

## Key Dates Calendar for Academic year 20/21

### Non-Performance Tables Qualifications

*Brief guidance for each of the dates is given below. More detailed guidance is available in the RSL Vocational Qualifications Centre Handbook 2020/21, available on our website from September 2020.*

*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.*

*All processes below take place via the <https://cloud.rslawards.com> site. Any links to the site included below will require you to login.*

*All 'How To Guides' referred to can be found in the '[Help and Support](#)' section in the <https://cloud.rslawards.com> site. From September 2020, this section will be retitled 'Resources.'*

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

### 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.

## Key Dates Calendar and Coronavirus:

- At the time of publication of the Key Dates Calendar (July 2020), it is unclear what the landscape of education will look like in 20/21. These dates have been written with a 'normal' assessment year in mind.
- The largest impact could be on the delivery of the Controlled External Assessment. The assumption at this stage is that this will be conducted as normal. Once advice has been provided by Ofqual, if changes do need to be made, we will inform centres and issue an updated calendar if necessary.
- Centre visits are usually face to face and we know centres value that interaction with their External Quality Assurers. Taking into account the restrictions the country has faced in the last four months, we may approve remote centre visits if practical and effective. This will need to be discussed between the centre and their EQA and signed off at Head Office.

## Term One (September 2020 – December 2020)

✓	Task	Deadline
1	Submit an Annual Self-Assessment Review for the centre.	Thursday 24 <sup>th</sup> September 2020 5pm UTC
2	Submit evidence of one standardisation meeting from term one.	Thursday 15 <sup>th</sup> October 2020 5pm UTC
3	Submit an assessment and internal verification plan per qualification delivered.	Thursday 5 <sup>th</sup> November 2020 5pm UTC
4	Register learners on the correct qualification/s.	Friday 6 <sup>th</sup> November 2020 5pm UTC
5	Submit internal assignment briefs for one unit <b>per qualification delivered</b> (with accompanying internal verification documentation) for External Quality Assurance  Must be uploaded and EQA'd before the release of the brief to learners.	No later than 10 working days prior to the annual centre visit
6	Final deadline for withdrawing learners in order to receive a refund for their qualification fees.	Monday 21 <sup>st</sup> December 2020 5pm UTC
7	Submit 'Learner Registration Check Declaration.'	

## Term Two (January 2021 –April 2021)

v	Task	Deadline
8	Window for summative External Quality Assurance opens (dates agreed in consultation with your RSL External Quality Assurer).	Monday 11 <sup>th</sup> January 2021
9	Date by which annual centre visit must be conducted	Friday 12 <sup>th</sup> February 2021

## Term Three (May 2021 – July 2021)

v	Task	Deadline
10	Final deadline for submission of summative sample for External Quality Assurance.	Thursday 20 <sup>th</sup> May 2021 5pm UTC
11	Input all completed internally assessed unit results.	Thursday 1 <sup>st</sup> July 2021 5pm UTC
12	Submit declaration confirming the accuracy of grades.	Thursday 8 <sup>th</sup> July 2021 5pm UTC

## August 2021

v	Task	Deadline
13	Results validated on <a href="https://www.rslawards.com">rslawards.com</a> and issued to centres.	Wednesday 11 <sup>th</sup> August 2021 5pm UTC
14	Certificates to be issued to centres.	Monday 16 <sup>th</sup> August – Friday 3 <sup>rd</sup> September 2021

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

## Term One (September 2020 – December 2020)

### 1. Submit an Annual Self-Assessment Review for the centre.

**Where:** Upload to the documents section <https://cloud.rslawards.com/secure/submission-system> under the heading 'Annual Self-Assessment Review.'

The template can be found in the 'Help and Support' section of the site (to be renamed 'Resources' in September 2020) The template will be available in September 2020.

**Person responsible:** Quality Representative.

- To ensure that RSL have the correct information about centres and that centres have clarity on the requirements from RSL, the Quality Representative will be required to complete an annual self-assessment review to demonstrate their continuing compliance with RSL's rules and regulations. This also provides RSL with a sense check on staffing and resources for each qualification delivered and any changes to delivery.
- A template for this document will be provided by RSL in September 2020 and must be used.
- **One Annual Self-Assessment Review must be submitted per centre.** If your centre is delivering more than one qualification, please liaise with other departments to complete and submit the document. If this is likely to be problematic, please let us know via [vocational@rslawards.com](mailto:vocational@rslawards.com) well in advance of the deadline.
- If you are a newly approved centre for 20/21, you will not need to complete this document as all relevant information will have been submitted via Centre Approval.
- This will be submitted via <https://cloud.rslawards.com/secure/submission-system> uploaded under the heading 'Annual Self-Assessment Review.' Please ensure the document is titled 'Annual Self-Assessment Review 20/21' followed by the name of your centre. Please only use this heading when uploading.

## 2. Submit evidence of one standardisation meeting from term one.

**Where:** In the documents section <https://cloud.rslawards.com/secure/submission-system> under the heading 'Standardisation.'

**Person responsible:** Quality Representative.

**How to Guides available:** 'Conducting Standardisation.'

Each awarding organisation works differently. RSL requires that centres review their assessment practice in the light of their experiences of internal assessment (i.e. those assignments set and marked by the centre) and that this is driven by the internal quality assurance process within the centre.

- For academic year 20/21, RSL will provide standardisation materials to complete this activity which will be available from September 2020.
- Evidence of the standardisation meeting and activity must be uploaded by the deadline.
- The standardisation activities must be completed by **all staff assessing and internally verifying on the qualification.**
- Where internal verification is outsourced to another centre, both the assessor and internal verifier must complete the standardisation activities. Standardisation can take place remotely if necessary.
- We are requesting this to be completed earlier than in previous years as standardisation should take place prior to any assessment and internal verification taking place.
- Standardisation must be completed annually, even if the only units delivered that year are the externally assessed unit. This is to ensure all staff are aware of the standards.
- Standardisation must be completed for each qualification suite offered in the centre. For example, if a centre offers both Music Practitioner and Creative and Performing Arts qualifications, they must complete the separate standardisation tasks for both qualification suites, even if the staff are the same across both qualifications.
- It is the responsibility of the Quality Representative to ensure all staff actively participate in standardisation each academic year.
- It is recommended that standardisation activities are conducted throughout the year. Only evidence of this first meeting will need to be provided to RSL.
- This will be submitted via <https://cloud.rslawards.com/secure/submission-system> uploaded under the heading 'Standardisation.' Please ensure the document is titled 'RSL Standardisation 20/21' followed by the name of your centre and the subject specialism e.g. MUSPRA/CAPA/CDM. Please only use this heading when uploading.

### 3. Submit an assessment and internal verification plan per qualification delivered.

**Where:** Upload to the documents section <https://cloud.rslawards.com/secure/submission-system> under the heading 'Assessment and Internal Verification Plan.' The template can be found in the 'Help and Support' section of the site (to be renamed 'Resources' in September 2020)

**Person responsible:** Quality Representative.

**How to Guide available:** 'Writing an Assessment and Internal Verification Plan.'

- Centres are required to provide an assessment and internal verification plan each academic year **for all qualifications** that they are delivering. This applies to all cohorts, including years 10 and 12, not just the learners certificating in the current year.
- If the assessment and internal verification plan for a two-year course was submitted in the previous academic year, please resubmit this plan. This is to ensure the most up to date planning information is available and External Quality Assurers can check planning documentation for all cohorts.
- The submission of the assessment and internal verification plan is later than in previous academic years to coincide with the deadline of registering learners, allowing the External Quality Assurer to check the plans against the registrations on the system and ensure they match. This will help to avoid difficulties with registrations later in the year where learners may have been registered incorrectly. The expectation is that this plan will be written before delivery of the qualification starts.
- As long as grades can be submitted by the published deadline and work submitted for external quality assurance within the window, assessment and internal verification plans can be amended throughout the year. If you do amend the plan, please ensure you upload an updated version to the rslawards site and ensure your External Quality Assurer is aware as this may impact upon your sample.
- Assessment and internal verification plans will be reviewed by the allocated External Quality Assurer. Once reviewed, an 'Assessment and Internal Verification Plan External Quality Assurance Report Form' with feedback from your External Quality Assurer will be uploaded to the site against the Assessment and Internal Verification plan.
- You will receive feedback within 10 working days of the deadline. EQAs can provide informal feedback prior to this date but will not provide formal feedback until the registrations have been made.
- As long as the information in the How to Guide is included, centres are free to use whichever template they choose. However, if centres would like to use a [template](#), there is one available in the 'Help and Support' (to be renamed 'Resources' in September 2020) section of [cloud.rslawards.com](https://cloud.rslawards.com)
- This will be submitted via <https://cloud.rslawards.com/secure/submission-system> uploaded under the heading 'Assessment and Internal Verification Plan.' Please ensure the document is titled 'Assessment and IV Plan 20/21' followed by the name of your centre, the subject specialism e.g. MUSPRA/CAPA/CDM and the Level e.g. Level 2. Please only use this heading when uploading.

## 4. Register learners on the correct qualification/s.

**Where:** From the Qualification Programme dropdown

<https://cloud.rslawards.com/secure/vocational/qualification-programmes>

If you have already set up a qualification programme, register learners onto that programme here

<https://cloud.rslawards.com/secure/vocational/learners/registration/add/step-one>

**Person responsible:** Exams Officer.

**How to Guide available:** '[Managing Learner Registrations](#).' The guide also contains links to screencasts.

- It is vital that centres register learners on the correct qualifications at the start of the academic year and by the published date. Registrations made after the published date will be subject to a late registration fee.
- **Learners must be registered for all years that they are on the course which include summative assessment, not just the year the learners will be certified.** This applies particularly to year 10 and year 12 learners who will be completing units in the current academic year but not certificating until the following.
- Please pay particular attention to the year units are registered to. 'Assessment year' refers to the year that unit is summatively assessed *not* the year of certification. For example, if completing Unit 212 Performing Text in year one of a two course and Unit 201E Live Performance in year two, you would expect Unit 212 Performing Text to have an assessment year of 20/21 and 201E an assessment year of 21/22.
- If learners are 'topping up' a qualification (i.e. completed a subsidiary diploma in year one and registering on the extended diploma in year two) please ensure you choose the 'top up' option rather than creating a whole new qualification. If the registration is not topped up, the units from year one will not be RPL'd and you will be charged a full qualification fee rather than the difference in qualification fee. This will also cause problems at certification.
- For performance tables versions of qualifications, any learners who are not registered on the qualification by the time the Controlled External Assessment window closes will not be eligible for the Controlled External Assessment. Applications for learners to register after the start of the window will need to be approved by Head Office and the centre must provide evidence that the learner was enrolled at the school prior to the start of the window **or** that sufficient time has been given to that learner within the window if the learner was a late starter.
- Please read our '[Registration and Certification Policy](#)' carefully, even if you are not the person responsible for registering learners. This outlines our rules surrounding registrations and includes topping up registrations, withdrawing learners, late registrations, making amendments to registrations and certification.
- Awarding Organisations each have their own rules regarding registrations. Please ensure you are up to date with RSL's rules in order to ensure compliance.

## 5. Submit one internal assignment brief per qualification delivered (with accompanying internal verification documentation) for External Quality Assurance.

**Where:** In the documents section <https://cloud.rslawards.com/secure/submission-system> under the heading 'Assignment Briefs.'

**Person responsible:** Quality Representative.

**How to Guides available:** 'Assignment Briefs', 'Conducting Internal Verification of Vocational Qualifications.'

- In order to ensure assignment briefs are fit for purpose and for RSL to provide appropriate support and guidance for centres, centres must:
  - Submit one assignment brief **per qualification** for External Quality Assurance **before** handing out the assignment brief to learners. (i.e. if a centre delivers Level 2 and Level 3 qualification, they will submit one brief per qualification.) The different disciplines (i.e. CAPA and MUSPRA) count as separate qualifications.
  - Upload the supporting internal verification documentation with the assignment brief.
- External Quality Assurance of assignment briefs is vital to ensure learners receive sufficient instruction to achieve their qualifications. Where more than one internal unit is delivered, centres should submit a different assignment brief each year. If the same assignment brief is submitted as the previous year, the EQA may request a different brief.
- If your centre is only delivering the externally assessed unit in the current academic year, you do not need to provide an assignment brief. Please make sure you tell your External Quality Assurer, cc'ing in the Vocational inbox, to ensure records are up to date and your centre is not marked as missing a deadline.
- The brief must be submitted no later than 10 working days prior to the annual centre visit. This timeframe will allow your External Quality Assurer to review the brief and complete feedback prior to the centre visit. The feedback can then be discussed at the visit.
- This will be submitted via <https://cloud.rslawards.com/secure/submission-system> uploaded under the heading 'Assignment Briefs.' Please ensure the document is titled 'Assignment Brief 20/21,' the qualification suite (MUSPRA/CAPA/CDM) followed by the name and number of the unit. Please only use this heading when uploading. Please upload the internal verification document against the same heading and at the same time as the assignment brief. This will help the External Quality Assurer identify the document. Please use the same titling as the above but preface with 'IV of.'

## 6. Final deadline for withdrawing learners in order to receive a refund for their qualification fees.

**Where:** Learners can be withdrawn by your centre via the 'Learners' dropdown  
<https://cloud.rslawards.com/secure/vocational/learners>

**Person responsible:** Exams Officer

**How to Guide available:** 'Managing Learner Registrations.'

- If you wish to withdraw learners from the qualification and receive a refund for their qualification fees, this is the final date by which you must withdraw them.
- If learners have been withdrawn by or on this date, your centre will be issued with a credit note for their registration fees in January.
- You are able to withdraw the learners yourself via the site. Please refer to page 10 of the 'Managing Learner Registrations' referenced above.
- Learners can be withdrawn after this date but this will need to be actioned by RSL Head Office.
- Please note withdrawals are final and cannot be reversed.

## 7. Submit 'Learner Registration Check Declaration.'

**Where:** Via the 'Learners' dropdown <https://cloud.rslawards.com/secure/vocational/learners>

**Person responsible:** Exams Officer/ Quality Representative

**How to Guide available:** Checking Learner Registrations for Accuracy (to be released between September 2020 and this date)

- Please check your registrations to ensure they are accurate. Please look at the following:
  - Is the learner registered on the correct version of the qualification? (i.e. performance tables or non-performance tables)
  - Are the units the learners registered on correct?
  - Are the assessment years for each unit correct? (i.e. is this the year in which the summative grades for each unit will be provided.)
  - Check the spelling of learner names.
  - Are all learners registered?
- It is extremely important registrations are correct. Incorrect registrations will impact on the ability of your External Quality Assurer to select an External Quality Assurance sample later in the academic year and may also impact certification.
- You will need to complete and upload a 'Learner Registration Check Declaration' to confirm this has taken place and the registrations are accurate.

- This declaration will be submitted via <https://cloud.rslawards.com/secure/submission-system> uploaded under the heading 'Learner Registration Check Declaration.' Please only upload under this heading. Please ensure the document is titled 'Learner Registration Check Declaration 20/21' followed by the name of your centre
- If there are incorrect details (i.e. incorrect assessment year or incorrect units) please complete a VQ [Change to Registration Confirmation Form](https://www.rslawards.com/about-us/policies-regulations/) (available here <https://www.rslawards.com/about-us/policies-regulations/> and in the 'Help and Support' section of the cloud.rslawards.com site) and return to [vocational@rslawards.com](mailto:vocational@rslawards.com) The change will be made for you within 5 working days and you will receive email confirmation of the changes. (The 'Help and Support' section to be renamed 'Resources' in September 2020)

## Term Two (January 2021 –March/April 2021)

### 8. Window for summative External Quality Assurance opens (dates agreed in consultation with your RSL External Quality Assurer.)

**Where:** Against the EQA Sample Request <https://cloud.rslawards.com/secure/vocational/eqa-sample-requests> You will only see a sample request if it has been generated by your EQA.

**Person Responsible:** Quality Representative

**How to Guides available:** ‘[Submitting Work for External Quality Assurance](#)’, ‘[Reading External Quality Assurance Report Forms](#).’

- This is the date from which summative samples of learner work can be provided for External Quality Assurance.
- Your External Quality Assurer will agree a date with you for providing the sample, based on your Assessment and Internal Verification plan. They will agree a date by which the grades will need to be input into the site and then agree a date for the upload of the sample.
- Please see the RSL Vocational Qualifications Centre Handbook 2020/21 for more detail about the sampling methodology and External Quality Assurance process. Please note that a summative sample effectively closes off a unit and grades cannot be amended after the point of sampling.

### 9. Date by which the annual centre visit must be completed.

**Where:** Agreed via email with your allocated External Quality Assurer. A confirmation email will be sent from Head Office.

**Person Responsible:** Quality Representative

**How to Guides available:** ‘[Planning and Running a Centre Visit](#)’, ‘[Maintaining Centre Approval](#).’

- Centres will have an annual supportive centre visit from their External Quality Assurer.
- This date is the final date by which the visit must have taken place.
- Centre visits will last approximately 3.5 hours and the Quality Representative must be present at the visit.
- If your centre delivers more than one qualification suite, all qualification suites will be reviewed at one visit.
- For more information about the centre visit, including the agenda, please refer to the above How to Guide.

## Term Three (April/May 2021 – July 2021)

### 10. Final deadline for submission of summative External Quality Assurance sample.

**Where:** Against the EQA Sample Request generated in the EQA Sample Request section  
<https://cloud.rslawards.com/secure/vocational/eqa-sample-requests>

**Person Responsible:** Quality Representative

**How to Guides available:** ‘Submitting Work for External Quality Assurance’, ‘Reading External Quality Assurance Report Forms.’

- This is the latest date at which you can provide your **summative** External Quality Assurance sample.
- The date for the sample will have been agreed with your External Quality Assurer and based on the dates in your assessment and internal verification plan. Please note that a summative sample effectively closes off a unit and grades cannot be amended after the point of sampling.
- We recommend submitting a sample as soon as a complete sample is available, rather than waiting until the end of the window.
- If a second sample is needed following the first sample, you will agree a date with your External Quality Assurer by 24<sup>th</sup> June 2021.

### 11. Input all completed internally assessed unit results.

**Where:** In the ‘Learners’ section here <https://cloud.rslawards.com/secure/vocational/learners> or ‘Bulk Grade’ dropdown here <https://cloud.rslawards.com/secure/vocational/bulk-grade/step-one>

**Person Responsible:** Exams Officer/ Quality Representative

**How to Guides available:** ‘Using the cloud.rslawards.com site.’

- All learner grades for completed units must be input by this date.
- This applies to all units with a summative assessment date in the current assessment year, whether the qualification is being certificated this academic year or the next.
- After this date, the ability to enter grades will not be available to centres.

## 12. Submit declaration confirming the accuracy of grades input

**Where:** In the documents section <https://cloud.rslawards.com/secure/submission-system> under the heading 'Accuracy of Grade Input Declaration.'

**Person Responsible:** Exams Officer/ Quality Representative

- To ensure all grades submitted for certification are accurate, centres will need to submit a 'Accuracy of Grade Input Declaration' declaring grades have all been through a clerical check at the centre and are accurate.
- A template for this document will be provided by RSL and must be used.
- This will be submitted via <https://cloud.rslawards.com/secure/submission-system> uploaded under the heading 'Accuracy of Grade Input Declaration.' Please ensure the document is titled 'Accuracy of Grade Input Declaration 20/21' followed by the name of your centre. Please only use this heading when uploading.

## August 2021

### 13. Results validated on [rslawards.com](https://cloud.rslawards.com) and issued to centres.

**Where:** In the 'Reports' section <https://cloud.rslawards.com/secure/vocational/reports> you can generate a report called 'Validated Learner Registrations Report.'

**Person Responsible:** RSL will validate the results. Quality Representative and other staff with an account can access the report.

- Results are validated following a successful External Quality Assurance sample and an RSL Assessment Board.
- If results are validated, the next step will be to receive certificates which will be printed and posted as per the below (point 21).
- If results are not validated, this will inform a discussion with the centre, their RSL External Quality Assurer and RSL Head Office.
- Results for validated learners will be sent to the DfE and UCAS, in line with their deadlines.

### 14. Certificates to be issued to centres.

**Where:** Sent to the address listed on the <https://cloud.rslawards.com> site.

**Person Responsible:** RSL will post certificates.

- Certificates will be printed and posted to centres between Monday 16<sup>th</sup> August and Friday 3<sup>rd</sup> September 2021. Certificates will be sent via recorded delivery and will require a signature.
- Certificates will only be sent to centres, to the address listed on <https://cloud.rslawards.com>. RSL cannot send certificates directly to learners or any address other than that associated with the centre on <https://cloud.rslawards.com>