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VTQ Delivery of Results 2025

The first term-time checkpoint window is now open

Deadline: Friday 31 January



January

February

March

April

May

June

July

August

VTQ Delivery of Results 2025

Dear Centre,

Welcome to the new calendar year and the next key stage for VTQ Timely Delivery of Results in 2025. We hope everyone enjoyed the holiday period, is well rested and prepared for the year ahead.

This update provides important 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.

Checkpoint window one is now open

As a reminder, there are two term-time checkpoints this academic year. The first checkpoint window opens today, **Monday 06 January**. The deadline to submit all student certification intention data is **Friday 31 January**.

Fees apply for centres that do not submit all data on time (see below).

[Term-time checkpoints information](#)

[Qualifications in scope for 2025](#)

Window two will then open on **Monday 24 March** for centres to reconfirm your original submissions made in window one, 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 one, however this is an opportunity for you to 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.

VTQ Delivery of Results 2025
Timeline of key activities

Key certificate collection
Each centre will need to update a new area in the Centre Portal with the certificate, including your Senior Designated Contact (SDC).

Key dates for submission of certification intention data
 - **Checkpoint 1:** Monday 06 January (opens) / Friday 31 January (deadline)
 - **Checkpoint 2:** Monday 24 March (opens) / Friday 11 April (deadline)

Submission of original submissions
 - **Window 1:** Monday 06 January (opens) / Friday 31 January (deadline)
 - **Window 2:** Monday 24 March (opens) / Friday 11 April (deadline)

Submission of amended submissions
 - **Window 1:** Monday 06 January (opens) / Friday 31 January (deadline)
 - **Window 2:** Monday 24 March (opens) / Friday 11 April (deadline)

Level 3 Results
 - **Technicals & EPQ:** Monday 18 August
 - **T Levels:** Monday 18 August
 - **Level 3 Results:** Monday 18 August

Delivery of Results timeline for 2025

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

[Download the timeline](#)

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.

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](#) >

Late completion fee

Centres which do not complete the term-time checkpoint by the published dates will incur late completion fees.

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.

The late completion fee applies to both checkpoint window one and window two this academic year.

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 on Wednesday this week.

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](#) >

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.

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

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

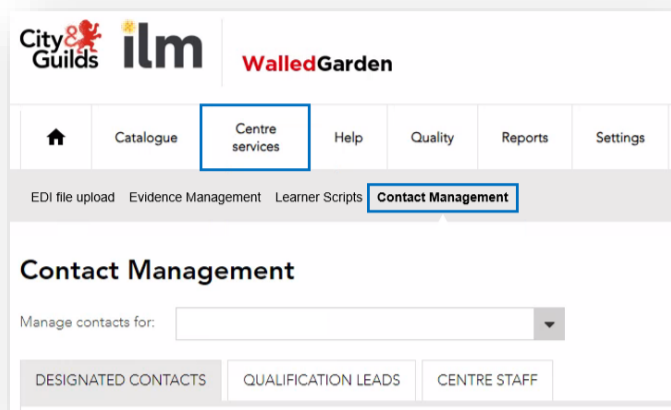
Remember the terminal rule applies to KS4 Technical Awards. Please refer to the documents published on the [Technical Resource Hub](#) for more information.

Managing your centre contacts

We've also gone live with our new functionality in Walled Garden for managing centre contacts. You can download a copy of the centre guide on our website 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.

You can view and update all *Designated Contacts*, *Qualification Leads* and all *Delivery staff* in one area within three tabs.



Please note that centres must ensure that the contact management information is updated no later than **Friday 31 January**, alongside the first term-time checkpoint.

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 8:30 a.m. and 5 p.m. Monday to Friday on the details below.

