City & Guilds

2024
VTQ Checkpoint

Webinar to support centres with the City & Guilds checkpoint data submission

Wednesday 17 April 2024

Webinar hosts

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Background to VTQ Timely Results

Ofqual VTQ Timely Results

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

The City & Guilds qualifications in scope for this activity are T Levels, Technicals and EPQ.
A full list of the qualifications is published on our website within the VTQ Information Hub.

A term-time checkpoint will take place between the Spring and Summer exam series for Technicals, and before the summer series for T Levels.

The single checkpoint is designed to ensure City & Guilds understands which learners are expecting a qualification result (for Technicals or EPQ) or a component result (for T Levels) in August 2024 through the submission of VTQ completion data. We will work with the information you submit to ensure that all learners due to complete in this academic year will have timely results in August.

We have developed new functionality in Walled Garden which enables you to submit this VTQ checkpoint completion data to us directly.
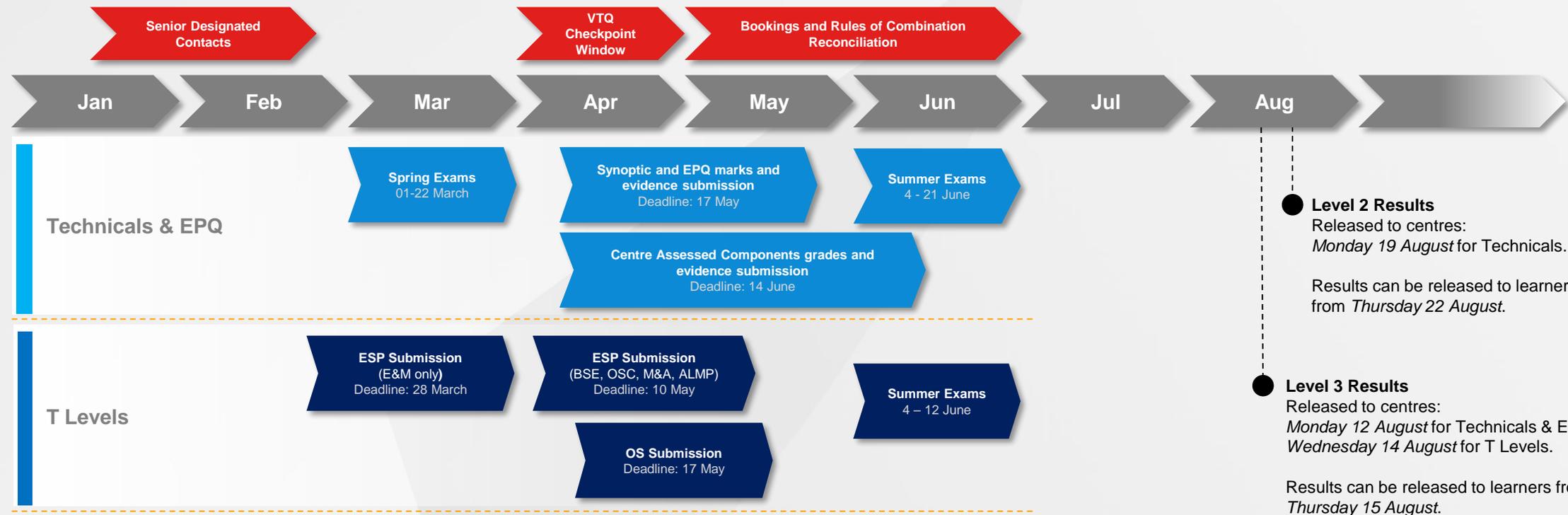
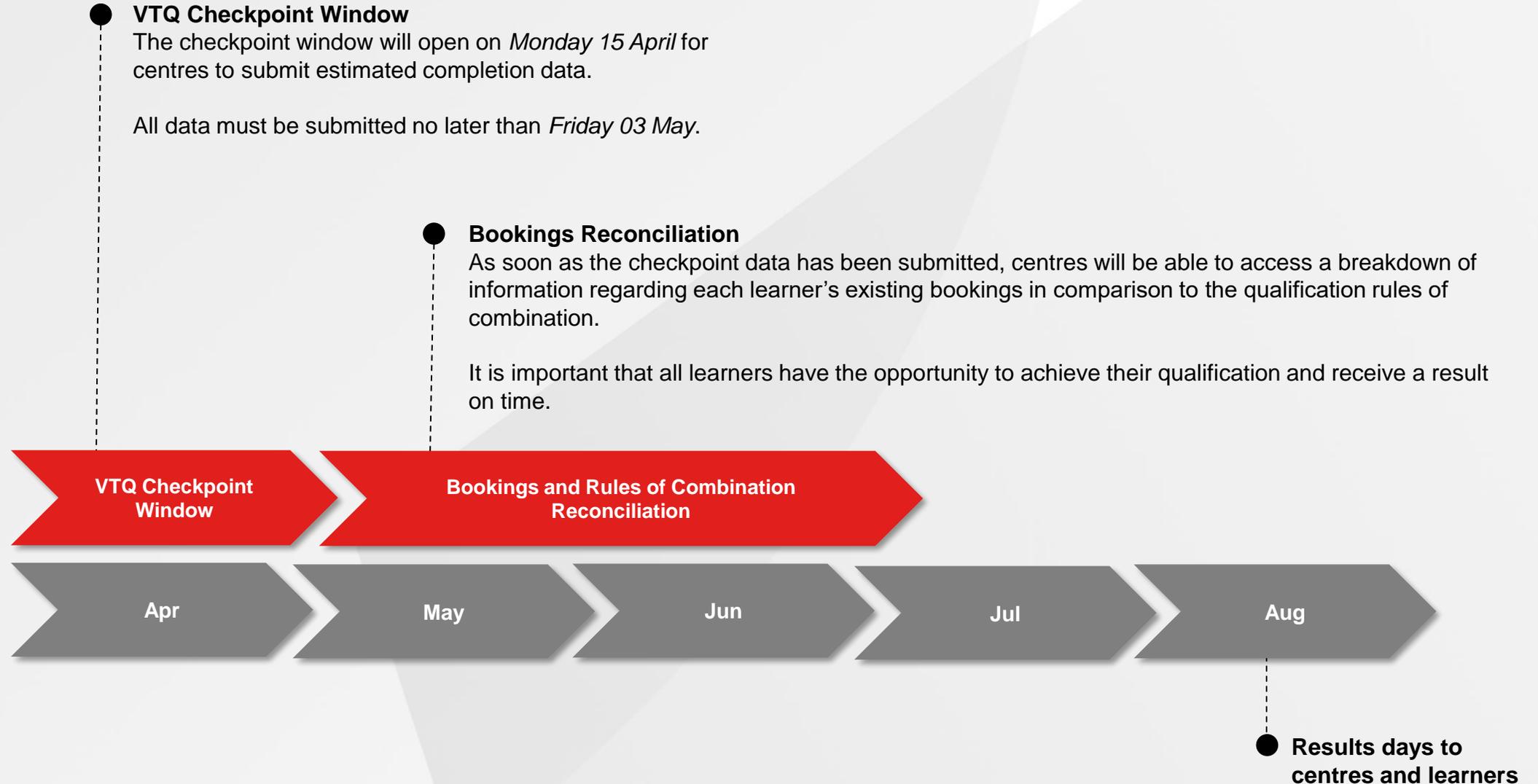# VTQ Checkpoint Timeline

VTQ Checkpoint 2024
Timeline of key activity

City&Guilds

Senior Designated Contacts

VTQ Checkpoint Window

Bookings and Rules of Combination Reconciliation

| Jan | Feb | Mar | Apr | May | Jun | Jul | Aug |

Technicals & EPQ

Spring Exams
01-22 March

Synoptic and EPQ marks and evidence submission
Deadline: 17 May

Summer Exams
4 - 21 June

Centre Assessed Components grades and evidence submission
Deadline: 14 June

T Levels

ESP Submission
(E&M only)
Deadline: 28 March

ESP Submission
(BSE, OSC, M&A, ALMP)
Deadline: 10 May

Summer Exams
4 – 12 June

OS Submission
Deadline: 17 May

Level 2 Results
Released to centres:
Monday 19 August for Technicals.

Results can be released to learners from *Thursday 22 August*.

Level 3 Results
Released to centres:
Monday 12 August for Technicals & EPQ
Wednesday 14 August for T Levels.

Results can be released to learners from *Thursday 15 August*.

Timeline for comparison purposes only. Please refer to the relevant Technicals, T Levels and EPQ documentation for key dates available on VTQ Information Hub.
All exam dates and times are published in the relevant exam timetable document.

VTQ Checkpoint 2024
Timeline of key activity

City&Guilds

VTQ Checkpoint Window
The checkpoint window will open on *Monday 15 April* for centres to submit estimated completion data.

All data must be submitted no later than *Friday 03 May*.

Bookings Reconciliation
As soon as the checkpoint data has been submitted, centres will be able to access a breakdown of information regarding each learner's existing bookings in comparison to the qualification rules of combination.

It is important that all learners have the opportunity to achieve their qualification and receive a result on time.

VTQ Checkpoint Window

Bookings and Rules of Combination Reconciliation

Apr   **May**   **Jun**   **Jul**   **Aug**

Results days to centres and learners

VTQ Information Hubs for 2024

City & Guilds VTQ Information Hub

Our VTQ Information Hub is the single place to find all information relating to VTQ timely results for 2024.

What's on the page:

- All our VTQ communications and bulletins for Technicals, T Levels and the VTQ Checkpoint.

- Contact update forms including the Senior Designated Contact (SDC) form.

- The VTQ Timely Results page where you'll find everything you need to know about the checkpoint activity including the user guidance and qualifications in scope.

- Key submission dates and results dates.

- Information for students and parents.

- Links to the T Levels and Technicals Resource Hubs.

- Links to the Exam Support Hub for exams officers.

Ofqual VTQ Hub

Direct links:

https://www.gov.uk/guidance/vtq-information-hub-2023-to-2024-key-dates-and-deadlines

https://www.gov.uk/government/publications/delivery-of-vtq-results-for-2024-and-beyond/delivery-of-vtq-results-for-2024-and-beyond

Ofqual also has a VTQ Information Hub that consolidates all the relevant information from across all Vocational Awarding Organisations.

Roles and responsibilities

VTQ Senior Designated Contacts
Key roles and responsibilities

City&Guilds

Senior Designated Contact

This person must have the authority to access all information and progress decisions swiftly throughout the academic year for all matters relating to the delivery of qualifications in scope of Ofqual's VTQ Timely Results.

They must hold a senior position within the centre, such as a Senior Leadership Team (SLT) representative with responsibility for qualifications delivery or a Deputy Head / Vice Principal.

All escalations will be made to this person for any issues that arise during the academic year.

They will take overall accountability to ensure;

- All estimated completion data is submitted accurately by the published deadline as part of the VTQ Checkpoint.
- That all relevant assessment marks, grades and evidence are submitted to us no later than the published deadline.
- Every student has marks / grades submitted to enable them the opportunity to complete their qualification (i.e. the Rules of Combination are met).

Senior Designed Exam Office Contact

Each centre must allocate **one** Senior Designated Exam Office Contact.

This person must be the most senior contact within the centre's exam office and will take overall responsibility for ensuring the timely completion of the VTQ Checkpoint Activity and ensure that;

- Registrations and all applicable assessment entries are made in Walled Garden for each learner by the published deadline.
- Student registration and booking data are accurate and up to date throughout the academic year.
- No duplicate bookings are made for the same assessment, or bookings for assessments that are not required.
- All students have a single enrolment number, and that any discrepancies (i.e. a student enrolment merge is required) are resolved prior to results being issued.
- All students undertaking an exam have the relevant booking, prior to sitting the exam.
- Exams are administered correctly to JCQ ICE requirements, and that all paper scripts are securely packaged and returned to the correct address on time and via recorded delivery.

Qualification Leads

Each centre should allocate an overall Qualification Lead for each of the qualification groups in the scope of the Ofqual VTQ Timely Results.

Qualification leads are who we will communicate with regarding T Levels, Technical Qualifications and/or Extended Project Qualification (EPQ). Each person has overarching responsibility for the delivery of the qualifications in each group.

Quality Nominee

Each centre must allocate **one** Quality Nominee.

The Quality Nominee is the point of contact for your centre for all quality assurance matters. They will be involved in monitoring and supporting quality assurance for T Levels, Technicals and the Extended Project Qualification (EPQ) at your centre.

Submitting the Checkpoint data

VTQ Timely Results: Walled Garden User Guide

City & Guilds

VTQ Timely Results

Guidance for centres on the VTQ Checkpoint data submission and bookings reconciliation processes

Version 1.0, April 2024
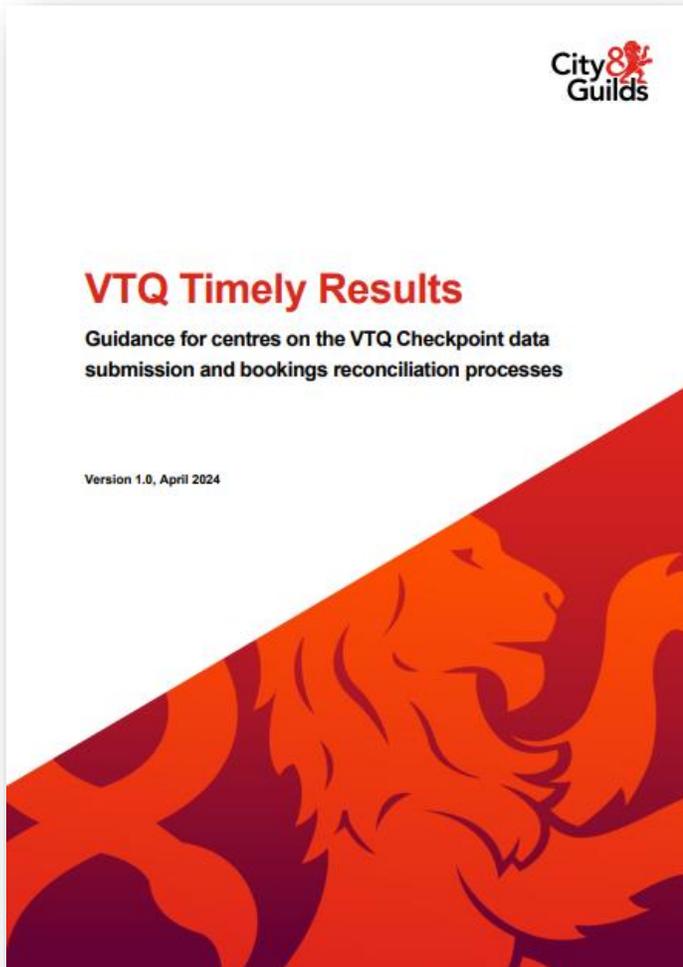
- We've created a comprehensive guide for our centres, supporting you with how to submit the checkpoint data as part of the VTQ Timely Results Process. You can find this on our VTQ Information Hub.

- The guide takes you through step-by-step how to locate your qualifications and learners in Walled Garden, how to enter your data and how to submit this.

- Extra functionality is provided for you to download your learner data, complete this offline and then upload it back into the portal.

- We also show you if the data you've submitted meets the required Rules of Combination (RoC) based on assessment bookings for each learner.

Entering your Checkpoint data

You can submit your Checkpoint data via new functionality within Walled Garden, within the Data Services section:
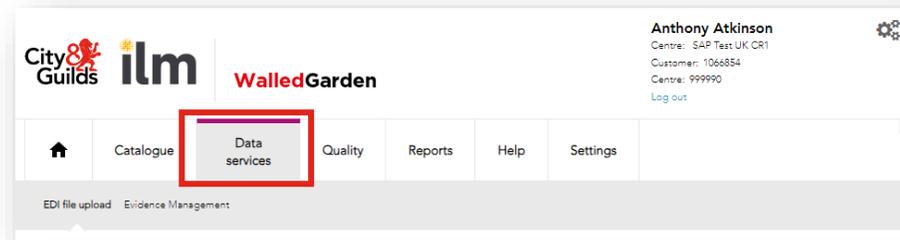
Then, by selecting "**Submit VTQ Checkpoint Data**" and choosing the necessary VTQ qualification(s) for your centre, you will be presented with a table of candidates for which Checkpoint data is required.

Overview of the checkpoint table

The top section provides an overview of the qualification selected and the valid grades.

The table below shows the number of active registrations that you need to provide data for and the submission status. As you work through the candidates and save the data, the number of candidates for each response type will update.

You can download the data into a .csv file which can then be completed offline using Excel.

Once you've completed the file, you can then upload the file to populate the responses in the Walled Garden table ready to submit.

Qualifications you are approved for will appear in the drop-down menu.

You can use the additional filters to include previously certificated learners (so you can enter data for candidates retaking the qualification) and an additional filter to view candidates who do not meet the rules of combination based on current assessment entries and/or results. This information will be visible within 24 hours for any candidate who is submitted as being due to complete (Y) or a re-take candidate (R).

The candidate table displays the list of candidates with an active registration. Previous certification will show blank, unless you opt to include these learners using the search filter. You only need to do this where you need to add in any learner who has previously been certificated and is retaking the qualification to improve their grade.

For each candidate you have to provide 'completion data'. Where you enter a candidate as Y (Yes – due to complete this year) or R (retake) you will also need to enter predicted grade and any progression indicator.

Walled Garden demonstration

We'll provide a detailed step-by-step demonstration on how to use the new functionality in Walled Garden at the end of this webinar.

The demo will cover:

- Locating the Checkpoint submission functionality
- How to search for your centre data
- Columns listed and why this data is required
- Previously certificated learners
- How to download your data
- How to upload your data
- How to submit your data
- ROC (Rules of Combination)
- Common errors and fixes

Bookings reconciliation process

Bookings reconciliation process

Once you have submitted your VTQ Checkpoint data for a programme of study, you need to complete the final step: the bookings reconciliation process.

Reconciliation process

Improvements on previous years' activities

In previous years we completed this with you directly through a series of emails, querying where we believed your candidates did not have all the required assessment bookings (entries) to achieve their qualification.

This year, we've built this into the Checkpoint activity, so you yourself will be able to carry out this reconciliation process quickly and efficiently via data displayed to you on Walled Garden.

Candidate data secure within Walled Garden

Follow-up support

But don't worry, we'll also be reviewing this data, contacting you regarding any discrepancies to ensure all learners who are expected to achieve a qualification result, will have the opportunity to do so.

Bookings reconciliation process

- An option is available to select only your candidates who will not be able to meet the rules of combination for their registered qualification.

- If this applies to any of your learners, further detail is provided to help you identify why the candidate will not meet the rules of combination and will not have the opportunity to be certificated in the current academic year to achieve their full qualification certificate.

Bookings reconciliation process

▪ By clicking on the RoC analysis icon, our portal will display an additional section under the candidate record, setting out the bookings and rules of combination reconciliation.

▪ Based on the current assessment bookings and/or results for the learner, the system will attempt to determine the qualification details for the candidate.

▪ Where you can see the **Determined pathway**, the system will identify the number of bookings the candidate has, and subsequently work out the qualification pathway.

▪ Under the **Missing unit(s)** line, you will see which units that have been identified as potentially missing or incomplete for this candidate.

Bookings reconciliation process

We encourage you to utilise our VTQ Timely Results centre guidance and review the examples we have provided for this reconciliation activity.

Help and support

VTQcheckpoint@cityandguilds.com

01924 206777
Lines open Monday to Friday 08.30 – 17.00

Walled Garden
VTQ Checkpoint demo

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