**COURSE – BASIC INFORMATION**

Please complete this form as comprehensively as possible

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| **Basic Description** | |
| Title |  |
| Summary | 100 words max |
| Starting Date | For permanently available online courses, please specify |
| End Date |  |
| Duration | Number of Hours |
| Location | Please include city and country. If it is online, please specify |
| Keywords |  |
| Language |  |
| **Audience** | |
| Target Audience |  |
| Expected level of expertise from participants | Brief description indicating competencies (focus on knowledge and skills) |
| Scope | Please describe if you expect a global, regional, national or local reach for your course |
| Expected number of participants |  |
| **Learning Objectives & Content** | |
| Learning Objectives | Please provide the learning objectives. These are focused on what you want your students to be able to do or demonstrate at the end of your course. Consider the perspective of the learner rather than the organiser. |
| Content & Schedule | Please provide the outline of the course with a tentative schedule |
| **Methodology, Trainers & Evaluation** | |
| Training Methods | Please describe your training methods   Examples:   Interactive training - Case based exercises, inquiry-based learning, Role playing, Constructivism  Hands on training - learning-by-doing, experiential learning, onsite demonstration |
| Possible trainers | Name, affiliation, email, LinkedIn, URL link or attachment of CV |
| Evaluation of trainees | Describe method(s) used to assess the achievement of learning objectives |
| Certification | Please indicate which sort of certification will be acquired at the end of the course. |
| Credit points | Please indicate whether the course provides credit points (ECTS or others) and if so, how many. |
| CDP Accreditation | Please indicate whether the course is accredited for CPDs if so, which body has provided accreditation |
| **Registration and Fees** | |
| Registration | Please write down who will oversee the registration process (reception, invoicing, verification of payments, confirmation of registration to participants, preparation of list of attendees) |
| Fees per participant | Expected fee per participant |
| Discount for IWA members | Please specify the discount scheme for IWA members. |
| **Marketing** | |
| Proponent marketing channels | Please explain the marketing channels used by the proponent to advertise the course. |
| Course webpage | Please include the URL of the course. If it does not exist yet, please indicate whether there are plans to create one. |
| URL to Flyer | Please include the URL of the flyer for the course, if any. If it does not exist yet, please indicate whether there are plans to create one. |