

Registering a learner on a unit only

July 2026

Version 6.0



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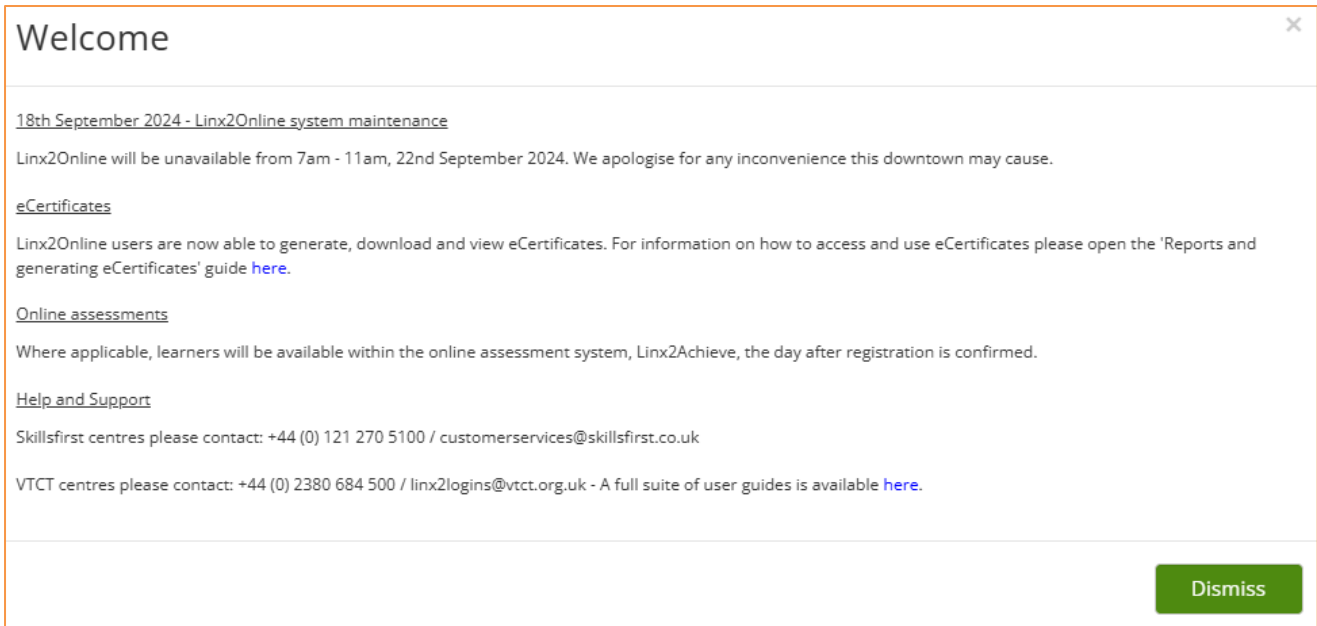
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1. Logging in and the Welcome page

- 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.



Welcome

18th September 2024 - Linx2Online system maintenance
Linx2Online will be unavailable from 7am - 11am, 22nd September 2024. We apologise for any inconvenience this downtime may cause.

eCertificates
Linx2Online users are now able to generate, download and view eCertificates. For information on how to access and use eCertificates please open the 'Reports and generating eCertificates' guide [here](#).

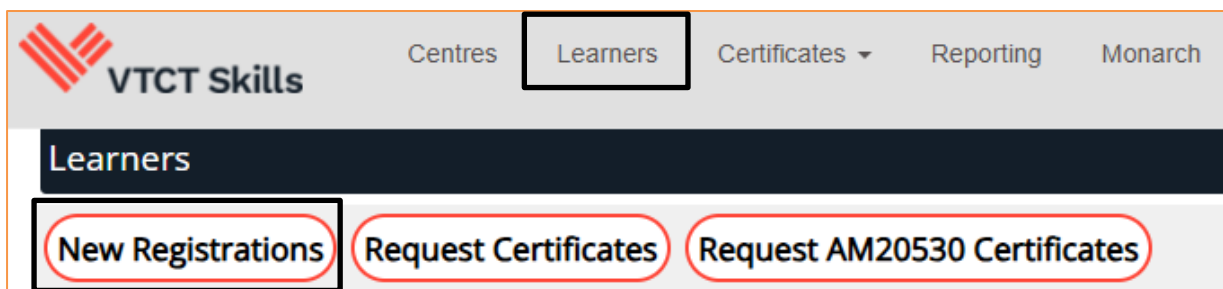
Online assessments
Where applicable, learners will be available within the online assessment system, Linx2Achieve, the day after registration is confirmed.

Help and Support
Skillsfirst centres please contact: +44 (0) 121 270 5100 / customerservices@skillsfirst.co.uk
VTCT centres please contact: +44 (0) 2380 684 500 / linx2logins@vtct.org.uk - A full suite of user guides is available [here](#).

Dismiss

1.1. Data entry options

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



VTCT Skills Centres **Learners** Certificates Reporting Monarch

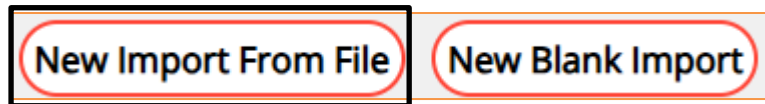
Learners

New Registrations Request Certificates Request AM20530 Certificates

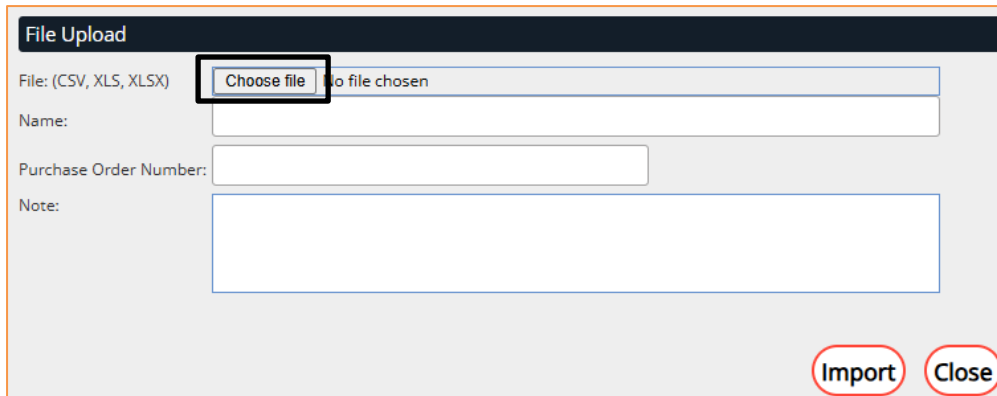
- b. There are two options for registering learners.
 1. [New Import From File](#) (requires completion of an Excel file)
 2. [New Blank Import](#) (no Excel file required)

1.1.1. File import

- 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.

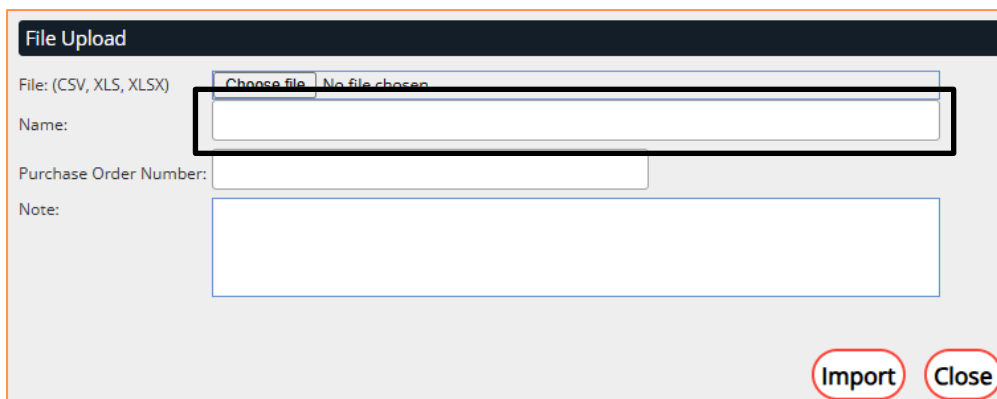


- b. Select “Browse” or “Choose file” to locate and select your saved import file.

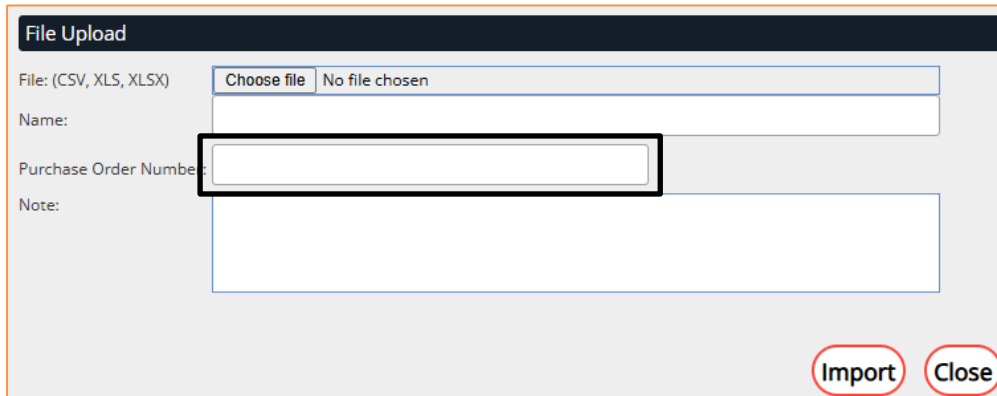
The image shows a 'File Upload' dialog box. It has a title bar 'File Upload'. Below the title bar, there is a label 'File: (CSV, XLS, XLSX)' followed by a button labeled 'Choose file' and the text 'No file chosen'. Below this, there are three input fields: 'Name:', 'Purchase Order Number:', and 'Note:'. At the bottom right, there are two buttons: 'Import' and 'Close'. The 'Choose file' button is highlighted with a red rectangular border.

- c. 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.

The image shows the same 'File Upload' dialog box as before. In this version, the 'Name:' input field is highlighted with a red rectangular border. The 'Choose file' button is still present and labeled 'No file chosen'. The 'Import' and 'Close' buttons are at the bottom right.

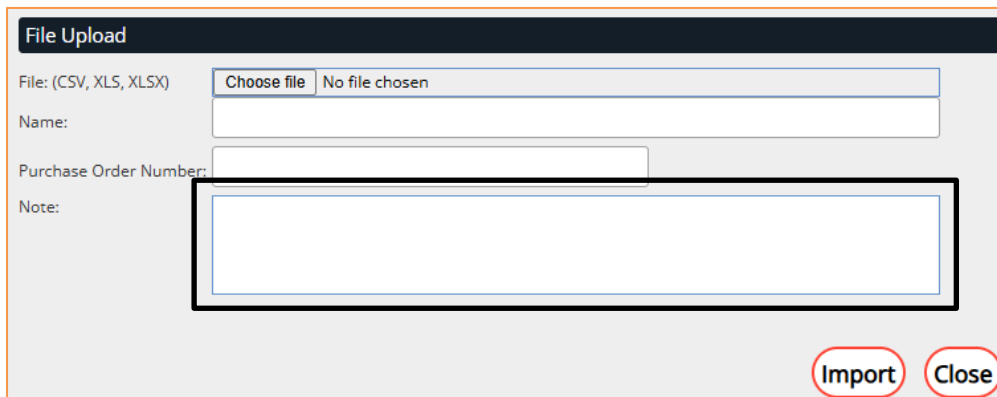
- d. If you use purchase order numbers enter it in the “Purchase Order Number:” field.



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:' field, a 'Note:' text area, and 'Import' and 'Close' buttons at the bottom right.

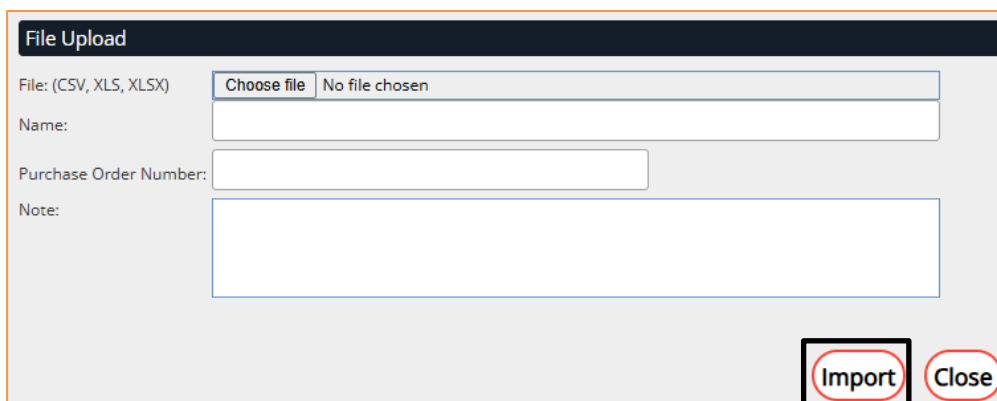
- e. You can enter a note for this registration file. This note will stay attached to the file and can be accessed after the file has been processed.

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



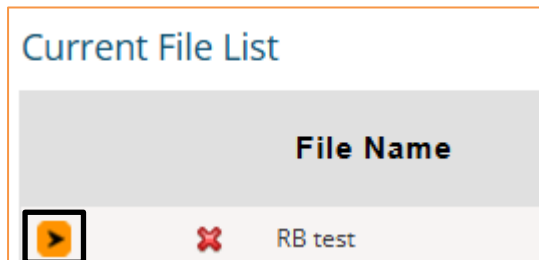
The screenshot shows the 'File Upload' form. The 'Note:' text area is highlighted with a black rectangular box. The form includes a file selection area with 'Choose file' and 'No file chosen' buttons, a 'Name:' field, a 'Purchase Order Number:' field, and 'Import' and 'Close' buttons at the bottom right.

- 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:' field, a 'Purchase Order Number:' field, a 'Note:' text area, 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](#).

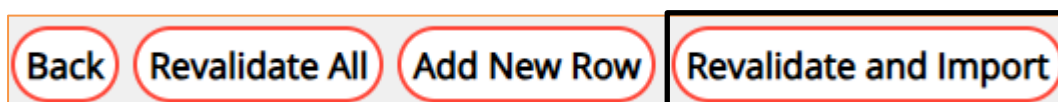
	Learner Code	First Name	Middle Name(s)	Last Name	DOB	Learner Email
 			RB			Learner

- 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.

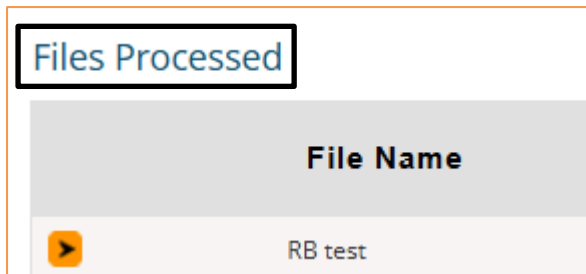
To view the warning message select the report icon.

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

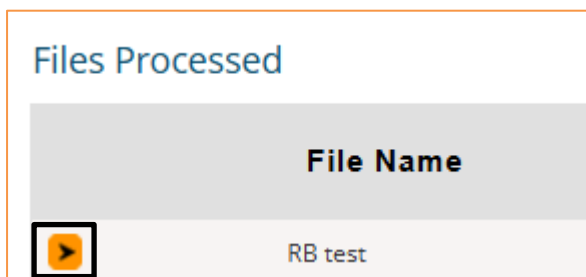
- k. When you are satisfied that all the details are correct select “Revalidate and Import”.



- 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.



- 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(s) is not registered.

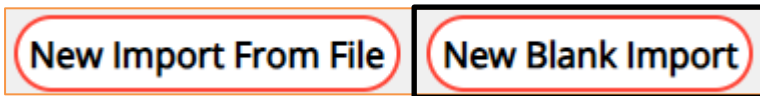
Files in Processing

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

Files Processed

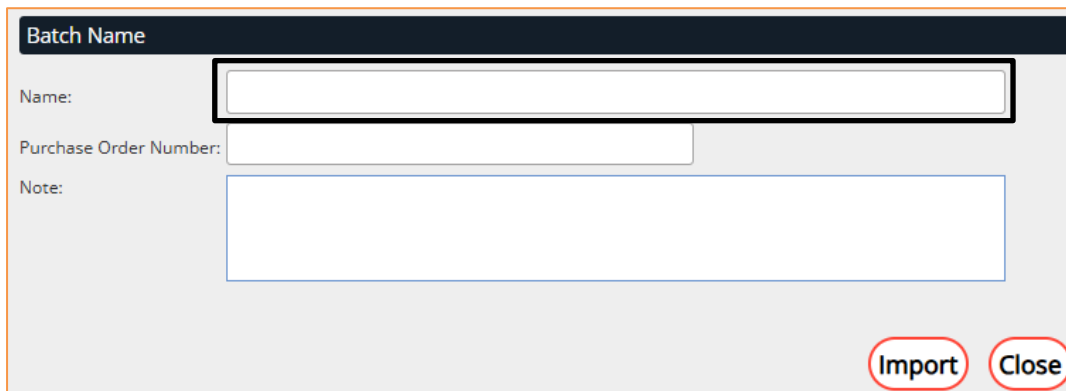
1.1.1.1. On-screen registration

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

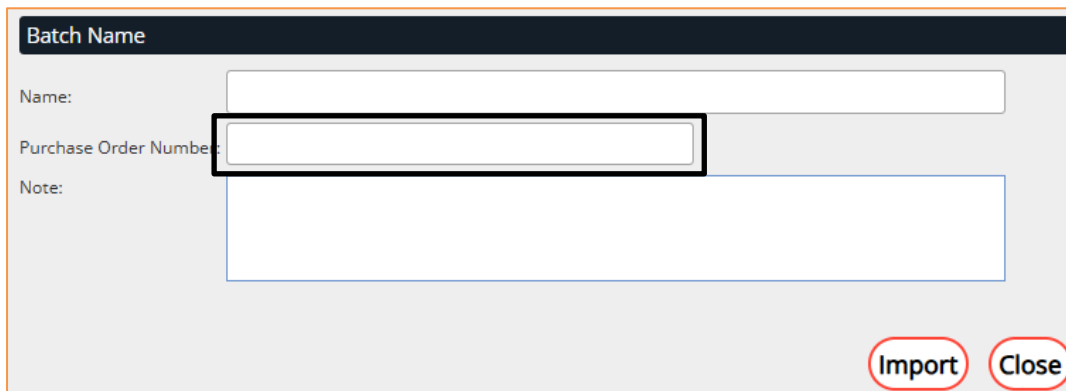


- b. Name your file. You may enter any name you wish; an example would be the learner or cohort name.

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.

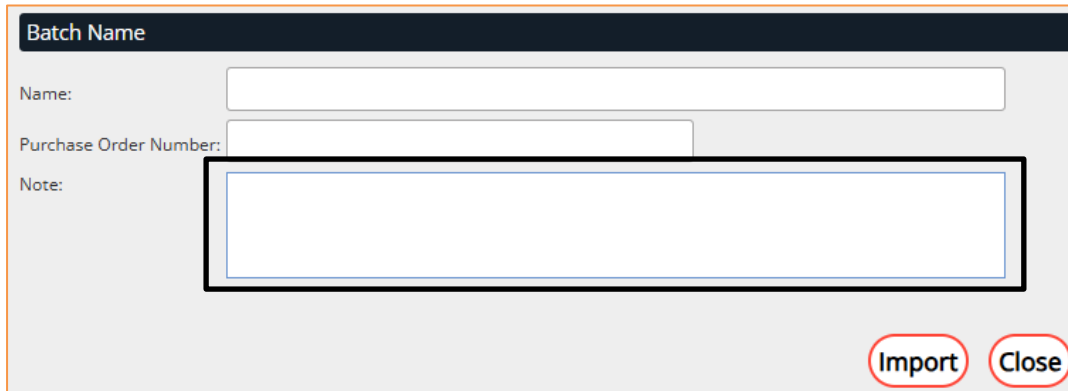


- c. If you use purchase order numbers enter it in the "Purchase Order Number:" field.

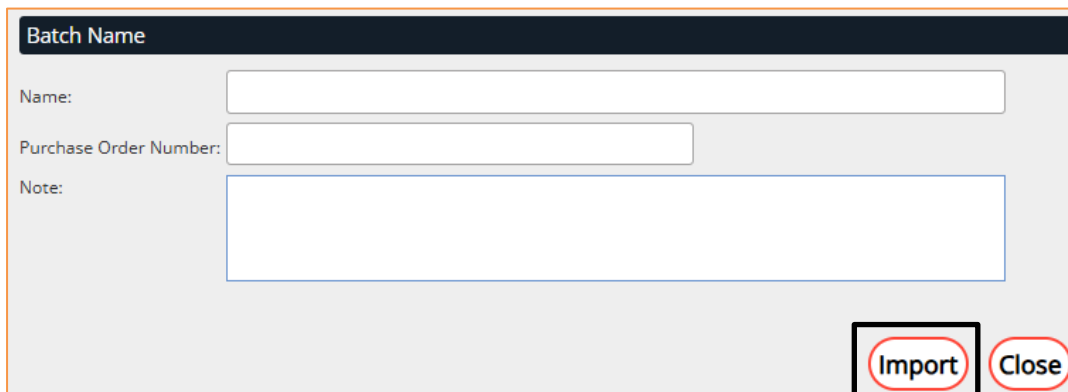


- d. You can enter a note for this registration file. This note will stay attached to the file and can be accessed after the file has been processed.

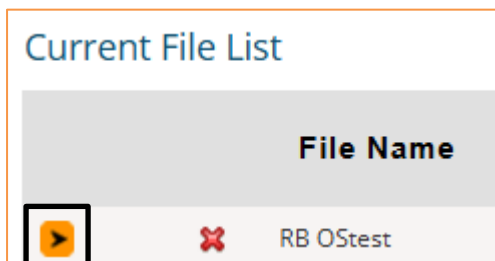
Whilst VTCT can view the content, notes are for centre use only and are not a method of communication.



- e. Now select "Import".



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



- g. Select “Add New Row”.

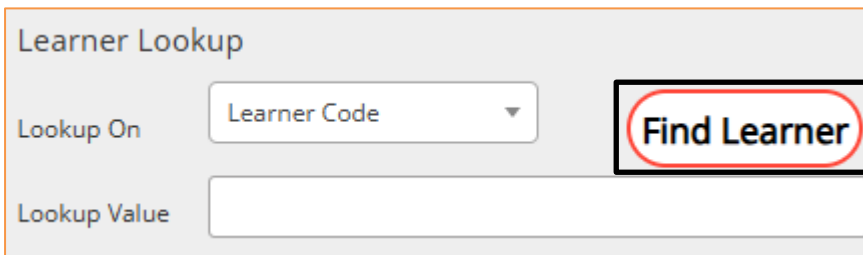


The Add Item screen will open.

- h. Mandatory learner data

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

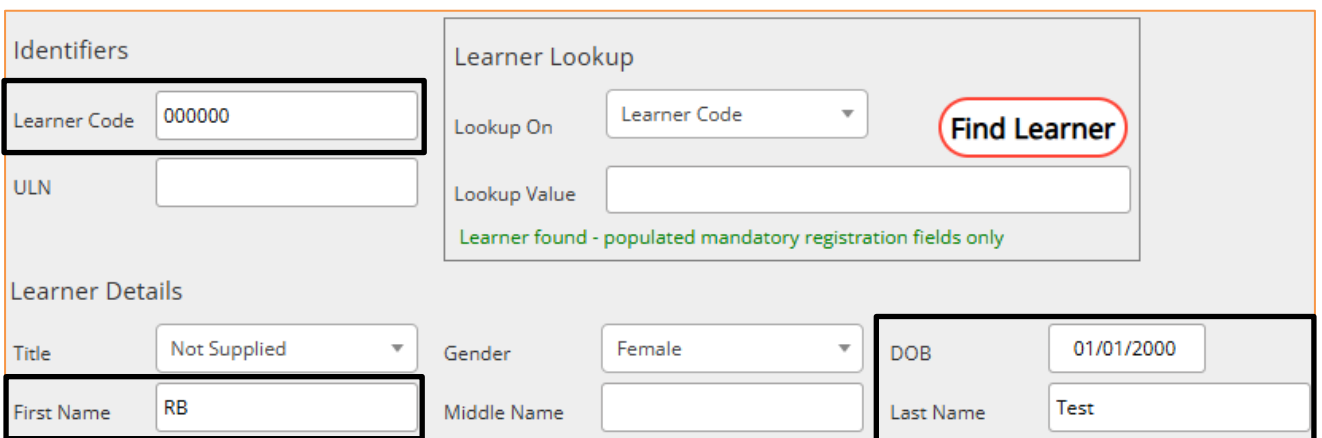
Enter the learner’s VTCT registration number or ULN in the “Lookup Value” field, change the “Lookup On” dropdown to match the search criteria you are using and then select “Find Learner”.



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 go to the next step.

i. Manually entering the learner details.

If applicable enter the existing VTCT learner code (if registered at a different VTCT 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 new standard 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

- 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.

Qualification	Unknown
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For unit only registrations, the qualification you need to select is the parent unit-only code, for example: UOUVHD5C16.

You can find parent codes on the VTCT website as follows:

- Go to https://www.vtctskills.org.uk/search/?q=&search_type=unit
- Locate and select the unit title
- The Parent Unit-Only code is displayed in the 'Unit Information' section.

Unit Information VTCT Product Code: UV20485 Unit Number: T/600/8612 Level: 2 Parent Unit-Only Code: UOUVHD5C16 Credits: 8 GLH: 75 Download unit book
--

- q.** Enter the unit code (VTCT Product Code) which the learner is being registered on.

Unit Code	
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Product Codes are available on the VTCT Skills website; see step p above.

- r. If you use purchase numbers enter one.

Purchase Order Number

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

Registration Additional Information **Contact Details** Dis

Email

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

Add & Close **Add New Row** Clear Close

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

1 Row Added Add & Close Add New Row Clear Close

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

Add & Close Add New Row Clear Close

w. 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]
		OS		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 blue/white 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]
		OS		Test	01/01/2002		AB30493 (VTCT Level 3 Diploma in Beauty Therapy Studies)	577/002	03/12/2024

x. 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](#).

- y. 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.

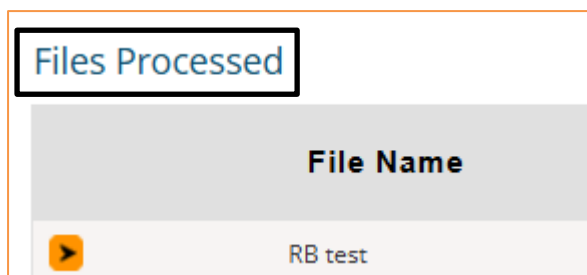
To view the warning message select the report icon.

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

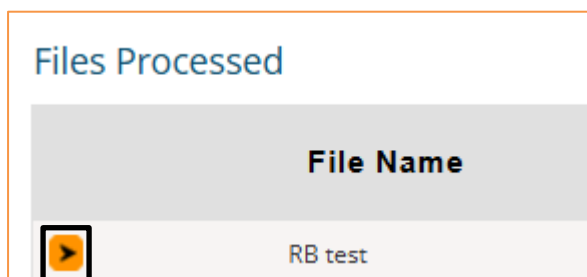
- z. When you are satisfied that all the details are correct, select “Revalidate and Import”.



- aa. 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.



- bb.** 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 confirmation email will be sent.

Files Processed

2. Help and support

- E: linx2logins@vtctskills.org.uk
- T: +44 (0) 2380 684500
 - Mon-Thurs: 08:45 – 17:00
 - Friday: 08:45 – 16:30