Checklist of Key Dates for Academic year 23/24

updated May 2024

Non-Performance Tables Qualifications

Please note that these key dates are for the non-performance tables versions of the qualification. If you are delivering performance tables versions of the qualifications, please refer to the performance tables version of the key dates calendar as there are differences between the two.

If you are delivering the versions of the qualification which do not count towards performance tables from 23/24 but have external assessment, please use the performance tables calendar.

More detailed guidance on all the activities is available in the RSL Vocational Qualifications Centre Handbook 2023/24, available on our website. All 'How To Guides' (HTG) referred to can be found in the 'Help and Support' section in the https://cloud.rslawards.com site.

- *The boxes are colour coded so you can see RSL activities and Centre activities. RSL is in green, the centre in yellow.*

Update November 2023

Ofqual have confirmed that only one checkpoint will be required for 23/24. We have included this checkpoint in April for in scope qualifications. The qualifications in scope are:

- 601/7681/7 RSL Level 2 Diploma in Creative and Performing Arts.
- All Level 3 qualifications.

We recommend all centres double check their registrations for the checkpoint but only the above qualifications will be reported to Ofqual. For more information about the checkpoints, please refer to the 'Ofqual VTQ Action Plan: RSL Summary for Centre 23/24' available here.

Term One (September 2023 – December 2023)

√	Task		Deadline	Evidence Needed	Where/How (see details on page 1)	Support Available
	1	Submit an Annual Self-Assessment Review for the centre.	**Thursday 21st September 2023** **5pm UTC**	*Centre to complete and submit web form*	*This is a web form (available here) rather than a document to upload.*	*'HTG' Completing the Self-Assessment Review*
	2	Submit applications for Autumn Series learners.	**Friday 22nd September 2023** **5pm UTC**	*Centre to email completed 'RSL VQ Autumn Series 2023 Application'*	*Via email to vocational@rslawards.com* *Form available here*	*'RSL VQ Autumn Series 2023 Guidance'.*
	3	Register learners on the correct qualification/s.	**Friday 3rd November 2023** **5pm UTC**	*Centre to register learners and check for accuracy*	*Via the cloud.rslawards.com site.*	*'How To Manage Learner Registrations.'* *'Registration and Certification Policy'*
	4	Enter details of assessment and internal verification per qualification delivered (previously assessment and internal verification plan submission)	**Thursday 16th November 2023** **5pm UTC**	*Completed within cloud site rather than an excel spreadsheet*	*Entered via the Cohort tool in the cloud.rslawards.com site (see HTG for more details)*	*'HTG Writing an Assessment and Internal Verification Plan.'*

√	Task		Deadline	Evidence Needed		Where/How (see details on page 1)	Support Available
	5	Final deadline for withdrawing learners to receive a refund for their qualification fees.	**Friday 15th December 2023** **5pm UTC**	*Centre to withdraw learners on the site*		*Learners can be withdrawn by your centre via the 'Learners' dropdown*	*'How To Manage Learner Registrations.'*

Term Two (January 2024 – March/April 2024)

√		Task	Deadline		Evidence Needed	Where/How (see details on page 1)	Support Available
6		Date by which the annual centre visit must be completed.	**Friday 9th February 2024**		*Centre to arrange with EQA. EQA will complete a report form following the visit*	*The report will be uploaded by the EQA to the [submission system](#)*	'[How to Plan and Run a Centre Visit](#)
7		Window for summative moderation opens (dates agreed in consultation with an RSL External Quality Assurer).	**Monday 12th February 2024**		*This is the first point at which a moderation sample can be uploaded.*	*Against the [EQA Sample Request](#) You will only see a sample request if it has been generated by an EQA*	[How to Produce Evidence for Moderation](#)', [How To Read a Moderation Report](#) [Sample Size Matrices](#)

Term Three (April/May 2024 – July 2024)

√	Task	Deadline		Evidence Needed	Where/How (see details on page 1)	Support Available
8	Checkpoint – centres confirm learners who are expecting a result this summer and nominate a Senior Designated Contact	**4th March 2024 - 18th April 2024**		*Centre to complete web forms linked in where/how column*	*Via the 'Reports' section of the cloud.rslawards.com site. Choose 'Checkpoint Registrations'*	*Ofqual VTQ Action Plan: RSL Implementation 2324*
9	Final deadline for submission of summative sample for moderation	**Thursday 23rd May 2024** **5pm UTC**		*Centre to submit learner work and internal verification paperwork (plus relevant assignment brief) in response to a moderation sample request*	*Against the EQA Sample Request* *You will only see a sample request if it has been generated by your EQA*	*How to Produce Evidence for Moderation', How To Read a Moderation Report Sample Size Matrices*
10	Input all completed internally assessed unit results	**Monday 8th July 2024** **5pm UTC**		*Centre to input grades into site* *Centre to complete checkpoint 2 web form*	**Grades:** In the 'Learners' section or 'Bulk Grades.' **Checkpoint 2:** Web link available here	'How To Use the RSL Administration site.'
11	Submit declaration confirming the accuracy of grade input	**Friday 12th July 2024**		*Centre to complete web forms linked in where/how column*	*Form will be linked here*	

August 2024

√	Task	Deadline	Evidence Needed	Where/How (see details on page 1)	Support Available
12	Results validated on rslawards.com and available to centres (under embargo)	**Thursday 8th August 2024**	*RSL to ensure results are available.* *Centre to access and process results for learners*	*In the 'Reports' section you can generate a report called 'Validated Learner Registrations Report'*	*n/a*
13	Centres can release results to learners (embargo is lifted)	**A Level/Level 3 Results Day – Thursday 15th August 2024** **and** **GCSE/Level 2 Results day – Thursday 22nd August 2024**			
14	Certificates to be issued to centres.	**Monday 26th August – Friday 20th September 2024**	*RSL to post certificates* *Centre to accept certificates (they will be sent recorded delivery)*	*Certificates will be posted to the centre*	*n/a*

Note: UTC refers to Coordinated Universal Time, the primary time standard by which the world regulates its clocks and time.

Tips for Key Dates Calendar Submissions:

- The Key Dates Calendar must be adhered to by every centre, annually. If dates are missed without sufficient reasoning, an investigation may be conducted into the centre.
- The Key Dates Calendar may include new tasks annually, based on Ofqual direction or a change to process. Please make sure to read the most up to date version carefully. Do not make assumptions based on previous year's key dates.
- Please use the headings indicated for each task when uploading documents. If the incorrect heading is used, the document may be missed and your centre may risk being noted as non-compliant with the Key Dates Calendar.
- At the start of the year, we recommend discussing with your team who is responsible for each of the Key Dates. It is very easy to assume somebody else has completed a task, especially when everyone is busy. This is particularly important where more than one qualification suite is delivered within a centre.

Where to upload:

- All processes below take place via the https://cloud.rslawards.com site. Any links to the site included below will require you to login.
- For documents (such as assessment and internal verification plans) please use the Submission System at https://cloud.rslawards.com/secure/submission-system.
- For external assessment evidence, In the 'External Assessment' section https://cloud.rslawards.com/secure/vocational/external-assessments against each learner's registration.
- For moderation evidence, upload against the EQA Sample Request https://cloud.rslawards.com/secure/vocational/eqa-sample-requests You will only see a moderation sample request if it has been generated by RSL.