

# T Level Technical Qualification in Management and Administration

**2023-2024 Key dates schedule**

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## 2023-2024 Key dates schedule

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Version	Change detail	Section/Page
Version 1.1	Employer-Set Project (ESP) delivery window start date amended from 1 April 2024 to 2 April 2024	Summer 2024 / p8
Version 1.2	Employer-Set Project (ESP) assessment window date amended from 6 November 2023 to 6 December 2023 to 6 November 2023 to 1 December 2023	Autumn 2023 / p5
Version 1.2	Amended Core Exam 1 and 2 dates from 2022 to 2023.	Autumn 2023 / p5
Version 1.2	Inserted separated Employer-Set Project (ESP) assessment and Core Exam Paper 1 and 2 assessment entry (booking) periods.	Summer 2024 / p7

Version	Change detail	Section/Page
Version 1.2	Employer-Set Project (ESP) materials release date amended from 24 March 2024 to 25 March 2024	Summer 2024 / p8
Version 1.2	Amended date for access to scripts – support review of marking & teaching and learning. Dates aligned to release of results to students.	Autumn 2023 / p6 & Summer 2024 / p9
Version 1.3	Amended date for access to scripts – support review of marking & teaching and learning. Scripts will be available within 10 working days of release of results to students.	Autumn 2023 / p6 & Summer 2024 / p9
Version 1.4	Amended ESP Autumn series booking window so Very late assessment entry period booking window reflects end date of 29 <sup>th</sup> October 2023.	Autumn 2023 / p5

# 1. Enrolment

Registrations (for students enrolling in September 2022)	
Standard student registration period	1 September 2023 to 1 November 2023
Late student registration period	2 November 2023 to 23 December 2023
Very late student registration period	24 December 2023 to 31 July 2024
Reasonable adjustment requests deadline	To be submitted at the point of entry to the assessment and so aligns with the entry deadlines given in this document

Students must be registered to make an assessment entry (booking).

## 2. Assessments

Assessment Number	Assessment Title	Assessment Type	Available
8715-031	Core: Exam paper 1	Core	Autumn Summer
8715-032	Core: Exam paper 2	Core	Autumn Summer
8715-033	Core: Employer-Set Project	Core	Autumn Summer
8715-311	Management and Administration: Business Improvement Occupational Specialism	Occupational Specialism	Summer
8715-312	Management and Administration Team: Leadership and Management Occupational Specialism	Occupational Specialism	Summer
8715-313	Management and Administration: Business Support Occupational Specialism	Occupational Specialism	Summer

### 3. Autumn Series 2023

Core assessments only

- Employer-Set Project (ESP)
- Core Exam Paper 1 and Paper 2

#### Employer-Set Project and Core Exam Paper 1 and 2

##### Autumn 2023 assessment entry (booking)

Standard assessment entry period	1 September 2023 to 30 September 2023
Late assessment entry period	01 October 2023 to 15 October 2023
Very late assessment entry period	16 October 2023 to 29 October 2023

#### Core Assessments

##### Autumn 2023 assessment dates/windows

Employer Set Project (ESP) materials release	30 October 2023
Employer Set Project (ESP) delivery window	6 November 2023 to 1 December 2023
Employer Set Project (ESP) evidence upload deadline	1 December 2023
Exam Paper 1	28 November 2023 9:30-12:00*
Exam Paper 2	5 December 2023 9:30-12:00*
Special consideration requests deadline	Five working days after the exam/submission date

## Autumn 2023 results

Restricted release of TQ component results data to centres	20 March 2024
Release of results from centres to students	21 March 2024
Access to scripts – support review of marking & teaching and learning	Within 10 working days of release of results to students
Deadline for 'Review of Marking' ROM requests	25 April 2024
Deadline for appeals submissions	30 calendar days from the outcome of the review of marking

## 4. Summer Series 2024

### Core Assessments

- Employer-Set Project
- Examination Paper 1 and Paper 2

### Occupational Specialisms

#### Occupational Specialism

##### Summer 2024 assessment entry (booking)

Standard assessment entry period	1 September 2023 to 20 November 2023
Late assessment entry period	21 November 2023 to 18 December 2023
Very late assessment entry period	19 December 2023 to 12 January 2024

*Please note all occupational specialisms work to the same dates.*

#### Employer-Set Project (ESP) Assessment

##### Summer 2024 assessment entry (booking)

Standard assessment entry period	2 January 2024 to 19 February 2024
Late assessment entry period	20 February 2024 to 7 March 2024
Very late assessment entry period	8 March 2024 to 22 March 2024

#### Core Exam Paper 1 and 2 Assessment

##### Summer 2024 assessment entry (booking)

Standard assessment entry period	2 January 2024 to 31 March 2024
Late assessment entry period	1 April 2024 to 30 April 2024
Very late assessment entry period	1 May 2024 to 31 May 2024



## Occupational Specialism

### Summer 2024 assessment dates/windows

Release of live Occupational Specialism assessment materials	22 January 2024
Occupational Specialism window	5 February 2024 to 17 May 2024
Occupational Specialism evidence upload deadline	17 May 2024

*Please note all occupational specialisms work to the same dates.*

## Core Assessments

### Summer 2024 assessment dates/windows

Employer-Set Project (ESP) materials release	25 March 2024
Employer-Set Project (ESP) delivery window	2 April 2024 to 10 May 2024
Employer-Set Project (ESP) evidence upload deadline	10 May 2024
Exam Paper 1	4 June 2024 9:30-12:00*
Exam Paper 2	11 June 2024 9:30-12:00*
Special consideration requests deadline	Five working days after the exam/submission date

## Summer 2024 results

Restricted release of TQ component results data to centres	14 August 2024
Release of results from centres to students	15 August 2024
Access to scripts – support review of marking & teaching and learning	Within 10 working days of release of results to students
Deadline for 'Review of Marking' (RoM) requests	19 September 2024
Deadline for appeals submissions	30 calendar days from the outcome of the review of marking
T Level certificates (where eligible) will be issued by the Department for Education	November 2024

## 5. Approval Window (to deliver from September 2024)

Each year City & Guilds will open an approval window where ESFA Approved Providers can apply to deliver T Levels with City & Guilds.

This window runs from the last Monday in February through to the last Friday in June.

Approval Window	
Window opens	26 February 2024
Window closes	28 June 2024

## **6. Key dates for other academic years**

These dates can be found within the T Level Technical Qualification in Management and Administration 2022/23 Key dates schedule.

City & Guilds will release a consultation for keys dates relating to 2024/25 in Spring 2023

## Get in touch

The City & Guilds Quality team are here to answer any queries you may have regarding your T Level Technical Qualification delivery.

Should you require assistance, please contact us using the details below:

Monday - Friday | 08:30 - 17:00 GMT

T: 0300 303 53 52

E: [technical.quality@cityandguilds.com](mailto:technical.quality@cityandguilds.com)

W: [www.cityandguilds.com/tlevels](http://www.cityandguilds.com/tlevels)

Web chat available [here](#).

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