

Checklist of Key Dates for Academic year 24/25 – (Chronological)

Qualifications *without* external assessment

Please note:

- *These key dates are for the versions of the qualification which are entirely internally assessed*
- *If you are delivering qualifications with at least one externally assessed unit, please refer to the 'Qualifications with external assessment' version of the key dates calendar as there are differences between the two.*

This version of the key dates is in chronological order. If you would prefer to have a version which has been grouped into areas to allow centres to see all activities for one area in one place e.g. all quality assurance and standards verification dates have been grouped together, this can be downloaded from our [website](#).

Any references to 'the RSL site' mean the cloud.rslawards.com site. This year we have created a VQ Quality Handbook which will contain all the 'How to Guides' so everything is in one place. The Quality Handbook is aimed at teachers/assessors/internal verifiers. There is a separate VQ Exams Officer Handbook which covers aspects such as registrations and is aimed at Exams Officers. These can be found [here](#).

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

For a video explaining the key dates calendar and changes for this year, please follow this [link](#).

Term One (September 2024 – December 2024)

v	Task	Deadline	Where/How
1	Submit an Annual Self-Assessment Review for the centre	Thursday 19th September 2024 5pm UTC	Via webform available here from 9 th September 2024
2	Submit applications for Autumn Series learners (where applicable)	Friday 20th September 2024 5pm UTC	Details available on request to vocational@rslawards.com
3	Registration closes for new learner registrations	Friday 25th October 2024 5pm UTC	Registrations made via the RSL site
4	Standardisation materials available via the 'Help and Support' section of the site	Monday 4th November 2024	Materials available from Help and Support . Details of exercise and upload in the packs
5	Enter details of assessment and internal verification per qualification delivered	Thursday 14th November 2024 5pm UTC	Via the Cohort tool in the RSL site
6	Upload evidence of a standardisation meeting	Thursday 28th November 2024 5pm UTC	Materials available from Help and Support . Details of exercise and upload in the packs
7	Date by which the annual centre visit must be completed (date agreed with RSL)	Friday 20th December 2024	Centres will be contacted via email to the Quality Representative to arrange

Term Two (January 2025 – March/April 2025)

✓	Task	Deadline	Where/How
8	Window for summative moderation opens (dates agreed in consultation with an RSL Standards Verifier)	Monday 3rd February 2025	Centres will be contacted via email to the Quality Representative to arrange

Term Three (April/May 2025 – July 2025)

✓	Task	Deadline	Where/How
9	Checkpoint – centres confirm learners who are expecting a result this summer and nominate a Senior Designated Contact (SDC)	Monday 3rd March 2025 – Thursday 8th May 2025	Checkpoint completed via the ‘Reports’ section of the RSL site. Guidance here
10	Final deadline for submission of summative sample for summative moderation	Thursday 15th May 2025 5pm UTC	Against the EQA Sample Request You will only see a sample request if it has been generated by your SV
11	Input all completed internally assessed unit results and complete accuracy of grade input	Friday 4th July 2025 5pm UTC	Input grades in the ‘Learners’ section or ‘Bulk Grades’ of the RSL site. Accuracy of grade declaration here
12	RSL conduct statistical analysis of results	Monday 7th – Friday 11th July 2025	n/a
13	Centres contacted where further details are required about results, following statistical analysis	w/c 14th July 2025	RSL will email the Quality Representative

August 2025

✓	Task	Deadline	When/How
14	Results validated on rslawards.com and available to centres (under embargo)	Thursday 7th August 2025	In the 'Reports' section of the RSL site you can generate a report called 'Validated Learner Registrations Report' There will also be a zip file on the documents page with individual learner results
15	Centres can release results to learners (embargo is lifted)	Level 3 Results Day – 14th August 2025 and Level 2 Results day – 21st August 2025	n/a
16	Certificates to be issued to centres.	Monday 25th August – Friday 19th September 2025	Certificates will be posted to the centre

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