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**Urgent: complete your second term-time checkpoint this week**

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From Craig Wade <ncfe@ncfemail.org.uk>

Date Mon 2025-04-28 2:04 PM

To Hannah Foley <HannahFoley@ncfe.org.uk>

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## **VTQ timely delivery of results**

### **URGENT: complete your second term-time checkpoint this week**

Hello

I wanted to remind you that the deadline to complete your second term-time checkpoint is this week, Friday 2 May.

Following our previous communications, this message is now being shared with a broader network of colleagues at your centre to ensure it has been received and that the necessary steps can be taken to complete the required actions by the deadline this week. As a result, you may be receiving this communication with the expectation that you will forward it to the relevant colleagues at your centre.

As a reminder, these arrangements apply to all types of centres, including colleges, schools and training providers.

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**Urgent actions required**

As stated in your centre agreement, you must comply with all requirements for the provision of information to us within the specified timeframes.

As a reminder, **if you haven't completed the second term-time checkpoint by Friday 2 May, we'll need to notify Ofqual as part of our delivery of results submission.**

If you have any queries about the actions you need to take, please visit our [webpage](#) for more information. You must also [nominate a senior designated contact \(SDC\) for your centre](#) if you didn't submit this in the first term-time checkpoint.

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## Further support

Our Customer Support team will phone your centre this week to help you to complete the second term-time checkpoint, and we encourage you to engage with them if you need support. You can also contact them directly through LiveChat on our [website](#) or via email at [customersupport@ncfe.org.uk](mailto:customersupport@ncfe.org.uk).

Kind regards,

**Craig Wade**  
**Senior Regulatory Affairs Manager**



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NCFE, Q6, Quorum Park, Benton Lane, Newcastle upon Tyne, NE12 8BT

T: 0191 239 8000\* E: [customersupport@ncfe.org.uk](mailto:customersupport@ncfe.org.uk)

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