

How to enrol students on to an existing booking

August 2020

Version 2



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1. How to enrol students on to an existing booking

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Badge Order Form		o	entre_Coordina	tor Jon Snow - E811	76				
Overseas Exam Dates		Search :		In: - ALI	-	• Search			
Enrolment	6			Ensuring	hat you a	re on the C	entre B	ooking	
Centre Booking	1	Add New Book	king	page, sele	ct the app	licable Bo	oking.	boning	
Theory OnScreen	Bo	oking / Purch	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								012 0032018	Edit
Help									Marks
Change Password	3	B-15175		Theory		21/03/2019 07:00		Huma Abbesi - E81180 on 21/03/2019	Review
Logout									Lon IA Claim
									Marks
	4	B-15162	TEST ANNA	Practical & Theory		31/05/2019 07:00		College Admin - C123456 on 20/03/2019	Review
									LA Claim
									1000000000

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





<u>Slide3</u>

	De	emo Test College (Z1	4477)			
Badge Order Form	Cer	ntre_Coordinator Jon Snov	v - E81176			
Overseas Exam	Booking ID	B-15181	External Ref	Booking guide	Centre	Demo Test College (Z14477)
Dates	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		
Centre Booking	Luise					
Theory OnScreen	Complete book	king enrolments 12 weeks I	before the theory start	date		
Online IA Claim	Aesthetics Ex	ams: learners need to be r	registered/enrolled 14 v	weeks prior to exam sitting	external/practical.	
	IMPORTANT N	Notify us after completing e	nrolments by clicking	the [Send Enrolments] but	on at the bottom of the scre	en under Review tab.
Student Search	test					
Login Admin	Edit Review A	vddress Notes Qualification	Add Student Add Re	sit Student		
Login Admin Campus	Edt Review A	Address Notes Qualification	Add Student Add Re	sit Student		
Login Admin Campus	Edt Review A Booking E	Motress Notes Qualification	Add Student Add Re	st Student Student tab		
Login Admin Campus ePortfolio	Edt Review A Booking E Bulk Import Select Qualifica	Motress Notes Qualification	Add Student Add Re	sit Student Student tab		
Login Admin Campus ePortfolio Document Library	Edd Review A Booking E Bulk Import Select Qualifica Select Qualifica	Moress Notes Qualification Enrolment G tion: cation	a add Student add Re	st Student Student tab		
Login Admin Campus ePortfolio Document Library Help	Edt Review A Booking E Bulk Import Select Qualifica Select Qualifica	Notes Qualification Enrolment G tion: tation	Add Student) Add Re	st Student Student tab		
Login Admin Campus ePortfolio Document Library Help Change Research	Edt Review A Booking E Bulk Import select Qualifica Select Qualific RED indicates co	Votres Note Qualification Enrolment G tion: tation Qualification xmpulsory units, Green ind	Add Student) Add Re	et student Student tab •	ofment in any optional unit	ick the Disable check box next to optional up
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Login Admin Campus ePortfolio Document Library Help Change Password Logout	Ed Review A Booking E Bulk Import Select Qualifica - Select Qualifica - Select Qualifica - Select Qualifica RED Indicates co Group: 1 + Se	Mores Note Qualification Enrolment G ation Qualification mpussay units, Green and lect Booking Qualification F	Add Student) And Re to to the Add ! incates optional units. If itst	st student tab	olment in any optional unit t	ick the Disable check box next to optional u
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Login Admin Campus Portfolio Document Library Help Change Password Logout	Edt Review (* Booking E Buik import Select Qualifica Select Qualifica Select Qualifica RED Indicates oc Group: 1 * Se Add New	Motes: Totes Qualitation Enrolment G attion: 2ualification 2ualification wrouskoy uns. Green ind leact Booking Qualitation F w Student:	o to the Add Statient (Add Red to to the Add States optional units. If inst No.	at student tab Student tab • student is not required enr Add Existing the for existing student, sea	ciment in any optional unit to Student: stadent ung Stadert Referen	ick the Disable check box next to optional U
Login Admin Campus ePortIolio Document Library Help Change Password Logout	Ect Review / Booking E Buik inpot Select Qualifica - Select Qualifica	Motes totes Qualification Enrolment G aution - Qualification voyacoy uns: Green and lect Booking Qualification F w Student:	a Add Stanlerr Add Re to to the Add Stanlerr Add Re to to the Add Stanlerr Add Stan	et trustert Student tab • • student is not required enr Add Existing the to runge student, source in advert Harrow Furthere	ciment in any optional unit i Studient: nti-set ung Studert Referen or contact us.	Ick the Disable check box next to optional u conumber to eved orienting digitate student entries
Login Admin Campus ePortfolio Document Library Help Change Password Logout	Ect Review / Booking E Buking a Select Qualifica - Select Qualifica -	Motess Totes Guildicato Enrolment G atten: Catton - Qualification mediacoy unas, Green Ind Booking Qualification F w Student:	Add Studiers Add Re to to the Add St icates optional units. If irst	et charter Student tab., * student is not required enr Add Existing the for existing student, search a different Reference numbers Search ² (Search Student	olment in any optional unit to Student: student ung student Referen or contact as jus First tame	ick the Disable check box next to optional u conumber to word creating duplicate student entire Rearch Exating Durder

1) Go to the Add Student tab

<u>Slide4</u>

Student Search	IMPORTAN test	T Notify us after completing enrolm	ments by clicking the [Send Enrolments] button at the bottom of the screen under Ravisw tab.
Login Admin	Edit Review	Address Notes Qualification Ad	idd Student Add Resit Student
Campus	Booking	Enrolment	
ePortfolio	Bulk Import		Select the gualification that you
Document Library	Select Qualif	lication: alification	want to enrol the student on to.
Help	Select	t Qualification	
Change Password	RED indicates	s compulsory units, Green indicates Select Booking Qualfication First	es optional units. If student is not required enrolment in any optional unit tick the Disable check box next to optional unit
Logout	Add N	ew Student:	Add Existing Student:
	*First Name		Note: for existing students, search student using Student Reference number to avoid creating duplicate student entries with different Reference numbers, or contact us.
	Last Name		Saarch Gaarch Studard In Fird Nama
	External Reference		
	Email		
	*DOB dd/mm/yyyy		
	Gender	© _M © _F	
	ULN		

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





<u>Slide5</u>

Student Search	ii. te	IPORT.	ANT Notify us after completing enrolments by clicking the [Send Enrolments] button at	the bottom of the screen under Review tab.
Login Admin	Ed	Revi	ew Address Notes Qualification Add Student Add Resit Student	
Campus	Bo	ookir	na Enrolment	
ePortfolio	Bull	k Impor		
Document Library	Sel	ect Qua	alification: ploma in Advanced Beauty Therapy (500/9528/6) - 195 Simplified Chinese 🔻	
Holp	1	wol 4	2 Diploma in Advanced Recent / Therapy (500/0522)	6) 105 Simplified Chinese
нер	Le	ever	3 Diploma in Advanced Beauty Therapy (500/9528/	6) - 195 Simplified Chinese
Change Password	REI	Disabl	e Qualification Unit	is in any opposition on a cost the presence check box hext to opposition on the
Logout	1		613 Monitor and Maintain Health and Safety Practice in the Salon	
	2		819 Working In The Beauty Related Industries	
	3		821 Client Care And Communication In Beauty Related Industries	
	4		822 Provide Body Massage	
	5		823 Provide Body Electrotherapy Treatments	
	6		824 Provide Facial Electrotherapy Treatments	
	7		825 Provide Massage Using Pre-Blended Aromatherapy Oils	
	8	٥	826 Apply Stone Therapy Massage	
	9	13	827 Provide Indian Head Massage	
	10	0	828 Provide Electrical Epilation	For any qualification that contains
	11	0	829 Provide Spa Treatments	optional units you must select the units
	12	8	830 Monitor And Maintain Spa Area	that the students ARE NOT STUDYING.
	13	0	851 Apply Microdermabrasion	Click here to continue video
	14	(i)	926 Explore The Origins Of Massage And Principles Of Complementary And Alternative Medicine	

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

<u>Slide6</u>

Student Search	ii). te	IPORTA st	NT Notify us after completing enrolments by clicking the [Send Enrolments] button at	the bottom of the screen under Review tab.
Login Admin	Ed	Revie	w Address Notes Qualification Add Student Add Rest Student	
Campus	Bo	ookin	g Enrolment	
ePortfolio	Bul	k Import		
Document Library	Le	ect Qua vel 3 Dig	lification: Ioma in Advanced Beauly Therapy (500/9528/6) - 195 English 🔻	
Help	Le	evel 3	Diploma in Advanced Beauty Therapy (500/9528/	(6) - 195 English
Change Password	REI) Indica	es compulsory units, Green indicates optional units. If student is not required enrolmer	nt in any optional unit tick the Disable check box next to optional
Logout	-	Disable	Qualification Unit	
Logou	- 1		s 13 Monitor and Maintain Health and Safety Practice in the Salon	
	2		819 Working In The Beauty Related Industries	
	3		821 Client Care And Communication In Beauty Related Industries	
	4		822 Provide Body Massage	
	5		823 Provide Body Electrotherapy Treatments	
	6		824 Provide Facial Electrotherapy Treatments	
	7		825 Provide Massage Using Pre-Blended Aromatherapy Oils	These two weits have NOT REEN
	8	8	826 Apply Stone Therapy Massage	SELECTED which records that the
	9	0	827 Provide Indian Head Massage	student IS STI IDVING THESE LINITS
	10		828 Provide Electrical Epilation	studentis studentis courts.
	11		829 Provide Sps Treatments	Click here to continue video
	12		830 Monitor And Maintain Spa Area	
	13		851 Apply Microdermatrasion	

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.





<u>Slide7</u>

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	ozo monoe wessege Using Pre-Biended	reconservery ons		
8	826 Apply Stone Therapy Massage			
9 🗉	827 Provide Indian Head Massage			
10 @	828 Provide Electrical Epilation			
11 2	829 Provide Spa Treatments			
12 🕑	830 Monitor And Maintain Spa Area			
13 🗷	851 Apply Microdermabrasion			
14 🕑	926 Explore The Origins Of Massage And	d Principles Of Complementary And Alternative Med	loine	
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Add N "First Name Last Name External Reference	lew Student:	Add Existing S Add Existing S Note for existing students, search exit afference numbers, Search/Search Studente	Student: student using Student Refe or contact us.	rence number to avoid creating duplicate stur • Search Existing Student
Add N *First Name Last Name External Reference Email	lew Student:	Add Existing S Note for existing students; seenth with otherwise Reference numbers, search/Search student	Student: student using Student Refe or contact us.	rence number to avoid creating Auglicate star • Gearch Existing Student
Add N *First Name Last Name External Reference Email *DOB dd/mm/yyyy	lew Student:	Add Existing 3 Note to entring statement, search tend direct Retereme nutries, Search/Search Studier	Student: student using Student Refe or contact us.	Pearch Existing Student Gearch Existing Student
*First Name Last Name External Reference Email *DOB ddinmbyyyy Gender	lew Student:	Add Existing 5 Note for earling statement, search end address features industry Search/Search Studiet	Student: student ung Student Refe or contact us. (First Name	rence number to avoid creating duplicate star • Search Existing Student
Add N "First Name Last Name External Reference Email "DOB ddimmyyyy Gender ULN	lew Student:	Add Existing 3 Note to entry statement Relative nutries, search/Search Studies	Student: stadent läng Student Refe or contact us. ma(First Name	rence number to avoid creating duplicate star Gearch Existing Bluderit

1) Group (for paper based exams only)

<u>Slide8</u>

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7		325 Provide Massage Using Pre-Blended Aromatherapy	y Oils		
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9 🗐	8) (327 Provide Indian Head Massage			
10 💡		328 Provide Electrical Epilation			
11 🗑	e -	329 Provide Spa Treatments			
12 🚽		330 Monitor And Maintain Spa Area			
13 🚽	e i	351 Apply Microdermatiration			
14 🗑		126 Explore The Origins Of Massage And Principles Of	Complementary And Alternative Medic	sine	
Ad *First Last #	d N t Name	ew Student:	Add Existing S Note: for existing students, search a with different Reference numbers, o Search: Stearch Student	Student: tudent using Student Refer ir contact us.	ence number to avoid creating duplicate s
Ad "First	d Norme	ew Student:	Add Existing S Note: for existing students, search a with different Reference numbers, c	Student: itudent using Student Refer ir contact us.	ence number to avoid creating duplicate s
Add *First Last M	d Norme Name	ew Student:	Add Existing S Note: for existing students, search a with different Reference numbers, or search:	Student: student using Student Refer ir contact us. n: First Name	ence number to avoid creating duplicate s
Ad *First Last M Extern Refere	P. I V I d N t Name Name nat ence	ew Student:	Add Existing S Note for existing students, exercit with different Reference numbers, c Searchd Search Student	Student: Itudent using Student Refer ir contact us. n:{ First Neme	ence number to avoid creating duplicate s
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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:





<u>Slide9</u>

 Contraction Contraction (NO152
7 📄 825 Provide Massage Using Pre-Blende	d Aromatherapy Oils
8 🔠 826 Apply Stone Therapy Massage	
9 🔠 827 Provide Indian Head Massage	
10 😸 828 Provide Electrical Epilation	
11 😿 829 Provide Spa Treatments	
12 🕑 830 Monitor And Maintain Spa Area	
13 🖉 851 Apply Microdermabrasion	
14 g 926 Explore The Origins Of Massage A	d Principles Of Complementary And Alternative Medicine
Group 1 Add 2 *First are	Add Existing Student: New for existing student, each student student using Student Reference number to aveid oreating dupticale student e
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Group 1 1 Add 2 w Student: 1 ast Name Estimat Reference Entit	Add Existing Student: Note for existing students, exercit student student Reference number to aveid overing dualicate shufent e enter difference numbers, or catical us. Search(Stards Student) (mc) Frist Name
Group 1 Add 3 Vist Name Last Name Extirnal Reference Email	Add Existing Student: Note for existing nature, search studer law Studer Reference number to avoid oreating stapicate should a weth different Reference numbers, or constant al. Search/Sourch Studient multi-search and a stability Studient Studient If your exam room can accommodate 10 students, and you are going to be adding 20 students for the gualification, you will need to add the first 10 students
Group III	Add Existing Student: Note for exiting student, search student sing Student Reference number to aveid oreans stapicate shufert e search(Stanton Student) = [] [] [] [] [] [] [] [] [] [] [] [] []
Group II Add II First Hame Last Hame Email Cender ULN	Add Existing Student: Note to eutipe quadrate, second subset reference number to aveid overing duplical subset is even offeren Reference numbers, or contact us. Search South Student method and the second subset Reference aveid overing duplical subset is f 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.

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.

Slide10

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13 🖉 851 Apply Microdermabrasion	
14 g 926 Explore The Origins Of Massage And Principi	es Of Complementary And Alternative Medicine
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Last Name	
External	Search(Search Student Inc) First Name Search Existing Student
Reference	
	You can now either:
ddimmiyyyy	
Gender OMOF	add a new iTEC student
	add an existing iTEC student
ULN	

1) You can now either:

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



<u>Slide11</u>

Contraction of the second state of the second	
szo Provide Massage Using Pre-Biended	Aromatherapy Utis
8 826 Apply Stone Therapy Massage	
9 📃 827 Provide Indian Head Massage	
10 28 Provide Electrical Epilation	
11 😸 829 Provide Spa Treatments	
12 🕑 830 Monitor And Maintain Spa Area	
13 😿 851 Apply Microdermabrasion	
14 926 Explore The Origins Of Massage And	Principles Of Complementary And Atternative Medicine
Last Name External Reference	Search Starten Student Mc First Name Search Existing Student
Reference	
*DOB	Enter the student's existing iTEC
ddimmiyyyy	student reference number.
Gender OMOF	
ULN	
ULN Save New Stadent	

1) Add an existing student:

Enter the student's existing iTEC student reference number.

Slide12

	0241101105105	an Close action by monthly	102		
7	825 Provide Mar	ssage Using Pre-Blended A	Aromatherapy Oils		
8	826 Apply Stone	Therapy Massage			
9 🖂	827 Provide Indi	ian Head Massage			
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1) Select 'ITEC Student Reference' from the dropdown field.





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8 826 Apply Stone	Therapy Massage		
9 📄 827 Provide India	in Head Massage		
10 a 828 Provide Elect	trical Epilation		
11 😿 829 Provide Spa	Treatments		
12 🗃 830 Monitor And	Maintain Spa Area		
13 🖉 851 Apply Microd	ermabrasion		
14 🥑 926 Explore The	Origins Of Massage And Princip	oles Of Complementary And Alternative Med	lcine
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1) Select Search Existing Student.

Slide14

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9	. 1	827 Provide Indian Head Massage		
10		828 Provide Electrical Epilation		
11	æ 1	829 Provide Spa Treatments		
12		830 Monitor And Maintain Spa Area		
13		851 Apply Microdermabrasion		
14		926 Explore The Origins Of Massage And Pr	ninciples Of Complementary And Alternative Medicini	e
Grou AC *Fin	ID Name	ew Student:	Add Existing St Note for existing subants, search stu- with different Reference numbers, or c	tudent: dont using Student Reference number to avoid creating buffere o queue o traves
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1) If a record is found, first check that the name, date of birth and/or email address is correct.





<u>Slide15</u>

7		825 Provide Massage Using Pre-Blended	Aromatherapy Oils							
8	8	826 Apply Stone Therapy Massage								
9		827 Provide Indian Head Massage								
10		828 Provide Electrical Epilation								
11		829 Provide Spa Treatments								
12		830 Monitor And Maintain Spa Area								
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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

	8 🗐 8.	26 Apply Stone Therapy Massage						
	9 📃 83	27 Provide Indian Head Massage						
	10 💌 83	28 Provide Electrical Epilation						
	11 🥑 8.	29 Provide Spa Treatments						
	12 💌 83	30 Monitor And Maintain Spa Area						
	13 🖉 8	51 Apply Microdermabrasion						
	14 💌 93	26 Explore The Origins Of Massage And F	Principles Of Compl	ementary And Alternat	ive Medicine			
	Group: 1 *							
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8 826 Apply Stone Therapy Massage	
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12 🕑 830 Monitor And Maintain Spa Area	
13 😿 851 Apply Microdermabrasion	
14 926 Explore The Origins Of Massage And F	Principles Of Complementary And Alternative Medicine
A	
Group: 1 +	
Add New Student:	Add Existing Student:
*First Name	Note: for existing students, search student using Student Reference number to avoid creating duplicate student e with different Reference numbers, or contact us
Last Name	
External	Search Staten Storent Ind Hits Name Search Existing Storent
Reference	
ADOD .	
dd/mm/yyyy	To add a new student, complete
Gender OM®F	the mandatory fields.
ULN	
Save New Student	

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

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

Slide18





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

<u>Slide19</u>

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7	B. 4	325 Provide Massage Using P	re-Blended Aromatherap	y Oils						
8	8	326 Apply Stone Therapy Mas	sage							
9 (8	327 Provide Indian Head Mass	lage							
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Ad *Firs* Last Exter Refer Email	Id Norme Narme Narme Il B S mm/yyyy	ew Student:		Add Existi Note for existing shaden with different Reference r Search e2270 Student Name 1 Deno test2 - E22071	ng Sti s, search stud sumbers, or cr DOB 01/01/1990	udent: lent using Stud ortact us in: (TEC Stu Email Email Edi	dent Reference i ident Reference	number to av	void creating +	duplicate st lont
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1) Once all required details have been entered, select Save New Student.

Slide20

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	8	826 Apply Stone Therapy Massage									
	9	827 Provide Indian Head Massage									
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1) The student has been added.





Home			Demo Test College /71	4477)			
Badge Order Form			Centre_Coordinator Jon Snov	v - E81176			
Overseas Exam	Boo	oking ID	B-15181	External Ref	Booking guide	Centre	Demo Test College (Z14477)
Dates	Cat	egory	Practical & Theory	Transfer	No	Application Date	
Forolment	Par	rent		On Screen	Yes	Created By	Jon Snow - E81176
anomen.	The	eory Date	16/05/2019 07:00	Date Created	21/03/2019 11:17		
Centre Booking	1.						
Theory OnScreen	C	ote omplete b	ooking enrolments 12 weeks I	before the theory start of	late.		
Online IA Claim	Ad No	esthetics otify us aff	Exams: learners need to be i er ADDING booking qualification	registered/enrolled 14 w itions & addresses. Cl	veeks prior to exam sitting ick (Send Booking Reques	external/practical. at Preferences) link under	Review tab.
Student Search	10/ te:	IPORTAN st	T Notify us after completing e	nrolments by clicking t	he [Send Enrolments] but	on at the bottom of the scre	en under Review tab.
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1) Go to the Review tab..

Slide22



1) Check the booking details.



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

Slide23

Approx Days	1						
Is Consecutive	Yes						
Couches	6						
Theory Start Date	: 15/05/2019 07:00						
Theory End Date							
On Screen	Yes						
	OnScreen Exam	l		*			
		4	,				
Booking A	ctions	provide state		1. S. 1. S. 1.	112 - 50	-1	
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Send Booking	Request Preferences	book	ing details	are correc	ct, select	and wednest Hiteletences	d
2 Send Enrolm	nts	Send	Booking R	equest Pr	eferences.	olments) button	
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			A	No Of Students			
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2 Level 3 Diplom	a in Advanced Beauty	Therapy (500/9528/6) - 195	English	3		Exam Unit	
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2 Level 3 Diplom Booking Examine Examiner Na	a in Advanced Beauty or Confirmation	Therapy (500/9528/6) - 195	English Nays Email Exam	3 Address		Exam Unit	
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1) When you are satisfied that all the booking details are correct, select Send Booking Request Preferences.

<u>Slide24</u>

Theory OnScreen	omplete bookir	a enrolments 12 wee	ks bef	ore the theor	ry start	date.		
Doline IA Claim	esthetics Examination estimates and the second seco	ns: learners need to DDING booking quali	be reg	istered/enrol	led 14	weeks prior t	o ec	kam sitting external/practical. Ing Request Preferences] link under Review tab.
tudent Search	IPORTANT No	tify us after completin	g enr	olments by a	clicking	the [Send Er	nroli	ments] button at the bottom of the screen under Review
.ogin Admin	t Review Ad	dress Notes Qualific	ation	Add Student	Add Re	esit Student		
ampus B	ooking P	references						
Portfolio Bo	oking Category	Practical & Theory	Bo	oking Stage	e			
Document Library	anster	No	*	Stage	IA Claim	Date	*	
Ар	plication Date				ID			Very heading request he-
felp Co	llege -ordinator	Jon Snow - E81176	1	Request rovd		21/03/2019 12:13	1	been receieved by iTFC.
hange Password Pr	elerence 1	16/05/2019 07:00	2	Created by		21/03/2019	1	
jout Pr	eference 2	17/05/2019 07:00		centre		11:17		
Pn	eference 3	18/05/2019 07:00						
Ap	prox Days	1						
Is	Consecutive	Yes						
Co	uches	6						
Th	eory Start Date:	16/05/2019 07:00						
Th	eory End Date:							
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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 <u>registration@vtct.org.uk</u> - include the relevant student and qualification information and booking reference (**NB**: Fees may apply).

<u>Slide26</u>

ITEC 💓 VTCT





Theory OnScreen	Complete bookin	ng enrolments 12 wee	ks bef	ore the theor	ry start	date.		
Online IA Claim	Aesthetics Exa Notify us after A	ms: learners need to DDING booking qual	be reg	istered/enrol	led 14 v	weeks prior t lick (Send B	lo es	kam sitting external/practical. ing Request Preferences] link under Review tab.
Student Search	IMPORTANT No	tify us after completin	ig enri	olments by a	clicking	the (Send Er	nroli	ments] button at the bottom of the screen under Review tab.
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Help	College Co-ordinator	Jon Snow - E81176	1	Enrol rovd online		21/03/2019 12:14	1	Your enrolments have been receieved by iTEC.
unange Hassword	Preference 1	16/05/2019 07:00	2	Request		21/03/2019		,
Logout	Preference 2	17/05/2019 07:00		rcvd		12:13		
	Preference 3	18/05/2019 07:00	3	created by centre		21/03/2019 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					*	

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