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KS4 Technical Awards

Important information regarding the Terminal Rule and cash in, to ensure your students are certificated



KS4 Technical Awards: Important Update

Dear Centre,

This is an important communication that should be shared with relevant centre staff regarding the delivery of the following KS4 Technical Awards with City & Guilds:

Code	Qualification
6720-24	City & Guilds Level 2 Technical Award in Constructing and Maintaining the Built Environment
0170-24	City & Guilds Level 2 Technical Award in Land Based Studies
3038-24	City & Guilds Level 2 Technical Award in Hair and Beauty Studies

Terminal Rule

The Terminal Rule applies for City & Guilds Key Stage 4 Technical Awards, as it does for all awarding organisations.

The Terminal Rule means that:

- Students must take the theory exam in the series in which they certificate.
- Only the result for the theory exam taken in the series in which they certificate can contribute to the overall qualification result.
- If a student takes the theory exam in a series before they certificate, those results cannot contribute to the qualification result, even if they got a higher grade in the previous sitting.
- For school performance table points, it is always the first qualification result which counts, irrespective of whether a student re-certificates in the same qualification at a later date.

Please ensure all centre staff have read and understood the Terminal Rule guidance document below:

[Terminal Rule guidance](#)

Ofqual's guide for schools and colleges provides information on the Terminal Rule which applies to our KS4 Technical Awards. You can access this guidance by clicking on the link below.

[Ofqual guidance](#)

We've also produced a bitesize video to support you in understanding the Terminal Rule and the cash-in process. This can be accessed using the link below.

[Key Stage 4 Technical Awards - The Terminal Rule and 'cashing in' qualification results](#)



Cash in approach (for certification)

Where a student intends to claim their qualification, and as long as the Terminal Rule has been applied correctly, centres must inform City & Guilds they wish to claim the certification. This is often referred to as 'electing to cash in', simply 'cash in' or 'claim'.

To make this process as simple as possible for centres, we use the VTQ Checkpoint data for summer series as the cash in.

For example, if a student wants to claim certification for a Technical Award in August 2025, you must mark the student as 'Yes' (due to complete) in the VTQ Checkpoint submission as part of checkpoint 2 (24 March to 11 April). This avoids centres having to make a separate claim in Walled Garden.

When completing the checkpoint submission for any of the KS4 Technical Awards, you must provide an outcome for each student as follows:

Checkpoint code		Cash in?	Detailed description
Y	Yes	Yes – cash in has been elected, so a qualification result will be issued	The student is due to complete the qualification in full in the current academic year, expecting a qualification result in August 2025.
N	No	No – cash in has not been elected, so a qualification result will not be issued	The student is not due to complete in the current academic year (i.e. they are in the first year of a two-year programme of study or the qualification is being delivered over multiple years).
W	Withdrawn	N/A	The student has completely withdrawn from the programme of study and will be withdrawn on City & Guilds' system.
R	Retake	Yes – cash in has been elected, so a new qualification result will be issued	<p>The student has previously been certificated on the qualification and is retaking one or more assessments in order to improve their qualification grade.</p> <p>Note however, for school performance table points, it is always the first qualification result which counts, irrespective of whether a student re-certificates in the same qualification at a later date.</p> <p>Please refer to section 3.3.2 of the Terminal Rule Guidance for full details.</p>

Centres should note that where the cash in is elected, this will result in a qualification result being issued, even where the student is absent for an exam or if no mark or student work is submitted for moderation of the synoptic assignment (WNS).

Important note:

If your students have completed their examinations in their final assessment series (thereby meeting the Terminal Rule) but you do not cash in on their qualification result, the certification will be suppressed. The students' results will be published as 'X – No Result' in Walled Garden.

It is therefore essential to ensure the cash in is claimed to prevent the suppression of a student's certification if this is not the intended outcome, and to ensure a qualification result is provided.

Action required to confirm cash in claims

The term-time checkpoints are designed to ensure City & Guilds understands which students are expecting a qualification result in August 2025 through the submission of certification intention data.

For City & Guilds KS4 Technical Awards the checkpoint also acts as the cash in for the qualification, as described above.

The next checkpoint window will open on **Monday, 24 March 2025**. You won't need to re-enter the checkpoint data as it will be populated from window one, however this is an opportunity for you to check and amend your data submission, making any amendments and resubmitting the data to us no later than **Friday, 11 April 2025**.

A qualification result will only be processed and published where a student has been marked as 'Yes' (due to complete) within the checkpoint data – this will signal to City & Guilds that the centres has elected to cash in .

Our Centre Operations team will be monitoring re-submissions to ensure everything is completed. If we identify anything of concern, we will be in touch.

Head of Centre Declaration

For centres delivering the KS4 Technical Awards we require the Head of Centre to complete a declaration confirming that they have read and understood the Terminal Rule, the rules for 'cash in', and the requirements around the VTQ Delivery of Results.

Please read the information in the form carefully.

What action do you need to take?

The Head of Centre must ensure all their team understands the Terminal Rule, and the cash in process. Teams must also understand the implication of submitting the incorrect data, such as electing to cash in when this was not intended, or the reverse – failing to cash in on a qualification result when it was expected.

Who should complete the declaration?

Only the Head of Centre can complete the form. They may however delegate the responsibility to someone with suitable authority to act on their behalf, such as a Head of Department, Curriculum Manager etc. It cannot be completed by Assessors, IQAs, Exam Officers etc. Please note we check responses against the contacts you have provided through the contact management area within Walled Garden.

When should the declaration be completed?

The declaration should be completed once the Head of Centre has received confirmation from their team that the second term-time checkpoint data has been submitted to City & Guilds. Declarations submitted before the data has been confirmed will not be accepted.

The Head of Centre should complete the declaration form via the link below:

[Centre Declaration Form](#)



Contact us

If you have any questions regarding the information provided within this email, please get in touch with our support team using the contact details provided below.

Centre Operations

☎ 0300 303 53 52

✉ centreoperations@cityandguilds.com

Lines open: Monday to Friday, 8:30 am to 5:00 pm GMT

