



How to create a resit booking

August 2019



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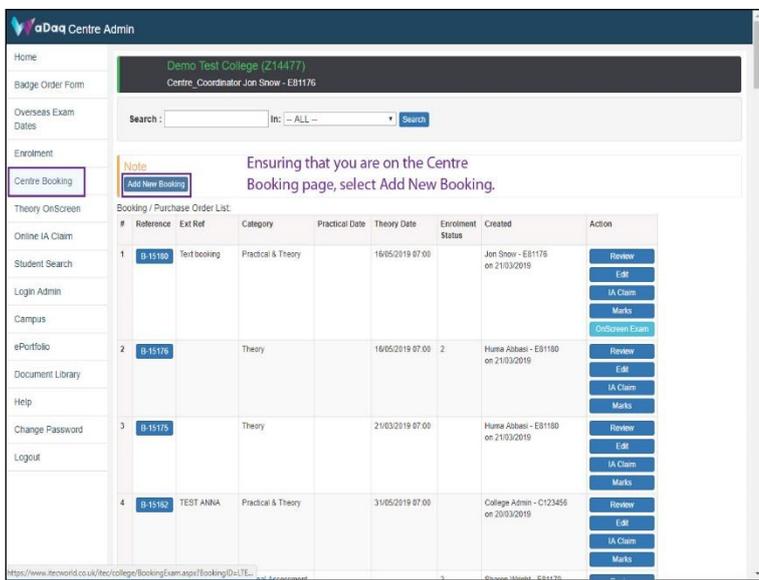
1. How to create a booking and enrol students

Slide1



1) How to create a booking and enrol students

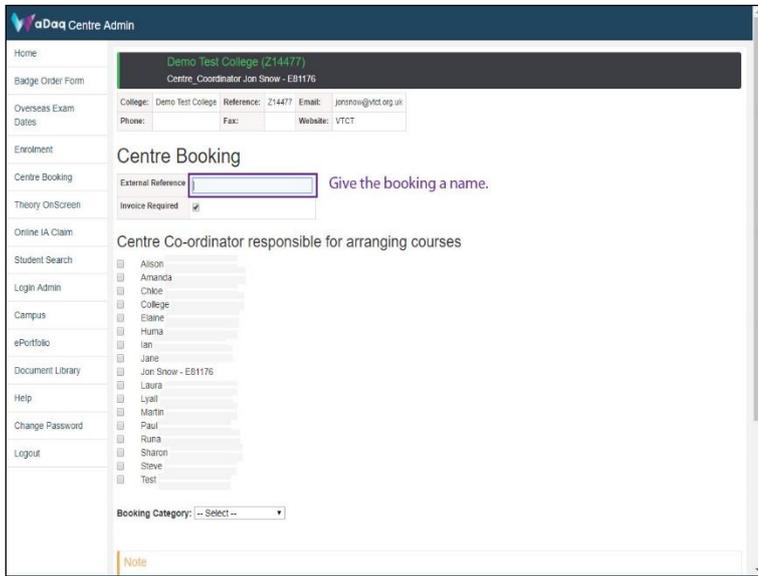
Slide2



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

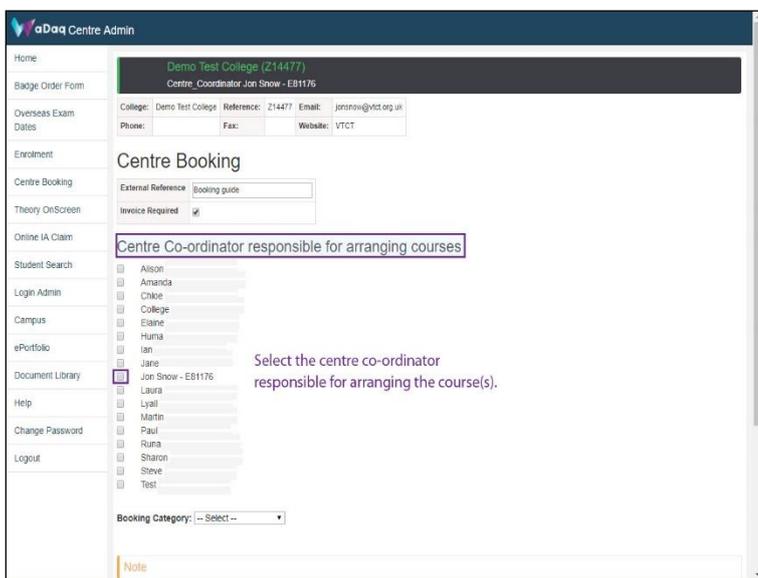


Slide3



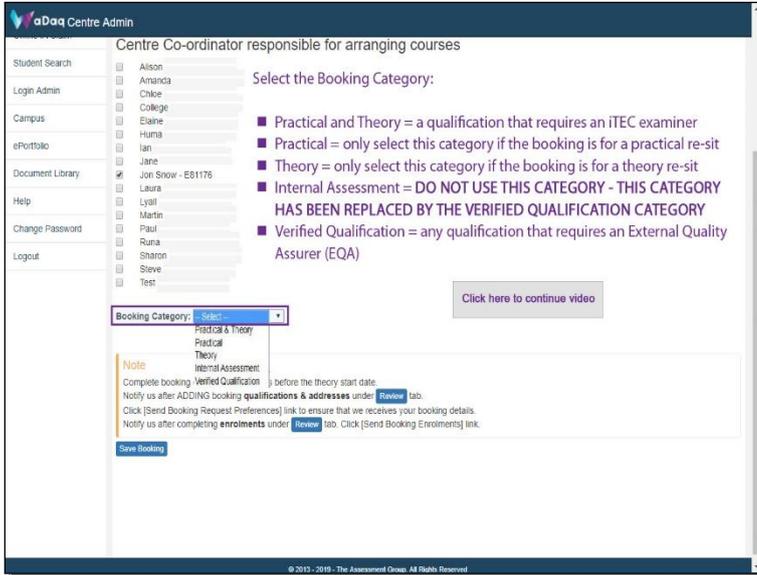
1) Give the booking a name.

Slide4



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

Slide5



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- **Internal Assessment** = DO NOT USE THIS CATEGORY - THIS CATEGORY HAS BEEN REPLACED BY THE VERIFIED QUALIFICATION CATEGORY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

Practical Exam Date Preference

Please note for practical requests we require 12 weeks notice

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

Approx Days:

No of Coaches:

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

Theory Exam

Tick this box if you req

Theory Date	Date dd/mm/yyyy	Time H: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 [Review](#) 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) If you have selected category **Theory** you will be presented with the highlighted option **Theory Exam**.

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Practical Exam Date Preference

Please note for practical requests we require 12 weeks notice

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

Approx Days:

No of Coaches:

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

Theory Exam

Tick this box if you req

Theory Date	Date dd/mm/yyyy	Time H: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 [Review](#) 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) If you have selected category **Verified Qualification** you will be presented with option **Theory Exam**.



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](#).



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

Practical Exam Date Preference

Please note for practical requests we require 12 weeks notice

Practical Date	Date dd/mm/YYYY	Time H:MM
Preference 1	16/05/2019	07:00
Preference 2	17/05/2019	07:00
Preference 3	18/05/2019	07:00

Approx Days: 1
No of Couches: 6

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

Theory Start	Date dd/mm/yyyy	Time H:MM
	16/05/2019	07:00

Theory End

Note

Complete booking enrolments 12 weeks before the theory start date.
Notify us after ADDING booking **qualifications & addresses** under **Review** 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.

[Click here to continue video](#)

Save Booking

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.

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Practical Exam Date Preference

Please note for practical requests we require 12 weeks notice

Practical Date	Date dd/mm/YYYY	Time H:MM
Preference 1	16/05/2019	07:00
Preference 2	17/05/2019	07:00
Preference 3	18/05/2019	07:00

Approx Days: 1
No of Couches: 6

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

Theory Start	Date dd/mm/yyyy	Time H:MM
	16/05/2019	07:00

Theory End

Note

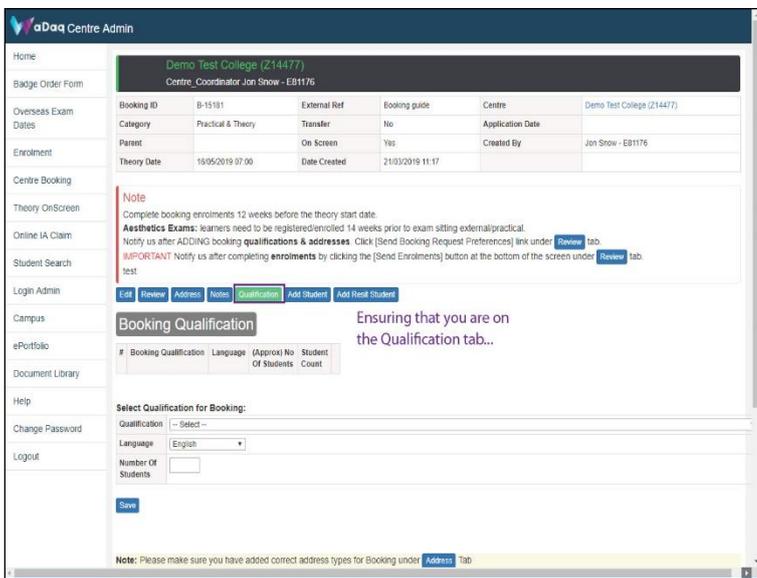
Complete booking enrolments 12 weeks before the theory start date.
Notify us after ADDING booking **qualifications & addresses** under **Review** tab.
Click (Send Booking Request Preferences) link to ensure that we receives your booking details.
Notify us after completing **enrolments** under **Review**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

Save Booking Select Save Booking.

1) Select Save Booking.

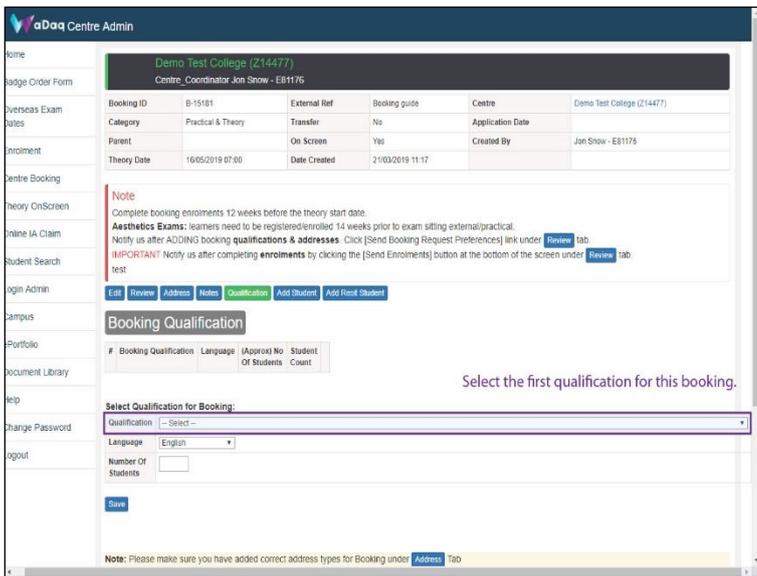


Slide16



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

Slide17

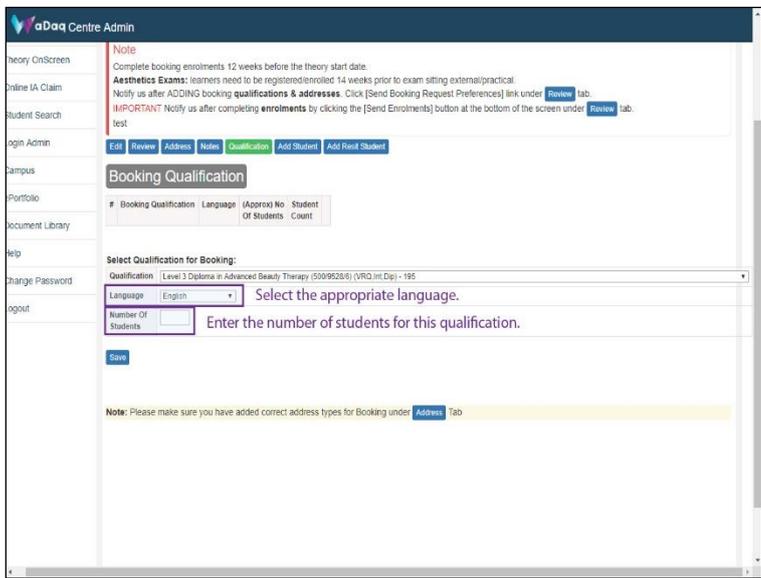


1) Select the first qualification for this booking.

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

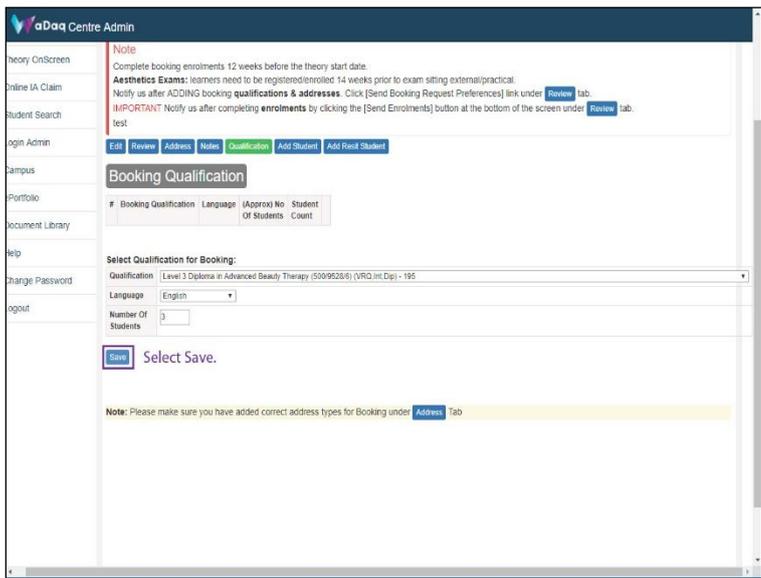


Slide18



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

Slide19



- 1) Select save.



Slide20

Booking Qualification

#	Booking Qualification	Language	(Approx) No Of Students	Student Count
1	Level 3 Diploma in Advanced Beauty Therapy (5009528/6) - 195	English	3	

The qualification has been added.

Select Qualification for Booking:
 Qualification: Level 3 Diploma in Advanced Beauty Therapy (5009528/6) (VRQ.Int.Dip) - 195
 Language: English
 Number Of Students: 3

Repeat these steps to add additional qualifications and/or languages.

1) The qualification has been added.

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Booking Qualification

#	Booking Qualification	Language	(Approx) No Of Students	Student Count
1	Level 3 Diploma in Advanced Beauty Therapy (5009528/6) - 195	Simplified Chinese	3	
2	Level 3 Diploma in Advanced Beauty Therapy (5009528/6) - 195	English	3	

The qualification has been added.

Select Qualification for Booking:
 Qualification: Level 3 Diploma in Advanced Beauty Therapy (5009528/6) (VRQ.Int.Dip) - 195
 Language: Simplified Chinese
 Number Of Students: 3

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



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Add Booking Address Go to the Address tab...

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) Go to the Address tab...

Slide23

Add Booking Address Select the address type:

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

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 type:

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



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Add Booking Address

Address Type: Practical Exam

Address: -- Select --

Select the address.

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.

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Add Booking Address

Address Type: Practical Exam

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

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

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

Note
Complete booking enrolments 12 weeks before the theory start date.
Aesthetics Exams: learners need to be registered/enrolled 14 weeks prior to exam sitting external/practical.
Notify us after **ADDING booking qualifications & addresses**. Click [Send Booking Request Preferences] link under **Review** tab.
IMPORTANT Notify us after completing **enrolments** by clicking the [Send Enrolments] button at the bottom of the screen under **Review** tab.

Add Booking Address

Address Type: Practical Exam
Address: Demo house Demo Street Demo town E12 6LL London Spain
Note:

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	<input type="button" value="Delete"/>
2 Results/Cert Delivery	601	Demo house Demo Street Demo town E12 6LL London Spain	System:Auto	21/03/2019	<input type="button" value="Delete"/>

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

1) Select Save.

Slide27

Note
Complete booking enrolments 12 weeks before the theory start date.
Aesthetics Exams: learners need to be registered/enrolled 14 weeks prior to exam sitting external/practical.
Notify us after **ADDING booking qualifications & addresses**. Click [Send Booking Request Preferences] link under **Review** tab.
IMPORTANT Notify us after completing **enrolments** by clicking the [Send Enrolments] button at the bottom of the screen under **Review** tab.

Add Booking Address

Address Type: Practical Exam
Address: Demo house Demo Street Demo town E12 6LL London Spain
Note:

Record saved

Address Type	Address ID	Address	Note	Date Created	
1 Practical Exam	601	Demo house Demo Street Demo town E12 6LL London Spain		19/07/2019	<input type="button" value="Delete"/>
2 Results/Cert Delivery	601	Demo house Demo Street Demo town E12 6LL London Spain	System:Auto	19/07/2019	<input type="button" value="Delete"/>

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

1) Go to the Add Resit Student tab..



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test

Edit Review Address Notes Qualification Add Student Add Resit Student

Booking Resit Enrolment

Select Qualification
 Level 2 Diploma for Beauty Specialists (500/9368/X) - 192 English ▾

Select Assessment/Exam Category

- Assignment
- Internal Task
- MCQ
- Portfolio of Evidence
- 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	<input type="checkbox"/> 600 Follow Health and Safety Practice in the Salon
2	<input type="checkbox"/> 611 Salon Reception Duties

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

Slide29

test

Edit Review Address Notes Qualification Add Student Add Resit Student

Booking Resit Enrolment

Select Qualification
 Level 2 Diploma for Beauty Specialists (500/9368/X) - 192 English ▾

Select Assessment/Exam Category

- Assignment
- Internal Task
- MCQ
- Portfolio of Evidence
- 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	<input type="checkbox"/> 600 Follow Health and Safety Practice in the Salon
2	<input type="checkbox"/> 611 Salon Reception Duties

1) Select category that the student is re-sitting



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Booking Resit Enrolment

Select Qualification
[Level 2 Diploma for Beauty Specialists (500/9368/X) - 192 English ▼]

Select Assessment/Exam Category

- Assignment
- Internal Task
- MCQ
- Portfolio of Evidence
- Practical examination
- Treatment/Service evidence

Select Rest Units

Rest	Qualification Unit	RESIT check box next to unit
1	800 Follow Health and Safety Practice in the Salon	<input type="checkbox"/>
2	811 Salon Reception Duties	<input type="checkbox"/>
3	800 Provide Facial Skincare	<input type="checkbox"/>
4	802 Provide Eyelash And Eyebrow Treatments	<input type="checkbox"/>
5	803 Apply Make-Up	<input type="checkbox"/>
6	804 Provide Manicure Treatments	<input type="checkbox"/>
7	805 Provide Pedicure Treatments	<input type="checkbox"/>
8	806 Remove Hair Using Waxing Techniques	<input type="checkbox"/>
9	818 Client Care And Communication In Beauty Related Industries	<input type="checkbox"/>
10	819 Working In The Beauty Related Industries	<input type="checkbox"/>
11	922 Origins, Principles And Theories Of Massage	<input type="checkbox"/>
12	830 Display Stock to Promote Sales in a Salon	<input type="checkbox"/>
13	807 Instruction On Make-Up Application	<input type="checkbox"/>
14	808 Provide Eyelash Perming	<input type="checkbox"/>
15	809 Apply Individual Permanent Lashes	<input type="checkbox"/>
16	811 Design And Apply Mendihi Skin Decoration	<input type="checkbox"/>
17	812 Provide Nail Art	<input type="checkbox"/>
18	815 Provide Threading	<input type="checkbox"/>
19	816 Remove Hair Using Sugaring	<input type="checkbox"/>
20	817 Provide Ear Piercing	<input type="checkbox"/>
21	908 Create an Image Based on a Theme within the Hair and Beauty Industry	<input type="checkbox"/>
22	917 Facial Care For Men	<input type="checkbox"/>

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

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Group: 1 ▼

Add Existing Student:

Note: for existing ITEC students, search student using ITEC Reference number to avoid creating duplicate student entries with different ITEC Reference numbers, or contact ITEC

Search: Search Student In: First Name Search Existing Student

1) Group (for paper based exams only)

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12	<input type="checkbox"/>	630 Display Stock to Promote Sales in a Salon
13	<input type="checkbox"/>	807 Instruction On Make-Up Application
14	<input type="checkbox"/>	808 Provide Eyelash Perming
15	<input type="checkbox"/>	809 Apply Individual Permanent Lashes
16	<input type="checkbox"/>	811 Design And Apply Mehndi Skin Decoration
17	<input checked="" type="checkbox"/>	812 Provide Nail Art
18	<input type="checkbox"/>	815 Provide Threading
19	<input type="checkbox"/>	816 Remove Hair Using Sugaring
20	<input type="checkbox"/>	817 Provide Ear Piercing
21	<input type="checkbox"/>	908 Create an Image Based on a Theme within the Hair and Beauty Industry
22	<input type="checkbox"/>	917 Facial Care For Men

Group: 1

Add Existing Student:

Note: for existing ITEC students, search student using ITEC Reference number to avoid creating duplicate student entries with different ITEC Reference numbers, or contact ITEC

Search: In:

- 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:

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14	<input type="checkbox"/>	808 Provide Eyelash Perming
15	<input type="checkbox"/>	809 Apply Individual Permanent Lashes
16	<input type="checkbox"/>	811 Design And Apply Mehndi Skin Decoration
17	<input checked="" type="checkbox"/>	812 Provide Nail Art
18	<input type="checkbox"/>	815 Provide Threading
19	<input type="checkbox"/>	816 Remove Hair Using Sugaring
20	<input type="checkbox"/>	817 Provide Ear Piercing
21	<input type="checkbox"/>	908 Create an Image Based on a Theme within the Hair and Beauty Industry
22	<input type="checkbox"/>	917 Facial Care For Men

Group: 1
2
3
4

Add Existing Student:

Note: for existing ITEC students, search student using ITEC Reference number to avoid creating duplicate student entries with different ITEC Reference numbers, or contact ITEC

Search: In:

- 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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16	<input type="checkbox"/>	811 Design And Apply Mehndi Skin Decoration
17	<input checked="" type="checkbox"/>	812 Provide Nail Art
18	<input type="checkbox"/>	815 Provide Threading
19	<input type="checkbox"/>	816 Remove Hair Using Sugaring
20	<input type="checkbox"/>	817 Provide Ear Piercing
21	<input type="checkbox"/>	908 Create an Image Based on a Theme within the Hair and Beauty Industry
22	<input type="checkbox"/>	917 Facial Care For Men

Group: 1 ▾

Add Existing Student:

Note: for existing ITEC students, search student using ITEC Reference number to avoid creating duplicate student entries with different ITEC Reference numbers, or contact ITEC

Search: In: Search Existing Student

- 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.

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Group: 1 ▾

Add Existing Student:

Note: for existing ITEC students, search student using ITEC Reference number to avoid creating duplicate student entries with different ITEC Reference numbers, or contact ITEC

Search: In: Search Existing Student

Student Name	DOB	Email	Disable	
1 Ace Ventura - E11323	01/01/2001		False	<input type="button" value="Save Existing Student"/>

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



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Booking Enrolment Go to the Review tab..

Note
 Complete booking enrolments 12 weeks before the theory start date.
Aesthetics Exams: learners need to be registered/enrolled 14 weeks prior to exam sitting external/practical.
 Notify us after ADDING booking qualifications & addresses. Click [Send Booking Request Preferences] link under **Review** tab.
IMPORTANT: Notify us after completing enrolments by clicking the [Send Enrolments] button at the bottom of the screen under **Review** tab.

Booking Enrolment Go to the Review tab..

Select Qualification:
 Level 3 Diploma in Advanced Beauty Therapy (500/9528/6) - 195 Simplified Chinese

Level 3 Diploma in Advanced Beauty Therapy (500/9528/6) - 195 Simplified Chinese

RED indicates compulsory units. Green indicates optional units. If student is not required enrolment in any optional unit tick the **Disable check box** next to optional unit.

Disable	Qualification Unit
<input type="checkbox"/>	813 Monitor and Maintain Health and Safety Practice in the Salon
<input type="checkbox"/>	819 Working in The Beauty Related Industries
<input type="checkbox"/>	821 Client Care And Communication in Beauty Related Industries
<input type="checkbox"/>	822 Provide Body Massage
<input type="checkbox"/>	823 Provide Body Electrotherapy Treatments

1) Go to the Review tab..

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Booking Preferences

Booking Category: Practical & Theory

Transfer: No

Application Date: [Date]

College Co-ordinator: Jon Snow - EB1176

Preference 1: 15/05/2019 07:00

Preference 2: 17/05/2019 07:00

Preference 3: 18/05/2019 07:00

Approx Days: 1

Is Consecutive: Yes

Coaches: 6

Theory Start Date: 15/05/2019 07:00

Theory End Date: [Date]

On Screen: Yes

Booking Stage

#	Stage	IA Claim ID	Date
1	Created by centre		21/03/2019 16:28

Check the booking details.

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

Booking Actions

- 1 **Send Booking Request Preferences** Notify us after ADDING booking qualifications & addresses. Click [Send Booking Request Preferences]
- 2 **Send Enrolments** IMPORTANT: Notify us after completing enrolments by clicking the [Send Enrolments] button
- 3 **Cancel First Free Onscreen Theory Resit Booking**

Booking Qualification & Student

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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The screenshot shows the 'aDaq Centre Admin' interface. In the 'Booking Actions' section, there are three numbered steps: 1. Send Booking Request Preferences, 2. Send Enrolments, and 3. Create First Free Onscreen Theory Resit Booking. A callout box points to step 1 with the instruction: 'When you are satisfied that all the booking details are correct, select Send Booking Request Preferences.' Below this is the 'Booking Qualification & Student' table:

Booking Qualification	Language	(Approx) No Of Students	Student Count
1 Level 3 Diploma in Advanced Beauty Therapy (5009528/6) - 195	Simplified Chinese	3	2
2 Level 3 Diploma in Advanced Beauty Therapy (5009528/6) - 195	English	3	

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

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The screenshot shows the 'aDaq Centre Admin' interface. In the 'Booking Preferences' section, there is a 'Booking Stage' table:

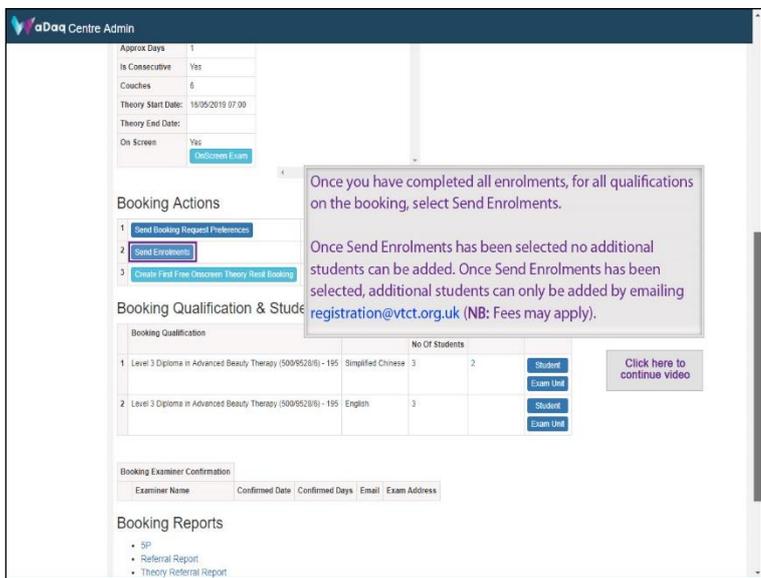
#	Stage	IA Claim ID	Date
1	Request rvd		21/03/2019 12:13
2	Created by centre		21/03/2019 11:17

A callout box points to the first row of the table with the text: 'Your booking request has been received by iTEC.' Below the table is the 'Booking Actions' section with two steps: 1. Send Booking Request Preferences and 2. Send Enrolments.

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



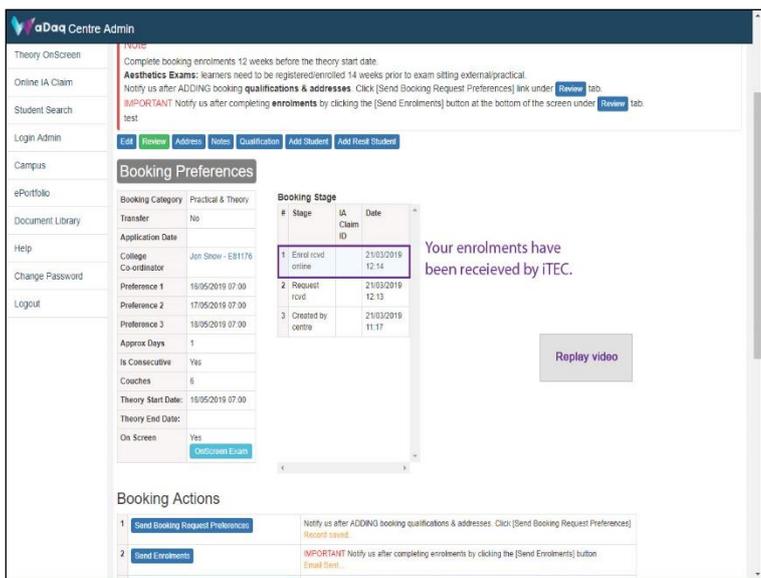
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- 1) Once you have completed all enrolments, for all qualifications on the booking, select Send Enrolments.

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**).

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- 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
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	<ul style="list-style-type: none"> Slide 28, p. 17 text amended Doc 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