

VTQ Timely Results

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

Version 1.3, April 2024



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Section 1 | Information for centres

Information for centres

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](#).

The full list of City & Guilds qualifications in scope can be found [here](#).

City & Guilds will undertake a term-time checkpoint between the Spring and Summer exam series for Technicals and before each series for T Levels. The Extended Project Qualification (EPQ) will also be included.

The single checkpoint is designed to ensure City & Guilds understands which learners are expecting a qualification result (Technicals / EPQ) or component result (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. Please note that we may need to increase the number of checkpoints to two in future academic years.

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


Key features:

- All registered learners will be pre-populated in a table for you to input your completion data for each qualification.
- You will only see qualifications you are approved for where you have registered learners, so it is really clear what data needs to be provided.
- For each learner you'll be required to submit completion data, predicted grade and any progression indicator (i.e. where the learner is reliant on their qualification to progress to university or employment).
- You can download your learner data to a .csv file (which can be edited in Excel) to complete offline and then upload for submission.
- The system enables you to display previously certificated learners who you need to enter as resitting the qualification in order to improve their grade.
- Once you've submitted your checkpoint data for a qualification, our system will, overnight, review each learners data to see if they meet the rules of combination based on current assessment bookings. We refer to this as the Bookings and Rules of Combination (RoC) Reconciliation Process. You'll be able to run the report again the following day to identify those learners who do not currently meet the rules of combination for the qualification and where you might have missed bookings/entries.

Contact us

We've set up a dedicated Operations team to support you this year. You can contact us at any point if you need support with the VTQ Checkpoint process. The team will also work with you to ensure all learners have the required assessment bookings once you've submitted your checkpoint data, to ensure learners who are identified as due to complete this academic year receive their results on time.

VTQ Operations team

 01924 206 777

 VTQcheckpoint@cityandguilds.com

Lines are open Monday to Friday 08.30 to 17.00 GMT excluding bank holidays.

Timeline

The VTQ Checkpoint window runs from **Monday 15 April 2024** to **Friday 03 May 2024**.

All centres must have completed the data submission in full by the deadline for all applicable qualifications.

A detailed timeline can be found on our website [here](#).

Submitting accurate estimated completion data

All centres must ensure they submit accurate information on which learners are expecting a qualification result and identify those who are reliant on their qualification result for progression, such as those applying to University, Employment etc.

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

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

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

Withdrawn candidates

As part of the checkpoint activity we are also asking centres to indicate where a learner has been withdrawn from the programme of study.

This will now form part of the checkpoint activity every year.

Any learner marked as **Withdrawn (W)** 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.

Noncompliance

Failure to meet the requirements of the checkpoint activity, or submitting incomplete or inaccurate 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.

It is the responsibility of the Head of Centre, the Senior Designated Contact and the contacts listed within the SDC form to ensure requests made by City & Guilds are responded to / actioned as required.

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

Accessing Walled Garden

You will need the appropriate Walled Garden access to submit the data for the VTQ Checkpoint.

All City & Guilds' centres have access to Walled Garden, however the access arrangements within each centre will differ according to your structure and who sets up your accounts.

Only a **Primary User** or a **Secondary User** can submit VTQ completion data on Walled Garden.

Accounts which are set as **Finance User**, **Read Only User** or **Tutor User** will not be able to access the new functionality.

If you do not have the correct permissions or do not have access to Walled Garden, you will need to request this from your centre's primary account holder. City & Guilds can't set up accounts for you.

For further information on Walled Garden please click [here](#). Alternatively, you may find this short [video](#) helpful, or contact our Centre Support team.

Section 2 | Overview of the Walled Garden VTQ Checkpoint functionality

Search

Define the report by using the search criteria below. The fields may change depending upon the selections made. Click Search to continue.

I want to: Submit VTQ Checkpoint Data

which * belongs to centre: 999990

for qualification (eg.0172-32): 0173-37 Level 3 Advanced Technics

Include previously certificated learners

Only show candidates where RoC cannot be achieved

* denotes mandatory field

Search

Submit VTQ Checkpoint Completion Data

Qualification	Qualification title	Valid grades	Academic year
0173-37	Level 3 Advanced Technical Extended Dipl	DDSMPTU	0000

Active registrations	Outstanding	Yes (Y)	No (N)	Withdrawn (W)	Deferred (D)	Retake (R)	Status	Last update
8	8						In progress	08.04.2024

Candidate List

The table below shows all Learners with a valid registration for the qualification. You must complete all Learner records.

Please indicate for each Learner; if they are due to complete the qualification in the current academic year (Y/N) or, if they are withdrawn / no longer on programme (W) or, have been deferred to the next academic year (D) or, have previously achieved the qualification and are due to retake to improve their grade (R).

If the Learner is due to complete this academic year, please provide the predicted qualification grade and any progression indicator.

Choose File No file chosen
 Upload
Download

ENR	Surname	Forename	D.O.B	Registration date	Previous certification	Completion data	Predicted grade	Progression	Current bookings meet RoC	RoC Analysis
KTZ9327	Aspyn	Beryl	01.01.2002	05.04.2024						
KTZ9364	Burak	Iman	01.01.2002	04.04.2024						
KTZ9341	Caio	Monika	01.01.2002	04.04.2024						
KTZ9353	Edmond	Jenny	01.01.2002	04.04.2024						
KTZ9388	Elvira	Alberich	01.01.2002	04.04.2024						
KTZ9315	Fergus	Lilac	01.01.2002	04.04.2024						
KTZ9376	Jaromir	Izzy	01.01.2002	04.04.2024						
KTZ9339	Toby	Andi	01.01.2002	04.04.2024						

Save
Ready to Submit

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.

The search field must be set to **Submit VTQ Checkpoint Data** and then select the correct centre number.

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 mark any 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 due to complete (Y) or re-take (R).

The candidate table displays the list of candidates with an active registration. The data provided includes Enrolment Number (ENR), Surname, Forename, Date of Birth, and Registration date.

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.

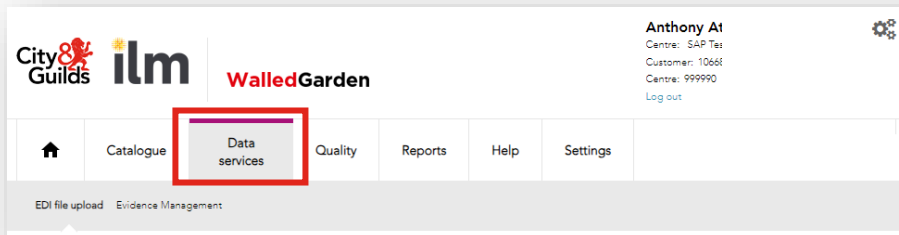
For each candidate you have to provide 'completion data'. Where you enter a candidate as Y (Yes – due to complete this year) or R (retake) you will also need to enter predicted grade and any progression indicator.

You can save the data at any time to come back to it later, and once you're ready to submit.

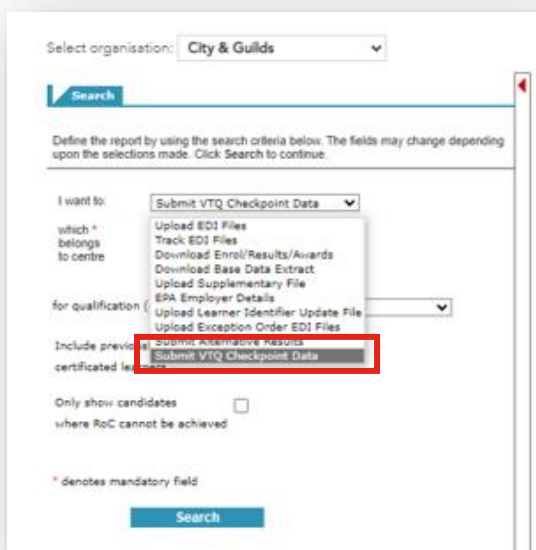
Section 3 | Entering your VTQ Checkpoint data

Step 1 Open the VTQ Checkpoint tool

- 1 Log in to Walled Garden with your user account.
- 2 From the homepage, click **Data Services** from the top menu.



- 3 Ensure the organisation is set to **City & Guilds** and then select **Submit VTQ Checkpoint Data** from the first drop-down menu.

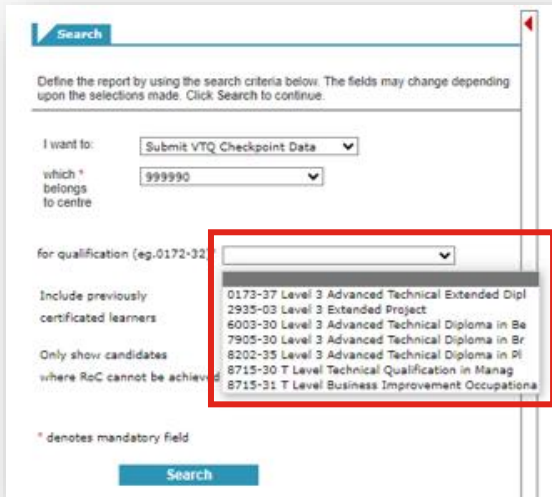


- 4 Ensure the correct centre number is selected in the **which belongs to centre** field.

Step 2 Select the Qualification to submit the checkpoint data

You need to submit each qualification separately within Walled Garden. You will only see qualifications which you are approved to deliver.

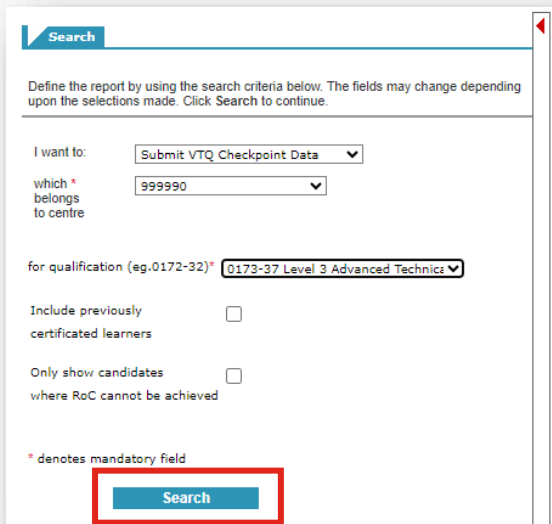
- 1 Select the first qualification to view from the **qualification** drop-down menu.



The screenshot shows a search form with the following fields and options:

- I want to:** Submit VTQ Checkpoint Data (dropdown)
- which * belongs to centre:** 999990 (dropdown)
- for qualification (eg.0172-32):** A dropdown menu is open, showing a list of qualifications. The first option, "0173-37 Level 3 Advanced Technical Extended Dipl", is highlighted with a red box.
- Include previously certificated learners:** (checkbox, unchecked)
- Only show candidates where RoC cannot be achieved:** (checkbox, unchecked)
- * denotes mandatory field**
- Search** button

- 2 Leave the two additional search fields unticked. You will use these later. Then click **Search**.



The screenshot shows the same search form as above, but with the following changes:

- for qualification (eg.0172-32)*:** The dropdown menu is now closed, and the selected option "0173-37 Level 3 Advanced Technics" is visible. This field is highlighted with a red box.
- Include previously certificated learners:** (checkbox, unchecked)
- Only show candidates where RoC cannot be achieved:** (checkbox, unchecked)
- * denotes mandatory field**
- Search** button is highlighted with a red box.

Step 3

Understand the data table

When you search on the qualification selected, a list of learners will be displayed in the table. The learners are those who have an active registration on the programme of study (i.e. their registration is valid) and who have not yet been certificated. You will see all learners in this list, including those who may have withdrawn from the programme of study in your centre. This is because this information has not previously been shared with City & Guilds.

Search

Define the report by using the search criteria below. The fields may change depending upon the selections made. Click Search to continue.

I want to: **Submit VTQ Checkpoint Data**

which * belongs to centre: **999990**

for qualification (eg:0172-32)*: **0173-37 Level 3 Advanced Technic**

Include previously certificated learners

Only show candidates where RoC cannot be achieved

* denotes mandatory field

Search

Submit VTQ Checkpoint Completion Data

Qualification	Qualification title	Valid grades	Academic year
0173-37	Level 3 Advanced Technical Extended Dipl	DDSMPU	

Active registrations	Outstanding	Yes (Y)	No (N)	Withdrawn (W)	Deferred (D)	Retake (R)	Status	Last update
8	8							

Candidate List

The table below shows all Learners with a valid registration for the qualification. You must complete all Learner records.

Please indicate for each Learner, if they are due to complete the qualification in the current academic year (Y/N) or, if they are withdrawn / no longer on programme (W) or, have been deferred to the next academic year (D) or, have previously achieved the qualification and are due to retake to improve their grade (R).

If the Learner is due to complete this academic year, please provide the predicted qualification grade and any progression indicator.

Choose File | No file chosen | **Upload** | **Download**

ENR	Surname	Forename	D.O.B	Registration date	Previous certification	Completion data	Predicted grade	Progression	Current bookings meet RoC	RoC Analysis
KT29327	Aspyn	Beryl	01.01.2002	05.04.2024						
KT29364	Burak	Iman	01.01.2002	04.04.2024						
KT29341	Caio	Monika	01.01.2002	04.04.2024						
KT29353	Edmond	Jenny	01.01.2002	04.04.2024						
KT29388	Elvira	Alberich	01.01.2002	04.04.2024						
KT29315	Fergus	Lilac	01.01.2002	04.04.2024						
KT29376	Jaromir	Izzy	01.01.2002	04.04.2024						
KT29339	Toby	Andi	01.01.2002	04.04.2024						

Save | **Ready to Submit**

- 1 The top table displays the qualification you have selected, the valid grades for the qualification and the academic year.

Qualification	Qualification title	Valid grades	Academic year
0173-37	Level 3 Advanced Technical Extended Dipl	DDSMPU	

- 2 The second table displays the number of active registrations you need to provide completion data for. The number entered for each status will be updated into the corresponding **Yes (Y)**, **No (N)**, **Withdrawn (W)**, **Deferred (D)** and **Retake (R)** fields as you update and save the data.

The status of the qualification will either display as **Not started**, **In progress** or **Submitted**, along with the date of the most recent update.

Active registrations	Outstanding	Yes (Y)	No (N)	Withdrawn (W)	Deferred (D)	Retake (R)	Status	Last update
8	8						In progress	08.04.2024

- 3 You have the option to download the data to a .csv file which can then be completed offline and uploaded to update the table. Please refer to section [Section 6](#) for further information on completing the submission via file upload.

No file chosen

- 4 The candidate list section is the table of learners you need to submit the completion data for. The data provided within the table is Enrolment Number (ENR), Surname, Forename, Date of Birth, and Registration date.

Where a candidate has previously achieved their qualification, this will show as **Y** in the **Previous certification** field (if you have included this in the filter).

Each candidate must then be updated with the **Completion data**, and where applicable a **Predicted grade** and **Progression** indicator.

ENR	Surname	Forename	D.O.B	Registration date	Previous certification	Completion data	Predicted grade	Progression	Current bookings meet RoC	RoC Analysis
KTZ9327	Aspyn	Beryl	01.01.2002	05.04.2024		<input type="text"/>	<input type="text"/>	<input type="text"/>		
KTZ9364	Burak	Iman	01.01.2002	04.04.2024		<input type="text"/>	<input type="text"/>	<input type="text"/>		
KTZ9341	Caio	Monika	01.01.2002	04.04.2024		<input type="text"/>	<input type="text"/>	<input type="text"/>		
KTZ9353	Edmond	Jenny	01.01.2002	04.04.2024		<input type="text"/>	<input type="text"/>	<input type="text"/>		
KTZ9388	Elvira	Alberich	01.01.2002	04.04.2024		<input type="text"/>	<input type="text"/>	<input type="text"/>		
KTZ9315	Fergus	Lilac	01.01.2002	04.04.2024		<input type="text"/>	<input type="text"/>	<input type="text"/>		
KTZ9376	Jaromir	Izzy	01.01.2002	04.04.2024		<input type="text"/>	<input type="text"/>	<input type="text"/>		
KTZ9339	Toby	Andi	01.01.2002	04.04.2024		<input type="text"/>	<input type="text"/>	<input type="text"/>		

- 5 The final two columns, **Current bookings meet RoC** (Rules of Combination) and **RoC Analysis** will not update until you have submitted all candidates within the programme of study. So don't expect there to be anything in this field initially.

Once you've submitted the programme of study to us, and the status updates to **Submitted**, overnight our system will review candidates who are entered as **Yes (Y)** due to complete or **Retake (R)** to ensure they meet the rules of combination (RoC) based on their current assessment bookings and/or results. If they do not meet the RoC this will update into the Walled Garden table, and you will be able to view a summary for each learner. This enables centres to ensure all required bookings have been made and every learner has the opportunity to complete their qualification in full and on time. Please refer to section [Section 7](#) for further information on the Bookings and RoC Reconciliation process.

Step 4 Enter the checkpoint data for a candidate

Now you have your candidate list, you need to enter for each candidate if they are due to complete their qualification in the current academic year.

You must enter a response in the **Completion data** column for all candidates who have not completed their qualification.

- 1 Select the drop-down menu under the **Completion data** field for the candidate



ENR	Surname	Forename	D.O.B	Registration date	Previous certification	Completion data	Predicted grade	Progression	Current bookings meet RoC	RoC Analysis
KTZ9327	Aspyn	Beryl	01.01.2002	05.04.2024		<input type="text"/>	<input type="text"/>	<input type="text"/>		
KTZ9364	Burak	Iman	01.01.2002	04.04.2024		<input type="text"/>	<input type="text"/>	<input type="text"/>		
KTZ9341	Calo	Monika	01.01.2002	04.04.2024		<input type="text"/>	<input type="text"/>	<input type="text"/>		
KTZ9353	Edmond	Jenny	01.01.2002	04.04.2024		<input type="text"/>	<input type="text"/>	<input type="text"/>		
KTZ9388	Elvira	Alberich	01.01.2002	04.04.2024		<input type="text"/>	<input type="text"/>	<input type="text"/>		
KTZ9316	Ernest	Lisa	01.01.2002	04.04.2024		<input type="text"/>	<input type="text"/>	<input type="text"/>		

- 2 Enter the relevant completion data as follows:

Y Yes

The candidate is due to complete the qualification in full in the current academic year, expecting a qualification result in August.

N No

The candidate 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

The candidate has completely withdrawn from the programme of study and should be withdrawn on City & Guilds' system.

D Deferred

The candidate is known to be deferring the completion to the following year

For candidates who have previously completed their qualification, you do not need to enter any information for them unless the candidate is retaking assessment components in order to improve their overall qualification grade. Where this is the case please refer to [Section 4](#).

Additional information for the completion data status:

EXAMPLE 1:

Where **No (N)** would be appropriate:

- The selected qualification is a Level 3 720 or 1080 GLH course and the candidate is in the first year of their two-year qualification,
- The selected qualification is a Level 2 KS4 course and the candidate is only completing part of the qualification in the current academic year.

EXAMPLE 2:

Where **Deferred (D)** would be appropriate:

- The selected qualification is a single year programme of study (e.g. 540 GLH) or the second year of a two-year programme (e.g. 720/1080 GLH) however, the candidate has taken an extended break from study but intends to return to complete the qualification next academic year.

IMPORTANT:

For any candidates where **Withdrawn (W)** is submitted, City & Guilds will **withdraw the candidate's registration** on Walled Garden before the start of the next academic year.

This means that if all withdrawn candidates are correctly indicated, they will no longer display on the list of registered candidates in future academic years.

A new registration would be required if the candidate is to start a course again after withdrawing.

- 3 Where a candidate is entered as **Yes (Y)** due to complete or **Retake (R)** the system will open the option to enter data into the **Predicted grade** and **Progression** fields.

ENR	Surname	Forename	D.O.B	Registration date	Previous certification	Completion data	Predicted grade	Progression	Current bookings meet RoC	RoC Analysis
KTZ9327	Aspyn	Beryl	01.01.2002	05.04.2024		Y Yes				
KTZ9364	Burak	Iman	01.01.2002	04.04.2024						

- 4 In the **Predicted grade** field, select the predicted grade for the candidate. This is the grade that the candidate is expected to receive based on current progress and is usually recorded by the candidate's tutor(s).

Please note that whilst it is not a mandatory requirement to complete this field in order to submit the data, centres are strongly encouraged to submit this data to City & Guilds as part of the checkpoint process.

ENR	Surname	Forename	D.O.B	Registration date	Previous certification	Completion data	Predicted grade	Progression	Current bookings meet RoC	RoC Analysis
KT29327	Aspyn	Beryl	01.01.2002	05.04.2024		Y Yes				
KT29364	Burak	Iman	01.01.2002	04.04.2024						
KT29341	Caio	Monika	01.01.2002	04.04.2024						
KT29353	Edmond	Jenny	01.01.2002	04.04.2024						
KT29388	Elvira	Alberich	01.01.2002	04.04.2024						
KT29315	Fergus	Liam	01.01.2002	04.04.2024						

The grade scale for the qualification populates automatically. Note that **Distinction*** will show as **DS** in the gradescale.

5 Using the **Progression** field you must indicate any candidate who is reliant on their qualification for progression:

U UCAS

Where the candidate has applied to university via UCAS

E Employment

Where the candidate is going straight into work or an apprenticeship after completing their qualification

O Other

Where the candidate is progressing to another opportunity such as another qualification

If the candidate does not meet any of these scenarios the field can be left blank.

Centres must ensure that this data is provided correctly to City & Guilds. We will carry out further analysis of candidates marked for progression to ensure they have every opportunity to complete their qualification in full and are not disadvantaged.

ENR	Surname	Forename	D.O.B	Registration date	Previous certification	Completion data	Predicted grade	Progression	Current bookings meet RoC	RoC Analysis
KT29327	Aspyn	Beryl	01.01.2002	05.04.2024		Y Yes	M			
KT29364	Burak	Iman	01.01.2002	04.04.2024						
KT29341	Caio	Monika	01.01.2002	04.04.2024						
KT29353	Edmond	Jenny	01.01.2002	04.04.2024						
KT29388	Elvira	Alberich	01.01.2002	04.04.2024						
KT29315	Fergus	Liam	01.01.2002	04.04.2024						

6 We recommend that you also click **Save** at regular intervals as you enter the data for your candidates. You can save and return to the data at any time.

The status will now update to **In progress** and the number for each completion status will update accordingly.

Submit VTQ Checkpoint Completion Data

Qualification	Qualification title	Valid grades	Academic year
0173-37	Level 3 Advanced Technical Extended Dipl	DDSMPTU	0000

Active registration	Outstanding	Yes (Y)	No (N)	Withdrawn (W)	Deferred (D)	Retake (R)	Status	Last update
8	7	1					In progress	08.04.2024

Candidate List

The table below shows all Learners with a valid registration for the qualification. You must complete all Learner records.

Please indicate for each Learner; if they are due to complete the qualification in the current academic year (Y/N) or, if they are withdrawn / no longer on programme (W) or, have been deferred to the next academic year (D) or, have previously achieved the qualification and are due to retake to improve their grade (R).

If the Learner is due to complete this academic year, please provide the predicted qualification grade and any progression indicator.

Choose File No file chosen

Upload

Download

ENR	Surname	Forename	D.O.B	Registration date	Previous certification	Completion data	Predicted grade	Progression	Current bookings meet RoC	RoC Analysis
KTZ9327	Aspyn	Beryl	01.01.2002	05.04.2024		Y Yes	M	U UCAS		
KTZ9364	Burak	Iman	01.01.2002	04.04.2024						
KTZ9341	Caio	Monika	01.01.2002	04.04.2024						
KTZ9353	Edmond	Jenny	01.01.2002	04.04.2024						
KTZ9388	Elvira	Alberich	01.01.2002	04.04.2024						
KTZ9315	Fergus	Lilac	01.01.2002	04.04.2024						
KTZ9376	Jaromír	Izzy	01.01.2002	04.04.2024						
KTZ9339	Toby	Andi	01.01.2002	04.04.2024						

Save

Ready to Submit

Section 4 | Identify your re-take candidates

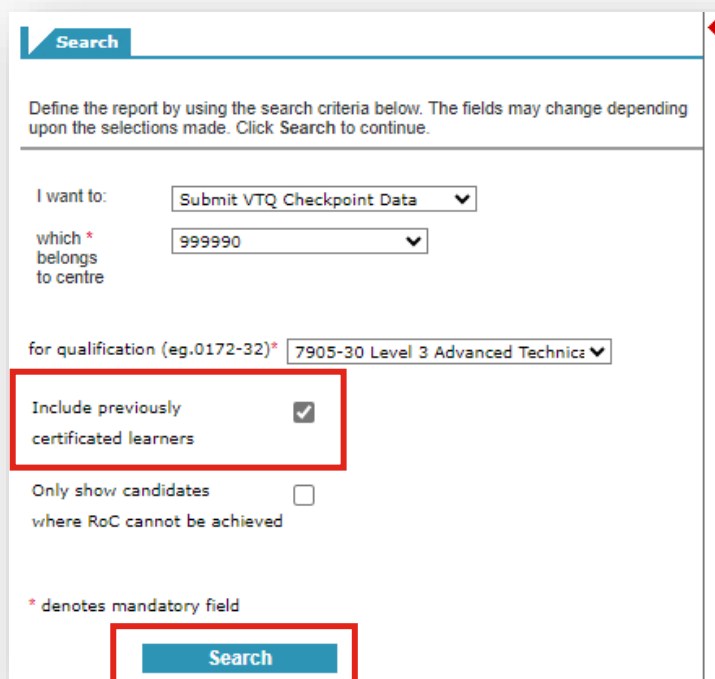
Step 1 Search for previously certificated candidates

Once you've completed all of the checkpoint data for your candidates, you are nearly ready to submit the data to City & Guilds.

Before you do this, you need to identify any candidate who has previously been certificated on the qualification (i.e. they have passed the qualification) but they are retaking one or more assessments in the current academic year in attempt to improve their qualification grade.

You can skip this section and move to [Section 5](#) if this does not apply to the qualification.

- 1 Select the qualification you need to locate a candidate to mark for re-take from the drop-down menu
- 2 This time, tick the box for **Include previously certificated learners**.
- 3 Click **Search**.



The screenshot shows a 'Search' form with the following fields and options:

- I want to:** Submit VTQ Checkpoint Data (dropdown)
- which * belongs to centre:** 999990 (dropdown)
- for qualification (eg.0172-32)*:** 7905-30 Level 3 Advanced Technic (dropdown)
- Include previously certificated learners:** (checkbox, highlighted with a red box)
- Only show candidates where RoC cannot be achieved:** (checkbox)
- * denotes mandatory field** (text)
- Search** (button, highlighted with a red box)

The table will populate with additional learners, all marked as **Y** in the **Previous certification** field.

ENR	Surname	Forename	D.O.B	Registration date	Previous certification	Completion data	Predicted grade	Progression	Current bookings meet RoC	RoC Analysis
GBD8404	Allen	Hannah	01.01.2005	24.04.2023						
GBD8819	Bailey	Hannah	01.01.2005	24.04.2023						
GBD8734	Bennett	Hannah	01.01.2005	24.04.2023						
FTJ5584	Bonneville	Richard	02.01.2004	24.04.2023	Y					
FTJ5596	Carmichael	Richard	03.01.2004	24.04.2023	Y					
GBD8465	Carter	Hannah	01.01.2005	24.04.2023						
FTJ5767	Carter	Richard	10.01.2004	24.04.2023	Y					
FTJ5706	Collier	Richard	08.01.2004	24.04.2023	Y					
GBD8393	Collins	Hannah	01.01.2005	24.04.2023						

Step 2 Enter the re-take checkpoint data for the candidate

- 1 Locate the candidate you need to mark as retake in the table. Unfortunately you can't filter on any column in the table at the moment, but note that the candidates are pre-sorted alphabetically via **Surname**.
You can also use the **Ctrl + F** to search the page using the ENR or candidate name.
- 2 Once you've located the candidate, check the **Previous certification** field is marked with **Y**.
- 3 In the **Completion data** field select **R Retake**. This will be the only option available if a candidate has been previously certificated.

ENR	Surname	Forename	D.O.B	Registration date	Previous certification	Completion data	Predicted grade	Progression	Current bookings meet RoC	RoC Analysis
GBD8404	Allen	Hannah	01.01.2005	24.04.2023						
GBD8819	Bailey	Hannah	01.01.2005	24.04.2023						
GBD8734	Bennett	Hannah	01.01.2005	24.04.2023						
FTJ5584	Bonneville	Richard	02.01.2004	24.04.2023	Y					
FTJ5596	Carmichael	Richard	03.01.2004	24.04.2023	Y	R Retake				
GBD8465	Carter	Hannah	01.01.2005	24.04.2023						

- 4 The **Predicted grade** and **Progression** fields will unlock. Enter the predicted grade and progression information in the same way as before.

FTJ5584	Bonneville	Richard	02.01.2004	24.04.2023	Y	R Retake	D	U UCAS		
---------	------------	---------	------------	------------	---	----------	---	--------	--	--

- 5 Click **Save** and repeat the process for all previously certificated candidates within the programme of study.

Section 5 | Submitting your VTQ Checkpoint data

Step 1 Review the data

Before you submit the checkpoint data for a programme of study, please check you have completed all of the following steps:

- All candidates completion data has been reviewed and is accurate.
- All candidates expecting an overall qualification result in the current academic year have been recorded as due to complete (Y).
- All candidates who have been previously certificated on a qualification but are due to re-take one or more assessment (in order to improve their qualification grade) have been marked as retake (R).
- All candidates on programme but who are not expecting a qualification result in the current academic year are marked as not due to complete (N).
- All other candidates have been accurately recorded as either withdrawn (W), deferred (D) or are marked as retaking their qualification (R) as appropriate.

Step 2 Complete the declaration

- 1 Ensure the data table is saved firstly by clicking the **Save** button.
- 2 Click **Ready to Submit** at the bottom of the table (next to Save)
- 3 The submission declaration section will appear underneath. Read the statement in full.

The screenshot shows a table with candidate data and a submission confirmation dialog. The table has columns for candidate ID, name, address, dates, and status. Below the table are 'Save' and 'Ready to Submit' buttons. The dialog box contains a confirmation statement and a 'Confirm' button.

KT29388	Ehira	Alberich	01.01.2002	04.04.2024		Y Yes				
KT29315	Fergus	Lilac	01.01.2002	04.04.2024		Y Yes	P	U UCAS		
KT29376	Jaromir	Izzy	01.01.2002	04.04.2024		Y Yes	M			
KT29339	Toby	Andi	01.01.2002	04.04.2024		Y Yes	D	E Employmen		

Submission confirmation:

Please tick the box below to confirm you have read and accept the following statement:

By submitting this form, I declare that:

- All learner estimated completion data has been reviewed and is accurate.
- All learners expecting an overall qualification result in the current academic year have been recorded as due to complete (Y).
- All learners who have been previously certificated on a qualification but are due to re-take one or more assessment (in order to improve their qualification grade) have been marked as retake (R).
- All learners on programme but who are not expecting a qualification result in the current academic year are marked as not due to complete (N).
- All other learners have been accurately recorded as either withdrawn (W), deferred (D) or are marked as retaking their qualification (R) as appropriate.
- Registration and estimated completion data will continue to be monitored and maintained by the centre throughout the year.
- All relevant assessment bookings have been made for candidates due to complete their qualification, in order for them to meet the rules of combination for the qualification.
- External assessment marks / grades / outcomes and all required evidence will be made on time to the necessary deadlines.
- No unauthorised adaptations will be made to any assessments without prior written permission from City & Guilds.

Confirm Cancel

- 4 Tick the box to declare the declaration has been read and the requirements met in full.
- 5 Click **Confirm**.

Submission confirmation:

Please tick the box below to confirm you have read and accept the following statement:

By submitting this form, I declare that:

- All learner estimated completion data has been reviewed and is accurate.
- All learners expecting an overall qualification result in the current academic year have been recorded as due to complete (Y).
- All learners who have been previously certificated on a qualification but are due to re-take one or more assessment (in order to improve their qualification grade) have been marked as retake (R).
- All learners on programme but who are not expecting a qualification result in the current academic year are marked as not due to complete (N).
- All other learners have been accurately recorded as either withdrawn (W), deferred (D) or are marked as retaking their qualification (R) as appropriate.
- Registration and estimated completion data will continue to be monitored and maintained by the centre throughout the year.
- All relevant assessment bookings have been made for candidates due to complete their qualification, in order for them to meet the rules of combination for the qualification.
- External assessment marks / grades / outcomes and all required evidence will be made on time to the necessary deadlines.
- No unauthorised adaptations will be made to any assessments without prior written permission from City & Guilds.

Confirm

Cancel

6 Dependent on your browser, a pop-up will display asking you to confirm the submission. Click **OK**.

7 Check the table updates correctly, showing all **Completion data**, **Predicted grade** and **Progression** data as expected, and that the **Status** updates to **Submitted**.

Submit VTQ Checkpoint Completion Data

Qualification	Qualification title	Valid grades	Academic year
0173-37	Level 3 Advanced Technical Extended Dipl	DDSMPTU	0000

Active registrations	Outstanding	Yes (Y)	No (N)	Withdrawn (W)	Deferred (D)	Retake (R)	Status	Last update
6		5	1	2			Submitted	08.04.2024

Candidate List

The table below shows all Learners with a valid registration for the qualification. You must complete all Learner records.

Please indicate for each Learner; if they are due to complete the qualification in the current academic year (Y/N) or, if they are withdrawn / no longer on programme (W) or, have been deferred to the next academic year (D) or, have previously achieved the qualification and are due to retake to improve their grade (R).

If the Learner is due to complete this academic year, please provide the predicted qualification grade and any progression indicator.

Choose File No file chosen Upload Download

ENR	Surname	Forename	D.O.B	Registration date	Previous certification	Completion data	Predicted grade	Progression	Current bookings meet RoC	RoC Analysis
KTZ9327	Aspyn	Beryl	01.01.2002	05.04.2024		Y Yes	P	U UCAS		
KTZ9364	Burak	Iman	01.01.2002	04.04.2024		Y Yes	D			
KTZ9341	Calo	Monika	01.01.2002	04.04.2024		W Withdrawn				
KTZ9353	Edmond	Jenny	01.01.2002	04.04.2024		W Withdrawn				
KTZ9388	Ehvira	Alberich	01.01.2002	04.04.2024		N No				
KTZ9315	Fergus	Lilac	01.01.2002	04.04.2024		Y Yes	P	U UCAS		
KTZ9376	Jaromir	Izzy	01.01.2002	04.04.2024		Y Yes	M			
KTZ9339	Toby	Andi	01.01.2002	04.04.2024		Y Yes	D	E Employmen		

Save Ready to Submit

Section 6 | Completing the VTQ Checkpoint data via CSV file

We understand that some centres may wish to download their candidate data and complete the checkpoint data offline, especially if there are a high volume of candidates who have current registrations and appear in the candidate list.

We've provided the functionality in Walled Garden to download the checkpoint data to a .csv format which can be edited in Excel and then uploaded back into the system (as a .csv file). However please note we **do not** publish candidate forename or surname in the files.

We ask that you exercise caution with this step, reading these instructions carefully, as the data must be completed with total accuracy in order to upload and validate back to the data table.

Step 1 Download the data to CSV

- 1 On the qualification page, when you have located the relevant programme of study, click on the **Download** button.

Qualification	Qualification title	Valid grades	Academic year
0173-37	Level 3 Advanced Technical Extended Dipl	DDSMPTU	0000

Active registrations	Outstanding	Yes (Y)	No (N)	Withdrawn (W)	Deferred (D)	Retake (R)	Status	Last update
8	8						In progress	08.04.2024

Candidate List

The table below shows all Learners with a valid registration for the qualification. You must complete all Learner records.

Please indicate for each Learner; if they are due to complete the qualification in the current academic year (Y/N) or, if they are withdrawn / no longer on programme (W) or, have been deferred to the next academic year (D) or, have previously achieved the qualification and are due to retake to improve their grade (R).

If the Learner is due to complete this academic year, please provide the predicted qualification grade and any progression indicator.

Choose File No file chosen Upload **Download**

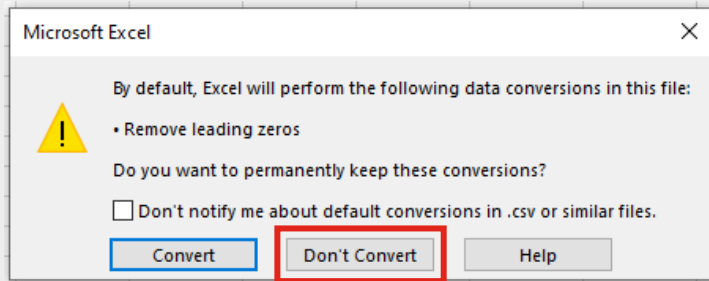
ENR	Surname	Forename	D.O.B	Registration date	Previous certification	Completion data	Predicted grade	Progression	Current bookings meet RoC	RoC Analysis
KT29327	Asym	Beryl	01.01.2002	05.04.2024						
KT29364	Burak	Iman	01.01.2002	04.04.2024						
KT29341	Caio	Monika	01.01.2002	04.04.2024						
KT29353	Edmond	Jenny	01.01.2002	04.04.2024						
KT29388	Elvira	Alberich	01.01.2002	04.04.2024						
KT29315	Fergus	Lilac	01.01.2002	04.04.2024						
KT29376	Jaromir	Izzy	01.01.2002	04.04.2024						
KT29339	Toby	Andi	01.01.2002	04.04.2024						

Save Ready to Submit

- 2 Dependent on your internet browser you will either be asked to save the file to a location, or the file will download automatically into your download folder.
- 3 Locate the downloaded file and either open and then save in the relevant folder to edit, or copy the file to the relevant location.

- 4 When the file opens using Excel, you may see a pop-up regarding the removal of leading zeros. You must select the **Don't Convert** option to ensure any values that start with zero are retained.

Removal of leading zeros (such as from a centre number that starts with a zero) will mean the file upload will fail when attempting to upload back into Walled Garden.

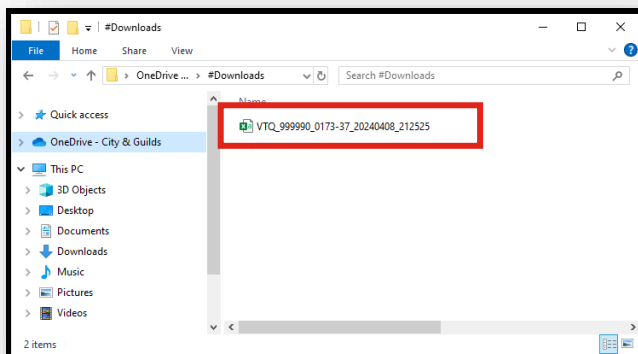


Note that files download using the name format of:

VTQ	Centre No.	Qualification No.	Date stamp	Time stamp
-----	------------	-------------------	------------	------------

For example the file below:

VTQ_999990_0173-37_20240408_212525



- 5 You must ensure the file format remains as a Comma Separated Values (*.csv) otherwise you will not be able to upload the file back into Walled Garden.

If a file is saved as an Excel file format (*.xls) it will need to be converted back to Comma Separated Values (*.csv) format prior to being submitted to the Walled Garden tool. City & Guilds is not responsible for resolving issues created through the alteration of files following download.

VTQ_999990_0173-37_20240408_212525
CSV (Comma delimited) (*.csv)

Step 2**Edit the CSV file**

- 1 Open the CSV file download using Excel (make sure you click **Don't Convert** if the pop-up displays regarding the removal of leading zeros)
- 2 Complete the **Completion date**, **Predicted grade** and **Progression** fields only as required. Columns I, J and K for reference.

	A	B	C	D	E	F	G	H	I	J	K
1	POS	Centre Number	First Name	Last Name	ENR	DOB	Registration Start Date	Previously Certification	Completion Data	Predicted Grade	Progression
2	0173-37	999990	Aspyn	Beryl	KTZ9327	20020101	2024040				
3	0173-37	999990	Burak	Iman	KTZ9364	20020101	2024040				
4	0173-37	999990	Caio	Monika	KTZ9341	20020101	2024040				
5	0173-37	999990	Edmond	Jenny	KTZ9353	20020101	2024040				
6	0173-37	999990	Elvira	Alberich	KTZ9388	20020101	2024040				
7	0173-37	999990	Fergus	Lilac	KTZ9315	20020101	2024040				
8	0173-37	999990	Jaromir	Izzy	KTZ9376	20020101	2024040				
9	0173-37	999990	Toby	Andi	KTZ9339	20020101	2024040				

IMPORTANT:

- You must not add, remove or amend any columns or rows within the file structure.
- Do not alter any data within the POS, Centre Number, First Name, Last Name, ENR, DOB, Registration Start Date or Previous Certification columns as this will corrupt the data.
- Any adjustments to the candidate core data will cause an error when uploading.
- New or missing candidates cannot be added to this list. If a candidate is missing from the list please contact the dedicated VTQ Operations team.
- Ensure all data entered is in UPPERCASE text only.
- Where D* grade is required, this must be entered as DS.
- Additional characters such as a space at the end of a letter or a comma will prevent the file from uploading successfully.

3 Complete the **Completion data** fields for each candidate as follows:

CSV code	Detailed description	
Y	Yes	The candidate is due to complete the qualification in full in the current academic year, expecting a qualification result in August.
N	No	The candidate 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	The candidate has completely withdrawn from the programme of study and should be withdrawn on City & Guilds' system.
D	Deferred	The candidate is known to be deferring the completion to the following year.
R	Retake	The candidate has previously been certificated on the qualification and is retaking one or more assessment in order to improve their qualification grade. You must only use this option where the previous certification field displays 'Y' value.

- 4 Where a candidate is marked **Yes (Y)** due to complete or **Retake (R)** then you should also complete the **Predicted grade** and **Progression fields** as follows:

CSV:	Grade:	CSV:	Grade:	CSV:	Description:
P	Pass	DS3	Distinction* Distinction* Distinction*	U	UCAS
M	Merit	DS2	Distinction Distinction* Distinction *	E	Employment
D	Distinction	DDS	Distinction Distinction Distinction *	O	Other
DS	Distinction*	DDD	Distinction Distinction Distinction		
X	Fail	MDD	Merit Distinction Distinction		
	X – No Result	MMD	Merit Merit Distinction		
AS	A*	MMM	Merit Merit Merit		
A	A	PMM	Pass Merit Merit		
B	B	PPM	Pass Pass Merit		
C	C	PPP	Pass Pass Pass		
D	D	U	Unclassified		
E	E				
U	U				
UC	Unclassified				

The completed data file should look something like this:

	A	B	C	D	E	F	G	H	I	J	K
1	POS	Centre Number	First Name	Last Name	ENR	DOB	Registration Start Date	Previously Certification	Completion Data	Predicted Grade	Progression
2	0173-37	999990	Aspyn	Beryl	KTZ9327	20020101	20240405		Y	DDD	U
3	0173-37	999990	Burak	Iman	KTZ9364	20020101	20240404		D		
4	0173-37	999990	Caio	Monika	KTZ9341	20020101	20240404		W		
5	0173-37	999990	Edmond	Jenny	KTZ9353	20020101	20240404		N		
6	0173-37	999990	Elvira	Alberich	KTZ9388	20020101	20240404		Y	MMD	E
7	0173-37	999990	Fergus	Lilac	KTZ9315	20020101	20240404		Y	MMM	
8	0173-37	999990	Jaromir	Izzy	KTZ9376	20020101	20240404		W		
9	0173-37	999990	Toby	Andi	KTZ9339	20020101	20240404		Y	PPM	O

Step 3 Upload the CSV file to Walled Garden

- 1 Back in Walled Garden, select the **Choose File** button to select the file for upload.

Submit VTQ Checkpoint Completion Data

Qualification	Qualification title	Valid grades	Academic year
0173-37	Level 3 Advanced Technical Extended Dipl	DDSMPTU	0000

Active registrations	Outstanding	Yes (Y)	No (N)	Withdrawn (W)	Deferred (D)	Retake (R)	Status	Last update
8	8						In progress	08.04.2024

Candidate List

The table below shows all Learners with a valid registration for the qualification. You must complete all Learner records.

Please indicate for each Learner; if they are due to complete the qualification in the current academic year (Y/N) or, if they are withdrawn / no longer on programme (W) or, have been deferred to the next academic year (D) or, have previously achieved the qualification and are due to retake to improve their grade (R).

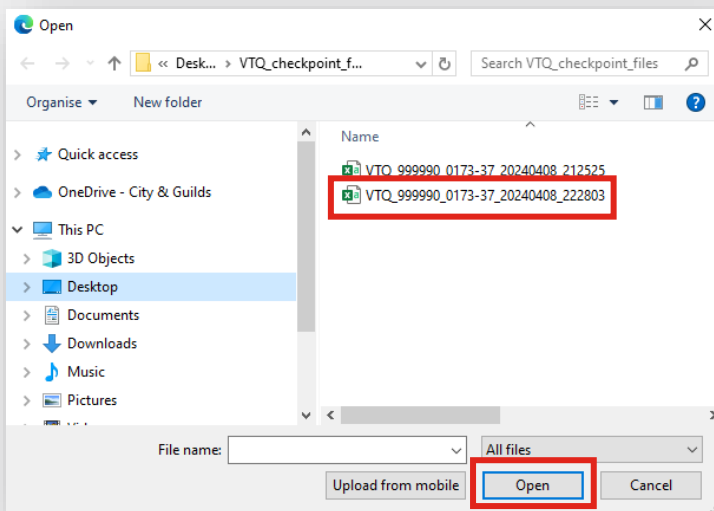
If the Learner is due to complete this academic year, please provide the predicted qualification grade and any progression indicator.

Choose File No file chosen **Upload** **Download**

ENR	Surname	Forename	D.O.B	Registration date	Previous certification	Completion data	Predicted grade	Progression	Current bookings meet RoC	RoC Analysis
KT29327	Aspyn	Beryl	01.01.2002	05.04.2024						
KT29364	Burak	Iman	01.01.2002	04.04.2024						
KT29341	Caio	Monika	01.01.2002	04.04.2024						
KT29353	Edmond	Jenny	01.01.2002	04.04.2024						
KT29388	Elvira	Alberich	01.01.2002	04.04.2024						
KT29315	Fergus	Lilac	01.01.2002	04.04.2024						
KT29376	Jaromir	Izzy	01.01.2002	04.04.2024						
KT29339	Toby	Andi	01.01.2002	04.04.2024						

Save **Ready to Submit**

- 2 The file explorer window will display. Locate the file you want to upload from the relevant folder location.



- 3 Click **Open**.

4 The file name will populate into the filepath field adjacent.

5 Click the **Upload** button.

If the file has been completed correctly as per the instructions outlined in this document and the .csv format is retained, it will validate the contents of the file and then populate the data into the table. An example is provided below. This data matches the screenshot of the .csv file on the previous page in step 2.

ENR	Surname	Forename	D.O.B	Registration date	Previous certification	Completion data	Predicted grade	Progression	Current bookings meet RoC	RoC Analysis
KTZ9327	Aspyn	Beryl	01.01.2002	05.04.2024		Y Yes	DDD	U UCAS		
KTZ9364	Burak	Iman	01.01.2002	04.04.2024		D Deferred				
KTZ9341	Caio	Monika	01.01.2002	04.04.2024		W Withdrawn				
KTZ9353	Edmond	Jenny	01.01.2002	04.04.2024		N No				
KTZ9388	Elvira	Alberich	01.01.2002	04.04.2024		Y Yes	MMC	E Employmen		
KTZ9315	Fergus	Lilac	01.01.2002	04.04.2024		Y Yes	MMI			
KTZ9376	Jaromir	Izzy	01.01.2002	04.04.2024		W Withdrawn				
KTZ9339	Toby	Andi	01.01.2002	04.04.2024		Y Yes	PPM	O Other		

6 Whilst the data saves automatically after a successful file upload, we recommend reconfirming this by pressing **Save** again.

If the file contains any invalid data, the data will not update into the table. The file errors will be listed onscreen in a table. You will need to correct the errors in the file before resubmitting.

Examples of the error messages:

Your Rec. No.	ENR	Error Description
00001	KTZ9327	Previous certification is not valid
00002	KTZ9364	Invalid record POS no does not match
00002	KTZ9364	Completion Data is not valid
00004	KTZ9354	Invalid record does not match to learners available
00007	KTZ9376	Predicted Grade is not valid

The table references the record line in the file that contains the error, the candidate enrolment number for reference and a detailed description of each error.

7 Complete a review of the data prior to submission as set out in section [Section 5](#).

Section 7 | Complete the bookings reconciliation process

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

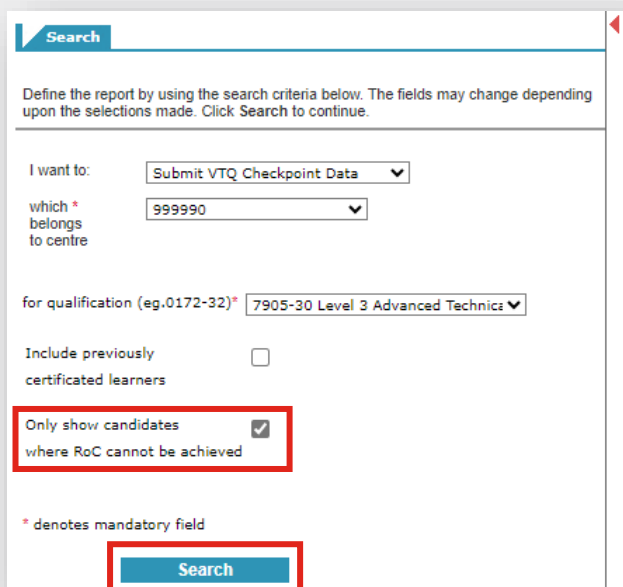
Previously we have completed this with you directly, through a series of emails to chase where we believe your learners do not have all of the required assessment bookings (entries) in order to achieve their qualification.

This year, we've built this into the Checkpoint activity, so you'll be able to carry out this reconciliation process quickly and efficiently via data displayed to you on Walled Garden. We'll also be reviewing this data and contacting you regarding any discrepancies.

We only provide the data for candidates who have been submitted as **Yes (Y)** due to complete or **Retake (R)**. That's why it's crucial that this data is submitted accurately.

Step 1 Run the bookings and rules of combination analysis

- 1 Select the qualification you want to view the bookings and rules of combination reconciliation report for.
- 2 This time, tick the box for **Only show candidates where RoC cannot be achieved**.
- 3 Click **Search**.



The screenshot shows a search form with the following fields and options:

- I want to:** Submit VTQ Checkpoint Data (dropdown)
- which * belongs to centre:** 999990 (dropdown)
- for qualification (eg.0172-32)*:** 7905-30 Level 3 Advanced Technic... (dropdown)
- Include previously certificated learners:**
- Only show candidates where RoC cannot be achieved:** (highlighted with a red box)
- * denotes mandatory field**
- Search** button (highlighted with a red box)

- 4 The report will run to display only those candidates who have been submitted as either **Yes (Y)** due to complete or **Retake (R)** and who based on current assessment bookings and/or results do not have the ability to complete the qualification in full. These are the candidates who you need to review in detail to ensure any missing assessment bookings are resolved to ensure they are not disadvantaged.

Search

Define the report by using the search criteria below. The fields may change depending upon the selections made. Click Search to continue.

I want to: which * belongs to centre:

for qualification (eg.0172-32)*

Include previously certificated learners

Only show candidates where RoC cannot be achieved

* denotes mandatory field

Search

Submit VTQ Checkpoint Completion Data

Qualification	Qualification title	Valid grades	Academic year
0173-37	Level 3 Advanced Technical Extended Dipl	DDSMU	0000

Active registrations	Outstanding	Yes (Y)	No (N)	Withdrawn (W)	Deferred (D)	Retake (R)	Status	Last update
8		4	2	2			Submitted	08.04.2024

Candidate List

The table below shows all Learners with a valid registration for the qualification. You must complete all Learner records.

Please indicate for each Learner, if they are due to complete the qualification in the current academic year (Y/N) or, if they are withdrawn / no longer on programme (W) or, have been deferred to the next academic year (D) or, have previously achieved the qualification and are due to retake to improve their grade (R).

If the Learner is due to complete this academic year, please provide the predicted qualification grade and any progression indicator.

Choose File | No file chosen | **Upload** | **Download**

ENR	Surname	Forename	D.O.B	Registration date	Previous certification	Completion data	Predicted grade	Progression	Current bookings meet RoC	RoC Analysis
KT29384	Burak	Iman	01.01.2002	04.04.2024		Y Yes	DS	U UCAS	No	🔍
KT29315	Fergus	Lilac	01.01.2002	04.04.2024		Y Yes	M		No	🔍
KT29376	Jaromir	Izzy	01.01.2002	04.04.2024		Y Yes	P		No	🔍
KT29339	Toby	Andi	01.01.2002	04.04.2024		Y Yes	U		No	🔍

Save | **Ready to Submit**

Note: You can run the data without the filter selected. The report will show **Yes** or **No** within the Current bookings meet RoC field for those candidates submitted as either **Yes (Y)** due to complete or **Retake (R)**.

Search

Define the report by using the search criteria below. The fields may change depending upon the selections made. Click Search to continue.

I want to: which * belongs to centre:

for qualification (eg.0172-32)*

Include previously certificated learners

Only show candidates where RoC cannot be achieved

* denotes mandatory field

Search

Submit VTQ Checkpoint Completion Data

Qualification	Qualification title	Valid grades	Academic year
0173-37	Level 3 Advanced Technical Extended Dipl	DDSMU	0000

Active registrations	Outstanding	Yes (Y)	No (N)	Withdrawn (W)	Deferred (D)	Retake (R)	Status	Last update
8		4	2	2			Submitted	08.04.2024

Candidate List

The table below shows all Learners with a valid registration for the qualification. You must complete all Learner records.

Please indicate for each Learner, if they are due to complete the qualification in the current academic year (Y/N) or, if they are withdrawn / no longer on programme (W) or, have been deferred to the next academic year (D) or, have previously achieved the qualification and are due to retake to improve their grade (R).

If the Learner is due to complete this academic year, please provide the predicted qualification grade and any progression indicator.

Choose File | No file chosen | **Upload** | **Download**

ENR	Surname	Forename	D.O.B	Registration date	Previous certification	Completion data	Predicted grade	Progression	Current bookings meet RoC	RoC Analysis
KT29327	Aspyn	Beryl	01.01.2002	05.04.2024		N No				
KT29384	Burak	Iman	01.01.2002	04.04.2024		Y Yes	DS	U UCAS	No	🔍
KT29341	Caio	Monika	01.01.2002	04.04.2024		W Withdrawn				
KT29353	Edmond	Jenny	01.01.2002	04.04.2024		W Withdrawn				
KT29388	Elvira	Alberich	01.01.2002	04.04.2024		N No				
KT29315	Fergus	Lilac	01.01.2002	04.04.2024		Y Yes	M		No	🔍
KT29376	Jaromir	Izzy	01.01.2002	04.04.2024		Y Yes	P		No	🔍
KT29339	Toby	Andi	01.01.2002	04.04.2024		Y Yes	U		No	🔍

Save | **Ready to Submit**


What the **Yes** and **No** means in the **Current bookings meet RoC** field:

Yes	No
<p>The bookings and/or results for this candidate meet the requirements for the rules of combination.</p> <p>There is no further action required for this candidate.</p>	<p>The bookings and/or results for this learner do not meet the rules of combination.</p> <p>Therefore the candidate will not have the opportunity to be certificated in the current academic year and achieve their full qualification certificate.</p>

Step 2

View the candidate reconciliation field

- 1 Once you've run the reconciliation report and have the candidates whose bookings do not currently meet the rules of combination (RoC), you'll click into each candidate on the magnification icon in the **RoC Analysis** field.

Current bookings meet RoC	RoC Analysis
No	

- 2 This will display an additional section under the candidate record which sets out the bookings and rules of combination (RoC) reconciliation outcome.

ENR	Surname	Forename	D.O.B	Registration date	Previous certification	Completion data	Predicted grade	Progression	Current bookings meet RoC	RoC Analysis
GBD8404	Allen	Hannah	01.01.2005	24.04.2023		Y Yes			No	
Determined pathway: Level 3 Advanced Technical Diploma in Bricklaying (450)										
Missing unit(s): (001 or 501) (830)										
Last Update: 10.04.2024 13:33:56										

- 3 The system will attempt, based on the current assessment bookings and/or results, 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 for this candidate.

Disclaimer:

The Bookings and Rules of Combination (RoC) reconciliation process is intended as a guide to support centres identify learners who do not have the required assessment bookings to achieve their qualification (i.e to meet the RoC). We have taken every reasonable step to ensure the data presented onscreen is accurate based on current bookings and/or results.

In some cases, particularly with more complex qualifications with multiple pathways, the system will attempt to make the most accurate determination of the pathway based on bookings. However, this may not reflect the pathway the learner is taking. You must check the data carefully.

It can take up to 24 hours for new assessment bookings to update in the Checkpoint data, as this analysis runs overnight and updates into the candidate record. Please check the timestamp in the **RoC Analysis** section for information.

This process should not replace a thorough understanding of the required units for a qualification. The full rules of combination for each qualification are set out in the respective qualification handbook (QHB) and in the Walled Garden catalogue.

City & Guilds accepts no liability where a centre has relied solely on the data provided via the VTQ Checkpoint activity process to ensure certification. Centres are responsible for ensuring all necessary steps are taken to make the relevant bookings in line with qualification requirements.

Ensuring a student is certificated also relies upon centres submitting all required marks / grades / outcomes for each assessment, students undertaking externally marked exams and evidence being submitted to City & Guilds where required.

RoC Reconciliation Example 1

GBD8795	Webb	Hannah	01.01.2005	24.04.2023		Y Yes			No	
Determined pathway: Level 3 Advanced Technical Diploma in Bricklaying (450)										
Missing unit(s): (001 or 501) (002, 830)										
Last Update: 10.04.2024 13:33:56										

The system has determined the pathway for the candidate is 7905-30 Level 3 Advanced Technical Diploma in Bricklaying (450).

There is only one pathway available for this programme of study, as it is a 540 GLH qualification.

Based on the Rules of Combination (RoC) the system reviews the assessment bookings and/or previous results for the candidate and determines they do not currently meet the rules of combination. The missing units identified are **(001 or 501)** plus **(002, 830)**.

We can cross-reference this against the Rules of Combination in the qualification page on the Walled Garden catalogue, to determine all required units:

Level 3 Advanced Technical Diploma in Bricklaying (450) - 0001

Learners must successfully achieve the following assessments to gain this qualification

001 Level 3 Bricklaying- Theory exam (1)
OR
501 Level 3 Bricklaying- Theory exam (1)
Plus
002 Level 3 Bricklaying - Synoptic assignment (1)
830 Employer involvement

The candidate requires a booking for the theory exam **(001 or 501)**, Synoptic assignment **(002)** plus Employer Involvement **(830)** in order to be able to complete the qualification in full.

RoC Reconciliation Example 2

ENR	Surname	Forename	D.O.B	Registration date	Previous certification	Completion data	Predicted grade	Progression	Current bookings meet RoC	RoC Analysis
KTZ9364	Burak	Iman	01.01.2002	04.04.2024		Y Yes			No	
Determined pathway: Level 3 Advanced Technical Diploma in Beauty and Spa Therapy (540) Missing unit(s): (030 or 530) 1 of (307, 308, 309, 310, 311, 312, 313, 320) 1 of (030, 530) 90 credits from (307, 308, 309, 310, 311, 312, 313, 320) Last Update: 10.04.2024 13:33:56										

The system has determined the pathway for the candidate is 6003-30 Level 3 Advanced Technical Diploma in Beauty and Spa Therapy (540).

There is only one pathway available for this programme of study, as it is a 540 GLH qualification.

Based on the Rules of Combination (RoC) the system reviews the assessment bookings and/or previous results for the candidate and determines they do not currently meet the RoC. The missing units identified are **(030 or 530)**, **1 of (307, 308, 309, 310, 311, 312, 313, 320)**, **1 of (030, 530)**, plus 90 GLH from **(307, 308, 309, 310, 311, 312, 313, 320)**.

We can cross-reference this against the Rules of Combination in the qualification page on the Walled Garden catalogue, to determine all required units:

Level 3 Advanced Technical Diploma in Beauty and Spa Therapy (540) - 0001

Learners must successfully achieve the following assessments to gain this qualification:

030 Level 3 Beauty and Spa Therapy - Theory exam (1)
 OR
 530 Level 3 Beauty and Spa Therapy - Theory exam (1)
 Plus
 031 Level 3 Beauty and Spa Therapy - Synoptic assignment (1)
 830 Level 3 Employer involvement
 Plus a minimum of 90 GLH from a minimum of 1 unit from (307 - 313, 320)

The candidate requires a significant number of bookings, including the theory exam **(030 or 530)**, plus a series of mandatory and optional units. The only bookings they do have are for the Synoptic and Employer Involvement.

RoC Reconciliation Example 3

ENR	Surname	Forename	D.O.B	Registration date	Previous certification	Completion data	Predicted grade	Progression	Current bookings meet RoC	RoC Analysis
KTZ9364	Burak	Iman	01.01.2002	04.04.2024		Y Yes	DS	U UCAS	No	
<p>Determined pathway:</p> <p>Missing unit(s): Multiple pathways / rules of combination identified based on current assessment bookings. Please review the candidate record and ensure correct assessment bookings for the required pathway. Contact the Operations team for further assistance: VTQcheckpoint@cityandguilds.com</p> <p>Last Update: 10.04.2024 13:33:56</p>										

In this case, the qualification is 0173-37 Level 3 Advanced Technical Extended Diploma in Land and Wildlife Management (1080).

The system cannot determine the likely pathway for the qualification based on the current assessment bookings.

This is a two-year programme of study (1080 GLH) and has three pathways.

The learner will not be able to complete the qualification in full based on current bookings.

Level 3 Advanced Technical Extended Diploma in Land and Wildlife Managemen

Learners must successfully achieve the following assessments to gain this qualification

- 001 Level 3 Land and Wildlife Management - Theory exam (1)
- OR
- 501 Level 3 Land and Wildlife Management - Theory exam (1)
- Plus
- 009 Level 3 Land and Wildlife Management - Theory exam (2)
- OR
- 509 Level 3 Land and Wildlife Management - Theory exam (2)
- Plus
- 004 Level 3 Land and Wildlife Management - Synoptic assignment (1)
- 010 Level 3 Land and Wildlife Management - Synoptic assignment (2)
- 300 Level 3 Principles of health and safety - Theory exam
- 302 Level 3 Undertake and review work related experience in the land-based industries - Portfolio
- 353 Level 3 Undertake a specialist project in the land-based sector - Assignment
- 837 Level 3 Employer involvement
- plus seven optional units from 308, 309, 313-317, 319, 321-327, 336, 338-339, 341-343, 351-352

Level 3 Advanced Technical Extended Diploma in Land and Wildlife Managemen

Learners must successfully achieve the following assessments to gain this qualification

- 001 Level 3 Land and Wildlife Management - Theory exam (1)
- OR
- 501 Level 3 Land and Wildlife Management - Theory exam (1)
- Plus
- 011 Level 3 Land and Wildlife Management - Theory exam (2)
- OR
- 511 Level 3 Land and Wildlife Management - Theory exam (2)
- Plus
- 004 Level 3 Land and Wildlife Management - Synoptic assignment (1)
- 012 Level 3 Land and Wildlife Management - Synoptic assignment (2)
- 300 Level 3 Principles of health and safety - Theory exam
- 302 Level 3 Undertake and review work related experience in the land-based industries - Portfolio
- 353 Level 3 Undertake a specialist project in the land-based sector - Assignment
- 837 Level 3 Employer involvement
- plus seven assignments from optional units 307, 313-315, 317-321, 329- 337, 342, 352

Level 3 Advanced Technical Extended Diploma in Land and Wildlife Managemen

Learners must successfully achieve the following assessments to gain this qualification

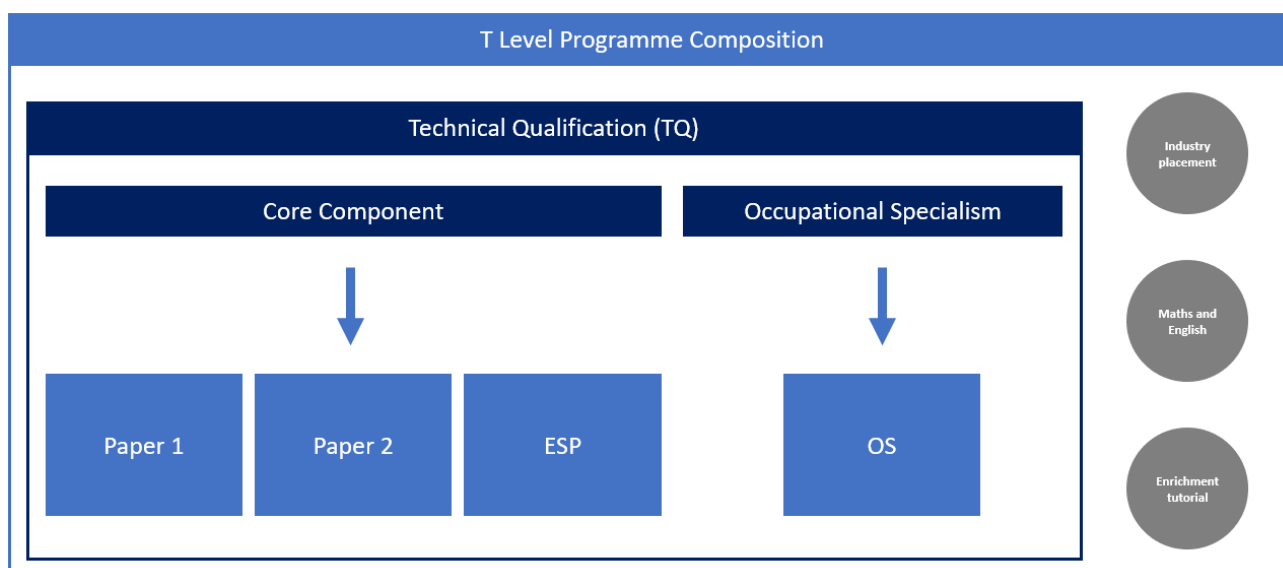
- 001 Level 3 Land and Wildlife Management - Theory exam (1)
- OR
- 501 Level 3 Land and Wildlife Management - Theory exam (1)
- Plus
- 013 Level 3 Land and Wildlife Management - Theory exam (2)
- OR
- 513 Level 3 Land and Wildlife Management - Theory exam (2)
- Plus
- 004 Level 3 Land and Wildlife Management - Synoptic assignment (1)
- 014 Level 3 Land and Wildlife Management - Synoptic assignment (2)
- 300 Level 3 Principles of health and safety - Theory exam
- 302 Level 3 Undertake and review work related experience in the land-based industries - Portfolio
- 353 Level 3 Undertake a specialist project in the land-based sector - Assignment
- 837 Level 3 Employer involvement
- plus five assignments from optional units 308, 313, 318-320, 328, 338- 339, 341-343, 345-349

Section 8 | Additional information for T Levels

Centres who are delivering T Level Technical Qualifications need to submit checkpoint data for both the **Core Component** and the **Occupational Specialism (OS)** separately within the system as you make a registration on each.

The composition of a T Level includes several components. City & Guilds is only responsible for the Technical Qualification (TQ) comprising the Core Component and the OS.

Whilst a candidate may be undertaking a 'T Level' study programme, for the purposes of the checkpoint data you need to regard the core component and the occupational specialism as independent of each other.



Core component

For the core component you are required to provide an indication whether the learner is due to complete the core component in the current academic year / results period. This means the learner is expected to achieve the two core exams and the Employer-Set Project [ESP] in the upcoming series.

If they have previously achieved either of these sub-components in a previous series and are completing the other in the current series, the same applies, as they will be expected to achieve the overall core component in the series.

If a learner has previously achieved the component in an earlier series but are retaking one or more of the sub-components (core exams and/or ESP) then these learners will show as previously certificated. In this instance you will need to search for them using the **Include previously certificated learners** option in the search menu and then entering them as **Retake (R)**.

Occupational Specialism (OS)

For the OS you also need to indicate if the learner is due to complete the OS assessment in the upcoming series

PLEASE NOTE:

There is no predicted grade available to select for the Occupational Specialism so you should leave this field blank.

We do not confer an overall qualification / component achievement for the Occupational Specialism. Therefore, learners who completed the component in the previous year will still show in the list (i.e. they will not show as previously certificate).

For these learners, please enter them as **No (N)** in the **Completion data** field.

Please do not enter them as Withdrawn (W).

Section 9 | Frequently asked questions (FAQs)

FAQs

How do I add candidates that are re-taking the qualification this year?

If a candidate has already achieved the qualification and is re-taking it this year to improve their grade, you will need to tick the **Include previously certificated candidates** checkbox in the search menu. This will show both candidates with a previous certification, and candidates who have not yet completed their qualification (the main set of data). The previously certificated candidates will appear with a **Y** in the **Previous certification** field.

You are able to enter their completion data by selecting **R Retake** in the **Completion data** column.

How do I amend completion data information after submission?

Please contact the VTQ Operations team via email or phone and they will be able to unlock the programme of study for you to make the necessary amendments and re-submit.

E: VTQcheckpoint@cityandguilds.com

T: 01924 206 777

What do I do if I have missed a candidate registration?

If you identify a missing candidate registration, you should rectify this immediately, making the registration via Walled Garden. New registrations then update into the candidate data in the Checkpoint functionality within a few minutes.

If you haven't yet submitted the programme of study, this means you can then continue as normal. If however, the programme of study has been submitted you'll see the candidate appears in the list as blank but is locked out and you can't edit the data. In this case, please contact the VTQ Operations team and we'll unlock the data for you.

Don't forget to also make the required assessment bookings for the candidate.

What do I do if our centre cannot meet the deadline?

Centres have had sufficient time to prepare for the checkpoint submission, and centres must ensure the data is submitted to us no later than the published deadline. We are not able to consider extensions to the deadline.

It is an Ofqual requirement for Awarding Organisations to work with centres to submit the data to ensure timely release of results.

If you are concerned about meeting the deadline you should contact us as soon as possible.

What happens if I miss the submission deadline?

Where a centre fails to submit all the data on or before the published deadline, this will constitute maladministration. We will refer any centre which does not submit the data by the deadline or submits with missing or inaccurate information to our compliance team for further action.

We also update Ofqual regularly on submission progress and will report centres which fail to meet key deadlines for the checkpoint as well as submission deadlines for assessment evidence.

To avoid this, please keep in touch with us so that we can support you the best we can.

Who should complete the checkpoint data?

We don't specify the role within a centre who should complete the checkpoint data, however we anticipate that this will mainly be an Exam Officer.

The Head of Centre is responsible for ensuring the data is submitted on time and is accurate.

We expect centres to implement appropriate quality assurance to ensure data is accurate.

I downloaded the data to edit, and now it won't upload. What should I do?

This will mean you have changed something with the file, or the data within the file is not valid. Examples could include:

- The file is not .csv format.
- Candidate data has been amended within the file.
- The responses to completion data, predicted grade and/or progression fields are not valid.

Please refer to the error messages displayed on the upload screen and the guidance in [Section 6](#) for further information.

Can City & Guilds upload the data on behalf of the centre?

Sorry but we can't support with this. All centres must submit the data via the Walled Garden platform, using the onscreen table or via the upload/download functionality.

Centres should follow the instructions set out in this document carefully when submitting via .csv file to avoid error.

Why can't you download all learner and qualification data in one file?

We can't provide this functionality in Walled Garden. Each programme of study must be selected independently, and the system then publishes the current active registered learner data in the table.

Due to the number of errors and issues we have experienced in previous activities, it would also increase the likelihood of centres providing inaccurate data.

I have downloaded the data, but it does not include the learner names. Can this be amended?

Due to data protection considerations with download files we opted to supply only the enrolment number in the download files. We have listened to centre feedback and have revised this decision. We are working to add this data as soon as possible.

Why are there no drop-down options for Completion data, Predicted grade or Progression in the download file?

It is not possible to create system generated download files with drop-down menus (data validation) via csv format.

Why do I need to provide predicted grade for students who are due to complete this year?

We are asking centres to submit this data where they can, similar to how predicted grade data is required for general qualifications each year (GCSE and A Levels).

Whilst this is not a mandatory requirement for 2024, it is likely this will be required for each learner marked **Y Yes** due to complete or **R Retake** for 2025.

City & Guilds will use this data to carry out candidate performance analysis for internal use only.

Is providing progression data mandatory?

Yes, if it is applicable to a student and they are reliant on their qualification to progress to university (via a UCAS application), Employment, Apprenticeship or another qualification.

You must provide this information as part of the checkpoint activity.

How do I submit data for students undertaking KS4 Level 2 Tech awards?

If the qualification is being delivered over more than one year (two or three years usually) as is often the case for KS4 Level 2 Tech awards, you should identify if a candidate is due to finish / complete the qualification this year and mark them as **Y Yes** due to complete.

If they are not in the final year, and therefore not due to complete and be certificated you should mark them as **N No**.

Do I provide data for learners who have completed the ESP only? If yes how would we know grades as it's externally marked?

For T levels you should consider the Core Component (which include the core exams and ESP) and the Occupational Specialism separately. Almost like they are two entirely different qualifications.

If a learner is due to complete all core assessment or complete the final assessment within the core this series then they are due to complete the core component and should be marked as **Y Yes**.

If they are only undertaking one sub-component (i.e. core exams or ESP) and will complete the other sub-component in a future series, they should be marked as **N No**.

Why do some of my learners show as previously certificated for the T Level but they won't complete until this year?

Learners do not complete a T Level with City & Guilds; they complete a Technical Qualification (TQ) which forms part of the overall T Level composition which is awarded by the DfE.

Please consider the Core Component and the Occupational Specialism as entirely independent, like they are separate qualifications for the purposes of the Checkpoint.

So, if a learner has completed all of the assessments of the Core Component in a previous series, they will show as previously certificated. This is correct as its just for the programme of study (PoS) number (e.g. 8710-30) and not the overall T Level programme or the full TQ.

Why is there no option to select a Predicted grade for the Occupational Specialism (OS)?

We don't require a predicted grade for the Occupational Specialism, as part of the T Level Technical Qualification. Therefore, the drop-down menu will show blank.

Why does this task sit with Exams teams?

We recommend that the checkpoint activity is carried out by the exam teams, however this is not mandated. It is the responsibility of the Head of Centre to assign the most appropriate individual or team to provide the data to City & Guilds, ensuring the data is accurate and submitted on time.

If we put W Withdrawn in the checkpoint data do we also have to complete the T Level withdrawal form on the website?

No, we'll be removing the T Level form shortly. Entering the learner as withdrawn via the checkpoint will replace the existing process.



Contact us

Giltspur House 5-6 Giltspur Street London EC1A 9DE

customersupport@cityandguilds.com

01924 930 801

www.cityandguilds.com

About City & Guilds

Since 1878 we have worked with people, organisations and economies to help them identify and develop the skills they need to thrive. We understand the life changing link between skills development, social mobility, prosperity and success. Everything we do is focused on developing and delivering high-quality training, qualifications, assessments and credentials that lead to jobs and meet the changing needs of industry.

We work with governments, organisations and industry stakeholders to help shape future skills needs across industries. We are known for setting industry-wide standards for technical, behavioural and commercial skills to improve performance and productivity. We train teams, assure learning, assess cohorts and certify with digital credentials. Our solutions help to build skilled and compliant workforces.

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