
- 8717-033 Exam Paper 2 (Livestock)

The above are in addition to Exam Guides already available for the below:

- 8710 Building Services Engineering in Construction
- 8711 Onsite Construction
- 8715 Management and Administration
- 8730 Engineering and Manufacturing

*Animal and Care Management Exam Paper 2 Exam Guides will be published following the summer 2025 assessment series (first series) as they will contain examples of student responses.

Summer 2024 Employer-Set Project Exemplars:

Examples of summer 2024 Employer-Set Project (ESP) student evidence at (or slightly above) the 'E' and 'A' grade boundaries is now available where there was take-up and student evidence available. These demonstrate the minimum standard required in summer 2024 to achieve the 'E' and 'A' grades for each ESP. It is important to note that some generosity was applied as these are new qualifications, this generosity will reduce over time.

Summer 2024 Grade Standard Exemplification Materials (Grade SEMs):

Student evidence from summer 2024 Occupational Specialisms (OS) at (or slightly above) the 'Pass' and 'Distinction' grade boundaries is now available where there was take-up and student evidence available. These demonstrate the minimum standard required in summer 2024 to achieve the 'Pass' and 'Distinction' grades for each OS which were validated by employers. It is important to note that some generosity was applied as these are new qualifications, this generosity will reduce over time.

Employer-Set Project: Assessment window now open

Dates of assessment window and submission deadline.

| T Level Technical Qualification | Dates | Detail |
|---|--------------------------------------|-----------------------------------|
| T Level Technical Qualification in Maintenance, Installation and Repair for Engineering and Manufacturing (8730) | 04 November 2024 to 22 November 2024 | ESP: assessment window |
| T Level Technical Qualification in Engineering, Manufacturing, Processing and Control (8730) | 22 November 2024 | ESP: evidence submission deadline |
| T Level Technical Qualification in Design and Development for Engineering and Manufacturing (8730) | | |
| T Level Technical Qualification in Agriculture, Land Management and Production (8717) | | |
| T Level Technical Qualification in Building Services Engineering for Construction (8710) | 04 November 2024 to 29 November 2024 | ESP: assessment window |
| T Level Technical Qualification in Onsite Construction (8711) | 29 November 2024 | ESP: evidence submission deadline |
| T Level Technical Qualification in Management and Administration (8715) | | |

All student evidence for the above assessments must be submitted via "Evidence Management" within Walled Garden.

A support webinar was delivered in October 2024 to support providers with the required documentation for these assessments, best practice around collecting and uploading evidence for marking.

We strongly advise all providers who are delivering Employer-Set Project assessments to watch the recording of this webinar as this may help avoid common issues experienced in previous series around capturing of evidence.

**T Levels Employer-Set Project (ESP)
Autumn 2024**



Providers who submit evidence for the Employer-Set Project after the deadlines detailed above will incur additional administrative

fees.

Full information can be found within the document below.

City & Guilds UK centre charges list 

Notifying us of assessment delivery issues

The following notification form must be submitted to City & Guilds where providers identify issues with the delivery or timely submission of Employer-Set Project assessments:

Notification of delivery issues 

This form is to notify us of any delivery issues, including:

- requesting an extension to the submission deadline,
- where there is an issue with the delivery of an assessment, or
- other exceptions where you need to inform City & Guilds.

Please prepare to supply enrolment numbers (ENRs) and assessment information of all affected students within this form.

Autumn series Core examinations

Providers with entries on the T Level autumn series Core examinations will soon begin to receive the examination material, despatched via our Parcelforce couriers.

Dates and times of these examinations can be found within the Walled Garden catalogue, or within the key dates schedules on the [T Level Resource Hub](#).

Upon receipt of this exam material, please ensure you continue to follow the [JCQ Instructions for Conducting Examinations guidance](#) for keeping question papers and other examination materials secure. There are important instructions around the procedures you must follow for the signing in, and secure movement of examination materials once they arrive at your centre.

There is a wide range of videos, FAQs and infographics available to support Exam Officers on the JCQ website, which we encourage providers to access ahead of the exam series.

JCQ Support for Exam Officers 

Our Exams Support Hub is a useful resource for providers to access information for Exams Officers and teams. Here you will find all the essential information you will need at every stage of the exam and assessment cycle, from key dates and registering students, to conducting exams, returning papers, and results support. You will also be able to view a recording of our webinar on Exam Guidance for Dated Entry examinations and the slides for this, which can be shared as a training tool for new members of Exams teams.

City & Guilds Exams Support Hub 

Standard registration window now closed

The registration window for all new and existing T Level students is now 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 made from this point forward will, however, 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

Updating our Quality team: provider update process

As part of our ongoing quality assurance monitoring, centres are required to confirm where changes have occurred that may impact your approval eligibility or ability to deliver a T Level.

If you have new staff members join your delivery team, team members leave or change roles and/or changes to your physical resources (including additional delivery sites) T Levels centres must submit details of the update through our online Centre Update form linked below within 10 days of the change.

T Level Centre Update



Support and Action Plans

Updated 2024/25 support and action plans are now available within 'Support Plans and Reports' on the T Level Service Portal. Support plans are issued to all providers who are delivering their first year of the Core or Occupational Specialism for each T Level.

For providers with a dedicated action plan, a member of Quality team will be contacting the relevant administration staff, delivery and curriculum teams and T Level leads throughout the upcoming year to support with your preparedness to deliver.

Please contact your T Level lead if you do not have access to the T Level Service Portal.

Moderation Portal Primary User

Primary users for the Moderation Portal will be changed to the Senior Designated Exams Officer Contact (SDEOC) as submitted through our VTQ Delivery of Results process.

Where this is not currently the primary user they will be updated on w/c 02 December 2024. Please ensure you have updated your Senior Designated Exams Officer Contact through the link below.

VTQ Senior Designated
Contacts Form



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



