



RSL Checkpoint Summary for Centres 24/25

This document is a summary of the key tasks which need to be completed including some flow charts for the processes. It needs to be read in conjunction with the **RSL Checkpoint Implementation 2425** document which provides more detail and context.

Timeline and actions for centres in relation to the action plan

December 2024

Check which qualifications in your centre are in scope (see following flowchart)

March – May 2025

**Deadline 8th May
2025**

- 1) Nominate a Senior Designated Contact
- 2) Complete the checkpoint exercise

August 2024

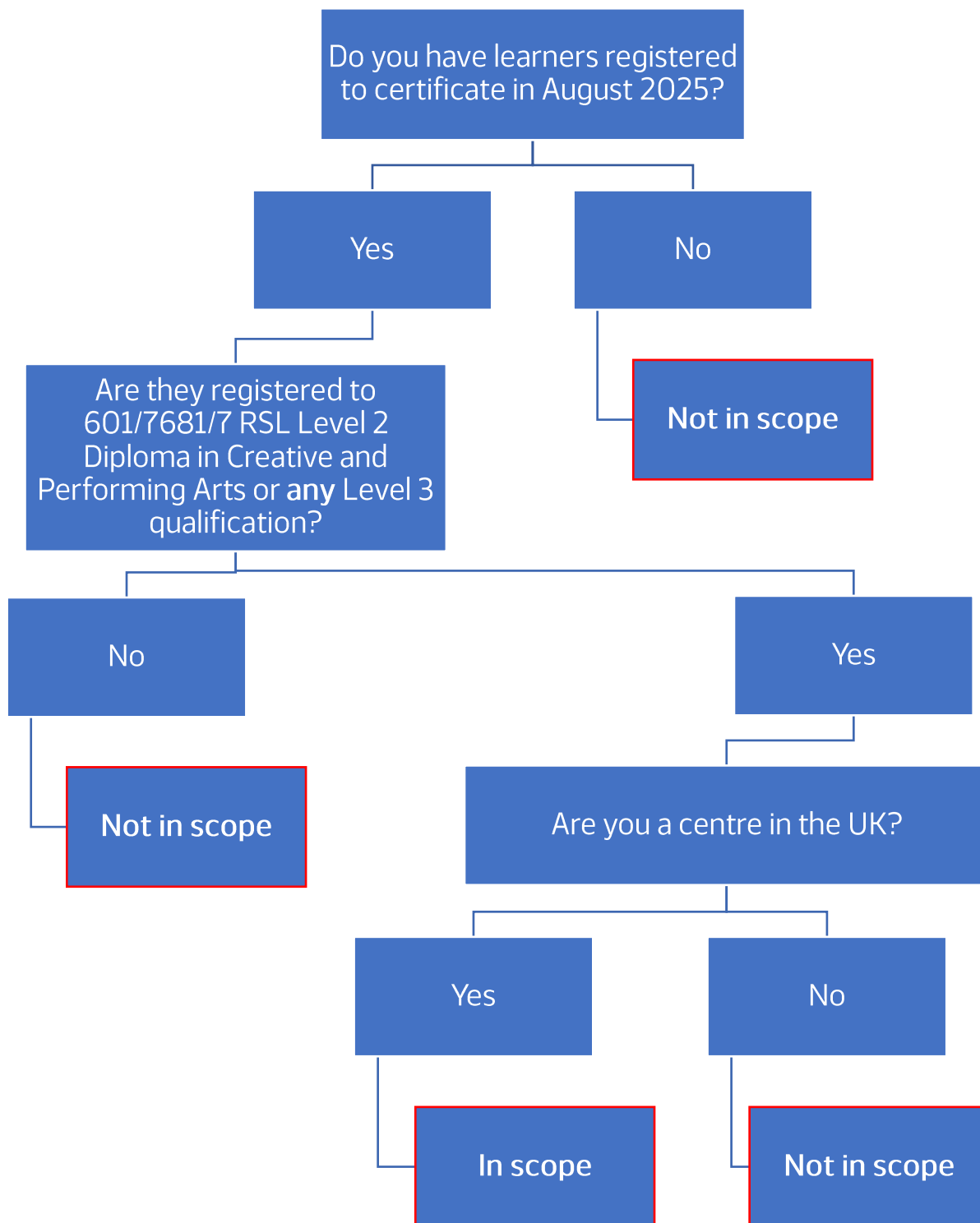
7th August 2025: results are validated on rslawards.com

All usual quality assurance processes will take place. The above assumes that these processes have been completed successfully.





How to check if your centre is in scope



Completing the checkpoint

Generate Report

Please note you must have an active account on the cloud.rslawards.com that is linked to your centre to access this section of the site.

To access the Checkpoint report:

- login to cloud.rslawards.com
- hover over your name on the top-right corner of the screen and select 'Reports' from the drop-down menu
- Click on 'View' next to 'Checkpoint Registrations' from the list of reports presented
- Select the current assessment year (2024/5) from the drop-down menu and click 'Search Certifying Registrations'.

This will present all learners who are in scope for the Checkpoint this year (see example below):

Checkpoint Registrations Report



Generate a report of all active learner registrations who are in scope for the chosen assessment year's Ofqual Checkpoint. Withdrawn learner registrations are excluded from the results.

Assessment year *

[Generate Report](#)

Search Results

5 active learner registration(s) found.

[Finalise Checkpoint Data](#)

Id	Learner	Qualification	Learner to certify this year on this qualification?	Learner has an active UCAS application for this year?
170756	Bill Evans	RSL Level 3 Diploma in the Creative Music Industry (Performance) - 603/5397/1	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
170757	John Coltrane	RSL Level 3 Diploma in the Creative Music Industry (Performance) - 603/5397/1	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
170758	Miles Davies	RSL Level 3 Diploma in the Creative Music Industry (Performance) - 603/5397/1	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
170760	Rebecca Smith	RSL Level 3 Subsidiary Diploma in the Creative Music Industry (Composition) - 603/5396/X	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
170759	Williams Williams	RSL Level 3 Subsidiary Diploma in the Creative Music Industry (Composition) - 603/5396/X	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

[Save Checkpoint Statuses](#)



Learner to certificate this year on this qualification?

If 'Yes'

- If the learner is registered to the correct qualification and is due to certificate in August 2025, please select 'Yes' for the learner.

If 'No'

- If the learner registration is incorrect or should not be listed in the checkpoint data, please select 'No' for the learner affected
- A reason will need to be selected why the learner is not expecting to certificate on the qualification they are listed on for.
- The following options will be presented:
 - **Deferred** - the assessment year listed needs to be amended
 - **Withdrawn** - the learner is no longer enrolled on the qualification
 - **Incorrect Qualification** - the learner has changed qualification
 - **Other** - the other options do not apply. RSL will contact you for further information

There is a 'Select all' option which will apply 'yes' to all learners. If you use this, ensure you check that this is accurate before submitting.

Learner has an active UCAS application for this year?

- Please declare for each learner whether they have an active UCAS application for this year.

Save Checkpoint Statuses

- You do not have to do the checkpoint form all in one go. You can complete some parts, save your progress and come back to it.
- Selecting the 'Save Checkpoint Statuses' option saves the data you input into the form but does not officially submit it for the Checkpoint.
- RSL will review any registration where the 'Learner to certificate this year on this qualification?' option has been set to 'No' and contact you to confirm how to amend these registrations.

Finalise Checkpoint Data

- Selecting this option will officially submit the Checkpoint data submission for your centre. **Please note you will be unable to edit or make any changes to your submission once finalised.**
- **Only finalise the Checkpoint Data once you are confident the data is accurate.**





Nominating a senior designated contact

