

# Introduction to the Course Directory

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## 1. What is the Course Directory

The Course Directory is a database of the provisions funded by the Skills Funding Agency. It contains information from over 900 learning providers including colleges, training providers and local education authorities.

Using the National Careers Service website (<https://nationalcareersservice.direct.gov.uk>), customers can search the directory for a wide variety of courses including Adult Further Education, Adult Community Learning, Apprenticeships, undergraduate and postgraduate degrees and courses that are co-funded by European Social Fund.

### What are the benefits of being on the Course Directory

It is a free national marketing tool that promotes your courses online

- Used by more than 3,000 careers advisers every day helping people to choose their course and learning provider
- Is a key tool on the National Careers Service website that receives more than 400,000 visits every month by customers seeking to choose courses and learning providers to pursue their career goals
- Following the introduction of 24+ Advanced Learning Loans, prospective learners can use the Course Directory as a key information source to inform their decision making about the learning options they choose
- Jobcentre advisers working with both adults and young people, use the Course Directory with customers or suggest that customers use it independently where appropriate.

### How do I ensure my data is up to date?

To exploit this opportunity to generate referrals to your courses, you need to ensure the data in the Course Directory is current and clear. It is in your interest as a provider to regularly check and update your information.

Every learning provider has a registered Superuser responsible for ensuring that your courses details are uploaded and fully up-to-date. If you are unsure who that is, please contact our SFA Course Directory Team at [support@coursedirectoryproviderportal.org.uk](mailto:support@coursedirectoryproviderportal.org.uk)

Our dedicated team of Information Advisors are on hand to assist you with your data, ensuring that it's regularly updated and of the highest quality. It is important that your data is of a high quality; this makes it easier for customers to find it and in turn, is much more likely to result in a referral or an enrolment.

The Agency is committed to ensuring that the Course Directory continues to improve and supports customers of the National Careers Service to make informed choices about their future. We hope that this support will assist you in ensuring that learners across the country have access to accurate and useful information about your courses.