Training offer template

Field	Instructions
Title (*)	The title of your training. If the training is in your national language, please include a mention of your country to help users orientate themselves. The title should be 90 characters max.
Summary	Browse through the entire list of training offers to see the short summaries displayed under the title of each item. Create a short overview of your training content as per this approach.
Body (*)	Please include a description of this training, including: its main aims and objectives, its target audience (such as students, teachers, workers or people in general), any important information on deadlines to enroll, assessment/submissions deadline, information on fees/financial aid if the training is not for free.

Include also a description of the learning outcomes: what happens after a user completes the training? What are the skills and knowledge they acquire?

Please state clearly the starting date and the duration of the training.

Please note that the content in this section should ideally be **between 150 and 300 words and must <u>never be less than around 150 words.</u>** |
Image	Please **<u>do not include</u>** an image. The system selects this automatically based on the type of training you select.
URL	**Important! Please remember to paste the link to the page, where the training is hosted.**
Target audience (*)	Select between: *digital skills for all citizens, digital skills for education, digital skills for labour force, or digital skills for ICT experts*. Business-oriented trainings may target the labour force in particular sectors, whereas online courses can be of interest to broader audiences due to their accessibility.
Digital technology/ specialisation (*)	For this field, select only the main subject matter of the content. Mere mentions or sub-topics involving other specialisations or technologies should not be reflected in the selecting of terms from this vocabulary. Example: a *course on Artificial Intelligence with one session on machine learning. This content should be tagged with Artificial Intelligence because AI is the main subject matter of the course.*
Digital skill level (*)	Choose between: *basic, intermediate, advanced* or *digital expert*. You can choose more than 1 option here. Basic refers to zero prerequisite knowledge required to complete the training – and with trainings targeting advanced users and digital experts, the skills candidates need to take the course can be listed in the body of the text.
Georgraphic scope: country (*)	Select 'European Union' for resources created by EU funding only, and the relevant county if the resource is funded by a national authority, such as the Ministry of Education of an EU Member State. If the training is a product of national and EU cooperation (such as stemming from an EU-funded project), select 'international'.

Industry – field of education and training (*)	*Platform team will select this*
Target language (*)	Specify all the languages in which the training is offered.
Type of initiative (*)	*Platform team will select this*
Target group (*)	See our detailed instructions earlier in this document. Choose whether the training is suitable to junior or senior professionals (based on years of experience) or based on the education level attained.
Typology of training opportunities	What it the type of training? Choose one of the following options: *Course, Training module, Programme module, Mentoring, Internship, MOOC, Apprenticeship, Study Visit, Short Learning Programme, Internship, Educational Programme, Class.* ► Users can start and stop the course anytime and it is available entirely online? It is a MOOC. ► The short course is part of a wider educational training? Choose 'Programme module'. ► Offering a bootcamp? Choose 'Short Learning Programme'. ► Face-to-face programmes for junior professionals so they get experience (apprenticeships, internships), mentoring or classes and training modules for middle managers and seniors? Choose the one that suits your context best.
Learning activity	*Platform team will select this*
Assessment type	Choose between: *workbased, project-based, classroom, online, blended (combining in-person and online training), research lab based.*
Training duration	The time it takes user on average to complete the training. Please choose between: *Up to 1 week, Up to 4 weeks, Up to 3 months, up to 6 months, up to 1 year, multiple years.*
Organisation (*)	Check if the organisation already exists by starting to type its name in the blank field. Select the correct option if this appears. If not, you need to create a separate entry for the organisation. Open a separate window and click on 'Add Content' -> 'Organisation'. Important! You cannot save your draft without adding an organisation. If you need to save your text and add an organisation later, select another one and save the item as 'draft'. **Remember to change this to the correct organisation later.** *Platform team will select this*
Is this course free? (*(	*Please specify if the course is free or not.* Please note that in line with accessibility, most courses in the training section of the Platform are offered free of charge.
Is the certificate/credential free?	*Please specify if learners can obtain a certificate or a recognition of their newly gained skills free of charge.* MOOCs and online courses offered through the major LMS platforms such as Coursera, FutureLearn, or edX are usually offered free of charge audit version), but users need to pay for the assessment and certificate.
Type of training record	*Single offer / Database.* Select 'database' if you are including an entire catalogue with listings to external trainings.

Training start date	**Especially relevant for trainings, starting in the future**. Please note that only the year the training starts will be displayed.
Effort	Choose amongst the following options: ► *Full time:* the training requires the user's undivided attention (programmes for the unemployed, bootcamps, shorter and more intensive learning courses, etc.) ► *Part-time intensive*: the training can take place alongside one's work, but requires a significant time commitment of more than 5-7 hours of study time per week. ► *Part-time light:* the training can be completed alongside one's work and does not require a significant time commitment. Users need 5 hours or less of study time on a weekly basis to complete the course.
Credential offered	The type of skills recognition the learners attains after completing the training: '*Generic*' – for all categories in general, '*Learning activity*' for courses which do not lead to a specific skillset but stimulate learning on a topic, and the more advanced '*Diploma supplement*' and '*Qualification award*' for courses which lead a more formal or recognised form of certification.
Self-paced course?	Yes/No (i.e. it can be taken at the time most suitable for learners and does not require them to be present - in-person or online - at a particular time. This usually means leaners also do not have set deadlines, but can instead complete the course at their own pace.)