



How to create a resit booking and enrol students

August 2020



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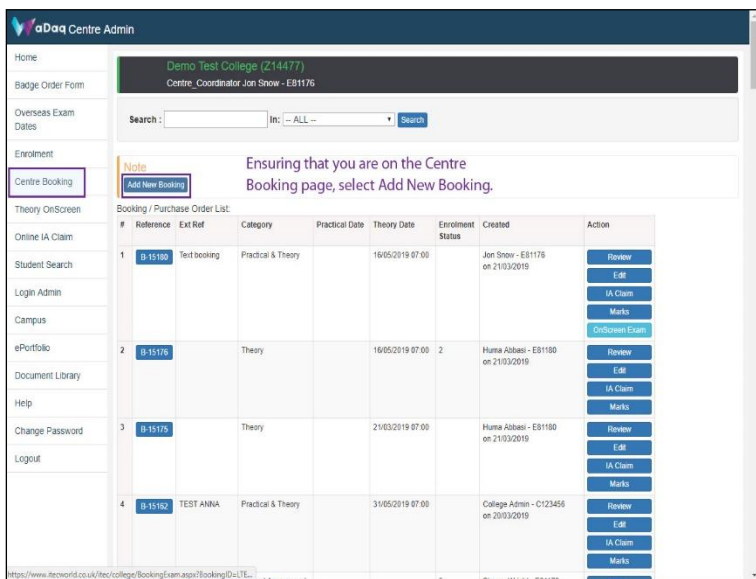
1. How to create a resit booking and enrol students

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

Vadaq Centre Admin

Home: Demo Test College (Z14477)
Centre Co-ordinator Jon Snow - E81176

College: Demo Test College Reference: Z14477 Email: jonsnow@vict.org.uk
Phone: Fax: Website: VTCT

Centre Booking

External Reference Give the booking a name.

Invoice Required ☐

Centre Co-ordinator responsible for arranging courses

- ☐ Allison
- ☐ Amanda
- ☐ Chloe
- ☐ College
- ☐ Elaine
- ☐ Huma
- ☐ Ian
- ☐ Jane
- ☐ Jon Snow - E81176
- ☐ Laura
- ☐ Lyall
- ☐ Martin
- ☐ Paul
- ☐ Ruma
- ☐ Sharon
- ☐ Steve
- ☐ Test

Booking Category: -- Select --

Note

1) Give the booking a name.

Slide4

Vadaq Centre Admin

Home: Demo Test College (Z14477)
Centre Co-ordinator Jon Snow - E81176

College: Demo Test College Reference: Z14477 Email: jonsnow@vict.org.uk
Phone: Fax: Website: VTCT

Centre Booking

External Reference Booking guide

Invoice Required ☐

Centre Co-ordinator responsible for arranging courses

- ☐ Allison
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- ☐ Laura
- ☐ Lyall
- ☐ Martin
- ☐ Paul
- ☐ Ruma
- ☐ Sharon
- ☐ Steve
- ☐ Test

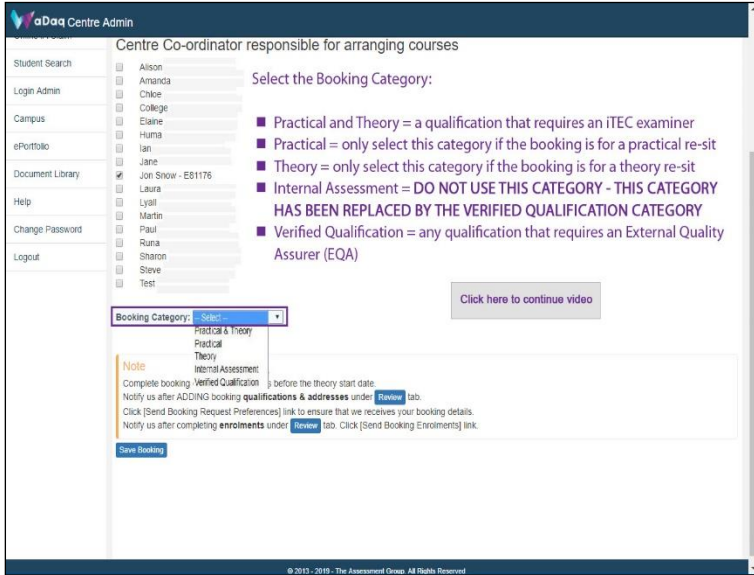
Select the centre co-ordinator responsible for arranging the course(s).

Booking Category: -- Select --

Note

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

Slide5

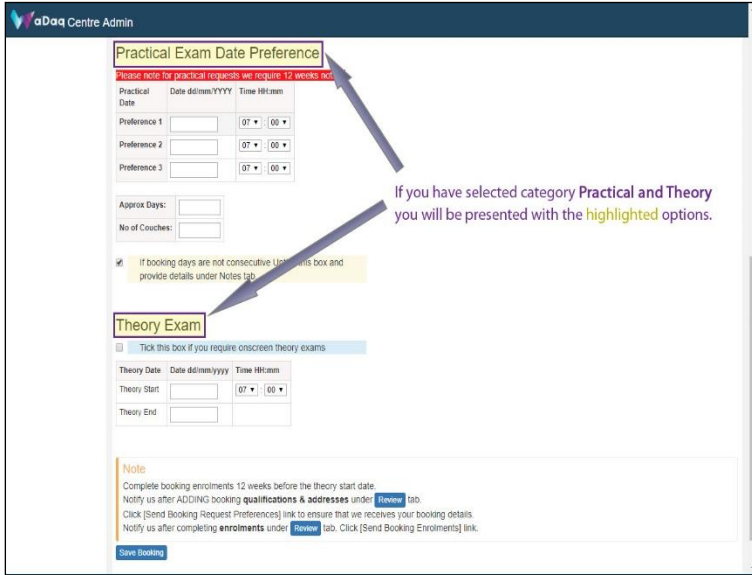


The screenshot shows the 'Vadaq Centre Admin' interface. On the left is a sidebar with navigation links: Student Search, Login Admin, Campus, ePortfolio, Document Library, Help, Change Password, and Logout. The main content area is titled 'Centre Co-ordinator responsible for arranging courses'. It features a 'Select the Booking Category:' section with a list of categories: Alison, Amanda, Chloe, College, Elaine, Huma, Ian, Jane, Jon Snow - E51176, Laura, Lyall, Martin, Paul, Rana, Sharon, Steve, and Test. Below this list is a 'Booking Category:' dropdown menu with options: Select, Practical & Theory, Practical, Theory, Internal Assessment, and Verified Qualification. A 'Note' section provides instructions: 'Complete booking - Verified Qualification - before the theory start date. Notify us after ADDING booking qualifications & addresses under Enrolments 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.' At the bottom of the main area is a 'Save Booking' button. A 'Click here to continue video' button is also present.

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



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: 07 • 00 •

Preference 2: 07 • 00 •

Preference 3: 07 • 00 •

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: 07 • 00 •

Theory End:

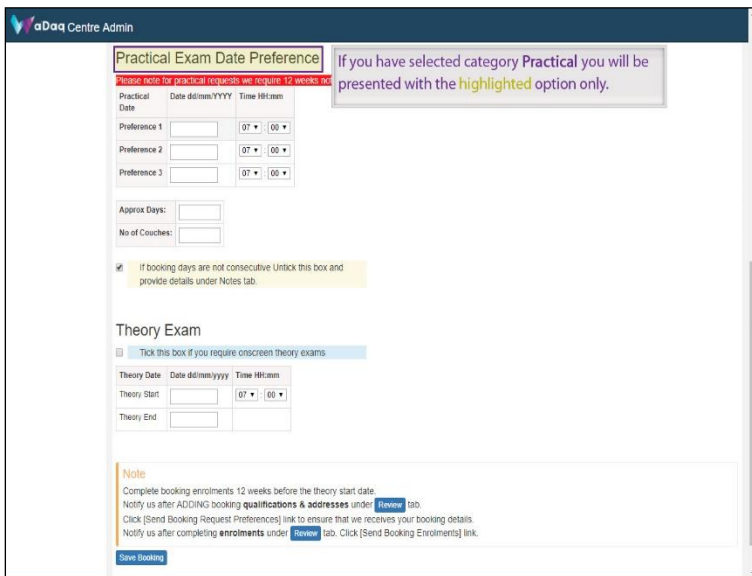
Note

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](#)

- 1) If you have selected category **Practical and Theory** you will be presented with options:
Practical Exam Date Preference and **Theory Exam**.

Slide7



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: 07 • 00 •

Preference 2: 07 • 00 •

Preference 3: 07 • 00 •

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: 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](#)

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



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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 HH:mm

Preference 1: 07 • 00 •

Preference 2: 07 • 00 •

Preference 3: 07 • 00 •

Approx Days:

No of Coaches:

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

Theory Exam If you have selected category Theory you will be presented with the highlighted option only.

☐ Tick this box if you req

Theory Date: Date dd/mm/yyyy Time HH:mm

Theory Start: 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](#)

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

Slide9

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: 07 • 00 •

Preference 2: 07 • 00 •

Preference 3: 07 • 00 •

Approx Days:

No of Coaches:

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

Theory Exam If you have selected category Verified Qualification you will be presented with the highlighted option only.

☐ Tick this box if you req

Theory Date: Date dd/mm/yyyy Time HH:mm

Theory Start: 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](#)

- 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		07:00
Preference 2		07:00
Preference 3		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		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](#)

- 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.

[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		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](#)

- 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

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

Approx Days: 1

No of Couches: Enter the number of couches available.

☒ 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		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](#)

1) Enter the number of couches available.

Slide13

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

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	Date dd/mm/yyyy	Time HH:mm
Theory Start		07:00
Theory End		

If on-screen theory exams are required ensure that you tick the box.
If you require paper based exams leave the box unticked.

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 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	Date dd/mm/yyyy	Time H:mm
Theory Start	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.

Slide15

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	Date dd/mm/yyyy	Time H:mm
Theory Start	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](#) **Select Save Booking.**

1) Select Save Booking.



Slide16

Booking ID B-15181 **External Ref** **Booking guide** **Centre** Demo Test College (Z14477)

Category Practical & Theory **Transfer** No **Application Date**

Parent **On Screen** Yes **Created By** Jon Snow - EB1176

Theory Date 16/05/2019 07:00 **Date Created** 21/03/2019 11:17

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 Qualification

Booking Qualification Language Approval No Student Of Students Count

Select Qualification for Booking:

Qualification **English**

Language **English**

Number Of Students

Note: Please make sure you have added correct address types for Booking under **Address** Tab.

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

Slide17

Booking ID B-15181 **External Ref** **Booking guide** **Centre** Demo Test College (Z14477)

Category Practical & Theory **Transfer** No **Application Date**

Parent **On Screen** Yes **Created By** Jon Snow - EB1176

Theory Date 16/05/2019 07:00 **Date Created** 21/03/2019 11:17

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 Qualification

Booking Qualification Language Approval No Student Of Students Count

Select Qualification for Booking:

Qualification **English**

Language **English**

Number Of Students

Note: Please make sure you have added correct address types for Booking under **Address** Tab.

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

VaDaq Centre Admin

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 Qualification

#	Booking Qualification	Language	(Approx) No Of Students	Student Count
Select Qualification for Booking: Qualification: Level 3 Diploma in Advanced Beauty Therapy (5009528/6) (VRQ Int Dip) - 195 Language: English Select the appropriate language. Number Of Students: Enter the number of students for this qualification. Save				

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.

Slide19

VaDaq Centre Admin

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 Qualification

#	Booking Qualification	Language	(Approx) No Of Students	Student Count
Select Qualification for Booking: Qualification: Level 3 Diploma in Advanced Beauty Therapy (5009528/6) (VRQ Int Dip) - 195 Language: English Number Of Students: 3 Save Select Save.				

Note: Please make sure you have added correct address types for Booking under **Address** Tab

- 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) (VRO.Int.Dep) - 195

Language: English

Number Of Students: 3

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

Save

Record saved

1) The qualification has been added.

Slide21

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	

Select Qualification for Booking:

Qualification: Level 3 Diploma in Advanced Beauty Therapy (5009528/6) (VRO.Int.Dep) - 195

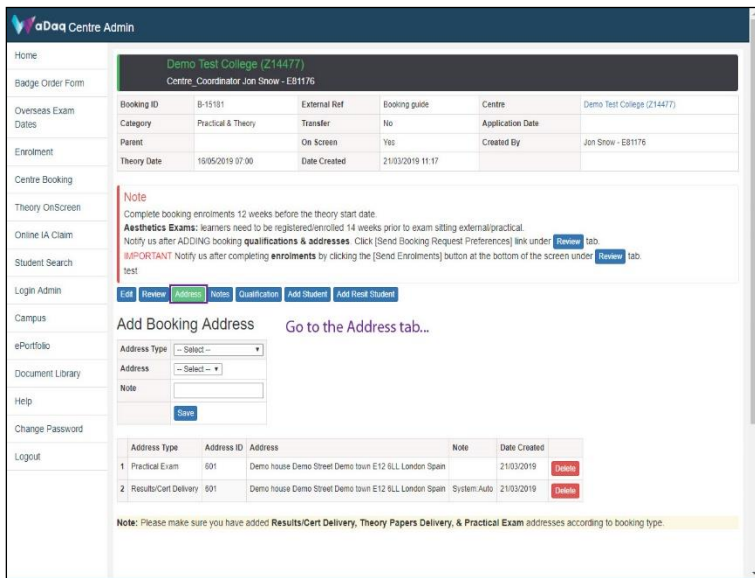
Language: Simplified Chinese

Number Of Students: 3

Save

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

Slide22



Vadaq Centre Admin

Home: Demo Test College (214477)
Centre, Coordinator Jan Snow - EB1176

Booking ID	External Ref	Booking guide	Centre
B-15181			Demo Test College (214477)

Category	Transfer	Application Date
Practical & Theory	No	

Parent	On Screen	Created By
	Yes	Jan Snow - EB1176

Theory Date	Date Created
15/05/2019 07:00	21/03/2019 11:17

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 Go to the Address tab...

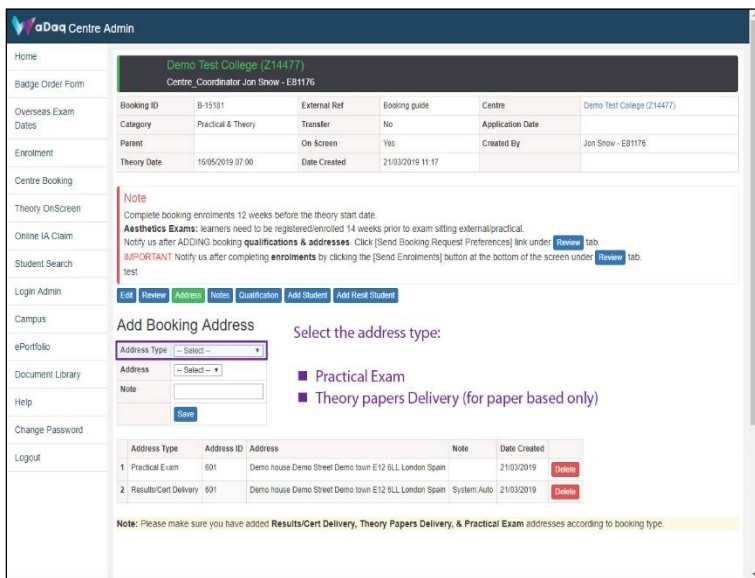
Address Type:
Address:
Note:

Address Type	Address ID	Address	Note	Date Created
1 Practical Exam	801	Demo house Demo Street Demo town E12 8LL London Spain		21/03/2019
2 Results/Cert Delivery	801	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



Vadaq Centre Admin

Home: Demo Test College (214477)
Centre, Coordinator Jan Snow - EB1176

Booking ID	External Ref	Booking guide	Centre
B-15181			Demo Test College (214477)

Category	Transfer	Application Date
Practical & Theory	No	

Parent	On Screen	Created By
	Yes	Jan Snow - EB1176

Theory Date	Date Created
15/05/2019 07:00	21/03/2019 11:17

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 Select the address type:

Address Type:
Address:
Note:

☒ Practical Exam
☐ Theory papers Delivery (for paper based only)

Address Type	Address ID	Address	Note	Date Created
1 Practical Exam	801	Demo house Demo Street Demo town E12 8LL London Spain		21/03/2019
2 Results/Cert Delivery	801	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)



Slide24

Vadaq Centre Admin

Home: Demo Test College (214477)
Centre, Coordinator Jan Snow - EB1176

Booking ID	B-15181	External Ref	Booking guide	Centre	Demo Test College (214477)
Category	Practical & Theory	Transfer	No	Application Date	
Parent		On Screen	Yes	Created By	Jan Snow - EB1176
Theory Date	15/05/2019 07:00	Date Created	21/03/2019 11:17		

Note
Complete booking enrolments 12 weeks before the theory start date.
Asynchronous 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: Select the address.

Note:

Save

Address Type	Address ID	Address	Note	Date Created	
1 Practical Exam	801	Demo house Demo Street Demo town E12 8LL London Spain		21/03/2019	Delete
2 Results/Cert Delivery	801	Demo house Demo Street Demo town E12 8LL London Spain	System:Auto	21/03/2019	Delete

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

Vadaq Centre Admin

Home: Demo Test College (214477)
Centre, Coordinator Jan Snow - EB1176

Booking ID	B-15181	External Ref	Booking guide	Centre	Demo Test College (214477)
Category	Practical & Theory	Transfer	No	Application Date	
Parent		On Screen	Yes	Created By	Jan Snow - EB1176
Theory Date	15/05/2019 07:00	Date Created	21/03/2019 11:17		

Note
Complete booking enrolments 12 weeks before the theory start date.
Asynchronous 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 8LL London Spain

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

Save

Address Type	Address ID	Address	Note	Date Created	
1 Practical Exam	801	Demo house Demo Street Demo town E12 8LL London Spain		21/03/2019	Delete
2 Results/Cert Delivery	801	Demo house Demo Street Demo town E12 8LL London Spain	System:Auto	21/03/2019	Delete

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

VaDag Centre Admin

Home: Demo Test College (214477)
Centre, Coordinator Jan Snow - EB1176

Booking ID	B-15181	External Ref	Booking guide	Centre	Demo Test College (214477)
Category	Practical & Theory	Transfer	No	Application Date	
Parent	On Screen	Yes	Created By	Jan Snow - EB1176	
Theory Date	15/05/2019 07:00	Date Created	21/03/2019 11:17		

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:

Select Save.

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	Delete
2 Results/Cert Delivery	601	Demo house Demo Street Demo town E12 6LL London Spain	System:Auto	21/03/2019	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

Centre Booking

Theory OnScreen

Online IA Claim

Student Search

Login Admin

Campus

ePortfolio

Document Library

Help

Change Password

Logout

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:

Save

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	Delete
2 Results/Cert Delivery	601	Demo house Demo Street Demo town E12 6LL London Spain	System:Auto	19/07/2019	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..



Slide28

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



Slide30

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
- ☐ Treatment/Service evidence

Select Resit Units

Resit	Qualification Unit
<input type="checkbox"/>	500 Follow Health and Safety Practice in the Salon
<input type="checkbox"/>	511 Salon Reception Duties
<input type="checkbox"/>	500 Provide Facial Skincare
<input type="checkbox"/>	502 Provide Eyelash And Eyebrow Treatments
<input type="checkbox"/>	503 Apply Make-Up
<input type="checkbox"/>	504 Provide Manicure Treatments
<input type="checkbox"/>	505 Provide Pedicure Treatments
<input type="checkbox"/>	506 Remove Hair Using Waxing Techniques
<input type="checkbox"/>	518 Client Care And Communication In Beauty Related Industries
<input type="checkbox"/>	519 Working In The Beauty Related Industries
<input type="checkbox"/>	922 Origins, Principles And Theories Of Massage
<input type="checkbox"/>	530 Display Stock To Promote Sales in a Salon
<input type="checkbox"/>	507 Instruction On Make-Up Application
<input type="checkbox"/>	508 Provide Eyelash Perming
<input type="checkbox"/>	509 Apply Individual Permanent Lashes
<input type="checkbox"/>	511 Design And Apply Mehndi Skin Decoration
<input type="checkbox"/>	512 Provide Nail Art
<input type="checkbox"/>	515 Provide Threading
<input type="checkbox"/>	516 Remove Hair Using Sugaring
<input type="checkbox"/>	517 Provide Ear Piercing
<input type="checkbox"/>	908 Create an Image Based on a Theme within the Hair and Beauty Industry
<input type="checkbox"/>	917 Facial Care For Men

RESIT check box next to unit:

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

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12	<input type="checkbox"/>	530 Display Stock To Promote Sales in a Salon
13	<input type="checkbox"/>	507 Instruction On Make-Up Application
14	<input type="checkbox"/>	508 Provide Eyelash Perming
15	<input type="checkbox"/>	509 Apply Individual Permanent Lashes
16	<input type="checkbox"/>	511 Design And Apply Mehndi Skin Decoration
17	<input checked="" type="checkbox"/>	512 Provide Nail Art
18	<input type="checkbox"/>	515 Provide Threading
19	<input type="checkbox"/>	516 Remove Hair Using Sugaring
20	<input type="checkbox"/>	517 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) Group (for paper based exams only)



Slide32

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: First Name ▼

- 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	<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 ▼
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: First Name ▼

- 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

In:

First Name ▼
First Name
Last Name
ITEC Student Reference

- 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:

	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



Slide36

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.



Slide38

Booking Actions

- 1 [Send Booking Request Preferences](#)
- 2 [Send Enrolments](#)
- 3 [Create End Free Onscreen Theory Resit Booking](#)

When you are satisfied that all the booking details are correct, select [Send Booking Request Preferences](#).

Booking Qualification & Student

Booking Qualification	Language	(Approx) No Of Students	Student Count
1 Level 3 Diploma in Advanced Beauty Therapy (500/9528/6) - 195	Simplified Chinese	3	2
2 Level 3 Diploma in Advanced Beauty Therapy (500/9528/6) - 195	English	3	

Booking Examiner Confirmation

Examiner Name: _____ Confirmed Date: _____ Confirmed Days: _____ Email: _____ Exam Address: _____

Booking Reports

- SP
- Referral Report
- Theory Referral Report

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

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Booking Preferences

Booking Category: Practical & Theory

Transfer: No

Application Data:

College Co-ordinator: Jon Snow - EB1176

Preference 1: 19/05/2019 07:00

Preference 2: 17/05/2019 07:00

Preference 3: 19/05/2019 07:00

Approx Days: 1

Is Consecutive: Yes

Coaches: 6

Theory Start Date: 19/05/2019 07:00

Theory End Date: _____

On Screen: Yes

Booking Stage

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

Your booking request has been received by iTEC.

Booking Actions

- 1 [Send Booking Request Preferences](#)
- 2 [Send Enrolments](#)

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



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Booking Actions

- 1 Send Booking Request Preferences
- 2 **Send Enrolments**
- 3 Create First Free OnScreen Theory Resit Booking

Booking Qualification & Student

Booking Qualification	No Of Students	Student	Exam Unit
1 Level 3 Diploma in Advanced Beauty Therapy (500/9528/6) - 195 Simplified Chinese	3	2	Student
2 Level 3 Diploma in Advanced Beauty Therapy (500/9528/6) - 195 English	3	3	Student

Click here to continue video

Booking Examiner Confirmation

Examiner Name	Confirmed Date	Confirmed Days	Email	Exam Address

Booking Reports

- SP
- Referral Report
- Theory Referral Report

- 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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Booking Preferences

Booking Category: Practical & Theory

Transfer: No

Application Date: 19/05/2019 07:00

College Co-ordinator: Jon Snow - EB1176

Preference 1: 19/05/2019 07:00

Preference 2: 17/05/2019 07:00

Preference 3: 19/05/2019 07:00

Approx Days: 1

Is Consecutive: Yes

Couaches: 6

Theory Start Date: 19/05/2019 07:00

Theory End Date: 19/05/2019 07:00

On Screen: Yes

Booking Stage

#	Stage	IA Claim ID	Date
1	Enrolment received	21/03/2019 12:14	
2	Request received	21/03/2019 12:13	
3	Created by centre	21/03/2019 11:17	

Your enrolments have been received by ITEC.

Replay video

Booking Actions

- 1 Send Booking Request Preferences
- 2 **Send Enrolments**

- 1) Your enrolments have been received by ITEC.

How to create a resit booking and enrol students _v4 August 2020

Information classification: Public

If printed this document becomes uncontrolled



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
4	Customer Support Manager	18/08/2020	Document reviewed; title amended	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