



VTQ Bulletin

Delivery of VTQ results for 2024 and beyond



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Dear Centre,

Ofqual has issued guidance to all Awarding Organisations and centres that offer vocational and technical qualifications (VTQs) on the actions required to ensure the timely delivery of results in 2024 and beyond. Further information can be found on the [Ofqual website](#).

City & Guilds can confirm that we will undertake a term-time checkpoint between the Spring and Summer exam series for Technicals and before the summer series for T Levels. The Extended Project Qualification (EPQ) will be included in the checkpoint activity.

The single checkpoint is designed to ensure City & Guilds understands which learners are expecting a qualification result (Technical / EPQ) or component result (T Levels) in August 2024 through the submission of 'estimated completion data'. This will ensure learners receive their results when they need them.

Improving our approach in 2024

We have launched an updated [VTQ Information Hub](#) on our website which includes all the latest information for T Levels, Technicals and EPQ, helping to support the delivery of on-time VTQ results.

VTQ Information Hub



We recognise we need to improve how we communicate with centres with VTQ news and information, as well as how we correspond with centres on the collection of VTQ contacts and the submission of the estimated completion data.

In 2024 we will be making several improvements and commitments to you:

- Separation of the checkpoint activity to a dedicated team via VTQcheckpoint@cityandguilds.com.
- A streamlined single checkpoint window between the main exam series and after the Easter break to reduce the administrative burden on centres.
- Broadening the qualifications in scope so we can work together to track more learners through to completion (see qualification in scope).
- Improved support in the run up to the checkpoint in 2024 for exams officers and administrative staff.
- We have previously directed the majority of our communications regarding T Levels, Technical Qualifications and EPQ via the Technicals.Quality@cityandguilds.com email address. We will start the consolidation of all VTQ communications for T Levels, Technicals and EPQ and information for these qualifications in the form of bulletins from a dedicated email address in early 2024. This will ensure the quality team email address is maintained primarily for quality and operational queries.
- Improving the timing, frequency and tone of our communications to you.

Qualifications in scope

These arrangements will apply to the following City & Guilds Level 2 and Level 3 VTQs which can be used for progression.

Qualification group
T Level Technical Qualifications (TQs)
KS4 Level 2 Technical Awards
KS5 Level 2 Technical Certificates
KS5 Level 3 Technical Qualifications
Extended Project Qualification

A full list of the qualifications in scope for 2024 can be found on our website. Whilst we offer other Level 3, Level 1/2 and Level 2 VTQs these are not normally used for progression and are therefore not in scope of the checkpoint activity.

[List of qualifications in scope](#)



Please note that for T Level Technical Qualifications we do not issue a qualification certificate. The checkpoint activity for T Levels will require centres to submit estimated completion data separately at component level, for the core component and the occupational specialism.

Checkpoint timeline in 2024

We will carry out the checkpoint activity with centres between **Monday 08 April to Tuesday 30 April 2024**.

Centres will receive access to learner registration data on Monday 08 April, and must ensure that all 'estimated completion data' is submitted, and the centre declaration completed by close of play Tuesday 30 April.

We recognise that the checkpoint is scheduled close to the end of the Easter break. However, we want to ensure it does not clash with other busy periods for you around exams in March, or management and submission of marks and evidence in May.

The checkpoint window allows for at least 12 working days for most centres (post Easter break) to submit data.

Results dates

A list of key results dates for centres and learners for our Technicals, T Levels and Extended Project Qualification is available on our website:

[VTQ Results dates](#)



Senior Designated Contacts

All Awarding Organisations are required to collect and keep up to date Senior Designated Contact (SDC) details from each centre. This person must have the authority to access information and progress decisions swiftly.

City & Guilds will use the SDC as an escalation point for all matters including those relating to the collection of estimated completion data as part of the checkpoint activity.

In line with GDPR and Ofqual requirements on SDCs, we are destroying previously collected SDC data. We will therefore undertake a refresh of all contact details for centres delivering T Levels, Technicals and the Extended Project Qualifications from January. This will include the collection of the Senior Designated Contact, and the Senior Exams Officer for each centre in 2024.

Further details on how to submit your contacts will be communicated to you week commencing **Monday 08 January 2024**.

How to submit the data

We are currently working to improve the way centres will submit the estimated completion data for all learners in 2024. We will communicate more details on the forthcoming process in February.

In preparation for the checkpoint activity, it is essential that all centres ensure learners are registered on the qualification (if not already) and that all required bookings are made in Walled Garden.

Submitting accurate estimated completion data

All centres must ensure they submitted accurate information on which learners are expecting a qualification result and those who are applying to UCAS.

We are committed to ensuring all learners can complete their qualifications. We will use this data to carry out further checks ensuring centres have made all relevant bookings for assessment components, particularly for learners that are progressing to higher education or employment.

It is essential that centres start to maintain an accurate picture of all learners currently enrolled on the qualifications in scope so that their progress can be tracked and are ready to submit the data in full to City & Guilds in April.

Heads of Centre are responsible for ensuring their centre has made the relevant registrations, assessment entries and submit all required information to City & Guilds on time.

Failure to complete the checkpoint

Failure to meet the term-time checkpoint activity, or submitting incomplete or inaccurate estimated completion data may adversely affect a learner's result, and as such their progression to higher education or employment.

Any instance where a centre fails to submit all required data or does not respond to information requests will constitute maladministration and will be referred to the City & Guilds compliance team. It is our hope however that all centres will actively engage in the checkpoint activity during 2024 to avoid any such instance.

We recognise the work required to ensure the timely delivery of results in 2024 and appreciate your ongoing commitment and support.

Withdrawn learners

As part of the checkpoint activity last year, we also asked centres to indicate where a learner had been withdrawn from the programme of study.

This will form part of the checkpoint activity again in 2024 and beyond. However, we will be introducing an additional step to process the withdrawal at the end of the academic year. Any learner marked as withdrawn as part of the checkpoint activity in the current academic year will then cease to be actively enrolled (have an active registration) on the qualification as of 01 September in the next academic year.

Learners will need to be re-registered on the qualification if they return to the programme of study in the future. For T Levels the learner withdrawal can be completed at core and occupational specialism component level.

Further details will be shared in the new year as we approach the checkpoint window.



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