**Course listing – key information**

**Official course title**

**Start and end date** (or duration)

**Full time / part time** (and any further details on hours/days etc.)

**Location and attendance** (e.g., city and country, in person or online)

**Organiser / host** (e.g., name of University / institution / company)

**Academic or commercial course?**

**Course website link**

**Logo / image included (Y/N)?** (attach to email with this template)

**Course summary**

**Course level / qualification attained** (e.g., Masters, PhD etc.)

**Entry requirements** (Include education level, experience, skills etc)

**Cost** (if applicable)

**Any further relevant information to note or instructions to be followed?**

Once complete, please send the following information to [**bts@execbs.com**](mailto:bts@execbs.com):

1. This completed form
2. Any logos or images required
3. Any further useful information on the courses
4. Details of any relevant BTS affiliation or key contacts involved