VTQ Delivery of Results 2025

Dear Centre,

This is our first update 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 we're making a number of changes this year to the process.

VTQ Information Hub

Last year we launched our VTQ Information Hub which has now been updated with everything you need for the current academic year. It includes 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**

Managing your centre contacts

For the past two academic years we've required centres to provide details of their key centre staff, including Senior Designated Contacts (SDCs) and Qualification Leads for Technicals, T Levels and EPQ. This has been completed through online forms on our website.

We know many centres have found this process frustrating, with lack of visibility of the information we hold, and difficulties in updating the information once it has been submitted.

We are pleased to confirm that from January we will be replacing the process with a 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 *Contact Management*.

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

This new page will be available from **Monday 6 January** and we'll be asking all centres to ensure the information is completed across all three tabs by the end of January.

If you have provided details of your designated contacts previously, we're working to ensure that this will be pre-populated with the information you have already provided. However, centres will need to provide the qualification leads and centre staff list information again.
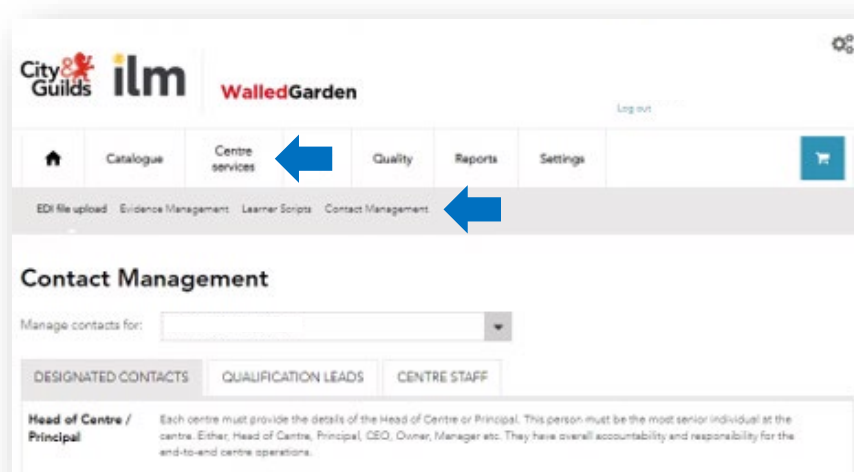
We'll shortly update our Manage your centre contacts page on the VTQ Information Hub to include the new requirements, as well as a user guide explaining how to update the information in Walled Garden.

This new approach means everything can be managed for the VTQ Timely Results process in Walled Garden, and you'll no longer need to provide us with any spreadsheets, or update contact information manually through web-forms. It also means you'll be able to view and update the details of key contacts, leads and maintain your list of centre staff all in one place.

In order to prepare for the launch in January, we'll be removing the old forms from the website at the end of November. Centres can continue to use the existing forms to update their details for the next few weeks.

Term-time checkpoints

We will undertake two term-time checkpoint windows in 2025.

Window 1 will open on **Monday 6 January** for centres to submit estimated completion 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 estimated completion data.

Download our handy key activities timeline by clicking on the image below:
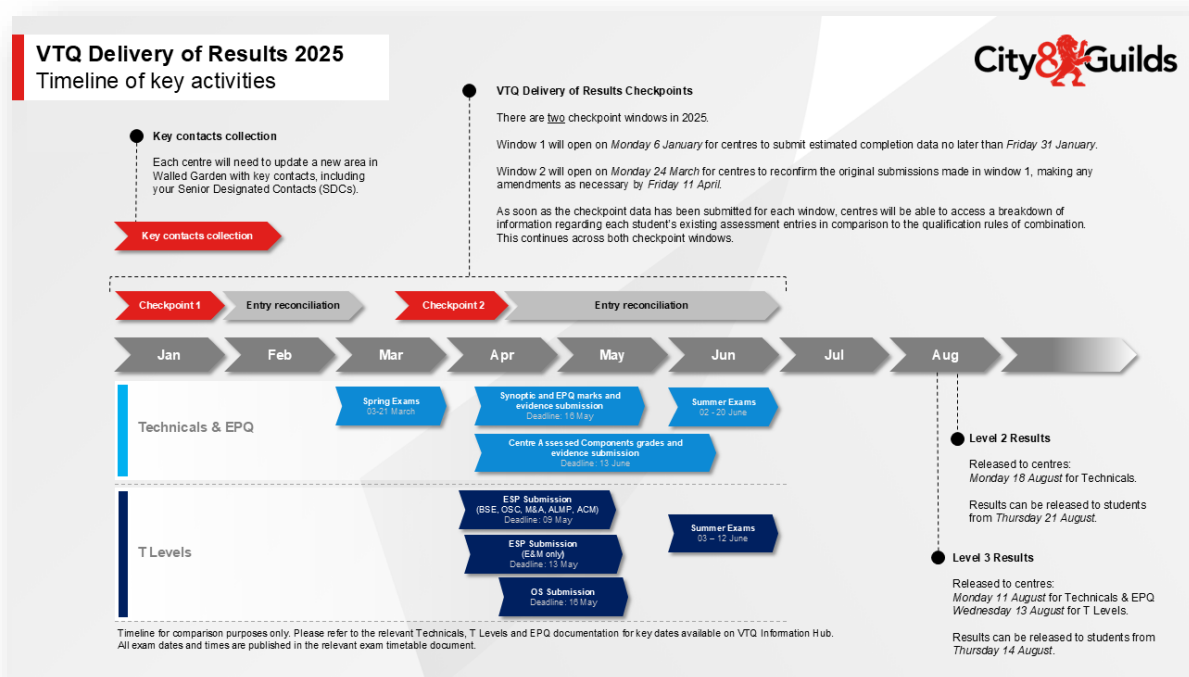
Please remember, this is a mandatory activity which must be completed by all centres delivering qualifications in scope of Ofqual's measures to embed the timely issuing of results.

We experienced a number of challenges with the checkpoint in 2024, both in obtaining the data on time and the accuracy of the data. We appreciate your cooperation to ensure this year the checkpoint data runs smoothly and that we receive the data on time.

Qualifications in scope

The qualifications in scope of the VTQ Delivery of Results for 2025 includes all City & Guilds Technical Qualifications, T Level Technical Qualifications and the Extended Project Qualification.

> **Qualifications in scope for 2025**

Changes for 2025

As with the previous academic year you will need to submit the data through Walled Garden. The process will be very similar; however we have implemented a number of improvements based on feedback from 2024.

- 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)
- Changes to how you enter data for previously certificated students
- Assessment entry reconciliation data provided in downloadable reports
- Fix to certification issue that was impacting students who had previously completed their T Level Occupational Specialism

Withdrawn students

As part of the checkpoint activity last year, we also asked centres to indicate where a student had been withdrawn from the programme of study. This will continue to form part of the checkpoint activity. Any student marked as 'withdrawn' as part of the checkpoint activity will cease to be actively enrolled (have an active registration) on the qualification as of 01 September in the next academic year.

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

Please note that all withdrawals have now been processed for the 2024 checkpoint data.

Contact our 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. We know the importance of responding efficiently for this activity due to the timescales. We will do our best to respond to emails within 1 working day.

VTQ Delivery of Results
☎ 0300 303 53 52
✉ centreoperations@cityandguilds.com