How to enrol students on to an existing booking

August 2022
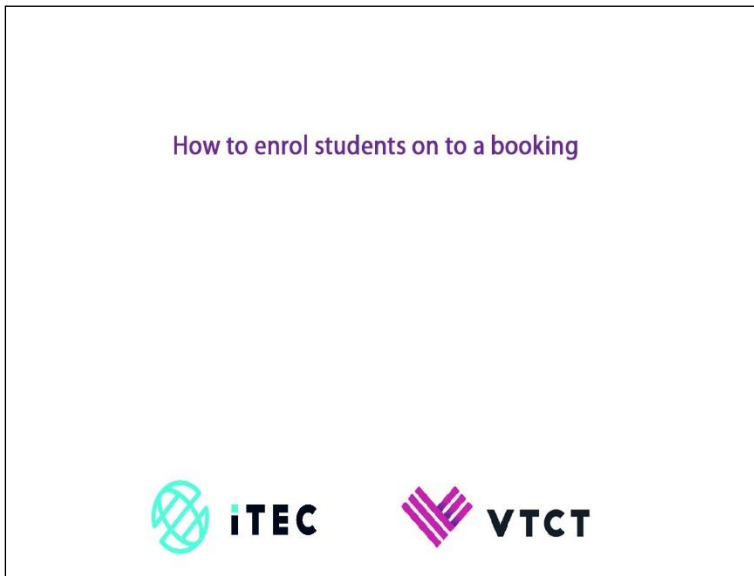
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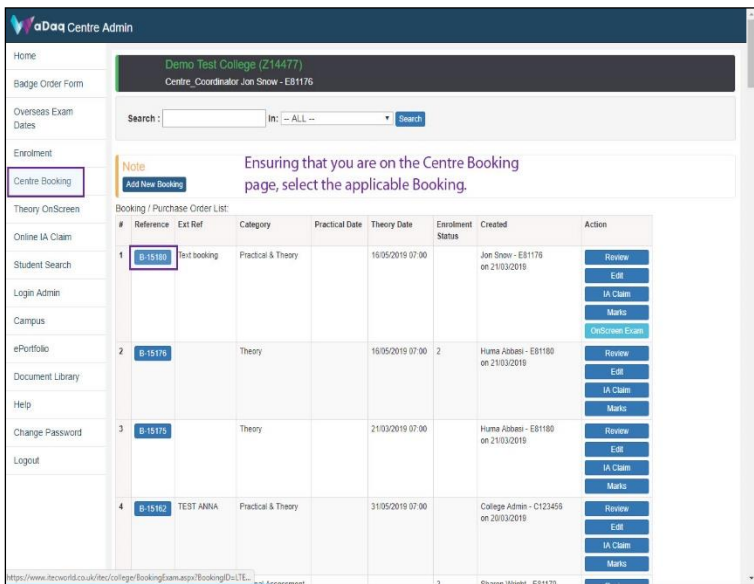If printed this document becomes uncontrolled

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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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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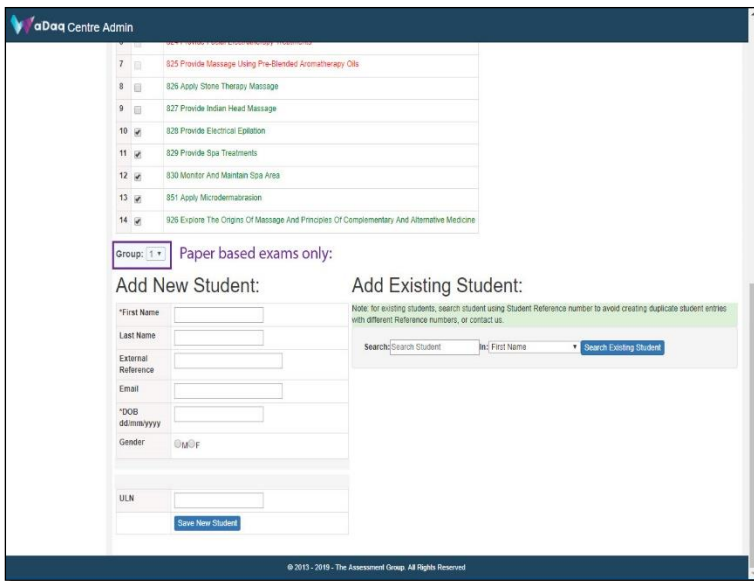If printed this document becomes uncontrolled

Slide5

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

Slide6

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**.
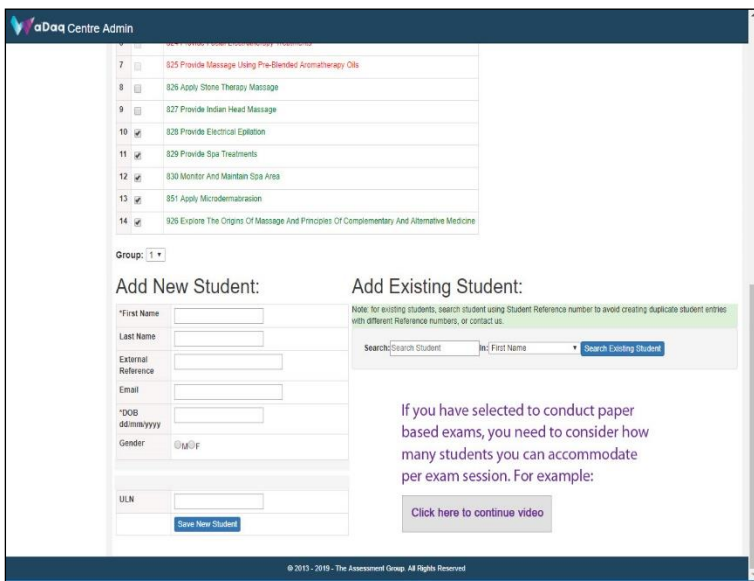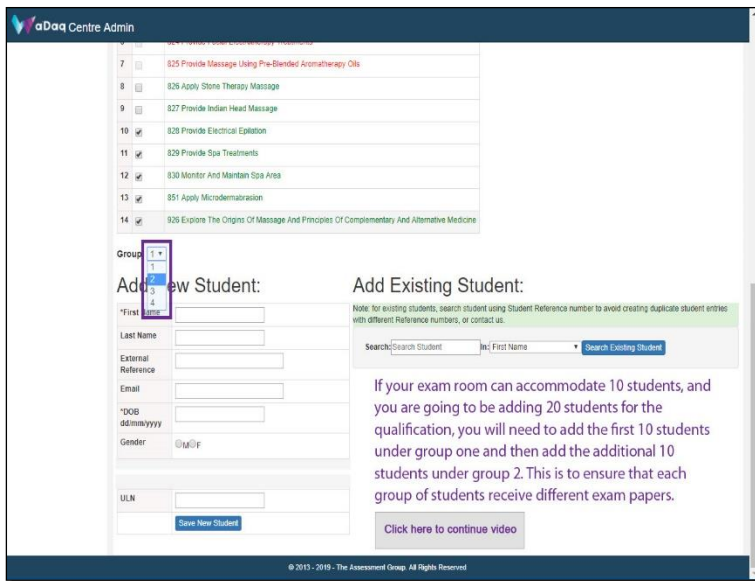
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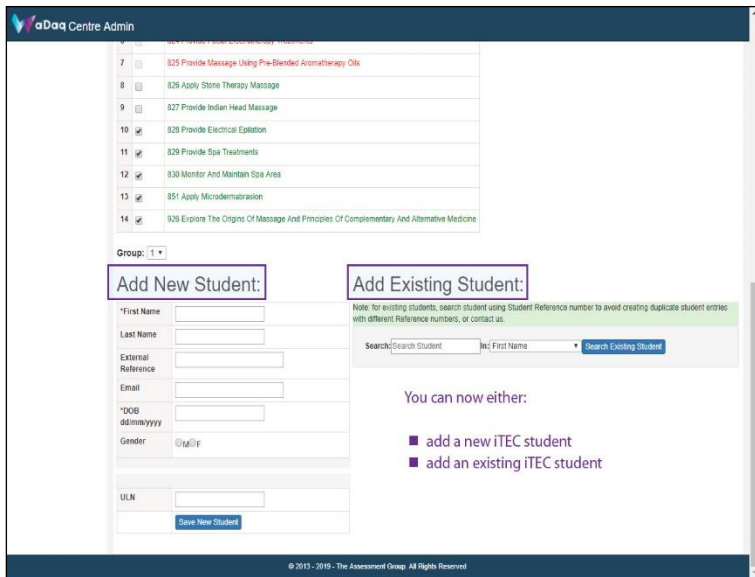**Slide7**

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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Slide9

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.
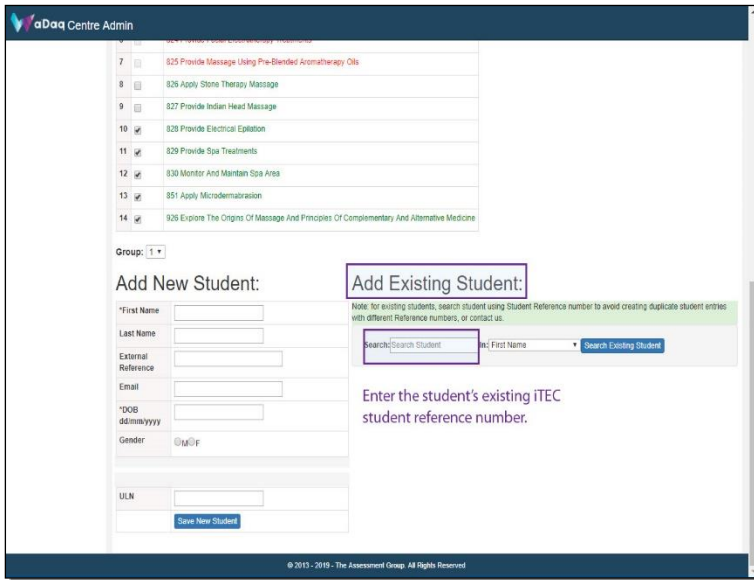
Slide10

1) You can now either:

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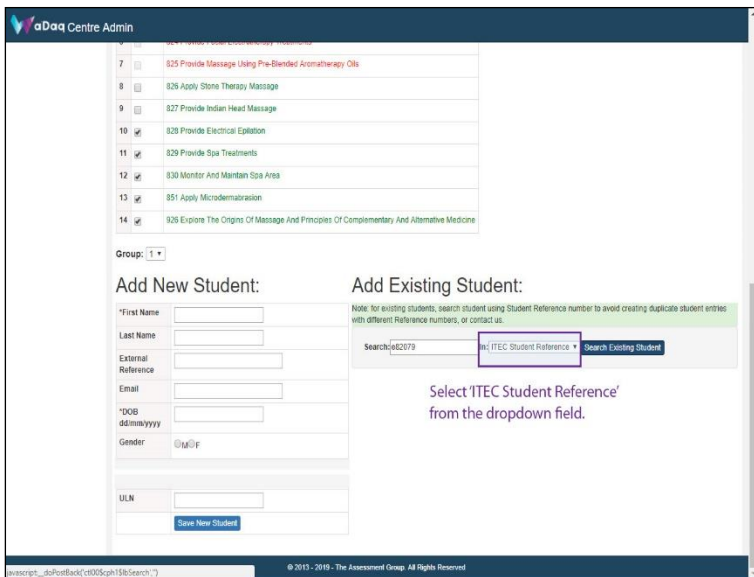- add an existing iTEC student

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Slide11

1) Add an existing student:

Enter the student's existing iTEC student reference number.

Slide12

1) Select 'ITEC Student Reference' from the dropdown field.
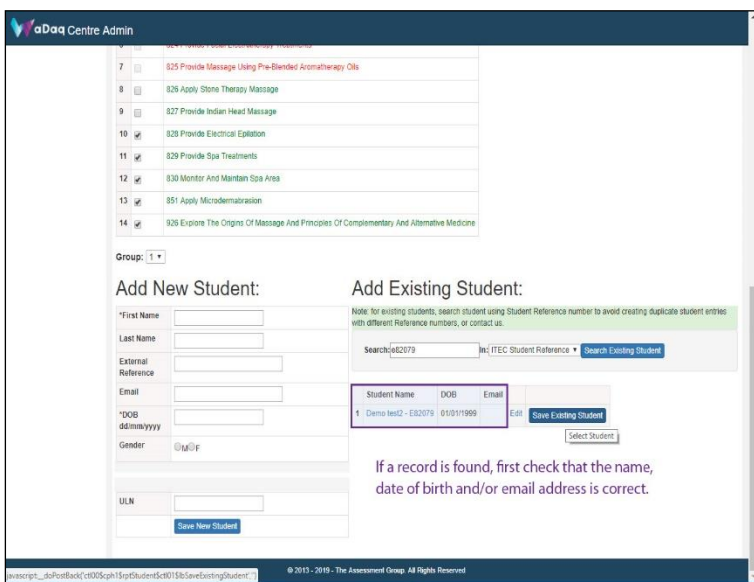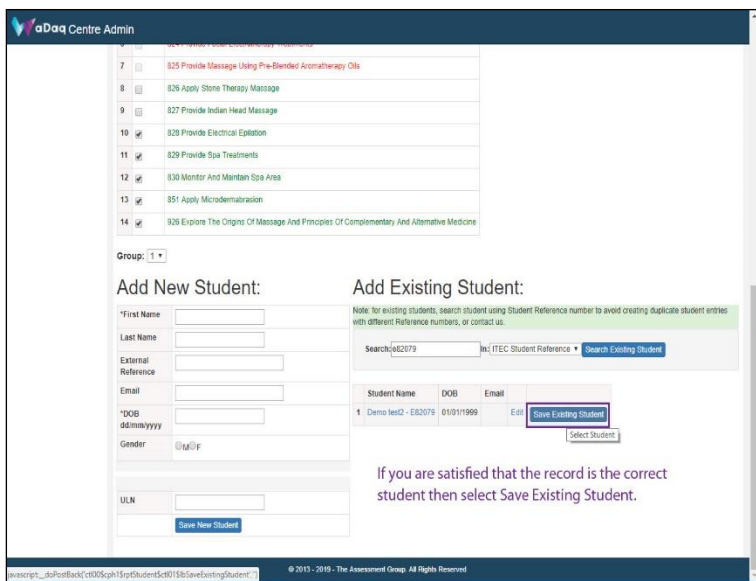
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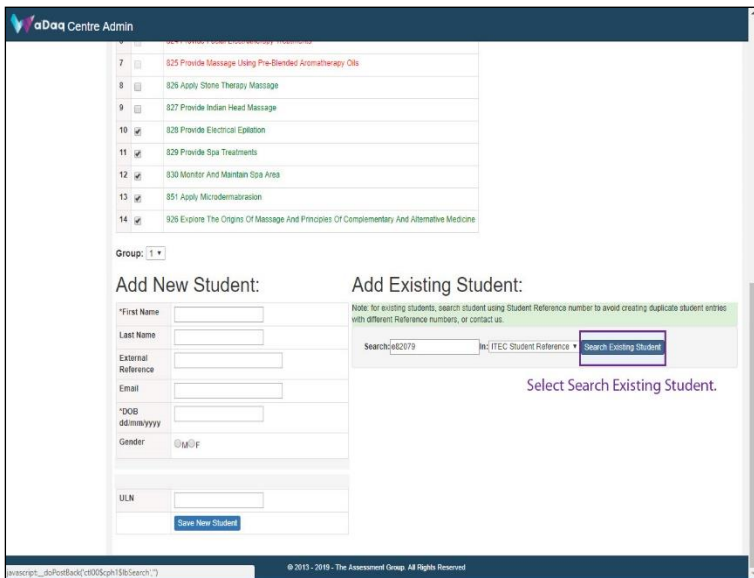
Slide13

1) Select Search Existing Student.

Slide14

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

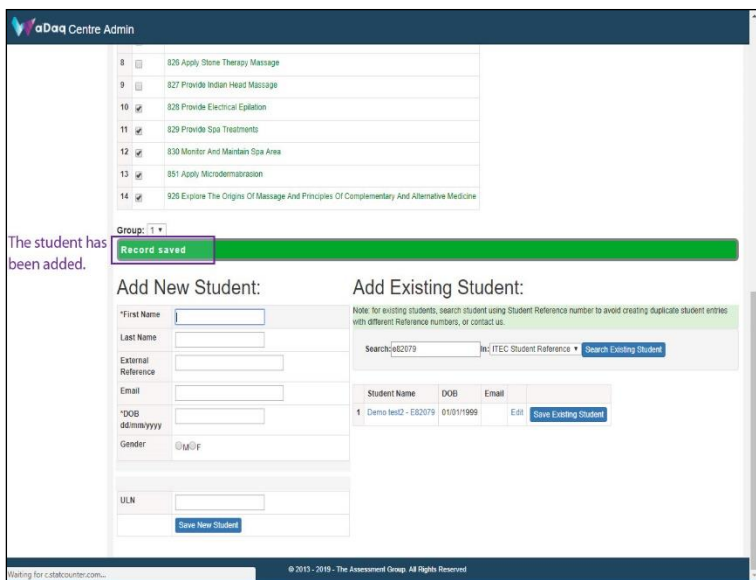How to enrol students on to an existing booking_v2.0 August 2022
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Slide15

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)

Slide18

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

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Slide19

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.

Slide20

1) The student has been added.

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Slide21

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.

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Slide23

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

Slide24

1) Your booking request has been received by iTEC.

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Slide25
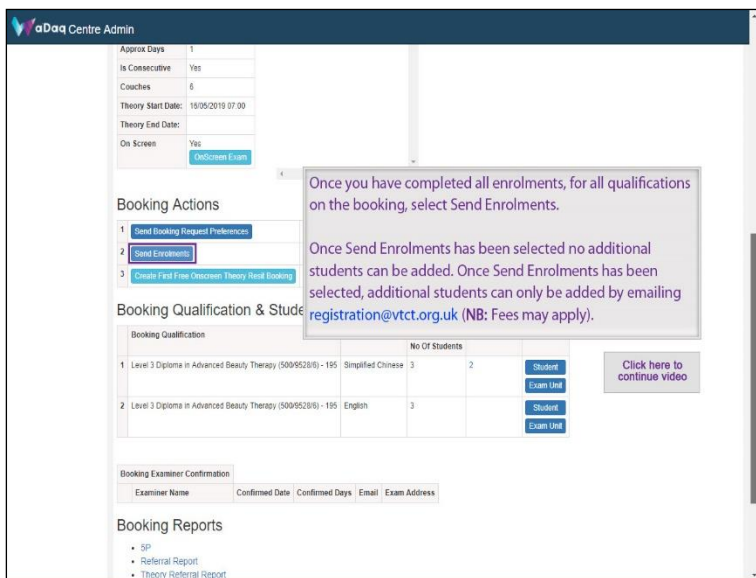
1) Once you have completed all enrolments, for all qualifications on the booking, select Send Enrolments.

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).

Slide26
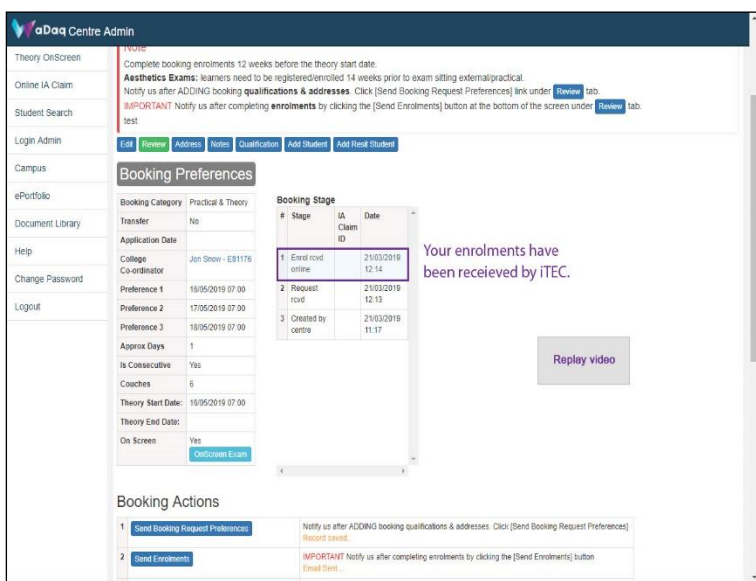
1) Your enrolments have been received by iTEC.

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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

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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

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