

Checklist of Key Dates for Academic year 21/22

Performance Tables Qualifications

Please note that these key dates are for the Performance Tables versions of the qualification. If you are delivering Non-Performance Tables versions of the qualifications, please refer to the Non-Performance Tables version of the Key Dates Calendar as there are differences between the two.

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 your EQA.

More detailed guidance on all the activities is available in the RSL Vocational Qualifications Centre Handbook 2021/22, 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.*

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.

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

Term One (September 2021 – December 2021)

v	Task	Deadline	Evidence Needed	Where/How (see details on page 1)	Support Available
1	Submit an Annual Self-Assessment Review for the centre.	Thursday 23rd September 2021 5pm UTC	Centre to complete and submit web form	This is a web form (available here) rather than a document to upload. The form is available from 9am on 1 st September 2021	‘HTG’ Completing the Self-Assessment Review
2	Submit applications for Autumn Series learners.	Friday 17th September 2021 5pm UTC	Centre to email completed ‘RSL VQ Autumn Series 2021 Application’	Via email to vocational@rslawards.com	‘RSL VQ Autumn Series 2021 Guidance’ .
3	Centre’s allocated External Quality Assurer (EQA) makes initial contact with their centres.	w/c 4th October 2021	EQA will make contact with the centre’s Quality Representative	n/a	n/a
4	Submit internal assignment brief/s (with accompanying internal verification documentation) for External Quality Assurance.	Thursday 14th October 2021 5pm UTC	Centre to upload assignment brief/s and internal verification paperwork	Upload to the submission system under the heading ‘Assignment Briefs.’	‘HTG Assignment Briefs’ , ‘HTG Conducting Internal Verification of Vocational Qualifications.’ Brief Template IV Template

✓	Task	Deadline	Evidence Needed	Where/How (see details on page 1)	Support Available
5	Submit an assessment and internal verification plan per qualification delivered.	Thursday 4th November 2021 5pm UTC	<i>Centre to uploaded assessment and internal verification plan per qualification</i>	Upload to the Submission System under the heading 'Assessment and Internal Verification Plan.'	Plan Template ' HTG Writing an Assessment and Internal Verification Plan. '
6	Register learners on the correct qualification/s.	Friday 5th November 2021 5pm UTC	<i>Centre to register learners and check for accuracy</i>	From the Qualification Programme dropdown here If you have already set up a qualification programme, register learners onto that programme here	' HTG Managing Learner Registrations. ' ' Registration and Certification Policy '
7	Controlled External Assessment briefs released to centres via the 'External Assessment' section of the site.	Thursday 11th November 2021	<i>RSL to provide access to briefs via the site</i>	In the 'External Assessment' section here selecting the 'Controlled External Assessment Briefs' button.	' HTG Conducting External Assessment '
8	Submit evidence of one standardisation meeting from term one.	Thursday 25th November 2021 5pm UTC	<i>Centre to upload evidence of the activities</i>	Upload to the submission system under the heading 'Standardisation'	' HTG Conducting Standardisation. ' Standardisation activities

√	Task	Deadline	Evidence Needed	Where/How (see details on page 1)	Support Available
9	Submit 'Learner Registration Check Declaration.'	Thursday 2nd December 2021 5pm UTC	<i>Centre to upload completed 'Learner Registration Check Declaration'</i>	<i>Upload to the submission system under the heading 'Learner Registration Check Declaration.'</i>	<i>'HTG Checking Learner Registrations for Accuracy'</i>
10	Final deadline for withdrawing learners in order to receive a refund for their qualification fees.	Friday 17th December 2021 5pm UTC	<i>Centre to withdraw learners on the site</i>	<i>Learners can be withdrawn by your centre via the 'Learners' dropdown</i>	<i>'HTG Managing Learner Registrations.'</i>

Term Two (January 2022 – March/April 2022)

√	Task	Deadline	Evidence Needed	Where/How (see details on page 1)	Support Available
11	Controlled External Assessment window opens.	Monday 3rd January 2022	<i>Learners can begin generating evidence</i>	n/a	‘HTG Conducting External Assessment’
12	Date by which the annual centre visit must be completed.	Friday 21st January 2022	<i>Centre to arrange with EQA. EQA will complete a report form following the visit</i>	<i>The report will be uploaded by the EQA to the submission system</i>	‘HTG Planning and Running a Centre Visit’
13	Qualification Moderation Monitoring Requirement (QMMR) communicated to centres.	Between 7th and 11th February 2022	<i>EQAs will contact their centres.</i>	<i>Centres will be contacted by their EQA via email.</i>	RSL VQ Centre Handbook 21/22
14	Window for summative moderation opens (dates agreed in consultation with your RSL External Quality Assurer).	Monday 14th February 2022	<i>This is the first point at which a moderation sample can be uploaded.</i>	<i>Against the EQA Sample Request You will only see a sample request if it has been generated by your EQA</i>	‘HTG Moderation’, ‘HTG Reading Moderation Report Forms.’ Sample Size Matrices
15	Deadline for submission of evidence, learner declarations and controlled assessment logs for Controlled External Assessment.	Thursday 31st March 2022 6pm UTC	<i>Centre to submit all learner work, signed learner declarations and controlled assessment logs</i>	<i>In the ‘External Assessment’ section against each learner’s registration.</i>	‘HTG Conducting External Assessment’

Term Three (April/May 2022 – July 2022)

√	Task	Deadline	Evidence Needed	Where/How (see details on page 1)	Support Available
16	Controlled External Assessment results and records issued to centres.	Thursday 19th May 2022	<i>RSL provide a feedback sheet per learner which can be downloaded by the centre.</i>	In the ' External Assessment ' dropdown selecting the 'External Assessment Results' button.	' HTG Conducting External Assessment ' ' VQ Resit and Retake Policy '
17	Final deadline for submission of summative sample for moderation	Thursday 26th May 2022 5pm UTC	<i>Centre to submit learner work and internal verification paperwork (plus relevant assignment brief) in response to a moderation sample request</i>	Against the EQA Sample Request You will only see a sample request if it has been generated by your EQA	' HTG Moderation ', ' HTG Reading Moderation Report Forms .' Sample Size Matrices
18	Submit application for Resit for Controlled External Assessment.	Thursday 26th May 2022 5pm UTC	<i>Centre to email completed 'VQ Resit Registration Form'</i>	Via email to vocational@rslawards.com	' HTG Conducting External Assessment '
19	Capped Resit window for Controlled External Assessment opens.	Monday 6th June 2022	<i>n/a</i>	<i>n/a</i>	' HTG Conducting External Assessment '

√	Task	Deadline	Evidence Needed	Where/How (see details on page 1)	Support Available
20	Input all completed internally assessed unit results and submit declaration confirming the accuracy of grades.	Friday 24th June 2022 5pm UTC	<i>Centre to input grades into site</i> <i>Centre to upload completed 'Accuracy of Grade Input Declaration'</i>	Grades: In the ' Learners ' section or ' Bulk Grades .' Declaration: Upload to the submission system under the heading 'Accuracy of Grade Input Declaration'	'HTG Using the RSL Administration site.' Declaration Template
21	Statistical analysis of final results.	Monday 27th June – Friday 1st July 2022	<i>Grades that have been input into the site will be used by RSL</i>	n/a	'HTG Moderation'
22	Centres contacted where further details are required about results.	w/c 4th July 2022	<i>RSL to contact centres via email to the QR where additional details/evidence are needed.</i>	<i>RSL will email the Quality Representative</i>	'HTG Moderation'
23	Submit evidence for Resit for Controlled External Assessment.	Friday 8th July 2022 5pm UTC	<i>Centre to upload all learner work, signed learner declarations and controlled assessment logs for Controlled External Assessment</i>	<i>In the 'External Assessment' dropdown against each learner's registration.</i>	'HTG Conducting External Assessment'

August 2022

√	Task	Deadline	Evidence Needed	Where/How (see details on page 1)	Support Available
24	Results validated on rslawards.com and available to centres.	Tuesday 9th August 2022	<i>RSL to ensure results are available. Centre to access and process results for learners</i>	<i>In the 'Reports' section you can generate a report called 'Validated Learner Registrations Report'</i>	<i>n/a</i>
25	Certificates to be issued to centres.	Monday 15th August – Friday 2nd September 2022	<i>RSL to post certificates Centre to accept certificates (they will be sent recorded delivery)</i>	<i>Certificates will be posted to the centre</i>	<i>n/a</i>

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