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VTQ Delivery of Results 2025

Important information for the term-time checkpoints

Guidance on updating your centre contacts and the completion of the term-time checkpoint which opens on Monday 6 January 2025.



VTQ Delivery of Results 2025

Dear Centre,

This is our second update, providing further information for all centres delivering City & Guilds Technical Qualifications, T Levels and the Extended Project Qualification (EPQ) regarding the arrangements for timely delivery of results in 2025, including the term-time checkpoints.

Please ensure you read this update in full, as the first checkpoint activity for this year opens on Monday 6 January 2025.

VTQ Information Hub

Our VTQ Information Hub is up to date with everything you need for the current academic year, including all the latest information for T Levels, Technical Qualifications and EPQ, helping to support you with the delivery of on-time VTQ results.

VTQ Information Hub

[Communications archive](#)



[Manage your centre contacts](#)



[VTQ Timely delivery of results](#)



[Key submission dates](#)



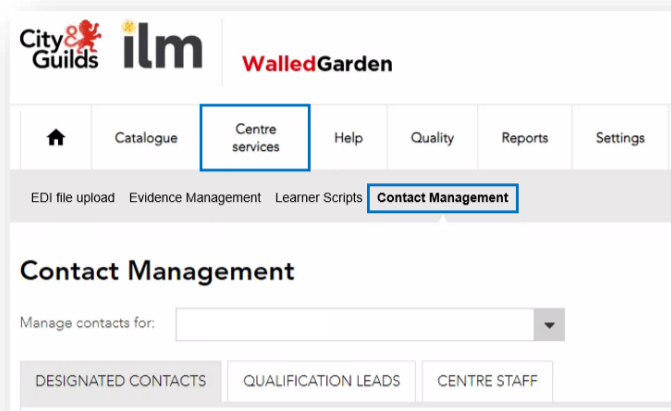
[Results dates](#)



Managing your centre contacts

We're going live with our new functionality in Walled Garden for managing centres contacts on **Monday 6 January**. You can download a copy of the centre guide on our website now via the link to the right.

We hope you like the new easy-to-use self-service page in Walled Garden. You'll access this via the *Centre Services* tab (previously Data Services) and then clicking on a new *Contact Management* tab.



Centres will be able to view and update all *Designated contacts*, *Qualification leads* and all *Delivery staff* in one area within three tabs.

MANAGING YOUR CENTRE CONTACTS IN WALLED GARDEN

Step-by-step instruction for centres on how to provide and maintain centre contacts in Walled Garden.

[Download the centre guide](#) >

Term-time checkpoints

As a reminder, there are two term-time checkpoints this academic year.



Window 1 will open on **Monday 6 January** for centres to submit certification intention data no later than **Friday 31 January**.

Window 2 will open on **Monday 24 March** for centres to reconfirm the original submissions made in window 1, making any amendments as necessary by **Friday 11 April**.

You won't need to re-enter the checkpoint data as it will be populated from window 1, however this is an opportunity for you to fully check and amend your data submission.

As soon as the checkpoint data has been submitted for each window, centres will be able to access a breakdown of information regarding each student's existing assessment entries in comparison to the qualification rules of combination. This continues across both checkpoint windows.

The checkpoints are designed to ensure City & Guilds understands which students are expecting a qualification result (Technicals / EPQ) or component result (T Levels) in August 2025 through the submission of certification intention data.

Please remember, this is a mandatory activity which must be completed by all centres delivering qualifications in scope of Ofqual's measures to embed the timely issuing of results.

Improvements for 2025:

We've listened to feedback on your experience with us last year and have implemented a number of improvements:

- New overview report so you can see all qualifications at a glance, along with their submission status and the number of students who do not meet the rules of combination
- Enhanced search functionality, including by student enrolment number (ENR)
- Simplified way of entering data for previously certificated students
- Assessment entry reconciliation information will be provided in the csv download after submission, so you can carry out your checks offline
- Fix to certification issue that was impacting students who had previously completed their T Level Occupational Specialism

Please download the updated checkpoint centre guide via the link to the right.

Delivery of Results timeline for 2025

Key dates for the submission of VTQ checkpoint data, for Window 1 and Window 2

[Download the timeline](#) >

VTQ Delivery of Results

Guidance for centres on the data submission and assessment entry reconciliation processes for the VTQ term-time checkpoints

Version 2.0, January 2025

Checkpoint submission centre guide

Step-by-step instructions for centres on how to complete the VTQ data submission.

[Download the centre guide](#) >

Support webinar for centres

To support you with the new contacts management process in Walled Garden and completion of the checkpoint activities, we'll be running a webinar for centres to join in early January.

Please encourage staff to book onto the webinar via the link below.

[Book onto our January webinar](#)

Don't worry if you can't join us at this time, as we'll ensure we publish a recording to the [VTQ Information Hub](#) shortly after the session.

Questions can be submitted through the chat during the webinar and our centre operations team will be on hand to answer.



Centre support webinar

Wednesday 08 January
11.00 am – 12:30 pm

[Book onto the webinar](#) >

Centre Operations team

Our Centre Operations team is here to support with the delivery of results this academic year and any questions/queries you may have.

You can contact the team between 08.30 and 17.00 Monday to Friday on the details below.

Centre Operations

☎ 0300 303 53 52

✉ centreoperations@cityandguilds.com

