

CourseFinder e2e Guidelines 2008

Data management

Either

- The sub-contracted course provider can manage the data on their courses

Or

- You can arrange with the main contract holder (Rathbone or Leicester College) for them to have a login to your data admin pages.

In either case the format should follow these guidelines so that there is consistency for the website visitors. Please read these guidelines in conjunction with the latest edition of '**Managing Data on CourseFinder**'.

CourseFinder Programmes

A qualification or activity, which is normally offered independently, should be treated as a distinct programme.

A group of qualifications or non-QCA accredited activities, which are normally offered together, should be treated as a single CourseFinder 'programme'. Each element within the programme can be listed as a qualification, a non-accredited activity or enrichment.

Qualification: Whenever possible add a qualification by either typing in the QAN code or by typing a word from the title and selecting the actual qualification from the list displayed.

Non-accredited Activities: If a qualification does not have a QAN code, it can be added as a 'Non-Accredited Activity'. If any major part of the programme does not lead to a qualification, add that also to this section.

Enrichment: Optional or minor activities that are not a major part of the course

Programme Title

In order to distinguish e2e courses on CourseFinder please start all courses with 'e2e'.

If a programme that has a single main qualification, its title can include the qualification before the colon with the subject after the colon.

Example: e2e Level 1: Horse Riding and Care
e2e Entry Certificate: Skills for Working Life

If the course covers more than one qualification, the subject or course title should follow the colon.

Example: e2e: Literacy and Numeracy
e2e: Lifeskills Project
e2e: Entry to Employment

Course Code/Reference: If the course has a reference code by which you or the lead contractor identify it, please record the code.

Description

The description field should start with a clear statement of what the course is and who it is aimed at. It can contain sub-headings for example:

WHAT WILL I LEARN?

Simple explanation of the course content or aims

WHO IS THIS COURSE FOR?

Describe who would be suitable the course

HOW CAN I JOIN?

Cover the means of referral

Other settings

- **Delivery:** 'As part of an e2e programme'
- **Entry Qualifications:** Possibly a standard phrase for all e2e entrants can be supplied?
- **Options - Available for Partnership:** should be set as 'Yes'.

Targets

1. By mid April: Titles of courses and their Qualifications or activities added
2. By end of summer term: Further details on the description could be added
3. By November: The programme list updated for students entering in the following year.