

Exams Officer Training:

Ensuring timely VTQ
results for learners
progressing to Further
or Higher Education



Key Purpose of Session

Introduction

Identifying learners in scope

Centre actions

Key processes and dates

Resources and Support

Registration and Claiming

Timely Results for VTQ Qualifications



Ofqual has introduced measures to ensure students taking vocational technical qualifications (VTQs) get their results on time.

This is part of Ofqual's ongoing commitment to ensuring that students taking VTQs in subjects such as engineering, health & social care and digital media, have parity of treatment with those taking A levels or GCSEs.


The arrangements strengthen and embed processes for schools, colleges and awarding organisations.

**Specific Level 3,
Level 1/2 and Level 2
VTQs are in scope
this year:**

Level 1/2 and Level 2 performance table qualifications.

Level 3 qualifications that are minimum of 180 guided learning hours and carry a minimum of 16 UCAS points.

Our Commitment



ofqual

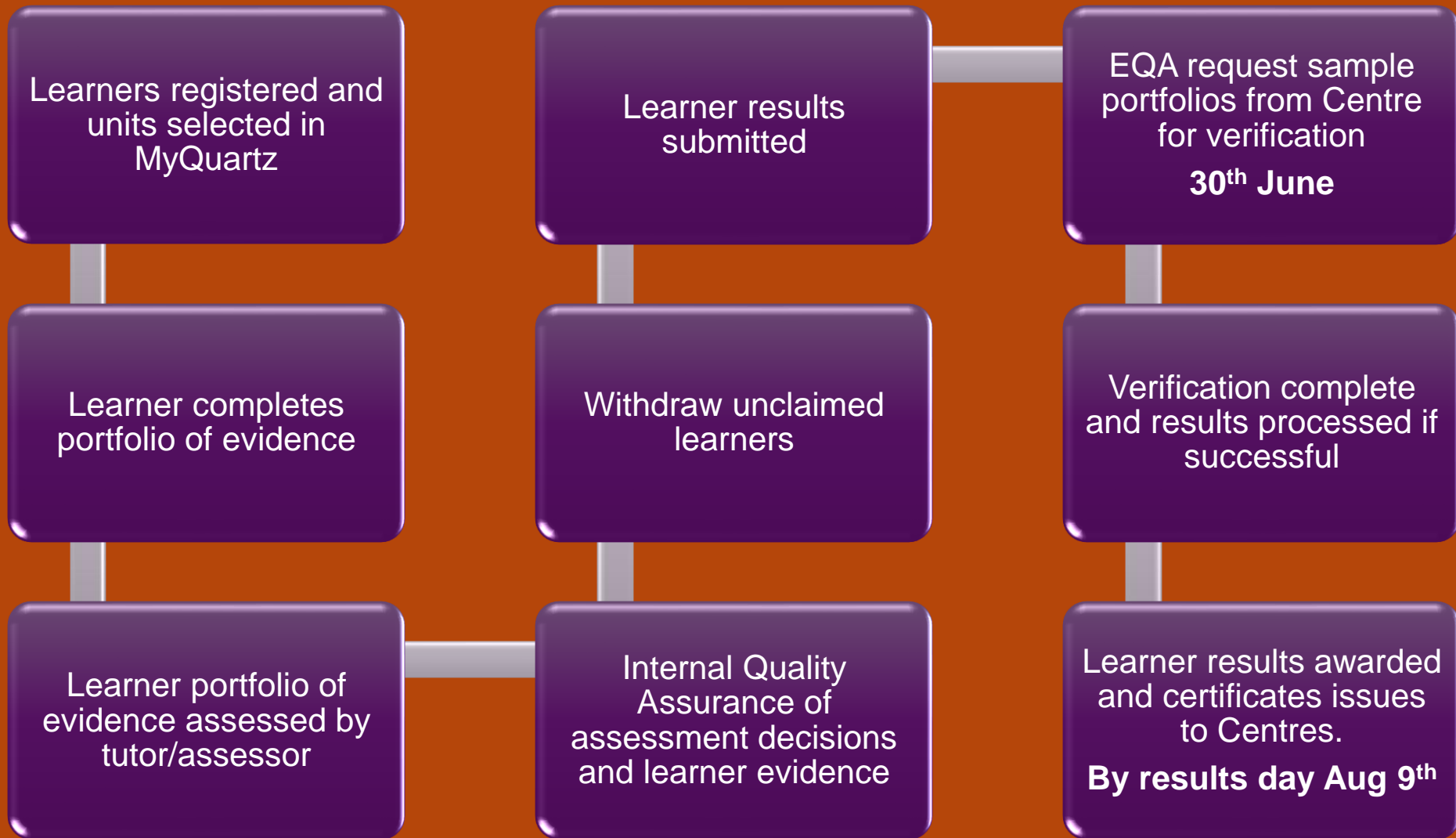
Ofqual has issued guidance to all awarding organisations that offer VTQ qualifications on the actions required to deliver timely results this academic year and beyond

- Gateway Qualifications will actively work with Centres throughout the year and have regular term time checkpoints to support Centres in the process of identifying learners that require results on or before results day in August for **progression to further or higher education**. Gateway Qualifications will also support you with claiming results process and ensuring certification of learners are issued in a timely manner.
- Gateway Qualifications will actively inquire with Centres if administration training is required and deliver where required.

Centre Actions

- ✓ Identify learners in scope
- ✓ **Update the Senior Designated Contact** in Contact Manager (MyQuartz)
- ✓ **Changing learner destination status** in MyQuartz should the learner require a timely result to progress to FE or HE.






Key Dates

Date	
February 2024	Gateway Qualifications requests centres update their Senior Designated Contact and confirm learners expecting to receive a result in August 2024
31 st March 2024	Term time Checkpoint 1: Deadline to confirm which learners are expecting to receive a result in August 2024 and confirm Senior Designated Contact
30 th April 2024	Term time Checkpoint 2: Confirmation of learners expecting a qualification result in August 2024
30 th June 2024	Deadline for submission of evidence for quality assurance of assessments
9 th August 2024	Results and certificates issued by

VTQ Action Plan Resources and Support



12th Mar 2024
11:00am

VTQ Exams Officer training

with
Joe Baker,
and Becky Sloccombe

gateway
qualifications

VTQ Exams Officer training 12th March | 11am

Training for exams officers and administrators focusing on ensuring the timely delivery of VTQ results for learners who require results to progress to Higher or Further Education courses. The session will cover:

1. Reminder of the qualifications and learners in scope.
2. How to register learners.
3. How to identify relevant learners in Quartzweb, using reports and setting statuses.
4. How to claim results.
5. Key dates, including for submission of results and certification release.

[→ Book your place today](#)

- Gateway Qualifications VTQ Requirements +
- Qualifications in scope +
- Key dates and deadlines +
- Actions for Centres +

Ensuring timely delivery of Vocational and Technical Qualifications (VTQs) results

New! MyQuartz Tutorial Videos

Welcome to MyQuartz

This system is designed to help you manage your learner registrations and award certificates.

Video on how to conduct a registration [here](#).

You can find further guidance on all our processes on our [website](#).



The following new functionality has been enabled in MyQuartz:

1. Contact Manager - Provides the ability for centres to provide the following role information:

- **Senior Designated Contact** - to support Centres delivering VTQs in scope that require timely results.
- **Data Protection Officer** - this would be the person who is appointed as your Data Protection Officer

For details on how to use this feature, please view our training video [here](#).

2. Setting Learner Destinations - This function can be used by Centres to update the Learner destinations directly in MyQuartz at any time during the Cohort lifecycle.

For details on how to use this feature, please view our training video [here](#).

[QuartzWeb \(gatewayqualifications.org.uk\)](http://gatewayqualifications.org.uk)

MyQuartz Registration & Claiming Results

Submitting the Registration

Use the [click here](#) option at the bottom of the screen where the registration submission form will download as an Excel file. This template is the master copy to be used for all your future registrations.

Note: All fields must be completed on the Registration Submission screen to allow the registration to progress.

Enter the **start date**, the start date must be the first date that delivery/teaching began.

Enter the **cohort end date**. End Date is the estimated date that delivery of the programme will finish (last day of learning or final assessment date for externally assessed programmes)

Note: An additional fee of £10 per learner will apply to all registrations received after the

following deadlines:

85 calendar days from the start date of the course for short courses (defined as 15 weeks or fewer) and 84 calendar days for longer courses.

Start of the course is defined as the date tutor delivery commences and not date of induction or enrolment.

For Access to Higher Education Diplomas the fee is £40 per learner and the registration deadline set by the OAA is six weeks (42

1. To record achievement - Tab 2 - Select the cell and click 'Name' from the drop-down list.

2. Save document to upload to QuartzWeb

3. Now refer to the [Claiming Certificates - Uploading the RAC to QuartzWeb](#) guidance for further information

Example RAC provided below...



Example shown - Report of Achievement or Completion
Tab 1 Summary

Return this form to: Gateway Qualifications
Gateway House
3 Tollgate Business Park
Colchester
CO3 8AB

Report of Achievement or Completion

Course Code:	131772		
Course Title:	Gateway Qualifications Entry Level Award in Progression (Entry 3) (QCF)		
Centre Name:	Example College	Delivery Venue:	Unknown site
Cohort ID:	1502979	Start Date:	03/10/2016
Your Reference:	N/A	End Date:	28/11/2016
Tutor/Assessor	Signature:	Date:	
<i>I confirm that the learners listed in this form have met the requirements for the units and awards indicated.</i>			
Quality Assurer (Internal or External)	Signature:	Date:	
<i>I confirm that this course has been verified in accordance with Gateway Qualifications' guidelines and procedures and I support the award of the achievement indicated</i>			

Claiming Results and Obtaining Certificates

Completing, Downloading and Submitting Learner Registrations

Questions?

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 @GatewayQuals

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Contact information

Website



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VTQ Results Team



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