



Submitting courses for the BIIAB website – things to remember

Please follow the below guidelines when submitting your course details.

Spreadsheet Template

Please add your course details to the template provided by us. This is a CSV file and is pre-formatted to meet the requirements of our system.

Please always use this template when sending your courses. If you use your own spreadsheet that is formatted differently, this will cause problems with the course upload.

Qualification Titles

Please ensure that qualification titles are written in the right format, otherwise your courses will not be uploaded correctly. They should be written in the following format:

- BIIAB Level 2 Award for Personal Licence Holders
- BIIAB Scottish Certificate for Personal Licence Holders at SCQF Level 6
- BIIAB Scottish Certificate for Personal Licence Holders (Refresher) at SCQF Level 6

Venue Codes

We use venue codes that correlate to the name of each course venue. If you deliver courses at a variety of different venues, each individual venue will have a different code.

Please note that even if you deliver online courses, these will still have a venue code (though the venue will simply be listed as 'virtual' on the website).

If you want to check which codes you should be using, please get in touch. If you submit courses for a new venue that you have not used before, we will provide you with a new code for this venue.



Course Dates

Our system requires that a date must be listed for every course. Even if you deliver online courses that are available at any time, you are still required to provide a list of dates.

Please note we can only accept a maximum of three months' worth of dates at once.

Please provide dates in the format YYYY-MM-DD.

Prices

BIIAB charges a £25 brokerage fee to individuals who book courses on our website. The prices listed for your courses on our website include this £25.

Please factor this in when providing your course details. When submitting course details, it is useful if you can indicate whether you have included the £25 fee in your prices or not.

Availability

Our system requires that a number is entered for the 'availability' field. Even if your courses are online and there is no limit on capacity, please still provide a number e.g. 100.

Other Details

Please proofread your course details to ensure they are free from spelling and grammatical errors.

Get in touch

If you need any further guidance on how to submit courses correctly, please [get in touch](#).

Please note that if your course spreadsheets contain errors, we will return them to you and ask that you correct these.