Welcome to our Autumn term course brochure which gives details of all the courses being delivered by the MIS team during Autumn 2019.

On page 4, we have taken the opportunity to remind you of the courses that are included in your SLA with us. You are entitled to send up to two members of staff at no additional cost to these particular courses. Please bear in mind that the ‘SIMS Personnel’ course we refer to is a half day course held in Birmingham. The equivalent course held in Stafford is ‘SIMS Personnel and the School Workforce Census’ which is a full day, chargeable course.

There are no restrictions on which training venue you should attend as our courses are applicable to all SIMS users; therefore, allowing you to attend at the venue best suited to your needs.

The only exception to this rule takes place with our ‘SIMS System Manager’ courses. As there is a large number of SIMS Hosted Schools in Birmingham, the course being held at Fort Dunlop will include SIMS Hosted content. SIMS Hosted content will not be included in the ‘SIMS System Manager’ course delivered in Stafford.

The MIS team works hard to provide you with the information and guidance that you need to perform your job effectively and efficiently. At the end of each course, delegates are invited to complete a survey that enables us to ensure that we maintain a high standard. Below are some examples of the positive feedback we received during the Spring term.

Lynne Bott
MIS Service Leader

“’The training has been extremely useful, more so than I was anticipating, and I have learnt a lot about the features of SIMS that can be used, that we aren’t necessarily currently using. The trainer was extremely knowledgeable and offered lots of helpful advice and tips.’

‘Very productive day. I have already put into practice some of things we discussed. The trainer was very knowledgeable and accommodating. Thank you.’

‘Brilliant course aimed exactly at what I needed from it and made better by the trainer’s obvious wealth of experience in school timetables.’"
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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
- **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
- **Call:** 0333 300 1900
- **Email:** enquiries@entrust-ed.co.uk
- **Address:**
  - Entrust HQ
  - The Riverway Centre
  - Riverway
  - Stafford
  - ST16 3TH

**Courses Included In Your SLA**
The following courses are free of charge for those schools that currently have a MIS SLA with us:

- *Introduction to SIMS*
- *SIMS Personnel*
- *Reporting in SIMS – Standard*
- *Using the SIMS Attendance Module*
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 schools.
Early Years Foundation Stage Tracking in SIMS

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 markersheets to record indicators of development against age-related bands
• Use Marksheet 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.

19 September 2019
09:30 – 12:30
Entrust HQ, Stafford
Code: LTT-0919-T003

£149 Subscribers
£179 Non-Subscribers
Empowering the SENCo using SIMS for Data Management

Outline
Some schools, although complying with the SEN Code of Practice, manage the process externally from their MIS system. Using SIMS as a management tool will ensure that all data is linked thus enabling staff to see the full picture of a pupil’s/student’s SEN History.

Description
This course will involve tutor-led school-based activities using a training data set. The day will focus on:

- Recording reviews, invite attendees to meetings and print the invitation letters from SIMS
- Sending SEN messages to create an event in a pupil/student record
- Managing reminders
- Associating outside agents to pupils/students to ensure safeguarding monitoring
- Managing school-based interventions using the SIMS Interventions module giving the ability to demonstrate the effectiveness to the Senior Leadership Team and Ofsted
- Running a costing report for accurate figures on how much is being spent on interventions for all pupils/students
- Creating a SEN register, including SEN Need Types and Description

Outcome
The delegate will return to school with the confidence and ability to:

- Meet the school’s statutory data entry requirements
- Create a fully inclusive intervention programme for their SEN pupils/students
- Easily record linked agencies to a pupil/student to ensure safeguarding links
- Disseminate information to colleagues to ensure that record keeping is up to date for all SEN pupils/students

Audience
The training is recommended for the SEN Coordinator or a school member of staff with SEN responsibility.

09 October 2019
09:30 – 16:00
Entrust HQ, Stafford
Code: LTT-1019-T002

£195 Subscribers
£245 Non-Subscribers
**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 school’s 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.

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**10 September 2019**
09:30 – 16:00
Fort Dunlop
Birmingham

**12 September 2019**
09:30 – 16:00
Entrust HQ, Stafford
Code: LTT-0919-T008

**06 November 2019**
09:30 – 16:00
Entrust HQ, Stafford
Code: LTT-1119-T006

**11 November 2019**
09:30 – 16:00
Fort Dunlop
Birmingham

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**£0** Subscribers
**£245** Non-Subscribers
Maintaining the Timetable in Nova-T6

Outline
Timetables are vital for keeping your school running like clockwork. This course is essential for those staff with responsibility for day-to-day maintenance of the timetable using Nova-T6.

Description
By attending this course, delegates will return to school with the confidence to:
- Change the room and teacher of a timetabled class
- Add additional staff on to classes, for example, for support
- Perform teacher and room carousels
- Deal with the arrival of new staff
- Maintain the integrity of data between Nova-T6 and SIMS

Outcome
This course will enable you to:
- Gain an overview of the procedures required in order to maintain an effective school timetable
- Appreciate the relationship between Nova-T6 and SIMS

Audience
This full day course is aimed at Secondary, Middle and Special schools who use Nova-T6.

24 September 2019
09:30 – 16:00
Entrust HQ, Stafford
Code: LTT-0919-T004

£195 Subscribers
£245 Non-Subscribers
Online Free School Meals Workshop

Please note: Staffordshire Maintained Schools get a FSM eligibility service from SCC.

Outline
This workshop aims to provide an overview of the Link2ICT 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 understand how 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.
**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?
Do you know how to produce a Person Data Report following GDPR?
Are you using the General Student List to create easy simple reports?

By attending this course, delegates will return to school with the confidence to:
- Explore SIMS basic reporting routines
- Design new reports
- Edit existing reports
- Change output to run from Excel
- Use report filters and sort orders
- Use Preview view
- Manipulate General Student List
- 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, him/her, 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 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 use the and/or filters successfully? Are you familiar with sub-reports and how to filter and sort separately? 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:

- Create templates to use in other reports
- Insert a report into a report
- Use combinations of AND/OR clauses
- Set up sub-reports with their own filters and sorts
- Use count in Excel for use with Lates report, etc
- Use Rich Text Format to specify page breaks
- Tweak Data Collection Sheets
- Export attendance data to Excel to create graphs
- Report using User Defined Groups

**Outcome**

This course will enable you to:

- Create a template such as School Header to use with other reports
- Understand the blue sub-reports and how to use them to their full potential
- Use Rich Text Format reports to create more complex mail merge reports
- See how to add a report inside a report, such as Behaviour and Achievements report
- Report on Academic classes
- Edit complex Capita reports, such as Data Collection reports

**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.
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 Excel reports 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 use Excel to interrogate the wealth of data held in SIMS. The majority of the course will be using the features within Excel, therefore 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 for the next week, month or year

Audience
Data Managers working with complex SIMS Reports. This course will further develop the reporting techniques already covered in the preceding Reporting courses.
Outline
Learn how to allocate students within the curriculum and to produce curriculum-based analysis reports.

Description
During the course, we will:

- Allocate students to classes and bands
- Export and import student memberships
- Perform student carousel rotations
- Assign student curriculum to individuals
- Appreciate the whole curriculum assignment functionality
- Print class lists from SIMS
- Run curriculum analysis routines in SIMS
- Allocate students an alternative curriculum

Outcome
This course will enable you to:

- Confidently allocate student(s) to their academic classes
- Maintain all changes to student allocations to academic classes
- Produce useful management information reports analysing academic class data

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

Description
During the course, we will:
• Define and create aspects (items to be recorded), including comment aspects
• Create templates and set up marksheets to allow staff to record and monitor their students’ progress
• Use result sets effectively, identifying collection points throughout the year
• Use the cloning facility to generate templates for different subjects and year groups
• Use formulae in templates to calculate difference, averages, grade counts and display colour (RAG rating)
• Generate Individual Reports from existing reports on the system

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
• Clone templates for different subjects and year groups

Audience
This training is recommended for new Assessment Coordinators in High/Secondary Schools.
Outline
The Assessment Individual Reporting course is a half day course aimed at those who already administer SIMS Assessment or have previously attended the SIMS Assessment for High/Secondary Schools course.

Description
During the course, we will:
- Create an Individual Report master template from which other reports can be cloned
- Create an interim Assessment Report and know how to generate it
- Add graphs to reports
- Look at how to create End of Year reports

Outcome
This course will enable you to:
- Create Individual Reports to send out to parents

Audience
This training is recommended for existing users of SIMS Assessment.
Outline
Learn how to link SIMS Course Manager functionality with all areas of SIMS and how to use Course Manager correctly to support the maintenance of Post-16 Learning Aims.

Description
This course provides you with a detailed understanding of Course Manager and its impact across SIMS. By attending this course, delegates will be fully conversant with the functionality available within the Course Manager module in SIMS.

Outcome
This course will enable you to:
- Manage course details derived from class levels in Nova-T6
- Create and manage user defined courses in SIMS
- Manage the association of classes with both derived and user defined courses
- Maintain course memberships derived from class memberships
- Maintain course memberships of user defined courses
- Produce reports based on course memberships

Audience
This course is suitable for Secondary, Middle and Special Secondary schools who use Nova-T6, SIMS Exams Organiser and Course Manager.

£195 Subscribers
£245 Non-Subscribers

13 September 2019
09:30 – 16:00
Fort Dunlop
Birmingham
SIMS Discover Overview

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 risen above or fallen 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.

07 November 2019
09:30 – 12:30
Entrust HQ, Stafford
Code: LTT-1119-T005

£149 Subscribers
£179 Non-Subscribers
Outline
This module is used to keep a track of inventory items of equipment. This may be for insurance purposes, inspections or stock takes.

Description
This course aims to support the setup and day-to-day running of Equipment Register and provide you with the ability to record the equipment purchased, along with any security marks/serial numbers, track its location and condition. It will also show you the various routines you can run such as stock checks and inspections.

Outcome
By the end of the course, you will be able to:
• Set up Equipment Register including users and system parameters
• Populate the register via Excel, FMS or manual entry
• Locate and relocate equipment
• Allocate and amend staff responsible
• Set up and run equipment inspections
• Set up and run a stock take
• Record the disposal of equipment
• Analyse the equipment using the various reports available

Audience
This training course is suitable for Finance Officers, Office Managers and School Bursars.
Outline
This comprehensive course will explore all aspects of managing external Exam Board examinations using SIMS Examinations Organiser and assist Exam Officers to confidently use and maximise its benefits.

Description
By attending this course delegates will return to school with the confidence to:
• Understand how to set up Examinations Organiser
• Define season patterns and subsequent external/internal seasons
• Import and configure, to your requirements, basedata for external exams and mock internal exams
• Create basedata for internal exams
• Clone mock internal basedata from one season to the next
• Manage internal and external Candidates and numbering requirements
• Create and submit files for Entries and Amendments
• Seat candidates for external and internal exams and produce seating plans and reports
• Have the ability to deal with seating clashes of candidates
• Understand the significance of Courses linked to Awards
• Understand alternative possibilities for data collection and data entry
• Report on all aspects of the entry process

Outcome
This course will enable you to:
• Set up and manage Examinations Organiser with confidence
• Use your knowledge to create basedata for external and internal exams
• Successfully manage Special Arrangements
• Gain the ability to seat candidates for each exam and create specific reports
• Submit files for entry and amendment to each board

Audience
This training is suitable for Examination Officers in schools catering for 14-18 cohorts.
Outline
This course aims to support the set up 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.

10 October 2019
09:30 – 16:00
Fort Dunlop
Birmingham

£195 Subscribers
£245 Non-Subscribers
**Outline**
This course aims to support the set up 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.

01 October 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
There are numerous system reports in FMS, but there is also the option to create User Defined Reports for Cost Centres and/or Ledger Codes. These reports can be used for the purposes of reporting to governors and senior managers in schools and the DfE/ESFA for academies. It is preferable that you have an understanding of FMS and the reports required for governors meetings and budget monitoring in the school or academy.

Description
This course will provide you with the ability to set up and maintain User Defined Reports in FMS.

Outcome
By the end of the course, you will be able to:
• Create a User Defined Report
• Clone a User Defined Report
• Edit a User Defined Report
• Check a User Defined Report
• Print a User Defined Report
• Export a User Defined Report
• Understand access to User Defined Reports

Audience
This course is suitable for Business Managers, Bursars and Finance Officers.
SIMS Interventions

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/or Pupil Premium expenditure.

27 September 2019
09:30 – 12:30
Entrust HQ, Stafford
Code: LTT-0919-T006

12 November 2019
09:30 – 12:30
Entrust HQ, Stafford
Code: LTT-1119-T002

£149 Subscribers
£179 Non-Subscribers
SIMS Options Online

Key Stage 3, 4 and 5

Outline
This course covers all aspects required to implement SIMS Options Online successfully in your school.

Description
During the course, we will:
- 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.

05 December 2019
09:30 – 16:00
Entrust HQ, Stafford
Code: LTT-1219-T002

£195 Subscribers
£245 Non-Subscribers
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 and contributes to how staff commitments are made in FMS.

Description
The course covers the maintenance and management of all staff data. Delegates will be shown how to process new appointments, leavers, promotions and other data adjustments. Delegates will also be shown how to record training courses taking place and those staff attending. Reports can be used as part of a staff Performance review meeting. We will also generate the system Personnel reports within SiMS.

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
• Record training courses and those staff attending

Audience
This training course is suitable for new administrative staff, new recruits or staff with new responsibilities for recording/updating staff records.
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.

17 September 2019
09:30 – 16:00
Entrust HQ, Stafford
Code: LTT-0919-T005

01 October 2019
09:30 – 16:00
Entrust HQ, Stafford
Code: LTT-1019-T004

24 October 2019
09:30 – 16:00
Entrust HQ, Stafford
Code: LTT-1019-T005

£195 Subscribers
£245 Non-Subscribers
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

This half day course will give you an overview of the setting up users for Hosted SIMS through SIMS ID and 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 and SIMS ID.

Description

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

• Manage, add and remove users, and create and link users from SIMS ID to System Manager
• Assign and remove permissions
• Manage permissions and groups
• Create, clone and delete groups in System Manager
• Export and import groups in System Manager
• Understand System Manager settings
• Review log files
• Review Hosted reports
• 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 through SIMS and SIMS ID
• Assign the correct level of security access and manage access when staff leave school

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 during 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 Inspectors
• Make good use of functionality and reports in the Attendance module

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

23 September 2019
09:30 – 16:00
Fort Dunlop
Birmingham

25 September 2019
09:30 – 16:00
Entrust HQ, Stafford
Code: LTT-0919-T010

21 November 2019
09:30 – 16:00
Entrust HQ, Stafford
Code: LTT-1119-T008

26 November 2019
09:30 – 16:00
Fort Dunlop
Birmingham

£0 Subscribers
£245 Non-Subscribers