

## King's Business School open enrolment programmes

KBS is pleased to offer a limited number of places on our open enrolment short courses to senior KCL staff at a discounted rate (25% discount) in order to support the development of individuals and the organisation.

Detailed information about the courses can be found on the KBS website at:

<https://www.kcl.ac.uk/business/executive-education/open-course>

Staff must apply through the advertised application process, supplying all information as per an external application. Acceptance onto the course is subject to the same criteria and selection methods used to assess an external applicant. KBS short courses are a diverse classroom where participants join us from a wide variety of geographical, professional and industry backgrounds. Staff must therefore be working at a suitable level of seniority, in a role and with an approach to study that will allow them to contribute positively to the classroom environment and the experience of the other participants. Throughout the course we expect staff member participants to represent KCL positively to the other participants alongside pursuing their own professional development goals.

Usually we would expect staff applicants to meet the following criteria:

- Employed at Grade 7 or above.
- Performing at a high level within their role.
- Have discussed the learning with their line manager/ department head as appropriate
- In permanent (full- or part-) time employment with KCL and to have completed their employment probation period.
- For staff on fixed term contracts decisions will be made on a case by case basis, subject to line manager/department head approval and any other internal demands. Contractors or temporary agency staff are not eligible to apply.

We ask that staff applying ensure that they have discussed the course, their release and any local financial sponsorship options with their line manager/department head before finalising an application. We reserve the right to contact your manager/department head to confirm employment and performance details if necessary.

Staff participants will be subject to the usual T&Cs and code of conduct expectations of any executive education participant. The staff member is liable for the fee payment and it is their responsibility to secure sponsorship with their department if this is available and agreed.

For more information about the courses and for assistance with an application please contact Sarah at [execed-business@kcl.ac.uk](mailto:execed-business@kcl.ac.uk).