

T Level Technical Qualification in Management and Administration

2024-2025 Key dates schedule

Version 3.0

T Level Technical Qualification in Management and Administration

2024-2025 Key dates schedule

Contents

1. Enrolment.....	2
2. Assessments.....	3
3. Autumn Series 2024.....	4
4. Summer Series 2025.....	6
5. Approval Window (to deliver from September 2025).....	9
6. Key dates for other academic years.....	10

Version	Change detail	Section/Page
v2.0 Jul 24	Restricted release of results data to centres changed from: 20 August 2025 to 13 August 2025 Release of results from centres to students from: 21 August 2025 to 14 August 2025	Summer 2025 / Pg. 8
v3.0 Sep 24	Employer Set Project (ESP) materials release date changed from: 28 October 2024 to 21 October 2024	Autumn 2024 / Pg. 4

1. Enrolment

Registrations (for students enrolling in September 2024)	
Standard student registration period	1 September 2024 to 1 November 2024
Late student registration period	2 November 2024 to 23 December 2024
Very late student registration period	24 December 2024 to 31 July 2025
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 2024

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 2024 assessment entry (booking)

Standard assessment entry period	1 September 2024 to 30 September 2024
Late assessment entry period	1 October 2024 to 15 October 2024
Very late assessment entry period	16 October 2024 to 20 October 2024

Core Assessments

Autumn 2024 assessment dates/windows

Employer Set Project (ESP) materials release	21 October 2024
Employer Set Project (ESP) delivery window	4 November 2024 to 29 November 2024
Employer Set Project (ESP) evidence upload deadline	29 November 2024
Exam Paper 1	27 November 2024 9:30-12:00*
Exam Paper 2	4 December 2024 9:30-12:00*
Special consideration requests deadline	Five working days after the exam/submission date

Autumn 2024 results

Restricted release of TQ component results data to centres	19 March 2025
Release of results from centres to students	20 March 2025
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	24 April 2025
Deadline for appeals submissions	30 calendar days from the outcome of the review of marking

4. Summer Series 2025

Core Assessments

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

Occupational Specialisms

Occupational Specialism

Summer 2025 assessment entry (booking)

Standard assessment entry period	1 September 2024 to 18 November 2024
Late assessment entry period	19 November 2024 to 16 December 2024
Very late assessment entry period	17 December 2024 to 10 January 2025

Please note all occupational specialisms work to the same dates.

Employer-Set Project (ESP) Assessment

Summer 2025 assessment entry (booking)

Standard assessment entry period	2 January 2025 to 17 February 2025
Late assessment entry period	18 February 2025 to 6 March 2025
Very late assessment entry period	7 March 2024 to 21 March 2025

Core Exam Paper 1 and 2 Assessment

Summer 2025 assessment entry (booking)

Standard assessment entry period	2 January 2025 to 31 March 2025
Late assessment entry period	1 April 2025 to 30 April 2025
Very late assessment entry period	1 May 2025 to 31 May 2025

Occupational Specialism

Summer 2025 assessment dates/windows

Release of live Occupational Specialism assessment materials	20 January 2025
Occupational Specialism window	3 February 2025 to 16 May 2025
Occupational Specialism evidence upload deadline	16 May 2025

Please note all occupational specialisms work to the same dates.

Core Assessments

Summer 2025 assessment dates/windows

Employer-Set Project (ESP) materials release	25 March 2025
Employer-Set Project (ESP) delivery window	31 March 2025 to 9 May 2025
Employer-Set Project (ESP) evidence upload deadline	9 May 2025
Exam Paper 1	3 June 2025 9:30-12:00*
Exam Paper 2	10 June 2025 9:30-12:00*
Special consideration requests deadline	Five working days after the exam/submission date

Summer 2025 results

Restricted release of TQ component results data to centres	13 August 2025
Release of results from centres to students	14 August 2025
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	18 September 2025
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	From August 2025

5. Approval Window (to deliver from September 2025)

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	24 February 2025
Window closes	27 June 2025

6. Key dates for other academic years

These dates can be found within the T Level Technical Qualification in Management and Administration 2023/24 Key dates schedule.

City & Guilds will release a consultation for keys dates relating to 2025/26 in Spring 2024

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: technicals.quality@cityandguilds.com

W: www.cityandguilds.com/tlevels

Web chat available [here](#).

The T Level is a qualification approved and managed by the Institute for Apprenticeships and Technical Education.

Copyright in this document belongs to, and is used under licence from, the Institute for Apprenticeships and Technical Education, © 2023. 'T-LEVELS' is a registered trademark of the Department for Education. 'T Level' is a registered trademark of the Institute for Apprenticeships and Technical Education. 'Institute for Apprenticeships & Technical Education' and logo are registered trademarks of the Institute for Apprenticeships and Technical Education.

We make every effort to ensure that the information contained in this publication is true and correct at the time of going to press. However, City & Guilds' products and services are subject to continuous development and improvement, and the right is reserved to change products and services from time to time. City & Guilds cannot accept responsibility for any loss or damage arising from the use of information in this publication.

The City & Guilds of London Institute. All rights reserved. City & Guilds is a trademark of the City & Guilds of London Institute, a charity established to promote education and training registered in England & Wales (312832) and Scotland (SC039576). City and Guilds Group Giltspur House, 5–6 Giltspur Street London EC1A 9DE