



# How to create a booking and enrol students – Level 4/5 Aesthetics

February 2020



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## 1. How to create a booking and enrol students

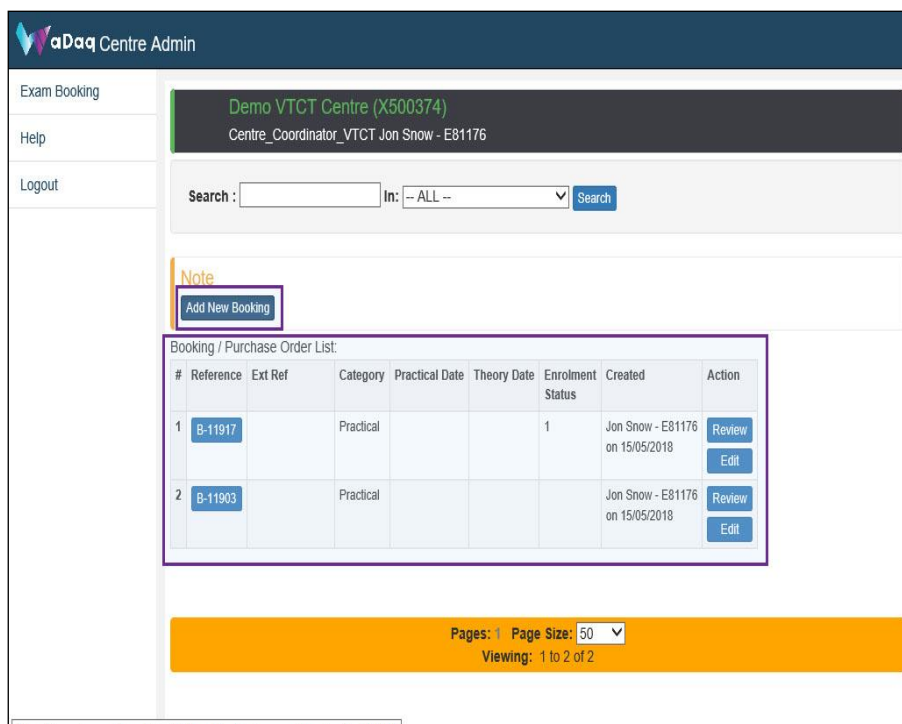
Bookings and enrolments are processed via the iTEC customer portal: <https://itecworld2.co.uk/college/Login.aspx>

1) Once logged in you will be taken to the Exam Booking page where any existing bookings will be displayed.

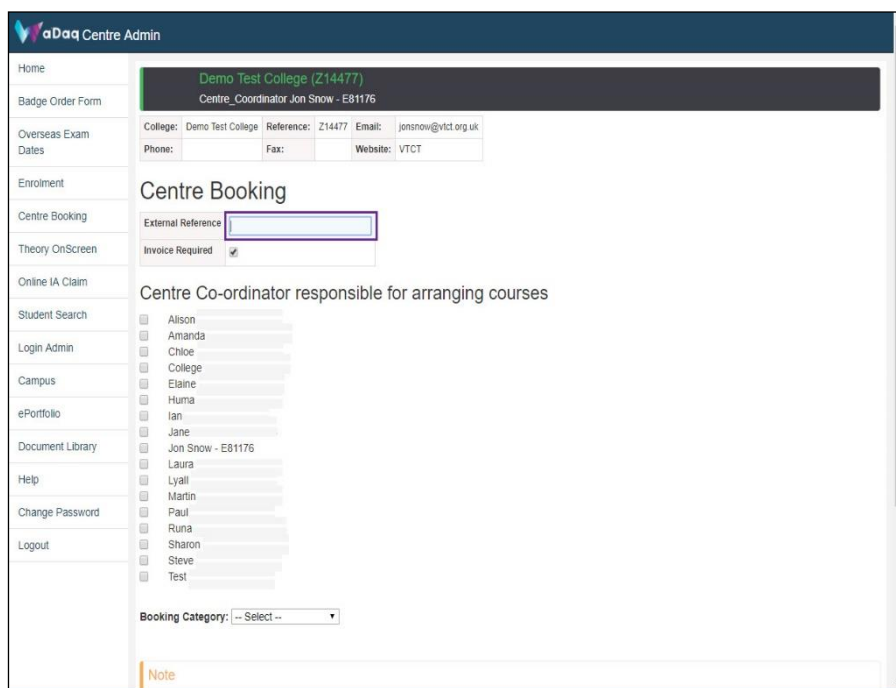
To make a new booking select Add New Booking\*.

\*Before creating a booking you must first register your learners on their qualification via VTCT’s Linx2Online system. Learners will be available to enroll on a booking 2 working days after completion of a successful registration.

For help with registering learners please view the Level 4/5 Aesthetic support pack [here](#).



2) Give the booking a name.





3) Select the name of the centre co-ordinator responsible for arranging the booking.

**aDaq Centre Admin**

Exam Booking

Help

Logout

**Demo VTCT Centre (X500374)**  
Centre\_Coordinator\_VTCT Jon Snow - E81176

College: Demo VTCT Centre Reference: X500374 Email: jonsnow@vtct.org.uk  
Phone: Fax: Website:

### Exam Booking

External Reference:

Centre Co-ordinator responsible for arranging courses

Jon Snow - E81176

Booking Category: -- Select --

**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](#)

4) Select Booking Category 'Practical'.

**aDaq Centre Admin**

Exam Booking

Help

Logout

**Demo VTCT Centre (X500374)**  
Centre\_Coordinator\_VTCT Jon Snow - E81176

College: Demo VTCT Centre Reference: X500374 Email: jonsnow@vtct.org.uk  
Phone: Fax: Website:

### Exam Booking

External Reference:

Centre Co-ordinator responsible for arranging courses

Jon Snow - E81176

Booking Category: **Practical**

### Date Preference

**Please note for practical requests we require 12 weeks notice.**

Practical Date	Date dd/mm/yyyy	Time HH:mm
Preference 1	<input type="text"/>	07 : 00
Preference 2	<input type="text"/>	07 : 00
Preference 3	<input type="text"/>	07 : 00



5) 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.

\*Learners may be required to be on-programme for a minimum duration from registration before they are entered into the practical examination. Please check the qualification specification for further information.

**aDaq Centre Admin**

### 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.

**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](#)

6) Enter the number of days the exam will be conducted over (this will always be 1) and the number of couches that will be available. Each learner requires 1 couch and 1 trolley. So, if your booking is for 2 learners, at least 2 needs to be entered.

**aDaq Centre Admin**

### Date Preference

**Please note for practical requests we require 12 weeks notice**

Practical Date	Date dd/mm/yyyy	Time HH:mm
Preference 1	11/07/2018	10 : 00
Preference 2	12/07/2018	11 : 00
Preference 3	13/07/2018	13 : 00

Approx Days:

No of Couches:

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

**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](#)



7) If the 3 dates you have entered are not consecutive, untick the box and use the \*notes tab to provide details as to why.

\*we will cover using the notes tab later.

**aDaq Centre Admin**

### Date Preference

**Please note for practical requests we require 12 weeks notice**

Practical Date	Date dd/mm/yyyy	Time HH:mm
Preference 1	11/07/2018	10 : 00
Preference 2	28/07/2018	13 : 00
Preference 3	31/07/2018	12 : 00

Approx Days:

No of Couches:

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

**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](#)

8) Select Save Booking.

**aDaq Centre Admin**

### Date Preference

**Please note for practical requests we require 12 weeks notice**

Practical Date	Date dd/mm/yyyy	Time HH:mm
Preference 1	11/07/2018	10 : 00
Preference 2	12/07/2018	11 : 00
Preference 3	13/07/2018	13 : 00

Approx Days:

No of Couches:

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

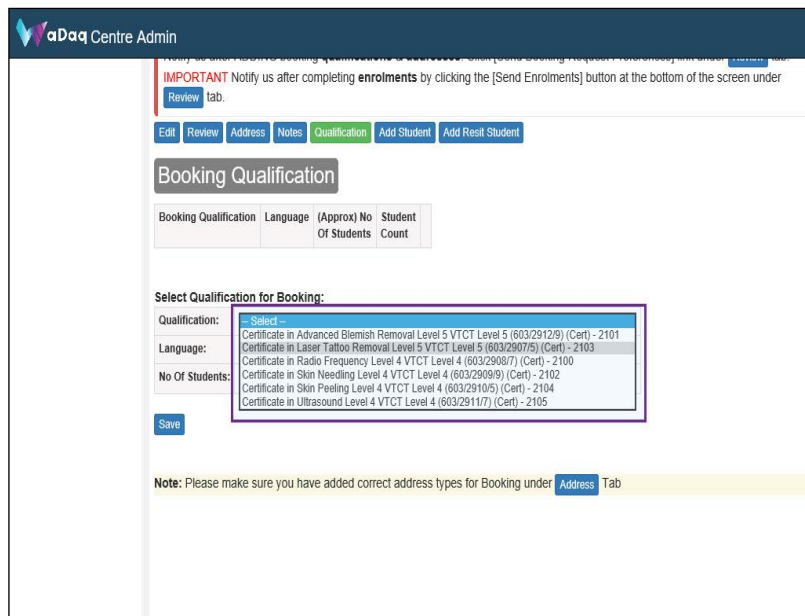
**Note**  
 Complete booking enrolments 12 weeks before the theory start date.  
 Notify us after ADDING booking **qualifications & addresses** under [Review](#) tab.  
 Click [Send Booking Request Preferences] link to ensure that we receives your booking details.  
 Notify us after completing **enrolments** under [Review](#) tab. Click [Send Booking Enrolments] link.

[Save Booking](#)

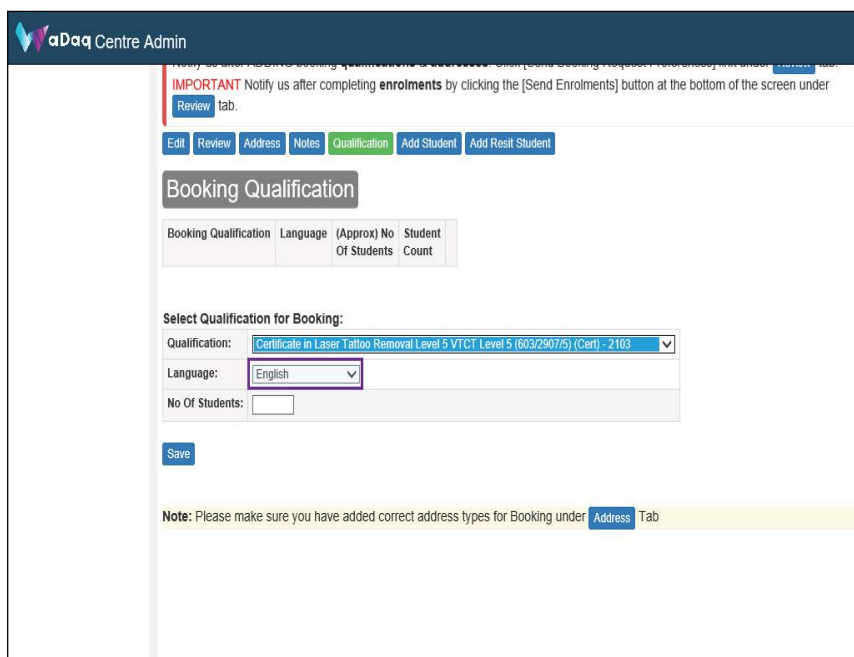
9) Select the Qualification tab.



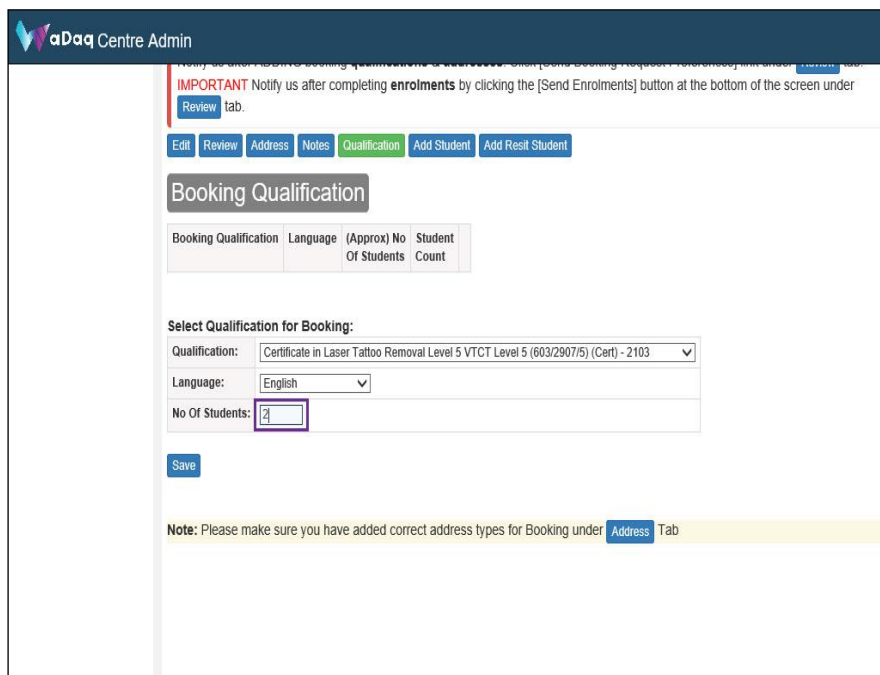
10) Select the Qualification for this booking.



11) Leave Language as English.



12) Enter the number of learners for this booking.



**IMPORTANT** Notify us after completing **enrolments** by clicking the [Send Enrolments] button at the bottom of the screen under [Review](#) tab.

[Edit](#) [Review](#) [Address](#) [Notes](#) [Qualification](#) [Add Student](#) [Add Resit Student](#)

### Booking Qualification

Booking Qualification	Language	(Approx) No Of Students	Student Count
-----------------------	----------	-------------------------	---------------

Select Qualification for Booking:

Qualification: Certificate in Laser Tattoo Removal Level 5 VTCT Level 5 (603/2907/5) (Cert) - 2103

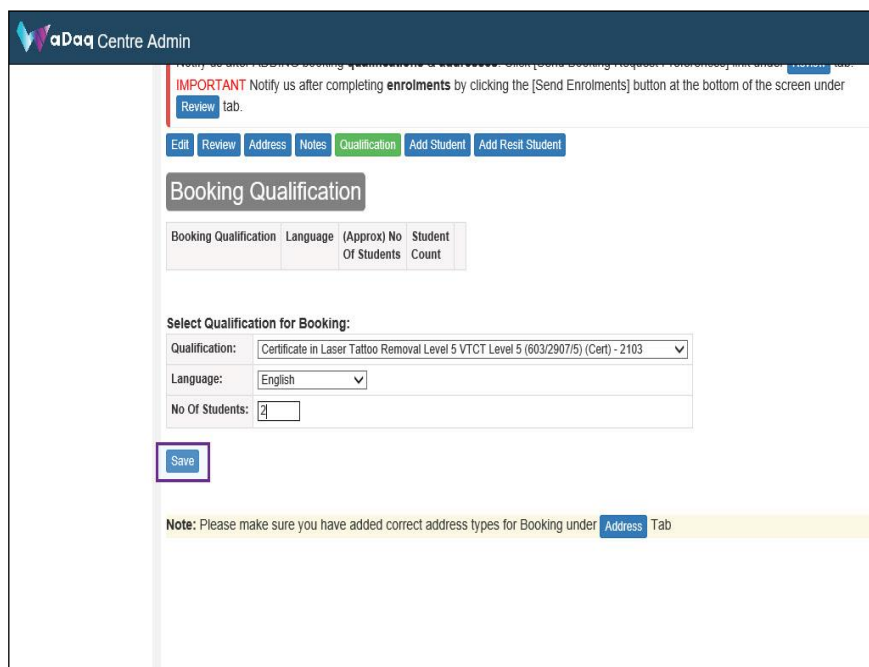
Language: English

No Of Students:

[Save](#)

**Note:** Please make sure you have added correct address types for Booking under [Address](#) Tab

13) Select Save.



**IMPORTANT** Notify us after completing **enrolments** by clicking the [Send Enrolments] button at the bottom of the screen under [Review](#) tab.

[Edit](#) [Review](#) [Address](#) [Notes](#) [Qualification](#) [Add Student](#) [Add Resit Student](#)

### Booking Qualification

Booking Qualification	Language	(Approx) No Of Students	Student Count
-----------------------	----------	-------------------------	---------------

Select Qualification for Booking:

Qualification: Certificate in Laser Tattoo Removal Level 5 VTCT Level 5 (603/2907/5) (Cert) - 2103

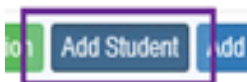
Language: English

No Of Students:

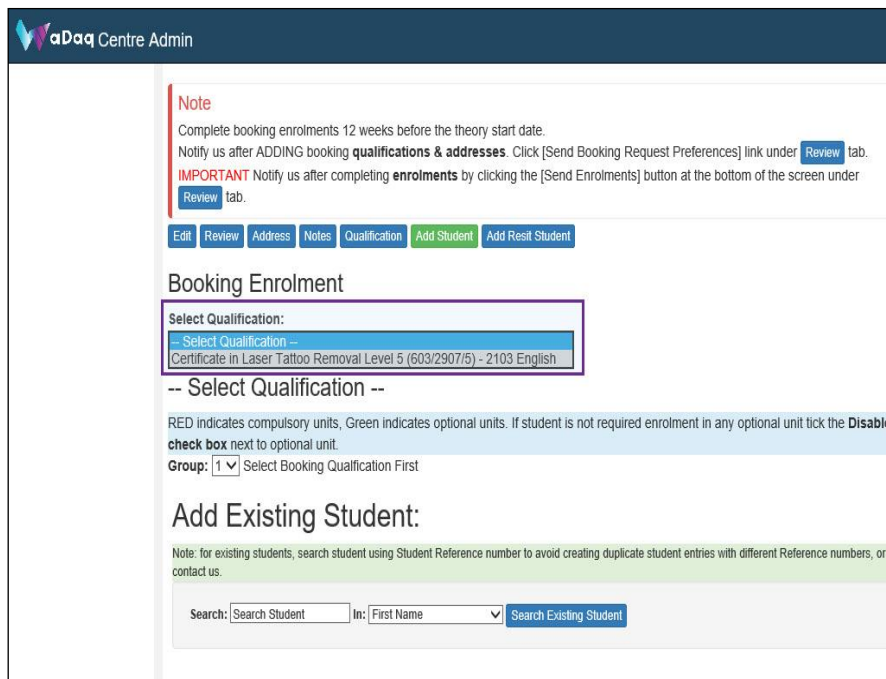
[Save](#)

**Note:** Please make sure you have added correct address types for Booking under [Address](#) Tab

14) Select the Add Student tab.



15) Select the Qualification.

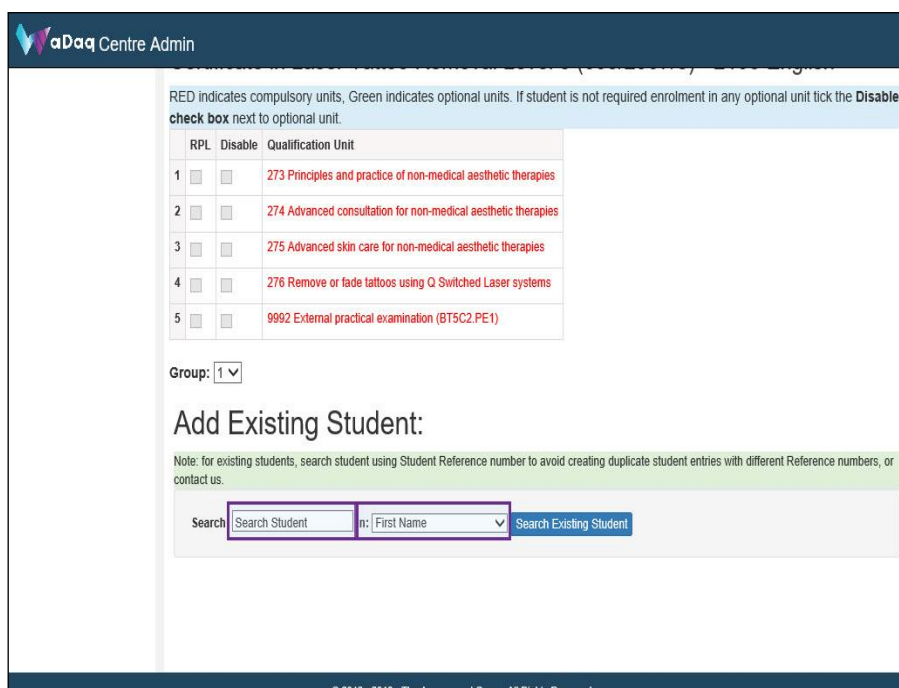


16) You have two options for adding students , Add New Student and Add Existing Student.

Use the Add Existing Student option as your learners will have already been added as users\*.

\*Before enrolling learners you must first register them on their qualification via VTCT’s Linx2Online system. Learners will be available to enroll 2 working days after completion of a successful registration.

For help with registering learners please view the Level 4/5 Aesthetic support pack [here](#).





17) Enter the required search criteria and select Search Existing Student.

**aDaq Centre Admin**

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.

RPL	Disable	Qualification Unit
1	<input type="checkbox"/>	273 Principles and practice of non-medical aesthetic therapies
2	<input type="checkbox"/>	274 Advanced consultation for non-medical aesthetic therapies
3	<input type="checkbox"/>	275 Advanced skin care for non-medical aesthetic therapies
4	<input type="checkbox"/>	276 Remove or fade tattoos using Q Switched Laser systems
5	<input type="checkbox"/>	9992 External practical examination (BT5C2.PE1)

Group: 1

### 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:  In:

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18) Learners matching your search criteria will be displayed.

**aDaq Centre Admin**

RPL	Disable	Qualification Unit
1	<input type="checkbox"/>	273 Principles and practice of non-medical aesthetic therapies
2	<input type="checkbox"/>	274 Advanced consultation for non-medical aesthetic therapies
3	<input type="checkbox"/>	275 Advanced skin care for non-medical aesthetic therapies
4	<input type="checkbox"/>	276 Remove or fade tattoos using Q Switched Laser systems
5	<input type="checkbox"/>	9992 External practical examination (BT5C2.PE1)

Group: 1

### 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.

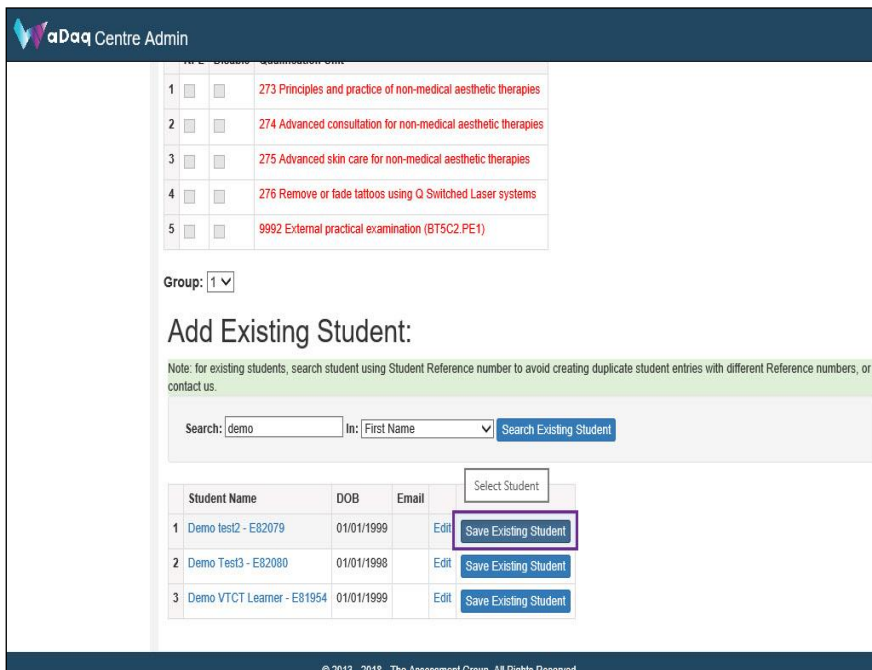
Search:  In:

Student Name	DOB	Email	Select Student
1 Demo test2 - E82079	01/01/1999	<input type="button" value="Edit"/>	<input type="button" value="Save Existing Student"/>
2 Demo Test3 - E82080	01/01/1998	<input type="button" value="Edit"/>	<input type="button" value="Save Existing Student"/>
3 Demo VTCT Learner - E81954	01/01/1999	<input type="button" value="Edit"/>	<input type="button" value="Save Existing Student"/>

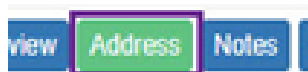
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19) Select Save Existing Student for the learner you want to add to the booking.

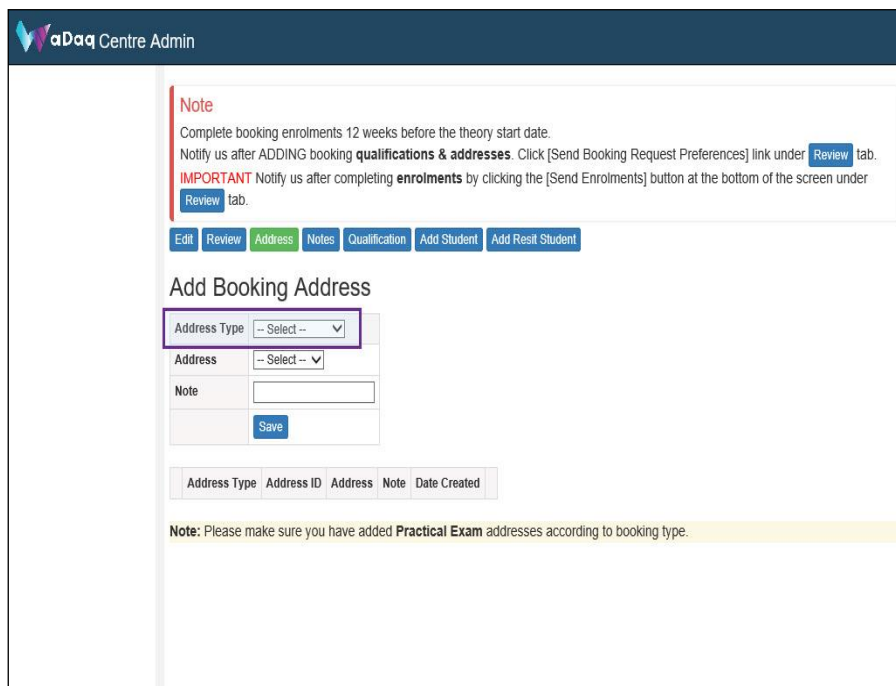
Repeat these steps to add further learners to the booking.



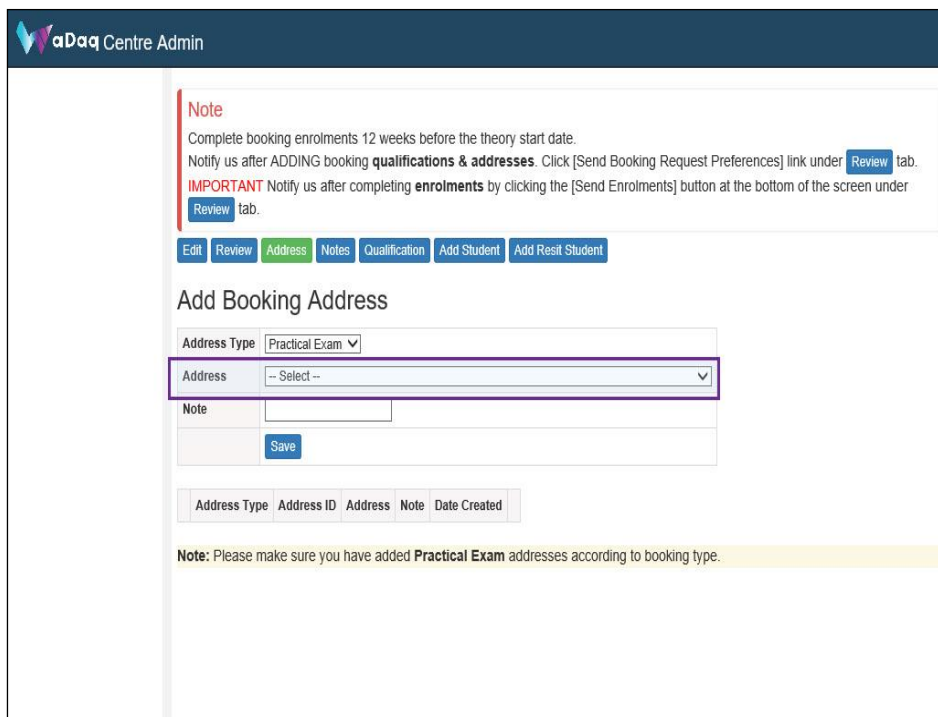
20) Go to the Address tab.



21) Select address type Practical Exam.



22) Select the address.



**Note**  
Complete booking enrolments 12 weeks before the theory start date.  
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.

[Edit](#) [Review](#) [Address](#) [Notes](#) [Qualification](#) [Add Student](#) [Add Resit Student](#)

### Add Booking Address

Address Type:

Address:

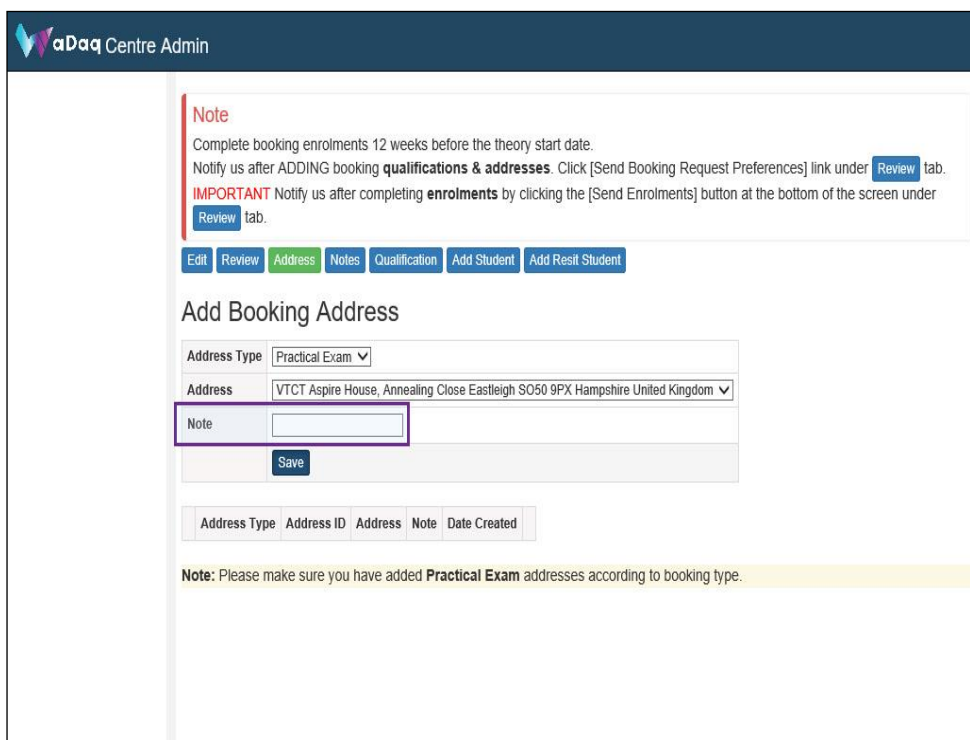
Note:

[Save](#)

Address Type	Address ID	Address	Note	Date Created
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**Note:** Please make sure you have added **Practical Exam** addresses according to booking type.

23) Add any additional notes, for example specific building entry requirements for the examiner.



**Note**  
Complete booking enrolments 12 weeks before the theory start date.  
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.

[Edit](#) [Review](#) [Address](#) [Notes](#) [Qualification](#) [Add Student](#) [Add Resit Student](#)

### Add Booking Address

Address Type:

Address:

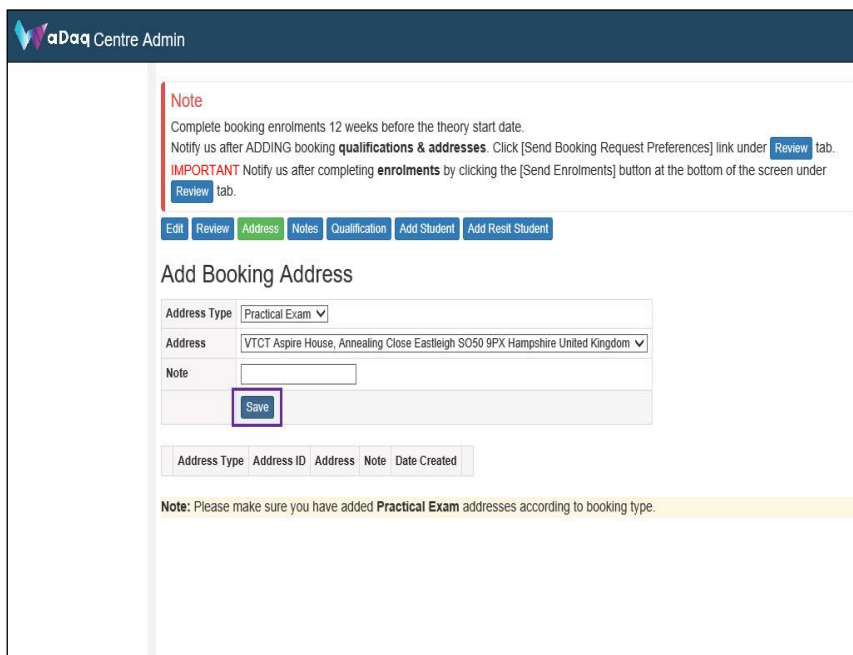
Note:

[Save](#)

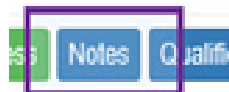
Address Type	Address ID	Address	Note	Date Created
--------------	------------	---------	------	--------------

**Note:** Please make sure you have added **Practical Exam** addresses according to booking type.

24) Select Save.



25) If you did not enter consecutive preferred dates for the practical exam, select the Notes tab and enter details explaining why.



26) Select the Review tab.





27) To complete the booking, under Booking Actions you need to select both the **Send Booking Report Preferences** and **Send Enrolments** buttons.

The screenshot shows the 'aDaq Centre Admin' interface. At the top, there are settings for 'Approx Days' (1), 'Is Consecutive' (Yes), and 'Couches' (10). Below this is the 'Booking Actions' section, which contains two items: '1. Send Booking Request Preferences' and '2. Send Enrolments'. Both buttons are highlighted with a purple box. To the right of these buttons, there are instructions: 'Notify us after ADDING booking qualifications & addresses. Click [Send Booking Request Preferences]' and 'IMPORTANT Notify us after completing enrolments by clicking the [Send Enrolments] button'. Below the actions is a table for 'Booking Qualification & Student' with columns for 'Booking Qualification', 'Language', '(Approx) No Of Students', and 'Student Count'. The table contains one row: '1 Certificate in Advanced Blemish Removal Level 5 (603/2912/9) - 2101', 'English', '10', and '0'. There are 'Student' and 'Exam Unit' buttons next to the '0' in the 'Student Count' column. Below the table is a 'Booking Examiner Confirmation' section with a table for 'Examiner Name', 'Confirmed Date', 'Confirmed Days', 'Email', and 'Exam Address'. At the bottom, there is a 'Booking Reports' section with a list: '1. 5P', '2. Referral Report', and '3. Practical Report'.

28) When selected, Send Booking Report Preferences will show **Record saved.**

When selected, Send Enrolments will show **Email sent...**

This screenshot is similar to the previous one, but it shows the state after the actions have been performed. The 'Send Booking Request Preferences' button now has a purple box around it with the text 'Record saved.' to its right. The 'Send Enrolments' button also has a purple box around it with the text 'Email Sent.' to its right. The rest of the interface, including the settings, the 'Booking Qualification & Student' table, and the 'Booking Reports' list, remains the same as in the previous screenshot.



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](mailto:customersupport@vtct.org.uk)



Document amendment history page

Version	Document Owner	Issue Date	Changes	Role
1	Customer Support Manager	07/02/2020	New document	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	07/02/2020