Welcome to the Spring 2019 Guide. It seems very strange referring to 2019 already, but we believe it’s important to plan ahead.

Our Autumn 2018 Guide brought together all our courses in one brochure – those being held in Birmingham and those in Stafford. We have continued with this format. It was interesting to note that some Staffordshire schools have attended courses held at Fort Dunlop, Birmingham. These schools are in the south of the County e.g. Lichfield and Tamworth and it is good to see that offering an alternative venue can be beneficial for customers.

I would remind all schools that those who have an SLA with us for their SIMS support are entitled to send up to two members of staff per term on the following courses at no additional charge (these are included in your SLA with us):

- Introduction to SIMS – page 8
- Using the SIMS Attendance module – page 27
- Reporting in SIMS Standard – page 11
- SIMS Personnel* – page 23

* Please note, the SIMS Personnel course is a half day course that does not go into the detail of the School Workforce Census Return. This is covered by the SIMS Personnel and School Workforce Census full day course (page 24) which is chargeable.

We look forward to welcoming you at either Fort Dunlop, Birmingham or Entrust HQ, Stafford. However, don’t forget that we are equally happy to deliver any of these courses at your school or prepare a totally bespoke course to meet your needs.

Contact us on 0121 303 5100 (Bham) or 0333 300 1900 (Staffs) to discuss this further.

Lynne Bott
MIS Service Leader
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To book your place on any of our courses or if you require any further information, please use the following options:

**Birmingham Courses**
- **Online:** [www.link2ict.org/training](http://www.link2ict.org/training)
- **Call:** 0121 303 5100
- **Email:** servicedesk@link2ict.org
- **Address:** 5th Floor, Fort Dunlop, Fort Parkway, Erdington, Birmingham, B24 9FD

**Stafford Courses**
- **Online:** [www.entrust.education/training](http://www.entrust.education/training)
- **Call:** 0333 300 1900
- **Email:** enquiries@entrust-ed.co.uk
- **Address:** Entrust HQ, The Riverway Centre, Riverway, Stafford, ST16 3TH
Outline
This course will enable you to use the KS4 resources provided by Capita to calculate the headline figures for internal assessments. The resources will also enable schools to identify students who are underachieving in any of the key groups.

Description
During the course, we will:
- Import, clone and configure as necessary the resource templates
- Create mapping definitions; map school aspects, result set and grade sets to match Capita’s
- Run and use the headline reports for the various groups, such as Dashboard for progress in all subjects; target v actual etc (similar to RaiseOnLine)
- Take a look at the KS4 Discover Graphs
- Explore mapping exams aspects for Progress 8 Analysis

Outcome
This course will enable you to:
- Configure and use the Capita KS4 resources
- Produce headline data for your Y7 to Y11 internal assessments
- Understand how the process can be replicated for exams aspects

Audience
This training is recommended for Assessment Coordinators in High/Secondary Schools.
Constructing the Timetable in Nova-T6 - Three Day

Outline
This three-day course provides a step-by-step explanation of how to use Nova-T6 in the production of the school timetable, from populating the system with core data (rooms, staff and subjects) to submitting the complete scheduled timetable to SIMS.

Description
By attending this course, delegates will return to school with the confidence to:
• Define the timetable cycle
• Populate basedata
• Construct a curriculum model
• Enter and modify the curriculum model
• Resource classes with teachers, rooms and facilities
• Define multiple period sessions
• Blank-out teachers and rooms
• Analyse the curriculum model
• Manually and automatically schedule the timetable
• Room the timetable
• Print timetables and reports
• Transfer the timetabling information into SIMS

Outcome
This course will enable you to:
• Use Nova-T6 to produce an effective timetable for your school

Audience
This course is suitable for Secondary, Middle and Special Secondary schools.

Key Stage 3, 4 and 5

06 - 08 March 2019
09:30 – 16:00
Fort Dunlop
Birmingham

12 - 14 March 2019
09:30 – 16:00
Entrust HQ, Stafford
Code: LTT-0319-T006

£585 Subscribers
£735 Non-Subscribers
Outline
SIMS EYFS resources will help schools to track the progress of EYFS students.

Description
During the course, we will:
• Set up the resources within SIMS and effectively use them in school
• Use Programme of Study and/or Mark sheets to record indicators of development against age related bands
• Use Mark sheets to calculate and monitor progress each half term
• Generate Tracking Grids to display attainment and progress each half term
• Make use of inbuilt filters to analyse vulnerable groups

Outcome
This course will enable you to:
• Set up the resources required to track and monitor EYFS in SIMS
• Understand how to filter data to analyse vulnerable groups
• Use Tracking Grids to show attainment and progress across the terms

Audience
This half day course is aimed at Primary Schools, in particular, Foundation Stage Teaching Staff.
Introduction to SIMS

**Outline**

SIMS is the database which holds all pupil/student data and is crucial to the day-to-day administration of a school. If you are new to role, it is extremely important that you are trained on how to manage and edit this data as this information forms an integral part of the schools administration management.

**Description**

This course will involve school-based activity exercises using a training data set. The day will focus on:

- Adding new pupils/students into the SIMS system to enrol them into the school
- Recording leavers
- Accurately editing pupil/student data including moving a family to a new address
- Recording exclusions to ensure that this is collected for School Census
- Importing Common Transfer Files (CTFs) to update all previous statutory school history for pupils/students
- Managing agencies and agents
- Creating basic reports

**Outcome**

This course will enable you to:

- Correctly and securely record and amend pupil/student records
- Support teaching and other support staff
- Retrieve accurate data for the Senior Leadership Team

**Audience**

The training is aimed at new school-based employees or a person who wishes to gain employment within a school environment.

**Key Stage ALL**

**09 January 2019**
09:30 – 16:00
Fort Dunlop
Birmingham

**17 January 2019**
09:30 – 16:00
Entrust HQ, Stafford
Code: LTT-0119-T001

**04 March 2019**
09:30 – 16:00
Fort Dunlop
Birmingham

**05 March 2019**
09:30 – 16:00
Entrust HQ, Stafford
Code: LTT-0319-T002

£0 Subscribers
£245 Non-Subscribers
Outline
This course provides a refresher step-by-step explanation of some of the key processes used in Nova-T6 in the production of the school timetable.

Description
This course will focus on:
• Redefining the timetable cycle
• Modification of the curriculum model
• Resourcing classes with teachers, rooms and facilities
• Defining multiple period sessions
• Blanking teachers and rooms
• Manual and automatic scheduling
• Transferring the information to SIMS

Outcome
This course will enable you to:
• Use Nova-T6 to produce an effective timetable for your school
• Revisit key processes seen on the 3 day Constructing the Timetable course

Audience
This full day course is aimed at Secondary, Middle and Special Secondary schools. Prior attendance of the 3 day Constructing the Timetable course is expected but not essential.
Outline
This workshop aims to provide an overview of the Online Free School Meals (OFSM) Eligibility checking software. This workshop is suitable for schools with the Online Free School Meals eligibility checking service or those interested in purchasing the software.

Description
During this workshop, a consultant will demonstrate the process of entering applications onto the OFSM portal.

This workshop will enable you to:
• See a demonstration of how the system works
• Learn how the school can view and manage pupil applications
• Learn about best practices - the consultant will cover ways to implement Free School Meals in school and tips to maximise the effectiveness of this eligibility checking software

Outcome
Delegates attending this session will be competent to streamline the management of Free School Meals data and maximise pupil premium funding.

Audience
This workshop is aimed at staff with responsibility for managing and updating Free School Meals eligibility records within their MIS and or Senior Leaders with responsibility for pupil data.
Reporting in SIMS Standard

Outline
This course will give you the skills to design SIMS reports to find out the wealth of information that is stored in SIMS for your school.

Description
Do you use the Preview screen to its full potential? Would you like to report on a few pupils instead of the whole group? Do you know how to add in extra columns into your reports? Have you ever tried to report on pupils who have more than a certain amount of Lates in Attendance?

By attending this course, delegates will return to school with the confidence to:

• Explore SIMS basic reporting routines
• Design new reports
• Edit existing reports
• Use report filters and sort orders
• Use Preview view
• Manipulate General Student List
• Create reports using the report wizard
• Create mail merge labels and letters
• Create mail merge rules to deal with personal pronouns such as he/she, him/her, son/daughter
• Manipulate Analysis reports
• Delete old reports

Outcome
This course will enable you to:

• Have confidence to explore your SIMS data to extract specific information into a report
• Manipulate and output reports to Word, Mail Merge and Excel
• Use Personal Pronouns such as he/she, her/him, within reports
• Report on specific groups of students

Audience
Administration or teaching staff that would like to be able to report on SIMS data. This course is a precursor to the Intermediate and Advanced Reporting courses and as such, you will be using skills taught in this course in the Intermediate and Advanced Reporting courses. Therefore, it will be necessary to have attended this course.
Outline
Have you already completed the Standard Reporting Course? Would you like to extend your knowledge of reporting? This course will examine designing reports and explore possible solutions or alternatives from a software perspective.

Description
Would you like to use the and/or filters successfully? Are you familiar with sub-reports and how to filter and sort separately? Would you like to report on User Defined Groups or Academic Classes? Do you know the value of using Rich Text Format merging for more complex reporting? Would you like to know how to send Attendance data out to Excel to use graphical analysis?

By attending this course, delegates will return to school with the confidence to:

• Insert a report into a report
• Use combinations of AND/OR clauses
• Set up sub-reports with their own filters and sorts
• Use Rich Text Format to specify page breaks
• Tweak Data Collection Sheets
• Export attendance data to Excel to create graph
• Report using User Defined Groups

Outcome
This course will enable you to:

• Understand the blue sub-reports and how to filter and sort on these
• Use Rich Text Format reports to create more complex reports
• See how to add a report inside a report, such as Behaviour and Achievements report
• Create a Student Information Data report
• Report on Academic classes

Audience
Secondary, Middle, Primary and Special Schools that have attended the Standard Reporting courses and would like to advance their knowledge of Reporting in SIMS.
Reporting in SIMS Advanced

Outline
Following on from the Intermediate Reporting Course and using the knowledge you have gained, we will explore the use of the reporting functionality to extract data and the use of Excel to analyse this data. We will explore some of the capabilities of Excel in data analysis and show how to automate this analysis. This course will demonstrate how to combine the reporting and the analysis into a repeatable automated process, enabling you to generate the reports whenever necessary.

Description
Would you like to use formulas within reports?
Would you like to run this Excel report every day/week/month?
Then macros might be the answer.
Are you frustrated by not being able to filter down into the exact data that is required?
Would you like to know how to report on the complexities of behaviour/achievement, assessment/exams, attendance or SEN?
This course allows you to interrogate the wealth of data held in SIMS within Excel. A knowledge of Excel would be advantageous.

Delegates will return to school with the confidence to:
• Extract information for analysis
• Use formulas such as COUNTIF, COUNTA, SUMIF and IFERROR
• Create and use macros
• Use pivot tables and create graphs

Outcome
This course will enable you to:
• Have a greater understanding of how to use SIMS reports to its full potential within Excel
• Use formulas to extract the data required from some of the SIMS modules, such as Attendance, Assessment, SEN and Behaviour
• Manipulate data using Pivot Tables, which provides an interactive method of interrogating data
• Set up macros for complex reports that are repeatedly run

Audience
Data Managers working with complex SIMS Reports. This course will further develop the reporting techniques already covered in the preceding Reporting courses.

26 March 2019
09:30 – 16:00
Entrust HQ, Stafford
Code: LTT-0319-T005

04 April 2019
09:30 – 16:00
Fort Dunlop
Birmingham

£195 Subscribers
£245 Non-Subscribers
Outline
The Assessment for High/Secondary Schools course is a full day course aimed at new users of SIMS Assessment and those who want to consolidate their existing knowledge to collect assessment data and produce professional reports to send to parents.

Description
During the course, we will:
- Define and create aspects (items to be recorded), including comment aspects
- Create templates and setup markssheets to allow staff to record and monitor their students’ progress
- Use result sets effectively, identifying collection points throughout the year
- Use formulae in templates to calculate difference, averages, grade counts and display colour (RAG rating)
- Investigate using individual reports to show parents how their child is progressing

Outcome
This course will enable you to:
- Set up grade sets, aspects and result sets allowing the creation of templates
- Understand how to use formula on the marksheet back at school
- Create Individual Reports to send to parents

Audience
This training is recommended for new Assessment Coordinators in High/Secondary Schools.
**Outline**
Discover gives you the ability to analyse the data that is held within your SIMS system.

**Description**
During the course, we will:
- Understand the SIMS Discover interface
- Understand the range and scope of the pre-defined SIMS Discover graphs
- Manipulate the pre-defined SIMS Discover graphs
- Analyse data within the graphs by dragging and dropping it to create further graphs, including Venn diagrams
- Create dynamic groups and setting alerts, e.g. messages alerting that a pupil/student’s attendance has fallen above or below 95%, or a pupil/student’s behaviour or achievement points have exceeded 50

**Outcome**
This course will enable you to:
- Access and navigate the SIMS Discover canvas
- Filter graphs and create Venn Diagrams
- Set up Discover groups and create alerts when those groups change

**Audience**
This training course is suitable for administration and teaching staff who want to use Discover to analyse their SIMS data.
Outline
Examinations Organiser has the ability to set up Seasons for internal (mock) examinations, much the same way as you currently do for external examinations.

Description
This course is designed for Examination Officers with the responsibility for managing processes relating to internal (mock) examinations. You will gain knowledge in setting up school specific Basedata.

By attending this course, delegates will return to school with the confidence to:
• Create a new gradeset to use with Mock exams
• Create a domestic season and series
• Create Basedata in order to store internal examinations
• Clone Basedata year on year

Outcome
This course will enable you to:
• Create specific Season Patterns and Seasons to hold Internal Mock Exams
• Be proficient in the creation of internal Basedata, using a formal structure of Awards, Elements and Components
• Create a timetable for all the Mock exams in order to use with seating the Candidates
• Clone Basedata for use in subsequent internal exams

Audience
This training is aimed at Examination Officers.
Outline
This course aims to support the setup and management of FMS and its links with SIMS Personnel for non-cheque book (NCB) or external payments account (EPA) schools and cheque book schools.

Description
This course covers SIMS FMS management including the following areas:
• Tools
• Funding/Budget
• Personnel Links

Outcome
By the end of the course, you will be able to:
• Define users
• Amend system parameters in relation to your school’s needs
• Define books
• Complete the general ledger set up for your school’s requirements
• Define VAT periods
• Enter the budget
• Understand personal links
• Record EPA reimbursement - EPA schools only

Audience
This course is suitable for Business Managers, Bursars, Finance Officers and staff with responsibilities for updating and maintaining finance in schools.
Outline
This course follows on from Day 1 and supports the day-to-day operations of FMS.

Description
This course covers SIMS FMS operations including the following areas:

• Accounts payable
• Journals
• Non-invoiced Income
• Petty cash
• Bank claim
• Reports

Outcome
By the end of the course, you will be able to:

• Raise orders, process delivery notes and invoices/credit notes
• Generate authorisation slips
• Post journals
• Post income
• Post petty cash reimbursement and expenditure
• View reports

Audience
This course is suitable for Business Managers, Bursars, Finance Officers and staff with responsibilities for updating and maintaining finance in schools.
Outline
This course aims to support the setup and management of FMS and its links with SIMS Personnel.

Description
This course will give you hands-on experience covering:
- Define users
- Amend system parameters in relation to your school’s needs
- Define books
- Enter the Budget
- Record cash instalments
- Understand personnel links
- Complete the general ledger setup for your school’s requirements
- Define VAT periods
- Post salary payments

Outcome
This course will enable you to do the day-to-day financial processes undertaken in your school.

Audience
This course is suitable for Business Managers, Bursars, Finance Officers and staff with responsibilities for updating and maintaining finance in full cheque book schools.

04 February 2019
09:30 – 16:00
Fort Dunlop
Birmingham

£195 Subscribers
£245 Non-Subscribers
Outline
This course follows on from Day 1 and aims to support the day-to-day operations of FMS.

Description
This course covers SIMS FMS operations including the following areas:
- Account Payable
- Journals
- Non-invoices Income
- Petty Cash
- Bank Reconciliation
- VAT Return
- Reports

Outcome
By the end of the course, you will be able to:
- Raise orders, process delivery notes and invoices
- Generate payments
- Post journals
- Post income
- Post petty cash reimbursement and expenditure
- Record bank statements
- Submit VAT return
- View reports

Audience
This course is suitable for Business Managers, Bursars, Finance Officers and staff with responsibilities for updating and maintaining finance in full cheque book schools.
**Outline**
SIMS Interventions allows schools to allocate additional resources, monitor the use of these resources and gauge how these resources affect Key Performance Indicators, as well as record the cost of the resources. This enables schools to track the cost of intervention measures against overall effectiveness and the resulting pupil/student outcomes.

**Description**
During the course, we will:
- Understand the Permissions area to ensure clear division between Planning Interventions, Costing Interventions and Running Interventions
- Plan an Intervention, edit an Intervention, bulk update pupils/students to an Intervention, run an Intervention
- Add individual/group targets to pupils/students
- Run Student Intervention reports
- Use Discover to view the Predefined Discover Graphs for Interventions

**Outcome**
This course will enable you to:
- Run Individual/Group Intervention Maps
- Produce costing reports separating SEN and Pupil Premium pupils/students
- Analyse the outcomes for any pupil/student
- Interrogate your data and produce appropriate reports for Senior Leadership and Ofsted

**Audience**
School-based staff with a responsibility for Interventions and Pupil Premium expenditure.
Outline
This course covers all aspects required to implement SIMS Options Online successfully in your school.

Description
By attending this course, delegates will return to school with the confidence to:
• Set up the Options Online module
• Onboard students to allow them to make subject choices via an online portal
• Monitor and adjust pupil choices
• Analyse pupil choices
• Implement final optimisation of the pupil choices
• Complete the assignment of students to option blocks

Outcome
This course will enable you to:
• Collate and analyse student option choices
• Manipulate option block structures and reallocate student choices to find the best possible solution
• Export the finished information to SIMS and Nova-T6

Audience
This full day course is aimed at Secondary and Special Secondary schools.
Outline
This half day course is aimed at new users of Personnel in SIMS. Personnel in SIMS provides the facility to enter data for employees (and others) into the SIMS database. It supplements the school’s information management system, with data supporting the production of Statutory Returns.

Description
The course covers the maintenance and management of all staff data. Delegates will be shown how to process new appointment, leavers, promotions and other data adjustments.

Outcome
This course will enable you to:
- Add new and edit existing personnel records
- Maintain pay and contract related data
- Maintain personnel data to support other areas of SIMS including FMS, Statutory Returns and School Workforce Census
- Produce Standard Reports and basic User Defined Reports for data checking purposes

Audience
This training course is suitable new administrative staff, new recruits or staff with new responsibilities.
Outline
There is a statutory requirement for all schools to produce a School Workforce Census Return each year. All data for the Return is held within the SIMS Personnel module and attending this course will give you the confidence to create that Return and maintain records during the year.

Description
This course will give hands-on experience in:
• Adding new members of staff (including teachers, support staff, governors)
• Editing staff details accurately
• Creating your own service terms, editing existing records and understanding the role of pay scales, allowances and posts
• Resolving the failure and query codes produced by the School Workforce Census
• Understanding links to other modules
• Reporting on the data held within the SIMS Personnel module

Outcome
This course will enable you to:
• Produce your own School Workforce Census Return
• Understand and resolve any errors or queries raised when validating the Return
• Maintain data within the SIMS Personnel module for day-to-day use
• Extract that data through the use of reports within SIMS

Audience
This course is suitable for Personnel Officers/staff responsible for submitting the School Workforce Census.
Outline
This half day course will give you an excellent overview of the SIMS System Manager 7 module. It is ideal for those System Administrators who wish to gain all the skills required to manage users and permissions in SIMS.

Description
By attending this course, delegates will return to school with the confidence to:
• Manage, add and remove users
• Assign and remove permissions
• Enable users to log into SIMS with their Active Directory account
• Manage permissions and groups
• Create, clone and delete groups
• Export and import groups
• Understand System Manager settings
• Manage the SIMS System and back up SIMS
• Review log files
• Report on users’ permission history

Outcome
This course will enable you to:
• Ensure your SIMS users have the correct levels of security access to sensitive data in your school
• Give you the ability to create new users
• Assign the correct level of security access

Audience
This half day course is aimed at Primary, Special, Middle and Secondary schools.
**Outline**

It is a statutory requirement for schools to record SEN data. This course will ensure that school staff have the knowledge to record this information accurately.

**Description**

The course is tutor-led using a SIMS training data set. The course will focus on:

- Adding new pupils/students to the SEN register or changing their SEN status
- Recording reviews and running invitation letters for people invited to the review from SIMS
- Associating outside agents to pupils/students to ensure safeguarding monitoring
- Creating a SEN Register including additional information e.g. Pupil Premium, EAL

**Outcome**

This course will enable you to:

- Allow the school to meet their statutory requirement
- Record data accurately to ensure that SEN history is not overwritten
- Utilise each area of the SEN module

**Audience**

The training is recommended for staff supporting the SEN Coordinator.
Using the SIMS Attendance Module

Outline
Attendance data is collected in all three School Census returns and used by the DfE to judge a schools’ performance. It is essential that Attendance Managers have a full understanding of the importance of the data and the statistical meaning of absences.

Description
This course will give hands-on experience which will lead to:
- A full understanding of the use of statutory attendance codes and their statistical meanings
- Knowing how to monitor, track and assess whole school and individual trends
- The ability to deliver what the Education Welfare Service and Ofsted want from you when they come to do their inspections
- An understanding of the wide range of reports available within the module
- Advice and guidance on the use of letters to praise good attendance or raise concerns about poor attendance

Outcome
This course will enable you to:
- Monitor and track attendance (on an individual and group basis) throughout the school
- Have the confidence to provide relevant and timely information for the Education Welfare Service and Ofsted Inspector
- Make good use of functionality and reports in the Attendance module

Audience
This course is suitable for Attendance Managers in all schools.

22 January 2019
09:30 – 16:00
Fort Dunlop
Birmingham

23 January 2019
09:30 – 16:00
Entrust HQ, Stafford
Code: LTT-0119-T003

19 March 2019
09:30 – 16:00
Fort Dunlop
Birmingham

£0 Subscribers
£245 Non-Subscribers
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