

Registering a learner on a full qualification

July 2026

Version 8.0



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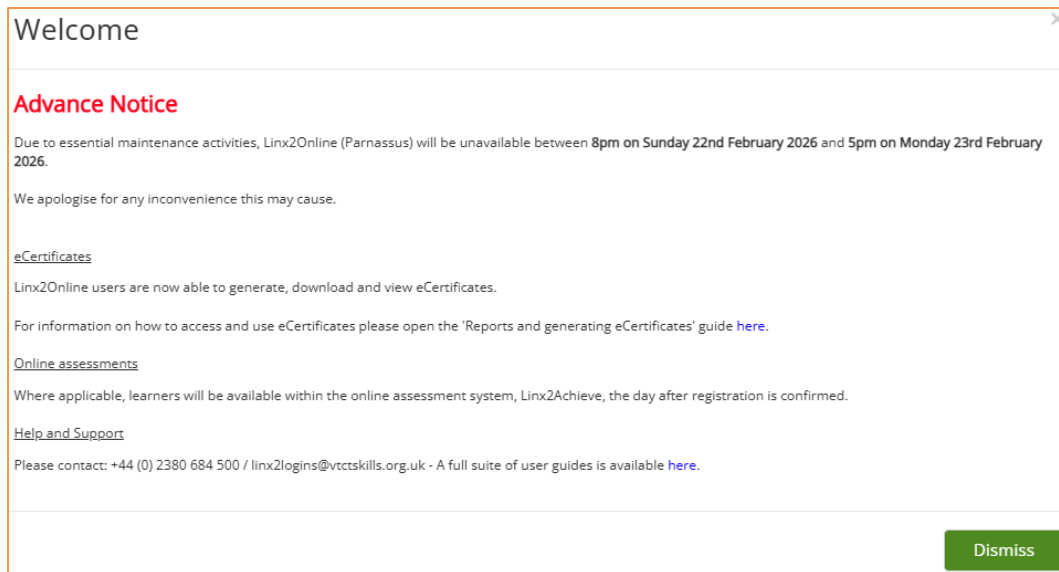
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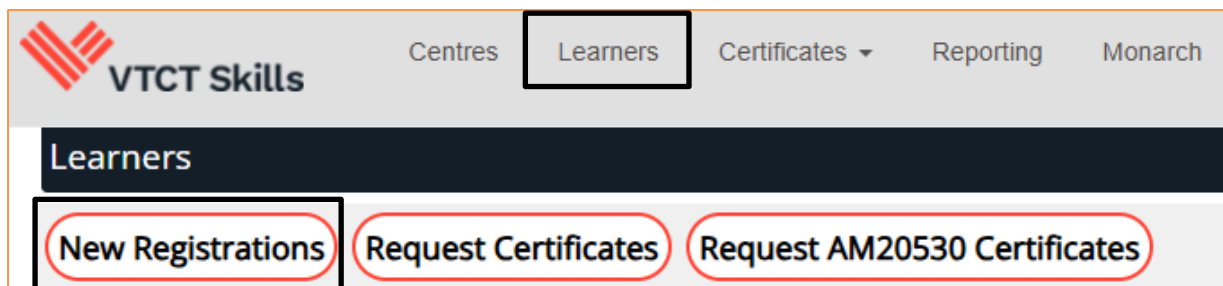
1. Logging in and the Welcome page

- a. Certification administration is performed within our Linx2Online system. For a login link please go to the [Linx2Online](#) page and select 'Log in to Linx2Online'.
- b. Upon logging in you will be presented with the Welcome page. The Welcome page displays any important updates so please take a moment to read this page each time you login.



1.1. Data entry options

- a. Ensuring that you are on the Learners page, select "New Registrations".

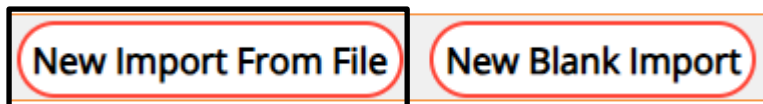


- b. There are two options for registering learners.
 1. [New Import From File](#) (requires completion of an Excel file)
 2. [New Blank Import](#) (no Excel file required)

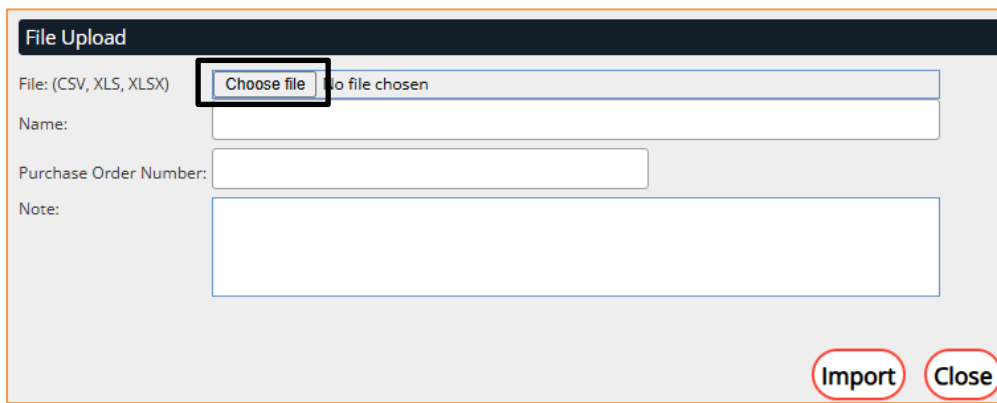
1.1.1. New Import From File

This method requires the completion of the Excel registration file template.

- a. If you have prepared an import file, select “New Import From File”. See this [article](#) for file templates and guidance on completing the file.



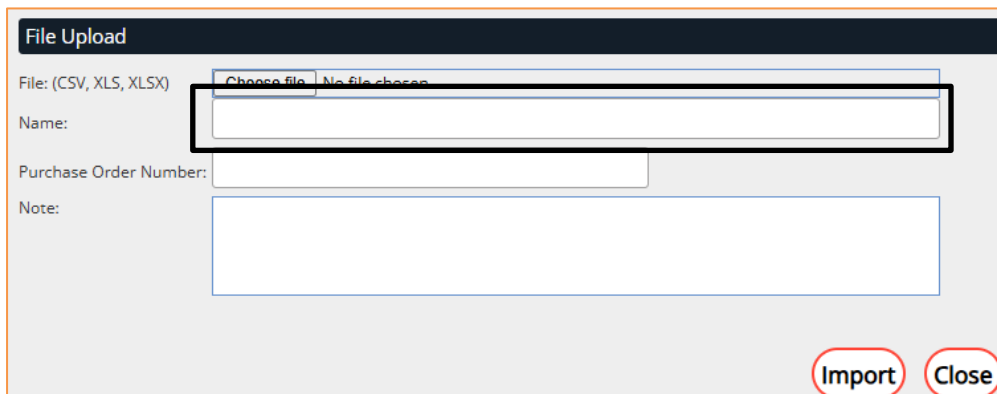
- b. Select “Browse” or “Choose file” to locate and select your saved import file.



The screenshot shows a 'File Upload' form. At the top, it says 'File: (CSV, XLS, XLSX)'. Below this is a text input field with a 'Choose file' button next to it. The text 'No file chosen' is visible to the right of the button. Below the file selection area are three input fields: 'Name:', 'Purchase Order Number:', and 'Note:'. At the bottom right of the form are two buttons: 'Import' and 'Close'.

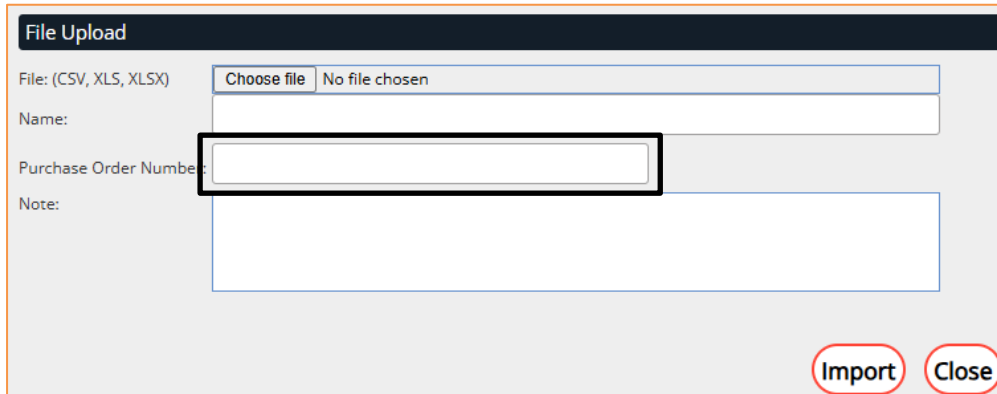
- c. Name your file. You may enter any name you wish. An example would be the learner or cohort name.

Registrations file names must be unique. If you receive an error, change the file name - for example you add **_v2** to the end of the existing file name. You will need to try different name combinations until a unique file name has been created.



The screenshot shows the same 'File Upload' form. In this view, the 'Name:' input field is highlighted with a red border. The 'Choose file' button and 'No file chosen' text are still visible. The 'Purchase Order Number:' and 'Note:' fields are also present. The 'Import' and 'Close' buttons are at the bottom right.

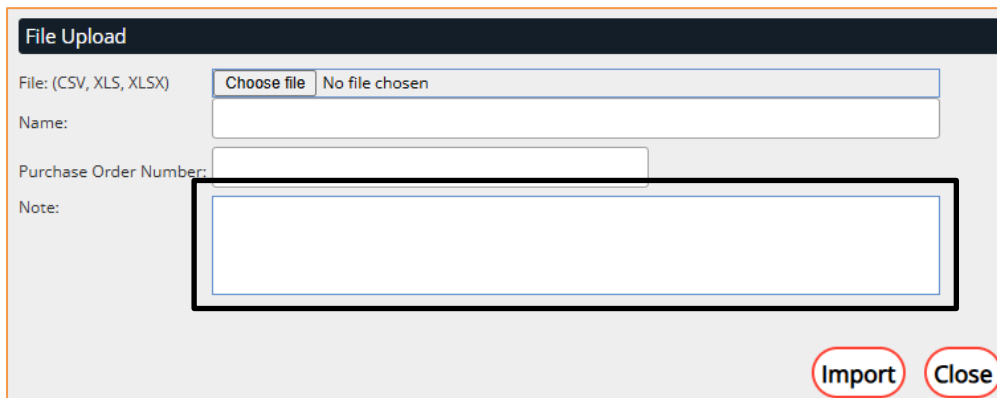
- d. If you use purchase order numbers enter it in the “Purchase Order Number:” field.



The screenshot shows the 'File Upload' form. The 'Purchase Order Number:' field is highlighted with a black rectangular box. The form includes a file selection area with 'Choose file' and 'No file chosen' buttons, a 'Name:' text box, a 'Note:' text box, and 'Import' and 'Close' buttons at the bottom right.

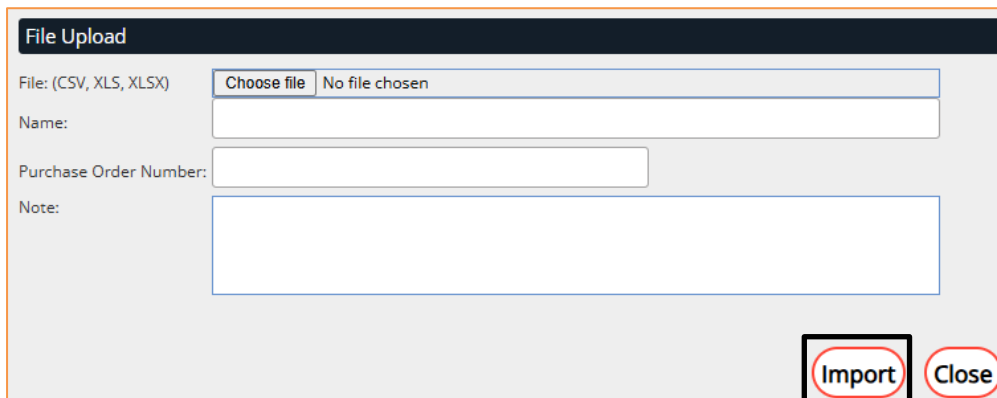
- e. You can enter a note for this registration file. This note will stay attached to the file and can be accessed after the file has been processed.

Whilst VTCT can view the content, notes are for centre use only and are not a method of communication.



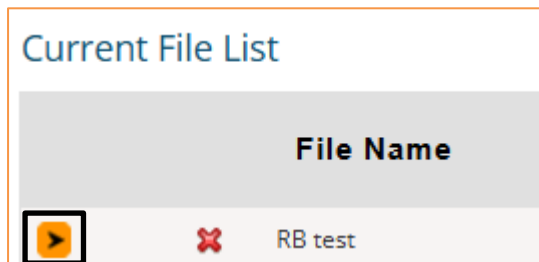
The screenshot shows the 'File Upload' form. The 'Note:' text box is highlighted with a black rectangular box. The form includes a file selection area with 'Choose file' and 'No file chosen' buttons, a 'Name:' text box, a 'Purchase Order Number:' text box, and 'Import' and 'Close' buttons at the bottom right.

- f. Select “Import”.



The screenshot shows the 'File Upload' form. The 'Import' button is highlighted with a black rectangular box. The form includes a file selection area with 'Choose file' and 'No file chosen' buttons, a 'Name:' text box, a 'Purchase Order Number:' text box, a 'Note:' text box, and a 'Close' button at the bottom right.

- g. The file has been imported. Select the orange/black arrow icon to the left of the file name.



- h. The learner(s) from the import file will be listed.

Learner Code	First Name	Middle Name(s)	Last Name	DOB	Learner Email	Qual. Code	Site Code	[Reg. Date]
		RB	Learner	01/02/2001		AB30029 (VTCT Level 3 NVQ Diploma in Beauty Therapy General)	577/002	01/11/2024

At this point it is good practice to perform a check of the details, learner names, dates of birth, qualifications for example. Requests for amendments to these details post-registration may incur fees.

If you need to amend anything, select the orange/black arrow icon to the left of the applicable learner. If you need to remove a learner, select the red X to the left of the applicable learner.

Learner Code	First Name	Middle Name(s)	Last Name	DOB	Learner Email	Qual. Code	Site Code	[Reg. Date]
		RB	Learner	01/02/2001		AB30029 (VTCT Level 3 NVQ Diploma in Beauty Therapy General)	577/002	01/11/2024

- i. Some of the learners may appear in a pink colour, which means there is an error with the details. To view the error message select the error report icon.

Learner Code	First Name	Middle Name(s)	Last Name	DOB	Learner Email
			RB		Learner

To correct the error, select the orange/black arrow icon to the left of the error report icon. For help with correcting errors, see the “How to correct an error – registration” guide [here](#).

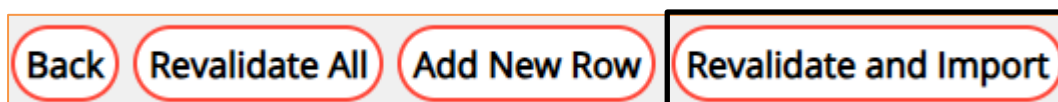
	Learner Code	First Name	Middle Name(s)	Last Name	DOB	Learner Email
  		RB		Learner		

- j. Some of the learners may appear in a yellow colour, which means there is a warning. Warnings should be noted but will not prevent submission of the file.

To view the warning message, select the report icon.

	Learner Code	First Name	Middle Name(s)	Last Name
  		RB		Learner

- k. When you are satisfied that all the details are correct select “Revalidate and Import”.



- l. Providing there are no possible duplicate learners for VTCT Skills to investigate, the file will drop in to the “Files Processed” section. The user that uploaded the file will now receive a confirmation email.

Processed files can be accessed at any time by selecting the orange/black arrow icon to left of the file name. This is also how you can access the [file note](#) if one was added.

Files Processed	
	File Name
	RB test

- m.** Where a learner is a possible duplicate and/or there is another anomaly, the file will drop in to the “Files in Processing” section and the confirmation email will indicate that the applicable learner is not registered.

Files in Processing

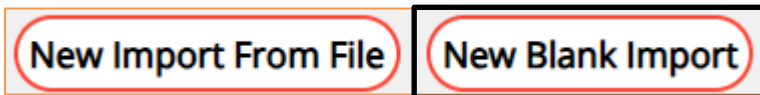
Once VTCT Skills have investigated and resolved the duplicate, the file will drop in to the “Files Processed” section and a further confirmation email will be sent.

Files Processed

1.1.1.1. New Blank Import

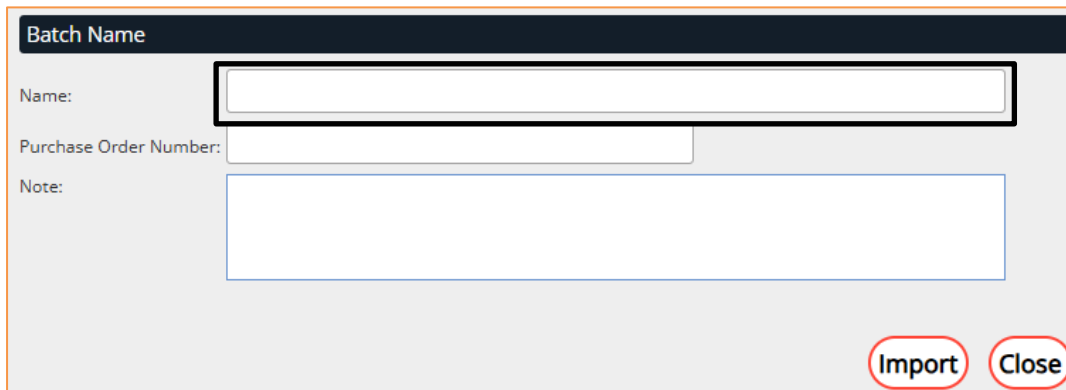
This method allows entry of the required details on-screen.

- a. Ensuring that you are on the 'New Registrations' page, select "New Blank Import".

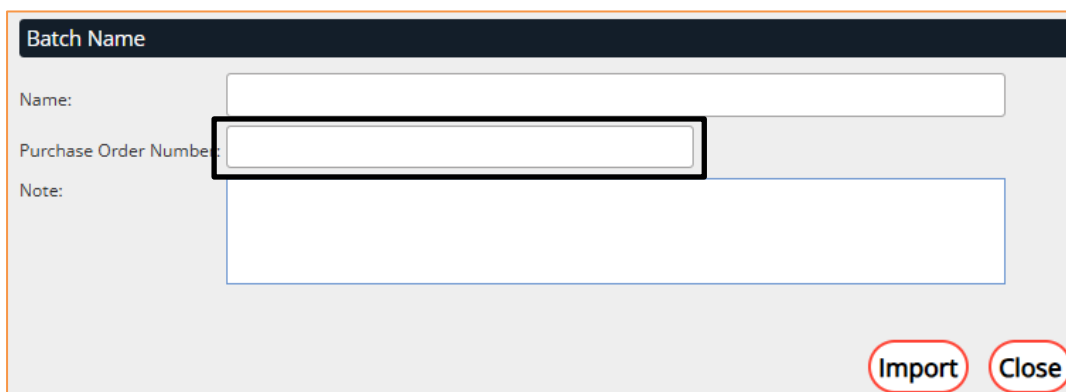


- b. Name your file. You may enter any name you wish; an example would be the learner or cohort name.

Registration file names must be unique. If you receive an error, change the file name - for example you add _v2 to the end of the existing file name. You will need to try different name combinations until a unique file name has been created.

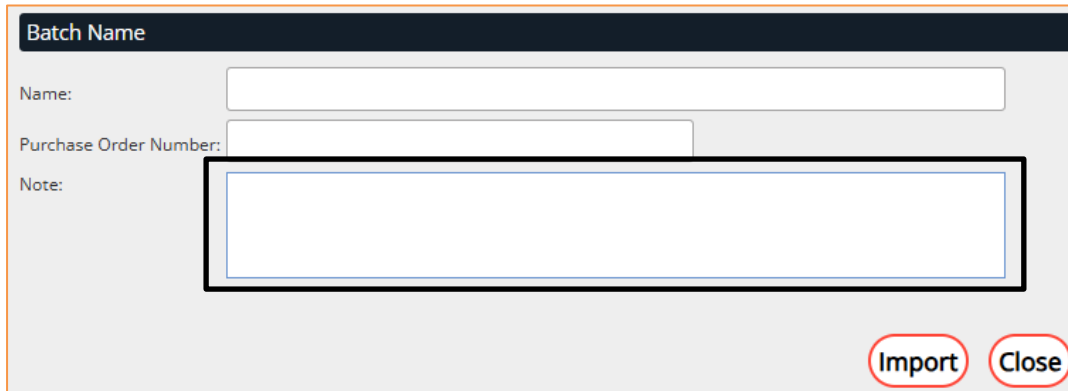


- c. If you use purchase order numbers enter it in the "Purchase Order Number:" field.



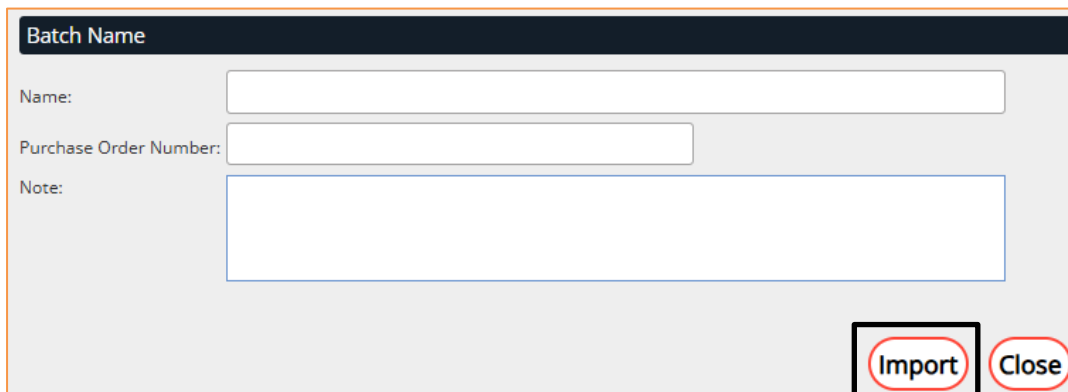
- d. You can enter a note for this registration file. This note will stay attached to the file and can be accessed after the file has been processed.

Whilst VTCT can view the content, notes are for centre use only and are not a method of communication.



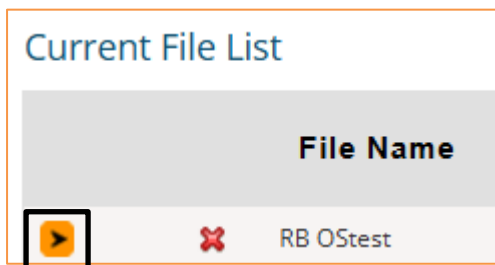
The screenshot shows a form titled "Batch Name" with a dark header. It contains three input fields: "Name:", "Purchase Order Number:", and "Note:". The "Note:" field is a larger text area and is highlighted with a thick black border. At the bottom right, there are two buttons: "Import" and "Close", both with red borders.

- e. Now select "Import".



This screenshot is identical to the previous one, but the "Import" button at the bottom right is now highlighted with a thick black border.

- f. The file has been created. Select the orange/black arrow icon to the left of the file name.



The screenshot shows a table titled "Current File List". The table has a header row with the text "File Name". Below the header, there is a row with an orange arrow icon in a black square, a red 'X' icon, and the text "RB OStest". The arrow icon is highlighted with a thick black border.

- g. Select “Add New Row”.

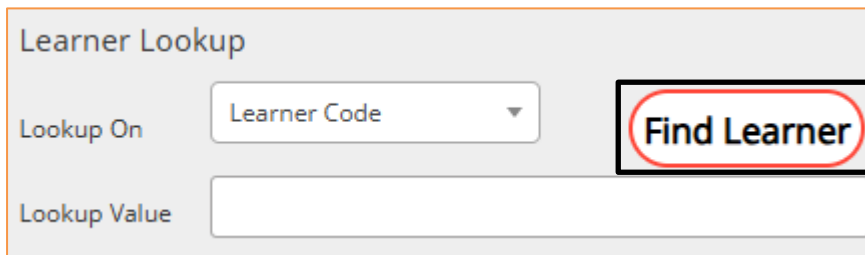


The Add Item screen will open.

- h. Mandatory learner data

If you are registering an existing VTCT Skills learner, that is **already registered at your centre**, you can use the Learner Lookup function.

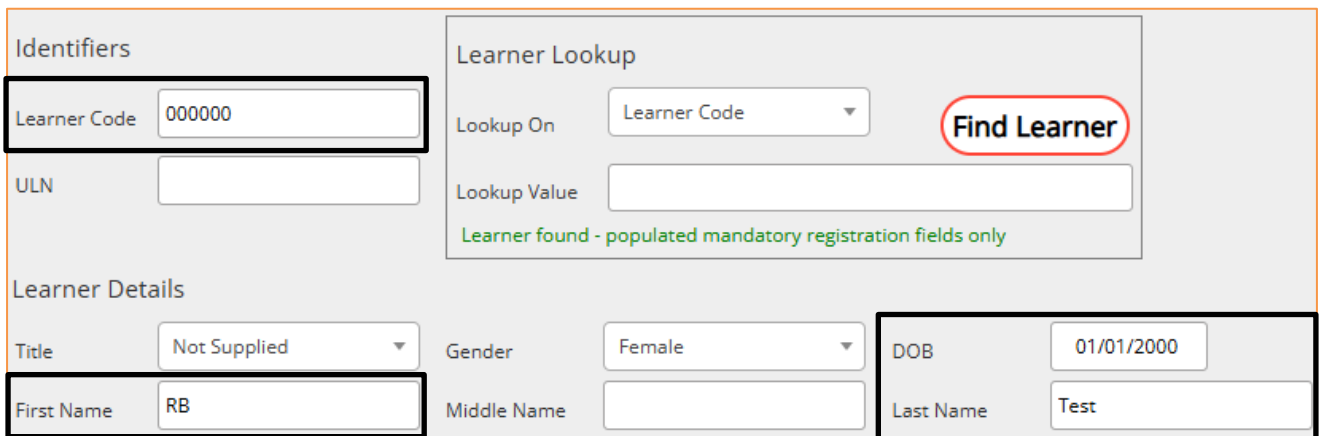
Enter the learner’s VTCT Skills registration number or ULN in the “Lookup Value” field, change the “Lookup On” dropdown to match the search criteria you are using and then select “Find Learner”.



If the learner is found the following prompt will be displayed.

Learner found – populated mandatory registration fields only.

The fields that are automatically populated are: Learner Code, First/Last name, DOB and gender. You may wish to enter the learner’s Title. You can now jump to [step n](#).



If you do not use the lookup function, then go to the next step.

i. Manually entering the learner details.

If applicable, enter the existing VTCT Skills learner code (if registered **at a different VTCT Skills centre**). This helps avoid investigations in to duplicate learner records, which can cause delays to registrations.

Learner Code	
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j. If applicable enter the learner's Unique Learner Number (ULN) - this is mandatory for Apprenticeship on-program qualification registrations.

ULN	
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k. Select the learner's title and gender.

Title	Not Supplied	Gender	Female
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l. Enter the learner's date of birth.

DOB	
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m. Enter the learner's name - do not enter a title, Dr for example, as the first, middle or last name.

First Name		Middle Name		Last Name	
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n. Enter **Y** or **N** in the 'Part of Apprenticeship' field.

Part Of Apprenticeship	
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o. Select the site which the learner is being registered to.

Site	Unknown
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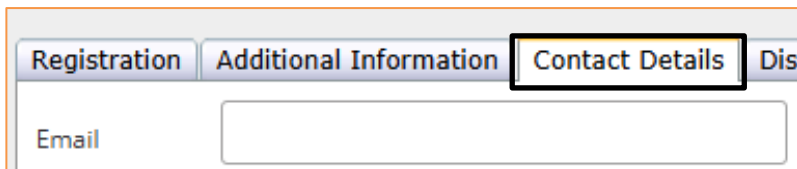
- p.** Select the qualification which the learner is being registered on.



- q.** If you use purchase numbers, enter one.



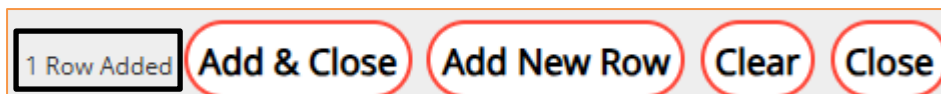
- r.** Select the 'Contact Details' tab and enter the learner's email address. It is important that the learner's personal email address is provided, not a centre or college issued address.



- s.** If you have further learners to register, select "Add New Row" and [repeat the registration process](#).



- t.** Next to the "Add & Close" button, "1 Row Added" will indicate that the previous learner has been added.



- u.** Once all learners have been added, select "Add & Close".



v. The learner(s) you have added will be listed.

	Learner Code	First Name	Middle Name(s)	Last Name	DOB	Learner Email	Qual. Code	Site Code	[Reg. Date]
 	05	Test			01/01/2002		AB30493 (VTCT Level 3 Diploma in Beauty Therapy Studies)	577/002	03/12/2024

At this point it is good practice to perform a check of the details, learner names, dates of birth, qualifications for example. Requests for amendments to these details post-registration may incur fees.

If you need to amend anything, select the orange/black arrow icon to the left of the applicable learner. If you need to remove a learner, select the red X to the left of the applicable learner.

	Learner Code	First Name	Middle Name(s)	Last Name	DOB	Learner Email	Qual. Code	Site Code	[Reg. Date]
 	05	Test			01/01/2002		AB30493 (VTCT Level 3 Diploma in Beauty Therapy Studies)	577/002	03/12/2024

w. Some of the learners may appear in a pink colour, which means there is an error with the details. To view the error message select the error report icon.

	Learner Code	First Name	Middle Name(s)	Last Name	DOB	Learner Email
  	RB					Learner

To correct the error select the orange/black arrow icon to the left of the error report icon. For help with correcting errors, see the “How to correct an error – registration” guide [here](#).

	Learner Code	First Name	Middle Name(s)	Last Name	DOB	Learner Email
  	RB					Learner

- x. Some of the learners may appear in a yellow colour, which means there is a warning. Warnings should be noted but will not prevent submission of the file.

To view the warning message, select the report icon.

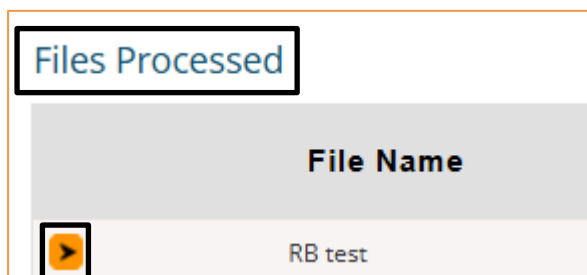
	Learner Code	First Name	Middle Name(s)	Last Name
  		RB		Learner

- y. When you are satisfied that all the details are correct, select “Revalidate and Import”.



- z. Providing there are no possible duplicate learners for VTCT to investigate, the file will drop in to the “Files Processed” section. The user that uploaded the file will now receive a confirmation email.

Processed files can be accessed at any time by selecting the orange/black arrow icon to left of the file name. This is also how you can access the [file note](#) if one was added.



- aa.** Where a learner is a possible duplicate and/or there is another anomaly, the file will drop in to the “Files in Processing” section and the confirmation email will indicate that the applicable learner(s) is not registered.

Files in Processing

Once VTCT have investigated and resolved the duplicate, the file will drop in to the “Files Processed” section and a further confirmation email will be sent.

Files Processed

2. Help and support

- E: customersupport@vtctskills.org.uk
- T: +44 (0) 2380 684500
 - Mon-Thurs: 08:45 – 17:00
 - Friday: 08:45 – 16:30