

# Course Management Tool (CMT)

**Uploading Courses to CMT & ITA Eligibility**

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The following notes are intended as a guide to Training Providers on how courses must be uploaded to the Course Management Tool (CMT) to be deemed eligible for ITA funding.

## **The Course Title**

This must only state what course the learner will do and for stylistic uniformity, should be in title case e.g. Scottish Certificate for Personal Licence Holders.

What should **not** be in the Course Title:

- *There must not be any location names e.g. Scottish Certificate for Personal Licence Holders – Inverness*
- *There must not be anything else e.g. study mode, Scottish Certificate for Personal Licence Holders – Part Time.*
- *When the course starts e.g. Scottish Certificate for Personal Licence Holders – January Start.*

All the above examples are not required in the Course Title, as it does not describe what the course is about, and this is all that Skills Development Scotland and the learner need to know. There are certain fields within the CMT that these examples can be input to.

## **Qualification**

All courses to qualify for ITA funding must have a recognised industry qualification.

## **The Course Description**

The **Course Description** informs both us and the learner what the course is about and what they will learn. It must help the learner make an informed decision on what course to take and must inform SDS that this course is eligible for ITA funding.

It must also contain the course syllabus or a synopsis of what the learner will undertake when they complete this course. It should not be too long but concise and to the point. You are selling the course to the learner, so do not over burden them with information but equally do not have too little information that you expect learners to know what it is about, just from reading the Course Title. It can contain bullet points of the topics the learner will study throughout the duration of the course and can be summarised so that the course is easily understood. The course syllabus, in the instance of professionally qualified courses, can be obtained from the awarding body websites e.g. SQA/City & Guilds etc. will have the course outline on their websites.

In addition, the **Course Description** should also state how the course will help the learner vocationally, what future career roles completing this course will lead to, what vocational qualification they will obtain and how this qualification is suitable it is for someone wishing to go into X,Y,Z career. This is also the

Training Providers chance to make a clear case for ITA funding, outlining the reasons why it meets the Definition of Eligible Training (DET).

It should and can also contain any extra information that will help the learner be more informed on the course, e.g. whether there is tutor support or not, if it is an online/distance learning course, if there are any special requirements (must bring kit, overalls, books) or if there is a deposit to secure a place. **Remember that a deposit must be no more than 10% of the course, is not part of the course cost and is refunded prior to claiming ITA.**

It can also state and give clarity to the attendance details e.g. This course is for one day a week over 3 weeks or there is parking available at no cost etc.

Any course that does not do the above (i.e. help explain what the course is about and how it meets the D.E.T.) will be rejected outright. SDS will always give a full explanation of the rejection reason.

The **Entry Requirements** field is there to provide learners with an understanding of what they need to do/have to ensure they get accepted for the course but it can also state who the course is aimed at.

## **Individual Training Account**

It is within this section that the Training Provider can request that the course be eligible for ITA funding by ticking the box provided. Once this has been selected **the Curriculum** will appear and the course must correspond to one of the 13 available approved sectors for ITA funding.

If the course presented is not within one of the 13 curriculum areas or bears no relation to the area it was selected for, then it will be rejected.

## **Course Presentation**

The **Course Presentation** informs the learner of:

- **Attendance Type** - (Full/Part Time, Online, Flexible, Weekend, Distance etc) W
- **Start and End Date** - (Fixed Start Date from 11.03.19 to 15.03.19 or Flexible Start Date (running at anytime over a 1 year period),
- **The Venue** - Where it will take place
- **Who to Contact**, should you wish to enquire about taking the course and also the **Cost**.

**All ITA courses must have a Cost (cannot be 0 cost)** and this cost must be in line with industry standard cost of a course.

The course cost **must result in an industry recognised qualification and the cost of that qualification must** be included in the total course price.

The **Cost presented will be Ex VAT** meaning that there will be no VAT on the £200 element that we provide to the learner.

VAT (if your organisation is VAT registered) can only be applied on the cost above £200. In addition, should your organisation be VAT registered then VAT must be applied to all courses submitted.

The **Course Presentation** is the nuts and bolts of the course, the Where, the When, the Who and the How Much the course costs, information that the learner needs so that they can decide on what course is right for them. The course presentation is then attached to the **Course Description**, which is the What (the learner will study) and tells me about the course and any extra information that will help the learner make the right choice.

**A Course will not be approved without a Course Presentation.**

When a course presentation is uploaded, it will not automatically appear once it has been added. To ensure that you can view it immediately, **hit Control R (Ctrl R) (on Mac's this is Command CMD R)** on your keyboard and this will request (refresh the page) information once more.

**A course can have more than one Course Presentation**, as it may be provided in more than one location or it may have a different study mode (it can be online as well as part time) and it can also be run on different dates.

**There must be only one iteration or instance of a course** and not the same course added to the CMT many times for different reasons (e.g. location, mode of learning etc.). In this case, Training Providers must add another presentation to indicate the course is at another venue, at another time or can be studied by a different method. In this example of a course being uploaded on more than one occasion, the first instance of the course will be approved, and any other iteration will be rejected.

**Once a course is approved, it will appear immediately on My World of Work course search** and an automatic email is sent to the Training Provider advising them that this has happened. It will then feed into FIPS so that the learners can be booked on to the course presentation.

There is an updated feature on Course Management Tool that will indicate if a course or presentation is appearing on the My World of Work course search or not.

If an approved course is ammended or a new Presentation is added to indicate a new instance of this course, it will result in the course being removed from My World of Work course search and will then appear as **Awaiting Approval** on Course Management Tool until it is reviewed. The course will still remain in the Funding Information and Processing System (FIPS) as taking bookings.

**A course and a presentation can now be deleted.**

Should you wish to remove a course or presentation from My World of Work but do not want to completely remove it from the CMT (as the class may be run later) then you can **Archive it. This will remove it from the MyWoW course search** until it is reapproved by the Customer Service Team, however, the original approved presentation(s) **will remain as taking bookings in FIPS.**

A course and a presentation can be copied to save time uploading numerous courses/presentations. For example, if you have multiple presentations but only the start dates are different, then hit the copy button and this will bring up the exact same details as applied before.

Should you wish to view an extract of all your courses on one page, **we have introduced a Compact Courses function.** This feature will enable you to view at a glance, all the course presentations, the Cost, Start & End Date, Venue, Attendance, reference, Qualification and Status on one page.

We aim to review, approve and reject courses as soon as they are submitted but please note that there is **10 working days turn around** for all course reviews.