



Advertising Courses – Import Courses

Version 1.0

Jobg8 Limited

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	Version 1.0	1



Document Version History

Date	Version	Description	Author
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Advertising Courses – Import Courses		17 January 2017
	Version 1.0	2



1. Contents

1.	CONTENTS	3
2.	OVERVIEW	4
3.	COURSE PROVIDERS	4
4.	COURSE SPREADSHEET IMPORT.....	4
4.1	SNAPSHOT CONTENT.....	4
5.	COURSE DETAILS.....	5
5.1	DETAIL INFORMATION	5
6.	APPENDIX A.....	8

Advertising Courses – Import Courses		17 January 2017
	Version 1.0	3



2. Overview

This document details how to advertise courses on the Jobg8 network.

3. Course Providers

To advertise courses on the Jobg8 network at least one course provider is required to be setup. Per provider the following information is required:

Provider Detail	Description
Name	The name of the course provider. This can be a maximum of 255 characters long.
Description	A short description of the course provider. This can be a maximum of 4000 characters long.
Logo	The logo of the course provider. The ideal logo size is 200px wide by 100px high.
Provider ID	This is not required but is used to identify different providers if more than one is being used.

4. Course Spreadsheet Import

Jobg8 has a course import spreadsheet. It is recommended that this is used to minimise the time it takes to integrate your courses onto the Jobg8 network. However Jobg8 can support alternative spreadsheets and other import mechanisms, which can be discussed with your Account Manager.

If using a provided spreadsheet please complete with as much information as possible and forward to your Account Manager. This will be used as a working document for any future changes or updates you wish to make.

4.1 Snapshot Content

A spreadsheet import uses a snapshot approach, which is where Jobg8 will parse the spreadsheet to deduce the following:

- **Add**
Course is in the spreadsheet and not currently on the Jobg8 network, so the course will be added.
- **Amend**
Course is in the spreadsheet and already on the Jobg8 network, so will be compared for differences and amended accordingly.
- **Delete**
A course is on the Jobg8 network and not included in the spreadsheet and therefore will be deleted.

Advertising Courses – Import Courses		17 January 2017
	Version 1.0	4



5. Course Details

The table below details the course information that Jobg8 is able to accept in order to advertise courses on our network. Please ensure that you include as a minimum, our required details. We recommend that you include as many of the details as possible, as this will increase the quality of your course postings and the potential lead generation.

5.1 Detail Information

Course Field	Required	Description	Amendable	Default Value	Extra Validation
CourseID	Yes	A unique reference to identify the course	No		<= 100 characters
EnquiryEmail	Yes	Email used to send leads to the course provider	Yes		<= 255 characters and in a valid email format
CourseTitle	Yes	The title of the course	Yes		<= 255 characters
Overview	Yes	An overview of the course	Yes		Must be >= 50 characters excluding HTML
Description	Yes	The full description of the course	Yes		Must be >= 50 characters excluding HTML
Subject	Yes	The course subject. Appendix A lists all subjects and associated sub subjects	No		
SubSubject	Yes	The course sub subject. Appendix A lists all subjects and associated sub subjects	No		
CourseType	Yes	The course type. One of the following values is expected: "Online", "Classroom", "DistanceLearning", "Software", "OnSite"	Yes		
CourseLevel	Yes	The difficulty level of the course. One or more of the following values is expected: "Beginner", "Intermediate", "Advanced"	Yes		
StudyMode	Yes	The study mode. One or more of the following values is expected: "Full time", "Part time"	Yes		
FullPrice	No	The full price of the course	Yes		Decimal
OfferPrice	No	The offer price of the course	Yes		Decimal

Advertising Courses – Import Courses		17 January 2017
	Version 1.0	5



Course Field	Required	Description	Amendable	Default Value	Extra Validation
OfferStartDate	No	Start date of the offer price	Yes		
OfferEndDate	No	End date of the offer price	Yes		The End Date must be after the Start Date
ShowPrice	No	Show the price when advertised	Yes	"Yes"	Boolean
HasFinanceOption	No	Is finance offered for the course	Yes	"No"	Boolean
PriceIncludesExam	No	Whether the price includes the exam	Yes	"No"	Boolean
IsApprenticeship	No	Whether the course is an apprenticeship	Yes	"No"	Boolean
Qualification	No	The qualification acquired from completing the course	Yes		<= 1000 characters
AwardingBody	No	The name of the awarding body	Yes		<= 1000 characters
Audience	No	A brief explanation who the course is aimed towards	Yes		<= 4000 characters
CareerPath	No	A section detailing how the course will help towards the candidates career goals	Yes		<= 4000 characters
CourseDurationValue	No	The length of the course, e.g. 10	Yes		Decimal
CourseDurationUnit	No	The unit the course length is measured in. One of the following values is expected: "Hours", "Days", "Weeks", "Months", "Years"	Yes		Must be supplied if a Duration Value is being supplied
TutorAvailable	No	Is a tutor available to help with the course	Yes	"No"	Boolean
AcademicRequirements	No	An explanation of the qualifications required to be accepted for the course	Yes		<= 1000 characters
Provider	No	The name of the course provider	No	<i>Your Default Provider</i>	
Locations	Yes	The postal code of the course. A location is only REQUIRED for Classroom courses. Multiple locations can be supplied for a course and must be separated with a semi colon.	No		

Advertising Courses – Import Courses		17 January 2017
	Version 1.0	6



Course Field	Required	Description	Amendable	Default Value	Extra Validation
Currency	No	The currency of the course prices. One of the following values is expected: "GBP", "EUR", "USD", "CAD", "AUD"	Yes	<i>Your Currency Default</i>	
CustomText	No	A custom text field for any additional information	Yes		<= 1000 characters

Advertising Courses – Import Courses		17 January 2017
	Version 1.0	7

6. Appendix A

List of course subjects and associated sub subjects:

Subject ID	Subject Name	Sub Subject ID	Sub Subject Name		
11	Accountancy and Finance	28	Accounting		
		29	Banking and Investment		
		30	Bookkeeping		
		31	Compliance and Regulatory		
		32	Credit Analysis and Control		
		33	Financial Analysis		
		34	Financial Management		
		35	Other		
		36	Payroll and Taxes		
		12	Admin and Secretarial	37	Administration
38	General Office Skills				
39	Keyboard Skills and Touch Typing				
40	Microsoft Office				
41	Other				
42	PA				
43	Receptionist				
44	Secretarial and Shorthand				
13	Business and Management			45	Business
				46	Business Administration
		47	Business Analysis		
		48	Customer Service		
		49	HR Training		
		50	Legal		
		51	Management		
		52	Marketing		
		53	Other		
		54	Performance Management		
		55	Personal Development		
		56	Project Management		
		57	Purchasing		
		58	Retail Management		
		59	Risk Management		
		60	Sales		
		61	Time Management		
		14	Energy	62	Energy Assessment
63	Management				
64	Nuclear				
65	Oil and Gas				
66	Operations				
67	Other				
68	Renewable Energy				
69	Utilities				
15	Fashion and Beauty			70	Beauty
		71	Cosmetic and Make Up		
		72	Fashion		
		73	Hairdressing		
		74	Nail Technician		
		75	Natural Therapies		
		76	Other		
		16	Health and Care	77	Animal Care
78	Child Care				
79	Counselling				
80	Mental Health				
81	Nursing				
82	Other				
83	Physiotherapy				
84	Psychology				
85	Social Care				
86	Stress Management				
17	Health and Safety	87	First Aid		
		88	Other		
		89	Public Health		
		90	Site Safety Plus		

18	IT	91	Database
		92	Graphic Design
		93	IT Office Skills
		94	IT Security
		95	Networking
		96	Other
		97	Project Management
		98	Service Helpdesk and Technical Support
		99	Web Design
		100	Web Development
19	Languages	101	Arabic
		102	Chinese
		103	Dutch
		104	English
		105	French
		106	German
		107	Greek
		108	Hebrew
		109	Hindi
		110	Irish
		111	Italian
		112	Japanese
		113	Other
		114	Polish
		115	Portuguese
		116	Russian
		117	Spanish
		118	Swedish
		119	Turkish
20	Manufacturing	120	Operations
		121	Other
		122	Supply Chain Management
		123	Transport and Logistics
21	Media and Design	124	Advertising
		125	Creative Writing
		126	Digital Marketing
		127	Digital Media
		128	Digital Photography
		129	Graphic Design
		130	Interior Design
		131	Media
		132	Other
		133	Social Media
		134	Web Design
22	Other	135	Other
23	Recreational	136	Arts and Crafts
		137	Cookery
		138	Cultural Interest
		139	Other
		140	Fitness Instructor
24	Sports and Fitness	141	Nutrition
		142	Other
		143	Personal Trainer
		144	Sports
		145	Sports Massage
		146	Sports Psychology
25	Teaching	147	Education
		148	Initial Teacher
		149	Other
		150	Primary Teacher
		151	Teaching Assistant
26	Trades	152	Construction
		153	Electrician
		154	Gardening
		155	Other
		156	Plumber
27	Travel and Tourism	157	Catering