



How to enrol students on to an existing booking

August 2022



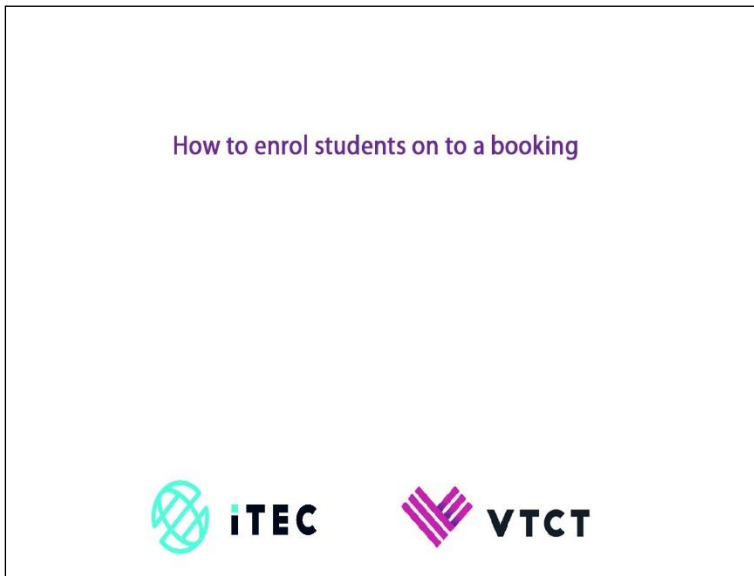
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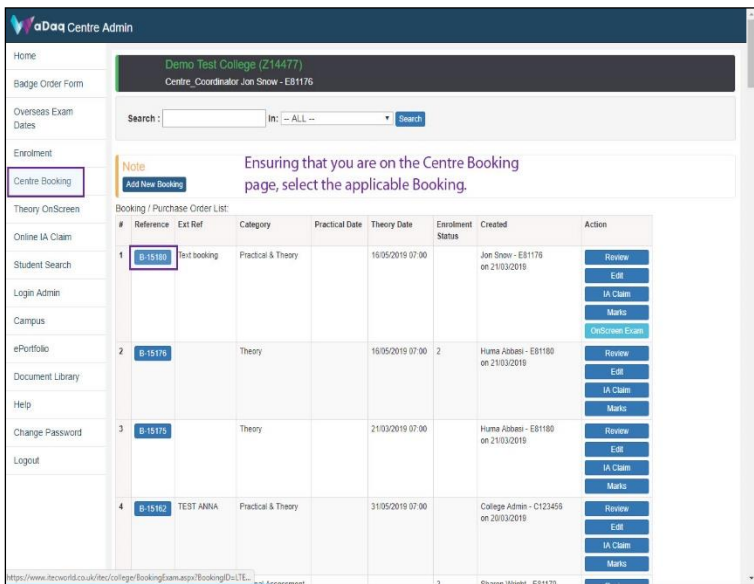


1. How to enrol students on to an existing booking

Slide1



Slide2



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



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The screenshot shows the 'aDaq Centre Admin' interface. The main content area is titled 'Booking Enrolment' and includes a 'Go to the Add Student tab.' instruction. Below this, there are two main sections: 'Add New Student:' and 'Add Existing Student:'. The 'Add New Student:' section has input fields for First Name, Last Name, External Reference, Email, DOB (dd/mm/yyyy), Gender (M/F), and ULN, with a 'Save New Student' button. The 'Add Existing Student:' section has a search field and a 'Search Existing Student' button. A navigation bar at the top contains buttons for 'Edit', 'Review', 'Address', 'Notes', 'Qualification', 'Add Student', and 'Add Real Student', with 'Add Student' being the active tab.

1) Go to the Add Student tab

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This screenshot is a closer view of the 'Add Existing Student' section. A red rectangular box highlights the 'Select Qualification' dropdown menu. To the right of this box, a text annotation reads: 'Select the qualification that you want to enrol the student on to.' The rest of the interface, including the search fields and buttons, is visible in the background.

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



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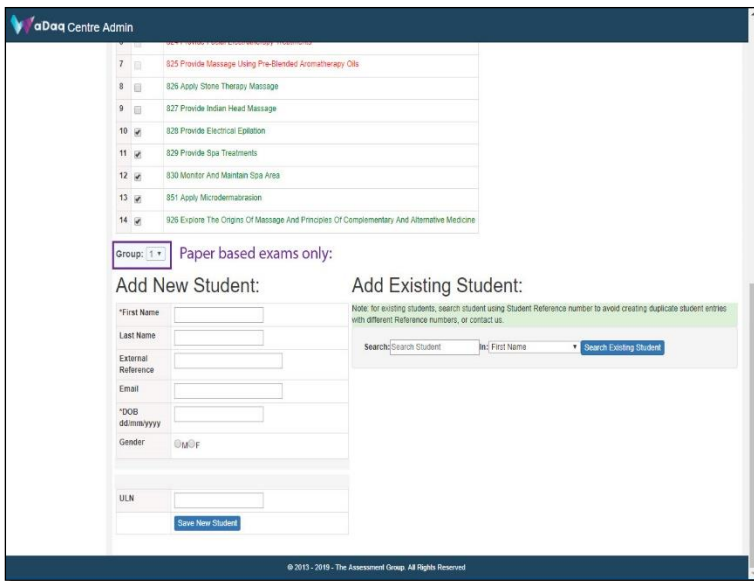
1) For any qualification that contains optional units you must select the optional units that the students **ARE NOT STUDYING**.

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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**.

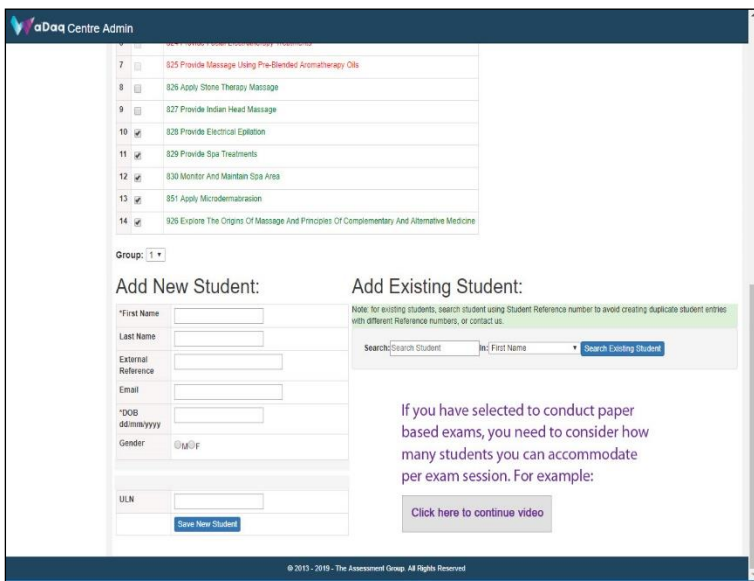


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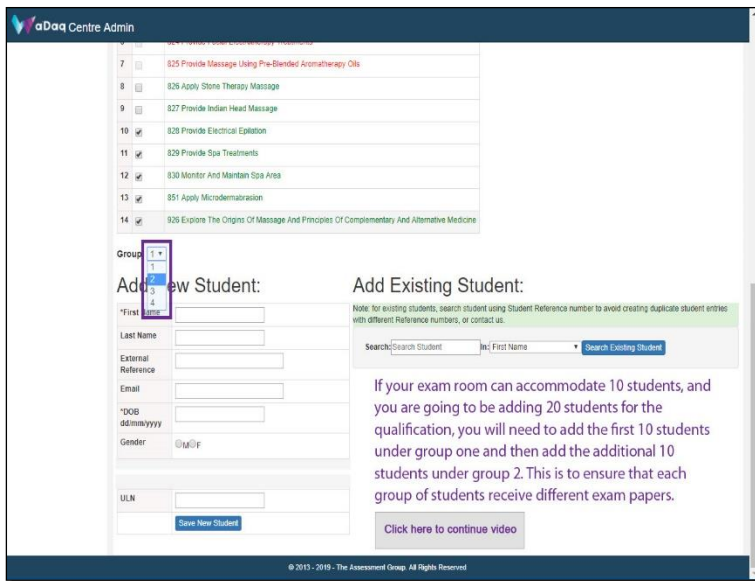
1) Group (for paper based exams only)

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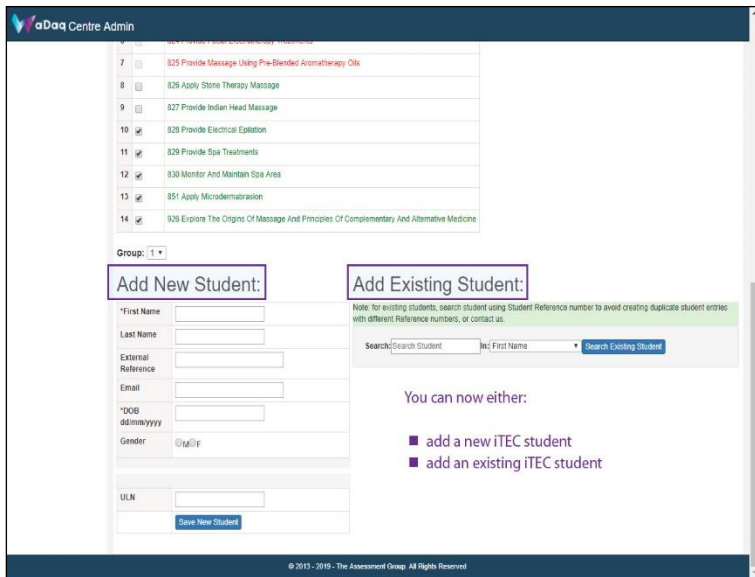
1) If you have opted to conduct paper based exams, you need to consider how many students you can accommodate per exam session. For example:

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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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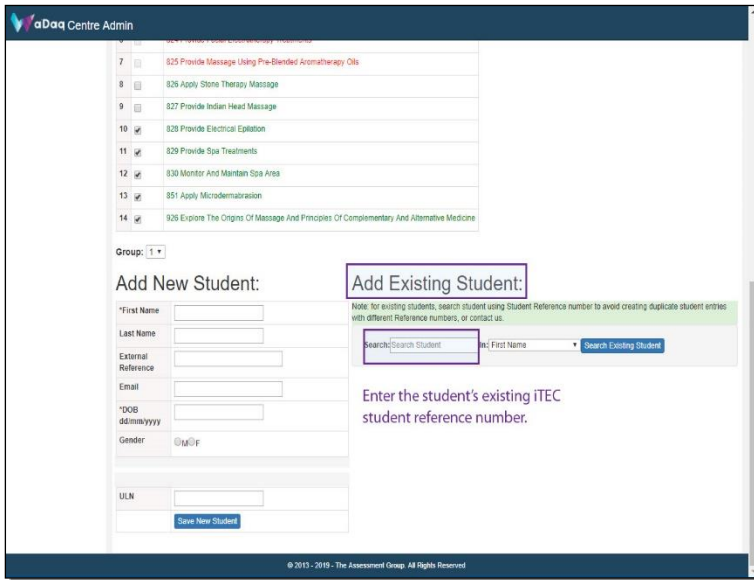


1) You can now either:

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



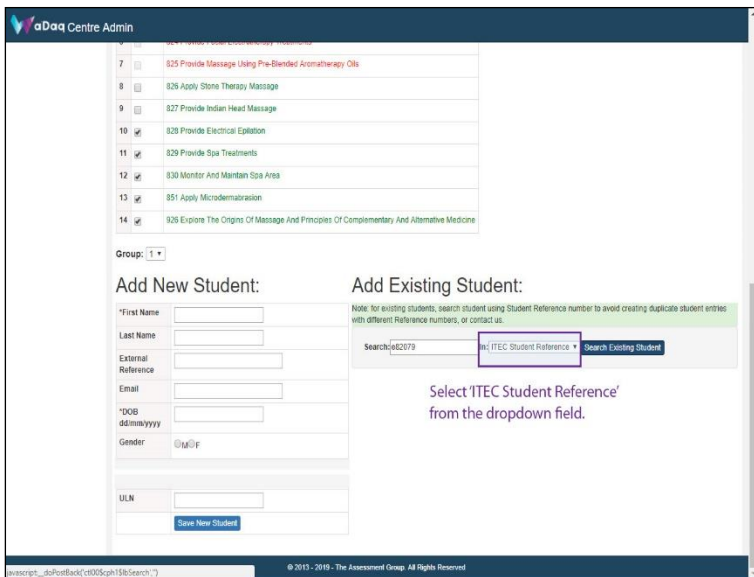
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1) Add an existing student:

Enter the student's existing ITEC student reference number.

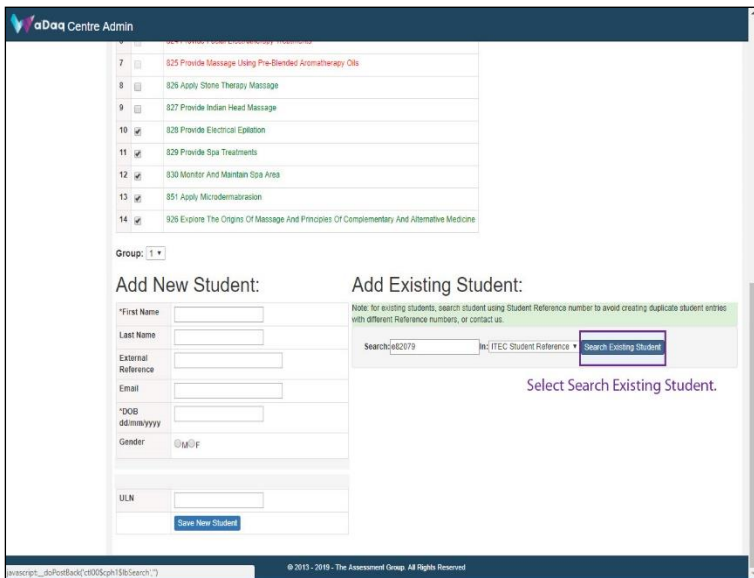
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1) Select 'ITEC Student Reference' from the dropdown field.

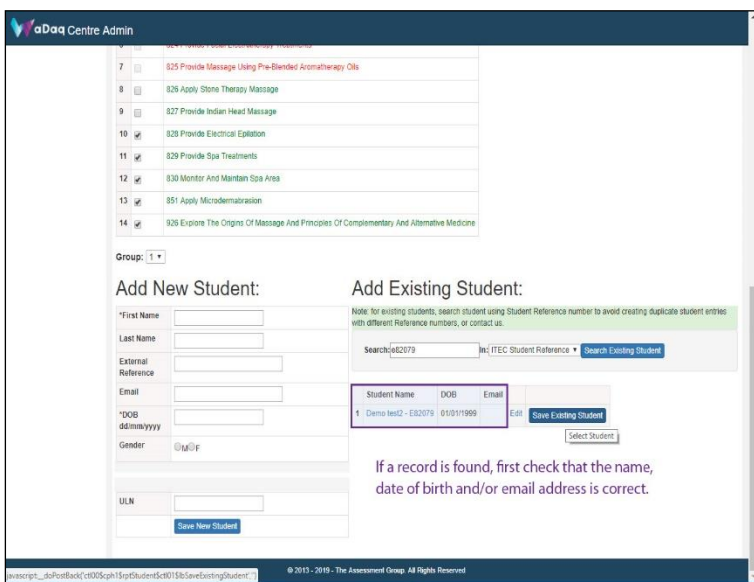


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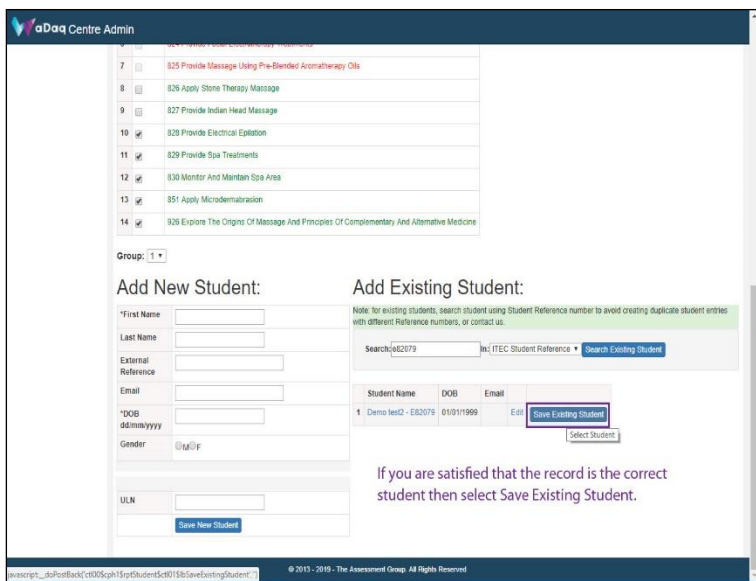
1) Select Search Existing Student.

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1) If a record is found, first check that the student's details are correct.

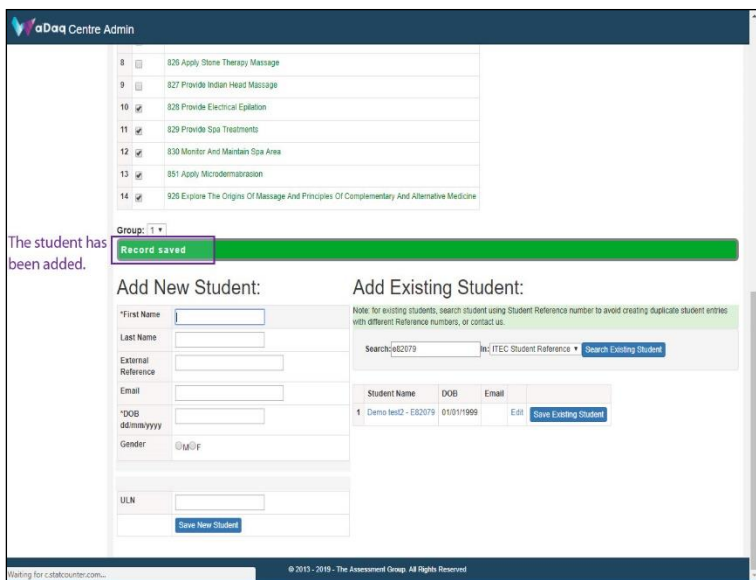
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1) If you are satisfied that the record is the correct student then select Save Existing Student.

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

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1) The student has been added.



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Add New Student:	
*First Name	<input type="text"/>
Last Name	<input type="text"/>
External Reference	<input type="text"/>
System Email (for system Logins inc' eportfolio)	<input type="text"/>
Contact Email	<input type="text"/>
*DOB	<input type="text"/> dd/mm/YYYY
Gender	<input type="radio"/> M <input type="radio"/> F <input type="radio"/> Other
ULN	<input type="text"/>
DNI	<input type="text"/>
<input type="button" value="Save New Student"/>	

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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Add New Student:	
*First Name	<input type="text"/>
Last Name	<input type="text"/>
External Reference	<input type="text"/>
System Email (for system Logins inc' eportfolio)	<input type="text"/>
Contact Email	<input type="text"/>
*DOB	<input type="text"/> dd/mm/YYYY
Gender	<input type="radio"/> M <input type="radio"/> F <input type="radio"/> Other
ULN	<input type="text"/>
DNI	<input type="text"/>
<input type="button" value="Save New Student"/>	

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



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Add New Student:

*First Name	<input type="text"/>
Last Name	<input type="text"/>
External Reference	<input type="text"/>
System Email (for system Logins inc' eportfolio)	<input type="text"/>
Contact Email	<input type="text"/>
*DOB	<input type="text"/> dd/mm/YYYY
Gender	<input type="radio"/> M <input type="radio"/> F <input type="radio"/> Other
ULN	<input type="text"/>
DNI	<input type="text"/>
<input type="button" value="Save New Student"/>	

1) Enter the student’s contact email address. It is important that the learner’s personal email address is provided here and not a work or college address.

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

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adaQ Centre Admin

The student has been added.

Record Saved

<p>Add New Student:</p> <p>*First Name <input type="text"/></p> <p>Last Name <input type="text"/></p> <p>External Reference <input type="text"/></p> <p>Email <input type="text"/></p> <p>*DOB <input type="text"/> dd/mm/yyyy</p> <p>Gender <input type="radio"/> M <input type="radio"/> F</p> <p>ULN <input type="text"/></p> <p style="text-align: right;"><input type="button" value="Save New Student"/></p>	<p>Add Existing Student:</p> <p><small>Note: for existing students, search student using Student Reference number to avoid creating duplicate student entries with different Reference numbers, or contact us.</small></p> <p>Search: <input type="text" value="42079"/> <input type="button" value="ITEC Student Reference"/> <input type="button" value="Search Existing Student"/></p> <table border="1"> <thead> <tr> <th>Student Name</th> <th>DOB</th> <th>Email</th> <th>Edit</th> </tr> </thead> <tbody> <tr> <td>1 Demo test2 - 42079</td> <td>01/01/1999</td> <td></td> <td><input type="button" value="Save Existing Student"/></td> </tr> </tbody> </table>	Student Name	DOB	Email	Edit	1 Demo test2 - 42079	01/01/1999		<input type="button" value="Save Existing Student"/>
Student Name	DOB	Email	Edit						
1 Demo test2 - 42079	01/01/1999		<input type="button" value="Save Existing Student"/>						

1) The student has been added.



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1) Go to the Review tab..

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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 'VaDaa 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). Below this is a 'Booking Actions' section with three numbered steps: 1. 'Send Booking Request Preferences', 2. 'Send Enrolments', and 3. 'Create First Free Onscreen Theory Referral Bookings'. 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 the actions is a 'Booking Qualification & Student' table:

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	

Each row in the table has 'Student' and 'Exam Unit' buttons. Below the table is a 'Booking Examiner Confirmation' section with fields for 'Examiner Name', 'Confirmed Date', 'Confirmed Days', 'Email', and 'Exam Address'. At the bottom, there is a '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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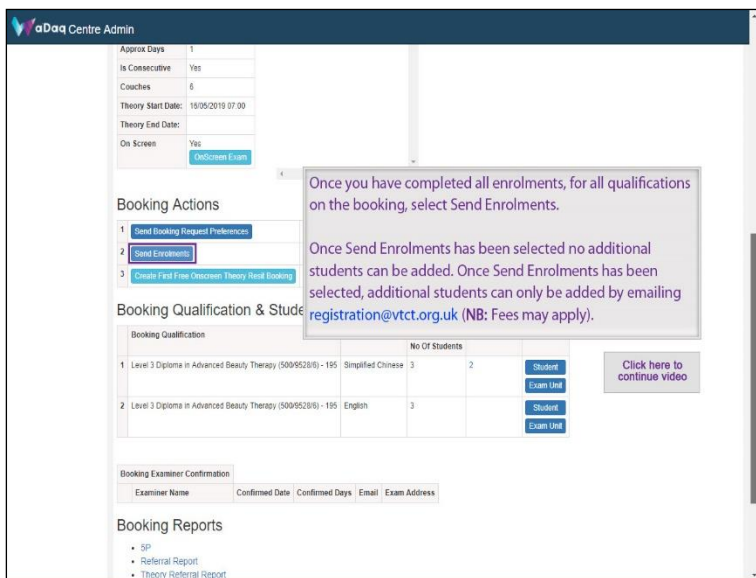
The screenshot shows the 'VaDaa Centre Admin' interface. On the left is a navigation menu with items like 'Theory OnScreen', 'Online IA Claim', 'Student Search', 'Login Admin', 'Campus', 'ePortfolio', 'Document Library', 'Help', 'Change Password', and 'Logout'. The main content area is titled 'Booking Preferences' and includes a 'Booking Stage' table:

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

A callout box next to the table says: 'Your booking request has been received by ITEC.' Below the table is a 'Booking Actions' section with two numbered steps: 1. 'Send Booking Request Preferences' and 2. 'Send Enrolments'. The first step has a note: 'Notify us after ADDING booking qualifications & addresses. Click (Send Booking Request Preferences) Record saved.' The second step has a note: 'IMPORTANT! Notify us after completing enrolments by clicking the (Send Enrolments) button'.

1) Your booking request has been received by ITEC.

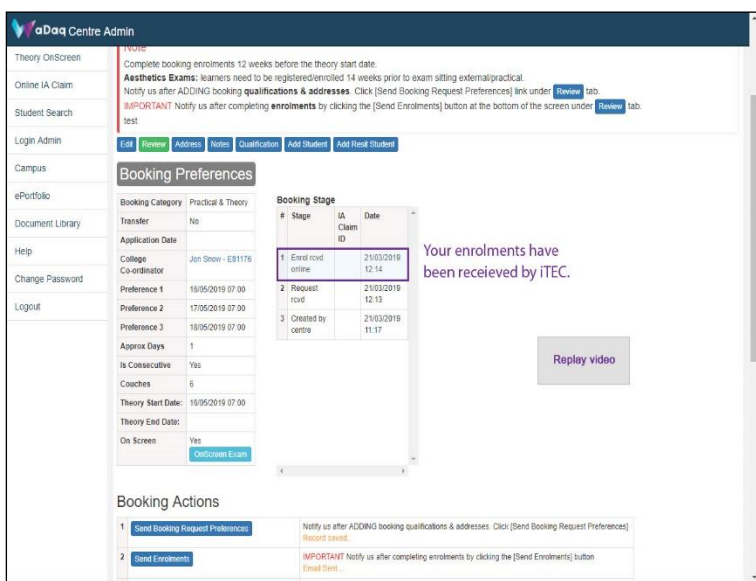
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1) Once you have completed all enrolments, for all qualifications on the booking, select Send Enrolments.

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 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
2.0	Customer Support Manager	30/08/2022	Slides 17, 18 and 19 updated	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