



How to create a booking and enrol students

August 2022



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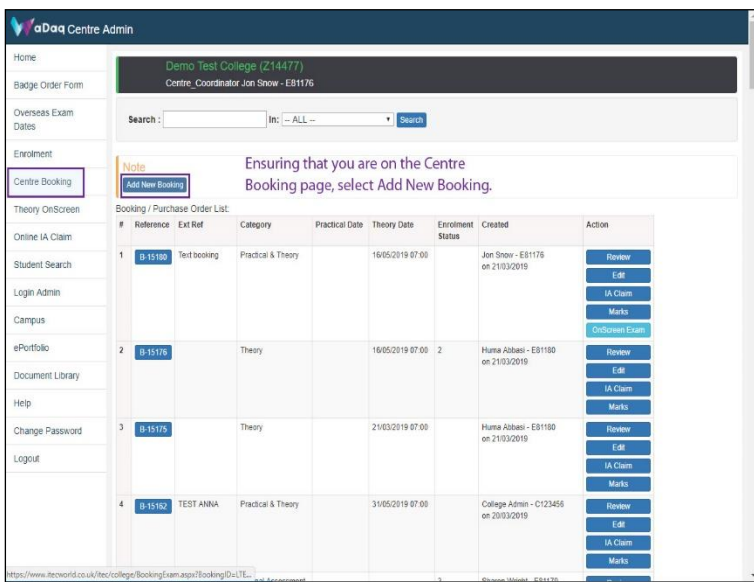


1. How to create a booking and enrol students

Slide1



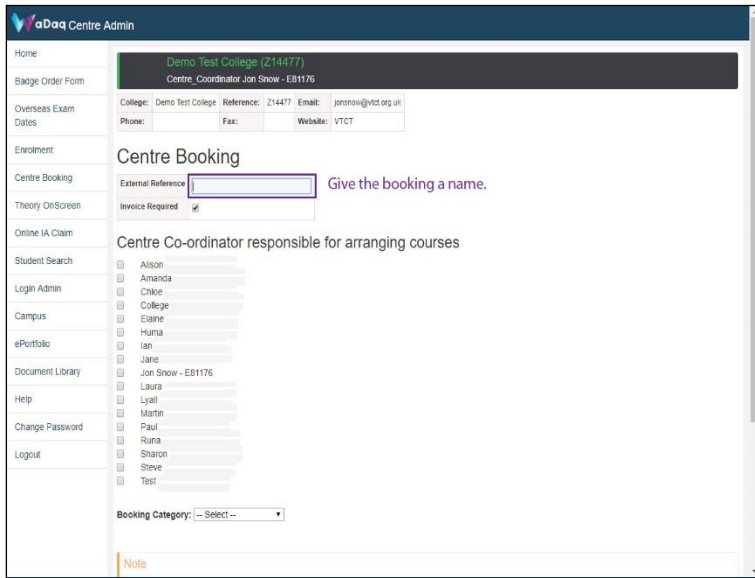
Slide2



1) Ensuring that you are on the Centre Booking page, select Add New Booking.

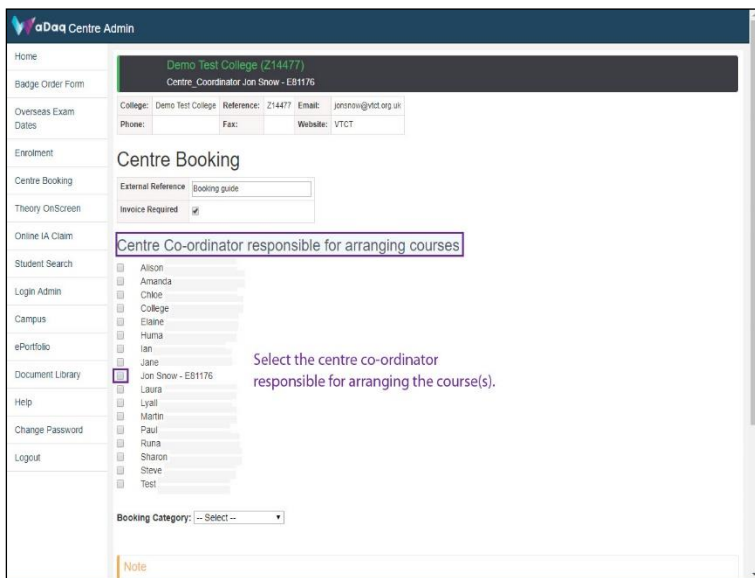


Slide3



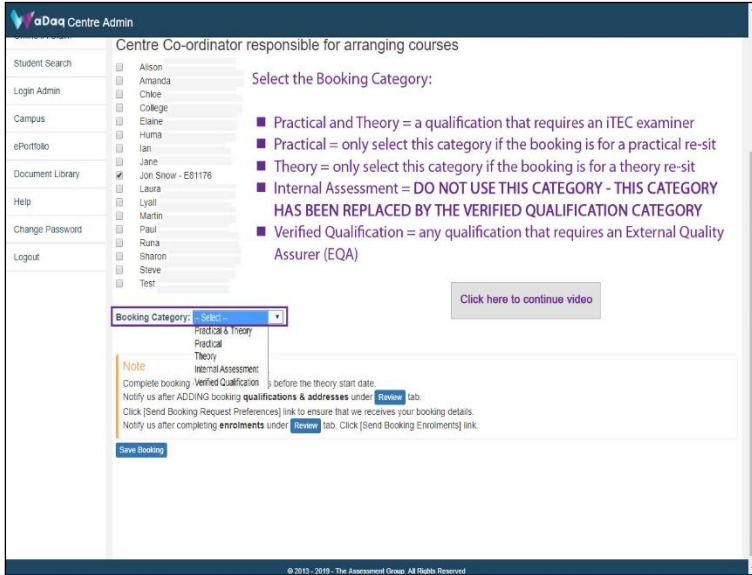
1) Give the booking a name.

Slide4



1) Select the centre co-ordinator responsible for arranging the course(s).

Slide5



Centre Co-ordinator responsible for arranging courses

Select the Booking Category:

- Practical and Theory = a qualification that requires an iTEC examiner
- Practical = only select this category if the booking is for a practical re-sit
- Theory = only select this category if the booking is for a theory re-sit
- Internal Assessment = DO NOT USE THIS CATEGORY - THIS CATEGORY HAS BEEN REPLACED BY THE VERIFIED QUALIFICATION CATEGORY
- Verified Qualification = any qualification that requires an External Quality Assurer (EQA)

Click here to continue video

Booking Category: **Select**

- Practical & Theory
- Practical
- Theory
- Internal Assessment

Note
Complete booking: Verified Qualification 3 before the theory start date.
Notify us after ADDING booking qualifications & addresses under **Enrol** tab.
Click [Send Booking Request Preferences] link to ensure that we receives your booking details.
Notify us after completing **enrolments** under **Review** tab. Click [Send Booking Enrolments] link.

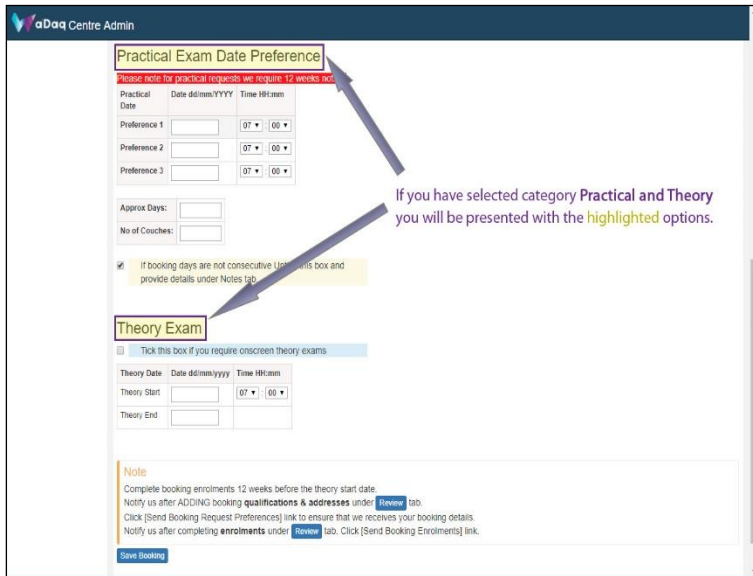
Save Booking

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1) Select the Booking Category:

- **Practical and Theory** = a qualification that requires an iTEC examiner
- **Practical** = only select this category if the booking is for a practical re-sit
- **Theory** = only select this category if the booking is for a theory re-sit
- **Internal Assessment** = DO NOT USE THIS CATEGORY - THIS CATEGORY HAS BEEN REPLACED BY THE VERIFIED QUALIFICATION CATEGORY
- **Verified Qualification** = any qualification that requires an External Quality Assurer (EQA)

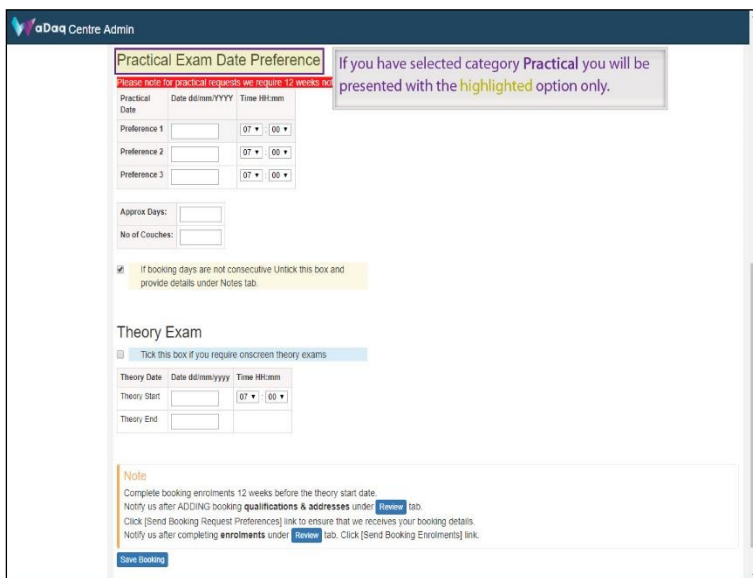
Slide6



1) If you have selected category **Practical and Theory** you will be presented with options:

Practical Exam Date Preference and Theory Exam.

Slide7



1) If you have selected category **Practical** you will be presented with option **Practical Exam Date.**



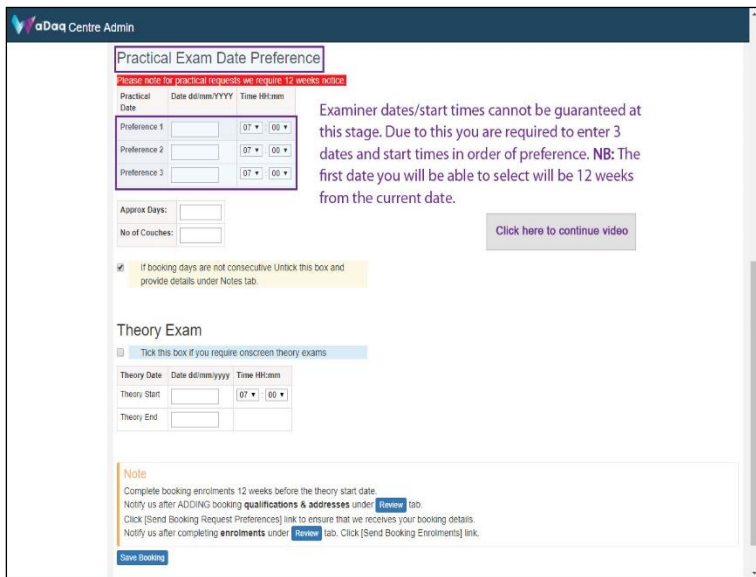
Slide8

1) If you have selected category **Theory** you will be presented with the highlighted option **Theory Exam**.

Slide9

1) If you have selected category **Verified Qualification** you will be presented with option **Theory Exam**.

Slide10



Practical Exam Date Preference

Please note for practical requests we require 12 weeks notice

Practical Date	Date dd/mm/yyyy	Time HH:mm
Preference 1	<input type="text"/>	07:00
Preference 2	<input type="text"/>	07:00
Preference 3	<input type="text"/>	07:00

Examiner dates/start times cannot be guaranteed at this stage. Due to this you are required to enter 3 dates and start times in order of preference. **NB:** The first date you will be able to select will be 12 weeks from the current date.

Approx Days:

No of Couches:

If booking days are not consecutive Untick this box and provide details under Notes tab.

[Click here to continue video](#)

Theory Exam

Tick this box if you require onscreen theory exams

Theory Date	Date dd/mm/yyyy	Time HH:mm
Theory Start	<input type="text"/>	07:00
Theory End	<input type="text"/>	<input type="text"/>

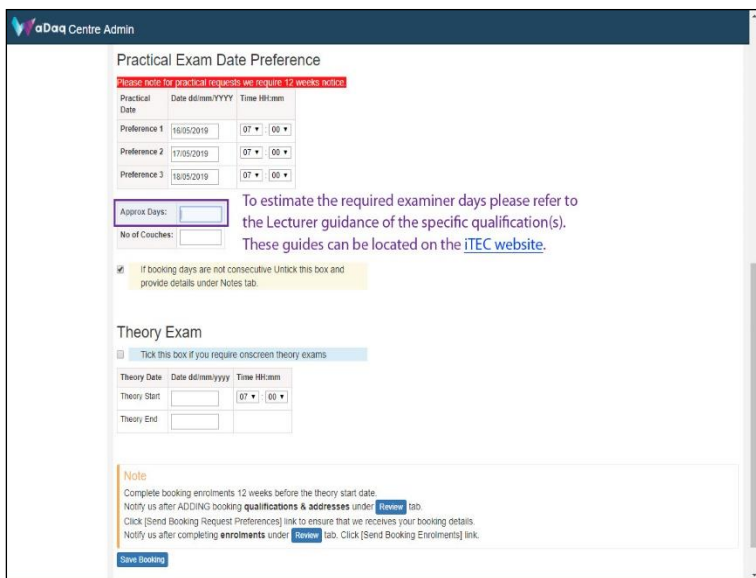
Note

Complete booking enrolments 12 weeks before the theory start date.
 Notify us after **ADDING booking qualifications & addresses** under [Enrol](#) tab.
 Click [\[Send Booking Request Preferences\]](#) link to ensure that we receives your booking details.
 Notify us after completing **enrolments** under [Review](#) tab. Click [\[Send Booking Enrolments\]](#) link.

[Save Booking](#)

1) Examiner dates/start times cannot be guaranteed at this stage. Due to this you are required to enter 3 dates and start times in order of preference. **NB:** The first date you will be able to select will be 12 weeks from the current date.

Slide11



Practical Exam Date Preference

Please note for practical requests we require 12 weeks notice

Practical Date	Date dd/mm/yyyy	Time HH:mm
Preference 1	16/05/2019	07:00
Preference 2	17/05/2019	07:00
Preference 3	18/05/2019	07:00

To estimate the required examiner days please refer to the Lecturer guidance of the specific qualification(s). These guides can be located on the [iTEC website](#).

Approx Days:

No of Couches:

If booking days are not consecutive Untick this box and provide details under Notes tab.

Theory Exam

Tick this box if you require onscreen theory exams

Theory Date	Date dd/mm/yyyy	Time HH:mm
Theory Start	<input type="text"/>	07:00
Theory End	<input type="text"/>	<input type="text"/>

Note

Complete booking enrolments 12 weeks before the theory start date.
 Notify us after **ADDING booking qualifications & addresses** under [Enrol](#) tab.
 Click [\[Send Booking Request Preferences\]](#) link to ensure that we receives your booking details.
 Notify us after completing **enrolments** under [Review](#) tab. Click [\[Send Booking Enrolments\]](#) link.

[Save Booking](#)

1) To estimate the required examiner days please refer to the Lecturer guidance of the specific qualification(s). These guides can be located on the [iTEC website](#).



Slide12

1) Enter the number of couches available.

Slide13

1) If on-screen theory exams are required ensure that you tick the box.

If you require paper based exams leave the box unticked.



Slide14

1) For on-screen exams:

Select the theory start date (leave the start time as default, 7am). Although the first date you will be able to select will be 8 weeks from the current date, students can start to sit theory exams as soon as they have been enrolled on to the booking.

Slide15

1) Select Save Booking.



Slide16

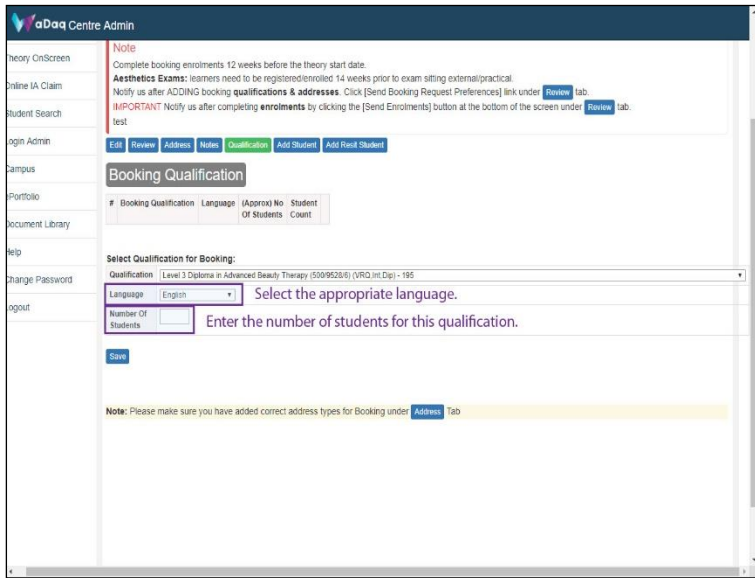
1) Ensuring that you are on the Qualification tab...

Slide17

1) Select the first qualification for this booking.

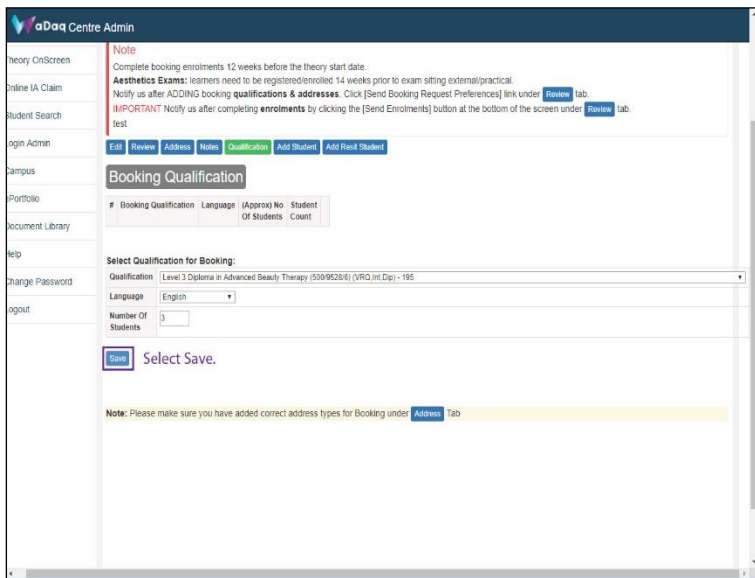


Slide18



- 1) Select the appropriate language.
- 2) Enter the number of students for this qualification.

Slide19



- 1) Select Save.



Slide20

The screenshot shows the 'Booking Qualification' section in the VedaQ Centre Admin interface. A table lists the following qualification:

#	Booking Qualification	Language	(Approx) No Of Students	Student Count
1	Level 3 Diploma in Advanced Beauty Therapy (500952816) - 195	English	3	

A message below the table states: "The qualification has been added." Below this, there is a 'Select Qualification for Booking' section with a dropdown menu set to 'Level 3 Diploma in Advanced Beauty Therapy (500952816) (VRQ, Int, Dep) - 195', a language dropdown set to 'English', and a 'Number Of Students' input field with the value '3'. A 'Save' button is visible at the bottom.

1) The qualification has been added.

Slide21

The screenshot shows the 'Booking Qualification' section in the VedaQ Centre Admin interface. The table now lists two qualifications:

#	Booking Qualification	Language	(Approx) No Of Students	Student Count
1	Level 3 Diploma in Advanced Beauty Therapy (500952816) - 195	Simplified Chinese	3	
2	Level 3 Diploma in Advanced Beauty Therapy (500952816) - 195	English	3	

The 'Select Qualification for Booking' section now has the language dropdown set to 'Simplified Chinese' and the 'Number Of Students' input field still has the value '3'. A 'Save' button is visible at the bottom.

1) Repeat steps in slides 18 and 19 to add additional qualifications and/or languages.



Slide22

1) Go to the Address tab...

Slide23

1) Select the address type:

- Practical Exam
- Theory papers Delivery (for paper based only)



Slide24

Add Booking Address

Address Type: Practical Exam

Address: Demo house Demo Street Demo town E12 8LL London Spain

Note:

Save

Address Type	Address ID	Address	Note	Date Created
1 Practical Exam	601	Demo house Demo Street Demo town E12 8LL London Spain		21/03/2019
2 Results/Cert Delivery	601	Demo house Demo Street Demo town E12 8LL London Spain	System:Auto	21/03/2019

Note: Please make sure you have added Results/Cert Delivery, Theory Papers Delivery, & Practical Exam addresses according to booking type.

1) Select the address.

Slide25

Add Booking Address

Address Type: Practical Exam

Address: Demo house Demo Street Demo town E12 8LL London Spain

Note:

Save

Address Type	Address ID	Address	Note	Date Created
1 Practical Exam	601	Demo house Demo Street Demo town E12 8LL London Spain		21/03/2019
2 Results/Cert Delivery	601	Demo house Demo Street Demo town E12 8LL London Spain	System:Auto	21/03/2019

Note: Please make sure you have added Results/Cert Delivery, Theory Papers Delivery, & Practical Exam addresses according to booking type.

1) Add any additional notes, for example specific requirements for a courier delivering paper exams.



Slide26

Address Type	Address ID	Address	Note	Date Created
1 Practical Exam	601	Demo house Demo Street Demo town E12 6LL London Spain		21/03/2019
2 Results/Cert Delivery	601	Demo house Demo Street Demo town E12 6LL London Spain	System:Auto	21/03/2019

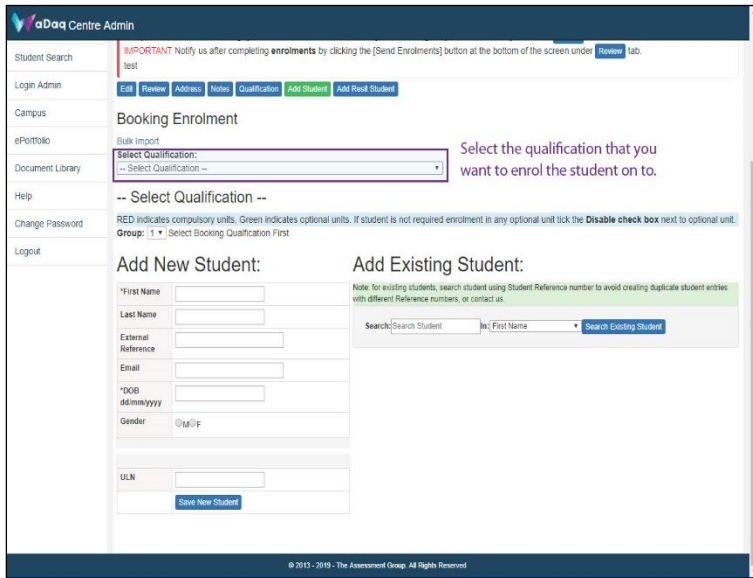
1) Select Save.

Slide27

1) Go to the Add Student tab..

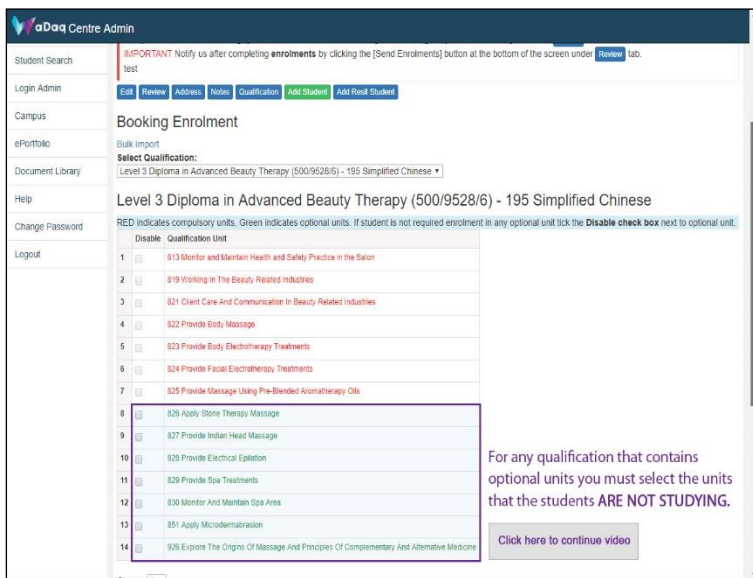


Slide28



1) Select the qualification that you want to enrol the student on to.

Slide29



1) For any qualification that contains optional units you must select the optional units that the students **ARE NOT STUDYING**.



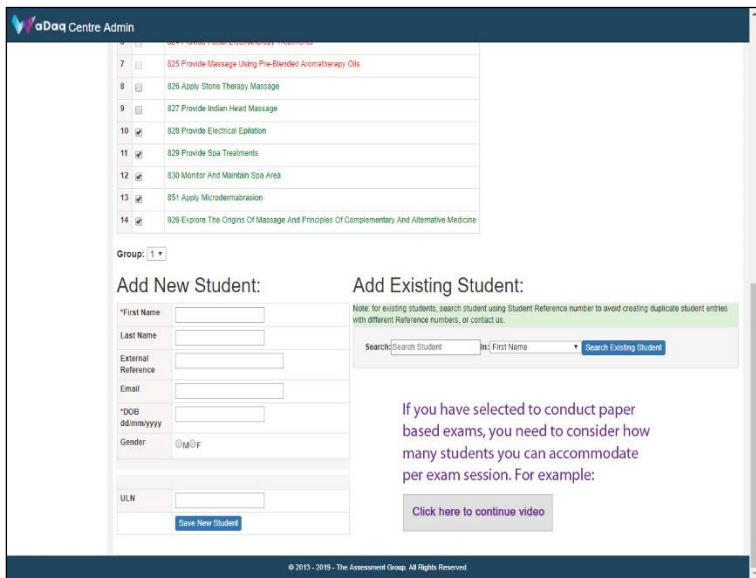
Slide30

1) In this example, the two highlighted units have **NOT BEEN SELECTED** (haven't been ticked) which means that the student **IS STUDYING THESE TWO OPTIONAL UNITS**.

Slide31

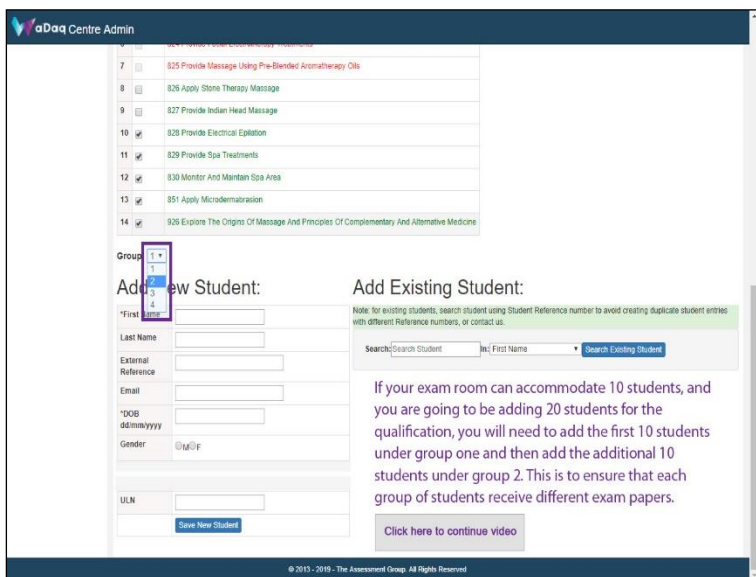
1) Group (for paper based exams only)

Slide32



1) If you have opted to conduct paper based exams, you need to consider how many students you can accommodate per exam session. For example:

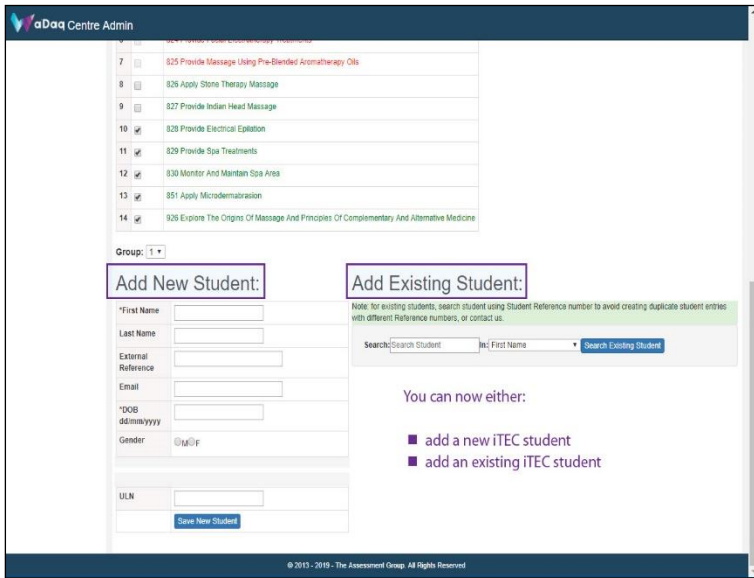
Slide33



1) If your exam room can accommodate 10 students, and you are going to be adding 20 students for the qualification, you will need to add the first 10 students under group one and then add the additional 10 students under group 2. This is to ensure that each group of students receive different exam papers.



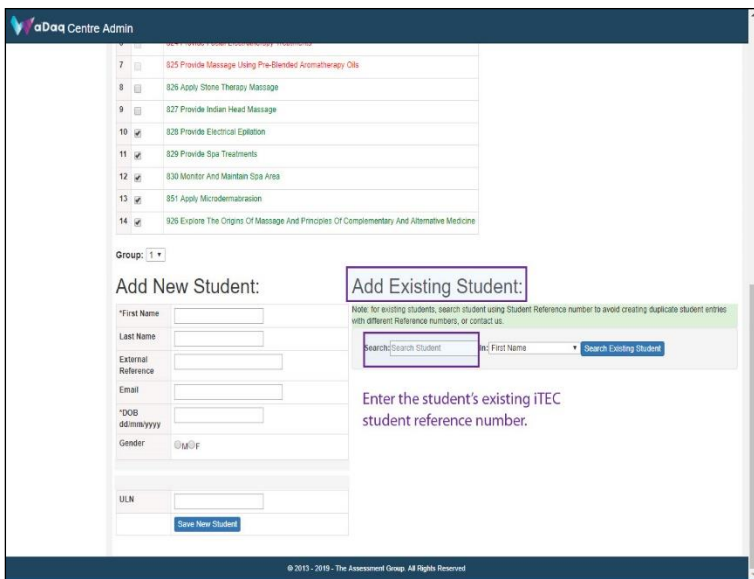
Slide34



1) You can now either:

- add a new iTEC student
- add an existing iTEC student

Slide35



1) Add an existing student:

Enter the student's existing iTEC student reference number.



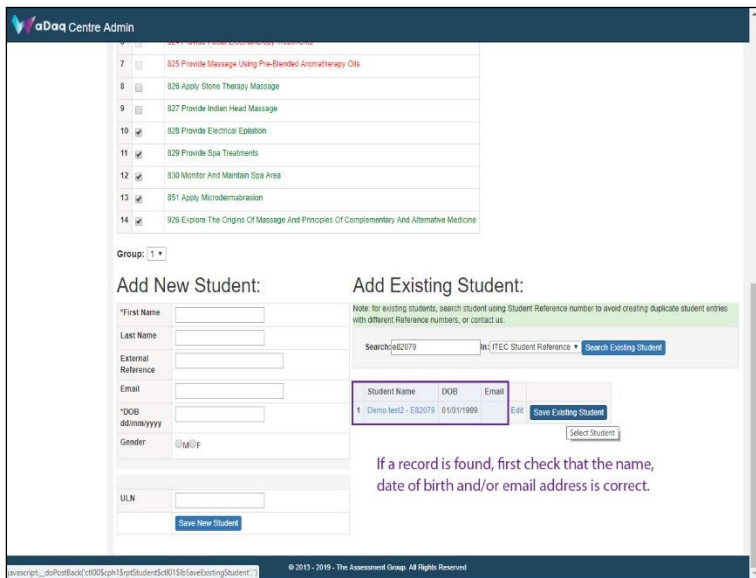
Slide36

1) Select 'ITEC Student Reference' from the dropdown field.

Slide37

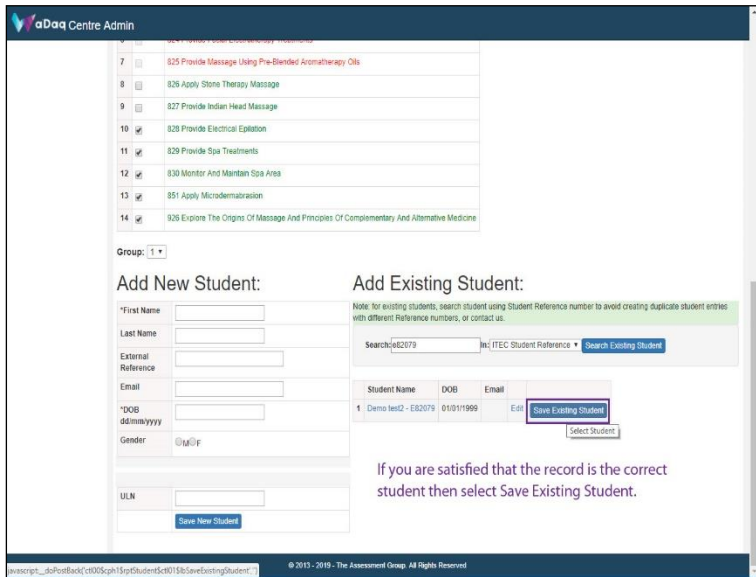
1) Select Search Existing Student.

Slide38



1) If a record is found, first check that the student’s details are correct.

Slide39



1) If you are satisfied that the record is the correct student then select Save Existing Student.

If there are any inconsistencies, and you are satisfied that the student reference number you have entered is correct, please contact us before adding the student registration@vtct.org.uk



Slide40

1) The student has been added.

Slide41

Add New Student:

*First Name	<input type="text"/>
Last Name	<input type="text"/>
External Reference	<input type="text"/>
System Email (for system Logins inc' eportfolio)	<input type="text"/>
Contact Email	<input type="text"/>
*DOB	<input type="text" value="dd/mm/YYYY"/>
Gender	<input type="radio"/> M <input type="radio"/> F <input type="radio"/> Other
ULN	<input type="text"/>
DNI	<input type="text"/>
<input type="button" value="Save New Student"/>	

1) To add a new student, complete the mandatory fields.

- a) First name
- b) Last name
- c) DOB (date of birth)



Slide42

Add New Student:	
*First Name	<input type="text"/>
Last Name	<input type="text"/>
External Reference	<input type="text"/>
System Email (for system Logins inc' eportfolio)	<input type="text"/>
Contact Email	<input type="text"/>
*DOB	<input type="text"/> dd/mm/YYYY
Gender	<input type="radio"/> M <input type="radio"/> F <input type="radio"/> Other
ULN	<input type="text"/>
DNI	<input type="text"/>
<input type="button" value="Save New Student"/>	

1) If the student is going to be using the e-portfolio then enter their email address.

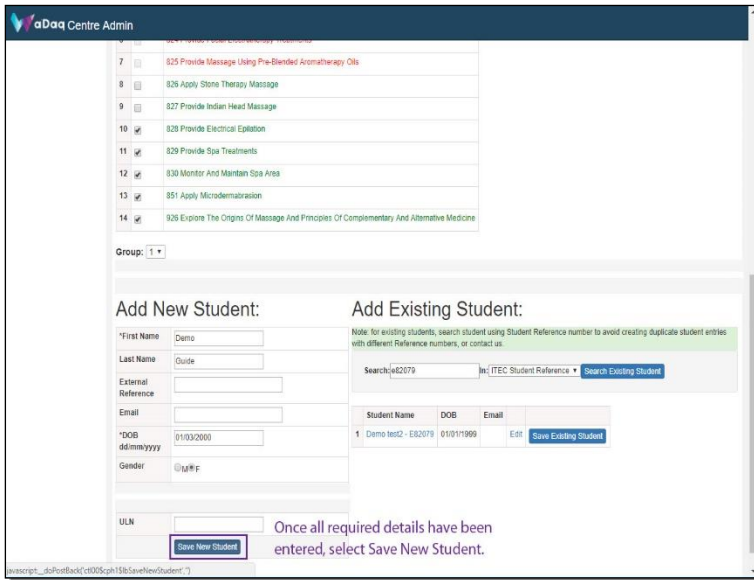
Slide43

Add New Student:	
*First Name	<input type="text"/>
Last Name	<input type="text"/>
External Reference	<input type="text"/>
System Email (for system Logins inc' eportfolio)	<input type="text"/>
Contact Email	<input type="text"/>
*DOB	<input type="text"/> dd/mm/YYYY
Gender	<input type="radio"/> M <input type="radio"/> F <input type="radio"/> Other
ULN	<input type="text"/>
DNI	<input type="text"/>
<input type="button" value="Save New Student"/>	

1) Enter the student's contact email address. It is important that the learner's personal email address is provided here and not a work or college address.

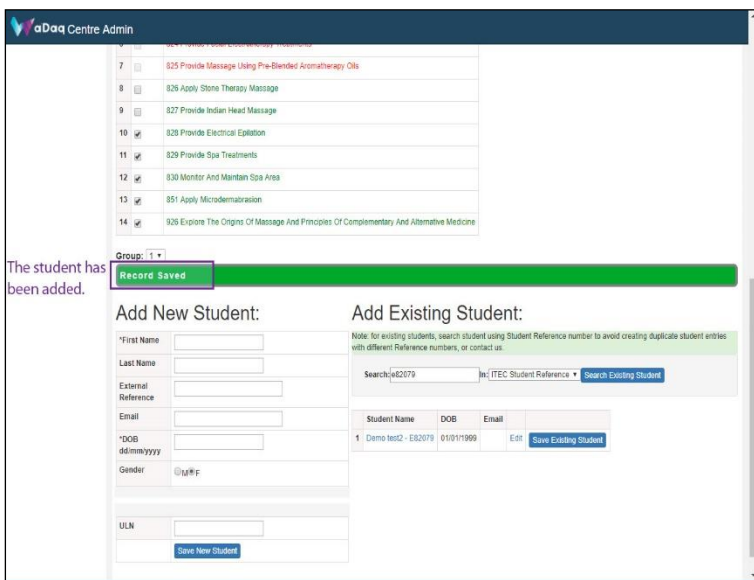


Slide44



1) Once all required details have been entered, select Save New Student.

Slide45



1) The student has been added.



Slide46

1) Go to the Review tab..

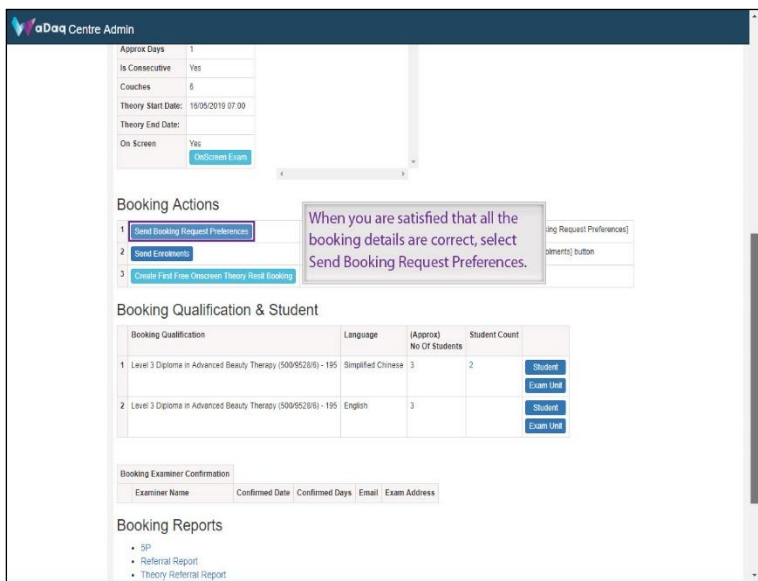
Slide47

1) Check the booking details.

If any of the details are incorrect, go back to the appropriate tab and make changes.

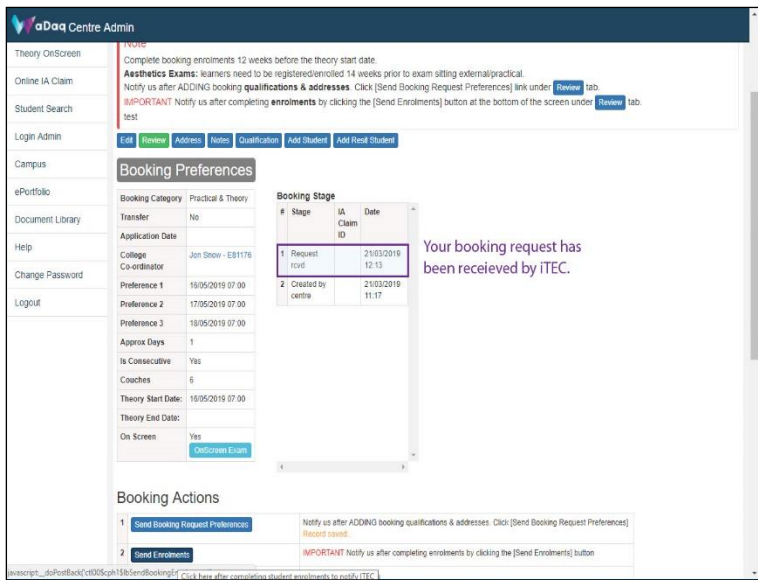


Slide48



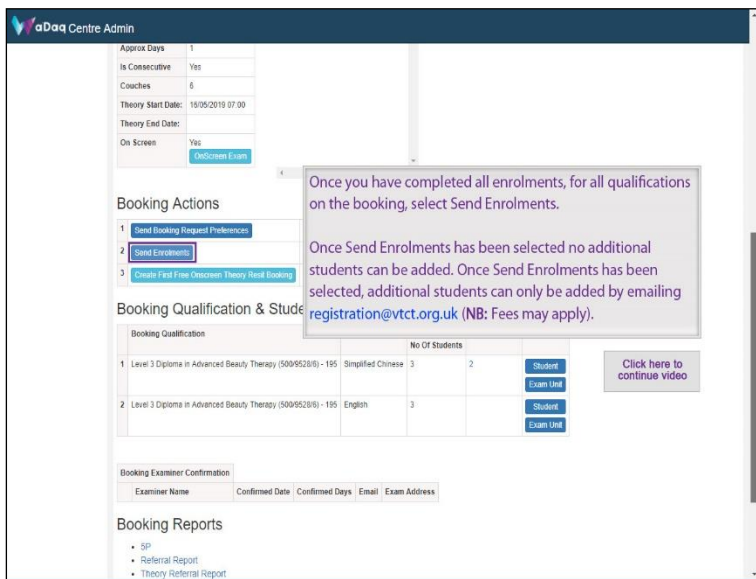
1) When you are satisfied that all the booking details are correct, select Send Booking Request Preferences.

Slide49



1) Your booking request has been received by ITEC.

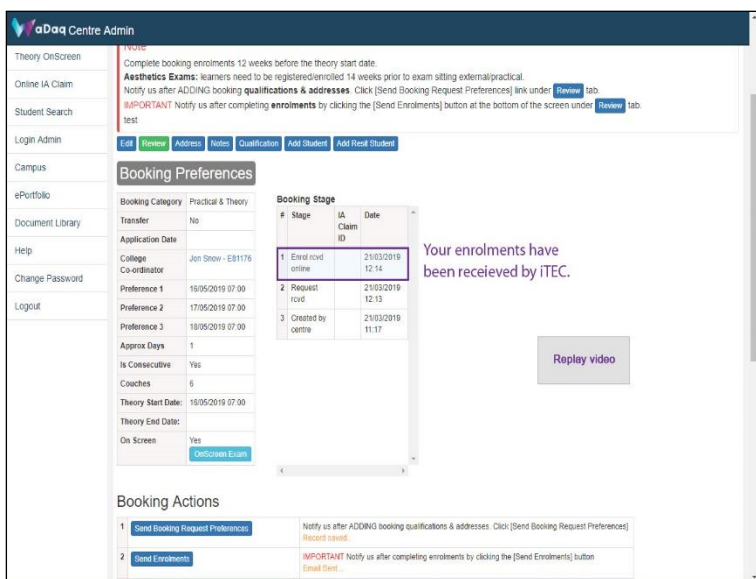
Slide50



1) Once you have completed all enrolments, for all qualifications on the booking, select Send Enrolments.

Once Send Enrolments has been selected no additional students can be added. To add additional students email registration@vtct.org.uk - include the relevant student and qualification information and booking reference (NB: Fees may apply).

Slide51



1) Your enrolments have been received by ITEC.

Help and support



Tel: +44 (0) 2380 684500

Lines are open: 08:45-17:00 (GMT) Mon-Thurs

08:45-16:30 (GMT) Friday

Email: customersupport@vtct.org.uk



Document amendment history page

Version	Document Owner	Issue Date	Changes	Role
1	Customer Support Manager	02/04/2019	New document	Customer Support Manager
2	Customer Support Manager	18/08/2020	Document reviewed	Customer Support Manager
3.0	Customer Support Manager	30/08/2022	Slides 41, 42 and 43 updated	Customer Support Manager

Document Review

Role	Review Status
IT Manager (ITEC)	Reviewed

Document Owner

Document Owner	Document shared with
Customer Support Manager	

Document Sign-off

Role	Sign-off Date
Customer Support Manager	02/04/2019