

Checklist of Key Dates for Academic year 22/23 – UPDATED February 2023

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.

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 submitting evidence of standardisation) please use the Submission System at <https://cloud.rslawards.com/secure/submission-system>.
- 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, 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.

Term One (September 2022 – December 2022)

√	Task	Deadline	Evidence Needed	Where/How (see details on page 1)	Support Available
1	Submit an Annual Self-Assessment Review for the centre.	Thursday 22nd September 2022 5pm UTC	Centre to complete and submit web form	The form is available from 9am on 1 st September 2022 and will be emailed to centres ahead of this date.	‘HTG’ Completing the Self-Assessment Review
2	Submit applications for Autumn Series learners.	Friday 16th September 2022 5pm UTC	Centre to email completed ‘RSL VQ Autumn Series 2022 Application’	Via email to vocational@rslawards.com	n/a
3	Centre’s allocated Senior Quality Assurer (SQA) makes initial contact with their centres.	w/c 3rd October 2022	SQA will make contact with the centre’s Quality Representative	n/a	n/a
4	Submit an assessment and internal verification plan per qualification delivered.	Thursday 3rd November 2022 5pm UTC	Centre to upload assessment and internal verification plan per qualification	Upload to the Submission System under the heading ‘Assessment and Internal Verification Plan.’	Plan Template ‘HTG Writing an Assessment and Internal Verification Plan.’

	✓ Task	Deadline	Evidence Needed	Where/How (see details on page 1)	Support Available
5	Register learners on the correct qualification/s.	Friday 4th November 2022 5pm UTC	<i>Centre to register learners and check for accuracy</i>	<i>From the Qualification Programme dropdown here If you have already set up a qualification programme, register learners onto that programme here</i>	<i>'HTG Managing Learner Registrations.' 'Registration and Certification Policy'</i>
6	Submit 'Learner Registration Check Declaration.'	Thursday 1st December 2022 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>
7	Final deadline for withdrawing learners in order to receive a refund for their qualification fees.	Friday 16th December 2022 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 2023 – March/April 2023)

v	Task	Deadline	Evidence Needed	Where/How (see details on page 1)	Support Available
8	Date by which the annual centre visit must be completed.	Friday 20th January 2023	<i>Centre will be contacted by an RSL 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>	<i>'HTG Planning and Running a Centre Visit'</i>
9	Qualification Moderation Monitoring Requirement (QMMR) communicated to centres.	Between 6th and 10th February 2023	<i>Available via the cloud site</i>	<i>Can be seen in the EQA Sample Request section of the cloud site</i>	<i>RSL VQ Centre Handbook HTG Using the RSL Administration site.</i>
10	Window for summative moderation opens	Monday 13th February 2023	<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 dates have been input as in point 12</i>	<i>'HTG Moderation', 'HTG Reading Moderation Report Forms.' Sample Size Matrices</i>
11	Date by which the centre must supply information on reasonable adjustments in place for learners studying RSL qualifications.	Friday 31st March 2023 6PM UTC	<i>Centre to complete and submit web form</i>	<i>The form is available here</i>	n/a

Term Three (April/May 2023 – July 2023)

√	Task	Deadline	Evidence Needed	Where/How (see details on page 1)	Support Available
12	Final deadline to enter dates for moderation	Friday 5th May 2023	<i>Centre to input a grade input and sample upload date</i>	<i>In the EQA Sample Request section of the site. See the HTG for more detail.</i>	'HTG Moderation'
13	Final deadline for submission of summative sample for moderation	Thursday 25th May 2023 5pm UTC	<i>Centre to submit learner work and internal verification paperwork (plus relevant assignment brief) in response to a moderation sample request</i>	<i>Against the EQA Sample Request which will have been automatically generated based on task 12 dates.</i>	'HTG Moderation' , 'HTG Reading Moderation Report Forms.' Sample Size Matrices
14	Input all completed internally assessed unit results	Friday 30th June 2023 5pm UTC	<i>Centre to input grades into site</i>	<i>In the 'Learners' section or 'Bulk Grades.'</i>	'HTG Using the RSL Administration site.'
15	Submit declaration confirming the accuracy of grades.	Friday 7th July 2023 5pm UTC	<i>Centre to upload completed 'Accuracy of Grade Input Declaration'</i>	<i>Upload to the submission system under the heading 'Accuracy of Grade Input Declaration'</i>	RSL VQ Centre Handbook Declaration Template

August 2023

v	Task	Deadline	Evidence Needed	Where/How (see details on page 1)	Support Available
16	Results validated on rslawards.com and available to centres.	Tuesday 8th August 2023	<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>	n/a
17	Certificates to be issued to centres.	Monday 14th August – Friday 1st September 2023	<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>	n/a

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