

Finding a Course and setting up units on Promonitor

1. Select the academic year
2. Selects courses from the search box

The screenshot shows the Promonitor homepage. A red box highlights the 'Academic Year: 2013/14' dropdown menu in the top right corner. A red arrow points from this box to the 'Courses' link in the 'Home' sidebar menu. Another red box highlights the 'Courses' link in the sidebar menu.

3. Enter the first four digits of your course code and press return on your keyboard

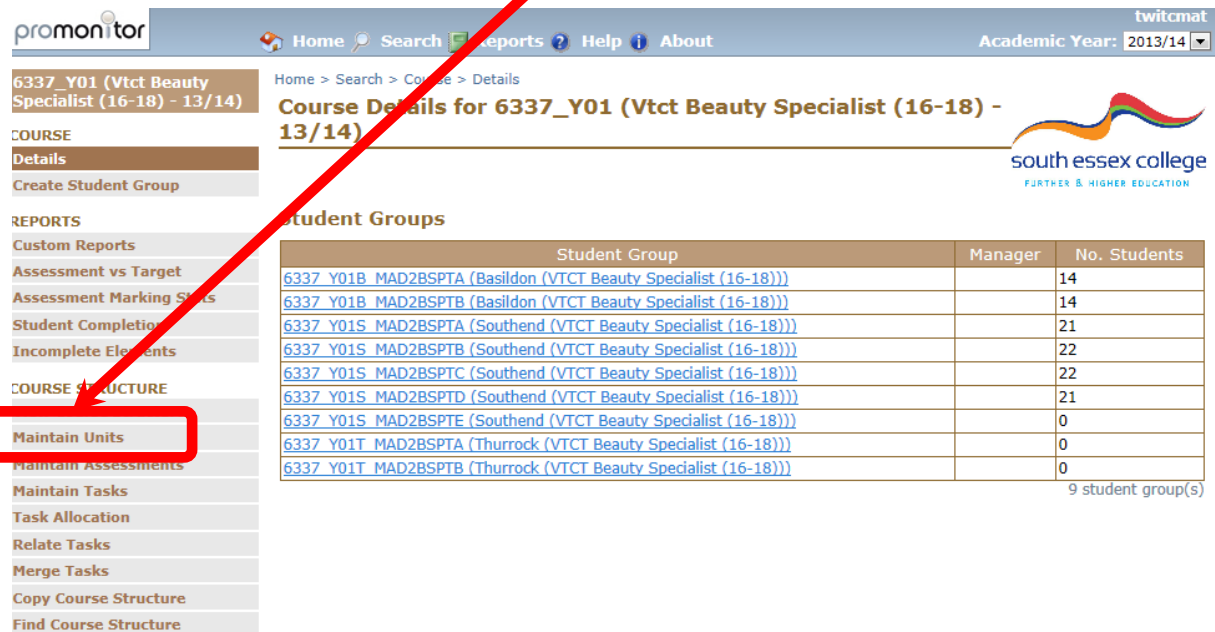
The screenshot shows the 'Find a Course' search page. A red arrow points from the 'Courses' link in the sidebar menu to the 'Course Code' input field. The input field contains the text '6337'. A red box highlights the '6337' text. Below the input field, a table lists the search results. The first row is highlighted with a red box and a red arrow pointing to it. The table has a header 'Course' and a column '4'.

Course	4
6337 Y01 (Vtct Beauty Specialist (16-18) - 13/14)	
6337 Y01B 12-13 (VTCT Beauty Specialist (16-18))	
6337 Y01S 12-13 (VTCT Beauty Specialist (16-18))	
6337 Y01T 12-13 (VTCT Beauty Specialist (16-18))	

course(s) found

4. You will be presented with a series of courses, click the course with 13/14 in the title.

6. To add units to your course, click on maintain units.

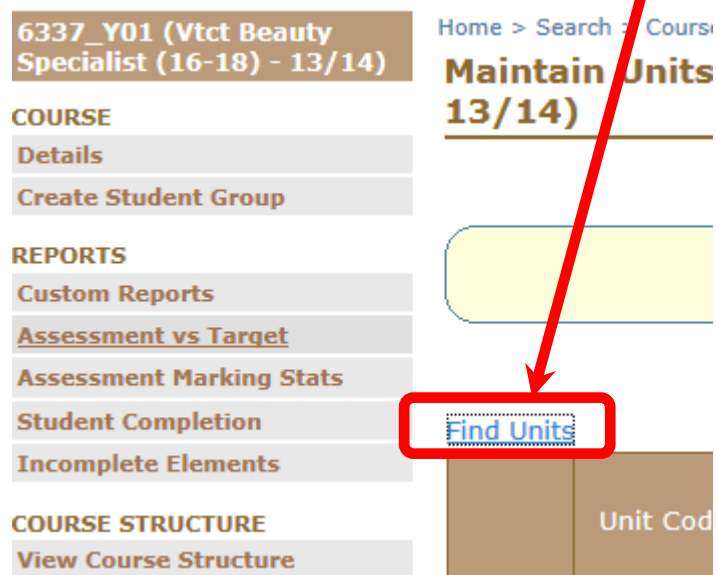


The screenshot shows the Promonitor interface for course 6337_Y01 (Vtct Beauty Specialist (16-18) - 13/14). The left sidebar contains a 'COURSE STRUCTURE' section with 'Maintain Units' highlighted. The main area displays 'Student Groups' with a table of 9 groups.

Student Group	Manager	No. Students
6337_Y01B_MAD2BSPTA (Basildon (VTCT Beauty Specialist (16-18)))		14
6337_Y01B_MAD2BSPTB (Basildon (VTCT Beauty Specialist (16-18)))		14
6337_Y01S_MAD2BSPTA (Southend (VTCT Beauty Specialist (16-18)))		21
6337_Y01S_MAD2BSPTB (Southend (VTCT Beauty Specialist (16-18)))		22
6337_Y01S_MAD2BSPTC (Southend (VTCT Beauty Specialist (16-18)))		22
6337_Y01S_MAD2BSPTD (Southend (VTCT Beauty Specialist (16-18)))		21
6337_Y01S_MAD2BSPT E (Southend (VTCT Beauty Specialist (16-18)))		0
6337_Y01T_MAD2BSPTA (Thurrock (VTCT Beauty Specialist (16-18)))		0
6337_Y01T_MAD2BSPTB (Thurrock (VTCT Beauty Specialist (16-18)))		0

9 student group(s)

7. If the units for your course are on the OFQUAL database you will be able to select these from the units from the list, click on find units.



The screenshot shows the Promonitor interface for course 6337_Y01 (Vtct Beauty Specialist (16-18) - 13/14). The left sidebar contains a 'COURSE STRUCTURE' section with 'Find Units' highlighted. The main area displays 'Maintain Units 13/14' with a yellow box and a 'Find Units' button.

8. The following screen shows the number of units available for this course.

If there is 0 in the unit count you will have to manually enter the units, please refer to the following documents.

[Promonitor – Set up a BTEC level1, 2 and 3 Markbook](#)

[Promonitor – Set up an 'A' Level Markbook](#)

For any other programmes of study please contact

Matt Twitchett (4897) or Claire Jones (4507) for assistance.

Step 1 of 3

Enter part or all of the Qualification Aim or Qualification Title to find the units for your course.
Click on a qualification to see the units available for the course. All units are taken from the ofqual website and can be updated by your administrator.

Qualification Aim Qualification Title

Qualification Aim	Qualification Title	Units
50090392	VTCT Level 2 Diploma in Beauty Specialist Techniques (OCF)	19

1 qualification(s) found

8. In this example there are 19 units associated with this course. Click on the qualification title to display the units.

Step 2 of 3

Select the Units to be copied into the course structure.
Click Next to proceed.

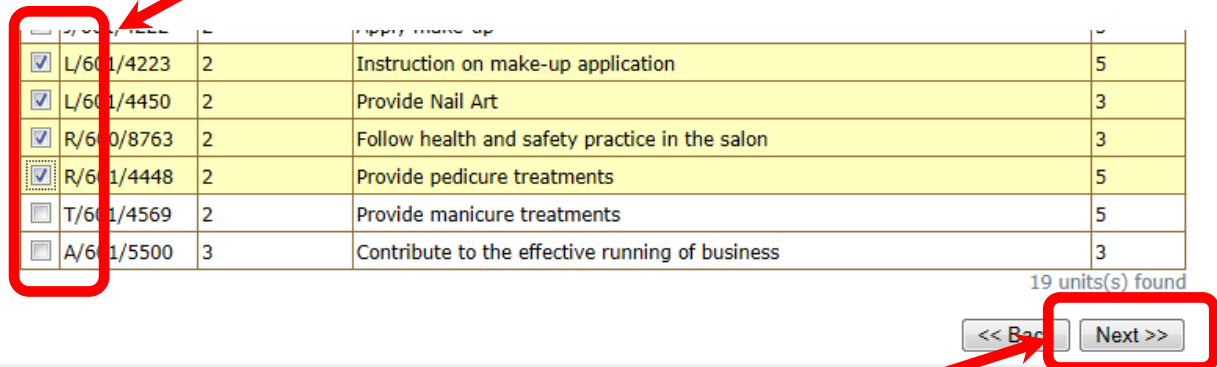
Please select what you would like to use as the Promonitor Unit Code...

☒ Ofqual unit code e.g. 'A/601/1608'

☐ Awarding body unit code e.g. 'Unit 1' (this data is limited and is only provided by certain awarding bodies ; it is particularly useful for vocational qualifications. If no code is provided the Ofqual unit code will be used.)

<input type="checkbox"/>	Unit Code	Level	Unit Title	Credits
<input checked="" type="checkbox"/>	A/600/877	2	Salon reception duties	3
<input type="checkbox"/>	A/601/398	2	Provide facial skin care	7
<input checked="" type="checkbox"/>	A/601/421	2	Remove hair using sugaring	4
<input checked="" type="checkbox"/>	A/601/445	2	Client care and communication in beauty-related industries	2
<input checked="" type="checkbox"/>	D/601/548	2	Provide threading services for hair removal	4
<input checked="" type="checkbox"/>	F/601/355	2	Provide Eyelash and Brow Treatments	4
<input type="checkbox"/>	F/601/548	2	Provide ear piercing	2
<input type="checkbox"/>	H/601/356	2	Apply Skin Tanning Techniques	4

9. Select the units from the list for your course by clicking on the box and the row will turn yellow.



	Unit Code	Level	Unit Name	Units
<input checked="" type="checkbox"/>	L/601/4223	2	Instruction on make-up application	5
<input checked="" type="checkbox"/>	L/601/4450	2	Provide Nail Art	3
<input checked="" type="checkbox"/>	R/600/8763	2	Follow health and safety practice in the salon	3
<input checked="" type="checkbox"/>	R/601/4448	2	Provide pedicure treatments	5
<input type="checkbox"/>	T/601/4569	2	Provide manicure treatments	5
<input type="checkbox"/>	A/601/5500	3	Contribute to the effective running of business	3

19 units(s) found

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Once you have selected the relevant units, click on next at the bottom of the screen.

10. Click finish on finish

Step 3 of 3

The selected Course structure elements were successfully copied over. Please note units will have only been created where they did not already exist or a unit with the same unit code did not already exist.

Click Finish to return to the Search screen or [View Units](#)

Finish

11. The next stage is to enter the assessments, please refer to the following documents on how to do this

[Promonitor – Set up a BTEC level1, 2 and 3 Markbook – Section 5](#)

[Promonitor – Set up an 'A' Level Markbook](#)

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