



Department
for Education

Manage T Level Results

Service update and preparation
for T Level Results Day 2023

May 2023

Manage T Level Results service

- The Manage T Level results service aggregates component results data, calculates overall T Level results and issues certificates
- Both awarding organisations (AO) and providers are required to use the service to support results calculation and certification of T Levels
- The design has been informed by regular user research with both providers and AOs
- Thank you to AOs and providers for smooth delivery of initial T Level results
- Listened to feedback from users and improved the service, to make it easier to use

The screenshot shows the GOV.UK logo at the top left. The main heading is "Manage T Level results". Below this, there is a paragraph explaining that the service is run by the Education and Skills Funding Agency (ESFA) and is for awarding organisations and providers. It lists the types of actions that awarding organisations and providers can use the service for. There is a "Start now" button with a right-pointing arrow. Below that, there is a "Before you start" section with a warning that users need a DfE Sign-in account and an assigned role, and links to "Awarding organisation roles" and "Provider roles".

GOV.UK

Manage T Level results

Manage T Level results is run by the Education and Skills Funding Agency (ESFA), an executive agency of the Department for Education (DfE).

This service is for awarding organisations and providers who deliver T Level qualifications.

Awarding organisations (also known as exam boards) can use this service to:

- tell us if T Level details are correct
- tell us which T Levels each provider is offering
- add or update learner registrations
- add or update assessment entries
- add or update core component results
- tell us about a grade appeal
- bulk upload records (see [T Level data format and rules](#))

Providers (for example, schools and colleges) can use this service to:

- tell us if a learner has met the minimum standard for English and maths
- tell us if a learner has completed their industry placement

For security reasons you should always sign out when you have finished using the service. Select 'Sign out' in the top right-hand corner of the screen to sign out and return to the 'Start' page.

You will be signed out if you are inactive for 30 minutes.

Start now >

Before you start

You will need a DfE Sign-in account and an assigned role.

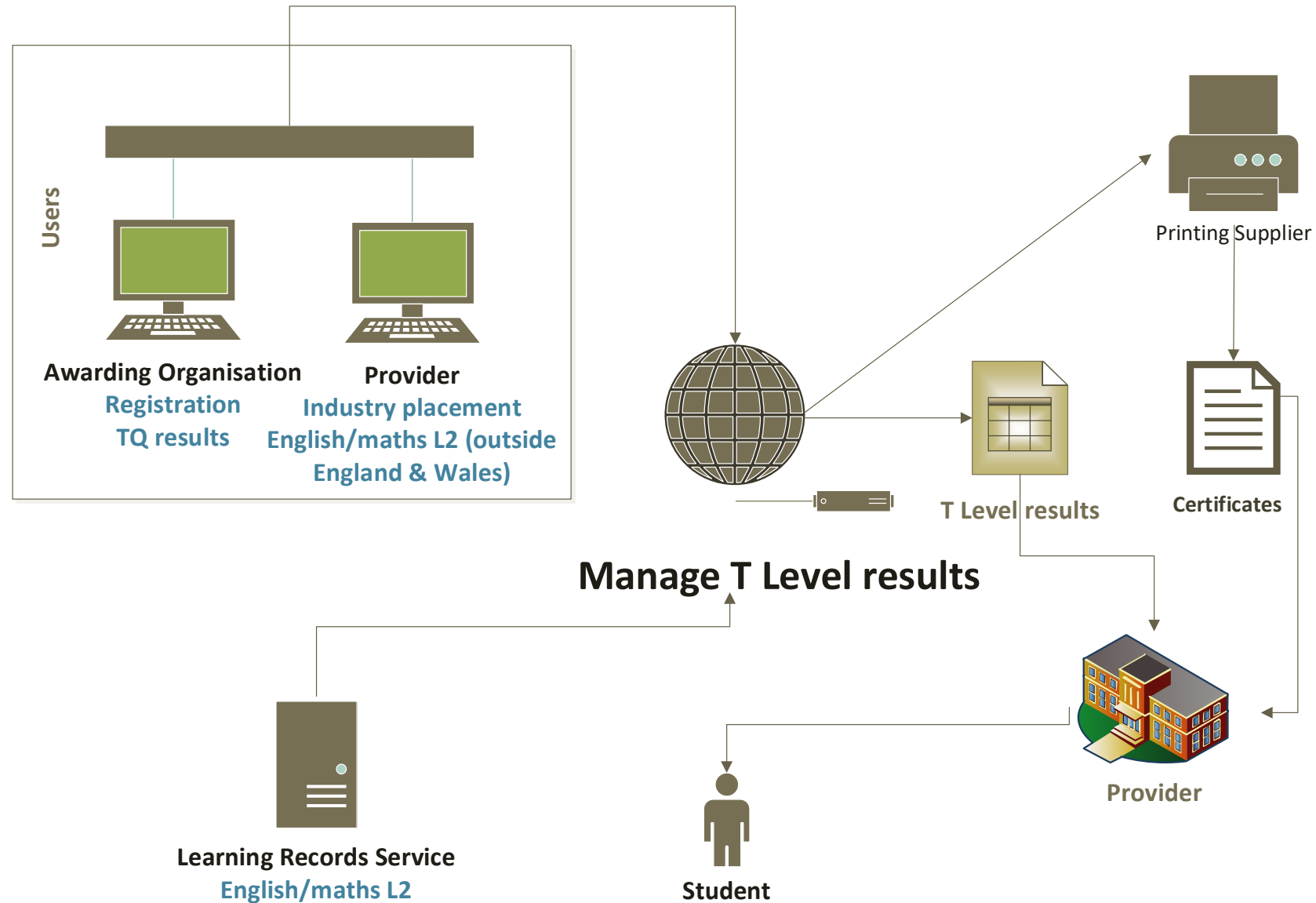
A user can be given more than one role. More details on the roles in this service can be read below.

- ▶ [Awarding organisation roles](#)
- ▶ [Provider roles](#)

Summary of AO / Provider actions within the service

Awarding organisations	Provider
<p>Inputs</p> <ul style="list-style-type: none">• Review, change and confirm T Levels offered• Manage providers and select the T Levels they can offer• Register, edit and withdraw learners• Submit core and specialism assessment entries• Submit core and specialism component results• Provide notification of reviews, appeals and grade changes• Submit updated grades following reviews, appeals and grade changes <p>Outputs</p> <ul style="list-style-type: none">• Download registration, assessment and results data	<p>Inputs</p> <ul style="list-style-type: none">• Add and edit learner industry placement statuses, including details of any special considerations• Confirm learner attainment of L2 English and maths where data is unavailable in Learning Records Service (LRS), or incomplete• Confirmation of address for dispatch of certificates and statements of achievement <p>Outputs</p> <ul style="list-style-type: none">• Download results for learners in final year of T Level• Request statements of achievement for students that leave the course early• Request the issue of replacement certificates

Manage T Level Results – high level service design



Service improvements based on feedback

- Significant simplification of provider journey for placement flexibilities following feedback. Data on flexibilities and models is no longer required to be reported.
- Bulk upload facility introduced for providers to reduce burden when processing data for high numbers of learners. Formatting and rules for bulk upload can be found [here](#).
- Ability to 'update' the IP status once an initial status has been submitted
- Alignment of submission date of IP attainment with VTQ deadline of 23 June 2023
- Where learners have not completed their Industry Placement by 23 June, but the provider is confident that they will do so before 31 July 2023, an early declaration can be added. The learner must have a confirmed plan of dates in place with the hosting employer that forecasts them to complete ahead of 31 July.

Upload industry placement status

Upload a CSV file to add or change the industry placement status for one or more learners.

Your file must include the specific column names provided in the [learner data format and rules guidance template](#) (XLSX, 239KB).

Upload a file

No file chosen

Yes, completed, or will be completed by 31 July 2023

▼ [What if the industry placement status changes?](#)

You must make sure any changes to the learner record, including the industry placement status, are made in this service before 31 July 2023. This is to ensure the learner's results and certificate are accurate.

Accessing the service

1. Ensure you have a [DfE Sign in](#) account
2. Add your organisation to your account
3. Add the [T Level Results and Certification service](#) to your account

Note: Your organisation has approvers who can assist you with steps 2 and 3. It will be clear who your organisation's approver (super user) is when trying to complete step 2 – in case you require further support.

Guidance available [here](#)

If you're stuck, drop us an [email](#)

<input type="checkbox"/>	Get Information About Schools	Access information on establishments, local authorities, trusts, federations and governors, and update your organisation's details.
<input type="checkbox"/>	Online Collections Service - including Risk Protection Arrangements	Opt-in to the risk protection arrangements for schools, academies, and local authorities.
<input type="checkbox"/>	School Experience	The digital service to help schools offer in-school and virtual school experiences, and for interested candidates to apply.
<input type="checkbox"/>	School to School	Share pupil records and related information securely between schools and local authorities.
<input checked="" type="checkbox"/>	T Level Results and Certification	Access students' results and certifications for T Level courses.
<input type="checkbox"/>	T Levels - Connect with Employers	T Levels Provider Support.
<input type="checkbox"/>	Teacher Services - Appropriate Body	See teacher records, register early career teachers for induction, and provide updates on induction for local authorities and relevant schools.
<input type="checkbox"/>	Teacher Services - Employer Access - Agent	See teacher records, carry out teacher status checks, and see those no longer allowed to teach for teacher supply agencies, local authorities, and training providers.
<input type="checkbox"/>	Teaching Vacancies	Teaching Vacancies is a free, national search and job-listing service from the Department for Education.

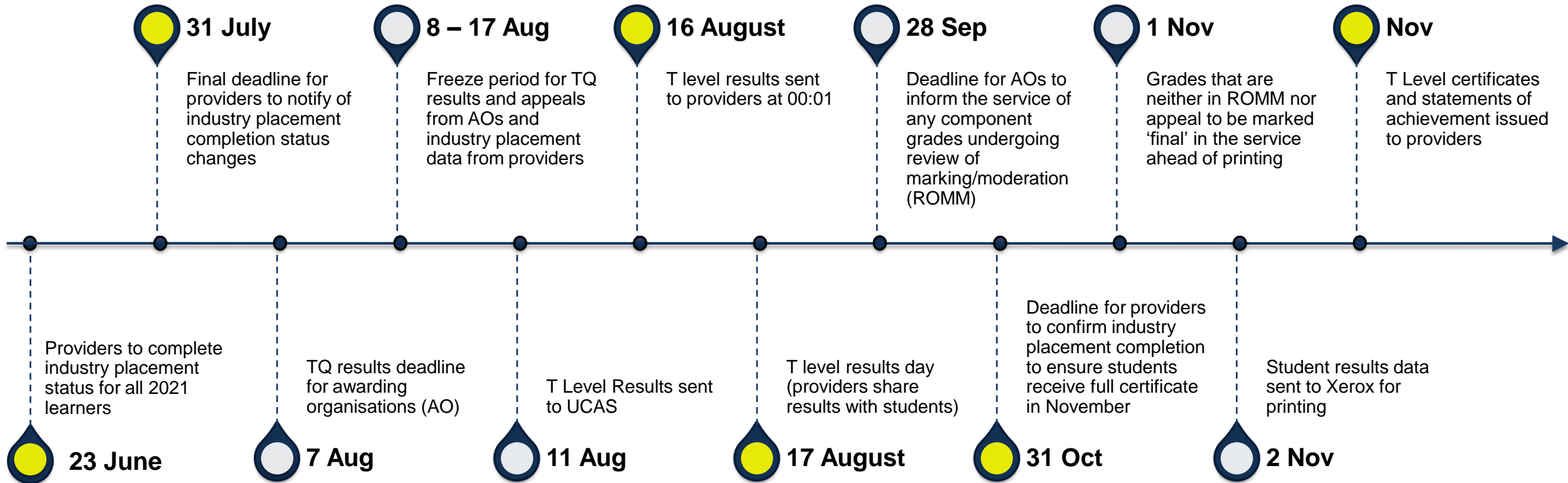
Demonstration

<https://manage-tlevel-results.tlevels.gov.uk/>

Provider next steps

- **ASAP:** Confirm / set up correct DfE Sign-In access (as per guidance in this slide deck)
- **ASAP:** Provide details of withdrawn learners to relevant AOs
- **By 23rd June:** Input industry placement completion data for all 2021 cohort learners
- **No later than 31st July:** Where there has been a late change in IP status, confirm the correct status within the service
- **By October 2023 (or prior to requesting SoAs for withdrawn students):** Confirm postal address for document dispatch

Timeline for T Level results and certificates



- This timeline will be replicated for every assessment series (though data will only be sent to UCAS following the Summer series)
- Monthly certificate batches will be issued following first certification to account for students that complete their industry placement after 31 October

Further support and guidance

View guidance on the T Level Support for Schools and Colleges website:
[Assessments and Results](#)

[T Level Results day 2023 timeline](#)

Drop in sessions - Dial into one of our upcoming support sessions:

- Wednesday 7th June 2023 4 - 4:30pm - [Click here to join the meeting](#)
- Wednesday 14th June 2023 4 - 4:30pm - [Click here to join the meeting](#)
- Wednesday 21st June 2023 4 - 4:30pm - [Click here to join the meeting](#)

Need further support? Email the team

tlevel.resultsandcertification@education.gov.uk

Questions

Theme	Query	Response
Bulk Upload	Do we have to enter all the already known info into the CSV template for bulk upload?	Yes, the CSV template requires ULN, T Level Core code and IP status to be added. We may explore the option to provide a downloadable and partially pre-populated template for each provider as a future development in the service.
Bulk Upload	Do we only upload for the fully completed learners or can we upload what we 'have' and then update later?	Industry placement data can be added for learners at any point ahead of the deadline, either through bulk upload or through updating individual learner records. It is not necessary to update all learner records at the same time.
Deadlines/portal freeze	Is 23rd June a hard deadline? Last year it was 31st July (5 weeks later)	The 23rd June deadline has been set to align with submission dates for VTQ evidence to simplify dates for providers, and to ensure completeness of data ahead of the end of summer term. However, in the event that there are late changes to industry placement completion status, you are able to make updates in the service up to and including 31 July.
Deadlines/portal freeze	What happens if they complete after 31st July and complete over the summer? We had some information today on an extra flexibility to allow them to complete later than this date.	The record should be reported as not complete. IP completion can be subsequently updated, after summer results, and a new result will automatically be generated as data is updated in the learner record
Deadlines/portal freeze	After 31st July result portal is frozen. When can we upload IP completion confirmation for learners after July and before Oct	The service will be frozen up to and including T Level results day. Updates can be made from 18th August onwards.
English and Maths	If a learner is doing a GCSE English or maths alongside the T level then we will not have those results until GCSE results day on the 24th August. Therefore we cannot confirm their L2 E/M result.	English and maths results can be updated subsequently, where not available through LRS, and will be reflected on certificates issued in the Autumn. Certificates identify where a learner has achieved a Level 2 qualification in English/maths. Learners are required to work towards the attainment of maths and English if they have not already achieved a Level 2 qualification, as they do on other 16 to 19 programmes. but this does not inform the overall T Level result.
English and Maths	Just to confirm, L2 Maths and English will not impact the overall T Levels results?	English and maths results can be updated subsequently, where not available through LRS, and will be reflected on certificates issued in the Autumn. Certificates identify where a learner has achieved a Level 2 qualification in English/maths. Learners are required to work towards the attainment of maths and English if they have not already achieved a Level 2 qualification, as they do on other 16 to 19 programmes. but this does not inform the overall T Level result.

Questions

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Evidence	Do we need to show evidence of the students work placement reviews?	There is no requirement in the Manage T Level Results service for evidence to be uploaded for the Industry Placement, just a declaration to enter the special consideration reason and hours completed. You should retain evidence locally for audit purposes.
Flexibilities	What if the learner is using the extension flexibility up to October to complete the placement?	The record should be reported as not complete. IP completion can be subsequently updated, after summer results, and a new result will automatically be generated as data is updated in the learner record
Flexibilities	EDEY EYE students who have utilised the placement hours flexibility ie less than 750 hours but within the flexibility allowance, we simply input yes completed?	That's correct. Last year we collected use of temporary flexibilities via the service but this is no longer required. You should keep a record of any placements that you have applied temporary flexibilities to for your own records. We will be engaging with providers to understand the use of flexibilities as part of our evaluation of their impact. These flexibilities only apply to AY21 students.
Results	Does the results service need updating from end of Year 1 or just the final year's results?	For providers, just by the end of Year 2 to ensure IP completion is taken into consideration in overall results
Results	Will providers be notified of results changes in service after results day?	Providers will be notified of changes in TQ results (e.g. following a review of marking) directly by the Awarding Organisation. The service will update overall results overnight, following the addition of updates by AOs, though there is no notification to providers generated from the service.
Withdrawn Learners/Learners changing provider	Withdrawal process	Withdrawals should be reported to the AO at the earliest opportunity. AOs manage learner registrations and withdrawals in service including if learners change providers. However, once a learner withdrawal has been actioned by the AO, providers may request a statement of achievement, if a learner has successfully completed any component
Withdrawn Learners/Learners changing provider	If a student withdraws in year 1, do you want this result updated in the service in year 1?	If a student has completed their placement prior to withdrawal, the service should be updated to ensure that the student can receive an accurate statement of partial achievement. Once a learner withdrawal has been actioned by the AO, providers may request a statement of achievement, if a learner has successfully completed any component

Questions

Theme	Query	Response
Other	On the guide, it states that Industry placement status is one character, but in the example you have a written description of the status? Is this what we are expected to use also?	A data format and rules guide is available to download from the Manage T Level Results service which sets out the allowable IP statuses for bulk upload (Placement completed; Placement completed with special consideration; Placement still to be completed; Placement will not be completed). The single character status codes in the guide relate to Special Consideration reason codes.
Other	Where we have multi site exam centres, will the learners be split by centre on the service?	Learners are listed only by UKPRN
Other	Can I ask which department within a college responsibility for completion of this should sit please?	This may vary from one college to another and will be for individual providers to determine who and how learner records are managed
Other	Continuation notification form	Annex I Industry Placement Continuation Notification Form should be completed when a student does not complete the required minimum placement hours within the 2 Year programme. The policy permits them to return to complete their hours up to two years following completion of the T Level programme. We would recommend that for all students who you have agreed will complete their placement hours beyond the end of their course you should complete the form – even if you expect them to complete the hours by the October. This form should be kept at a local level for your records and it is not a requirement that you submit it to the department.