SOURCING TRAINING PROVISION – “EMPLOYER’S GUIDE TO TRAINING PROVIDERS” (EGTP)

EGTP SEARCH TIPS
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The following should provide some tips when searching for training provision through EGTP.

Using Keywords in the “Quick Basic” and “Advanced” searches

Wildcard *
This is especially useful if you are looking for courses where the titles are likely to have any of a number of similar but different words for example:

- management, manager, managing, or manage

- Input **manag* as the keyword and the asterisk after the text will act as a wild card and will return all courses with a variation of the word.

Using not
An example of this tip can be when an employer is looking for language training but specifically does not want a full GCSE.

- Input **German not GCSE** for a list of German courses excluding GSCEs

Using and
This allows you to search for courses with a similar content but that have variations on the course title. For example:

- Inputting **Engineering and Design** identifies
  - all the courses that inputting Engineering Design identifies
  - courses with variations on the possible course titles such as
    - Design Engineering; Engineering Technology; Product Design

Using or
Useful if you would like to search for more than one course at a time or the employer has a more open training need. For example:

- Inputting **Italian or German** will return both Italian and German courses.
Using “Basic Quick” Search
Perfect for a quick search where you have few details of the training need or want to generate lots of provider/course options.

Things to remember:
• A search for ‘computing’ will bring up courses that include IT in the title
• You can enter a full or part of a postcode
• Using a postcode search will include results of non-specific location courses e.g. Providers that bring their training to the workplace etc.
• The ‘Distance Range’ only works when using a postcode

Using “Advanced” Search
If the search results from the Basic Search are too long you can reduce the list by using the Advanced Search option and adding other criteria. This will produce a more specific list based on the employer’s requirements.

Qualification
The database does not have a separate searchable field for the type of qualification however the following can be used:
• Select an option(s) from the list above. If you hover over the option you will get a description of what it will include
• Use the type of qualification eg. GCSE as a keyword in the ‘Subject/training keyword’ box.

Provider Name
If you know the provider name you can enter all or part of it but it is important to remember:
• The version of the name that they use on the database may be different to the one you are used to
• You can not use the wildcard (*) symbol on this search.

Course Start Date
It is not recommended that you use the start date unless it is vital that a specific start is required.

This field is often not completed (by the training providers) and courses with no start date or “to be confirmed” will be excluded from the results of a search with a specified start date.
Course Category
Each course that is loaded to the directory is assigned one or more categories/subcategories. Things to remember:

- There are 17 main categories and 5 sub categories
- You cannot select a subcategory before selecting a category
- You cannot select multiple subcategories
- Using this function can be more effective than using a subject keyword