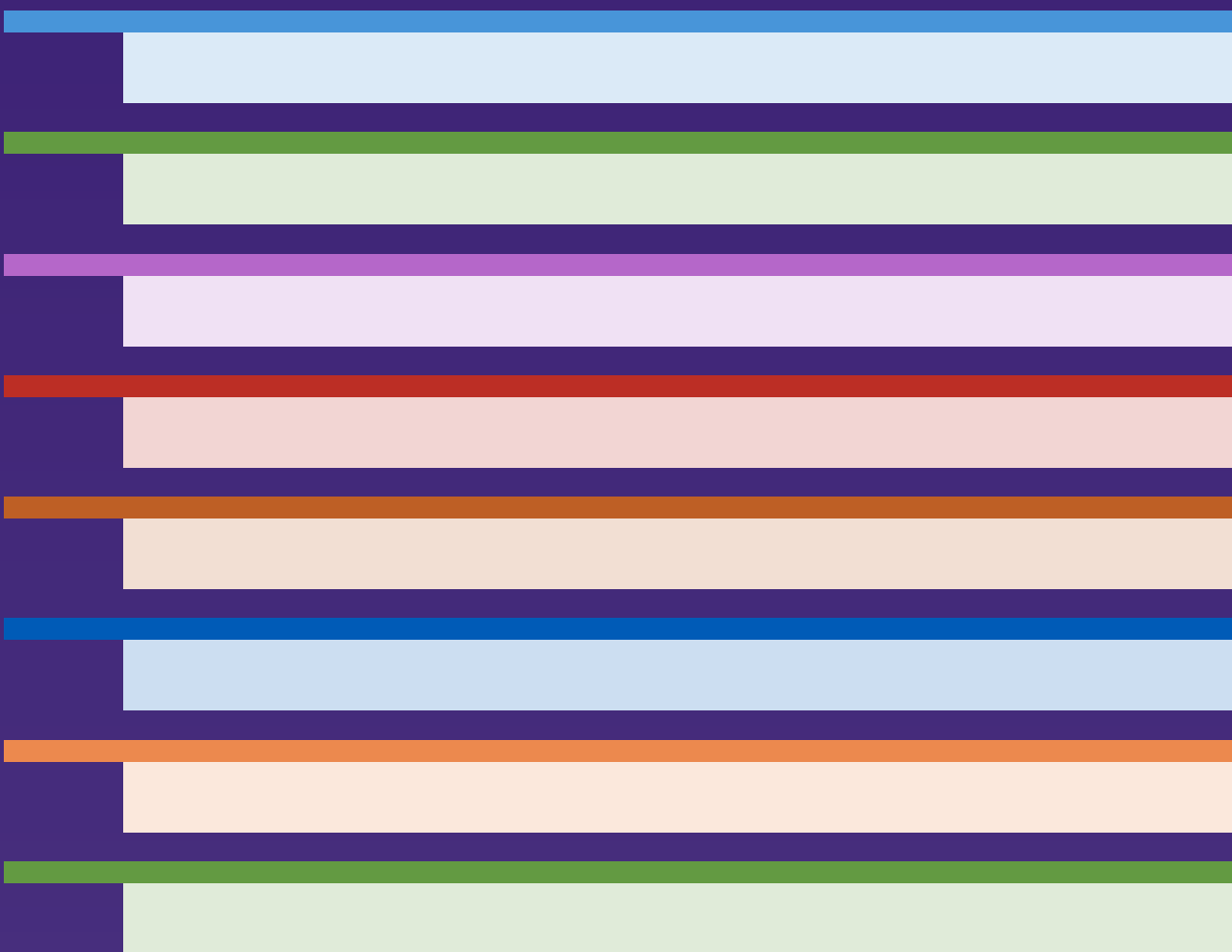


Management and Administration Information Systems Training Courses

Summer Term 2010 – Spring Term 2011



Training Calendar 2010/11 – by Module

Course Title	Summer Term	Autumn Term	Spring Term
<i>Assessment Manager 7</i>	6 & 7 Jul 10	13 & 14 Oct 10	9 & 10 Feb 11
<i>Assessment Manager 7 – Reporting Home & Tracking</i>	30 Jun 10	3 Nov 10	9 Mar 11
<i>Attendance 7</i>	20 May 10	7 Oct 10	3 Feb 11
<i>Dinner Money 7</i>	13 May 10	6 Oct 10	24 Mar 11
<i>Exams Organiser 6</i>		12 Oct 10	
<i>Exams Organiser 6 – Results Analysis</i>	7 May 10		
<i>FMS 6 – New Users</i>	6 May 10	22 Sep 10	27 Jan 11
<i>FMS 6 – Equipment Register</i>	24 Jun 10	15 Sep 10	02 Feb 11
<i>FMS 6 – End of Year Closedown</i>			3 Mar 11
<i>FMS 6 – Consistent Financial Reporting</i>			3 Mar 11
<i>NOVA T6 – Constructing a Timetable</i>			16, 17 Feb & 15, 16 Mar 11
<i>NOVA T6 – Maintaining a Timetable</i>	21 May 10	11 Nov 10	22 Mar 11
<i>NOVA T6 – Managing the SQL Transfer</i>	25 June 10	16 Nov 10	29 Mar 11
<i>Cover 7</i>	28 Apr 10	2 Nov 10	2 Mar 11
<i>Course Manager – Post 16 Learning Aims</i>	28 Jun 10	4 Nov 10	10 Mar 11
<i>Personnel 7</i>	12 May 10	21 Oct 10	23 Mar 11
<i>Profiles 7</i>			15 Feb 11
<i>SIMS.net – New Users</i>	5 May 10	16 Sep 10	26 Jan 11
<i>SIMS.net SEN & Exclusions</i>	25 May 10	9 Nov 10	8 Feb 11
<i>SIMS.net Behaviour Management & Exclusions</i>	25 May 10	9 Nov 10	8 Feb 11
<i>SIMS.net End of Year – Primary & Special</i>	22 & 23 Jun 10		
<i>SIMS.net End of Year – Secondary</i>	22 Jun 10		
<i>SIMS.net Reporting – Basic</i>	11 May 10	19 Oct 10	1 Feb 11
<i>SIMS.net Reporting – Intermediate</i>	18 May 10	10 Nov 10	1 Mar 11
<i>SIMS.net Reporting – Advanced</i>	1 Jul 10	17 Nov 10	8 Mar 11
<i>SIMS.net Modular Workshop</i>		Upon Request	
<i>SIMS.net System Manager 7</i>			TBA Spring 11

Introduction

Welcome to the Schools' IS Team training brochure for the financial year 2010/2011. Enclosed are details of the training courses available.

Due to the fact that we are publishing dates and times in advance, there may be some alterations to courses. If changes occur, delegates will be notified as soon as possible.

Courses offered by the Schools' IS Team and external consultants, are held at our Hill View offices in Welling, unless otherwise stated. SIMS courses are priced at £75 per delegate per day or £37.50 per delegate per half day, for schools with a Bexley LA Service Level Agreement.

	School No Support	School Full Support	Non School
Half day course	£250	£37.50	£250 + VAT
Full day course	£250	£75	£250 + VAT
Statutory issues	£250	Free	£250 + VAT

Non-supported schools who wish to attend SIMS Training Courses delivered by either the Schools IS Team or an external consultant will be charged a daily rate of £250 per delegate regardless of whether the course is a full day or half day.

Courses will only be booked by the Schools' IS Team upon the receipt of a signed booking form. Light refreshments will be provided throughout the session. Hot and cold meals can be purchased from the onsite canteen.

Training Course Cancellation Policy

Please note if you wish to cancel a course you must return a Training Course Cancellation Form ensuring you receive the receipt of cancellation afterwards. The receipt may be required for proof of cancellation.

The following charges apply:

Period of Notice	Charge
More than 28 calendar days notice	No Charge
14–27 calendar days notice	25% of Charge
4–13 calendar days notice	50% of Charge
3 calendar days or less notice	Full Charge

If you have any queries regarding any part of the Schools' IS Team training programme, please contact the service desk by telephone (020 8836 8200), fax (020 8836 8262), or online (www.bexley-is.org.uk/servicedesk).

Booking & Cancellation Forms are available to download from www.bexley-is.org.uk

Delegates are expected to have basic computer operating skills for attendance on all courses.

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SIMS.net Assessment Manager 7

Aimed at

Assessment co-ordinators and staff with responsibility of administrating assessment within a school.

Objectives

To be able to create aspects, grade sets and result sets.

To be able to create templates and marksheets.

To be able to use formulae within templates including colour formatting (Traffic Light).

Course outline

This course is a 2 day course which will give delegates a good understanding, including;

Creating aspects, grade sets and results sets.

Creating templates and marksheets.

Creating and assigning categories.

Understand how formulae, including colour formatting can be used in marksheets.

Managing data stored within the system ensuring it is set up to be easy for teaching staff to access and use.

Knowledge required

Knowledge of SIMS.net would be an advantage.

Suggested follow up courses

SIMS.net AM7 Reporting Home and Tracking

Duration

2 days.

Delegates **must** be available to attend for the full duration of the course i.e. from 9.30 – 16.00.

Cost

£150 per delegate for schools with a Service Level Agreement.

Date	Time	Venue	Course Code
Tuesday/Wednesday 6 & 7 July 10	9.30 – 16.00	Hill View Room 115	AM7-01
Wednesday/Thursday 13 & 14 October 10	9.30 – 16.00	Hill View Room 115	AM7-02
Wednesday/Thursday 9 & 10 February 11	9.30 – 16.00	Hill View Room 115	AM7-03

SIMS.net Assessment Manager 7 – Reporting Home & Tracking (New)

Aimed at

Assessment co-ordinators and staff with responsibility for managing or administering assessment.

Objectives

- Be able to design/edit individual report formats.
- Be able to view/edit/print individual reports.
- Be able to create new tracking grids.
- Be able to manipulate tracking grids to show patterns.

Course outline

This course brings together two areas of Assessment Manager. Individual Reports can be produced to inform parents of pupil progress throughout the year. The reports can extract data not only from AM7 but also data such as Attendance percentages. The ability to track pupils progress has become increasingly important. This course will show you how to create and edit tracking marksheets and tracking grids.

Knowledge required

Knowledge of Assessment Manager.

Duration

Half day.

Cost

£37.50 per delegate for schools with a Service Level Agreement.

Date	Time	Venue	Course Code
Wednesday 30 June 10	9.30 – 12.30	Hill View Room 115	AM7RHT-01
Wednesday 3 November 10	9.30 – 12.30	Hill View Room 115	AM7RHT-02
Wednesday 9 March 11	9.30 – 12.30	Hill View Room 115	AM7RHT-03

SIMS.net Attendance 7

Aimed at

Staff who are responsible for recording pupil attendance.

Objectives

Be able to produce registers and absence sheets.

Be able to enter and edit marks.

Be able to create reports and letters.

Knowledge required

None.

Duration

1 day.

Cost

£75 per delegate for schools with a Service Level Agreement.

Course outline

This course is designed for staff who are responsible for recording and managing pupil attendance.

This course consists of:

Module setup.

Producing registers and absence sheets.

Entering and editing marks.

Dealing with unexplained absences and missing marks.

Creating reports and letters.

A brief introduction on electronic classroom registration.

Date	Time	Venue	Course Code
Thursday 20 May 10	9.30 – 16.00	Hill View Room 115	ATN7-01
Thursday 7 October 10	9.30 – 16.00	Hill View Room 115	ATN7-02
Thursday 3 February 11	9.30 – 16.00	Hill View Room 115	ATN7-03

SIMS Dinner Money 7

Aimed at

Staff in primary schools who are responsible for dinner money.

Objectives

- Be able to produce staff and pupil registers.
- Be able to record pupil and staff meals.
- Be able to record payments and complete the banking process.

Knowledge required

Basic knowledge of SIMS.net would be an advantage, but not essential.

Duration

Half day.

Cost

£37.50 per delegate for schools with a Service Level Agreement.

Course outline

This training course is designed for staff who are responsible for dinner money in their school.

This course consists of:

- Recording pupils default meal patterns.
- Recording pupil meals.
- Recording pupil payments.
- Completing the banking process.
- Producing reports and letters.

Date	Time	Venue	Course Code
Thursday 13 May 10	9.30 – 13.00	Hill View Room 115	DN-MNY7-01
Wednesday 6 October 10	9.30 – 13.00	Hill View Room 115	DN-MNY7-02
Thursday 24 March 11	9.30 – 13.00	Hill View Room 115	DN-MNY7-03

SIMS Exams Organiser 6

Aimed at

Exams officers and staff responsible for entering exam data.

Objectives

Be able to define seasons and season patterns.

Be able to import base data.

Be able to create marksheets and record exam entries.

Knowledge required

No previous knowledge of SIMS is required but a reasonable knowledge of the examination process is preferable.

Duration

1 day.

Cost

£75 per delegate for schools with a Service Level Agreement.

Course outline

This training course is designed for staff who are responsible for administrating examinations for pupils in their school.

This course consists of:

Module setup.

Defining season patterns.

Defining seasons.

Importing and managing base data.

Creating marksheets and recording exam entries.

Using the seating plan.

Date	Time	Venue	Course Code
Tuesday 12 October 10	9.30 – 16.00	Hill View Room 115	EXAMS-OR-01

SIMS Exams Organiser 6 – Results Analysis

Aimed at

Examination officers.

Objectives

- Be able to import and export exam results.
- Be able to view results in Examinations Organiser.
- Be able to analyse your school's exams results.

Knowledge required

Knowledge of the examination process would be an advantage.

Duration

1 day.

Cost

£75 per delegate for schools with a Service Level Agreement.

Course outline

This course will assist you in analysing examination results.

This course consists of:

- Importing exam results.
- Exporting exam results.
- Viewing results.
- Analysing results.

Date	Time	Venue	Course Code
Friday 7 May 10	9.30 – 16.00	Hill View Room 115	EXAMS-AN-01

FMS 6 – New Users

Aimed at

Staff who are responsible for processing day to day financial transactions.

Objectives

- Be able to use accounts payable.
- Be able to complete bank reconciliations.
- Be able to use petty cash.

Knowledge required

Finance knowledge would be an advantage.

Course outline

This course is ideal for staff who are new to using the FMS 6 module.

This course consists of:

- Managing supplier details.
- Purchase order processing.
- Invoicing.
- Cheque processing.
- Non invoiced income.
- Bank reconciliations.
- Petty cash.

Duration

1 day.

Cost

£75 per delegate for schools with a Service Level Agreement.

Date	Time	Venue	Course Code
Thursday 6 May 10	9.30 – 16.00	Hill View Room 115	FMS6-NU-01
Wednesday 22 September 10	9.30 – 16.00	Hill View Room 115	FMS6-NU-02
Thursday 27 January 11	9.30 – 16.00	Hill View Room 115	FMS6-NU-03

FMS 6 – Equipment Register

Aimed at

Staff who are responsible for maintaining the school inventory.

Objectives

- Be able to enter items of equipment.
- Be able to dispose, move and delete equipment.
- Be able to organise inspections and stock takes.

Knowledge required

Basic knowledge of FMS 6 would be an advantage.

Duration

1 day.

Cost

£75 per delegate for schools with a Service Level Agreement.

Course outline

This course is designed for staff responsible for maintaining the school inventory.

This course consists of:

Importing data from various sources e.g. FMS 6 module, Excel etc.

Entering items directly into the module.

Grouping items of equipment into categories.

Moving items of equipment between rooms and members of staff.

Recording stock takes, inspections and insurance details.

Producing reports.

Date	Time	Venue	Course Code
Thursday 24 June 10	9.30 – 16.00	Hill View Room 115	FMS6-ER-01
Wednesday 15 September 10	9.30 – 16.00	Hill View Room 115	FMS6-ER-02
Wednesday 2 February 11	9.30 – 16.00	Hill View Room 115	FMS6-ER-03

FMS 6 – End of Year Closedown

Aimed at

Finance staff who are responsible for performing the financial end of year closedown.

Outcomes

- Be able to create the new financial year.
- Be able to process outstanding transactions.
- Be able to close the old financial year.

Knowledge required

Knowledge of FMS and financial processes required.

Duration

Half day.

Cost

£37.50 per delegate for schools with a Service Level Agreement.

Course outline

This half day training course is designed to assist schools in performing the financial end of year closedown.

This course consists of:

- Creating the new financial year.
- Performing system checks and producing reports.
- Preparation and closure of the old financial year.
- Dealing with debtors and creditors.

Date	Time	Venue	Course Code
Thursday 3 March 11	9.30 – 13.00	Hill View Room 115	FMS6-EOY-01

This course is for staff who have not attended previous FMS 6 EOY courses.

FMS 6 – Consistent Financial Reporting (CFR)

Aimed at

Finance staff with financial management responsibility in schools.

Objectives

- To understand the CFR structure.
- Be able to produce CFR reports.
- Be able to allocate funds to CFR headings.

Knowledge required

Knowledge of FMS and financial processes required.

Duration

Half day.

Cost

£37.50 per delegate for schools with a Service Level Agreement.

Course outline

This half day course is designed for finance staff who are responsible for or wish to gain knowledge of the CFR process in schools.

This course consists of:

- Configuring FMS to run CFR reports.
- Mapping ledger codes to CFR mappings.
- Running the CFR report and dealing with validation errors and queries.
- Producing the final CFR report.

Date	Time	Venue	Course Code
Thursday 3 March 11	13.30 – 16.00	Hill View Room 115	FMS6-CFR-01

NOVA T6 – Constructing a Timetable

Aimed at

Senior and middle management in secondary schools with responsibility for the curriculum and timetabling.

Objectives

A thorough understanding of all aspects of basic data entry, curriculum planning, scheduling, rooming, editing and links to SQL.

Knowledge required

Understanding of school timetabling principles.

Duration

4 days.

Cost

£300 per delegate for schools with a Service Level Agreement.

Course outline

The timetable program NOVA T6 is the successor to NOVA T4. This 4 day course is delivered in two pairs of days with a break period in between. It tackles all aspects of functionality within T6 and its links to SQL. This course is equally suitable for new users and those already familiar with T4.

Those who may feel that 4 days is a considerable investment both in terms of time and finance are assured that attending this course represents the most efficient and cost-effective way of becoming familiar with this sophisticated piece of software.

The course covers all aspects of basic data entry, planning, analysis and scheduling, together with links to SQL.

Date	Time	Venue	Course Code
Wednesday 16 February 11 (Day 1 of 4)	9.30 – 16.00	Hill View Room 115	NOVA-T6-01
Thursday 17 February 11 (Day 2 of 4)	9.30 – 16.00	Hill View Room 115	NOVA-T6-01
Tuesday 15 March 11 (Day 3 of 4)	9.30 – 16.00	Hill View Room 115	NOVA-T6-01
Wednesday 16 March 11 (Day 4 of 4)	9.30 – 16.00	Hill View Room 115	NOVA-T6-01

NOVA T6 – Maintaining a Timetable

Aimed at

All school staff with responsibility for day to day maintenance of the timetable.

Objectives

Be able to modify Nova T6 to reflect changes in the timetable.

Knowledge required

Delegates should have some prior knowledge of timetable principles but prior knowledge of Nova T6 is not required.

Duration

1 day.

Cost

£75 per delegate for schools with a Service Level Agreement.

Course outline

Nova T6 helps you maintain the timetable throughout the academic year. This course shows you how to change rooms and add a teacher or assistant, amend the system following staff changes, establish teacher and room carousels, implement communication between T6 and SQL, as well as using non class codes. It will specifically cover:

Changing a room and adding a teacher/assistant.

Changes due to staff leaving.

Teacher/room carousels.

Maintenance datasets.

Strategy for communication between T6 and SQL.

Non class codes.

Date	Time	Venue	Course Code
Wednesday 21 May 10	9.30 – 16.00	Hill View Room 115	NOVA-MAN-01
Thursday 11 November 10	9.30 – 16.00	Hill View Room 115	NOVA-MAN-02
Tuesday 22 March 11	9.30 – 16.00	Hill View Room 115	NOVA-MAN-03

NOVA T6 – Managing the SQL Transfer

Aimed at

All school staff with responsibility for day to day maintenance of the timetable.

Objectives

Be able to transfer data from Nova T6 to SIMS.net.

Managing the mismatch of data in SQL transfer e.g. rooms, staff etc.

Course outline

To enable staff responsible for maintaining the timetable to transfer the timetable data from Nova T6 to SIMS.net.

Transfer of data between SIMS.net and NOVA T6.

Transfer of data between NOVA T6 and SIMS.net.

Managing the mismatch of data in the SQL Transfer.

Knowledge required

Delegates should have some prior knowledge of timetable principles but prior knowledge of Nova T6 is not required.

Duration

1 day.

Cost

£75 per delegate for schools with a Service Level Agreement.

Date	Time	Venue	Course Code
Friday 25 June 10	9.30 – 16.00	Hill View Room 115	NOVA-SQL-01
Tuesday 16 November 10	9.30 – 16.00	Hill View Room 115	NOVA-SQL-02
Tuesday 29 March 11	9.30 – 16.00	Hill View Room 115	NOVA-SQL-03

SIMS.net Cover 7

Aimed at

Staff responsible for arranging cover.

Objectives

Be able to ensure that staff records are suitable for the use with Cover 7.

Be able to manage the cover process.

Knowledge required

Knowledge of SIMS.net would be an advantage.

Duration

1 day.

Cost

£75 per delegate for schools with a Service Level Agreement.

Course outline

The course covers all aspects of the setup and effective use of Cover 7.

Ensuring that staff records are suitable for use with Cover 7.

Reasons for absence and room closure.

Cover rotas.

Suspending classes.

Defining staff weightings and offsets.

Managing organisations.

Global settings.

Defining and booking supply staff.

Cover diary (registering absences and arranging cover).

Printing.

Statistics.

Date	Time	Venue	Course Code
Wednesday 28 April 2010	9.30 – 16.00	Hill View Room 115	COVER-01
Tuesday 2 November 2010	9.30 – 16.00	Hill View Room 115	COVER-02
Wednesday 2 March 2011	9.30 – 16.00	Hill View Room 115	COVER-03

SIMS.net Course Manager – Post 16 Learning Aims

Aimed at

Staff in school that deal with;
Student class memberships; Course Manager (which has implications for statutory returns for schools with post 16 students); Maintaining Exams Organiser; Timetable Changes.

Objectives

- Be able to allocate curriculum structures.
- Understand how to maintain Course Manager to support post 16 returns.
- Understand QANs and their influence.
- Manage support for areas in Exams Organiser that tie into statutory returns.

Knowledge required

An understanding of the curriculum structures and procedures used in the school and knowledge of the school's curriculum policy would be helpful. Whilst an understanding of the operation of the NOVA program would be advantageous it is not essential.

An awareness of the implications for Course Memberships in Exams Organiser as Post 16 census returns would be useful.

Duration

1 day.

Cost

£75 per delegate for schools with a Service Level Agreement.

Course outline

This course covers procedures for allocating students to curriculum structures including bands and classes, and for maintaining and making adjustments to class memberships. All of which helps to enforce links for Statutory Returns.

The following areas that relate to Course Manager will be covered:

- Statutory returns.
- Post 16 learning aims.
- QAN codes.
- Course memberships.
- Assigning levels in NOVA T6.
- Exams Organiser.

Date	Time	Venue	Course Code
Monday 28 June 10	9.30 – 16.00	Hill View Room 115	SNET-CM-01
Thursday 4 November 10	9.30 – 16.00	Hill View Room 115	SNET-CM-02
Thursday 10 March 11	9.30 – 16.00	Hill View Room 115	SNET-CM-03

SIMS.net Personnel 7

Aimed at

New or existing staff with responsibility for updating and managing personal, professional and contractual information.

Objectives

- To be able to input and manage staff details.
- To be able to input and manage staff employment information.
- To have an understanding of pay structures.

Knowledge required

Knowledge of SIMS.net would be an advantage.

Duration

Half day.

Cost

£37.50 per delegate for schools with a Service Level Agreement.

Course outline

This training course is designed to assist staff in maintaining their school's personnel information within SIMS.net.

This course consists of:

- Adding and editing staff personal details.
- Adding staff's contract information.
- Adding staff absences.
- Add staff training events.
- Pay structures.
- Dealing with service terms.

Date	Time	Venue	Course Code
Wednesday 12 May 10	9.30 – 13.00	Hill View Room 115	SNET-PER-01
Thursday 21 October 10	9.30 – 13.00	Hill View Room 115	SNET-PER-02
Wednesday 23 March 11	9.30 – 13.00	Hill View Room 115	SNET-PER-03

SIMS.net Profiles 7

Aimed at

Staff responsible for producing pupil reports.

Objectives

Be able to create and design reporting sessions.

Be able to select comments for Individual profiles using on screen data entry or OMR sheets.

Be able to generate and print the final profiles.

Knowledge required

Basic knowledge of SIMS.net would be an advantage.

Duration

1 day.

Cost

£75 per delegate for schools with a Service Level Agreement.

Course outline

This training course is designed to assist staff in the creation of pupil reports.

This course consists of:

The creation and management of comment banks.

The creation, design and management of reporting sessions.

The selection of comments for individual profiles using on-screen data entry or OMR sheets.

Generating and printing the final profiles.

Date	Time	Venue	Course Code
Tuesday 15 February 11	9.30 – 16.00	Hill View Room 115	PROF-V7-01

SIMS.net New Users

Aimed at

Staff who are new users of SIMS.net and have responsibility of maintaining core pupil/student data.

Objectives

To be able to search for, edit and maintain existing pupil/student information.

To be able to use links to other data areas, ie. attendance, assessment, etc.

To be able to run, edit and create basic reports

Knowledge required

Basic knowledge of the Windows environment would be an advantage. No previous knowledge of SIMS.net is necessary.

Duration

1 day.

Cost

£75 per delegate for schools with a Service Level Agreement.

Course outline

This course is ideal for new users of SIMS.net that are responsible for recording and maintaining pupil/student information

This course consists of:

Adding pupil/student information.

Adding contact information.

Using the links panel to view other data areas, e.g. SEN, attendance, assessment.

Viewing and editing the school diary.

Creating and dealing with CTF files.

Using the Quick Letter Utility.

Running and editing existing reports.

Creating basic reports.

Homepage configuration.

Date	Time	Venue	Course Code
Wednesday 5 May 10	9.30 – 16.00	Hill View Room 115	SNET-NU-01
Thursday 16 September 10	9.30 – 16.00	Hill View Room 115	SNET-NU-02
Wednesday 26 January 11	9.30 – 16.00	Hill View Room 115	SNET-NU-03

SIMS.net SEN & Exclusions

Aimed at

Staff who are responsible for the upkeep of student SEN records and exclusions.

Objectives

To be able to view and edit existing SEN information.

To be able to input new SEN information.

To be able to record and maintain pupil/student exclusion information.

Knowledge required

Knowledge of SIMS.net would be an advantage.

Duration

Half day.

Cost

£37.50 per delegate for schools with a Service Level Agreement.

Course outline

This course is ideal for staff that are responsible for recording and maintaining pupil/student SEN and exclusion information.

This consists of:

Recording and maintaining SEN types and specific needs.

Recording and maintaining SEN reviews.

Recording and maintaining SEN events.

Recording and maintaining SEN provisions.

Recording gifted and talented pupils/students.

Recording and maintaining pupil/student exclusion information.

Date	Time	Venue	Course Code
Tuesday 25 May 10	9.30 – 12.30	Hill View Room 115	SNET-SEN-01
Tuesday 9 November 10	9.30 – 12.30	Hill View Room 115	SNET-SEN-02
Tuesday 8 February 11	9.30 – 12.30	Hill View Room 115	SNET-SEN-03

SIMS.net Behaviour Management & Exclusions

Aimed at

Staff who are responsible for the recording of Behaviour Management & Exclusion records.

Objectives

To be able to record and maintain individual pupil/student behaviour and achievement information.

To be able to record and maintain behaviour and achievement information involving a number of pupils/students.

To be able to record and maintain pupil/student exclusion and detention information.

Course outline

This course is ideal for staff that are responsible for recording and maintaining pupil/student behaviour and exclusion information.

This consists of recording and maintaining:

Pupil/student behaviour incidents.

Individual pupil/student achievements.

Behaviour incidents and achievements that involve a number of pupils/students.

Pupil/student exclusion information.

The configuration of the Behaviour Panel on the SIMS.net Homepage will also be shown.

Knowledge required

Knowledge of SIMS.net would be an advantage.

Duration

Half day.

Cost

£37.50 per delegate for schools with a Service Level Agreement.

Date	Time	Venue	Course Code
Tuesday 25 May 10	13.00 – 16.00	Hill View Room 115	SNET-SBE-01
Tuesday 9 November 10	13.00 – 16.00	Hill View Room 115	SNET-SBE-02
Tuesday 8 February 11	13.00 – 16.00	Hill View Room 115	SNET-SBE-03

SIMS.net End Of Year – Primary & Special

Aimed at

Staff who are responsible for promoting the system ready for the start of the new academic year.

Objectives

To be able to create a new academic year and promote the school into the new academic year.

To be able to create admission groups and assign new admissions to the groups.

To be able to record leavers.

Knowledge required

Knowledge of SIMS.net.

Duration

Half day.

Cost

£37.50 per delegate for schools with a Service Level Agreement.

Course outline

This half day training course will assist staff in the preparation required at the end of the academic year for promotion of the school into the new academic year.

This course consists of:

Creating the new academic year.

Promoting the school into the new academic year.

Creating admission groups and assigning new admissions to these groups.

Assigning new pupils to registration groups via the pastoral structure.

Date	Time	Venue	Course Code
Tuesday 22 June 10	13.00 – 16.00	Hill View Room 115	SNET-EOYP-01
Wednesday 23 June 10	9.30 – 12.30	Hill View Room 115	SNET-EOYP-02

SIMS.net End Of Year – Secondary

Aimed at

Staff who are responsible for promoting the system ready for the start of the new academic year.

Objectives

To be able to create a new academic year and promote the school into the new academic year.

To be able to create admission groups and assign new admissions to the groups.

To be able to record leavers.

Knowledge required

Knowledge of SIMS.net.

Duration

Half day.

Cost

£37.50 per delegate for schools with a Service Level Agreement.

Course outline

This half day training course will assist staff in the preparation required at the end of the academic year for promotion of the school into the new academic year.

This course consists of:

Creating the new academic year.

Promoting the school into the new academic year.

Creating admission groups and assigning new admissions to these groups.

Assigning new students to registration groups via the pastoral structure.

Date	Time	Venue	Course Code
Tuesday 22 June 10	9.30 – 13.00	Hill View Room 115	SNET-EOYS-01

SIMS.net Reporting – Basic

Aimed at

Staff who wish to produce basic reports from SIMS.net. It is recommended users who already have some reporting knowledge attend this course before the intermediate course.

Objectives

- Be able to run and edit reports.
- Be able to create reports from new.
- Be able to use mail merge.

Knowledge required

Knowledge of SIMS.net. Delegates must also have basic knowledge of Microsoft Office packages e.g. Word, Excel.

Duration

Half day.

Cost

£37.50 per delegate for schools with a Service Level Agreement.

Course outline

This training course is ideal for new users and also users that have not had any formal reporting training.

This course consists of:

- Managing reports.
- Running reports.
- Creating reports from new.
- Basic mail merge.

Suggested follow up courses

- SIMS.net Reporting – Intermediate
- SIMS.net Reporting – Advanced

Date	Time	Venue	Course Code
Tuesday 11 May 10	9.30 – 13.00	Hill View Room 115	SNET-RB-01
Tuesday 19 October 10	9.30 – 13.00	Hill View Room 115	SNET-RB-02
Tuesday 1 February 11	9.30 – 13.00	Hill View Room 115	SNET-RB-03

SIMS.net Reporting – Intermediate

Aimed at

School staff who wish to further expand their knowledge of reports in SIMS.net.

Objectives

- Adding filters.
- Using different outputs.
- Creating sub reports.

Knowledge required

Knowledge of SIMS.net and reporting. It is recommended that the Reporting – Basic course is completed before this course. Delegates must also have basic knowledge of Microsoft Office packages e.g. Word, Excel.

Duration

1 day.

Cost

£75 per delegate for schools with a Service Level Agreement.

Course outline

This training course is designed for users that already have experience of SIMS.net reports and are confident with creating/editing reports.

This consists of:

- Working with filters.
- Utilising sort orders.
- Using different outputs e.g. Excel, Word.
- Creating sub reports.

Suggested follow up courses

SIMS.net Reporting – Advanced

Date	Time	Venue	Course Code
Tuesday 18 May 10	9.30 – 16.00	Hill View Room 115	SNET-RIN-01
Wednesday 10 November 10	9.30 – 16.00	Hill View Room 115	SNET-RIN-02
Tuesday 1 March 11	9.30 – 16.00	Hill View Room 115	SNET-RIN-03

SIMS.net Reporting – Advanced

Aimed at

Staff who wish to produce more complex reports from SIMS.net.

Objectives

Understand Word user defined templates.

To be able to create rich text format reports for various data areas.

Be able to write custom report outputs into Excel and Word.

Course outline

This full day training course is designed for experienced users who produce reports from SIMS.net.

This course consists of:

Designing user defined templates including RTF.

Creating custom Microsoft Excel report outputs with built in macros/pivot tables/graphs.

A workshop session with assistance designing your own reports.

Knowledge required

Strong knowledge of SIMS.net and reporting. It is recommended that the Reporting – Intermediate course is completed before this course. Delegates must also have knowledge of Microsoft Office packages e.g. Word, Excel.

Duration

1 day.

Cost

£75 per delegate for schools with a Service Level Agreement.

Date	Time	Venue	Course Code
Thursday 1 July 10	9.30 – 16.00	Hill View Room 115	SNET-RAD-01
Wednesday 17 November 10	9.30 – 16.00	Hill View Room 115	SNET-RAD-02
Tuesday 8 March 11	9.30 – 16.00	Hill View Room 115	SNET-RAD-03

SIMS.net Modular Workshop

Aimed at

Staff who would like to increase their knowledge of SIMS.

Duration

1 hour.

Cost

Free for schools with a Service Level Agreement.

Delegates

Places are limited to **two** delegates per session and **must** be pre-booked.

Location

Hill View Offices.

Course outline

This is an informal workshop that gives staff the opportunity to meet with a SIMS consultant to discuss any SIMS queries that they may have.

Content will be tailored to meet delegates' requirements. Queries may include;

SIMS.net.

SIMS.net reporting.

Attendance.

Exams Organiser.

Assessment.

Common Transfer File (CTF).

Any other SIMS data areas.

Dinner money.

FMS.

To book a modular workshop please contact the Schools' IS Team (**020 8836 8200** or log a call via our online service desk – **www.bexley-is.org.uk/servicedesk**) to arrange a suitable date and time and to discuss your requirements.

SIMS.net System Manager 7

Aimed at

Staff who are managers of the SIMS system responsible for co-ordinating user access rights.

Objectives

- Be able to add new users to the SIMS system.
- Be able to manage roles, permissions and access areas.
- Be able to manage the SIMS SQL system.

Knowledge required

No previous experience of the System Manager module is required but an understanding of the operation of SIMS.net would be an advantage.

Duration

1 day.

Cost

£75 per delegate for schools with a Service Level Agreement.

Course outline

System Manager 7 is due for release in 2011. This will replace System Manager 6.

This course consists of:

- Adding new users of the system.
- Assigning users to groups.
- Adding and deleting groups.
- Assigning roles to a group.
- Assigning permissions to a group.
- Backing up the SQL Data.
- Tidying backups.
- (Additional features TBC).

Date	Time	Venue	Course Code
TBA Spring 2011	TBA	Hill View Room 115	SM-01

System Manager 6 workshops are available in the mean time before the arrival of System Manager 7. To book a workshop please contact the Schools' IS Team (**020 8836 8200** or log a call via our online service desk – www.bexley-is.org.uk/servicedesk) to arrange a suitable date and time.

Venue

Hill View

Hill View Drive, Welling, Kent DA16 3RY • Tel: 020 8303 7777 (Main switchboard)

By Road

From the M25 Turn onto the A2 at junction 2 (South Orbital Roundabout) and follow towards London. Take the Falconwood exit (where the A2 carriageway reduces from 3 lanes to 2. Turn right at the top of the slip road and follow round to the left into Rochester Way. At the first traffic lights, turn right into Welling Way and, at the end, turn left onto the A207 at a further set of lights. Turn right into Hill View Drive in about 300 yards and turn right at the very end into the Council Offices.

From London and the Blackwall Tunnel From the “Sun in the Sands round-about” intersection of the A2 and A102(M) Blackwall tunnel approach, take the A207 Shooter’s Hill Road towards Welling. follow this across the A205 South Circular Road and over Shooter’s Hill. At the bottom of the hill, on the far side, turn left into Hill View Drive. Turn right at the very end to find the Council Offices

By Rail

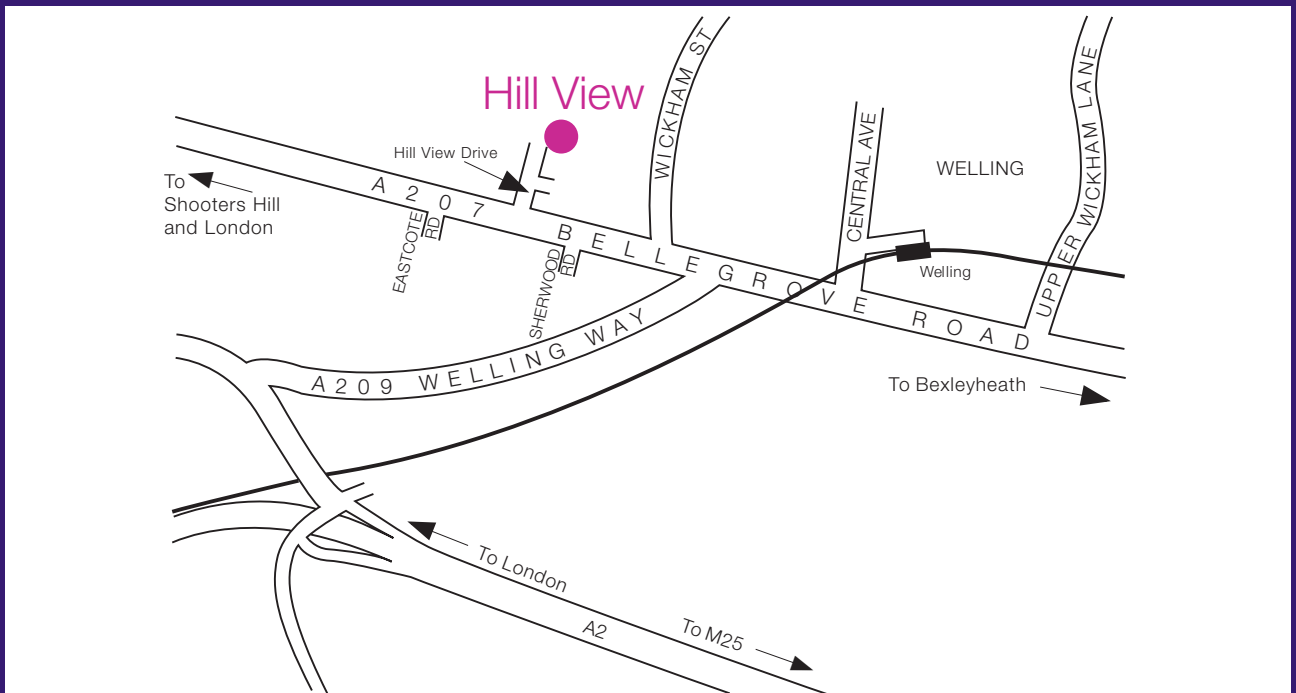
The nearest station is Welling, served by Connex Rail from London termini including Charing Cross, London Bridge and from Medway and Kent coast towns. The station is 20-25 minutes walk or a few stops on the 89 or 486 buses.

By Bus

The 89 and 486 buses stop near the end of Hill View Drive, within 5 minutes’ walk of Hill View.

The Mobility bus 854 serves Wickham Street.

On arrival at Hill View, please go to the main Reception at the front of the building. Your course tutor will collect you from the canteen at 9:30am.



If you would like to know more about the services the Council provides, or would like either a translation of this document or the information in a different format, please call our Customer Contact Centre on 020 8303 7777 and press 0, quoting reference: 601834/5.10

