

Technical Qualifications Information Guide



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Introduction

Welcome to City & Guilds Technical Qualifications.

This information guide gives an overview of the key information and milestones for centres delivering our Technical Qualifications. Whether you're a new or returning centre, you'll find useful links to our guidance documents, information on the key stages of assessment and quality assurance. There are also contact details for any further queries you may have.



Please ensure you access the latest version of our support materials. These can be downloaded from the Technicals Resource Hub [cityandguilds.com/technicalresources](https://www.cityandguilds.com/technicalresources)



Approvals

If your centre is already an approved City & Guilds centre, you will need to submit a qualification approval form to City & Guilds via Walled Garden.

If your centre isn't an approved City & Guilds centre, you will need to read the information on [how to become a City & Guilds centre](#) to ensure you meet the criteria.

The next step is to submit a [Customer Application Form](#) and then a Centre Approval Form. There is a cost for applying for centre and qualification approval, but schools and charities are exempt from the minimum spend threshold and student numbers.

Centres may have an External Quality Assurance (EQA) visit to assess the centre's suitability to offer the qualification(s) and support the centre in preparing for delivery.

You can view all your approved Technical Qualifications on walled-garden.com within the Quality Portal. Please refer to page 10 of the [Quality Portal user guide](#) for further support.

If you have any queries or questions regarding your approval status for any Technical Qualification, please contact our Quality team.

Email: technicals.quality@cityandguilds.com

Phone: 0300 303 5352



Making examination and assessment entries

Enter your students onto all components for a Technical Qualification via walledgarden.com, our online admin system.

This includes:

- Theory exams
- Synoptic assignments
- On-demand Health & Safety tests (Land qualifications only)
- Optional assignments (if required)
- Any other centre-assessed components (if required)
- Employer Involvement component (EI) (KS5 qualifications only).

It is important that entries are made for every candidate against all relevant components of the Technical Qualification.

Most Technical Qualifications have a spring exam series, and then a summer exam series. This allows flexibility for how a centre delivers the theory exams, as the summer series can be used as a first attempt or a re-take. Key Stage 4 qualifications however do not have a spring series, but an autumn series instead. Please see more information regarding [Key Stage 4 qualifications](#) on our website.

Please be reminded that DfE and Ofqual have confirmed that for external assessments, learners will be permitted two resit opportunities for VTQs.

Exam and assessment series

Exam series	
Spring exam series	This takes place within March each year. All students must be entered for these examinations during an entry window within the autumn months. Please note that there are no spring series examinations for Key Stage 4 Technical Awards.
Summer exam series	The summer exam series takes place within June each year. The entry window opens soon after the end of the spring exam series, between April and May.
Autumn exam series	This exam series is only available for Key Stage 4 Technical Awards. Entries can be made from September each year and the exams are scheduled on dates within November.



The timetable of Technical Qualifications theory exams can be found on [our website](#).

Late entry fees

Exam and assessment entries for Technical Qualifications made within the late or very late entry windows will incur late charges. This applies to all dated entry exams, synoptic assignments, centre assessed components and Employer Involvement. Please refer to our [UK centre charges list](#) on our website for more information.



Key dates for delivery

You will find all information regarding key dates for delivery on our [Technicals Resource Hub](#).

The Delivery Timeline and Calendar provides you with a visual timeline of key activities across the year, including registration windows, entry windows, and timelines for delivery along with submission deadlines for assessments such as synoptic assignments and centre assessed components.

Examinations

All dated examinations are available on paper as written and multiple choice (MCQ) exams only.

The on-demand Health and Safety test for Land qualifications is available to centres onscreen via e-volve.

This means that entries have the following options available dependent on the type of exam:

Examination	Exam Type	E-volve	Paper
Dated entry examinations	MCQ	X	✓
	Written	X	✓
On-demand Health & Safety (Land qualifications)	MCQ (on demand)	✓	X

Exam Timetable

A calendar of all examinations for the forthcoming year can also be downloaded from the [Technicals Resource Hub](#).

Exam dates and times for all examinations within the spring series, summer series, and Key Stage 4 autumn series can be viewed within this document.



Moderation process

For the Technical Qualifications' synoptic assignments, internal centre marking is subject to external moderation by City & Guilds.

Moderation is a quality assurance process whereby City & Guilds review a sample of centre marking and candidate evidence to ensure that it is accurate and consistent, in line with the correct national standard.

Where it is not, centre marks may be adjusted or in some instances the work is remarked completely, to align them with these standards. To support this process, in some instances City & Guilds may require additional evidence to be submitted and centres are expected to comply with these requests.

Detailed information on the moderation process is available in the Technical Qualifications Quality Assurance Guide for Centres.



Synoptic Visits

For some Technical Qualifications, the moderation process is supported by a visit from our moderators, to observe the practical assessment taking place.

Moderators will use this visit to ensure that tutors are collecting appropriate evidence during the assessment to support their marking.

A list of qualifications that require a synoptic visit is available on [our website](#).

The City & Guilds Moderation Portal

Learner outcomes such as the marks and evidence for synoptic assignments as well as grades for centre assessed components or Employer Involvement have to be submitted to the City & Guilds Moderation Portal.

The Moderation Portal is an online platform which supports the moderation process. Centres are given logins and passwords to access platform. The Moderation Portal allows centres to:

- Enter marks or grades for your students' assessments
- Upload samples of evidence, including student evidence and tutor's assessment forms, as per the requirements of the assessment.

City & Guilds moderators also have access to the Moderation Portal to view the centre's marks, grades and evidence for each student. Information on marking and moderation processes and the Moderation Portal user guide can be found on the [Technicals Resource Hub](#) on City & Guilds' website.



The Summer Assessment Series:

Important dates and information

Please be aware of the dates for submission of synoptic and centre assessed components.



The [Quality Assurance Guide](#) for Centres provides full information regarding assessment submissions.



Important dates and information (continued)

Submission dates for synoptic assignments, centre assessed components and Employer Involvement are adjusted each year. These are updated and communicated at the start of each academic year. Full details can be found in the [Delivery Timeline](#), or on our [VTQ Information Hub](#).

Synoptic assignments:

- Submission deadline is within May.
- Centre marks for all students and a sample of evidence must be submitted via the Moderation Portal.
- Sample sizes and evidence requirements are detailed within the [Quality Assurance Guide for Centres](#).

Employer Involvement (KS5 qualifications only):

- Outcomes for all candidates must be submitted via the Moderation Portal ahead of a deadline in June each year.
- Centres must plan and track activities taking place using an Employer Involvement planner and tracker.
- We recommend that a fully completed planner is uploaded to the Moderation Portal at the point of submitting candidate outcomes.
- Please note that there is no expectation for centres to provide the planner to our Quality team for checking mid-way through the academic year unless centres would like assurances that the employer involvement activities which are planned can be counted as 'meaningful' activities.

Centre assessed components:

- After Easter, the Quality team will notify centres of the centre-assessed components which require evidence to be uploaded for external verification sampling. The number of assessments which will be required for sampling varies according to the volume of assessments there are within the qualification. Where multiple centre-assessed components are in use, centres should broadly expect to be required to upload 2-3 assessments for sampling per qualification.
- For these sampled centre-assessed components, grades and evidence for all candidates must be submitted via the Moderation Portal with a deadline in early June.
- Evidence upload for sampled centre-assessed components must comply with the moderation sample guidance within the Quality Assurance Guide for Centres.
- Please be aware that further evidence may be requested to ensure quality assurance can be completed.

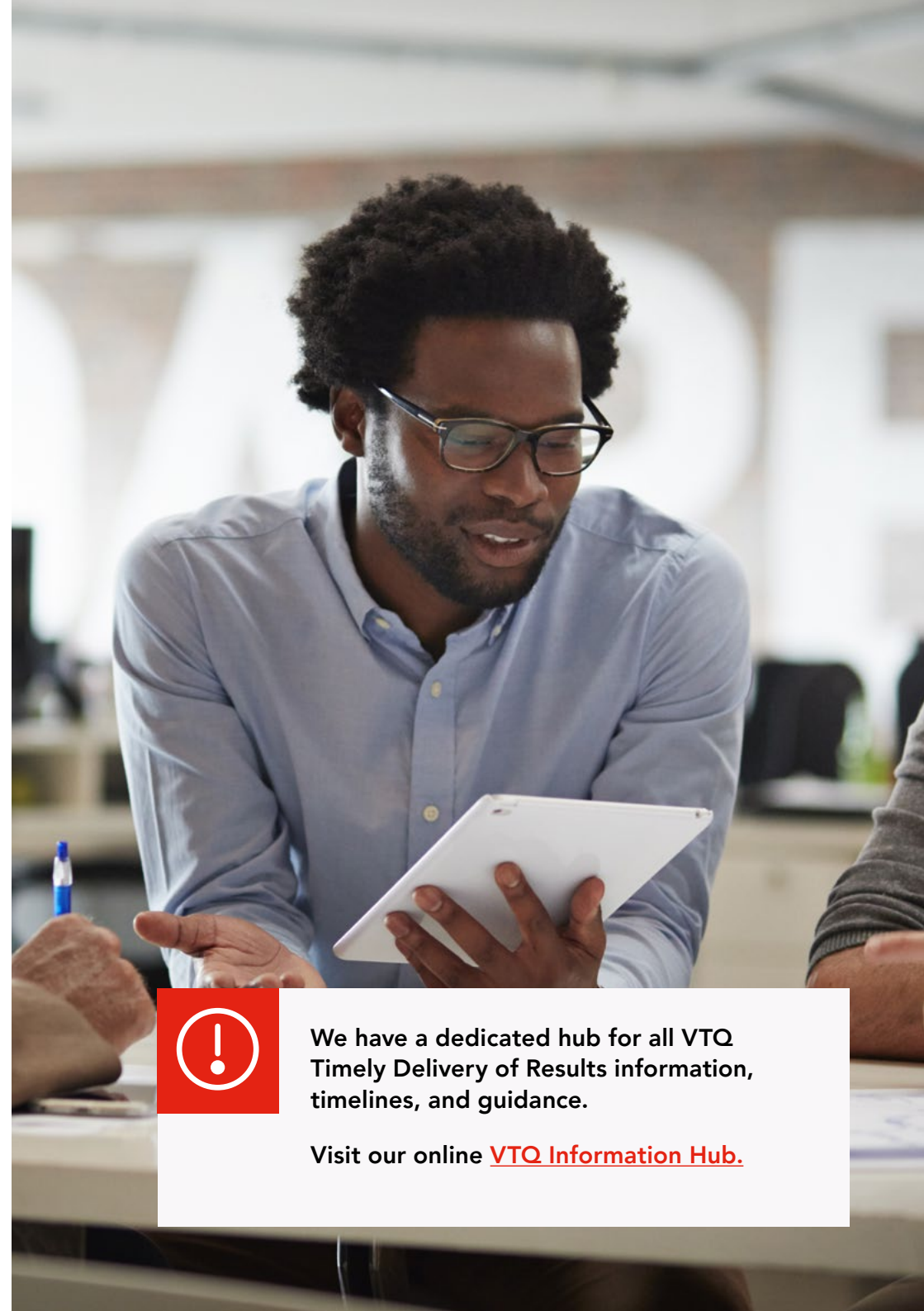
VTQ Timely Delivery of Results

Ofqual has issued guidance to all awarding organisations and centres that offer vocational and technical qualifications (VTQs) on the actions required to ensure the timely delivery of results each academic year.

As City & Guilds Level 2 and Level 3 Technical Qualifications offer students an opportunity for progression to either further or higher education or onto employment, a number of qualifications fall within the scope of a VTQ Timely Delivery of Results checkpoint activity each academic year.

[View the list of City & Guilds qualifications.](#)

Like other awarding organisations, City & Guilds must ask for cooperation from centres delivering Technical Qualifications to submit data to us within checkpoint windows, regarding students who are expected to complete the qualification at the end of the academic year.



We have a dedicated hub for all VTQ Timely Delivery of Results information, timelines, and guidance.

Visit our online [VTQ Information Hub.](#)



VTQ Timely Delivery of Results

It is vital that City & Guilds is able to release results on time.

Full information can be found on our [VTQ Information Hub](#), including:

- Qualifications in scope of the Ofqual VTQ measures
- Responsibilities and actions for centres
- Key dates and deadlines for the checkpoints
- Information and guidance on our processes, including data submission, updating contact information, and timelines of the checkpoint activity

Once centres have submitted the checkpoint data for students who are registered on a qualification, you can identify whether there are any students who do not have all required assessment entries and do not currently meet the full rules of combination based on entries and/or results.

This helps to ensure no student is disadvantaged and has the opportunity to achieve their qualification on time.

The Head of Centre is responsible for ensuring their centre has made the relevant registrations, assessment entries and has submitted all required information to City & Guilds on time.

Qualification-specific documents and resources

The following resources are available to support your delivery and assessment.

Centre documents and assessment materials can be found in the qualification specific pages for each individual qualification:

- Qualification handbooks
- Exam guides
- Synoptic assignments
- Sample papers
- Past papers and mark schemes
- Optional assignments and assessment packs for any other centre assessed components.

These documents can be found on the 'Documents' tab, under the relevant qualification page.



Hint: use the website search bar, to search the four digit suite number (e.g. 8202) and go directly to that qualification page.

General documents and resources

Exam Timetable

For all Technical Qualifications there is an examination timetable for the spring, summer and KS4 autumn series.

Delivery Timeline and Calendar

This calendar of key events will help you to ensure you have clear sight of important dates such as registration and entry windows, and submission deadlines.

Quality Assurance Guide for Centres

This document provides guidance around teaching, learning and assessment of Technical Qualifications.

Quality Assurance Guide for Centres

This document provides information on the centre marking process as well as the quality assurance of synoptic assignments and centre assessed components, through moderation and verification.

Moderation Portal centre guide

This guidance document explains the process around how to upload marks, grades and evidence. Some useful, short supporting videos are also available.

Employer Involvement centre guidance

This document provides guidance and best practice on meeting the Employer Involvement requirement. An example of a completed Employer Involvement planner is also available.



Versions of all documents are maintained electronically, so please check the website to ensure you have the most up-to-date version.

These documents can be found on our website on [cityandguilds.com/technicalresource](https://www.cityandguilds.com/technicalresource)

Guidance and support

Technical Advisors

The Technical Advisors who are they?

The team of Technical Advisors at City & Guilds are subject experts in their field with extensive experience of delivering qualifications and supporting centres across a wide range of educational settings. They provide ongoing support to centres throughout the year. To find the Technical Advisor for your industry please click on [this link](#) where you will see all the Technical Advisors and their contact details.

What support will we be providing for Technical Qualifications?

New centres

For new centres there is a 'first-steps' on-boarding short recorded presentation called Preparation to Teach which will take you through all the resources we have available and where they are located on our website. You will be provided with all the contacts you require and an introduction to your Technical Advisor.

New and Existing centres

For existing centres with new delivery staff, we would suggest you also listen to the 'first steps' Preparation to Teach on-boarding presentation as a navigation exercise.

- Delivery planner for curriculum planning. We will provide an editable delivery planner with key dates for you to use and tailor to your own centres' delivery programme.
- Sector specific webinars. There will be sector specific on-boarding webinars where Technical Advisors will be on hand to answer any questions and provide dedicated support for your Technical Qualifications.
- Recorded webinars. We will make available to centres a copy of any recorded presentations should you not be able to attend a webinar.
- Dedicated on-line conference calls. During the academic year Technical Advisors will offer centres the opportunity to arrange an online conference call, providing specific additional support for Technical Qualifications.
- Technical Advisors will provide ongoing general updates on Technical Qualification for centres.



Let us know who to contact

We want to ensure we get the right information to the right people.

We've simplified the way centres provide and maintain key contact information for Technical Qualifications. You can now provide and update this information within Walled Garden.

You can independently maintain the contact details for your designated contacts, qualification leads and all key centre staff in one simple to use contact management page. Centres must ensure that the information for Senior Designated Contacts, Qualification Leads and key Centre Staff is kept up to date throughout the academic year. Our teams will use the contacts provided to communicate with centres delivering Technical Qualifications, as well as for the distribution of email updates throughout the year.

In order for us to reach the right people, it is vital therefore that you maintain your contact details on Walled Garden. Details on how to do this, and further information regarding the types of contact information needed, can be found within the [Manage Your Centre Contacts page](#) on our VTQ Information Hub.

Digital Credentials

Help your students celebrate their success with a Technical Qualification digital credential.

To ensure your students do not miss out on their credentials, please provide us with your students' personal email addresses. Digital credential can only be issued to a student whose personal email address has been provided at the point of registration on [Walled Garden](#) or via our [Bulk Upload Tool](#).

We have a range of resources available on our [website](#) to help you input your students' email addresses. We highly encourage that everyone involved with your student registrations reads the step-by-step guides for Walled Garden and email bulk upload.



Contact us

For further information relating to Technical Qualifications, please refer to the relevant qualification page and qualification handbook for further information. Alternatively, you can contact the relevant Technical Advisor for qualification specific queries, or your Business Manager.

- E: customersupport@cityandguilds.com
- T: 0300 303 5352
- W: cityandguilds.com/technical





About City & Guilds

Since 1878, City & Guilds has been dedicated to advancing the skills that people, organisations and societies need to thrive, both now and in the future.

As the global skills partner, we empower organisations to grow by creating and delivering comprehensive end-to-end solutions. These include high-quality skills training and credentials designed to meet the evolving needs of industries and workforces. Through our trusted network of colleges and training provider partners, learners across the globe develop skills and competencies that lead to employment and career progression.

Each year, over 5.1 million learners of all ages and backgrounds benefit from City & Guilds learning programmes, which have contributed £15.3bn to society in the UK alone. We champion workforce development and technical training routes that drive social mobility, prosperity, and success. By working closely with industries and governments, we also advocate for improvements across the global skills landscape.

Our City & Guilds Foundation amplifies this purpose by focusing on high-impact social investment, recognition, and advocacy programmes. These initiatives aim to remove barriers to employment, celebrate best practice on the job, and advocate for jobs of the future.

City & Guilds Training, Gen2, Intertrain, ILM, Kineo and The Oxford Group brands are all a part of City & Guilds.

For further information please visit cityandguilds.com/about-us

Contact us

Giltspur House
5-6 Giltspur Street
London EC1A 9DE

customersupport@cityandguilds.com

01924 930 801

www.cityandguilds.com

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