

VTQ Delivery of Results

Guidance for centres on the data submission and assessment entry reconciliation processes for the VTQ term-time checkpoints

Version 2.2, January 2025

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Section 1 | Information for centres

Information for centres

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. Further information can be found on the <u>Ofqual website</u>.

The full list of City & Guilds qualifications in scope can be found here.

City & Guilds will undertake two term-time checkpoints across the academic year. A full timeline, including the dates for checkpoint 1 and checkpoint 2 is published on our website <u>here</u>.

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 of the current academic year through the submission of certification intention data. We will work with the information you submit to ensure that all students due to complete in this academic year will have timely results in August.

We have further developed the functionality in Walled Garden which enables you to submit the checkpoint certification intention data to us, as well as a summary report.

Key features:

- All registered students will be pre-populated in a table for you to input your certification intention data for each qualification.
- You will only see qualifications you are approved for where you have registered students, so it is really clear what data needs to be provided.
- For each student you'll be required to submit certification intention data, predicted grade and any progression indicator (i.e. where the student is reliant on their qualification to progress to university or employment).
- You can download your student data to a .csv file (which can be edited in Excel) to complete offline and then upload for submission.
- The system enables you to display previously certificated students who you need to enter as resitting the qualification in order to improve their grade.
- Once you've submitted your checkpoint data for a qualification, our system will, overnight, review
 each student's data 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 (RoC) 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.

Timeline

There are two checkpoint windows in 2025. Window 1 will open on **Monday 6 January** for centres to submit certification intention data no later than **Friday 31 January**.

Window 2 will open on **Monday 24 March** for centres to reconfirm the original submissions made in window 1, making any amendments as necessary by **Friday 11 April**. All centres must have completed the data submission in full by the deadline for all applicable qualifications.

A detailed timeline can be found on our website here.

Submitting accurate data

All centres must ensure they submit accurate information on which students are expecting a qualification result and identify those who are reliant on their qualification result for progression, such as those applying to University, Employment etc.

We are committed to ensure all students can complete their qualifications. We will use this data to carry out further checks ensuring centres have made all relevant entries for assessment components, particularly for students that are progressing to higher education or employment.

It is essential that centres maintain an accurate picture of all students currently enrolled on the qualifications in scope so that their progress can be tracked, and the data submitted in full to City & Guilds.

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

Withdrawn students

As part of the checkpoint activity, we are also asking centres to indicate where a student has been withdrawn from the programme of study.

This will now form part of the checkpoint activities each year.

Any student marked as **Withdrawn (W)** as part of the checkpoint activity in the current academic year will then cease to be actively enrolled (have an active registration) on the qualification as of 01 September in the next academic year.

Students will need to be re-registered on the qualification if they return to the programme of study in the future. For T Levels the student withdrawal can be completed at core and occupational specialism component level.

Noncompliance

Failure to meet the requirements of the checkpoint activity, or submitting incomplete or inaccurate certification intention data may adversely affect a student's result, and as such their progression to higher education or employment.

Any instance where a centre fails to submit all required data or does not respond to information requests will constitute maladministration and will be referred to the City & Guilds compliance team. It is our hope however that all centres will actively engage in the checkpoint activity during 2024 to avoid any such instance.

It is the responsibility of the Head of Centre, the Senior Designated Contact and the contacts listed within the SDC form to ensure requests made by City & Guilds are responded to / actioned as required.

We recognise the work required to ensure the timely delivery of results in 2024 and appreciate your ongoing commitment and support.

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 1 and checkpoint 2 submission dates.

Accessing Walled Garden

You will need the appropriate <u>Walled Garden</u> access to submit the data for the VTQ Checkpoint.

All City & Guilds' centres have access to Walled Garden, however the access arrangements within each centre will differ according to your structure and who sets up your accounts.

Only a Primary User or a Secondary User can submit VTQ certification intention data on Walled Garden.

Accounts which are set as **Finance User**, **Read Only User** or **Tutor User** will not be able to access the new functionality.

If you do not have the correct permissions or do not have access to Walled Garden, you will need to request this from your centre's primary account holder. City & Guilds can't set up accounts for you.

For further information on Walled Garden please click <u>here</u>. Alternatively, you may find this short <u>video</u> helpful, or contact our Centre Support team.

Senior Designated Contacts

Centres are required as part of Ofqual's measures to ensure timely delivery of results to keep Awarding Organisation up to date with the details of key contacts for the delivery of qualifications, as well as a named single Senior Designated Contact (SDC).

We've simplified the way centres provide and maintain key centre contacts for 2025 onwards. You now need to provide this information in Walled Garden.

You can maintain designated contacts (including the SDC), qualification leads and all key centre staff in one simple to use contact management page.

Please visit the <u>VTQ Information Hub</u> for more information. Our centre guide available <u>here</u> explains how to navigate to the new area in Walled Garden and update the information.

KS4 Technical Awards (Cash-in)

The certification intention data submitted as part of the term-time checkpoint is also considered as a cashin for the current academic year and is used to inform City & Guilds that you wish to claim (or cash-in) the gualification 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).

The terminal rule applies to KS4 Technical Awards. Please refer to the documents published on the <u>Technicals Resource Hub</u> for more information.

Contact us

Our centre operations team are available throughout the year to support with the completion of the termtime checkpoints.

The team will also work with you to ensure all students have the required assessment entries once you've submitted your checkpoint data, to ensure students who are identified as due to complete this academic year receive their results on time.

Centre Operations

O300 303 53 52

☑ <u>centreoperations@cityandguilds.com</u>

Lines are open Monday to Friday 08.30 to 17.00 GMT excluding bank holidays.

Section 2 | Quick reference guide: Submit DoR Checkpoint Data

Search	Submit Delive	ery of Results ((DoR) Checkpoint Data								_	1	The Checkpoint window is an internal code. You'll only see data for the current checkpoint. The code is the
Define the report by using the search criteria below. The fields may change depending upon the selections made. Click Search to continue.	Qualific	ation		Qualit	ication title				Valid grades	(heckpoint window		month and year the checkpoint window opens
	0170-	24	Leve	l 2 Technical	Award in Land Base	d St			DDSMPUCX		1224		
I want to: Submit DoR Checkpoint Data 🗸													
which * belongs to centre	Active regi	strations C	Outstanding 1	'es (Y)	No (N)	1	Vithdrawn (W)	Retake (R)	Status		Last update		The top section provides an overview of the qualification
	4		4						Not starte	d			selected and the valid grades.
for qualification (eg.0172-32)* 0170-24 Level 2 Technical Award in 🗸	Checkpoint data												Selected and the valid grades.
ENR No.												- 10	The table below shows the number of active
First name			its with a valid registration fo										registrations that you need to provide data for and the
Last name	retake to improv	for each student: if ve their grade (R).	if they are due to certificate i	n the current	academic year (Y	N) or, if they are	withdrawn or no longe	on programm	e (W) or, if they have pr	eviously cer	ficated and are du	to	
Show all previously	If the student is	due to certificate t	this academic year (Y/R), you	i must provid	le the predicted qu	alification grad	e and progression indic	ator.					submission status. As you work through the students
certificated learners only	You may only u that you have n	se the "Ready to Si ot omitted any requ	Submit" button when there ar quired data when you are read	e no filters s ly to submit.	elected. Use the Sa	we button to sa	ve any changes you hav	e made, then s	search again with no filt	ers selected	This is to help ens	re	and save the data, the number of students for each
Only show candidates	Important note	for KS4 Technical (Qualifications:										response type will update.
where RoC cannot be achieved	The data you su	Ibmit here is used t	I to claim certification, known	as "cash-in'	Where a student	has been marke	d as "Yes" (Y), a certific	ation claim wil	be processed.				
	Please ensure t	hat any students w	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				
* denotes mandatory field							hoose File No file	chosen	Unio	d	Download		
Search							NOUSE THE NUME	10361	opioe		Download		
	ENR	Surname	Forename	D.O.B	Registration date	Previous certification	Certification intention	Predicted grade	Progression	Current bookings meet RoC	RoC Analysis	^	
	KTZ9327	Aspyn	Beryl	01.01.2010	27.11.2024		~	×	~				• • • • • • • • • • • • • • • • • • • •
	LWR5245	Duck	Donald	12.01.2007	16.10.2024		~	×	~				You can download the data into a .csv file which can then be
	KTZ9315	Fergus	Lilac	01.01.2010	27.11.2024		~	×	~				completed offline using Excel.
	KTZ9339	Toby	Andi	01.01.2010	28.11.2024		~	×	~			-	
					1				C		Dandu (n. Culumi		Once you've completed the file, you can then upload the file to
									Sav	,	Ready to Submi		populate the responses in the Walled Garden table ready to
													submit.
													The file now includes the RoC reconciliation information once
•													this has been updated following submission.

The search field must be set to **Submit DoR Checkpoint Data** and then select the correct centre number.

Qualifications you are approved for will appear in the drop-down menu.

You can use the additional search filters to narrow down to student level.

Use the previously certificated learners filter (so you can mark any students retaking the qualification).

Use the RoC filter to view students who do not meet the rules of combination based on current assessment entries and/or results. This information will be visible within 24 hours for any student who is submitted as due to complete (Y) or re-take (R).

The checkpoint data table displays the list of students with an active registration. The data provided includes Enrolment Number (ENR), Surname, Forename, Date of Birth, and Registration date.

Previous certification will show blank, unless you opt to display these students using the search filter. You only need to do this where you need to add in any student who has previously been certificated and is retaking the qualification to improve their grade.

For each student you need to provide 'certification intention'. Where you enter a student as Y (Yes – due to complete this year) or R (Retake) you will also need to enter predicted grade and any progression indicator. This is now mandatory.

You can save the data at any time to come back to it later, and once you're ready to submit.

Section 3 | Quick reference guide: View DoR Checkpoint Summary

View DoR Checkpoint Summary	Checkpoint level se	shows a summary of all qua r submitting, you can chec ummary	k to see if there are a	nave registered c	to comple	te who o	lo not m	leet the	rules of combina	tion.	se this summary	table to look to	incomplete checkpoint
gs	Checkpoint window	Active registrations	Outstanding	Yes(Y)	No(N)		Withdra	wn(W)	Retake(R)	Not me Rol		omission at update	RoC Last update
Search	1224	104	70	12	20		2				02	12.2024	
	Qualification level		Active						Not		Checkpoint	Submission	RoC
	Qualification	Qualification title	registration	s Outstanding	Y	N	w	R	meeting RoC	Status	window	Last update	Last update
	0170-24	Level 2 Technical Award in Based St	Land 5	5						Not started	1224		
	0173-37	Level 3 Advanced Technica Extended Dipl	8	8						Not started	1224		
	2935-03	Level 3 Extended Project	8		4	2	2			Submitted	1224	02.12.2024	
	6003-30	Level 3 Advanced Technica Diploma in Be	^{il} 10		4	6				Submitted	1224	02.12.2024	
	7905-30	Level 3 Advanced Technica Diploma in Br	ll 37	37						Not started	1224		
	8202-35	Level 3 Advanced Technica Diploma in Pl	^{al} 18	2	4	12				Submitted	1224	02.12.2024	
	8715-30	T Level Technical Qualifica Manag	tion in 9	9						Not started	1224		
		T Level Business Improven Occupationa	nent 9	9						Not started	1224		

The top table shows the current checkpoint window and the total sum of active registrations, outstanding submissions (at student level) and the number submitted as Yes (Y), No (N), Withdrawn (W) or Retake (R).

The qualification level summary table shows a breakdown of the current checkpoint window by programme of study (qualification).

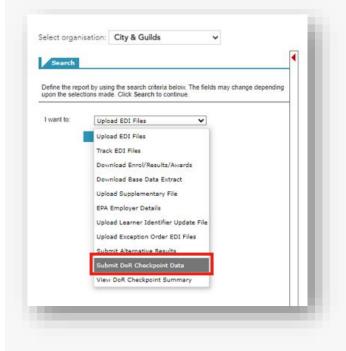
For each programme of study, you can view:

- Number of active registration (the number of students that are registered and require checkpoint data submitting)
- Number of outstanding submissions
- Breakdown of the number submitted as Yes (Y), No (N), Withdrawn (W) or Retake (R)
- Number of students submitted as Yes (Y) or Retake (R) who do not meet the rules of combination based on current assessment entries
- Submission status of the programme of study
- The checkpoint window code
- The date the programme of study was last updated
- The date the rules of combination reconciliation data was last updated

Section 4 | Entering your checkpoint data

Step 1 Open the checkpoint tool Log in to Walled Garden with your user account. 1 From the homepage, click Centre Services from the top menu. 2 00 City ilm WalledGarden Log out Centre Catalogue Help Quality Reports Settings services EDI file upload Evidence Management Learner Scripts Contact Management

3 Ensure the organisation is set to City & Guilds and then select Submit DoR Checkpoint Data from the first drop-down menu.



4 Ensure the correct centre number is selected in the which belongs to centre field.

Step 2 Select the Qualification to submit the checkpoint data

You need to submit each qualification separately within Walled Garden. You will only see qualifications which you are approved to deliver.

1 Select the first qualification to view from the qualification drop-down menu.

I want to: which * belongs to centre	Submit DoP 999990	R Checkpoint Data	
for qualificatio	on (eg.0172-32)		
ENR No.			
First name		0170-24 Level 2 Technical Award in Land Based Si	
Lastname		0173-37 Level 3 Advanced Technical Extended Dip	1
Show all prev certificated le On <mark>l</mark> y show ca where RoC ca	arners only	2935-03 Level 3 Extended Project 6003-30 Level 3 Advanced Technical Diploma in B 7905-30 Level 3 Advanced Technical Diploma in B 8202-35 Level 3 Advanced Technical Diploma in Pl 8715-30 T Level Technical Qualification in Manag 8715-31 T Level Business Improvement Occupatic	r

2 Leave the additional search fields and tick boxes clear. You will use these later. Then click Search.

I want to: Su	bmit DoR Checkpoint Data	
which * 99 belongs	9990 🗸	
to centre		
or qualification (or 0	172-32)* 0170-24 Level 2 Technical Award in 🗸	
ENR No.	(1/2-32) (01/0-24 Level 2 lechnical Award in V	
First name		
Last name		
Show all previously		
certificated learners	only	
Only show candidate	s 🗌	
where RoC cannot be	a chieved	
denotes mandatory	field	

Step 3 Understand the data table

When you search on the qualification selected, a list of students will be displayed in the table. The students are those who have an active registration on the programme of study (i.e. their registration is valid) and who have not yet been certificated.

You will see all students in this list, including those who may have withdrawn from the programme of study in your centre. This is because this information has not previously been shared with City & Guilds.

Define the report by using the search criteria below. The fields may change depending	Qualifi	ication		Qualifi	ation title			Va	lid grades	Che	ckpoint window
pon the selections made. Click Search to continue.	0170	1.24		Level 2 Technical A	ward in Land Baser	d St			DSMPUCX	-	1224
I want to: Submit DoR Checkpoint Data				LOTOL TOTINGUT							166
which * 999990 V	Active reg	gistrations	Outstanding	Yes (Y)	No (N)	w	ithdrawn (W)	Retake (R)	Status		Last update
io centre	4		4						Not started	1	
NR No.	The table below	w shows all stude	nts with a valid registra	tion for the qualifica	ion. You must con	nplete all studen	ts records.				
Last name Last name Show all previously certificated learners only Only show candidates where RoC cannot be achieved denotes mandatory field Search	retake to impro If the student i You may only u that you have i Important note The data you s	ove their grade (R is due to certificat use the "Ready to not omitted any r e for KS4 Technic: submit here is use	e this academic year (Y Submit" button when t quired data when you	/R), you must provid here are no filters se re ready to submit. known as "cash-in".	the predicted qua ected. Use the Sa Where a student h	alification grade we button to save has been marked current series (i.	and progression indi e any changes you ha as "Yes" (Y), a certifi	cator. ve made, then sea cation claim will b claim / cash in) a	urch again with no filte	ers selected. Th	
Last name	retake to impro If the student i You may only u that you have i Important note The data you s	ove their grade (R is due to certificat use the "Ready to not omitted any r e for KS4 Technic: submit here is use). e this academic year (Y Submit" button when t quired data when you i al Qualifications: d to claim certification,	/R), you must provid here are no filters se re ready to submit. known as "cash-in".	the predicted qua ected. Use the Sar Where a student h ertification in the Registration	alification grade we button to save has been marked current series (i.	and progression india e any changes you ha as "Yes" (Y), a certifi- e. who do not need to	cator. ve made, then sea cation claim will b claim / cash in) a	rch again with no filte e processed. re marked as "No" (N)	ers selected. Th	nis is to help ens
Last name	f the student i You may only i that you have i Important note The data you s Please ensure	ove their grade (R is due to certificat use the "Ready to not omitted any rr e for KS4 Technic: submit here is use that any students), submit" button when t quired data when you i il Qualifications: d to claim certification, who do not wish to red	/R), you must provid here are no filters se ire ready to submit. known as "cash-in". eeive a qualification o	the predicted qua ected. Use the Sar Where a student h ertification in the Registration	alification grade we button to save nas been marked current series (i. Cl Previous	and progression indi e any changes you ha as "Yes" (Y), a certifi- e. who do not need to noose File No file Certification	cator. ve made, then sea cation claim will b claim / cash in) ar chosen Predicted grade	rch again with no filte e processed. re marked as "No" (N) Uploa	ers selected. Th	Download
Last name	retake to impro If the student i You may only u Important note The data you s Please ensure	ove their grade (R is due to certificat use the "Ready to not omitted any r e for KS4 Technic: submit here is use that any students	b. Submit' button when to surried data when you u il Qualifications: d to claim certification, who do not wish to rec Forename	IR), you must provide here are no filters se re ready to submit. known as "cash-in", eeive a qualification of D.O.B	the predicted qua ected. Use the Sar Where a student h ertification in the Registration date	alification grade we button to save nas been marked current series (i. Cl Previous	and progression indi e any changes you ha as "Yes" (Y), a certrifi- e. who do not need to noose File No file Certrification intention	cator. ve made, then sea cation claim will b claim / cash in) ar chosen Predicted grade	rch again with no filte e processed. re marked as "No" (N) Uplox Progression	ers selected. Th	Download
Last name	retake to impro If the student i You may only u Important note The data you s Please ensure ENR KTZ9327	s due to certificat use the "Ready to not omitted any r or KS4 Technic: submit here is use that any students Surname Aspyn	b this academic year (Y button when quived data when you a do claim certifications: d to claim certifications who do not wish to reconcile the quived data and the quived data	IR), you must provide here are no filters se re ready to submit. known as "cash-in", eeive a qualification of D.O.B 01.01.2010	the predicted que ected. Use the Sar Where a student h ertification in the Registration date 27.11.2024	alification grade we button to save nas been marked current series (i. Cl Previous	and progression india e any changes you ha as "Yes" (Y), a certifi- e. who do not need to noose File No file Certification intention	cator. ve made, then sea cation claim will b claim / cash in) ar chosen Predicted grade Qrade	rch again with no filtr e processed. re marked as "No" (N) Uploc Progression	ers selected. Th	Download

1 The top table displays the qualification you have selected, the valid grades for the qualification and the academic year.

	Qualification title	Valid grades	Checkpoint window
0170-24	Level 2 Technical Award in Land Based St	DDSMPUCX	1224
11/0-24	Level 2 Technical Award in Earld Dased St	BBBMFBEA	1224

2 The second table displays the number of active registrations you need to provide certification intention data for. The number entered for each status will be updated into the corresponding Yes (Y), No (N), Withdrawn (W), and Retake (R) fields as you update and save the data.

The status of the qualification will either display as **Not started**, **In progress** or **Submitted**, along with the date of the most recent update.

Active registrations	Outstanding	Yes (Y)	No (N)	Withdrawn (W)	Retake (R)	Status	Last update
4	4					Not started	

3 You have the option to download the data to a .csv file which can then be completed offline and uploaded to update the table. Please refer to section <u>Section 7</u> for further information on completing the submission via csv file upload.

Upload	Download
	opida

4 The checkpoint data section is the table of students you need to submit the certification intention data for. The data provided within the table is Enrolment Number (ENR), Surname, Forename, Date of Birth, and Registration date.

Where a student has previously achieved their qualification, this will show as **Y** in the **Previous certification** field (if you have selected this filter).

Each student must then be updated with the **Certification intention**, **Predicted grade** and **Progression** indicator.

ENR	Surname	Forename	D.O.B	Registration date	Previous certification		Predicted grade	Progression	Current bookings meet RoC	RoC Analysis
KTZ9327	Aspyn	Beryl	01.01.2010	27.11.2024		~	~	~		
LWR5245	Duck	Donald	12.01.2007	16.10.2024		~	~	~		
KTZ9315	Fergus	Lilac	01.01.2010	27.11.2024		~	~	~		
KTZ9339	Toby	Andi	01.01.2010	28.11.2024		~	~	~		

5 The final two columns, Current bookings meet RoC (Rules of Combination) and RoC Analysis will not update until you have submitted all students within the programme of study. So don't expect there to be anything in this field initially.

Once you've submitted the programme of study to us, and the status updates to **Submitted**, overnight our system will review students who are entered as **Yes** (**Y**) due to complete or **Retake** (**R**) to ensure they meet the rules of combination (RoC) based on their current assessment entries and/or results. If they do not meet the RoC this will update into the Walled Garden table, and you will be able to view a summary for each student. This enables centres to ensure all required entries have been made and every student has the opportunity to complete their qualification in full and on time. Please refer to section <u>Section 8</u> for further information on the Assessment Entries and RoC Reconcilliation process.

Step 4 Enter the checkpoint data for a student

Now you have your student list, you need to enter for each student if they are due to complete their qualification in the current academic year.

You must enter a response in the **Certification intention** column for all students who have not completed their qualification.

1 Select the drop-down menu under the **Certification intention** field for the student

CTZ9315 Fergus Lilac 01.01.2010 27.11.2024 Y Yes V V	D.O.B Registration date Previous certification intention redicted rade Progression Current bookings RA	RoC Analysis
KTZ9315 Fergus Lilac 01.01.2010 27.11.2024 Y Yes V V KTZ9339 Toby Andi 01.01.2010 28.11.2024 N No V V V	01.01.2010 27.11.2024	
KTZ9339 Toby Andi 01.01.2010 28.11.2024 N No	12.01.2007 16.10.2024	
KT29339 Toby Andi 01.01.2010 28.11.2024	01.01.2010 27.11.2024	
	01.01.2010 28.11.2024	
		dy to Submit

2 Enter the relevant certification intention data as follows:

Y Yes	The student is due to complete the qualification in full in the current academic year, expecting a qualification result in August.
ΝΝο	The student is not due to complete in the current academic year (i.e. they are in the first year of a two-year programme of study or the qualification is being delivered over multiple years).
W Withdrawn	The student has completely withdrawn from the programme of study and should be withdrawn on City & Guilds' system.

For students who have previously completed their qualification, you do not need to enter any information for them unless the student is retaking assessment components in order to improve their overall qualification grade. Where this is the case please refer to <u>Section 5</u>.

Additional information for the certification intention data status:

Example:

Where No (N) would be appropriate:

- The selected qualification is a Level 3 720 or 1080 GLH course and the student is in the first year of their two-year qualification,
- The selected qualification is a Level 2 KS4 course and the student is only completing part of the qualification in the current academic year.

Important:

For any students where **Withdrawn (W)** is submitted, City & Guilds will **withdraw the student registration** on Walled Garden before the start of the next academic year.

This means that if all withdrawn students are correctly indicated, they will no longer display on the list of registered students in future academic years.

A new registration would be required if the student is to start a course again after withdrawing.

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 gualification certificaton 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)**.

3 Where a student is entered as Yes (Y) due to complete or Retake (R) the system will open the field to enter data into the Predicted grade and Progression fields. These fields are now mandatory.

ENR	Surname	Forename	D.O.B	Registration date	Previous certification	Completion data	F	Predicted grade	Progression	Current bookings neet RoC	RoC Analysis	i.
KTZ9327	Aspyn	Beryl	01.01.2002	05.04.2024		Y Yes 🗸		~	~			
KTZ9364	Burak	lman	01 01 2002	04 04 2024		· ·		×	×			8

4 In the **Predicted grade** field, select the predicted grade for the student. This is the grade that the student is expected to receive based on current progress and is usually recorded by the student's tutor(s).

Please note submission of this data is now a mandatory requirement.

ENR	Surname	Forename	D.O.B	Registration date	Previous certification	Certification intention		redicted rade		Progression	Current bookings meet RoC	RoC Analysis
KTZ9327	Aspyn	Beryl	01.01.2010	27.11.2024		Y Yes 🗸		~]	~		
LWR5245	Duck	Donald	12.01.2007	16.10.2024		~				~		
KTZ9315	Fergus	Lilac	01.01.2010	27.11.2024		~	•	D		×		
KTZ9339	Toby	Andi	01.01.2010	28.11.2024		~		DS	Π	Y		
								M P UC X		Save	R	eady to Submit

The grade scale for the qualification populates automatically. Note that **Distinction*** will show as **DS** in the gradescale.

5 Using the **Progression** field you must indicate any student who is reliant on their qualification for progression:

UUCAS	Where the student has applied to university via UCAS
E Employment	Where the student is going straight into work or an apprenticeship after completing their qualification
O Other	Where the student is progressing to another opportunity such as another qualification
N Not Applicable	Where progression is not applicable for the student

Centres must ensure that this data is provided correctly to City & Guilds. We will carry out further analysis of students marked for progression to ensure they have every opportunity to complete their qualification in full and are not disadvantaged.

NR	Surname	Forename	D.O.B	Registration date	Previous certification	Certification intention		Predicte grade	ed	Progression	Current bookings neet RoC	RoC Analysis
TZ9327	Aspyn	Beryl	01.01.2010	27.11.2024		Y Yes 🗸	0	D	~			
WR5245	Duck	Donald	12.01.2007	16.10.2024		~	0		\mathbf{v}			
CTZ9315	Fergus	Lilac	01.01.2010	27.11.2024		~	0		\sim	U UCAS		
CTZ9339	Toby	Andi	01.01.2010	28.11.2024		~	0		\sim	E Employment		
	~	~								O Other N Not Applicable	R	eady to Submit

6 We recommend that you also click **Save** at regular intervals as you enter the data for your students. You can save and ret urn to the data at any time.

The status will now update to **In progress** and the number for each certification intention status will update accordingly.

Quan	fication		Qualifi	cation title				Valid grades		Che	ckpoint window	
0170	0-24		Level 2 Technical A	ward in Land Base	ed St			DDSMPUCX			1224	
Active reg	gistrations	Outstanding	Yes (Y)	No (N) W	ithdrawn (W)	Retake (R)		Status		Last update	
4	4	3	1					In	progress	;	03.12.2024	
:kpoint dat	ta											
		opte with a valid radio	tration for the qualifica	tion. You must a	mplete ell studen	ta recorda						
		-	ertificate in the current				er on programm	e (W) or, if they l	have prev	viously certific	ated and are d	ue fi
	ove their grade (R			academic year (1	ing oi, it they are	in the long	er on programm	e (iii) ei, ii aley i	are pre-	viously contine		
e student i	is due to certificat	e this academic year	(Y/R), you must provid	e the predicted q	ualification grade	and progression indi	cator.					
			n there are no filters se u are ready to submit.	lected. Use the S	ave button to save	e any changes you ha	ave made, then s	earch again with	n no filter	rs selected. Th	nis is to help en	sur
,	not onnitiou any re	equireu uata when yo	u are ready to submit.									
	e for KS4 Technica		u are ready to submit.									
rtant note	e for KS4 Technica	al Qualifications:	on, known as "cash-in".	Where a student	has been marked	as "Yes" (Y), a certifi	ication claim wil	be processed.				
ortant note data you s	e for KS4 Technica submit here is use	al Qualifications:							'No" (N).			
oortant note data you s	e for KS4 Technica submit here is use	al Qualifications:	on, known as "cash-in".		e current series (i.	e. who do not need to	o claim / cash in					
oortant note data you s	e for KS4 Technica submit here is use	al Qualifications:	on, known as "cash-in".		e current series (i.		o claim / cash in		'No" (N). Upload		Download	
oortant note e data you s	e for KS4 Technica submit here is use	al Qualifications:	on, known as "cash-in".		e current series (i.	e. who do not need to	o claim / cash in			d Current bookings	Download RoC Analysis	
oortant note e data you s ase ensure NR	e for KS4 Technica submit here is use that any students Surname	al Qualifications: ed to claim certification s who do not wish to r Forename	n, known as "cash-in". receive a qualification o	Registration date	e current series (i. Cl	e. who do not need to	o claim / cash in e chosen Predicted grade	Progression	Upload	d Current	RoC	
vortant note e data you s ase ensure NR TZ9327	e for KS4 Technica submit here is use that any students Surname Aspyn	al Qualifications: ed to claim certification e who do not wish to red Forename Beryl	n, known as "cash-in". receive a qualification o D.O.B 01.01.2010	Registration date	e current series (i. Cl	e. who do not need to noose File No file Certification intention	claim / cash in e chosen Predicted grade Image: Construction of the second s	are marked as 4	Upload	d Current bookings	RoC	
NR TZ9327 WR5245	e for KS4 Technica submit here is use that any students Surname Aspyn Duck	al Qualifications: ed to claim certification s who do not wish to re- Forename Beryl Donald	n, known as "cash-in". receive a qualification of D.O.B 01.01.2010 12.01.2007	Registration date 27.11.2024 16.10.2024	e current series (i. Cl	e. who do not need to noose File No file Certification intention	o claim / cash in e chosen Predicted grade Image: Display the second seco	Progression	Upload V	d Current bookings	RoC	
NR TZ9327 WR5245 TZ9315	e for KS4 Technica submit here is use that any students Surname Aspyn Duck Fergus	ed to claim certifications: ed to claim certifications s who do not wish to the Forename Beryl Donald Lilac	D.O.B 01.01.2010 12.01.2010	Registration date 27.11.2024 16.10.2024 27.11.2024	e current series (i. Cl	e. who do not need to noose File No file Certification intention	claim / cash in e chosen Predicted grade D v • D v • v	Progression	Upload v	d Current bookings	RoC	
vortant note e data you s ase ensure NR TZ9327 WR5245	e for KS4 Technica submit here is use that any students Surname Aspyn Duck	al Qualifications: ed to claim certification s who do not wish to re- Forename Beryl Donald	n, known as "cash-in". receive a qualification of D.O.B 01.01.2010 12.01.2007	Registration date 27.11.2024 16.10.2024	e current series (i. Cl	e. who do not need to noose File No file Certification intention	claim / cash in e chosen Predicted grade D v • D v • v	Progression	Upload V	d Current bookings	RoC	
NR TZ9327 WR5245 TZ9315	e for KS4 Technica submit here is use that any students Surname Aspyn Duck Fergus	ed to claim certifications: ed to claim certifications s who do not wish to the Forename Beryl Donald Lilac	D.O.B 01.01.2010 12.01.2010	Registration date 27.11.2024 16.10.2024 27.11.2024	e current series (i. Cl	e. who do not need to noose File No file Certification intention	claim / cash in e chosen Predicted grade D v • D v • v	Progression	Upload v	d Current bookings meet RoC	RoC	- - -

Section 5 | Identify your re-take students

Step 1 Search for previously certificated students

Once you've completed all of the checkpoint data for your students, you are nearly ready to submit the data to City & Guilds.

Before you do this, you need to identify any student who has previously been certificated on the qualification (i.e. they have passed the qualification) but they are retaking one or more assessments in the current academic year in attempt to improve their qualification grade.

Note: we have updated this process so that the search filter only shows previously certificated students, and does not include them in the active student list as previously was the case.

You can skip this section and move to <u>Section 6</u> if this does not apply to the qualification.

- 1 Select the qualification you need to locate a student to mark for re-take from the drop-down menu
- 2 This time, tick the box for Show all previously certificated learners only.
- 3 Use the ENR No, First name or Last name search fields if you need to locate a single student if easier.
- 4 Click Search.

want to:	Submit DoR Checkpoint Data
which * belongs to centre	999990
or qualificatio	n (eg.0172-32)* 0170-24 Level 2 Technical Award in ✔
ENR No.	
First name	
Last name	
Show all prev certificated le	
Only show ca	ndidates

The table will populate with applicable students, all marked as Y in the Previous certification field.

Define the report by using the search criteria below. The fields may change depending	Qualificatio	on	Qualific	cation title		v	/alid grades	Chec	kpoint window
upon the selections made. Click Search to continue.	0170-24		Level 2 Technical A	ward in Land Based St			DSMPUCX		1224
I want to: Submit DoR Checkpoint Data									
which * 999990 V	Active registra	ations Outstanding	Yes (Y)	No (N)	Withdrawn (W)	Retake (R)	Status		ast update
belongs to centre	Active registra	ations Outstanding	Yes (Y)	NO (N)	withdrawn (w)	нетаке (н)			
	1	1					In progress	; (03.12.2024
r qualification (eg.0172-32)" 0170-24 Level 2 Technical Award in 🗸	Checkpoint data								
ENR No.	Спескроіпт data								
First name	The table below sho	ows all students with a vali	id registration for the qualificat	tion. You must complete	all students records.				
Last name	Please indicate for retake to improve th		ue to certificate in the current a	academic year (Y/N) or, it	f they are withdrawn or no le	onger on programme	(W) or, if they have pre	viously certifica	ted and are due t
			ic vear (Y/R), you must provide	the predicted qualificat	tion grade and progression i	ndicator			
Show all previously	in the student is due		no your (may, you must promut	and predicted quanties	and progression	narouton			
	You may only use th	the "Ready to Submit" butto	on when there are no filters sel	ected like the Save but	ton to save any changes you	I have made then ee	arch again with no filte	re selected This	ie to help ensur
			on when there are no filters sel when you are ready to submit.	ected. Use the Save but	ton to save any changes yo	ı have made, then se	arch again with no filte	rs selected. This	is to help ensur
Certificated learners only Only show candidates	that you have not o		when you are ready to submit.	ected. Use the Save but	ton to save any changes yo	u have made, then se	arch again with no filte	rs selected. This	is to help ensur
certificated learners only	that you have not of Important note for P	omitted any required data w KS4 Technical Qualification	when you are ready to submit.				-	rs selected. This	s is to help ensure
rertificated learners only Only show candidates	that you have not or Important note for P The data you submi	omitted any required data w KS4 Technical Qualification nit here is used to claim cert	when you are ready to submit.	Where a student has bee	en marked as "Yes" (Y), a ce	rtification claim will b	be processed.		is to help ensur
rertificated learners only Only show candidates	that you have not or Important note for P The data you submi	omitted any required data w KS4 Technical Qualification nit here is used to claim cert	vhen you are ready to submit. ns: tification, known as "cash-in".	Where a student has bee	en marked as "Yes" (Y), a ce	rtification claim will b	be processed.		s is to help ensur
Daily show candidates	that you have not or Important note for P The data you submi	omitted any required data w KS4 Technical Qualification nit here is used to claim cert	vhen you are ready to submit. ns: tification, known as "cash-in".	Where a student has bee	en marked as "Yes" (Y), a ce	rtification claim will t d to claim / cash in) a	be processed.		s is to help ensure
ertificated learners only only show candidates	that you have not or Important note for P The data you submi	omitted any required data w KS4 Technical Qualification nit here is used to claim cert	vhen you are ready to submit. ns: tification, known as "cash-in".	Where a student has bee	en marked as "Yes" (Y), a ce it series (i.e. who do not nee	rtification claim will t d to claim / cash in) a	be processed. are marked as "No" (N).	d	·
ertificated learners only Inly show candidates	that you have not or Important note for P The data you submi Please ensure that a	omitted any required data w KS4 Technical Qualification nit here is used to claim cert	rhen you are ready to submit. ns: tification, known as "cash-in". vish to receive a qualification c	Where a student has been ertification in the current Registration Previo	en marked as "Yes" (Y), a ce It series (i.e. who do not nee Choose File No	rtification claim will t d to claim / cash in) a	be processed. are marked as "No" (N).	d Current	·
certificated learners only Dnly show candidates where RoC cannot be achieved denotes mandatory field	that you have not or Important note for P The data you submi Please ensure that a	mitted any required data w KS4 Technical Qualification hit here is used to claim cert any students who do not w rname Forence	when you are ready to submit. ns: tification, known as "cash-in". wish to receive a qualification c ame D.O.B	Where a student has been ertification in the current Registration Previo	en marked as "Yes" (Y), a ce it series (i.e. who do not nee Choose File No ous Certification	rtification claim will b d to claim / cash in) a file chosen Predicted	be processed. are marked as "No" (N). Uploa	d Current bookings	Download
ertificated learners only Inly show candidates	that you have not or Important note for k The data you submi Please ensure that a ENR Sur	mitted any required data w KS4 Technical Qualification hit here is used to claim cert any students who do not w rname Forence	when you are ready to submit. ns: tification, known as "cash-in". wish to receive a qualification c ame D.O.B	Where a student has bee ertification in the curren Registration date	en marked as "Yes" (Y), a ce it series (i.e. who do not nee Choose File No ous Certification	rtification claim will b d to claim / cash in) a file chosen Predicted grade	be processed. are marked as "No" (N). Uploa	d Current bookings	Download
ertificated learners only Inly show candidates	that you have not or Important note for k The data you submi Please ensure that a ENR Sur	mitted any required data w KS4 Technical Qualification hit here is used to claim cert any students who do not w rname Forence	when you are ready to submit. ns: tification, known as "cash-in". wish to receive a qualification c ame D.O.B	Where a student has bee ertification in the curren Registration date	en marked as "Yes" (Y), a ce it series (i.e. who do not nee Choose File No ous Certification	rtification claim will b d to claim / cash in) a file chosen Predicted grade	be processed. are marked as "No" (N). Uploa	d Current bookings meet RoC	Download

Step 2 Enter the re-take checkpoint data for the students

1 Locate the student you need to mark as retake in the table. If there is a large number of students in the table, we recommend using the filter options, such as searching via ENR.

- 2 Once you've located the student, check the Previous certification field is marked with Y.
- 3 In the Certification intention field select R Retake.

			date	D.O.B	Forename	Surname	ENR
Save Deady to S	11.2024 Y 💙 💙	Y	28.11.2024	01.01.2010	Monika	Caio	KTZ9341
R Retake	R Retake Ready to						

4 The Predicted grade and Progression fields will unlock. Enter the predicted grade and progression data.

	Forename	D.O.B	Registration date	Previous certification	Certification intention	Predicted grade	Progression		Current bookings meet RoC	RoC Analysis
KTZ9341 Caio	Monika	01.01.2010	28.11.2024	Y	R Retake 🗸	M •	UUCAS	~		

5 Click Save and repeat the process for all previously certificated students within the programme of study.

Section 6 | Submitting your VTQ Checkpoint data

Step 1 Review the data

Before you submit the checkpoint data for a programme of study, please check you have completed all of the following steps:

- All student certification intention data has been reviewed and is accurate.
- All students expecting an overall qualification result in the current academic year have been recorded as due to complete (Y).
- All students who have been previously certificated on a qualification but are due to re-take one or more assessment (in order to improve their qualification grade) have been marked as retake (R).
- All students on programme but who are not expecting a qualification result in the current academic year are marked as not due to complete (N).
- All other students have been accurately recorded as either withdrawn (W), or are marked as retaking their qualification (R) as appropriate.

Step 2 Complete the declaration

- 1 Ensure the checkpoint data is saved by clicking the **Save** button.
- 2 Click Ready to Submit at the bottom of the table (next to Save)
- 3 The submission declaration section will appear underneath. Read the statement in full.

	Elvira	Alberich	01.01.2002	04.04.2024	-	Y Yes	~		~		~		-	_
CTZ9315	Fergus	Lilac	01.01.2002	04.04.2024		Y Yes	~	Ρ	•	UUCAS	~			_
<tz9376< th=""><td>Jaromír</td><td>Izzy</td><td>01.01.2002</td><td>04.04.2024</td><td></td><td>Y Yes</td><td>~</td><td>М</td><td>~</td><td></td><th>~</th><th></th><th></th><th>_</th></tz9376<>	Jaromír	Izzy	01.01.2002	04.04.2024		Y Yes	~	М	~		~			_
<tz9339< th=""><td>Toby</td><td>Andi</td><td>01.01.2002</td><td>04.04.2024</td><td></td><td>Y Yes</td><td>~</td><td>D</td><td>~</td><td>E Employr</td><th>nen 🗸</th><th></th><th></th><th>-</th></tz9339<>	Toby	Andi	01.01.2002	04.04.2024		Y Yes	~	D	~	E Employr	nen 🗸			-
	onfirmation: ck the box below	v to confirm you	ı have rea	id and acce	ept the follo	wing state	nent:				Save	R	eady to S	ubmit
Bys	ubmitting this for	m. I declare that:												
	0	n intention data h												
	qualification grac	been previously			mication bu	are due to	re-lak	e one		iore asses	Sment	(in order	to impr	Jve
 All str (N). All ott Regis All re comb Exter No ur Certif 	udents on progra her students hav stration and Certi levant assessme ination for the qu nal assessment nauthorised adag fication intention	mme but who ar e been accuratel fication intention int entries have b	e not expe data will been made outcomes ade to an or KS4 Te	ecting a qua d as either continue to e for studen and all req y assessme chnical Qua	withdrawn (be monitore ts due to co uired evide ints without	W) or are m ad and main mplete their nce will be n prior written	arked ained quali nade perm	as re l by th fication on tim	takin le cer on, in le to t n fron	g their qua ntre throug order for t he necess n City & G	lification hout the to hem to sary de uilds.	on (R) as le year. meet the adlines.	approp e rules o	riate. If

- 4 Tick the box to declare the declaration has been read and the requirements met in full.
- 5 Click Confirm.

lease lick the bo	x below to confirm you have read and accept the following statement:
By submitting	this form, I declare that:
 All students exp All students whetheir qualificatio All students on p (N). All other students on Registration and All relevant asses Combination for External assess No unauthorisee Certification interest 	fication intention data has been reviewed and is accurate. becting an overall qualification result in the current academic year have been recorded as due to complete (Y), o have been previously certificated on a qualification but are due to re-take one or more assessment (in order to improve on grade) have been marked as retake (R). programme but who are not expecting a qualification result in the current academic year are marked as not due to complete its have been accurately recorded as either withdrawn (W) or are marked as retaking their qualification (R) as appropriate. d Certification intention data will continue to be monitored and maintained by the centre throughout the year. essment entries have been made for students due to complete their qualification, in order for them to meet the rules of the qualification. sment marks / grades / outcomes and all required evidence will be made on time to the necessary deadlines. d adaptations will be made to any assessments without prior written permission from City & Guilds. ention data submitted for KS4 Technical Qualifications will be used to determine the cash-in for the student. Applying the ation certification) in the current series.
Confirm	Cancel

- 6 Dependent on your browser, a pop-up will display asking you to confirm the submission. Click OK.
- 7 Check the table updates correctly, showing all **Certification intention**, **Predicted grade** and **Progression** data as expected, and that the **Status** updates to **Submitted**.

Qualif	fication		Qualific	cation title				Valid grades		Checkpoint window	
017(0-24		Level 2 Technical Ar	ward in Land Based	i St			DDSMPUCX		1224	
Active reg	gistrations	Outstanding	Yes (Y)	No (N)	v	Vithdrawn (W)	Retake (R)	Sta	itus	Last update	٦
4	4		3	1				Sub	mitted	03.12.2024	
e student i	rove their grade is due to certific	(R). ate this academic year (-						
t you have oortant note data you s	not omitted any te for KS4 Techni submit here is u	to Submit" button when required data when you ical Qualifications: sed to claim certification nts who do not wish to n	u are ready to submit. n, known as "cash-in".\	Where a student ha	as been markeo current series (i	d as "Yes" (Y), a certif	fication claim will to claim / cash in)	be processed. are marked as "No	5" (N).		ure
t you have portant note e data you s ase ensure	not omitted any te for KS4 Techni submit here is u	required data when you ical Qualifications: sed to claim certification	u are ready to submit. n, known as "cash-in".\	Where a student hat exertification in the c	as been markeo current series (i	d as "Yes" (Y), a certif	fication claim will to claim / cash in)	be processed. are marked as "No	" (N). Ipload Current bookings	Download RoC	ure
t you have ortant note data you s ase ensure NR	not omitted any te for KS4 Techni submit here is u e that any studer	required data when you ical Qualifications: sed to claim certification nts who do not wish to n	ı are ready to submit. n, known as "cash-in".\ eceive a qualification c	Where a student hat exertification in the c	as been markec current series (i C Previous	d as "Yes" (Y), a certii i.e. who do not need t hoose File No file Certification intention	fication claim will to claim / cash in) e chosen Predicted	be processed. are marked as "No	p" (N). Ipload	Download RoC	
yoù have ortant note data you s ise ensure NR 129327	not omitted any te for KS4 Techni submit here is u that any studer	required data when you ical Qualifications: sed to claim certification nts who do not wish to not Forename	ı are ready to submit. n, known as "cash-in". eceive a qualification c D.O.B	Where a student has certification in the certification in the certification in the certification date	as been markec current series (i C Previous	d as "Yes" (Y), a certii i.e. who do not need t hoose File No file Certification intention	fication claim will to claim / cash in) e chosen Predicted grade	be processed. are marked as "No	p" (N).	Download RoC	
you have ortant note data you s ise ensure NR 129327 VR5245	not omitted any te for KS4 Techni submit here is u e that any studer Surname Aspyn	required data when you ical Qualifications: sed to claim certification nts who do not wish to n Forename Beryl	a are ready to submit. n, known as "cash-in". acceive a qualification c D.O.B 01.01.2010	Where a student has certification in the certification in the certification date 27.11.2024	as been markec current series (i C Previous	d as "Yes" (Y), a certif Le. who do not need t hoose File No file Certification intention Y Yes N No	fication claim will to claim / cash in) e chosen Predicted grade	be processed. are marked as "No	" (N). pload Current bookings meet Roc	Download RoC	
at you have portant note le data you s	not omitted any te for KS4 Techni submit here is u e that any studer Surname Aspyn Duck	required data when you ical Qualifications: sed to claim certification nts who do not wish to not Forename Beryl Donald	a are ready to submit. n, known as "cash-in". acceive a qualification c D.O.B 01.01.2010 12.01.2007	Registration date Image: Control of the control of	as been markec current series (i C Previous	d as "Yes" (Y), a certification who do not need the second	ication claim will to claim / cash in) e chosen Predicted grade	be processed. are marked as "Ne Progression U UCAS	o" (N). pload Current bookings meet Roc V N N	Download RoC	

Section 7 | Completing the checkpoint data via CSV file

We understand that some centres may wish to download their student data and complete the checkpoint data offline, especially if there are a high volume of students who have current registrations and appear in the student list.

We've provided the functionality in Walled Garden to download the checkpoint data to a .csv format which can be edited in Excel and then uploaded back into the system (as a .csv file).

We ask that you exercise caution with this step, reading these instructions carefully, as the data must be completed with total accuracy in order to upload and validate back to the data table.

Step 1 Download the data to CSV

1 On the qualification page, when you have located the relevant programme of study, click on the **Download** button.

Define the report by using the search criteria below. The fields may change dependir upon the selections made. Click Search to continue.	ing Qualific	ation		Qualific	ation title				Valid grades		Academic year
por ale selections made, eller ocaren lo commute.	0170-3	24	Le	vel 2 Technical Av	ward in Land Base	ed St			DDSMPUCX		1224
I want to: Submit DoR Checkpoint Data V											
which * 999990 V	Active regis	strations Or	tstanding	Yes (Y)	No (N	n N	(ithdrawn (W)	Retake (R)	Statu		Last update
lo centre	4		4				. ,		In progr	ess	03.12.2024
qualification (eg.0172-32) [®] 0170-24 Level 2 Technical Award in ♥	Checkpoint data										
First name	The table below	shows all students	with a valid registration t	or the qualificat	ion. You must co	mplete all studer	nts records.				
ast name	Please indicate	for each student: if	hey are due to certificate	in the current a	icademic year (Y	/N) or, if they are	withdrawn or no longer	on programme	e (W) or, if they have p	previously certif	icated and are du
	retake to improv	ve their grade (R).									
	If the student is	due to certificate th	e academic year (V/D) y	w must provide							
			s academic year (Y/R), y						earch again with no fi	Iters selected.]	This is to help ens
	You may only us	se the "Ready to Su	s academic year (Y/R), y omit" button when there red data when you are re	re no filters sel					earch again with no fi	Iters selected. 1	This is to help ens
ertificated learners only	You may only us that you have no	se the "Ready to Su	emit" button when there red data when you are re	re no filters sel					earch again with no fi	Iters selected. 1	This is to help ens
ertificated learners only	You may only us that you have no Important note f The data you su	se the "Ready to Su ot omitted any requi for KS4 Technical Q Ibmit here is used to	omit" button when there red data when you are re alifications: claim certification, know	n as "cash-in".	ected. Use the Sa Where a student	ave button to sav	re any changes you hav I as "Yes" (Y), a certific	e made, then se ation claim will	be processed.		This is to help ens
ertificated learners only inly show candidates	You may only us that you have no Important note f The data you su	se the "Ready to Su ot omitted any requi for KS4 Technical Q Ibmit here is used to	mit" button when there red data when you are re alifications:	n as "cash-in".	ected. Use the Sa Where a student	ave button to sav	re any changes you hav I as "Yes" (Y), a certific	e made, then se ation claim will	be processed.		This is to help ens
show all previously	You may only us that you have no Important note f The data you su	se the "Ready to Su ot omitted any requi for KS4 Technical Q Ibmit here is used to	omit" button when there red data when you are re alifications: claim certification, know	n as "cash-in".	ected. Use the Sa Where a student	ave button to sav has been marked current series (i	e any changes you hav I as "Yes" (Y), a certific .e. who do not need to a	e made, then s ation claim will claim / cash in)	be processed. are marked as "No" (N).	-
ertificated learners only Only show candidates Only show candidates othere RoC cannot be achieved	You may only us that you have no Important note f The data you su	se the "Ready to Su ot omitted any requi for KS4 Technical Q Ibmit here is used to	omit" button when there red data when you are re alifications: claim certification, know	n as "cash-in".	ected. Use the Sa Where a student	ave button to sav has been marked current series (i	re any changes you hav I as "Yes" (Y), a certific	e made, then s ation claim will claim / cash in)	be processed.	N).	This is to help ens
ertificated learners only inly show candidates	You may only us that you have n Important note f The data you su Please ensure th	se the "Ready to Su ot omitted any requi for KS4 Technical Q Ibmit here is used to	omit" button when there red data when you are re alifications: claim certification, know	are no filters seli- ady to submit.	ected. Use the Sa Where a student	ave button to sav has been marked current series (i	e any changes you hav I as "Yes" (Y), a certific .e. who do not need to a	e made, then s ation claim will claim / cash in)	be processed. are marked as "No" (N).	-
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artificated learners only nly show candidates have RoC cannot be achieved denotes mandatory field	You may only us that you have m Important note f The data you su Please ensure th ENR KT29327	se the "Ready to Su ot omitted any requi for KS4 Technical Q abmit here is used to hat any students wh Surname	mit" button when there ed data when you are re alifications: claim certification, know o do not wish to receive Forename	n as "cash-in". a qualification co D.O.B 01.01.2010	ected. Use the Si Where a student i ertification in the Registration date	ave button to sav has been marked current series (i C Previous	e any changes you hav I as "Yes" (Y), a certific .e. who do not need to o hoose File No file o Certification intention	e made, then so ation claim will claim / cash in) chosen Predicted grade	be processed. are marked as "No" (Upl Progression	N). Dad Current bookings meet RoC	Download
rtficated learners only	You may only us that you have on Important note The data you su Please ensure th ENR KTZ9327 LWR5245	se the "Ready to Su ot omitted any requi for KS4 Technical Q abmit here is used to hait any students wh Surname Aspyn	mit" button when there ed data when you are re ablifications: claim certification, know o do not wish to receive be do not	D.O.B 01.01.2010 12.01.2007	ected. Use the Si Where a student of ertification in the Registration date 27.11.2024	ave button to sav has been marked current series (i C Previous	e any changes you hav i as "Yes" (Y), a certific .e. who do not need to d hoose File No file (Certification intention	e made, then se ation claim will claim / cash in) chosen Predicted grade	be processed. are marked as "No" (Up! Progression	N). Dad Current bookings meet RoC	Download
rtificated learners only	You may only ut that you have in Important not f The data you su Please ensure th ENR KT28327 LWR5245 KT28315	se the "Ready to Su ot omitted any requi for KS4 Technical Q abmit here is used it hat any students wh Surname Aspyn Duck	mit" button when there ed data when you are re alifications: alifications: alifications: b do not wish to receive b eryt Beryt Donald	re no filters sel dy to submit. n as "cash-in".A qualification c D.O.B D.O.B 01.01.2010 12.01.2010 01.01.2010	ected. Use the Si Where a student ertification in the Registration date 27.11.2024 16.10.2024	ave button to sav has been marked current series (i C Previous	e any changes you hav i as "Yes" (Y), a certific .e. who do not need to hoose File No file (Certification intention	e made, then se ation claim will claim / cash in) chosen Predicted grade	be processed. are marked as "No" (Up! Progression	N). Dad Current bookings meet RoC	Download

- **2** Dependent on your internet browser you will either be asked to save the file to a location, or the file will download automatically into your download folder.
- **3** Locate the downloaded file and either open and then save in the relevant folder to edit, or copy the file to the relevant location.

4 When the file opens using Excel, you may see a pop-up regarding the removal of leading zeros. You must select the **Don't Convert** option to ensure any values that start with zero are retained.

Removal of leading zeros (such as from a centre number that starts with a zero) will mean the file upload will fail when attempting to upload back into Walled Garden.

Microsof	it Excel			×
	By default, Excel will • Remove leading ze	perform the following	g data conversion	ns in this file:
		manently keep these c		ilar files.
	Convert	Don't Convert	Help	

Note that files download using the name format of:

	VTQ	Centre No.	Qualification No.	Date stamp	Time stamp
--	-----	------------	-------------------	------------	------------

For example the file below:

VTQ_999990_0170-24_20241203_155518

🗧 🔶 👻 🛧 🔶 🔶 This F	PC > Downloads v 🖏 Search Downloads	م loads
🖈 Quick access	▲ Name ▲ Today (1)	Date modified
	VTQ_999990_0170-24_20241203_160732	03/12/2024 16:07
This PC		
> 🧊 3D Objects		
> 📃 Desktop		
> 🔮 Documents		
> 🕂 Downloads		
> 🁌 Music		
> 📰 Pictures		
> 📕 Videos		

5 You must ensure the file format remains as a Comma Separated Values (*.csv) otherwise you will not be able to upload the file back into Walled Garden.

If a file is saved as an Excel file format (*xls) it will need to be converted back to Comma Separated Values (*.csv) format prior to being submitted to the Walled Garden tool. City & Guilds is not responsible for resolving issues created through the alteration of files following download.

CSV (Comma delimited) (*.csv)	
	•

Step 2 Edit the CSV file

- 1 Open the CSV file download using Excel (make sure you click **Don't Convert** if the pop-up displays regarding the removal of leading zeros)
- Complete the Certification intention, Predicted grade and Progression fields only as required. Columns I,
 J and K for reference.

		D	0	D	-	-	0				12			
	A	В	С		E		G	H		J	К	L	M	N
1	POS	Centre Number	First Name	Last Name	ENR	DOB	Registration Start Date	Previously Certification	Certification intention	Predicted Grade	Progression	Determined Pathway	Missing Units	Last Update
2	0170-24	999990	Beryl	Aspyn	KTZ9327	20100101	20241127							
3	0170-24	999990	Donald	Duck	LWR5245	20070112	20241016							
4	0170-24	999990	Lilac	Fergus	KTZ9315	20100101	20241127							
5	0170-24	999990	Andi	Toby	KTZ9339	20100101	20241128							
6														
7														
8														
9														
10														

Important:

- You must not add, remove or amend any columns or rows within the file structure.
- Do not alter any data within the POS, Centre Number, First Name, Last Name, ENR, DOB, Registration Start Date or Previous Certification columns as this will corrupt the data.
- Do not add or amend any data within the *Determined Pathway*, *Missing Units* or *Last Update* columns as this may corrupt the data.
- Any adjustments to the student core data will cause an error when uploading.
- New or missing students cannot be added to this list. If a student is missing from the list please contact the centre operations team.
- Ensure all data entered is in UPPERCASE text only.
- Where D* grade is required, this must be entered as DS.
- Additional characters such as a space at the end of a letter or a comma will prevent the file from uploading successfully.

3 Complete the **Certification intention** fields for each student as follows:

CSV code	Detailed descri	ption
Y	Yes	The student is due to complete the qualification in full in the current academic year, expecting a qualification result in August.
N	No	The student is not due to complete in the current academic year (i.e. they are in the first year of a two-year programme of study or the qualification is being delivered over multiple years).
w	Withdrawn	The student has completely withdrawn from the programme of study and should be withdrawn on City & Guilds' system.
R	Retake	The student has previously been certificated on the qualification and is retaking one or more assessment in order to improve their qualification grade. You must only use this option where the previous certification field displays 'Y' value.

Note: For 2025 we have removed the Deferred (D) option. Please ensure you don't use this code when completing via csv upload as the upload will fail.

4 Where a student is marked Yes (Y) due to complete or Retake (R) then you should also complete the Predicted grade and Progression fields as follows:

CSV:	Grade:	CSV:	Grade:
Ρ	Pass	DS3	Distinction* Distinction* Distinction*
М	Merit	DS2	Distinction Distinction* Distinction *
D	Distinction	DDS	Distinction Distinction Distinction *
DS	Distinction*	DDD	Distinction Distinction Distinction
Х	Fail	MDD	Merit Distinction Distinction
~	X – No Result	MMD	Merit Merit Distinction
AS	A*	MMM	Merit Merit Merit
А	A	PMM	Pass Merit Merit
В	В	PPM	Pass Pass Merit
С	С	PPP	Pass Pass Pass
D	D	U	Unclassified
Е	E		·
U	U		

CSV:	Description:					
U	UCAS					
E	Employment					
0	Other					
N	N/A					

The completed data file should look something like this:

Unclassified

3 0170-24 999990 Donald Duck LWR5245 20070112 20241016 N E 4 0170-24 999990 Lilac Fergus KT29315 20100101 20241127 Y X E 5 0170-24 999990 Andi Toby KT29339 20100101 20241128 Y M N 6		A	В	С	D	E	F	G	H		J	K	L	M	N
3 0170-24 999990 Donald Duck LWR5245 20070112 20241016 N E 4 0170-24 999990 Lilac Fergus KT29315 20100101 20241127 Y X E 5 0170-24 999990 Andi Toby KT29339 20100101 20241128 Y M N 6	1	POS	Centre Number	First Name	Last Name	ENR	DOB	Registration Start Date	Previously Certification	Certification intention	Predicted Grade	Progression	Determined Pathway	Missing Units	Last Update
4 0170-24 999990 Lilac Fergus KTZ9315 20100101 20241127 Y X E 5 0170-24 999990 Andi Toby KTZ9339 20100101 20241128 Y M N 6	2	0170-24	999990	Beryl	Aspyn	KTZ9327	20100101	20241127		Y	D	U			
4 01/0-24 999990 Liac Fergus K129315 20100101 20241127 Y A E 6 01/0-24 999990 Andi Toby KT29339 20100101 20241128 Y M N 6 7 6 <td>3</td> <td>0170-24</td> <td>999990</td> <td>Donald</td> <td>Duck</td> <td>LWR5245</td> <td>20070112</td> <td>20241016</td> <td></td> <td>N</td> <td></td> <td></td> <td></td> <td></td> <td></td>	3	0170-24	999990	Donald	Duck	LWR5245	20070112	20241016		N					
6 7 <td>4</td> <td>0170-24</td> <td>999990</td> <td>Lilac</td> <td>Fergus</td> <td>KTZ9315</td> <td>20100101</td> <td>20241127</td> <td></td> <td>Y</td> <td>Х</td> <td>E</td> <td></td> <td></td> <td></td>	4	0170-24	999990	Lilac	Fergus	KTZ9315	20100101	20241127		Y	Х	E			
6 6 6 6 6 6 6 7 6 6 6 6 6 6 8 6 6 6 6 6 6 9 6 6 6 6 6 6 10 6 6 6 6 6	5	0170-24	999990	Andi	Toby	KTZ9339	20100101	20241128		Y	M	N			
7 7 8 9 0 9	6														
8 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9	7														
9 10	8														
10	9														
	10														

UC

Step 3 Upload the CSV file to Walled Garden

1 Back in Walled Garden, select the **Choose File** button to select the file for upload.

Search		very of Resul	ts (DoR) Checkpoint	Data							
efine the report by using the search criteria below. The fields may change depending on the selections made. Click Search to continue.	Qualif	fication		Qualifi	cation title			١	/alid grades	Ch	eckpoint window
	017	0-24		Level 2 Technical A	ward in Land Bas	ed St		1	DDSMPUCX		1224
vant to: Submit DoR Checkpoint Data											
longs	Active re	gistrations	Outstanding	Yes (Y)	No (N	i) V	/ithdrawn (W)	Retake (R)	Status		Last update
centre		4	4						In progres	s	03.12.2024
qualification (eg.0172-32)" 0170-24 Level 2 Technical Award in ♥	Checkpoint dat	ta									
irst name	The table belo	ow shows all stu	dents with a valid registrat	ion for the qualifica	tion. You must c	omplete all stude	nts records.				
.ast name		te for each stude rove their grade (ent: if they are due to certif (R).	icate in the current	academic year (Y	//N) or, if they are	withdrawn or no longer	r on programme	(W) or, if they have pr	eviously certifi	icated and are due
how all previously	If the student	is due to certific	ate this academic year (Y/	R), you must provide	e the predicted q	ualification grade	and progression indica	ator.			
now all previously											
rtificated learners only	You may only that you have	use the "Ready not omitted any	to Submit" button when th required data when you a	ere are no filters se re ready to submit.	lected. Use the S	ave button to sav	e any changes you hav	e made, then se	arch again with no filt	ers selected. T	his is to help ensu
	that you have	not omitted any	to Submit" button when th required data when you a ical Qualifications:	ere are no filters se re ready to submit.	lected. Use the S	ave button to sav	e any changes you hav	e made, then se	arch again with no filt	ers selected. T	his is to help ensu
nly show candidates	that you have Important note	not omitted any e for KS4 Techni	required data when you a	e ready to submit.						ers selected. T	his is to help ensu
ertificated learners only Only show candidates Only show candidates Othere RoC cannot be achieved	that you have Important note The data you	not omitted any e for KS4 Techni submit here is u	required data when you a ical Qualifications:	re ready to submit. mown as "cash-in".	Where a student	has been marked	l as "Yes" (Y), a certifica	ation claim will	be processed.		'his is to help ensu
nly show candidates	that you have Important note The data you	not omitted any e for KS4 Techni submit here is u	required data when you a ical Qualifications: sed to claim certification, I	re ready to submit. mown as "cash-in".	Where a student	has been marked	l as "Yes" (Y), a certifica	ation claim will claim / cash in)	be processed.).	his is to help ensu Download
Ny show candidates	that you have Important note The data you	not omitted any e for KS4 Techni submit here is u	required data when you a ical Qualifications: sed to claim certification, I	re ready to submit. mown as "cash-in".	Where a student	has been marked	I as "Yes" (Y), a certifica	ation claim will claim / cash in)	be processed. are marked as "No" (N).	
nly show candidates	that you have Important not The data you : Please ensure	not omitted any e for KS4 Techni submit here is u e that any studen	required data when you a cal Qualifications: sed to claim certification, I nts who do not wish to rec	e ready to submit. mown as "cash-in". ive a qualification of D.O.B	Where a student certification in th	has been marked e current series (i	I as "Yes" (Y), a certific: .e. who do not need to do hoose File No file do Certification	ation claim will claim / cash in) chosen	be processed. are marked as "No" (N Upto). ad Current bookings	Download
Ny show candidates	that you have Important not The data you s Please ensure ENR	not omitted any e for KS4 Techni submit here is u e that any studen Surname	required data when you a ical Qualifications: sed to claim certification, its who do not wish to reco	e ready to submit. mown as "cash-in". ive a qualification of D.O.B	Where a student certification in th Registration date	has been marked e current series (i	I as "Yes" (Y), a certifici- e.e. who do not need to o hoose File No file o Certification	ation claim will claim / cash in) chosen Predicted grade	be processed. are marked as "No" (N Upto Progression). ad Current bookings	Download
nly show candidates	that you have Important not The data you a Please ensure ENR KT29327	not omitted any e for KS4 Techni submit here is u e that any studer Surname Aspyn	required data when you a ccal Qualifications: sed to claim certification, its who do not wish to reco Forename Beryl	e ready to submit. unown as "cash-in". eive a qualification of D.O.B 01.01.2010	Where a student certification in th Registration date 27.11.2024	has been marked e current series (i	I as "Yes" (Y), a certific: .e. who do not need to do hoose File No file do Certification intention	ation claim will claim / cash in) chosen Predicted grade	be processed. are marked as "No" (N Upto Progression). ad Current bookings	Download
Ny show candidates	that you have Important not The data you : Please ensure ENR KT29327 LWR5245	not omitted any e for KS4 Techni submit here is u e that any studen Surname Aspyn Duck	cequired data when you a ccal Qualifications: sed to claim certification, i sed to claim certification, i ts who do not wish to reco Forename Eeryl Donald	e ready to submit. unown as "cash-in". ive a qualification of D.O.B 01.01.2010 12.01.2007	Where a student certification in th Registration date 27.11.2024 16.10.2024 27.11.2024	has been marked e current series (i	I as "Yes" (Y), a certifici- e.e. who do not need to do not need t	ation claim will claim / cash in) chosen Predicted grade	be processed. are marked as "No" (N Uplo Progression). ad Current bookings	Download
hy show candidates	that you have Important not The data you of Please ensure KT29327 LVR5245 KT29315	not omitted any e for KS4 Techni submit here is u e that any studen Surname Aspyn Duck Fergus	crequired data when you a ccal Qualifications: sed to claim certification, it ta who do not wish to reco Forename Beryl Donald Lilac	e ready to submit. known as "cash-in". eive a qualification of 01.01.2010 12.01.2007 01.01.2120	Where a student certification in th Registration date 27.11.2024 16.10.2024 27.11.2024	has been marked e current series (i	as "Yes" (Y), a certification of the sectification of the section	ation claim will claim / cash in) chosen Predicted grade	be processed. are marked as "No" (N Upto Progression). ad Current bookings meet RoC	Download

2 The file explorer window will display. Locate the file you want to upload from the relevant folder location.

	^ _ N	Name ^	Status	Date modified	Туре
Quick access	E	VTQ_999990_0170-24_20241203_155518	C	03/12/2024 15:57	Microsoft Excel C
This PC					
🧊 3D Objects					
🔜 Desktop					
Documents					
🖊 Downloads					
b Music					
Pictures					
Videos	~ <				>
File name:				✓ All files	~
			Upload fr	om mobile Oper	Cancel
		· ·			

- 4 The file name will populate into the filepath field adjacent.
- 5 Click the **Upload** button.

If the file has been completed correctly as per the instructions outlined in this document and the .csv format is retained, it will validate the contents of the file and then populate the data into the table. An example is provided below. This data matches the screenshot of the .csv file on the previous page in step 2.

	RoC Analysis	Current bookings meet RoC	Progression	Predicted prade		Certification intention	Previous certification	Registration date	D.O.B	Forename	Surname	ENR
			U UCAS 🗸	D 🗸] [Y Yes 🗸		27.11.2024	01.01.2010	Beryl	Aspyn	KTZ9327
			~	~		N No 🗸		16.10.2024	12.01.2007	Donald	Duck	LWR5245
			E Employmen 🗸	X V] [Y Yes 🗸		27.11.2024	01.01.2010	Lilac	Fergus	KTZ9315
-			N Not Applical 🗸	M V] [Y Yes 🗸		28.11.2024	01.01.2010	Andi	Toby	KTZ9339

6 Whilst the data saves automatically after a successful file upload, we recommend reconfirming this by pressing **Save** again.

If the file contains any invalid data, the data will not update into the table. The file errors will be listed onscreen in a table. You will need to correct the errors in the file before resubmitting.

Examples of the error messages:

Your Rec. No.	ENR.	Error Description	
00001	KTZ9327	Previous certification is not valid	
00002	KTZ9364	Invalid record POS no does not match	
00002	KTZ9364	Completion Data is not valid	
00004	KTZ9354	Invalid record does not match to learners available	
00007	KTZ9376	Predicted Grade is not valid	

The table references the record line in the file that contains the error, the student enrolment number for reference and a detailed description of each error.

7 Complete a review of the data prior to submission as set out in section <u>Section 6</u>.

Section 8 | Complete the entries reconciliation process

Once you have submitted the checkpoint data for a programme of study, you need to complete the final step, the assessment entries reconciliation process.

This process is now included in the Walled Garden functionality, so you'll be able to carry out this reconciliation process quickly and efficiently via data displayed to you within the checkpoint area of Walled Garden.

We will also review the data and contact you regarding any discrepancies.

We only provide the data for students who have been submitted as **Yes (Y)** due to complete or **Retake (R)**. That's why it's crucial that this data is submitted accurately.

Step 1 Run the assessment entries and rules of combination analysis 1 Select the qualification you want to view the entries and rules of combination reconciliation report for. 2 This time, tick the box for Only show candidates where RoC cannot be achieved. 3 Click Search. Search Define the report by using the search criteria below. The fields may change dependi upon the selections made. Click Search to continue. I want to: Submit DoR Checkpoint Data 🗸 🗸 which * 999990 ~ belongs to centre for qualification (eg.0172-32)* 0170-24 Level 2 Technical Award in ✔ ENR No. First name Last name Show all previously certificated learners only Only show candidates \checkmark where RoC cannot be achieved denotes mandatory field

4 The report will run to display only those students who have been submitted as either Yes (Y) due to complete or **Retake** (R) and who based on current assessment entires and/or results do not have the ability to complete the qualification in full. These are the students who you need to review in detail to ensure any missing assessment entries are resolved to ensure they are not disadvantaged.

efine the report by using the search criteria below. The fields may change depend on the selections made. Click Search to continue.	ing Qual	lification		Qualific	cation title				١	Valid grades		Checkpoint window	r
por de selectoris made, crick abarch lo conditio.	01	73-37	Leve	el 3 Advanced T	echnical Extende	d Dipl			DDDDDD	SDDS2DS3MDDMM)	1224	
want to: Submit DoR Checkpoint Data													
elongs	Active r	egistrations Out	standing	Yes (Y)	No (M	0 1	Vithdrawn (W)	Re	take (R)	Statu	8	Last update	
centre		8	8	4	2					Submi	ted	03.12.2024	
ualification (49.0172-32)" (5173-37 Level 3 Advanced Technics ▼ No	Please indicator to retake to i If the studen You may only	iow shows all students ate for each student: if t mprove their grade (R). t is due to certificate thi y use the "Ready to Sul	with a valid registration f hey are due to certificate is academic year (Y/R), yo xmit" button when there a	ou must provid	academic year de the predicted elected. Use the	(Y/N) or, if they a qualification gra	re withdrawn or no de and progression	indicator.					
y show candidates		you have not omitted an ite for KS4 Technical Qi	y required data when you alifications:	u are ready to	submit.						o mor a actor	teo. This is to help	
Only show candidates where RoC cannot be achieved idenotes mandatory field Sebarch	Important no The data you	te for KS4 Technical Qu submit here is used to		m as "cash-in"	.Where a studer	nt has been mark he current series	ed as "Yes" (Y), a c	ertification ed to clair	n claim w n / cash in	ill be processed. n) are marked as "No	5" (N). Dad	Download	
here RoC cannot be achieved	Important no The data you	te for KS4 Technical Qu submit here is used to	alifications: claim certification, know	m as "cash-in"	.Where a studer	nt has been mark he current series	ed as "Yes" (Y), a c (i.e. who do not ne	ertification ed to clain le choser	n claim w n / cash in n	ill be processed. n) are marked as "No	o" (N). Dad	Download	•
here ROC cannot be achieved	Important no The data you Please ensui	te for KS4 Technical Qu I submit here is used to re that any students wh	alifications: claim certification, know o do not wish to receive a	m as "cash-in" a qualification D.O.B	".Where a studen certification in t	nt has been mark he current series Ct Previous	ed as "Yes" (Y), a c (i.e. who do not ne noose File No fi	ertification ed to clain le chosen grad	n claim w n / cash in n	ill be processed. n) are marked as "No Up! Progression	o" (N). Dad	Download	
were RoC cannot be achieved	Important of The data you Please ensur	te for KS4 Technical Qi submit here is used to re that any students wh Surname	alifications: claim certification, know o do not wish to receive a Forename	D.O.B	Where a studen certification in t Registration date	nt has been mark he current series Ct Previous	ed as "Yes" (Y), a c (i.e. who do not ne noose File No fi Completion data	ertification ed to clair le choser grad	n claim w n / cash in n licted le	III be processed. n) are marked as "N Up) Progression U UCAS	p" (N). Dad Current bookings meet Ro	Download RoC Analysis	
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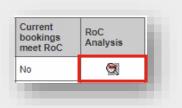
Note: You can run the data without the filter selected. The report will show **Yes** or **No** within the Current bookings meet RoC field for those students submitted as either **Yes** (**Y**) due to complete or **Retake** (**R**).

What the Yes and No means in the Current bookings meet RoC field:

Yes	No
The assessment entries and/or results for this student meet the requirements for the rules of combination.	The assessment entries and/or results for this student do not meet the rules of combination.
There is no further action required for this student.	Therefore the student will not have the opportunity to be certificated in the current academic year and achieve their full qualification certificate.

Step 2 View the student reconciliation field

1 Once you've run the reconciliation report and have the students whose assessment entries do not currently meet the rules of combination (RoC), you'll click into each student on the magnification icon in the RoC Analysis field.



2 This will display an additional section under the student record which sets out the assessment entries and rules of combination (RoC) reconciliation outcome.

ENR	Surname	Forename	D.O.B	Registration date	Previous certification		Predicted grade	Progression	Current bookings meet RoC	RoC Analysis
GBD8404	Allen	Hannah	01.01.2005	24.04.2023		Y Yes 🗸 🗸	~	~	No	۲
Missing unit((001 or 501) (830)	s):	nced Technical Diploma								
Last Update:	10.04.2024 13:33:56									

3 The system will attempt, based on the current assessment entries and/or results, to determine the qualification details for the student.

Where you can see the **Determined pathway**, the system will identify the number of assessment entries the student has, and subsequently work out the qualification pathway.

Under the **Missing unit(s)** line, you will see which units that have been identified as potentially missing for this student.

Disclaimer:

The Assessment Entrip and Rules of Combination (RoC) reconciliation process is intended as a guide to support centres identify students who do not have the required assessment entries to achieve their qualification (i.e to meet the RoC). We have taken every reasonable step to ensure the data presented onscreen is accurate based on current entries and/or results.

In some cases, particularly with more complex qualifications with multiple pathways, the system will attempt to make the most accurate determination of the pathway based on assessment entries. However, this may not reflect the pathway the student is taking. You must check the data carefully.

It can take up to 24 hours for new assessment entries to update in the Checkpoint data, as this analysis runs overnight and updates into the student record. Please check the timestamp in the RoC Analysis section for information.

This process should not replace a thorough understanding of the required units for a qualification. The full rules of combination for each qualification are set out in the respective qualification handbook (QHB) and in the Walled Garden catalogue.

City & Guilds accepts no liability where a centre has relied solely on the data provided via the VTQ Checkpoint activity process to ensure certification. Centres are responsible for ensuring all necessary steps are taken to make the relevant assessment entries in line with qualification requirements.

Ensuring a student is certificated also relies upon centres submitting all required marks / grades / outcomes for each assessment, students undertaking externally marked exams and evidence being submitted to City & Guilds where required.

RoC Reconciliation Example 1

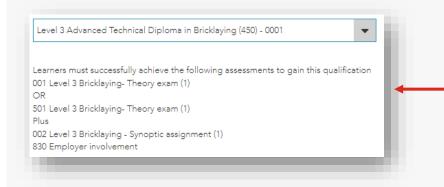
GBD8795	Webb	Hannah	01.01.2005	24.04.2023	Y Yes 🗸 🗸	~	~	No	9
Determined p	pathway: Level 3 Advar	nced Technical Diploma	in Bricklaying	g (450)					
Missing unit((001 or 501) (002, 830)	(s):								
Last Update:	10.04.2024 13:33:56				 		-		

The system has determined the pathway for the student is 7905-30 Level 3 Advanced Technical Diploma in Bricklaying (450).

There is only one pathway available for this programme of study, as it is a 540 GLH qualification.

Based on the Rules of Combination (RoC) the system reviews the assessment entries and/or previous results for the student and determines they do not currently meet the rules of combination. The missing units identified are (001 or 501) plus (002, 830).

We can cross-reference this against the Rules of Combination in the qualification page on the Walled Garden catalogue, to determine all required units:



The student requires a booking for the theory exam (001 or 501), Synoptic assignment (002) plus Employer Involvement (830) in order to be able to complete the gualification in full.

RoC Reconciliation Example 2

ENR Surname	;	Forename	D.O.B	Registration date	Previous certification	Completion data	Predicted grade	Progression	Current bookings meet RoC	RoC Analysis
KTZ9364 Burak		Iman	01.01.2002	04.04.2024		Y Yes 🗸 🗸	~	~	No	2
Missing unit(s): (030 or 530) 1 of (307, 308, 309, 310		ed Technical Diploma in 320)	Deauty and	эра тнетару (э40)	1					

The system has determined the pathway for the student is 6003-30 Level 3 Advanced Technical Diploma in Beauty and Spa Therapy (540).

There is only one pathway available for this programme of study, as it is a 540 GLH qualification.

Based on the Rules of Combination (RoC) the system reviews the assessment entries and/or previous results for the student and determines they do not currently meet the RoC. The missing units identified are (030 or 530), 1 of (307, 308, 309, 310, 311, 312, 313, 320), 1 of (030, 530), plus 90 GLH from (307, 308, 309, 310, 311, 312, 313, 320).

We can cross-reference this against the Rules of Combination in the qualification page on the Walled Garden catalogue, to determine all required units:



The student requires a significant number of assessment entries, including the theory exam (030 or 530), plus a series of mandatory and optional units. The only assessment entries they do have are for the Synoptic and Employer Involvement.

RoC Reconciliation Example 3

ENR	Surname	Forename	D.O.B	Registration date	Previous certification	Completion data	Predicted grade	Progression	Current bookings meet RoC	RoC Analysis
KTZ9364	Burak	Iman	01.01.2002	04.04.2024		Y Yes 🗸 🗸	DS 🗸	U UCAS 🗸	No	3
	it(s): thways / rules of combin ew the candidate record	and ensure correct ass								
Contact the VTQcheckp	e Operations team for fur point@cityandguilds.con e: 10.04.2024 13:33:56									

In this case, the qualification is 0173-37 Level 3 Advanced Technical Extended Diploma in Land and Wildlife Management (1080).

The system cannot determine the likely pathway for the qualification based on the current assessment entries.

This is a two-year programme of study (1080 GLH) and has three pathways (Countryside, Game and Fisheries).

The student will not be able to complete the qualification in full based on current assessment entries.

Countryside -	Game	Fisheries -
Learners must successfully achieve the following assessments to gain this qualification	Learners must successfully achieve the following assessments to gain this qualification	Learners must successfully achieve the following assessments to gain this qualification
001 Level 3 Land and Wildlife Management - Theory exam (1)	001 Level 3 Land and Wildlife Management - Theory exam (1)	001 Level 3 Land and Wildlife Management - Theory exam (1)
OR	OR	OR
501 Level 3 Land and Wildlife Management - Theory exam (1)	501 Level 3 Land and Wildlife Management - Theory exam (1)	501 Level 3 Land and Wildlife Management - Theory exam (1)
Plus	Plus	Plus
009 Level 3 Land and Wildlife Management - Theory exam (2)	011 Level 3 Land and Wildlife Management - Theory exam (2)	013 Level 3 Land and Wildlife Management - Theory exam (2)
OR	OR	OR
509 Level 3 Land and Wildlife Management - Theory exam (2)	511 Level 3 Land and Wildlife Management - Theory exam (2)	513 Level 3 Land and Wildlife Management - Theory exam (2)
Plus	Plus	Plus
004 Level 3 Land and Wildlife Management - Synoptic assignment (1)	004 Level 3 Land and Wildlife Management - Synoptic assignment (1)	004 Level 3 Land and Wildlife Management - Synoptic assignment (1)
010 Level 3 Land and Wildlife Management - Synoptic assignment (2)	012 Level 3 Land and Wildlife Management - Synoptic assignment (2)	014 Level 3 Land and Wildlife Management - Synoptic assignment (2)
300 Level 3 Principles of health and safety - Theory exam	300 Level 3 Principles of health and safety - Theory exam	300 Level 3 Principles of health and safety - Theory exam
302 Level 3 Undertake and review work related experience in the land- based industries - Portfolio 353 Level 3 Undertake a specialist project in the land-based sector - Assignment	300 Level 3 Frincipies of nearth and safety - i heory exam 302 Level 3 Undertake and review work related experience in the land-based industries - Portfolio 333 Level 3 Undertake a specialist project in the land-based sector - Assignment	302 Level 3 Undertake and review work related experience in the land-based industries - Portfolio 332 Level 3 Undertake a specialist project in the land-based sector - Assignment
837 Level 3 Employer involvement	837 Level 3 Employer involvement	837 Level 3 Employer involvement
plus seven optional units from 308, 309, 313-317, 319, 321-327, 336, 338-339, 341-343, 351-352	plus seven assignments from optional units 307, 313-315, 317-321, 329- 337, 342, 352	plus five assignments from optional units 308, 313, 318-320, 328, 338- 339, 341-343, 345-349

Section 9 | View the checkpoint summary report

You can now view a summary report for the current checkpoint window. This will help centres to ensure all required data is submitted for all programmes of study, as well as identifying those programmes of study where students do not meet the rules of combination.

Step 1	Run the summary report
1	Select the View DoR Checkpoint Summary from the menu
2	If applicable, choose the centre number you need to view the report for.
3	Click Search.

Note: Dependent on the number of programmes of study and the volume of students the report may take between 15-20 second to populate.

In the report by using the search criteria below. The fields may change depending in the selections made. Click Search to continue. want to: View DoR, Checkpoint Summary V 999990 V		The tables below s submissions. After heckpoint level su	submitting, you	y of all qualification can check to see	ons where you l e if there are any	nave registered c r candidates due	andidat to com	tes, an oplete o	nd you who do	r checky o not me	point su eet the r	Ibmission progre rules of combinat	ss. Please us ion.	e this summ	ary table to look for	incomplete checkpoint
centre Search		Checkpoint window	Active registrati		tanding	Yes(Y)	No	(N)	v	Vithdrav	wn(W)	Retake(R)	Not mee RoC		Submission Last update	RoC Last update
		1224	104		68	13	2	0		2		1			03.12.2024	
	C	ualification level s			Active							Not		Checkpoin	t Submission	RoC
		Qualification	Qualification tit	le	registrations	Outstanding	Y		N	w	R	meeting RoC	Status	window	Last update	Last update
		0170-24	Level 2 Technica Based St	Award in Land	5	3	1				1		In progress	1224	03.12.2024	
		0173-37	Level 3 Advance Extended Dipl	d Technical	8	8							Not started	1224		
		2935-03	Level 3 Extende	d Project	8		4	2	2	2			Submitted	1224	02.12.2024	
		6003-30	Level 3 Advance Diploma in Be	d Technical	10		4	(6				Submitted	1224	02.12.2024	
		7905-30	Level 3 Advance Diploma in Br	d Technical	37	37							Not started	1224		
		8202-35	Level 3 Advance Diploma in Pl	d Technical	18	2	4	1	12				Submitted	1224	02.12.2024	
		8715-30	T Level Technica Manag	I Qualification in	9	9							Not started	1224		
		8715-31	T Level Busines Occupationa	s Improvement	9	9							Not started	1224		

4 The top table shows the current checkpoint window and the total sum of active registrations, outstanding submissions (at student level) and the number submitted as Yes (Y), No (N), Withdrawn (W) or Retake (R).

This is a combined total of all programmes of study.

window	registrations	Outstanding	Yes(Y)	No(N)	Withdrawn(W)	Retake(R)	Not meeting RoC	Submission Last update	RoC Last update
1224	104	68	13	20	2	1	7	03.12.2024	04.12.2024 08:37:15

5 The qualification level summary table shows a breakdown of the current checkpoint window by programme of study.

For each programme of study, you can view:

- Number of active registration (the number of students that are registered and require checkpoint data submitting)
- Number of outstanding submissions
- Breakdown of the number submitted as Yes (Y), No (N), Withdrawn (W) or Retake (R)
- Number of students who do not meet the rules of combination
- Submission status of the programme of study
- The checkpoint window code
- The date the programme of study was last updated
- The date the rules of combination reconciliation data was last updated

Qualification	Qualification title	Active registrations	Outstanding	Y	N	w	R	Not meeting RoC	Status	Checkpoint window	Submission Last update	RoC Last update
0170-24	Level 2 Technical Award in Land Based St	5	3	1			1		In progress	1224	03.12.2024	
0173-37	Level 3 Advanced Technical Extended Dipl	8	8						Not started	1224		
2935-03	Level 3 Extended Project	8		4	2	2		2	Submitted	1224	02.12.2024	03.12.2024 05:11:01

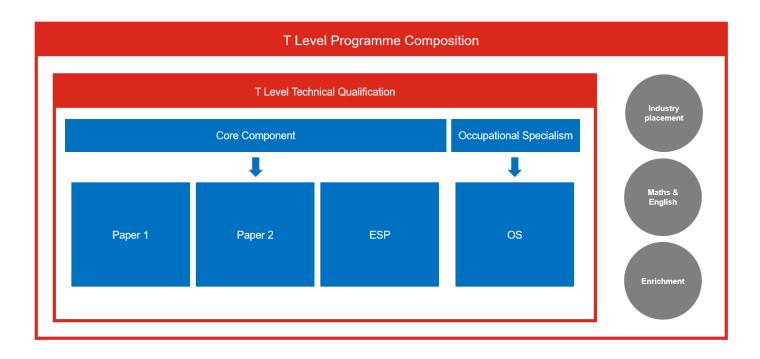
- 6 Where a programme of study has been submitted in full, the table will display the total number of students submitted as **Yes (Y)** or **Retake (R)** who do not meet the rules of combination based on current assessment entries and/or results.
- 7 If required, the table can be sorted by clicking on the relevant column header. For example to sort by status, or number of students not meeting the rules of combination.

Section 10 | Additional information for T Levels

Centres who are delivering T Level Technical Qualifications need to submit checkpoint data for both the **Core Component** and the **Occupational Specialism (OS)** separately within the system as you make a registration on each.

The composition of a T Level includes several components. City & Guilds is responsible for the Technical Qualification (TQ) comprising the Core Component and the OS.

Whilst 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. Indicating a student as Yes (Y) or No (N) for the Occupational Specialism is effectively how City & Guilds determines whether a student is expecting to complete the T Level programme.



Core component

For the core component you are required to provide an indication whether the student is due to complete the core component in the current academic year / results period. This means the student is expected to achieve the two core exams and the Employer-Set Project (ESP) in the upcoming series.

If they have previously achieved either of these sub-components in a previous series and are completing the other in the current series, the same applies, as they will be expected to achieve the overall core component in the series.

If a student has previously achieved the component in an earlier series but are retaking one or more of the sub-components (core exams and/or ESP) then these students will show as previously certificated. In this instance you will need to search for them using the **Include previously certificated learners** option in the search menu and then entering them as **Retake (R)**.

Occupational Specialism (OS)

For the OS you also need to indicate if the student is due to complete the OS assessment in the upcoming series (i.e. the current academic year). Indicating the completion of the OS in the current series will be taken by City & Guilds as the student completing the overall T Level Programme

A student is usually registered for the OS in the first year of the T Level programme, alongside the registration on the Core Component. However, the completion of the OS assessment(s) will not be completed until the second year of the programme.

If they are in the first year of the programme, and not due to complete the OS assessment this year, they should be entered as **No** (**N**). This indicates they are not completing the overall T Level programme in the current series.

If they have been registered on the OS in either the previous or current academic year, and are due to complete the OS assessment in the current year, please enter them as **Yes** (**Y**). This indicates they are completing the overall T Level programme in the current series.

Section 11 | Frequently asked questions (FAQs)

FAQs

How do I add students that are re-taking the qualification this year?

If a student has already achieved the qualification and is re-taking it this year to improve their grade, you will need to tick the **Show all previously certificated learners only** checkbox in the search menu. This will show students with a previous certification. The previously certificated students will appear with a **Y** in the **Previous certification** field.

You are able to enter their certification intention data by selecting **R Retake** in the **Certification intention** column. Once you've updated each candidate as applicable, click **Save** and then remove the checkbox in the search to display the main student data.

How do I amend certification intention data information after submission?

Please contact the VTQ Operations team via email or phone and they will be able to unlock the programme of study for you to make the necessary amendments and re-submit.

- E: centreoperations@cityandguilds.com
- T: 0300 303 53 52

What do I do if I have missed a student registration?

If you identify a missing student registration, you should rectify this immediately, making the registration via Walled Garden. New registrations then update into the student data in the Checkpoint functionality within a few minutes.

If you haven't yet submitted the programme of study, this means you can then continue as normal. If however, the programme of study has been submitted you'll see the student appears in the list, but as the data is submitted it will be locked. In this case, please contact the centre operations team and we'll unlock the data for you.

Don't forget to also make the required assessment entries for the student.

What do I do if our centre cannot meet the deadline?

Centres have sufficient time to prepare for the checkpoint submission, and centres must ensure the data is submitted to us no later than the published deadlines. We are not able to consider extensions to the deadline.

It is an Ofqual requirement for Awarding Organisations to work with centres to submit the data to ensure timely release of results.

If you are concerned about meeting the deadline you should contact us as soon as possible.

Please note a late completion fee of **£300** per programme of study (qualification) applies if the data is submitted after the published dates.

What happens if I miss the submission deadline?

Where a centre fails to submit all the data on or before the published deadline, this will constitute maladministration and also incur a fee (as above). We will refer any centre which does not submit the data by the deadline or submits with missing or inaccurate information to our compliance team for further action.

We also update Ofqual regularly on submission progress and will report centres which fail to meet key deadlines for the checkpoint as well as submission deadlines for assessment evidence.

To avoid this, please keep in touch with us so that we can support you the best we can.

Who should complete the checkpoint data?

We don't specify the role within a centre who should complete the checkpoint data, however we anticipate that this will mainly be an Exam Officer.

The Head of Centre is responsible for ensuring the data is submitted on time and is accurate.

We expect centres to implement appropriate quality assurance to ensure data is accurate.

I downloaded the data to edit, and now it won't upload. What should I do?

This likely indicates you have changed something with the file, or the data within the file is not valid. Examples could include:

- The file is not .csv format.
- Student data has been amended within the file.
- The responses to certification intention, predicted grade and/or progression fields are not valid.

Please refer to the error messages displayed on the upload screen and the guidance in <u>Section 7</u> for further information.

Can City & Guilds upload the data on behalf of the centre?

Sorry but we can't support with this. All centres must submit the data via the Walled Garden platform, using the onscreen table or via the upload/download functionality.

Centres should follow the instructions set out in this document carefully when submitting via .csv file to avoid error.

Why can't you download all student and qualification data in one file?

We can't provide this functionality in Walled Garden. Each programme of study must be selected independently, and the system then publishes the current active registered student data in the table.

Due to the number of errors and issues we have experienced in previous activities, it would also increase the likelihood of centres providing inaccurate data.

Why are there no drop-down options for Certification intention, Predicted grade or Progression in the download file?

It is not possible to create system generated download files with drop-down menus (data validation) via csv format.

Why do I need to provide predicted grade for students who are due to complete this year?

We ask centres to submit this data in the same way that predicted grade data is required for general qualifications each year (GCSE and A Levels).

This is now a mandatory requirement, required for each student marked Y Yes due to complete or R Retake.

City & Guilds will use this data to carry out student performance analysis for internal use only.

Is providing progression data mandatory?

Yes, if it is applicable to a student and they are reliant on their qualification to progress to university (via a UCAS application), Employment, Apprenticeship or another qualification.

You must provide this information as part of the checkpoint activity. If progression is not applicable for the student, you should select the **N Not Applicable** option from the drop-down menu.

How do I submit data for students undertaking KS4 Level 2 Tech Awards?

If the qualification is being delivered over more than one year (two or three years usually) as is often the case for KS4 Level 2 Tech Awards, you should identify if a student is due to finish / complete the qualification this year and mark them as **Y Yes** due to complete.

If they are not in the final year, and therefore not due to complete and be certificated you should mark them as **N** No.

Note that we use the checkpoint data to include a centre's request to cash-in a qualification result (certificate) for KS4 Technical Awards.

Do I provide data for students who have completed the ESP only? If yes how would we know grades as it's externally marked?

For T Levels you should consider the Core Component (which include the core exams and ESP) and the Occupational Specialism separately. Almost like they are two entirely different qualifications.

If a student is due to complete all core assessment or complete the final assessment within the core this series then they are due to complete the core component and should be marked as **Y Yes**.

If they are only undertaking one sub-component (i.e. core exams or ESP) and will complete the other subcomponent in a future series, they should be marked as **N No**.

Why do some of my students show as previously certificated for the T Level but they won't complete until this year?

Students do not complete a T Level with City & Guilds; they complete a Technical Qualification (TQ) which forms part of the overall T Level composition which is awarded by the DfE.

Please consider the Core Component and the Occupational Specialism as entirely independent, like they are separate qualifications for the purposes of the Checkpoint.

So, if a student has completed all of the assessments of the Core Component in a previous series, they will show as previously certificated. This is correct as its just for the programme of study (PoS) number (e.g. 8710-30) and not the overall T Level programme or the full TQ.

Why does this task sit with Exams teams?

We recommend that the checkpoint activity is carried out by the exam teams, however this is not mandated. It is the responsibility of the Head of Centre to assign the most appropriate individual or team to provide the data to City & Guilds, ensuring the data is accurate and submitted on time.

If we put W Withdrawn in the checkpoint data do we also have to complete the T Level withdrawal form on the website?

No, we've now removed this process. Entering the student as withdrawn via the checkpoint is sufficient.



Contact us

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About City & Guilds

Since 1878 we have worked with people, organisations and economies to help them identify and develop the skills they need to thrive. We understand the life changing link between skills development, social mobility, prosperity and success. Everything we do is focused on developing and delivering high-quality training, qualifications, assessments and credentials that lead to jobs and meet the changing needs of industry.

We work with governments, organisations and industry stakeholders to help shape future skills needs across industries. We are known for setting industry-wide standards for technical, behavioural and commercial skills to improve performance and productivity. We train teams, assure learning, assess cohorts and certify with digital credentials. Our solutions help to build skilled and compliant workforces.

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