View all VTQ communications

VTQ Information Hub

VTQ Delivery of Results 2025

Dear Centre,

This is a reminder for centres about the arrangements for the timely delivery of results in 2025, and the second VTQ Checkpoint window which closes next week on Friday, 11 April. Don't forget you need to reconfirm your submissions for all qualifications.

Second term-time checkpoint

Term-time checkpoints information   VTQ Delivery of Results timeline

For Checkpoint 2, you don't need to re-enter the data as it will be populated from Checkpoint 1, however this is an opportunity for you to check and amend your data submission, making any amendments no later than **Friday, 11 April**.

An administration fee of **£300** per programme of study (qualification) will be charged where the data is not submitted in full by the published checkpoint deadline of **Friday, 11 April**, so please make sure you allow sufficient time to resubmit the data over the coming days.

Once you've submitted your checkpoint data for a qualification, our system will continue to review each student's data overnight to see if they meet the Rules of Combination, based on current assessment entries. We refer to this as the Assessment Entries and Rules of Combination Reconciliation Process. You'll be able to run the report again the following day to identify those students who do not currently meet the Rules of Combination for the qualification and where you might have missed assessment entries.

Our team will be monitoring re-submissions to ensure everything is completed. If we identify anything of concern, we will be in touch. Please contact the City & Guilds Operations team, who are managing the VTQ Checkpoint process, if you have any questions.

Please remember, this is a **mandatory activity** which must be completed by all centres delivering any Vocational Technical Qualifications (VTQs) which are in scope of Ofqual's measures to embed the timely delivery of results.

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
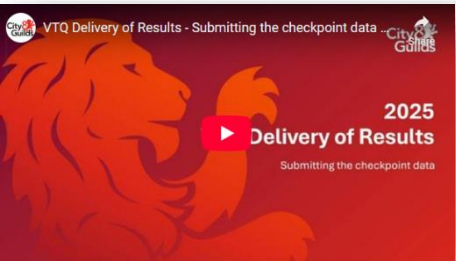
Check out our helpful new video guides

Don't forget we've produced a number of bitesize videos to support you in submitting your checkpoint data.

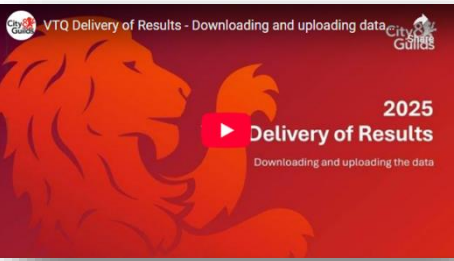These videos can be accessed through the links below:
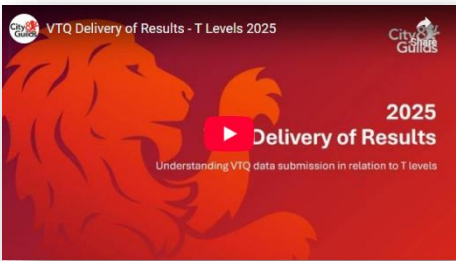
Activity timeline:	**Submitting the checkpoint data:**	**Downloading and uploading data:**

Entries reconciliation:	**T Levels-specific guidance:**	**Managing centre contacts:**

Confirming T Level checkpoint data

Please note, centres who are delivering T Level Technical Qualifications need to submit checkpoint data for both the Core Component and the Occupational Specialism separately within the system, as you make a registration on each.

A bitesize video to explain how to submit your data for students on a T Level programme is included in the list above and available here.

While a student 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.

If your intention is for learners to sit all three components of the Core in the current academic year, their certification intention should be 'Y'. Similarly, learners should only be inputted as 'Y' on the Occupational Specialism if they are intending to complete this in the current academic year.

In the first Checkpoint, we received a number of queries regarding the completion of the checkpoint data for Animal Care and Management (ACM) Occupational Specialisms.

As this is the first year of delivery of this T Level, whilst registrations should have been made on the relevant Occupational Specialism, we do not require you to complete the checkpoint data as no student will be completing the Occupational Specialism assessment in this academic year.

We have therefore removed the two Occupational Specialism codes 8717-47 and 8717-48 from Walled Garden to reduce any administrative burden for centres.

You must still provide checkpoint data for the ACM core components 8717-35 and 8717-36.

KS4 Technical Awards (cash-in)

The certification intention data submitted as part of the term-time checkpoint is also considered as a cash-in for the current academic year and is used to inform City & Guilds that you wish to claim (or cash-in) the qualification certification for a student. This is applicable to the following qualifications only:

3038-24	Level 2 Technical Award in Hair and Beauty Studies
0170-24	Level 2 Technical Award in Land Based Studies
6720-24	Level 2 Technical Award in Constructing and Maintaining the Built Environment

Where a student has been marked as Yes (Y), a certification claim will be processed in the respective results window (usually August).

Please remember that only where a student has been marked as Yes (due to complete) as part of the Checkpoint data will a certification claim be processed.

Please ensure that any students who do not wish to receive a qualification result for KS4 Tech Awards in the current series (i.e. who do not need to claim/cash-in) are marked as No (N).

Remember the Terminal Rule applies to KS4 Technical Awards. Please refer to the documents published on the Technicals Resource Hub for more information.

City & Guilds has produced a bitesize video to support you in understanding the Terminal Rule. This can be accessed using the link below.

Key Stage 4 Technical Awards - The Terminal Rule and 'cashing in' qualification results

---

Booking the Health and Safety onscreen tests

As the Health and Safety unit will be included within the curriculum delivery plan, we would encourage centres to speak with tutors to ensure that this unit is completed in a timely manner. As it is an onscreen e-volve test, this can be accessed and sat by students on demand within one month of the booking date.

We encourage centres to make the necessary bookings before the next VTQ checkpoint closes on 11 April. This will ensure that all students are confirmed as meeting the Rules of Combination prior to entering the busy Summer period. It also provides sufficient time for your students to re-sit the test should they need to do so.

Contact us

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

You can contact the team between 8:30 am and 5 pm, Monday to Friday on the details below.

Centre Operations
☎ 0300 303 53 52
✉ centreoperations@cityandguilds.com