

Course Type – Short Courses

This course type is for courses which are of 6 weeks or less duration. This includes seminars, workshops, short training courses.

A minimal amount of information must be entered on the system in order for the course to be found.

You should Login using the “Provider Login” at the bottom of home page. Use the password and username which should have been sent to you by a Qualifax Administrator. Your College will be listed on the opening screen, click on the title to proceed.

Adding a Short Course.

Select Course Type – Short Course

Fill in mandatory fields which are marked with an asterisk. And optional fields are outlined below.

1. **Course Name** – should be in sentence case, NOT upper case. The title may have to be changed slightly to work correctly in QualifaX. For example, if the course title is Advanced Welding it must be changed to Welding – Advanced. The course listing in QualifaX is sorted alphabetically and in this instance the course should be found in ‘W’ as opposed to ‘A’.
2. **Career Areas** – select on from the list
3. **Apply to Type** – who should get the application; in most instances this is the Course Provider
4. **Attendance Type** – select whichever is most appropriate
5. **Location (Districts)** – This field defaults to the provider location/district and should only be changed if the course location is different. Click “Add this District” button.
6. **Course Web Page** - is a link to a page on your site that deals with this course. The link should be to a web page dealing specifically with one course. Please do not use links to home pages, searches or PDF's.
7. **Description Status** – Please ignore this field – this is for QualifaX use only.

Qualifications are optional – your own course web page may provide this information.

Keywords may be used if the course title is not self explanatory or if you think people may use other words in looking for the course.

Course Category – at this time this facility is under construction and is not a mandatory field. We will inform you if this situation changes.

Duration & Dates - it is best to show this information on your own site and not enter anything for this in QualifaX.

When you have completed adding short courses or editing existing ones, please send an email to your QualifaX administrator. Courses are released to the public website by a QualifaX Administrator so it is imperative you contact your Administrator as soon as you have completed the updating process.

Your QualifaX Administrator is:

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