



How to enrol students on to an existing booking

August 2020



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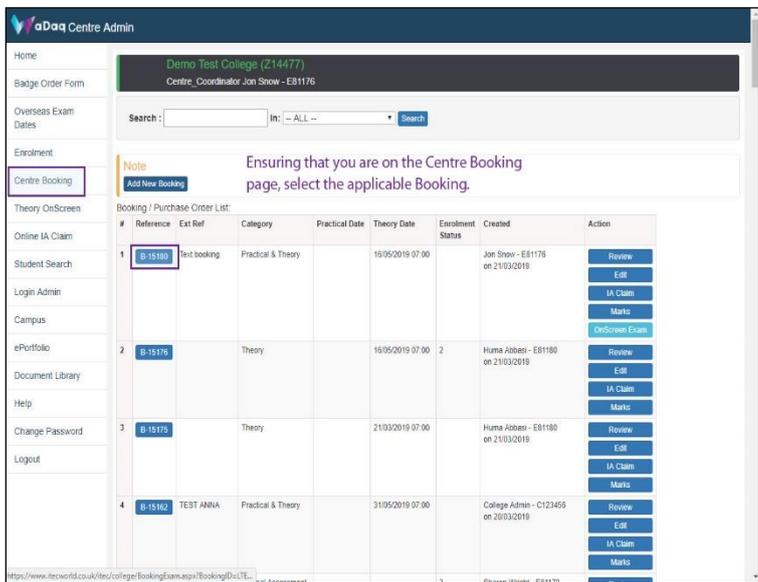


1. How to enrol students on to an existing booking

Slide1



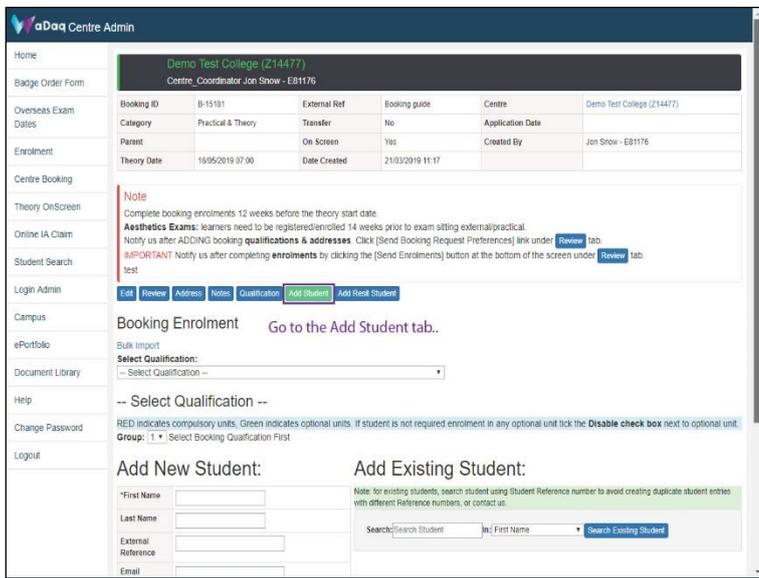
Slide2



1) Ensuring that you are on the Centre Booking page, select the applicable booking

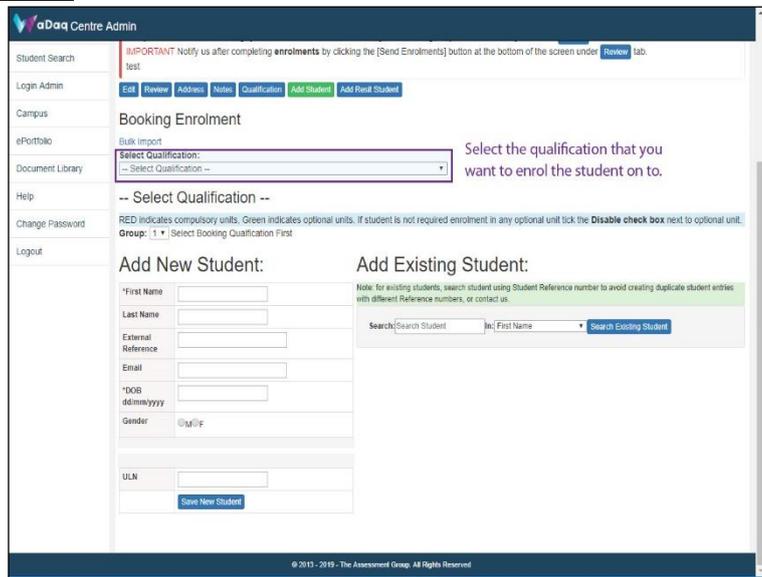


Slide3



1) Go to the Add Student tab

Slide4



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



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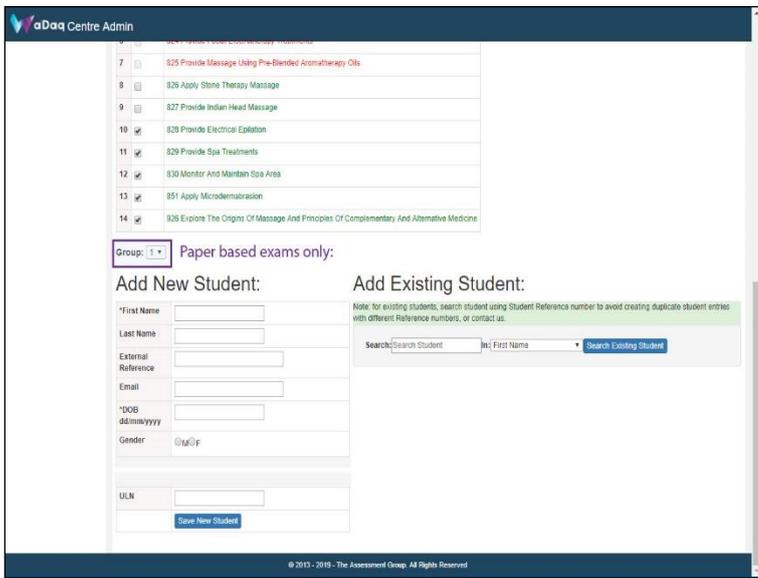
1) For any qualification that contains optional units you must select the optional units that the students **ARE NOT STUDYING**.

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

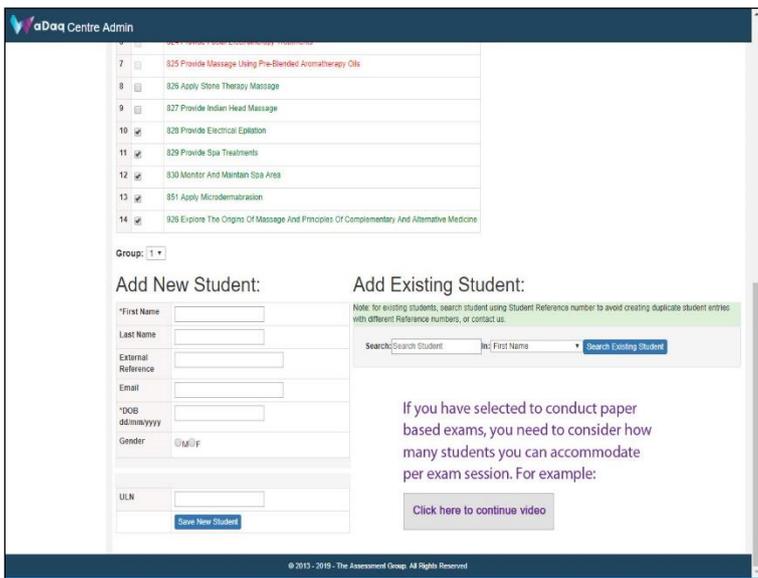


Slide7



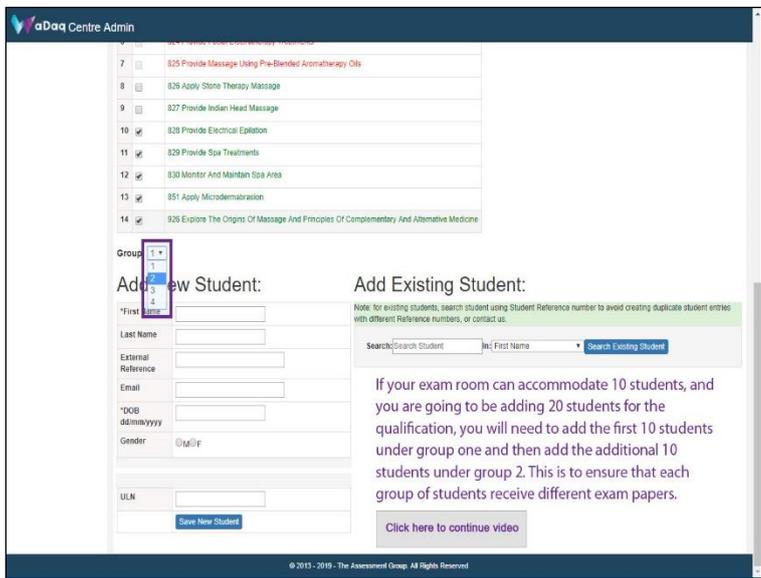
1) Group (for paper based exams only)

Slide8



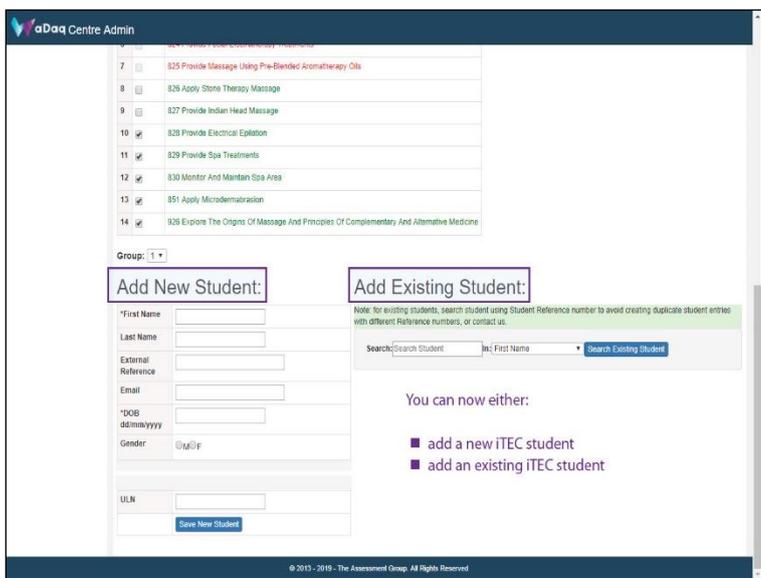
1) If you have opted to conduct paper based exams, you need to consider how many students you can accommodate per exam session. For example:

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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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1) You can now either:

- add a new ITEC student
- add an existing ITEC student

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Slide11

1) Add an existing student:

Enter the student's existing ITEC student reference number.

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



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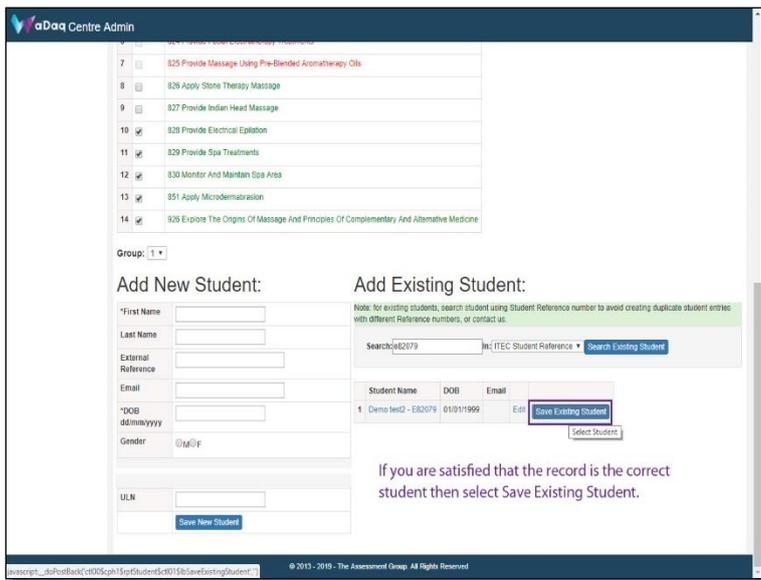
1) Select Search Existing Student.

Slide14

1) If a record is found, first check that the name, date of birth and/or email address is correct.



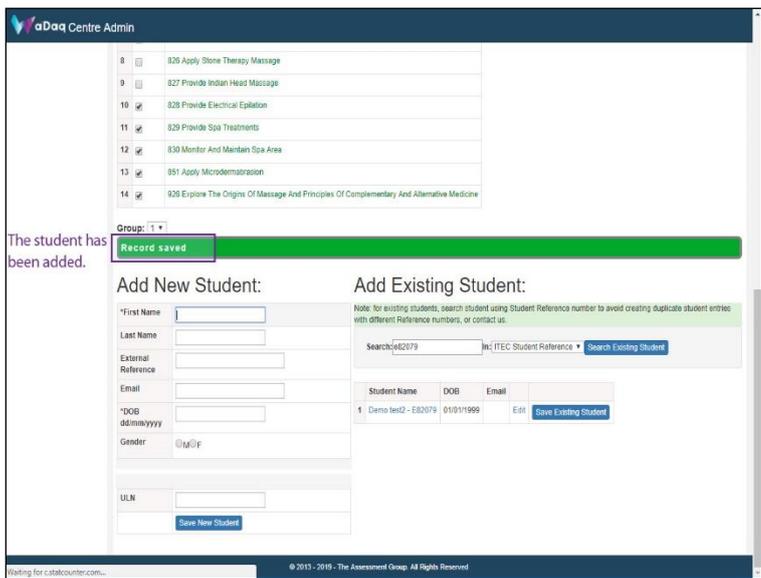
Slide15



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

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

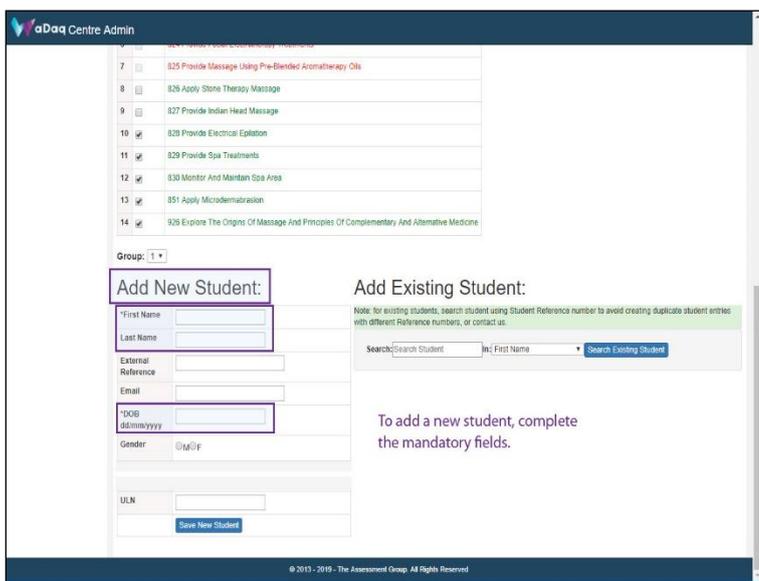
Slide16



1) The student has been added.
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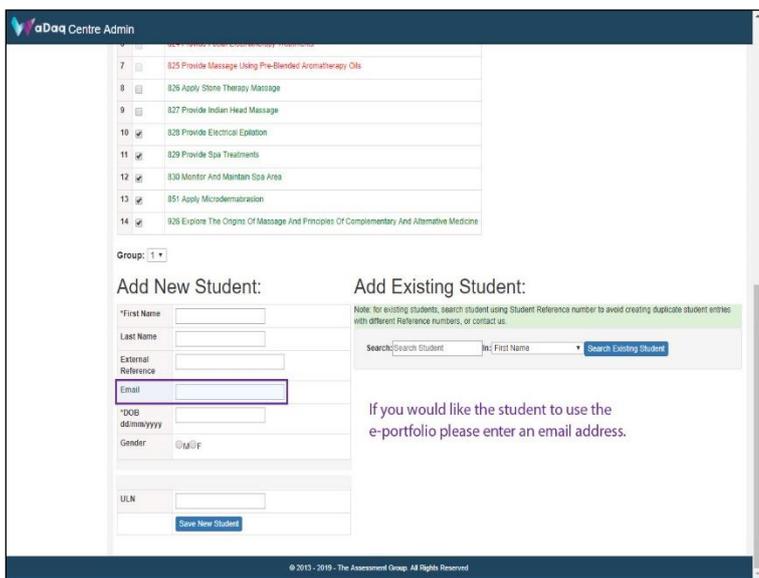
Slide17



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

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

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

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Add New Student:

*First Name: Demo
Last Name: Guide
External Reference:
Email:
*DOB: dd/mm/yyyy (01/03/2000)
Gender: M F
ULN:

Add Existing Student:

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

Search: (42079) in: ITEC Student Reference 1

Student Name	DOB	Email	
1 Demo test2 - EB2079	01/01/1999		<input type="button" value="Save Existing Student"/>

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

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

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Add New Student:

*First Name:
Last Name:
External Reference:
Email:
*DOB: dd/mm/yyyy
Gender: M F
ULN:

Add Existing Student:

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

Search: (42079) in: ITEC Student Reference 1

Student Name	DOB	Email	
1 Demo test2 - EB2079	01/01/1999		<input type="button" value="Save Existing Student"/>

The student has been added.

1) The student has been added.



Slide21

The screenshot shows the 'Booking Enrolment' page in the VaDaq Centre Admin system. The main heading is 'Booking Enrolment' with a sub-heading 'Go to the Review tab..'. Below this, there is a 'Select Qualification:' dropdown menu set to 'Level 3 Diploma in Advanced Beauty Therapy (500/9528/6) - 195 Simplified Chinese'. A red warning message states: '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.' Below this is a table of units with checkboxes for 'Disable' and 'Qualification 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 Eody Massage
<input type="checkbox"/>	823 Provide Eody Electrotherapy Treatments

1) Go to the Review tab..

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The screenshot shows the 'Booking Preferences' page in the VaDaq Centre Admin system. It features a 'Booking Preferences' table and a 'Booking Stage' table. A purple text box instructs the user to 'Check the booking details.' and 'If any of the details are incorrect, go back to the appropriate tab and make changes.' Below the tables are 'Booking Actions' and 'Booking Qualification & Student' sections.

Booking Category	Transfer	Application Date	College	Co-ordinator
Practical & Theory	No		Jon Snow - EB1176	

#	Stage	IA Claim ID	Date
1	Created by centre		25/03/2019 16:28

1) Check the booking details.



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

Slide23

The screenshot shows the 'WaDaq Centre Admin' interface. At the top, there are fields for 'Approx Days' (1), 'Is Consecutive' (Yes), 'Coaches' (6), 'Theory Start Date' (19/05/2019 07:00), 'Theory End Date', and 'On Screen' (Yes) with a 'OnScreen Exam' button. Below this is the 'Booking Actions' section with three numbered steps: 1. 'Send Booking Request Preferences', 2. 'Send Enrolments', and 3. 'Create First Free OnScreen Theory Real Booking'. A callout box points to step 1 with the text: '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 (5009520/6) - 195	Simplified Chinese	3	2
2 Level 3 Diploma in Advanced Beauty Therapy (5009520/6) - 195	English	3	

Each row in the table has 'Student' and 'Exam Unit' buttons. Below the table is the 'Booking Examiner Confirmation' section with fields for 'Examiner Name', 'Confirmed Date', 'Confirmed Days', 'Email', and 'Exam Address'. At the bottom is the 'Booking Reports' section with links for 'SP', 'Referral Report', and 'Theory Referral Report'.

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

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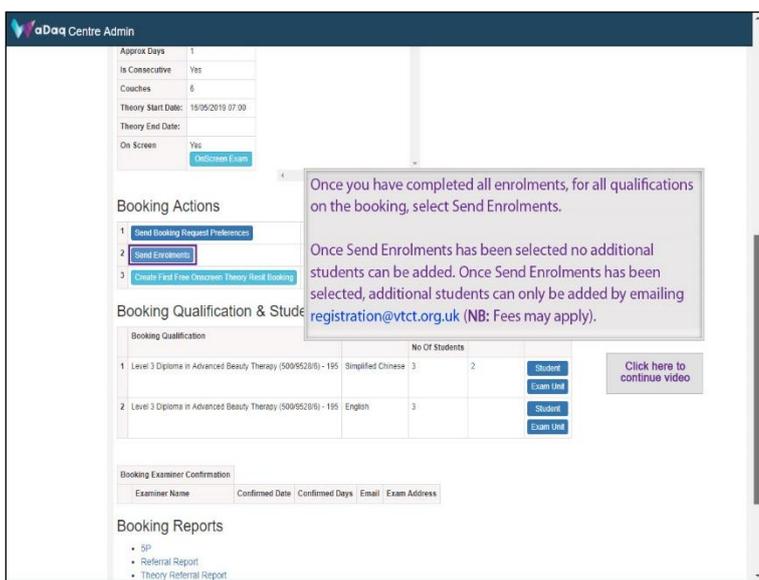
The screenshot shows the 'WaDaq Centre Admin' interface. On the left is a navigation menu with items like 'Theory OnScreen', 'Online IA Claim', 'Student Search', 'Login Admin', 'Campus', 'ePortfolio', 'Document Library', 'Help', 'Change Password', and 'Logout'. The main content area is titled 'Booking Preferences' and includes a 'Booking Category' (Practical & Theory), 'Transfer' (No), 'Application Date', 'College' (Jon Snow - EB1176), 'Coordinator', and 'Preference' list (1, 2, 3). Below this is the 'Booking Stage' table:

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

A callout box points to the 'Request from' row with the text: 'Your booking request has been received by ITEC.' Below the table is the 'Booking Actions' section with two numbered steps: 1. 'Send Booking Request Preferences' and 2. 'Send Enrolments'. A note at the bottom says: 'IMPORTANT Notify us after completing enrolments by clicking the [Send Enrolments] button at the bottom of the screen under [Review] tab.'

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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The screenshot shows the 'Vaaq Centre Admin' interface. On the left is a navigation menu with options like 'Theory OnScreen', 'Online IA Claim', 'Student Search', 'Login Admin', 'Campus', 'ePortfolio', 'Document Library', 'Help', 'Change Password', and 'Logout'. The main content area is titled 'Booking Preferences' and includes a 'Booking Stage' table and a 'Booking Actions' list.

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

Below the table, a message states: "Your enrolments have been received by ITEC." with a "Replay video" button.

The 'Booking Actions' list includes:

- 1 [Send Booking Request Preferences](#) Notify us after ADDING booking qualifications & addresses. Click (Send Booking Request Preferences) Record saved.
- 2 [Send Enrolments](#) IMPORTANT Notify us after completing enrolments by clicking the (Send Enrolments) button Email Sent.

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 Draft]	Customer Support Manager	02/04/2019	[First draft for internal consultation]	Customer Support Manager
1	Customer Support Manager	18/08/2020	Document reviewed	Customer Support Manager

Document Review

Role	Review Status
IT Manager (iTEC)	Review

Document Owner

Document Owner	Document shared with
Customer Support Manager	

Document Sign-off

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