

How to create a resit booking

August 2019

Version 3



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1. How to create a booking and enrol students





1) How to create a booking and enrol students

Slide2

Home		0	emo Test C	ollege (Z14477)					
Badge Order Form		c	entre_Coordina	tor Jon Snow - E811	76				
Overseas Exam Dates		Search :		In: ALL		• Search			
Enrolment	6			Ensuring	that you a	re on the C	entre		
Centre Booking		Add New Boo	king	Booking	bage, selec	t Add New	/ Bookir	ng.	
Theory OnScreen	Bo	oking / Purc	hase Order List						
Online IA Claim	"	Reference	Ext Ref	Category	Practical Date	Theory Date	Enrolment Status	Created	Action
Student Search	1	B-15180	Text booking	Practical & Theory		16/05/2019 07:00		Jon Snow - E81176 on 21/03/2019	Review
Login Admin									IA Claim
Campus									Marks OnScreen Exam
ePortfolio	2	B-15176		Theory		16/05/2019 07:00	2	Huma Abbasi - E81180	Review
Document Library								0121032010	Edit
Help									Marks
Change Password	3	8-15175		Theory		21/03/2019 07:00		Huma Abbasi - E81180 on 21/03/2019	Review
Logout									Edit IA Claim
									Marks
	4	B-15162	TEST ANNA	Practical & Theory		31/05/2019 07:00		College Admin - C123456 on 20/03/2019	Review
									IA Claim
									Marks
ttps://www.necworld.co.uk/	itec/colleg		am aspx: dooking li	Jalites and Accordment			2	Charge Weight E01170	

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



<u>Slide3</u>

Home	Demo Test College (Z14477)	
Badge Order Form	Centre_Coordinator Jon Snow - E81176	
Overseas Exam Dates	College Demo Test College Reference: 214477 Email: jorsnow@vfc.org.uk Phone: Fax: Website: VTCT	
Enrolment	Centre Booking	
Centre Booking	External Reference	
Theory OnScreen	Invoice Required	
Online IA Claim	Centre Co-ordinator responsible for arranging courses	
Student Search	Alison	
Login Admin	Chice	
Campus	Elaine	
ePortfolio	lan	
Document Library	Jon Snow - E81176	
Help	Lyai	
Change Password	Paul	
Logout	Sharon Sharon	
	Test	
	Booking Category:Select	
	Mate	

1) Give the booking a name.

<u>Slide4</u>

VaDaq Centre	tre Admin
Home	Demo Test College (Z14477)
Badge Order Form	Centre_Coordinator Jon Snow - E81176
Overseas Exam Dates	College: Deno Test College Reference: 214/07 Email: jornnov@vict.org.uk Phone: Fax: Website: VTCT
Enrolment	Centre Booking
Centre Booking	External Reference Booking guide
Theory OnScreen	Invoice Required
Online IA Claim	Centre Co-ordinator responsible for arranging courses
Student Search	Alson
Login Admin	Amanda Chice
Campus	College Elaine
ePortfolio	I Huma Ian
Document Library	Jane Select the centre co-ordinator Jon Snow - E81176 responsible for arranging the course(s).
Help	Laura Lyali
Change Password	Paul
Logout	Sharon
	Test
	Booking Category: Select Y
	Booking Category:Select
	Note

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





<u>Slide5</u>

	Centre Co-ordinator	responsible for arranging courses
Student Search	Alison Amanta	Select the Booking Category:
Login Admin	Chloe	
Campus	Elaine	Practical and Theory = a qualification that requires an iTEC examiner
Portfolio	an lan	Practical = only select this category if the booking is for a practical re-sit
Document Library	Jon Snow - E81176	Theory = only select this category if the booking is for a theory re-sit
Help	Laura	HAS BEEN REPLACED BY THE VERIFIED OUALIFICATION CATEGORY
Change Password	Paul Paul	Verified Qualification = any qualification that requires an External Quality
Logout	Sharon	Assurer (EQA)
	Test	
	Booking Category: -Select - Practical & Theor Practical	
	Note Internal Assessm Complete booking. Verified Qualificat	tent for a before the theory start date. usalifications & addresses under Reverve tab.
	Click [Send Booking Request Pref Notify us after completing enrolme	ferences) link to ensure that we receives your booking details. ents under Review Itab. Click (Send Booking Enrolments) link.
	Click (Send Booking Request Pref Notify us after completing enrolm	ferences) link to ensure that we receives your booking details. ents under (newer) too. Click (Send Booking Enrolments) link.
	Click (saled boking Request Pref Click (saled boking Request Pref Notify us after completing enrolm Save Booting	ferenceg jink to ensure that we receives your booking details. ents under fenerer tab. Click (Send Booking Errorments) ink.
	Click (Benges Profile Booking Request Pref Click (Bengest Pref Notify us after completing enrolm Save Booking	ference) link to ensure that we receives your booking details. ents under Renow tab. Click (Send Booking Errorments) link.

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)





<u>Slide6</u>

Practica	I Exam Da	te Prefere	ence
Please note fi	or practical reques	sts we require 12	2 weeks not
Practical Date	Date dd/mm/YYYY	Time HH:mm	
Preference 1		07 • : 00 •	
Preference 2		07 • 00 •	
Preference 3		07 • : 00 •	
Annex Dave-			If you have selected category Practical and Theo
Hopeox Days.			you will be presented with the highlighted option
If book provide	ng days are not cr details under Not	onsecutive Upto tes tab	sens box and
If books provide	ng days are not cr details under Not Exam	onsecutive Up les tab	uris box and
If books provide	ng days are not co details under Not Exam s box if you requir	e onscreen theo	are box and
If book provide Theory I Tick thi Theory Date	ng days are not co details under Not Exam s box if you requir Date dd/mm/yyyy	e onscreen theo	vy exams
If book provide Theory I Tick thi Theory Date Theory Start	ng days are not co details under Not Exam s box if you requir Date dd/mm/yyyy	e onscreen theo Time HH:mm 07 • : 00 •	ry exams
If book provide Theory I Tick thi Theory Start Theory Start Theory End	ng days are not co details under Not Exam s box if you requir Dete dd/mm/yyyy	e onscreen theo Time HH:mm	ry exams
If books provide Theory I Tick thi Theory Date Theory Start Theory End	e days are not c details under Not Exam s box if you requir Date dd/mm/yyyy	e onscreen theo	ry exams

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

Practical Exam Date Preference and Theory Exam.

<u>Slide7</u>

Practica	I Exam Da	ate Pre	eference	If you have selected category Practical you will b
Please note:	or practical reque	sts we requ	uire 12 weeks	presented with the highlighted option only.
Practical Date	Date dd/mm/YYYY	Time HH:	:mm	[·····································
Preference 1		07 • :[00 •	
Preference 2		07 •	00 •	
Preference 3		07 • :[00 •	
Approx Days				
No of Couch	s:			
If book	ing days are not c e details under No	onsecutive tes tab.	e Untick this b	x and
Theory	ing days are not o details under No Exam	onsecutive tes tab.	e Untlick this b	sx and
Theory	ing days are not c e details under No Exam is box if you requil	onsecutive tes tab. re onscreer	e Untick this b	sx and
If book provid Theory Tick th Theory Date	ing days are not c e details under No Exam is box if you requir Date dd/mm/yyyy	onsecutive tes tab. re onscreet Time HH:n	e Untick this b n theory exam	s and
If book provid Theory Tick th Theory Date Theory Start	ing days are not o details under No Exam is box if you requil Date dd/mm/yyyy	Time HH:n	n theory exam num	sx and
If book provid Theory Tick th Theory Date Theory Start Theory End	ing days are not o details under No Exam is box if you requir	tes tab. Time HH:n 07 • : [0	n theory exam mm	sx and
If book provid Theory Theory Date Theory Start Theory End	e details under No Exam Is box if you requin Date del/mm/yyyy	onsecutive les tab. Time HH:n 07 T : (0	e Untick this b n theory exan mm	sx and
If book provid Theory Theory Date Theory Start Theory End Note	e details under No Exam Is box if you requir	onsecutive tes tab.	e Untick this b n theory exam mm 00 •	sx and
If book provid Theory Theory Date Theory End Note Complete t	e details under No Exam Is box if you requil Date dd/mm/yyyy	onsecutive tes tab.	e Untick this b n theory exam mm 00 •)	x and B
If book provid Theory Theory Date Theory Date Theory End Note Complete I Noty us a Ore Date	Ing days are not of details under No Exam Date ddimalyyyy Date ddimalyyyy	onsecutive tes tab.	e Untick this b n Theory exam mm 00 • s before the U	ax and 6 ecoy start data: interses under [Rome] zb.

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



Practica	I Exam Da	ate Pre	efere	ence
Please note t	or practical reque	sts we req	quire 12 v	2 week
Practical Date	Date dd/mm/YYYY	Time H	Hamm	
Preference 1		07 •	00 •	
Preference 2		07 •	00 •	
Preference 3		07 •	00 •	
Anness Dava				
Approx Days				
provide	ing days are not c e details under No	onsecutiv tes tab.	ve Untick	k this
provide Theory	e details under No Exam	onsecutiv tes tab. If you preser	have	e se l wit
provide Theory Tick th Theory Date	Exam is box if you req	If you preser	have have nted	e se l wit
Theory Date Theory Start Theory End	e details under No Exam Is box If you req	If you preser	have have nted ::mm	e se I wit

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

<u>Slide9</u>

	al Exam Da	ate Prefer	ence	
Please note t	for practical reque	ests we require 12	2 weeks notice.	
Practical Date	Date dd/mm/YYY	Y Time HH:mm		
Preference 1		07 • 00 •		
Preference 2		07 • : 00 •		
Preference 3		07 • : 00 •		
Approx Days	•			
No of Couche	es:			
-		ii you nav	e selected category vernied Qualification	
Theory Tick th	Exam is box if you req	you will b	e presented with the highlighted option only.	
Theory Tick th Theory Date	Exam is box if you req Date dd/mm/yyyy	you will b	e presented with the highlighted option only.	
Theory Date	Exam is box if you req Date dd/mm/yyyy	you will b	e presented with the highlighted option only.	
Theory Date Theory Start Theory End	Exam is box if you req Date dd/mm/yyyy	you will b	e presented with the highlighted option only.	
Theory Tick th Theory Date Theory Start Theory End	Exam is box if you req Date dd/mm/yyyy	you will b	e presented with the highlighted option only.	

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





Practica	al Exam Da	ate Prefere	ence
Please note	or practical reque	sts we require 12	weeks notice.
Date	Date dominut fit	Time Hitchin	Examiner dates/start times cannot be guaranteed a
Preference 1		07 * 00 *	this stage. Due to this you are required to enter 3
Preference 2		07 * 00 *	dates and start times in order of preference. NB: The
Preference 3		07 • 00 •	first date you will be able to select will be 12 weeks
			from the current date.
Approx Days			
No of Couche	es: ang days are not c e details under No	onsecutive Untick les tab.	Click here to continue video
No of Couche If book provid	ing days are not c e details under No Exam	onsecutive Untick les tab.	Click here to continue video
No of Couche Provid Theory	es: ang days are not c e details under No Exam is box if you requi	onsecutive Untick tes tab.	Click here to continue video
No of Couche If book provid Theory Theory Date	Ing days are not of e details under No Exam Is box if you require Date dd/mm/yyyy	onsecutive Untick tes tab.	Click here to continue video
No of Couche If book provid Theory Tick th Theory Date Theory Start	ing days are not of e details under No Exam is box if you requir	onsecutive Untick tes tab.	Click here to continue video
No of Couche Provid Theory Tick In Theory Date Theory End	e details under No Exam Is box if you requir Date dd/mm/yyyy	re onscreen theor Time HH:mm [07 •] : [00 •]	Click here to continue video
No of Couch in If book provid Theory Theory Date Theory Start Theory End	Ing days are not of e details under No Exam Is box if you require Date dd/mm/yyyy	re onscreen theor Time HH:mm	Click here to continue video
No of Couche in If book provid Theory Theory Date Theory Start Theory End Note	Ing days are not of e details under No Exam Is box if you require Date dd/mm/yyyy	onsecutive Untick tes tab.	Click here to continue video
No of Couch if book provid Theory Theory Date Theory Start Theory End Note Complete 1	es:ing days are not co ing days are not co details under No Exam bs box if you requi Date ddimm/yyyy	onsecutive Untick less tab.	Click here to continue video

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.

lmin		
Practica	I Exam Da	te Prefer
Please note f	or practical reques	sts we require 12
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 •
Approx Days: No of Couche	s:	the Lect
Theory	ing days are not co details under Not Exam is box if you requir	ensecutive Untioners tab.
Theory Theory Date	ing days are not co details under Not Exam is box if you requir Date dd/mm/yyyy	e onscreen theo Time HH:mm
If book provide Theory Tick th Theory Date Theory Start	ing days are not co e details under Not Exam is box if you requir Date dd/mm/yyyy	e onscreen theo Time HR:mm [07 •] : [00 •]
If book provide Theory Tick th Theory Date Theory Start Theory End	ing days are not cr e details under Not Exam is box if you requir Date dd/mm/yyyy	e onscreen theo Time HH:mm 07 • : 00 •

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 <u>iTEC website</u>.







1) Enter the number of couches available.

Slide13

Practi	al Exam D	ate Pr	referer	nce
Please no	for practical requ	ests we re	quire 12 w	veeks notice.
Practical Date	Date dd/mm/YY	ry Time H	Himm	
Preference	1 16/05/2019	07 🔻	00 ¥	
Preference	2 17/05/2019	07 •	00 🔻	
Preference	3 18/05/2019	07 •	00 •	
Approx D	/s: 1			
No of Co	hes: 6			
	oking days are not de details under N	consecuti otes tab.	ve Untick t	this box and
	oking days are not ide details under M / Exam	consecuti lotes tab.	ve Untick t	this box and
Theory D	oking days are no ide details under M / Exam his box if you req	consecuti lotes tab.	ve Untick t ien theory f:mm	this box and
Theory D	King days are no de details under M Exam Inis box if you req Date dd/mm/yyy	consecuti lotes tab.	ten theory tem (no v)	exams If on-screen theory exams are required ensure that you tick the box
If the pro- If the pr	bing days are no de details under ? Exam bis box if you req Date dd/mm/yyy	consecuti lotes tab.	en theory frmm	exams If on-screen theory exams are required ensure that you tick the box If you require paper based exams leave the box unticked.
If the order of th	bing days are no de details under f Exam bins box if you req bate dd/mm/yyy	consecuti lotes tab.	en theory	exams If on-screen theory exams are required ensure that you tick the box If you require paper based exams leave the box unticked.
€ ff f pro € Theory Theory Sr Theory Sr Theory Sr Note Comple	King days are no de details under f Exam Mis box iff you req Date ddinm/yyy L L L L L L L L L L L L L L L L L L L L L L	consecuti lotes tab.	ten theory famm 00 •	exams If on-screen theory exams are required ensure that you tick the box If you require paper based exams leave the box unticked. The Bhory start date. A addresses under Rever tab.

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

If you require paper based exams leave the box unticked.







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

raotioui	Exam Da	te Pre	erence		
Please note for	r practical request	ts we requ	12 weeks notice.		
Practical Date	Date dd/mm/YYYY	Time HH:	n		
Preference 1	16/05/2019	07 • :	•		
Preference 2	17/05/2019	07 • :	•		
Preference 3	18/05/2019	07 •	•		
Approx Days:	1				
No of Couches	6				
provide o	details under Note	es tab.	lick ons box and		
Theory E Theory Date Theory Start	Exam box if you require Date dd/mm/yyyy 16/05/2019	es tab. e onscreer Time HH:m [07 •] : [0	Neory exams		
Theory E	details under Not	es tab. e onscreer Time HH:m [07 •] [0	HEAT UPS LOA and		

1) Select Save Booking.



<u>Slide16</u>

TOTING.	D D	emo Test College (Z1	14477)			
Badge Order Form	C	ntre_Coordinator Jon Sno	w - E81176			
Overseas Exam	Booking ID	B-15181	External Ref	Booking guide	Centre	Demo Test College (Z14477)
Dates	Category	Practical & Theory	Transfer	No	Application Date	
Enrolment	Parent		On Screen	Yes	Created By	Jon Snow - E81176
	Theory Date	16/05/2019 07:00	Date Created	21/03/2019 11:17		
Sentre Booking	Law					
Theory OnScreen	Complete boo	king enrolments 12 weeks	before the theory start	date.		
Online IA Claim	Aesthetics E Notify us after	cams: learners need to be ADDING booking qualific	registered/enrolled 14 ations & addresses	weeks prior to exam sitting Click (Send Booking Reques	external/practical. at Preferences) link under	Review tab.
Student Search	IMPORTANT	Notify us after completing e	enrolments by clicking	the [Send Enrolments] butt	on at the bottom of the scre	en under Review tab.
	test					
Login Admin	Edt Review	Address Notes Qualificatio	n Add Student Add F	tesit Student		
Login Admin Campus	Edt Review Booking	Address Notes Qualification	Add Student Add F	Ensuring that yo	u are on	
Login Admin Campus ePortfolio	Edt Review Booking # Booking Qua	Address Notes Qualification Qualification	n Add Student Add F	test Student Ensuring that yo the Qualification	u are on tab	
Login Admin Campus ePortfolio Document Library	Edt Review Booking # Booking Qua	Address Notes Qualification Qualification Infication Language (Appre Of Stu	Add Student Add F ox) No Student dents Count	eet Student Ensuring that yo the Qualification	u are on tab	
Login Admin Campus ePortfolio Document Library Help	Edf Review Booking # Booking Qua Select Qualific	Address Notes Qualification Qualification Infication Language (Appre Of Stu ation for Booking:	Add Student Add F	eat Sudent Ensuring that yo the Qualification	u are on tab	
Login Admin Campus ePortfolio Document Library Help Change Password	Edt Review Booking # Booking Qua Select Qualific Qualification	Address Notes Gualification Qualification Infection Language (Appre Of Stu ation for Booking: - Select	Add Student Add F	ent Student Ensuring that yo the Qualification	u are on tab	
Login Admin Campus ePortfolio Document Library Help Change Password	Edit Review Booking # Booking Qua Select Qualific Qualification Language	Address Notes Gualification QUalification Infection Language (Appre Of Stu ation for Booking: - Select regists •	Add Student Add F Add Student Add F oxi No Student dents Count	ent Student Ensuring that yo the Qualification	u are on tab	
Login Admin Campus ePortfolio Document Library Help Change Password Logout	Edi Rever Edi Rever Booking # Booking Qua Select Qualific Qualification Cualification Cualification Students	Motes: Note Classification Qualification Illication Language (Approx of Station for Booking: 	a) Add Student Add P oxi No Student Genits Count	ed Suder	u are on tab	
Login Admin Campus ePortfolio Document Library Help Change Password Logout	Edi Revers Booking Booking Qua Belect Qualific Qualification Select Qualific Qualification Students Save	Moress Inton Countiences Qualification Infration Language (Appro- disent for Booking: - Select - -	n Add Student Add P	ed Store	u are on tab	

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

<u>Slide17</u>

	De	emo Test College (Z1	4477)			
adge Order Form	Cer	ntre_Coordinator Jon Snov	w - E81176			
verseas Exam	Booking ID	B-15181	External Ref	Booking guide	Centre	Demo Test College (Z14477)
ites	Category	Practical & Theory	Transfer	No	Application Date	
nrolment	Parent		On Screen	Yes	Created By	Jon Snow - E81176
	Theory Date	16/05/2019 07:00	Date Created	21/03/2019 11:17		
Intre Booking	Luna					
teory OnScreen	Complete book	ding enrolments 12 weeks i	before the theory start	tate		
nline IA Claim	Aesthetics Ex Notify us after	ams: learners need to be i ADDING booking qualifica	registered/enrolled 14 v ations & addresses C	weeks prior to exam sitting lick [Send Booking Reques	external/practical. t Preferences] link under	Review tab.
udent Search	IMPORTANT N test	lotify us after completing e	nrolments by clicking	the [Send Enrolments] buth	on at the bottom of the scre	en under Review tab.
ogin Admin	Edit Review A	Iddress Notes Qualification	n Add Student Add Re	sit Student		
ogin Admin ampus	Edt Review A Booking (Notes Oualification	n Add Student Add Re	esit Student		
ogin Admin ampus Portfolio	Edt Review A Booking (Address Notes Owattication Qualification	Add Student Add Re	oit Student		
ogin Admin ampus Portfolio ocument Library	Edž Review A Booking (# Booking Qual	Address Notes Qualification Qualification Ification Language (Appro Of Stur	Add Student Add Re	sit Student		
ngin Admin ampus Portfolio Document Library	Edt Review A Booking (# Booking Qual	Address Notes Qualification Qualification Ification Language (Appro Of Stur	n Add Student Add Re x) No Student dents Count	of Student	Select the first	qualification for this booking.
igin Admin ampus Portfolio scument Library	Edt Review A BOOKING (# Booking Quat Select Qualifica	Address Notes Qualification Qualification Ification Language (Appro Of Stur tion for Booking:	Add Shudent Add Rio X) No Student dents Count	eit Student	Select the first	qualification for this booking.
ogin Admin ampus Portfolio ocument Library etp hange Password	Edt Review A Booking (# Booking Qual Select Qualifica Qualification	Address Notes Qualification Qualification Ification Language (Appro Of Sturt tion for Booking: Select -	Add Shudent Add Rie xx) No Student dents Count	eit Student	Select the first	qualification for this booking
ogin Admin Ampus Portfolio ocument Library elp hange Password ogout	Edt Review # BOOKing (# Booking Qual Select Qualification = Language E Number Of	Address Notes Qualification Qualification Ification Language (Appro Of Star Ification for Booking: Select - nglish •	n Add Student Add Re xi) No Student Gerris Count	eit Student	Select the first	qualification for this booking.
sgin Admin Ampus Portfolio pcument Library etp hange Password ogout	Edt Rever / BOOKing (# Booking Qual Select Qualification Qualification Language (Number (Students	Address Notes Outstication Qualification Ification Language (Appro of Stur tion for Booking: Select - nglish •	n Add Student Add Re x) No Student Jenis Count	of Gludert	Select the first	qualification for this booking
ogin Admin ampus Portfolio ocument Library elp hange Password xgout	Edt Review # Booking () # Booking Qual Select Qualification Qualification Language Rumber Of Students Save	Address Note: Ocuationation Qualification Incation Language (Appro- of Stur tion for Booking: Select – nglun •	n Add Student Add Re xi) No Student Gents Count	(Baer)	Select the first	qualification for this booking.
ogin Admin ampus Portfolio ocument Library elp hange Password sgout	Edt Rover / BOOKing () # Booking Qual Select Qualification _ Language [E Number Of Students Save	Address Note: Ocuationation Qualification Incastion Language (Appro- of Star tion for Boooking: Select - nglun •	n Add Student Add Ro x) No Stadent Gents Count	al Ouder	Select the first	qualification for this booking.

1) Select the first qualification for this booking.

NB: Ensure that the qualification selected is the same qualification the learner was originally enrolled on to.





	Note	_
heory OnScreen	Complete booking enrolments 12 weeks before the theory start date.	
Online IA Claim	Aesthetics Exams: learners need to be registeredienrolled 14 weeks prior to exam sitting external/practical. Notify us after ADDING booking qualifications & addresses. Click [Send Booking Request Preferences] link under Review tab.	
Student Search	IMPORTANT Notify us after completing enrolments by clicking the [Send Enrolments] button at the bottom of the screen under Review tab. test	
ogin Admin	Edit Review Address Notes Qualification Add Student Add Resk Student	
ampus	Booking Qualification	
Portfolio	# Booking Qualification Language (Approx) No Student	
ocument Library	Of Suberns Count	
telp	Select Qualification for Booking:	
Change Password	Qualification Level 3 Diploma in Advanced Beauty Therapy (500/9528/6) (VRD.Int.Dip) - 195	•
onout	Language English Select the appropriate language.	
ogoui	Number Of Students for this qualification.	
	Sav	
	Note: Please make sure you have added correct address types for Booking under Address Tab	

1) Select the appropriate language.

2) Enter the number of students for this qualification.

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	Note	
neory Unscreen	Complete booking enrolments 12 weeks before the theory start date.	
nline IA Claim	Notify us after ADDING booking qualifications & addresses. Click [Send Booking Request Preferences] link under Review Iab.	
tudent Search	IMPORTANT Notify us after completing enrolments by clicking the [Send Enrolments] button at the bottom of the screen under Rollow tab. Test	
ogin Admin	Edit Review Address Notes Overlification Add Student Add Rest Student	
ampus	Booking Qualification	
Portfolio	# Booking Qualification Language (Approx) No Student	
ocument Library	Or account of account	
elp	Select Qualification for Booking:	
hange Password	Qualification Level 3 Diploma in Advanced Beauty Therapy (500/9528/6) (VRQ.)nt, Dip) - 195	•
agout	Language English T	
Jon	Number Of 3 Students	
	Select Save.	
	Note: Please make sure you have added correct address types for Booking under Address Tab	

1) Select save.



<u>Slide20</u>

Home	C	emo Test College (Z1	4477)				
Badge Order Form	c	entre_Coordinator Jon Snov	w - E81176				
Overseas Exam	Booking ID	B-15181	External Re	ef Booking	ı guide	Centre	Demo Test College (Z14477)
Dates	Category	Practical & Theory	Transfer	No		Application Date	
Enrolment	Parent		On Screen	Yes		Created By	Jon Snow - E81176
	Theory Date	16/05/2019 07:00	Date Create	ed 21/03/2	019 11:17		
Centre Booking	Lun						
Theory OnScreen	Complete bo	oking enrolments 12 weeks	before the theory	start date.			
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1) The qualification has been added.

Slide21

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Dates	Category	Practical & Theory	Transfer	No		A	pplication Date	
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1) Repeat steps in slides 18 and 19 to add additional qualifications and/or languages.



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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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1) Select the address.

Slide25



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





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	Treatment/Service evidence
	Select Resit Units
	RED indicates compulsory units, Green indicates optional units. Select / Tick the RESIT check box next to unit.
	Resit Qualification Unit
	1 a 600 Follow Health and Safety Practice in the Salon
	2 a 611 Salon Reception Duties

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

Slide29

. .

ı Admin	test
ous	Edit Review Address Noles Qualification Add Student Add Resit Student
:folio	Booking Resit Enrolment
ment Library	Select Qualification Level 2 Diploma for Beauty Specialists (500/9368/X) - 192 English Select Assessment/Exam Category
ige Password	Assignment Internal Task MCQ Potfolio of Evidence
ut	Practical examination Practical performance Treatment/Service evidence
	Select Resit Units RED Indicates compulsory units, Green indicates optional units. Select / Tick the RESIT check box next to unit. Resit Qualification Unit 1 600 Follow Health and Safety Practice in the Salon 2 611 Salon Reception Duties

1) Select category that the student is re-sitting





		ent		
n	E	tit Rev	iew Address Notes Qualification Add Student Add Resit Student	
		ooki	ng Resit Eprolment	
	Se		alification	
_ibrary	Le	vel 2 D	iploma for Beauty Specialists (500/9368/X) - 192 English *	
		Ass	ianment	
ssword		Inte	mal Task	
		Port	Ifolio of Evidence	
		Prac	ctical examination ctical performance	
		Trea	atment/Service evidence	
	RE	lect Re	sit Units	e RESIT check box next to unit.
		Resit	Qualification Unit	
	1		600 Follow Health and Safety Practice in the Salon	
	2		611 Salon Reception Duties	
	3	-	800 Provide Facial Skincare	
	4		802 Provide Eyelash And Eyebrow Treatments	
	5		803 Apply Make-Up	
	6	-	804 Provide Manicure Treatments	
	7	•	805 Provide Pedicure Treatments	
	8	-	806 Remove Hair Using Waxing Techniques	
	9	-	818 Client Care And Communication In Beauty Related Industries	
	10	-	819 Working In The Beauty Related Industries	
		-	922 Origins, Principles And Theories Of Massage	
	12	-	630 Display Stock to Promote Sales in a Salon	
	1.0		809 Bende Evelash Barning	
	14		200 Apply Individual Remanant Lashes	
	10		811 Design And Apply Mendbi Skip Decoration	
	17	-	B12 Provide Nail Art	
	18		815 Provide Threading	
	19		816 Remove Hair Using Sugaring	
	20		817 Provide Ear Piercing	
	21		908 Create an Image Based on a Theme within the Hair and Beauty Industry	
	22		917 Facial Care For Men	

1) Select the unit(s) that the student is re-sitting

Slide31



1) Group (for paper based exams only)



<u>Slide32</u>

	630 Display Stock to Promote Sales in a Salon	
	807 Instruction On Make-Up Application	
	808 Provide Eyelash Perming	
	809 Apply Individual Permanent Lashes	
	811 Design And Apply Mendhi Skin Decoration	
	812 Provide Nail Art	
	815 Provide Threading	
	816 Remove Hair Using Sugaring	
	817 Provide Ear Piercing	
	908 Create an Image Based on a Theme within the Hair and Beauty Industry	
	917 Facial Care For Men	
up: 1	1 •	
dd	Existing Student:	
e: for e C Refe	existing ITEC students, search student using ITEC Reference numbe erence numbers, or contact ITEC	r to avoid creating duplicate student entries with different
	P Coardh Chudont	
	up: C	

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

14		808 Provide Eyelash Perming
15		809 Apply Individual Permanent Lashes
16		811 Design And Apply Mendhi Skin Decoration
17		812 Provide Nail Art
18		815 Provide Threading
19		816 Remove Hair Using Sugaring
20		817 Provide Ear Piercing
21		908 Create an Image Based on a Theme within the Hair and Beauty Industry
22		917 Facial Care For Men
Gro A	up: 1 1 1 2 1 3 3 4 3 4 3	xisting Student:
ITE	C Refe	erence numbers, or contact ITEC
:	Search	Search Student In First Name Search Existing Student

 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.



16		811 Design And Apply Mendhi Skin Decoration
17	•	812 Provide Nail Art
18		815 Provide Threading
19		816 Remove Hair Using Sugaring
20		817 Provide Ear Piercing
21		908 Create an Image Based on a Theme within the Hair and Beauty Industry
22	_	Add Earliel Over Earlier
		AIN LACHI CHIE FOLWEU
	oup:	Pracal care For Men

1) You can now add an existing iTEC student; enter either First Name, Last name or iTEC student reference number, select the corresponding option within the In: dropdown list and then select Search Existing Student.

Slide35

Group: 1 v

Add Existing Student:

N IT	ote: for existing ITEC EC Reference numbe	students, se ers, or conta	earch st ict ITEC	tudent us ;	ing ITEC Reference nu	imber to avoid creating duplicate student entries with different
	Search: E11323		ln:	ITEC St	udent Reference 🕇 S	earch Existing Student
	Student Name	DOB	Email	Disable		
1	Ace Ventura - E11323	01/01/2001		False	Save Existing Student	

1) Once the student has been located, select Save Existing Student





Home	Di Di	amo Test College /71	4477)			
Badge Order Form	Ce	ntre_Coordinator Jon Snow	r - E81176			
Overseas Exam	Booking ID	B-15181	External Ref	Booking guide	Centre	Demo Test College (Z14477)
Dates	Category	Practical & Theory	Transfer	No	Application Date	
Enrolment	Parent		On Screen	Yes	Created By	Jon Snow - E81176
	Theory Date	16/05/2019 07:00	Date Created	21/03/2019 11:17		
Centre Booking	Luna					
Theory OnScreen	Complete bool	king enrolments 12 weeks t	before the theory start d	ate		
Online IA Claim	Aesthetics Ex Notify us after	ams: learners need to be r ADDING booking qualifica	egistered/enrolled 14 w tions & addresses. Cl	veeks prior to exam sitting ick [Send Booking Reque	external/practical. st Preferences) link under	Review tab.
Student Search	IMPORTANT N	Notify us after completing en	nrolments by clicking th	he (Send Enrolments) but	on at the bottom of the scre	en under Review tab.
	test					
Login Admin	test Edt Review	Address Notes Qualification	Add Student Add Res	sit Student		
Login Admin Campus	Edt Review A Booking E	Address Notes Qualification	Add Student Add Res	w tab		_
Login Admin Campus ePortfolio	Edd Review A Booking E Bulk Import	Midress Notes Qualification	o to the Revie	at Student w tab		
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1) Go to the Review tab..

Slide37



1) Check the booking details.

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



	1						
Is Consecutive	Yes						
Couches	6						
Theory Start Date	: 16/05/2019 07:00						
Theory End Date:							
On Screen	Yes						
	OnScreen Exam			*			
			,				
Booking A	ctions					-1	
1 Sand Broking	Parment Preferances	Whe	n you are s	atisfied th	at all the	sing Request Preference	IS]
2		book	ing details	are corre	ct, select	olmante) hutton	ang Request Preferences
* Sond Enrorme	15	Send	Booking R	lequest Pr	eferences	S.	
Create First Fr	ee Onscreen Theory Resit Booking						
Booking (Jualification & Stu	dent					
Dooking G	damoation a ota	uent					
Booking Quali	ication		Language	(Approx) No Of Students	Student Count		
1 Level 3 Diploma	a in Advanced Beauty Therapy (500	\$9528/6) - 195	Simplified Chinese	3	2	Student	
						Exam Unit	
	a in Advanced Beauty Therapy (500	¥9528/6) - 195	English	3		Shudard	
2 Level 3 Diploma						Duran Link	
2 Level 3 Diploma							
2 Level 3 Diploma						Exam onit	
2 Level 3 Diplomi						EXam Unix	
2 Level 3 Diplomi Booking Examine	Confirmation					Exam Um	
2 Level 3 Diplom Booking Examine Examiner Nat	r Confirmation se Confirmed Date	Confirmed E	lays Email Exam	Address			
2 Level 3 Diplom Booking Examine Examiner Nar	r Confirmation ne Confirmed Date	Confirmed E	kays Email Exam	Address		Sun One	

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

<u>Slide39</u>

Theory OnScreen	Complete bookin	ig enrolments 12 we	eks bef	ore the theor	ry start	date.	
Online IA Claim	Aesthetics Exa	ns: learners need to	be reg	istered/enrol	led 14	weeks prior to	exam sitting external/practical.
01 Jul 0	IMPORTANT No	tify us after completing	ng enro	olments by c	clicking	the [Send Eni	Aments] button at the bottom of the screen under Review tab.
Student Search	test						
Login Admin	Edit Review Ad	dress Notes Qualifi	cation	Add Student	Add Re	esit Student	
Campus	Booking P	references					
ePortfolio	Booking Category	Practical & Theory	Bo	oking Stage	e		
Document Library	Transfer	No	#	Stage	A	Date	
	Application Date				ID		
Help	College	Jon Snow - E81176	1	Request		21/03/2019	Your booking request has
Change Password	Co-ordinator		L	rovd	_	12.13	been receieved by iTEC.
	Preference 1	16/05/2019 07:00	2	Created by centre		21/03/2019	
Logout	Preference 2	17/05/2019 07:00					
	Preference 3	18/05/2019 07:00					
	Approx Days	1					
	Is Consecutive	Yes					
	Couches	6					
	Theory Start Date:	16/05/2019 07:00					
	Theory End Date:						
	On Screen	Yes					
		Constituent Examin	4			,	
	Booking A	ctions					
	1 Send Booking F	tequest Preferences		Notify us Record to	after AD	DING booking o	alifications & addresses. Click [Send Booking Request Preferences]
	2	-		INFORT	ANT Noti	ly us after comm	ation excelments by clicking the (Send Enrolments) button

1) Your booking request has been received by iTEC.





Approx Da	ays 1								
Is Consec	utive Yes								
Couches	6								
Theory Sta	art Date: 16/05/2019 (77.00							
Theory En	nd Date:								
On Screen	n Yes OnScreen	Exam							
		' On	Once you have completed all enrolments, for all qualificati						
Booki	ng Actions	on	the booking	, select	Send En	rolments.			
3 Creat Bookin Bookin	e First Free Onscreen T ng Qualifica ng Qualification	tion & Stude reg	dents can be ected, additi istration@vt	e addeo onal str cct.org.u	d. Once S udents ca uk (NB: Fe lents	end Enrolmei an only be ad ees may apply	nts has been ded by emailing y).		
3 Creat Bookin Bookin 1 Level 3	a First Free Onscreen T ng Qualification ng Qualification Diploma in Advanced B	tion & Stude rec	dents can be ected, additi istration@vt	e addeo onal sti cct.org.u No Of Stue 3	d. Once S udents ca Jk (NB: Fe ients 2	end Enrolmer an only be ad ees may apply student Exam Unit	hts has been ded by emailing y). Click here to continue video		
3 Create Bookin 1 Level 3 2 Level 3	e Find Fine Ontereen T ng Qualification In piome in Advenced B	Noory Real Booking stussel tion & Stude leavity Therapy (500/9528/6) - leavity Therapy (500/9528/6) -	dents can be ected, additi istration@vt 95 Simplifed Chinese 95 English	e addeo onal str cct.org.u No Or stud 3	d. Once S udents ca Jk (NB: Fe lents 2	end Enrolmer an only be ad ees may apply Student Exam Unit Exam Unit	hts has been ded by emailing /). Click here to continue video		
3 Contra Bookin 1 Level 3 2 Level 3 Booking E	Prist File Onscient T ng Qualification Ippione in Advenced E Dipiome in Advenced E Examiner Confirmation	studie in the set of t	dents can be ected, additi istration@vt 95 Simplifed Chinese 95 English	e addec onal sti cct.org.u No Or Stuc 3	d. Once S udents ca Jk (NB: Fe	end Enrolmer an only be ad ees may apply Student Exom Unt Student Exom Unt	hts has been ded by emailing /). Click here to continue video		
3 Control Bookin 1 Level 3 2 Level 3 Booking E Exem	In First File Onsorem 1 Ing Qualification Ing Dialification Indiana in Advanced B Diploma in Advanced B Examiner Confirmation iner Name	And though the set of	dents can be ected, additi jistration@vt 95 Simplifed Chinese 95 English 4 Days Email Exam	e addec onal str cct.org.u 3 3 3	d. Once S udents ca uk (NB: Fe	end Enrolmer an only be ad ees may apply Studert Exam Uni Exam Uni	nts has been ded by emailing /). Click here to continue video		

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).

Slide41

Theory OnScreen	Complete bookin	ng enrolments 12 wee	eks bef	fore the theor	ry start	date.		1000 - 50 - 5005 - 10050r			
Online IA Claim	Aesthetics Exam Notify us after Al	ms: learners need to DDING booking quali	be reg	istered/enrol	ses (weeks prior I tlick (Send R	lo e	xam sitting external/practical.			
Student Search	IMPORTANT No test	tify us after completin	ig enri	olments by c	clicking	the (Send E	nrol	ments] builton at the bottom of the screen under Review tab.			
Login Admin	Edt Review Ad	dress Notes Qualific	ation	Add Student	Add Re	esit Student					
Campus	Booking P	references									
ePortfolio	Booking Category	Practical & Theory	Bo	ooking Stage	e						
Document Library	Transfer	No	#	Stage	A	Date	*				
counter county	Application Date				ID						
Help	College Co-ordinator	Jon Snow - E81176	1	Enrol rovd offine		21/03/2019 12:14	1	Your enrolments have been receieved by iTEC.			
Change Password	Preference 1	16/05/2019 07:00 2	Request		21/03/2019	-					
Logout	Preference 2	17/05/2019 07:00		rovd		12.13					
	Preference 3	18/05/2019 07:00	3	Created by centre		11:17					
	Approx Days	1									
	Is Consecutive	Yes						Replay video			
	Couches	6									
	Theory Start Date:	16/05/2019 07:00									
	Theory End Date:										
	On Screen	Yes OnScreen Exam									
			4								
	Booking Actions										
	1 Send Booking R	Request Preferences		Notify us Record si	after AD	DING booking	qua	Ifications & addresses. Click [Send Booking Request Preferences]			
	2 Send Enrolment	ts		IMPORT#	ANT Not	ify us after com	plet	ing enrolments by clicking the (Send Enrolments) button			

1) Your enrolments have been received by iTEC.





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
0.1	Customer Support Manager	19/07/2019	New document for review	Customer Support Manager
1	Customer Support Manager	23/07/2019	Document reviewed	Customer Support Manager
2	Customer Support Manager	06/08/2019	Slide 17, p. 11 amended	Customer Support Manager
3	Customer Support Manager	09/08/2019	Slide 28, p. 17 text amendedDoc ref # added to header	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	23/07/2019