How to create a booking and enrol students

August 2022

Contents

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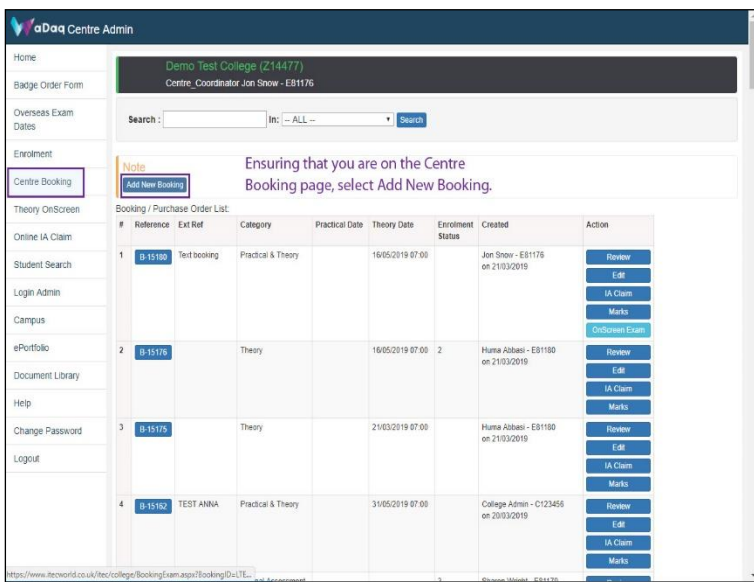
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1. How to create a booking and enrol students

Slide1

Slide2

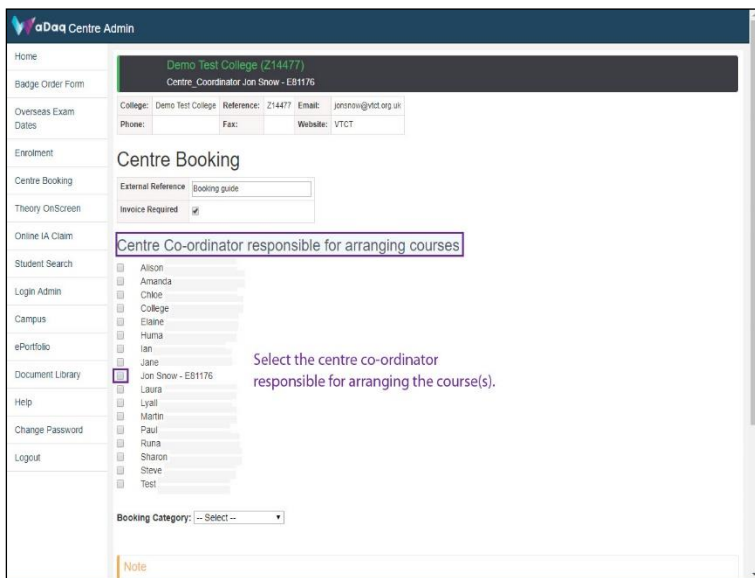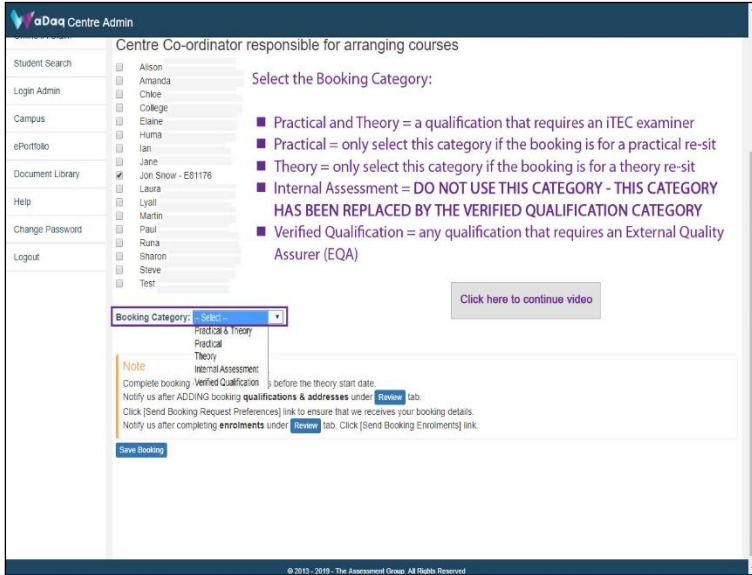1) Ensuring that you are on the Centre Booking page, select Add New Booking.

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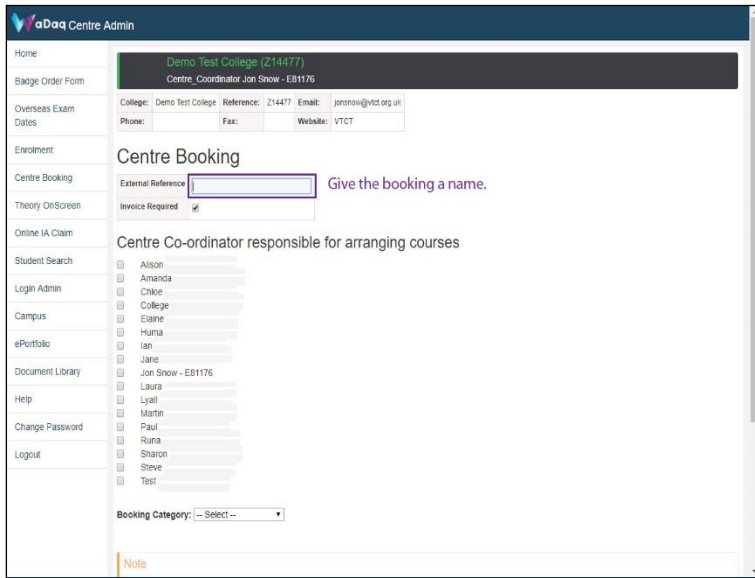
Slide3

1) Give the booking a name.

Slide4

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

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Slide5

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- **Internal Assessment** = DO NOT USE THIS CATEGORY - THIS CATEGORY HAS BEEN REPLACED BY THE VERIFIED QUALIFICATION CATEGORY
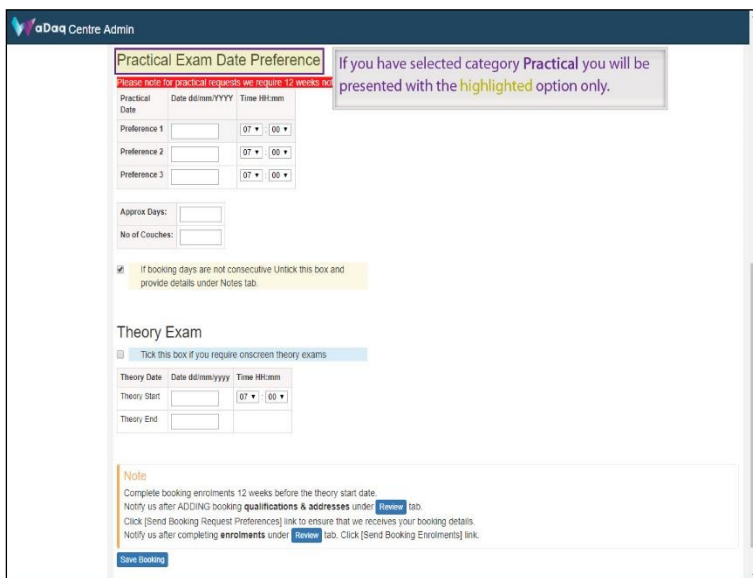- **Verified Qualification** = any qualification that requires an External Quality Assurer (EQA)

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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**.

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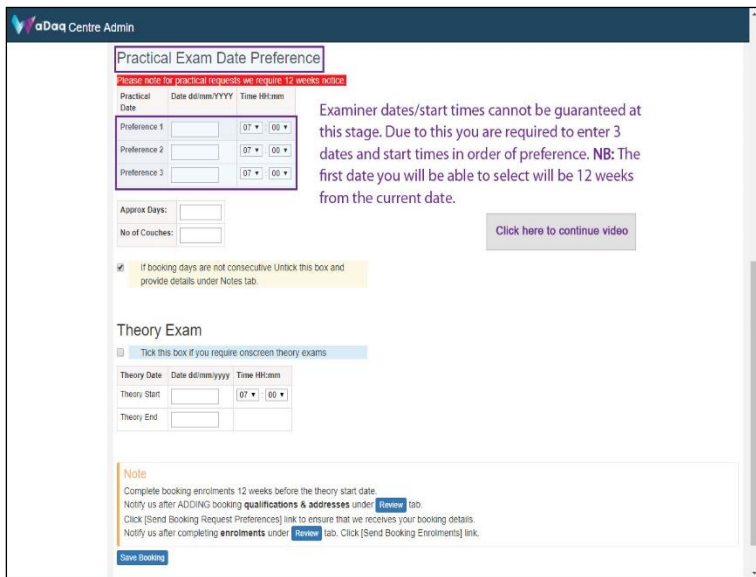
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Slide8

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**.

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Slide10

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

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.

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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.

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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.

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Slide16

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

Slide17

1) Select the first qualification for this booking.

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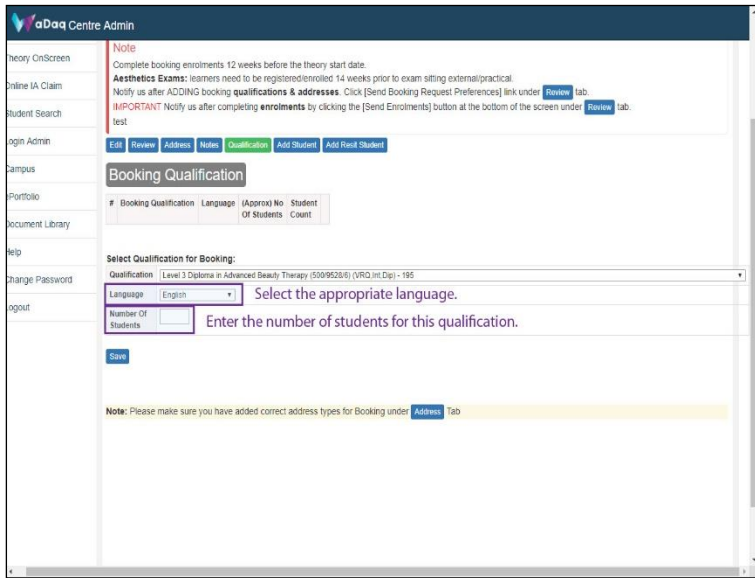
Slide18

1) Select the appropriate language.

2) Enter the number of students for this qualification.

Slide19
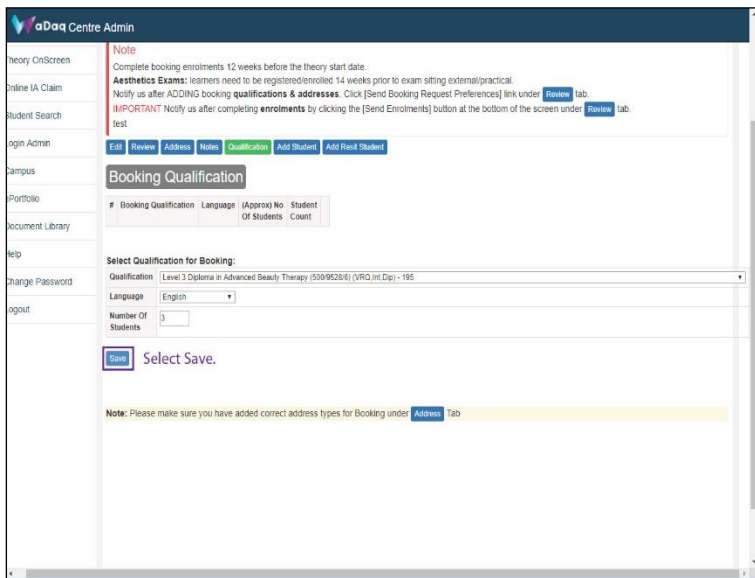
1) Select Save.

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Slide20

1) The qualification has been added.

Slide21

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

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Slide22

1) Go to the Address tab...

Slide23

1) Select the address type:

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

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Slide24

1) Select the address.

Slide25

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

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Slide26

1) Select Save.

Slide27

1) Go to the Add Student tab..

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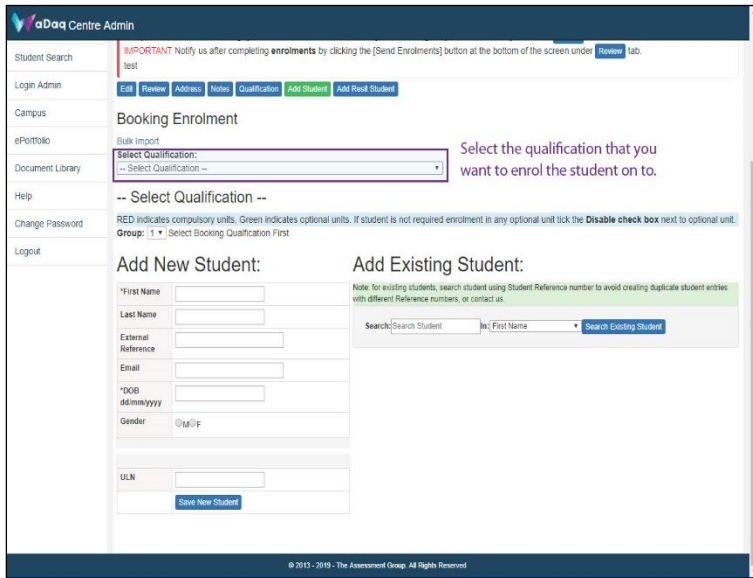
Slide28

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

Slide29
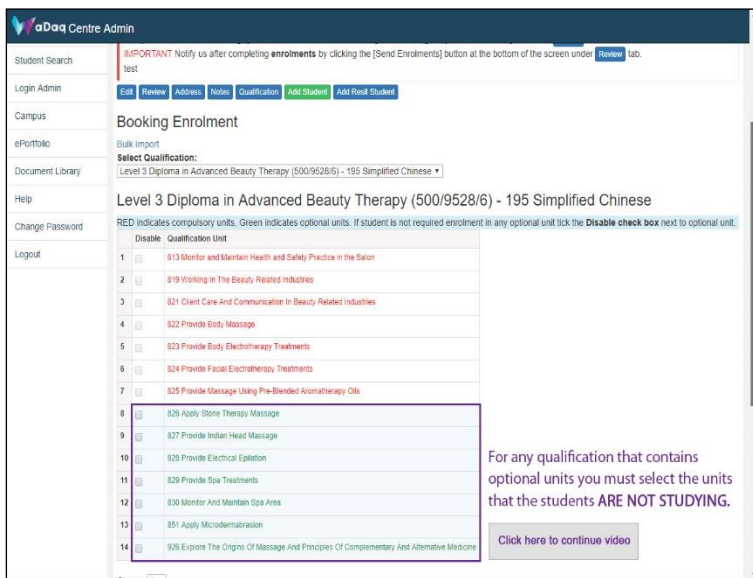
1) For any qualification that contains optional units you must select the optional units that the students **ARE NOT STUDYING**.

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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)

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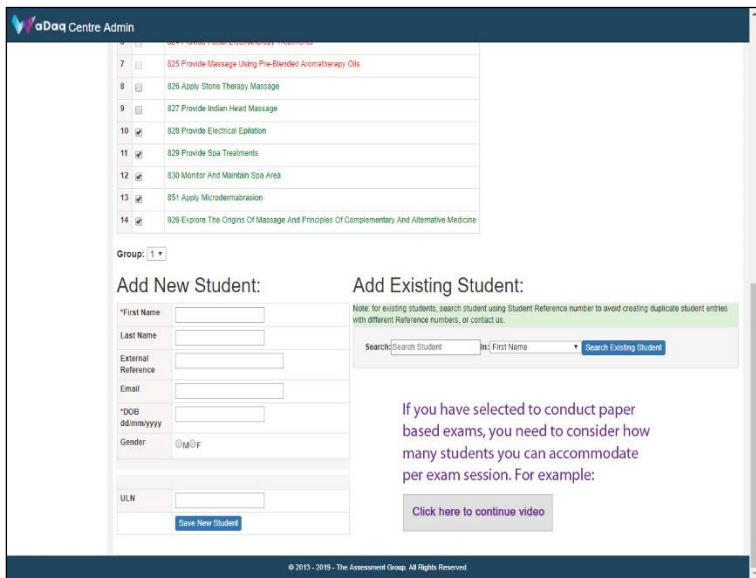
Slide32

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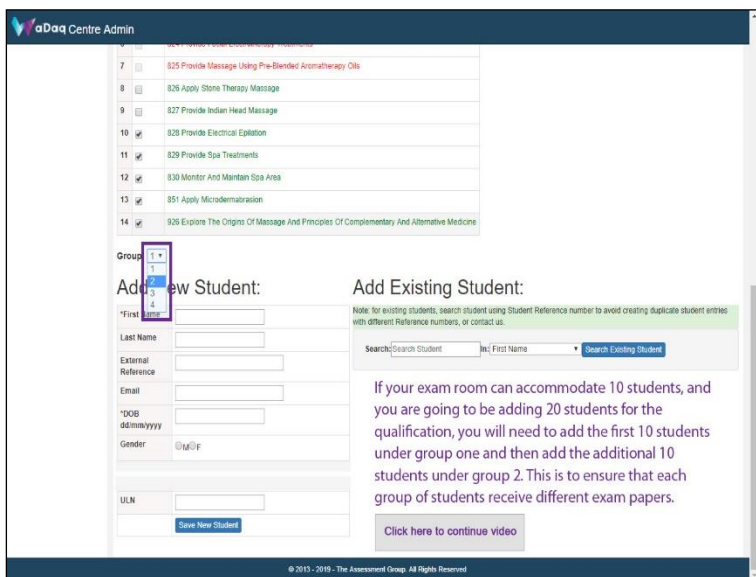
1) If your exam room can accommodate 10 students, and you are going to be adding 20 students for the qualification, you will need to add the first 10 students under group one and then add the additional 10 students under group 2. This is to ensure that each group of students receive different exam papers.

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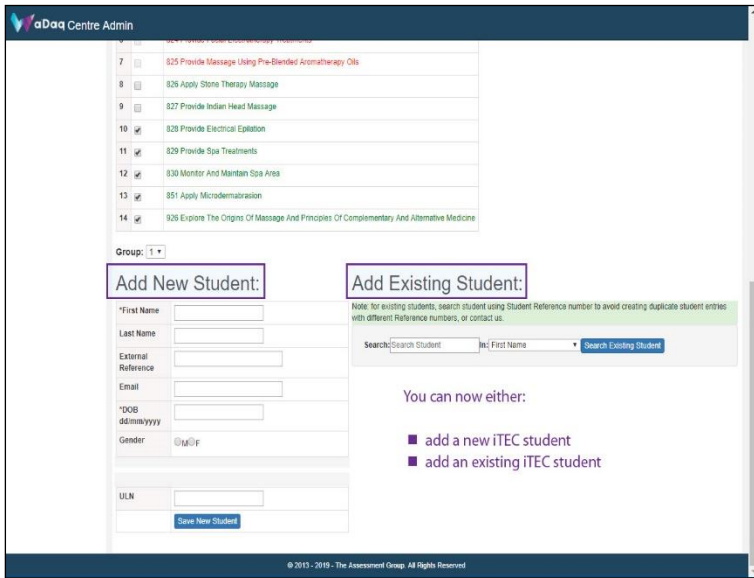
Slide34

1) You can now either:

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

Slide35
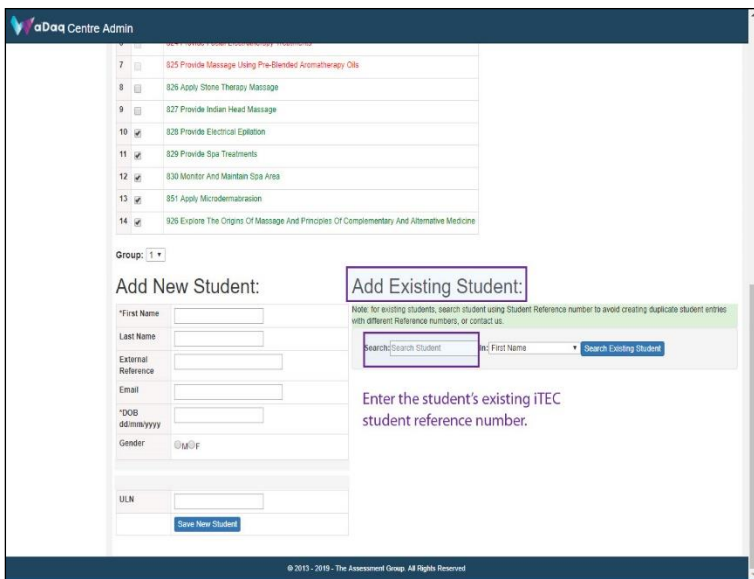
1) Add an existing student:

   Enter the student's existing iTEC student reference number.

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Slide36

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

Slide37

1) Select Search Existing Student.

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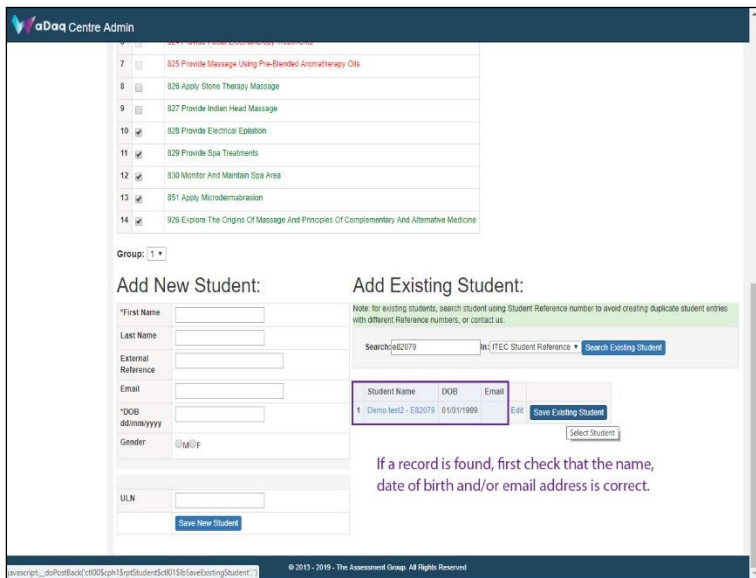
Slide38

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

Slide39
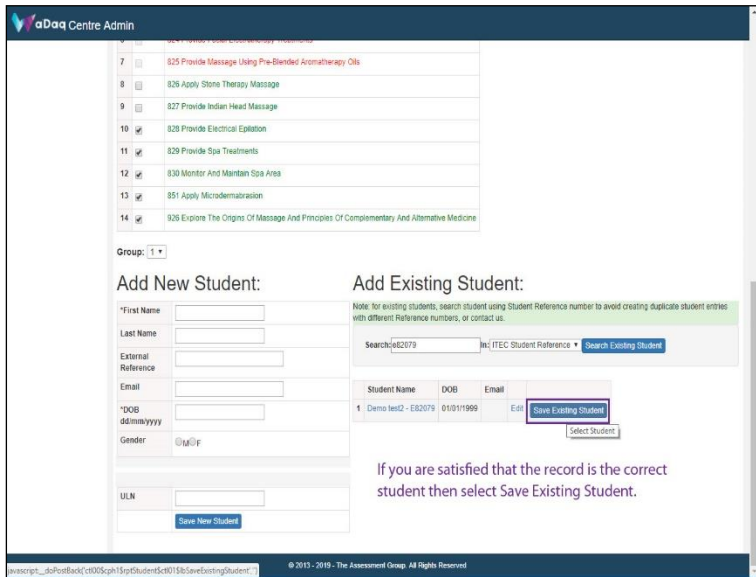
1) If you are satisfied that the record is the correct student then select Save Existing Student.

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

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Slide40

1) The student has been added.

Slide41

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

    a)   First name

    b)   Last name

    c)   DOB (date of birth)

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Slide42

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

Slide43

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.

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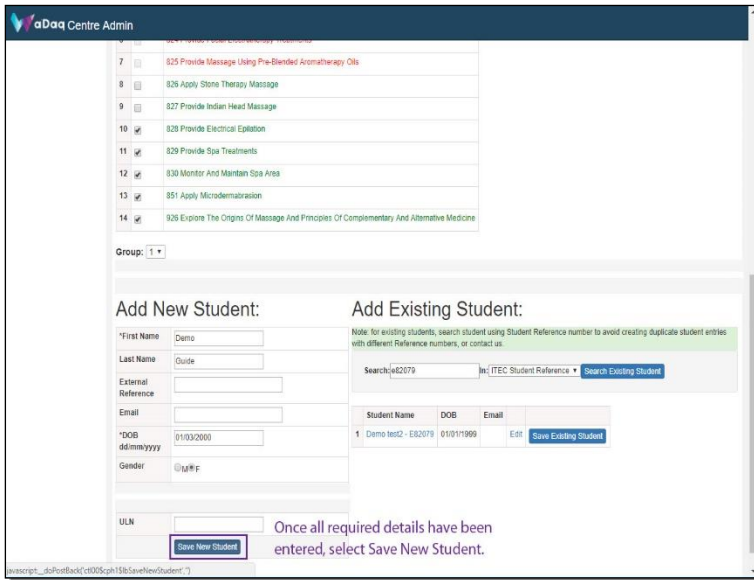
Slide44

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

Slide45

1) The student has been added.
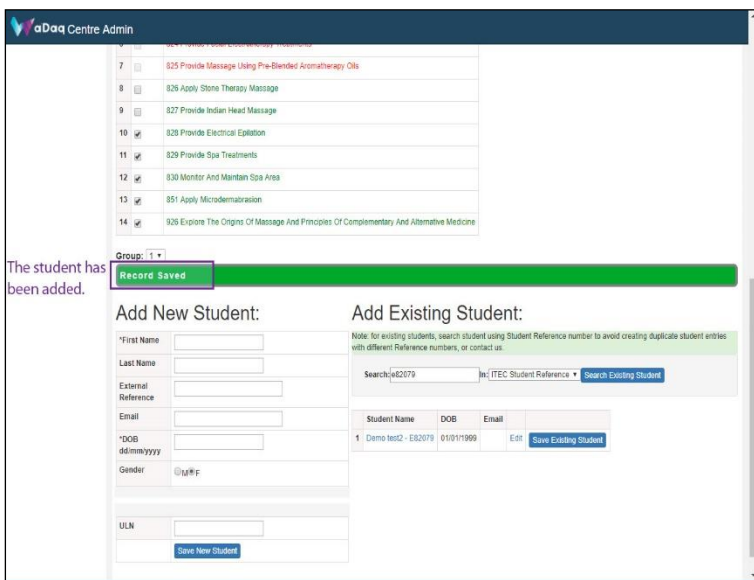
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Slide46

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.

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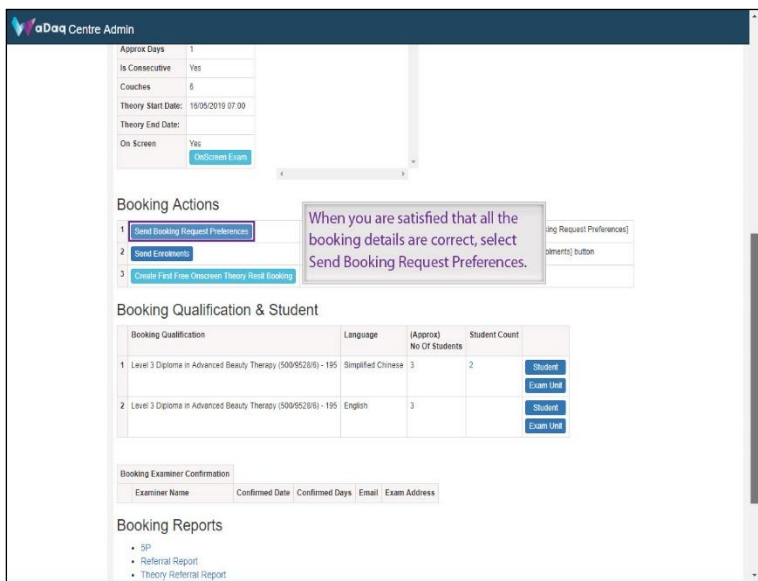
Slide48

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

Slide49
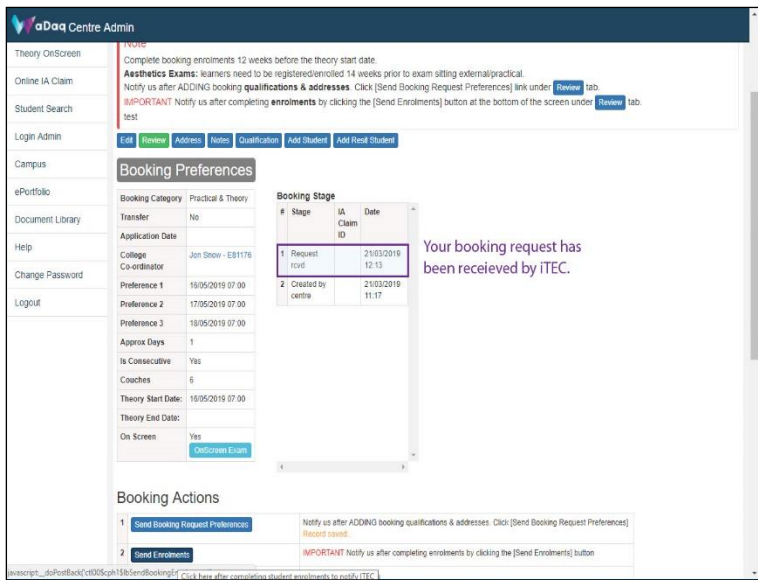
1) Your booking request has been received by iTEC.

Slide50

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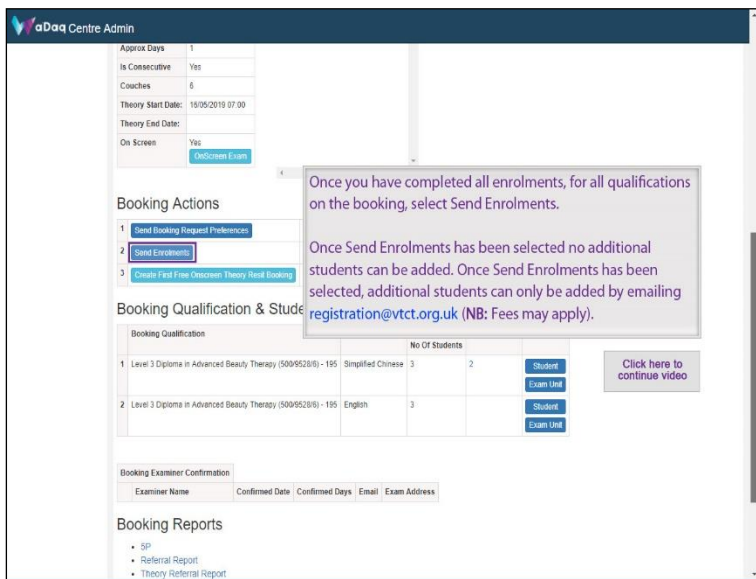
1) Once you have completed all enrolments, for all qualifications on the booking, select Send Enrolments.

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
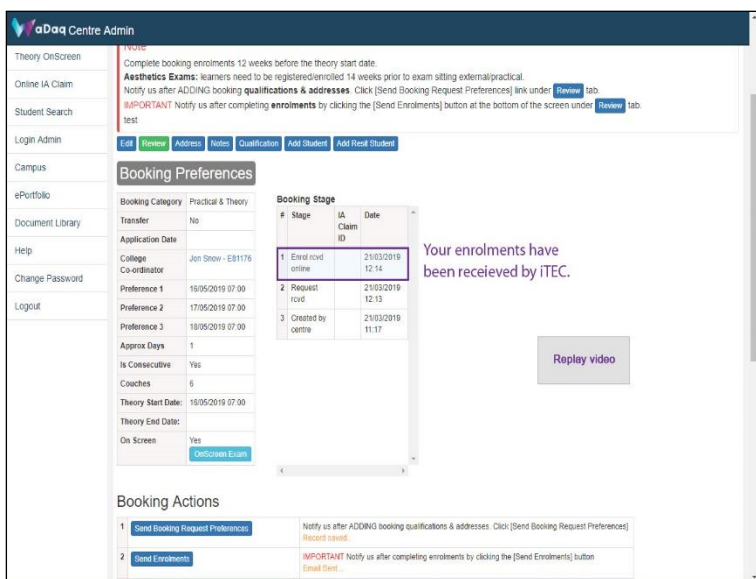
1) Your enrolments have been received by iTEC.

Help and support

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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

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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

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