Welcome to our Spring Term 2020 Course Brochure.

In addition to the courses that we provide on a regular basis, we are very pleased to offer a new course – Microsoft Power BI Using SIMS.

Power BI is a business analytics service that delivers insights to enable fast, informed decisions and enables you to:

- Transform data into stunning visuals and share them with colleagues on any device
- Visually explore and analyse data – on premises and in the cloud – all in one view
- Collaborate on and share customised dashboards and interactive reports
- Scale across your organisation with built-in governance and security

Having worked with a number of schools and using expertise within the team, we have been able to produce resources that are already available for our supported schools. Attendance at this course will give you access to these resources together with the knowledge to create your own (see page 7).

It has become noticeable that more schools are becoming aware that their SLA with us includes attendance at four specific courses (see page 4). Up to two members of staff can attend these courses each half term at no additional charge. However, please be aware that we provide two courses about using the SIMS Personnel module (a half day course included in your SLA) and the Personnel and School Workforce Census course (a full day course that is chargeable).

At the end of each training session, delegates are asked to complete a short feedback form. Your comments are important to us and ensures that we continue to provide relevant and meaningful course content. And don’t forget, you don’t have to come to us – we’re very happy to come to you!

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
- **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

"Excellent training session. I understood all areas and feel there are lots of things I can take back to school."

"Very relaxed and informative training session, thank you."

"Went away excited about my new knowledge which should make my job much easier!"
Constructing the Timetable in Nova-T6

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.
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 and/or parent 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
The 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.
Microsoft Power BI
Using SIMS

Outline
This course will show how to take data from SIMS and bring it to life with live dashboards and graphical analysis. Data from your school’s SIMS is pulled into central dashboards enabling you to monitor and compare performance across your single school or the schools in your trust.

Description
By attending this course, delegates will return to school with the confidence to:
• Create SIMS Reports
• Understand how CommandReporter Utility works
• Set up CommandReporter Utility to run and update data from SIMS reports automatically
• Download Power BI software and login to Microsoft 365 account
• Import SIMS reports in Power BI
• Manipulate relational data tables
• Create visualisations for graphical analysis

Outcome
This course will enable you to:
• See how SIMS Consolidated Reporting can support your MAT/School to drive improvement
• Provide detailed graphical reports from across your trust/school on any data which exists in SIMS
• Design reports and dashboards to meet the specific needs of your trust/school
• Drill down into the details of the data at the click of a mouse
• Publish Dashboards securely across the trust/school using Power BI

Audience
Aimed at staff responsible for data analysis in Primary, Secondary or Special schools, which may include: Senior Managers, Data Managers, Primary School Senior Leaders, Exam Coordinators and Headteachers.

21 January 2020
09:30 – 12:30
Fort Dunlop
Birmingham

28 January 2020
09:30 – 12:30
Entrust HQ, Stafford
Code: LTT-0120-T005

25 March 2020
09:30 – 12:30
Entrust HQ, Stafford
Code: LTT-0320-T006

26 March 2020
09:30 – 12:30
Fort Dunlop
Birmingham

£149 Subscribers
£179 Non-Subscribers
Outline
This course provides a refresher 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
By attending this course delegates will return to school with the confidence 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.
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 explore 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.

Please note: Staffordshire Maintained Schools get a FSM eligibility service from SCC.
Outline
This course will give you the skills to design SIMS reports to find out the wealth of information that is stored within 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
• Use 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.
Reporting in SIMS
Intermediate

**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 (Secondary Schools)?
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?

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
- 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 mailmerge reports
- See how to add a report inside a report, such as Behaviour and Achievements report
- Report on Academic classes (Secondary Schools)
- Edit complex Capita reports, such as Data Collection Sheets

**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.

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03 March 2020
09:30 – 16:00
Entrust HQ, Stafford
Code: LTT-0320-T007

£195 Subscribers
£245 Non-Subscribers

24 March 2020
09:30 – 16:00
Fort Dunlop
Birmingham

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Reporting in SIMS

**Advanced**

**Outline**

This course follows on from the Intermediate Reporting Course, using the knowledge you have already 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, every week or every 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. The majority of the course will be using the features within Excel, therefore a knowledge of Excel would be advantageous.

By attending this course, 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 SIMS Standard and Intermediate Reporting courses.

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18 March 2020
09:30 – 16:00
Entrust HQ, Stafford
Code: LTT-0320-T008

01 April 2020
09:30 – 16:00
Fort Dunlop
Birmingham

£195 Subscribers
£245 Non-Subscribers
**Outline**

This full day course is 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 mark sheets 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
This half day course is 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**
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.

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**11 February 2020**
09:30 – 12:30
Entrust HQ, Stafford
Code: LTT-0220-T002

**27 February 2020**
09:30 – 12:30
Fort Dunlop
Birmingham

£149 Subscribers
£179 Non-Subscribers
**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:

- Account Payable
- Journals
- Non-invoices 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.

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**04 March 2020**

09:30 – 16:00

Fort Dunlop

Birmingham

€195 Subscribers

€245 Non-Subscribers
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.
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.

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**24 March 2020**

09:30 – 12:30

Entrust HQ, Stafford

Code: LTT-0320-T009

£149 Subscribers

£179 Non-Subscribers
Outline
This course covers all aspects required to implement the SIMS Options Online module 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.

24 January 2020
09:30 – 16:00
Fort Dunlop
Birmingham

30 January 2020
09:30 – 16:00
Entrust HQ, Stafford
Code: LTT-0120-T003

£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 throughout the year.

Description

This course will give hands-on experience in:

- Adding new members of staff including teachers and support staff
- 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 using 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**

This half day course will give you an overview of 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
- Review log files in SIMS
- 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.
Supporting the SENCo for Administration Staff in SIMS

**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
- Creating user defined groups for SEN pupils/students to be used for Attendance monitoring
- 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.

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16 March 2020
13:00 – 16:00
Fort Dunlop
Birmingham

19 March 2020
09:30 – 12:30
Entrust HQ, Stafford
Code: LTT-0320-T004

£149 Subscribers
£179 Non-Subscribers
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 Operators and Managers in all schools.

£0 Subscribers
£245 Non-Subscribers