**SIMS TRAINING & CONSULTANCY CATALOGUE**

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Please telephone 0845 3008179 option 5 to discuss your requirements or email to: [info@schoolbusinessservices.co.uk](mailto:info@schoolbusinessservices.co.uk)

**COSTS:**

For formal courses held at one of our venues:-

With SLA - full day courses **£175** half day courses **£88**

Without SLA – full day courses **£200** half day courses **£100**

Multiple Delegates attending the same course on the same day receive a 10% discount on the course cost. Early Booking Discount of 10% for all booking forms received 4 weeks before the course.

Or on-site at your school:-

On-site half day courses @ **£300** or a half day SLA visit

On-site full day courses @ **£500** or a days SLA visit

Please contact us for on-site course costs for establishments without   
a current service level agreement.

**TRAINING:**

Can be provided using training laptops or on your own schools system for one to   
five delegates. An additional charge will be made should the training be required for more than 5 delegates.

Should you require training for a number of staff, you may wish to join forces with other schools within the area to host an event. Or contact us and we could arrange a suitable venue.

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**CORE**

**Attendance**

**Time: 08:45 – 15:45**

**Course Description**

Suitable for new and existing staff in school who are responsible for the management and day to day operation of the Attendance Module.

**Intended for**

Staff in School with responsibility for the day to day operation and management of attendance.

**Course Outline**

This course covers the procedures in SIMS Attendance which enable you to meet the school’s day to day statutory attendance monitoring needs. It includes configuring SIMS Attendance, preparing pro forma letters, capturing data efficiently, statutory attendance codes and extracting information through a variety of reports. It will specifically cover:

* How to configure the module for your school’s requirements
* Choosing appropriate options
* Reviewing registration organisation
* Consider alternative data entry possibilities
* How to set up user defined attendance groups
* Preparing pro forma letters to facilitate easy communication with home
* Appropriate use of attendance codes
* Efficient data capture, entry and maintenance
* The rich variety of reporting possibilities
* Best practice in the use of all aspects of the module

**Knowledge Required**

An understanding of the school's Attendance procedures and a familiarity with SIMS.

**Outcome**

At the end of the course delegates will be fully conversant with the functionality available within the module and be confident to use it to record, monitor and report on statutory attendance. Establish efficient and effective registration routines · Provide managers and EWO’s with easy and instant access to attendance information, including first day absence · Monitoring of attendance at a variety of levels (pupil, registration group, year and school) · Simplification of the completion of statutory returns · The ability to report quickly and accurately on attendance achievements · Improved school attendance!

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

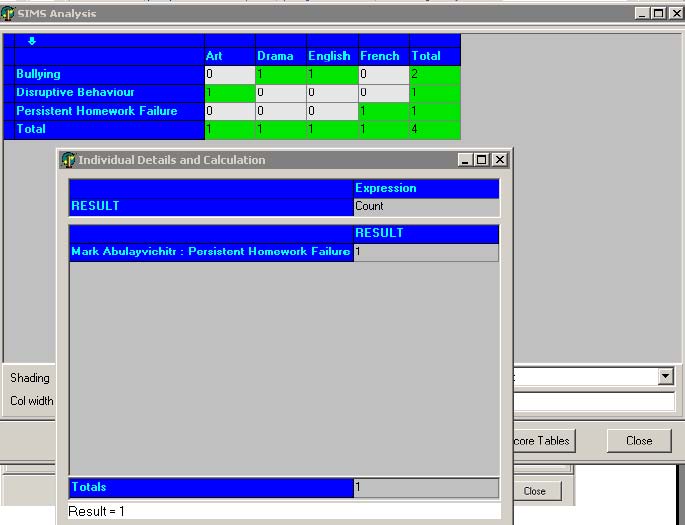
* plan a strategy for managing the statutory attendance process.
* customise SIMS Attendance to meet the particular needs of your school.
* understand the potential links to other functionality in SIMS.
* identify the most efficient way of collecting attendance data.
* understand how to maintain that data effectively.
* know how to report attendance data to help monitor attendance at a range of levels.
* generate letters to parents efficiently.

**CORE**

**Behaviour Management**

**Time: 08:45 – 15:45**

**Course Description**

This course will be suitable for School staff with pastoral and/or administrative responsibility for pupil behaviour and achievement monitoring.

**Course Outline**

The course gives a complete overview of the SIMS Behaviour Management area which a school can use to record, monitor and manage its pupils’ / students’ behaviour and achievements, including detentions and the use of report cards.

After completion of the course delegates may find that the course Reporting on Behaviour will allow them to develop bespoke reports in this area while the courses Standard Reporting and Extended Reporting will widen their general knowledge of reporting from SIMS

**Knowledge Required**

A familiarity with the pupil data held in SIMS would be helpful but it is more important delegates should have a good knowledge of the way behaviour and achievements are currently recorded, reported and analysed in their school and the school’s future ambitions in this area. ~ also knowledge of Word and Excel is required.

**Outcome**

Explore the ways in which Behaviour Management can assist the monitoring of students.

Full recording of student behaviour and achievement. Full analysis of all current behaviour and achievement data over date ranges.

Delegates will be able to

* set up and configure the Behaviour Management area
* edit relevant lookup tables to meet the needs of and terminology used in an individual school
* use the behaviour and achievement recording routines for both individuals and groups of pupils/students
* set up and administer individual and scheduled detentions including letters to parents
* create report cards to enable the monitoring of session/lesson behaviour
* produce information on the data held in this area using the reports supplied in SIMS.

**CORE**

**Dinner Money 7**

**Time: 08:45 – 15:45**

**Course Description**

This course is suitable for Finance and Office staff who have responsibility for the administration of school dinner money in primary schools.

**Course Outline**

This course is an introduction to using SIMS for recording Dinner Money information.

It will cover the activation of the software, the personalisation of the settings to meet your own school’s requirements, the recording of Opening Balances, daily meal arrangements and payments, also how to run the banking routine and produce various reports and letters to parents.

**Knowledge Required**

An understanding of how SIMS is used to maintain and update pupil information is desirable but not essential.

**Outcome**

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

* record all types of pupil, staff and visitor meal arrangements including special meals such as theme meals.
* record all types of pupil, staff and visitor payments including electronic payments
* produce a variety of reports for different requirements such as registers, the kitchen, mid-day supervisors, pupil and staff statements.
* complete the regular financial transactions.
* produce a weekly catering return.
* produce mail merge letters to parents.

**CORE**

**Discover Overview**

**Time: 09:00 – 12:00 or 13:00 – 16:00**

**Course Description**

Discover is an application designed for high performance data analysis. Discover brings key information to you with straightforward drag and drop actions.

The course is intended for primary and secondary school users of SIMS who wish to explore the predefined functionality of Discover.

**Course Outline**

This hands-on course provides an overview of the capabilities provided by Discover, to ensure that you can effectively use Discover to analyse your own school data.

Upon completion if this course delegates may wish to attend the SIMS Discover Assessment User

**Knowledge Required**

The course assumes no previous knowledge of SIMS Discover although some experience of the use of SIMS would be an advantage but not essential.

**Outcome**

By the end of the course you will have an understanding of;

* The relationship between Discover and SIMS
* The Discover interface.
* The range and scope of the predefined Discover graphs
* Manipulating the predefined Discover graphs
* Generating a Venn analysis
* Groups and Alerts



**CORE**

**End of Year - Primary**

**Time: 09:00 – 12:00 or 13:00 – 16:00**

***We also offer this as a managed service. Please ring for details.***

**Course Description**

This course is suitable for staff responsible for the administration of pupils’ records and the promotion of the school to the next academic year. It is recommended that all schools send at least one delegate as many of the processes involved will not have been performed since last year.

**Course Outline**

Data tidying, setting up pre-admissions, managing leavers, managing new intakes and promotion of the school year. This course covers the end of year procedures in the SIMS SQL suite to ensure the seamless transition into the next academic year. The following are the general areas which will be covered:

**Before the end of the current Academic Year**

* Creating the New Academic Year within SIMS.net
* Setting up and entering pre-admission data
* Importing of new ATF’s
* Entering leavers’ details for your oldest year group
* Setting up next year’s classes (registration groups for teachers and pupils)
* Printing class (registration group) lists for next year
* Moving pupil data to the next academic year (promoting the school)

**At the start of the new Academic Year**

* Deleting non arrivals and admitting pre-admission groups
* Other new/casual admissions
* Other unexpected leavers
* Housekeeping and other tasks

**Knowledge Required**

Working knowledge of SIMS core would be beneficial.

**Outcome**

* The ability to promote the SIMS system
* To use techniques to tidy data

**CORE**

**End of Year - Secondary**

**Time: 09:00 – 12:00 or 13:00 – 16:00**

***We also offer this as a managed service. Please ring for details.***

**Overview**

This course will dealing mainly with academic promotion (transferring the timetable and assigning students to their new classes). There is also coverage of the final routines for admitting pre-admission students and the various levels of tidying and manipulating of the student database necessary to end the old year successfully.

**Audience**

For the leavers and admissions: Admissions officer, data manager or person responsible for creating the new academic year and dealing with students admissions

For Academic structures: Curriculum manager, timetabler or person with responsibility for the Options structure.

**Course content**

Transferring the curriculum and timetable to SQL, and exporting derived years is covered initially.

Allocation of students to bands and classes is then worked through, setting up the academic promotion rules and using the relevant files for membership transfers.

The routines for recording leavers, and allocating new admission pupil/students to classes is covered before, printing class lists.

There are attendance routines to define and apply to the new-year, there is also the update course membership process for examinations and assessment and other housekeeping routines which are shown.

**CORE**

**Extended Reporting**

**Time: 08:45 – 15:45**

**Course Description**

The course is aimed at day to day users of SIMS, those responsible for adding and maintaining data in the database, those responsible for responding to requests for information from the database in various forms.

**Course Outline**

This course builds on the ground covered in the Standard Reporting for SIMS Users course and extends those techniques further.

It will

* Enable the production of more complicated lists and Mailmerged documents.
* Modify templates to adjust the appearance of reports including the incorporation of headed paper.
* Develop the use of RTF Output.
* Explore cross-modular links in the data.
* Use different Focuses as the starting point for reports.
* Explore the use of Macros in Excel related reports
* Extend the use of the Analysis tool
* Manage Reports in folders

Having consolidated the information covered in this course, delegates would benefit from moving on to the Reporting courses for specific areas of SIMS

**Knowledge Required**

Delegates must have attended the Standard Reporting for SIMS Users course (or its for-runners Basic and Intermediate Reporting) and have familiarised themselves with the techniques covered on that course. There will be a revision exercise at the start of this course.  
Delegates should also have a reasonable level of competency in the use of Microsoft Word and Excel.

Delegates should be familiar with the day to day use of SIMS, the range of data which is stored within the database, how that data is entered and maintained and be able to navigate their way around the menus.  
  
Delegates are likely to have attended other SIMS user courses such as SIMS Office User and SIMS Office User Extended.

**Outcome**

By the end of the course you will have a wider understanding of how reports are produced in SIMS and in particular be able to:

* Use and design different templates to organise the layout of the reports
* Use Excel macros to further modify the output of the report
* Make more extensive use of the features of RTF as an output for reports
* Extract data from across different modules in SIMS.

**CORE**

**Inclusion Managers -**

**Do you know what’s possible within SIMS?**

**Time: 08:45 – 15:45**

**Course Description**

SIMS has the ability to hold a wide range of data which can inform the task of knowing your students. But how do you know where to find the information that can help you in your role as Inclusion Manager?

Do you know what could be set up within SIMS to support your role as Inclusion Manager?

Do you know what reporting facilities are available within SIMS that can help you monitor inclusion and communicate effectively with parents?

How often have you wanted to know the answer to a question about a group of students in your school and not known how to obtain it?

**Course Outline**

The course will explore how the data from within SIMS can be used to effectively provide the information that can assist you in your role as the Inclusion Manager to enable effective management of the schools resources and aid teaching and learning.

**Knowledge Required**

An understanding of SEN, and the main SIMS modules ~ also knowledge of Word and Excel is required.

**Outcome**

By the end of the session you will be able to:

* Gain a wider knowledge of the data held within the MIS
* Understand how to access the data held within the MIS to enable and inform decision making
* Access the Student / Teacher View
* Make good use of the Home Page
* Create User Defined Groups
* Use and modify Reports for SEN/Inclusion needs

**CORE**

**LESSON MONITOR**

**Time: 09:00 – 12:00 or 13:00 – 16:00**

**Course Description**

This course is aimed at colleagues who are currently using Lesson Monitor, as a refresher, or who are new to the software and its uses within school.

**Course Outline**

There have been major improvements to Lesson Monitor and Lesson Register since the software was first released culminating in the move to Lesson Monitor. This course will ensure you are fully conversant with all the enhanced features of Take Register and Lesson Monitor.

In particular the course will cover :

|  |  |
| --- | --- |
| \* Accessing SIMS .net Take Register | \* Functionality accessed directly from Take Register |
| \* Links from Take Register for example to Behaviour, Achievement and Assessment | \* The ability to send a message to other colleagues’ desktops |
| \* Enhanced display of Lesson and Session marks | \* Easily identify students ‘on report’ and access their 'report cards' |
| \* Data entry possibilities such as ‘enter marks over a date range’, ‘entering a weekly pattern’ and dealing with ‘missing marks’ | \* The enhanced functionality in LM for managing Lesson Registration for example bulk editing a group |
| \* Lesson reporting possibilities in LM | \* User defined Lesson reports including the possibility of scheduling a report |

**Outcomes** At the end of the course delegates will feel confident about cascading training to colleagues who use ‘Take Register’ in the classroom. These colleagues will be able to make the most of the many features of Take register and the easy links to other areas of the SIMS .net suite. You will also have a detailed understanding of the routines and processes in Lesson Monitor for managing lesson registration

**Course requirements:**

It is expected that most delegates will be familiar with SIMS and Attendance routines

**CORE**

**Reporting on Attendance**

**Time: 09:00 – 12:00 or 13:00 – 16:00**

**Course Description**

This course will provide delegates with knowledge of the reporting capabilities of Attendance to ensure they are utilising the software in the most efficient way possible.

**Course Outline**

This half day course covers:

* running pre-defined attendance reports
* creating analysis reports based on attendance data
* producing personalised letters based on attendance

**Knowledge Required**

Delegates must be familiar with SIMS in general and with the Attendance software.

**Outcome**

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

* Enable delegates to use the Home Page to monitor Attendance and real time data
* To appreciate the functionality afforded by the pre-defined Attendance Reports and display
* Enable delegates to simplify procedures to produce letters and certificates directly from SIMS Attendance
* Analyse data in Discover.

**CORE**

**Reporting on Behaviour and Achievement**

**Time: 09:00 – 12:00 or 13:00 – 16:00**

**Course Description**

This course is designed to ensure you maximise the use of the valuable behaviour and achievement information that has been collected in SIMS.

**Course Outline**

This half day course covers:

* running pre-defined achievement and behaviour reports
* creating analysis reports based on behaviour and achievement data
* producing personalised letters based on a behaviour or achievement event
* designing and filtering reports relevant to behaviour or achievement
* modifying your SIMS Home page to receive information about behaviour and achievement events

**Knowledge Required**

The delegate should have an understanding of the way the behaviour and achievements of pupils/students are managed in their school. Although not essential, an existing basic knowledge of SIMS would be advantageous. Delegate’s schools must already use SIMS to record Behaviour and Achievement in order for this course to be relevant.

**Outcome**

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

* run pre-defined Achievement and Behaviour reports
* create analysis reports
* produce personalised ‘standard’ letters for parents of pupils/students with achievement
* produce documents such as letters or certificates based on a behaviour or achievement event
* produce simple reports with a filter relevant to behaviour or achievement events within a date range
* modify your SIMS Home page to receive automatically information about behaviour and achievement events
* Using Quick letter
* Creating a personalised standard letter

**CORE**

**Reporting on SEN**

**Time: 09:00 – 12:00 or 13:00 – 16:00**

**Course Description**

The course is aimed at SENCO and those such as teaching assistants or administrators who assist the SENCO.

**Course Outline**

This course is designed to ensure you maximise the use of the valuable SEN information that has been collected in SIMS.

This course covers:

* running pre-defined SEN reports
* customizing the SEN Review letter
* creating analysis reports based on SEN information
* producing personalised letters for parents of SEN students
* producing simple reports with a filter relevant to SEN students
* modifying your SIMS Home page to receive information about SEN students

**Knowledge Required**

The delegate should have an understanding of the principles behind the SEN Code of Practice and be aware of the way SEN pupils/students are managed in their school. Although not essential, an existing basic knowledge of SIMS would be advantageous. Delegates' schools must already record SEN data in SIMS in order for this course to be relevant.

**Outcome**

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

* run and amend pre-defined SEN reports
* customize the SEN Review letter
* create analysis reports
* produce personalised ‘standard’ letters for parents of SEN pupils/students
* produce simple reports with a filter relevant to SEN pupils/students
* modify your SIMS Home page to receive automatically information about SEN students
* Using Quick letter
* Creating a personalised standard letter

**CORE**

**SIMS SEN User**

**Time: 08:45 – 15:45**

**Course Description**

Suitable for the school SENCO and SEN administration support staff in schools who are responsible for the management and maintenance of SEN and Provision Management in SIMS.

**Course Outline**

By making use of realistic scenario based training this course will enable delegates to familiarise themselves with the functionality of SEN within SIMS in order to use it effectively and efficiently within their school and reflect the SEN Code of Practice.

This course will cover:

* managing and recording details of reviews, events and provisions
* managing students with statements
* producing the SEN reports provided in SIMS
* editing SEN related look up tables to provide school customisation
* adding linked Adults, Agents and Agencies
* sending, receiving and viewing messages relating to SEN students
* configuring the SIMS Home Page to help monitor SEN processes

**Knowledge Required**

An understanding of SEN, and the main SIMS modules ~ also knowledge of Word and Excel is required. An understanding of the SEN Code of Practice and how it is managed in school would be useful.

**Outcome**

This course provides a detailed overview of the SIMS software for managing the SEN process in school in accordance with the SEN Code of Practice.

By the end of this course the delegate should be able to

* navigate through SIMS
* manage and record details of reviews, events and provisions
* manage students with statements
* produce the SEN reports provided in SIMS
* edit look up tables
* add linked Adults, Agents and Agencies
* send, receive and view messages relating to SEN students
* configure their SIMS Home Page to help monitor SEN processes

**CORE**

**SIMS Overview for Headteachers and Senior Management Teams**

**Time: 09:00 – 12:00 or 13:00 – 16:00**

**Information**

An overview for Headteachers and School Senior Management Teams to show what can be achieved within SIMS, including a preview of the Improve self-evaluation tool.

**In Pursuit of Excellence – What More Could Schools be Doing?**

School leaders can sometimes view the use of data in schools as a complex matter but many are becoming increasingly aware of the value it can have in the day-to-day running of a school. The data locked inside a school’s management information system (MIS) is one of the most powerful resources available and is crucial in helping schools meet their improvement targets.

**Audience:**

Headteachers

Members of Schools Senior Management Teams

**Overview**

The SIMS software offers a consolidated approach to school management information and this overview will give the opportunity to view what could be achieved by a whole school solution.

**Content**

* Accessing pupil/student information
* Production of mail merge and standard reporting
* Assessment and comment bank reporting
* Discussion of extra information / output that teachers would like

**CORE**

**SIMS Office User**

**Time: 08:45 – 15:45**

**Course Description**

The course assumes no prior knowledge of the SIMS system and is ideally suited to new recruits to school admin teams or those needing a refresher on the basic requirements of maintaining pupil/student details.

**Intended for**

New users of SIMS in the School Office, New recruits or Staff with new responsibilities

**Course Outline**

This course introduces you to the skills and techniques required to maintain basic pupil data in the Management Information System on a day-to-day basis. You will get practical, hands on experience of a number of features including customising SIMS.net, navigating the menu, entering, amending and deleting pupil data, using routines and running basic reports.

The School Office is the hub of day to day pupil data management. Using typical scenarios encountered on a regular basis, the course takes a new user through the main procedures for maintaining accurate and useful data within the School’s Management Information System. Accurate data can both inform school improvement strategies and support a wide range of School Management activities including processing Statutory Returns. Delegates should attend SIMS Office User Extended upon completion of this course.

**Knowledge Required**

Basic understanding of school processes ~ knowledge of Word and Excel is required. No previous knowledge of SIMS is required.

**Outcome**

Users will cover the skills and techniques needed to maintain basic pupil/pupil data in the Management Information System on a day to day basis

By the end of the course you will have the skills necessary to use SIMS in a School Office environment

* Finding your way around SIMS
* Looking up pupil/student information
* Making day to day adjustments to pupil/student details
* Sending a letter home
* Responding to information received about pupil/student and contacts
* Dealing with Leavers
* Dealing with New Arrivals
* Running basic reports from SIMS

**CORE**

**SIMS Office User - Extended**

**Time: 08:45 – 15:45**

**Course Description**

Administrative staff with responsibility for maintaining pupil information, and all staff requiring an overview of how SIMS can improve the school’s approach to information handling and sharing.

**Course Outline**

This course builds on your basic skills and techniques to make use of the wider range of data SIMS can maintain. You will get practical, hands on experience of a number of more advanced features including extending pupil details, maintaining and recording medical information, using customised letters, producing behaviour reports, editing and maintaining databases, groups and tables.

|  |  |
| --- | --- |
| It will specifically cover: | |
| 1. • Extending Student Details | 1. • Produce Behaviour related reports |
| 1. • Managing Registration Group membership over time | 1. • Managing exclusions |
| 1. • Maintaining the medical related Lookup Tables and recording Medical information | 1. • School Organisation, Registration Group details, School Diary, maintain the rooms Database, maintain the Other Schools database |
| 1. • Extending Behaviour and Achievement Management | 1. • User Defined Group and User Defined Field |
| 1. • Use Quick Letter and customised letters in conjunction with behaviour and achievement | 1. • Edit and Maintain Lookup Tables |

**Knowledge Required**

Delegates will be expected to have completed the SIMS Office User course covering the basic requirements of maintaining pupil details ~ knowledge of Word and Excel is required.

**Outcome**

Users will be able to make use of the wider range of data SIMS can maintain,

improving the school’s monitoring processes of pupil/student details.

**CORE**

**SIMS Office User ~ Top Tips and Techniques**

**Time: 09:00 – 12:00 or 13:00 – 16:00**

**Course Description**

The one day SIMS Office User Course is a sound grounding to the main functions of pupil and contact data in SIMS. This course aims to demonstrate useful ways to managing school data, best practice housekeeping and to extending delegates awareness of functionality within SIMS  
  
This course covers useful housekeeping tips regarding, processes you may not carry out every day, some you may have forgotten and some that should make your school life easier.

The course is intended for school administrators.

**Knowledge Required**

A Basic knowledge of SIMS is required

**Outcome**

By the end of the course delegates will have an understanding of:

* Contact Management
* Customising Correspondence
* User Defined Groups
* User Defined Fields
* An Introduction to Behaviour
* Alerts, Notifications and Communication
* Merging Agents and Agencies
* Quick Reports
* Changes to data - Bulk Update

**CORE**

**Standard SIMS Reporting**

**Time: 08:45 – 15:45**

**Course Description**

The course is aimed at day to day users of SIMS, those responsible for adding and maintaining data in the database, those responsible for responding to requests for information from the database in various forms.

**Course Outline**

This course introduces the user to the report designing process in SIMS with the objective to extract useful information from the Pupil/Student database in a variety of formats. It will cover running predefined reports, modifying and creating reports to produce lists, creating reports to produce mailmerged documents and labels, using the different output formats of Word, RTF and Excel, incorporating Sub-reports, Using the Analysis output and Exporting, Importing and using the My Favourite Reports panel on the Home Page

Having consolidated the information covered in this course, delegates would benefit from moving on to the Extended Reporting course.

**Knowledge Required**

Delegates must be familiar with the day to day use of SIMS, the range of data which is stored within the database, how that data is entered and maintained and can navigate their way around the menus.

Delegates are likely to have attended other SIMS user courses such as SIMS Office User and SIMS Office User Extended.

**Outcome**

By the end of the course you will have a clear understanding of how reports are produced in SIMS and in particular be able to:

* Produce lists of information
* Produce Mailmerged address labels
* Produce Mailmerged letters
* Use Preview effectively
* Use Filtering and Sorting effectively
* Re-use and modify reports
* Choose an appropriate output format

**CURRICULUM**

**Academic Management**

**Time: 08:45 – 15:45**

**Course Description**

This course is aimed at colleagues who are responsible for maintaining academic data in school, particularly those responsible for class memberships

**Course Outline**

Academic Management in SIMS .net provides you with the means to allocate students to academic classes and maintain class and course memberships during the academic year on a day to day basis in response to teaching set changes, the arrival of new students and carousel arrangements. This process underpins the effective use of many other areas of the SIMS suite of programs including Assessment Manager, Exams Organiser, Profiles, Take Register etc. by providing teaching group memberships as the basis for their operation.

**Knowledge Required**

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

**Outcome**

At the end of the course delegates will be fully conversant with the functionality available within the Academic Management and Course Management routines in SIMS.net and will be able to use them to ensure the fundamental information on class memberships is maintained accurately to support the wider use of SIMS software.

By the end of the course you should be able to:

* Allocate students to Base Bands and maintain Base Band memberships
* Resolve conflicts and clashes which may arise from Base Band adjustments
* Allocate students to Classes within Blocks and maintain Class memberships
* Make use of export and import routines for maintaining class memberships
* Manage specific individual student curriculum requirements
* Carry out Carousel arrangements in areas such as Technology
* Manage the curriculum for a new student
* Manage Course details and Course Memberships
* Manage the association of Classes with Courses

**CURRICULUM**

**Alternative Curriculum**

**Time: 09:00 – 12:00 or 13:00 – 16:00**

**Course Description**

This course is aimed at colleagues who are responsible for maintaining academic data in school, particularly those responsible for class memberships.

**Course Outline**

Alternative Curriculum functionality provides a mechanism by which students may be withdrawn from ‘normal’ lessons and, at particular periods, placed in alternative provision.

For example, different students may attend the Literacy Unit at different periods. At any one period students from a variety of Year Groups may be present.

The course deals with the creation of alternate activities in T6, the placement of students into them in SIMS and the consequential effect on other areas within SIMS.

**Knowledge Required**

A working knowledge of the Academic Management area of SIMS and a basic knowledge of T6.

**Outcome**

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

* Create in T6 Alternative Activities.
* These will be staffed, roomed and placed on the timetable.
* Export these activities to SIMS along with the rest of the timetable structure.
* In SIMS place students into alternative activities on a period by period basis.
* Appreciate related Attendance and Assessment issues.
* Use the additional relevant SIMS reports.

**CURRICULUM**

**Analysing Data ~ 2 days**

**Time: 08:45 – 15:45 x 2**

**General Information**

Schools use Assessment Manager to collect and submit End of Key stage results but are unaware of the power of the analysis of the data possible within the system they already possess. The course will be particularly useful for those responsible for production of Governors Reports and providing pointers for school action.

This course is for experienced users of SIMS Assessment or those who have previously attended SIMS Assessment courses

**Target Audience**

The course is aimed at senior teaching staff involved in the strategic planning of assessment and reporting and staff engaged in the day to day maintenance of the assessment process.

**Course Outline**

This course will provide delegates with the ability to analyse the full range of their students’ assessment data using the functionality within SIMS Analysis. It takes delegates through the advanced features of the software in order to realise the potential of SIMS Assessment and Analysis as a tool to drive improvements in student achievement.

This course will cover:

* the creation and maintenance of user-defined groups
* the creation and use analysis grids; group, aspect, chance and result-set
* using Individual Reports for analysis
* creating tracking grids
* the design and construction of complex Assessment templates
* utilising progression and value-added graphs

**Outcome**

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

* Make full use of Marksheets to analyse outcomes, employing a range of filters as appropriate
* Build and use Group Analysis Grids to compare the distribution of marks, grades or ages for a selection of student groups.
* Build and use Aspect Analysis Grids to compare the results achieved across a range of aspects of assessment.
* Build and use Result Set Analysis Grids to analyse the results achieved by groups and individual students over a period of time.
* Build and use Chance Analysis Grids to display the relationship between student attainment for two different aspects (e.g. KS2 Maths level – GCSE Maths).
* Build and use Value Added and Progression (Regression Lines) lines against defined ‘input’ and ‘outcome’ aspects to measure performance.
* Build and use Value Added and Progression (Regression Lines) lines to make a prediction for the eventual outcome for a student based on the defined ‘input’ score.
* Build and use a wide range of Tracking Grids.

**CURRICULUM**

**Assessment Manager - Essentials - Primary**

**Time: 08:45 – 15:45**

**Course Outline**

This course introduces you to Assessment Manager. It will provide you with the ability to record and view a full range of your pupils’ assessment data in order that you can quickly and easily track pupils’ progress, monitor individuals and groups effectively and share information across the school, parents and other interested organisations.

**Outcomes**

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

* Work with and understand marksheets.
* Create and edit Aspects, grade sets and result sets.
* Clone and edit imported predefined templates.
* Create a basic marksheet template to track progress.
* Create templates with basic formulae.
* Create, design and generate pupil Individual Reports.

**Course Requirements**

It is important that delegates have a good understanding of their school’s pupil Assessment and Reporting Policy.

**Intended For**

School staff with responsibility for assessment procedures who are new to, or have limited knowledge of, Assessment.

**CURRICULUM**

**Assessment Manager – Essentials - Secondary ~ 2 days**

**Time: 08:45 – 15:45 x 2**

**Course Outline**

The course covers the essential skills needed to build and implement an assessment system in school. The course will examine how SIMS Assessment can be utilised to create a customised tracking system for both KS3 and KS4 and explore the potential of SIMS Assessment.

This course will cover:

* key components of Assessment; aspects, grade sets, result sets and categories
* building templates and creating marksheets
* utilising formulae in marksheets
* creating, using and filtering data review marksheets
* designing and generating Individual Reports
* the basic capabilities of Analysis

**Outcomes**

By the end of Day 1 you will be able to:

* Identify assessment needs and set up Grade Sets and Aspects to meet them
* Define the assessment cycle and create Result Sets, Templates and Marksheets for the collection of data

By the end of Day 2 you will be able to:

* Fully manage and maintain the set of elements that you have created
* Build Marksheets for data entry and analysis making full use of key formulae
* Gain full benefit of assessments by exploring mechanisms that support the intervention strategies of senior staff

**Course Requirements**

The course assumes no previous knowledge of SIMS Assessment although some experience of the use of SIMS would be an advantage but not essential. It is important that delegates have a good understanding of their school’s pupil Assessment and Reporting Policy.

**Intended For**

The course is aimed at senior teaching staff involved in the strategic planning of assessment and staff engaged in the day to day maintenance of the assessment process.

**CURRICULUM**

**Course Manager and Post 16 Aims for Census**

**Time: 08:45 – 15:45**

**Course Outline**

This course covers the Course Manager area of SIMS, the management of Courses of Study and the implications on other areas of SIMS. Procedures for supporting the maintenance of Post 16 Learning Aims for Statutory Returns and support for procedures in Exams Organiser will also be covered.

Delegates may find Academic Management, Preparing for a new Academic Year – Secondary, Exams Organiser helpful after the completion of this course.

**Outcomes**

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

* Manage the student memberships of Courses
* Add and administrate non-timetabled Courses of Study
* Assign Course Supervisors
* Have a greater understanding of Exam Awards and Courses of Study
* Improve your Exams Basedata structure
* Link Exam Awards to Courses of Study
* Import and assign QCA/QAN codes
* Manage Post 16 Census Processes

**Course Requirements**

An understanding of the curriculum structures and procedures used in the school and knowledge of the school’s curriculum policy would be helpful. An understanding of the operation of the NOVA program would be useful it is not essential. An understanding of Exams Organiser and Basedata Structure is recommended.

An awareness of the implications for Course Memberships in Exams Organiser, Assessment and Profiles as well as Post 16 census returns would be useful. Schools may wish to send two delegates incorporating different areas of responsibility within school.

**Intended for**

Course Manager incorporates many roles within school; primarily the course is aimed at Academic Administrators and would be useful for Exams Officers and personnel responsible for the Census Return/Post 16 Learning Aims.

**CURRICULUM**

**Cover 7**

**Time: 08:45 – 15:45**

**Course Description**

Those responsible for ensuring that Cover 7 works in correspondence with the wishes of Senior Managers. Administrative staff tasked with making arrangements for absent staff.

**Course Outline**

The course includes implementing Cover 7 to manage all aspects of classroom staff absence and explore the dynamic links of the module to other areas of SIMS such as Personnel and Examinations Organiser.

This course will cover:

* the optional migration of Nova-T4 cover data
* global settings available to customise the module
* links to Personnel 7
* managing supply cover
* declaring teaching absence and arranging cover
* managing room closures due to examinations
* printing of the cover arrangements
* cover statistics and impact summaries

**Knowledge Required**

No prior knowledge required.

**Outcome**

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

* Deal appropriately with supply staff in respect of personnel records
* Create and modify reasons for absence and closure
* Maintain optional rotas
* Define classes that do not require cover and/or should be suspended
* Manage the expectation that certain staff should be required to more cover than others
* Add absences and room closures and provide appropriate cover/invigilation
* Book and utilise supply staff and agencies
* Publish arrangements by print and by intranet
* Analyse statistics for absences, covers and the impact on particular classes and students

**CURRICULUM**

**Curriculum Management Analysis and Printing**

**Time: 09:00 – 12:00 or 13:00 – 16:00**

**Printing**

**Course Outline**

List Printing, Student Analysis and Timetable Printing routines in Nova-T4 have been replicated and enhanced in SIMS .net.

Topics covered in this half-day course include:

* General student List – introduction, filtering, available data columns, sorting, photos, printing, exporting and saving.
* Class Lists
* Registration Group Lists
* Student Analysis predefined reports
* Timetable Printing

**Outcomes**

To become familiar and confident in the use of the SIMS .net listing and analysis routines that are designed to replace those previously available in Nova-T4.

**Course Requirements**

No previous knowledge required.

**Intended for**

All school staff wishing to produce student listings and analyses. Aimed at Secondary Schools only

**CURRICULUM**

**Curriculum Management Using NOVA-T6**

**~ 4 Day Course**

**Time: 08:45 – 15:45 x 4**

**Course Outline**

The course is delivered in two parts with a break in between; all four days must be attended. It covers basic data entry, curriculum planning, resourcing, analysis, scheduling, editing and printing and links to other the SIMS database.

This course details using Nova T6 in the production of the school timetable, and explores the process from populating the module with core-data (rooms, staff, subjects) to submitting the completed timetable to SIMS and all the steps between.

This course covers:

* defining the timetable cycle
* populating base-data
* constructing a curriculum model
* resourcing classes
* managing multiple length sessions (doubles, triples...)
* allocating non class codes
* curriculum analysis
* manual and automatic scheduling
* optimising the timetable
* automatic and manual allocation of rooms
* printing of timetables and reports
* links between SIMS and Nova T6

**Outcomes**

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

• Enter and edit basic timetable data such as the cycle, teachers, rooms and subjects.

• Create, modify and cost a Curriculum Plan.

• Attach resources such as teachers, rooms and facilities to classes.

• Deal with the issue of part time staff.

• Run feasibility checks on the structure.

• Schedule blocks and classes both manually and automatically.

• Room the timetable.

• Modify certain parameters known as ‘Tools’.

• Generate a range of reports.

• Edit and print the evolving timetable.

• Transfer the timetable to SIMS .net.

**Course Requirements**

Some prior knowledge of timetable principles but prior knowledge of Nova is not required. Delegates may benefit from prior attendance on ‘The Role of the Timetabler’ – a single day overview of timetabling principles.

**Intended for**

Staff in secondary schools with responsibility for constructing and maintaining the timetable

**CURRICULUM**

**Exams Organiser**

**Time: 08:45 – 15:45**

**Course Description**

Examinations Officers and administrative staff with responsibility for external   
examination entry and organisation.

**Course Outline**

Examination Organiser helps you in all aspects of managing external examinations. The course covers reviewing the setups of the software, importing and structuring basedata, creating and submitting files for entries, forecast grades and coursework marks, managing and seating candidates.

After completion of this course delegates may wish to consider the following courses

* Exams Results Analysis
* Exams Results Analysis Advanced
* Domestic Exams

**Knowledge Required**

A working knowledge of external examination procedures.

**Outcome**

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

* To set up the Exams Module – Seasons, Basedata, Candidate Nos & UCIs
* To enter candidates for Exams and record Forecast Grades & Coursework Marks
* To submit data to Exam Boards via EDI
* To use seating Organiser and deal with Clashes
* To explore various reports available when managing Exam entries

**CURRICULUM**

**Exploring Exams Base Data**

**Time: 09:00 – 12:00 or 13:00 – 16:00**

**Course Description**

Suitable for: Examination officers and administrative staff responsible for organising exams.

**Course Outline**

This course will provide delegates with an opportunity to look at Basedata in detail. This is the single most difficult part of the whole process, especially with the breadth of course types now available..

**Knowledge Required**

Delegates should be familiar with the concept of exams and have an understanding of using a computer.

**Outcome**

At the end of the course delegates will be fully conversant with the range of exams basedata available to enable them to efficiently organise the exams seasons. This course could also be a refresher for existing exams officers.

**CURRICULUM**

**Maintaining the Timetable**

**Time: 08:45 – 15:45**

**Course Description**

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

**Course Outline**

The course deals with how to change rooms and add a teacher or assistant, amend the timetable following staff changes, establish teacher and room carousels, implement communication between T6, T4 and SQL, as well as using non class codes.

Delegates wishing to further their knowledge of T6 may benefit from the single day Nova Refresher course.

**Knowledge Required**

Prior knowledge of Nova T6 is helpful but not assumed. Knowledge of academic management also useful.

**Outcome**

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

* Change the room and teacher of a timetabled class.
* Add additional staff onto classes, as is the case with support.
* Carousel teachers and/or rooms around classes in a block.
* Deal with the arrival of new staff.
* Maintain the integrity of data between T6, SIMS .net (SQL) and T4.

**CURRICULUM**

**NOVA Refresher**

**Time: 08:45 – 15:45**

**Course Description**

Teaching and non-teaching staff who are responsible for planning and constructing the timetable.

**Course Outline**

Some functionality in Nova-T6 is generally visited only once during the timetabling cycle. This course provides an opportunity to revisit these areas in order for knowledge to be refreshed. Whilst initial training lays down the foundations for using T6, experience has shown that users benefit from being able to consider in greater depth the processes involved. To some extent the agenda for the day is determined by the requirements of those attending.

**Knowledge Required**

Previous training in, and a good working knowledge of, Nova-T6. This course should NOT be viewed as an alternative to the 4-day T6 course.

**Outcome**

By the end of the course you will be more confident in the use of T6, and will have been given the opportunity partly to determine the agenda for the day.

**CURRICULUM**

**SIMS APP (Assessing Pupil Progress)**

**Time: 08:45 – 15:45**

**Course Outline**

This course has been designed to assist assessment co-ordinators, school administrators and class teachers in Primary schools, in using the new SIMS pre-defined APP Grids to assess pupil progress based on the National Strategies guidelines. The provided grids automatically link to the Capita Pre-Defined tracking pupils’ progress marksheets and aspects.

The Progress Grid functionality is designed to replace the paper-based National Strategies Assessing Pupil Progress (APP) grids.

The new screens follow the paper versions provided on the National Strategies website. The user can highlight achievements of each bullet point, add notes, e.g. observations as evidence of the achievement, comments and overall assessment. They are designed to cut down on paper and allow electronic transfer of results.

**Target Audience**

School staff with responsibility for assessment procedures and who have knowledge of tracking pupils’ progress in SIMS Assessment.

**Course Requirements**

Your school must already or wish in the future, to embed APP into the assessment process.  
  
It is vital that delegates have an understanding of APP within their school’s Assessment Policy.   
  
This course is suitable for schools who wish to run the APP resources independently and to those who wish APP methodology to link to their existing tracking systems set up in SIMS Assessment

**Outcome**

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

* Import APP Progress Grids and Marksheet Templates
* Set up APP Progress Grid Templates for entry
* Set up APP Marksheets
* Enter/edit results into the APP Progress Grids
* View APP Marksheets for analysis purposes
* Clone and customise APP Progress Grid Templates to link with locally created aspects/result sets.

**CURRICULUM**

**SIMS Discover Assessment User**

**Time: 09:00 – 12:00 or 13:00 – 16:00**

**Course Description**

Discover is an application designed for high performance data analysis. Discover brings key information to you with straightforward drag and drop actions. Discover has a number of user definable components for the analysis of data from SIMS Assessment, this hands-on course is designed to provide delegates with an understanding of how these components can be used in their school for the effective analysis of assessment data.

**Course Outline**

School users of SIMS Assessment who wish to explore the user defined Assessment functionality of Discover.

**Knowledge Required**

The course assumes no previous knowledge of SIMS however a thorough understanding of SIMS Assessment is essential.

**Outcome**

By the end of the course you will have an understanding of;

* The relationship between Discover and SIMS Assessment
* The Discover interface.
* The Discover Configuration Utility
* Defining, calculating and using Discover Aspects
* Customising the predefined Discover Assessment Graphs
* Creating new Discover Assessment graphs
* Customising the predefined Discover Assessment Graphs
* Creating new Discover Assessment graphs

**CURRICULUM**

**SIMS Learning Gateway**

**Time: 08:45 – 15:45**

The SIMS (Schools Information Management System) Learning Gateway combines Microsoft and SIMS software to create a single point of access into your school's management information system and other school applications, such as email and Learning Platforms. It can be used by teachers, parents and pupils to find information quickly and easily from any computer with an internet connection.

**Course Outline**

This course will cover the following topics:

1. • An introduction to SIMS Learning Gateway (SLG)
2. • An introduction to the Portal Hierarchy
3. • Different views: Student View, Teacher View and Parent View
4. • Making changes to the site: this will include SIMS.net Links Common to all Groups, Teacher Links, Parent Links and an introduction to Themes, Graphics and Web Parts.
5. • Libraries & Documents: creating a Document Library and adding a Document to a library
6. • Managing User Groups and Permissions: giving users access to sites, changing group permissions and creating a new group

**Target audience**

Network Managers, SIMS Managers and Senior Leadership Team

**Outcomes**

A general understanding of SLG functionality, to enable the school to work within this new tool to meet the DfE requirements for on line, real time, parental access to pupil data.

**CURRICULUM**

**Student Options**

**Time: 08:45 – 15:45**

**Course Description**

Middle and senior managers in secondary schools, and administrative staff tasked with managing the options process.

**Course Outline**

The course covers how the SIMS Options module can be used to manage the student options process. The elements covered in the course include an overview of links between NOVA and Options, Options and SQL, these being crucial to the successful use of Options. A new implementation is then set up and populated with student and curriculum information. The complete options process is then worked through, making use of the manual and automatic routines available in the software.

Reports are produced at appropriate points in the process, including lists for staff and letters for parents. The course also looks at the ability of the software to store several different solutions to the process, each of which may be viewed and evaluated before choosing which to adopt. The final part of the course looks at the transfer of information back to NOVA and SQL

This course covers:

• entry and analysis of student choices   
• creating block structures and classes  
• allocating the options  
• editing the structure   
• producing reports  
• exporting the finished information to SIMS and Nova T6

**Knowledge Required**

A conceptual understanding of the options process and its relationship with the timetable.

**Outcome**

Confidence in managing the relationship between Nova, Options and SQL(SIMS.net) · Thorough understanding of how Options may be used in a variety of school situations to test blocking structures that will satisfy the greatest number of student choices. · Familiarity with all operational aspects of the software.

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

* Create a new Options implementation and import the curriculum from T6, and the students from SIMS .net.
* Enter and analyse student choices.
* Create classes and place them into a blocking structure.
* Allocate students to classes, modifying the structure as appropriate.
* Transfer the final solution to T6 and to SIMS .net.
* Printing the final solution.

**CURRICULUM**

**Reporting to Parents (Profiles)**

**Time: 08:45 – 15:45**

**General Information**

The course will introduce and fully explore the Profiles module. Delegates will have the opportunity to view a variety of report designs and learn how to modify the template in order to achieve the desired outcome. Sessions will be created and comments selected using keyboard entry methods. Individual comments (free text) will also be used before generating and printing the reports. The management of comment banks will be included together with some useful “hints and tips” on the creation of good quality banks.

**Target Audience**

Secondary school with a sound working knowledge of SIMS Assessment who are responsible for setting up and producing reports for parents.

**Course Outline**

This course will explore the production of high quality, fully customisable reports for parents based on Profiles, which uses editable pre-defined comments and / or free text and Assessment Individual Reports.

Data recorded in SIMS Assessment, Attendance and other areas of SIMS can be linked to a report. The structure and format of the report is created within a Microsoft Word xml template.

**Course Requirements**

A knowledge of the reporting procedures used in schools is desirable. A sound working knowledge of SIMS Assessment would be beneficial if Assessment results are to be incorporated in reports for parents.

**Outcomes**

By the end of this course you will be able to

* Use Profiles to enable you to create purpose built reports for your school, using the minimum teacher and administration time;
* Create and import comment banks, link comments to grades in Assessment, set up a profiling session, design a school report template.
* Know and advise teachers on how to select and amend comments, enter free text, check and preview profiles.
* Know and advise middle leaders / senior staff on how to review and approve pupils profile reports.
* Generating and Print the final profile report.
* Use Assessment Individual Reports to produce an interim and full report.
* Link reports / profiles to the individual pupil record in Linked Documents.

**STATUTORY**

**Key Stage Wizard Primary Schools**

**Time: 09:00 – 12:00 or 13:00 – 16:00**

**General Information**

A phase specific practical course that will enable delegates to experience the tasks involved in running the end of Key Stage processes, in Key Stage 1, Key Stage 2 and the Foundation Stage.

**Overview**

Schools need to record and return their End of Key Stage information electronically, and SIMS provides the functionality to do this through the End of Key Stage Wizards. Using the Wizards has the advantage of getting the pupils’ assessment data into the schools main Management Information System.

The course will cover importing the Wizards, entering the assessment data and producing summary reports for parents. They will deal with the import and export of data using Common Transfer Files, including the export of data from the eProfile software.

**Audience**

Members of staff whose responsibility is to:

* Setup mark sheets for End of Key Stage
* Produce the reports for parents where appropriate
* Oversee and/or input the actual data
* Produce reports on the school’s performance

**Course Content**

* Importing the Wizard
* Running the Wizards and making decisions about the nature of data input
* Entering and amending data
* Calculation of whole school data
* Report production
* Data exporting and importing by CTF

**STATUTORY**

**Key Stage Wizard Secondary**

**Time: 09:00 – 12:00 or 13:00 – 16:00**

**General Information**

A phase specific practical course that will enable delegates to experience the tasks involved in running the end of Key Stage processes, in Key Stage 1, Key Stage 2 and the Foundation Stage.

**Overview**

Schools need to record and return their End of Key Stage information electronically, and SIMS provides the functionality to do this through the End of Key Stage Wizards. Using the Wizards has the advantage of getting the pupils’ assessment data into the schools main Management Information System.

The course will cover importing the Wizards, entering the assessment data and producing summary reports for parents. They will deal with the import and export of data using Common Transfer Files, including the export of data from the eProfile software.

Infant and junior schools should be aware that the courses include processes for Key Stages that they do not deal with.

**Audience**

Members of staff whose responsibility is to:

* Setup mark sheets for End of Key Stage
* Produce the reports for parents where appropriate
* Oversee and/or input the actual data
* Produce reports on the school’s performance

**Course Content**

* Importing the Wizard
* Running the Wizards and making decisions about the nature of data input
* Entering and amending data
* Calculation of whole school data
* Report production
* Data exporting and importing by CTF

**STATUTORY**

**School Census Primary**

**Time: 09:00 – 12:00 or 13:00 – 16:00**

***We also offer this as a managed service. Please ring for details.***

**Course Description**

All schools will need to complete the statutory DfE pupil return. This course covers preliminary preparation for the School Census return, the procedure for creating a return and how to correct any outstanding validation errors.

**Intended for**

The course is aimed at staff with responsibility for preparing the statutory census return

**Course Outline**

The course will consist of an overview of the return. It will cover how to check data prior to running the census.

**Knowledge Required**

To resolve the possible problems encountered a reasonable knowledge of Personnel, Attendance, Reporting and SIMS.net will be necessary. Delegates should have a working knowledge of SIMS

**Outcome**

To successfully run the Schools Census return from within SIMS.net.

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

* Start a census return
* Create and validate a return
* Correct any validation errors by editing individual student records or by using bulk update
* Authorise a return
* Print detailed reports
* Print a summary of the Census

**STATUTORY**

**School Census Secondary**

**Time: 09:00 – 12:00 or 13:00 – 16:00**

***We also offer this as a managed service. Please ring for details.***

**Course Description**

All Schools will need to complete the DfE School Census from within SIMS.net. There are many stages in checking and correction for this return and accuracy is important as the information obtained is used by other agencies for a variety of purposes. Student information as well as teacher information must be collected and reconciled prior to data being submitted through Collect

**Intended for**

The course is aimed at staff with responsibility for preparing the statutory census return

**Course Outline**

The course will cover the completion of the various pages of the return in detail ensuring reconciliation of data is achieved. The next process is validating the collected information and correcting the errors generated. The summary and detailed reports will then be examined in detail.

This course covers preliminary preparation for the School Census return, the procedure for creating a return and how to correct any outstanding validation errors.  
  
Preparation for Post 16 Learning Aims is covered in the course School Census with Post 16 Learning Aims

**Knowledge Required**

**T**o resolve the possible problems encountered a good working knowledge of the student database is needed as well as some familiarity with Personnel. Delegates should have a working knowledge of SIMS.

**Outcome**

To successfully run the School Census from within SIMS.net.

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

* Start a census return
* Create and validate a return
* Correct any validation errors by editing individual student records or by using bulk update
* Authorise a return
* Print detailed reports
* Print a summary of the Census

**STATUTORY**

**School Workforce Return**

**Time: 09:00 – 12:00 or 13:00 – 16:00**

***We also offer this as a managed service. Please ring for details.***

**Course Description**

All Schools will need to complete the DfE School Workforce Return from within SIMS.net. There are many stages in checking and correction for this return and accuracy is important as the information obtained is used by other agencies for a variety of purposes.

**Course Outline**

The course will quickly cover how to ensure the basic lookup tables have been imported, then check all service terms have been correctly mapped. The census front pages will then be completed prior to the “collect data” routine being run.

The next stage will be to create and validate the information and then correct the errors generated. The detailed reports will then be examined in detail.

**Knowledge Required**

To resolve the possible problems encountered a good working knowledge of Personnel is needed. The ability to use Reporting within SIMS.net

**Outcome**

To successfully run the School Workforce Census from within SIMS.net.

**FINANCIAL**

**Equipment Register**

**Time: 09:00 – 12:00 or 13:00 – 16:00**

**Target Audience**

Any one responsible for recording all equipment (Fixed Assets) details such as serial numbers, this does not have to be an FMS user.

**Course Outline**

This course is to aid the setup and day to day running of Equipment Register. Equipment Register is an integral component of FMS. It will enable the school management team to monitor the school equipment for insurance and planning purposes.  
  
This course will provide you with the ability to record your Equipment purchased, along with any security marks/serial numbers and track its location, condition etc. It will also show you the various routines you can run such as stock checks and inspections.

**Course Requirements**

It is important that you have an understanding of FMS basics such as order processing etc. but not essential.

**Outcomes**

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

* Setup Equipment Register including users and system parameters.
* Populate the Register via excel, FMS or manual entry.
* Locate and Relocate Equipment.
* Allocating Staff Responsible and changing Responsibilities.
* Setup and run Equipment Inspections.
* Setup and run a Stock Take.
* Record the disposal of equipment.
* Analyse the equipment using the various report available.

**FINANCIAL**

**FMS Accounts Receivable**

**Time: 09:00 – 12:00 or 13:00 – 16:00**

**Target Audience**

Management and administrative staff who use FMS and wish to invoice for lettings. (Please note: this course is only suitable for schools that manage their own cheque books).

**Course Outline**

Accounts Receivable is a quick and efficient way of schools recording income from lettings. This course will cover how to define debtors and products, create invoices and credit notes, record receipts and process paying in slips. Standard reports that are available for Accounts Receivable will also be produced.   
  
It will specifically cover in detail debtors, products, creating debtor invoices, creating credit notes, recording of receipts and paying in slips and standard reports.  
Delegates may be also interested in Equipment Register, FMS End of Year.

**Course Requirements**

A good knowledge of FMS.

**Outcomes**

Delegates will obtain the skills and knowledge to set up and run the system efficiently

* Setup Products
* Create Invoices
* Record Receipts
* Report on Debtor situations

**FINANCIAL**

**FMS Budget Management**

**Time: 09:00 – 12:00 or 13:00 – 16:00**

**Target Audience**

Managers and administration staff who use FMS.

**Course Outline**

This course is designed to provide delegates with the knowledge of how to use FMS to actively manage their budget. Using FMS to accurately reflect the school budget and also ensure that the data in FMS remains a true reflection of the situation during the financial year, is crucial to sound financial management.

Delegates may be also interested in Equipment Register, Accounts Receivable, FMS End of Year courses & SIMS Personnel & Links to FMS.

**Knowledge Required**

A good working knowledge of FMS.

**Outcome**

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

* Modify the chart of accounts
* Allocate Budget to cost centres/ledger codes
* Understand Personnel links and Salary Projections
* Produce reports for budget monitoring.

**FINANCIAL**

**FMS End of Year**

**Time: 09:00 – 12:00 or 13:00 – 16:00**

**Target Audience**

Staff who are responsible for financial procedures

**Course Outline**

Prior to the year end there are a number of areas that need consideration in order to assist with the smooth closure of the accounts.

These include:

* Orders and commitments
* Invoices and Credit Notes
* Reconciliation – to the LEA and the Bank
* Petty Cash, Income, Journals
* Fund Balances and carry forward figures
* The New Year Chart of Accounts
* Salary commitments
* Automatic Reconciliation (if used)
* Year End Balances

**Course Requirements**

A knowledge of FMS procedures is advisable

**Outcomes**

On completion of this course you should be able to:-

* Create the new financial year
* Match your LEA year end procedures with FMS6
* Prepare the schools accounts for preliminary closure
* Identify closing / opening balances for schools
* Produce year end reports
* Finalise the schools accounts

**FINANCIAL**

**FMS End of Year with CFR Reporting**

**Time: 09:00 – 12:00 or 13:00 – 16:00**

**Target Audience**

This course is aimed at existing FMS users involved with the financial year end.

**Course Outline**

This course covers the end of year procedures required within FMS with reference to the CFR where appropriate.

**Course Requirements**

Attendees should have good working knowledge of FMS.

**Outcomes**

On completion of this course you should be able to:-

* Review outstanding transactions.
* Create the new financial year.
* Update general ledger structures.
* Prepare creditors and debtors.
* Reconcile figures.
* Perform preliminary and final closures.
* Transfer/Check balances.
* Produce year end reports.
* Produce the CFR if appropriate.**FINANCIAL**

**FMS Top Tips & Techniques**

**Time: 09:00 – 12:00 or 13:00 – 16:00**

**Target Audience**

This course is for people who have been using FMS for a few months and probably attended the FMS User Course.

**Course Outline**

This course covers things you don’t do every day, things you may have forgotten and things that should make your school life easier.

Course content includes:

* General Information
* Accounts Payable
* General Ledger
* Tools
* Non-Invoiced Income
* Personnel Links
* New Year/Year End
* CFR
* Reports – User Defined Reports
* Reports – Useful Reports
* Reports – General Information
* Accounts Receivable – Invoiced Income
* Equipment Register

Delegates may then wish to consider the following courses, FMS Accounts Receivable, Equipment Register, FMS Budget Management.

**Course Requirements**

Some previous knowledge of FMS

**Outcomes**

By the end of the course you have learnt things that will help during usage of FMS.

**FINANCIAL**

**FMS User ~ 2 days**

**Time: 08:45 – 15:45 x 2**

**Target Audience**

Ideal for a new starter to FMS or for someone moving from the basics to cover all aspects of FMS.

**Course Outline**

This course is to aid the day to day processing in FMS.

It will provide you with the ability to run all processes within Accounts Payable, General Ledger, Central Processes, Non-Invoiced Income and Budget Management. It will give you a good understanding how FMS is setup.

Delegates may then wish to consider the following courses, FMS End of Year, FMS Accounts Receivable, SIMS Personnel & Links to FMS & Equipment Register.

**Course Requirements**

Previous experience of book-keeping/accountancy would be useful. Good keyboard skills and an understanding of financial procedures are also required. Delegates for Day 1 must complete Day 2 (FMS Users). Delegates for Day 2 must have completed Day 1.

**Outcomes**

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

* Understand the setup of FMS including the General Ledger Structure
* Process Purchase orders and Invoices.
* Central processes such as Automatic and manual reconciliations, Central Authorisation and central payments.
* Cheque book processes such as Cheque and BACS runs, other bank transactions and bank reconciliations
* Non-Invoiced income for receipts
* Petty Cash Transactions
* General Ledger Journal Processing
* Payroll Processing
* Vat Claims / returns
* The budgeting process

**FINANCIAL**

**FMS User Defined Reports**

**Time: 09:00 – 12:00 or 13:00 – 16:00**

**Target Audience**

Management and administrative staff who use FMS

**Course Outline**

The programme allows you to build your own user-defined reports to monitor costs for the budget headings that you require. The course will cover the procedures of building reports and the guide you towards some specific reports which may be particularly useful to you.

Delegates may be also interested in FMS Top Tips and Techniques, FMS Budget Management.

**Knowledge Required**

Day to day use of the finance module would be an advantage.

**Outcome**

Delegates will be able to build their own

* Create their own user defined reports
* Maintain existing reports
* Export outputs to another software package

**PERSONNEL**

**Personnel User**

**Time: 08:45 – 15:45**

**Course Outline**

The course covers the maintenance and management of staff personal, professional and contractual data. Delegates will be shown how to deal with new appointments and leavers, promotions and other data adjustments with a focus on data collected by the School Workforce Census, as well as links to the SIMS Finance module. Delegates may be also interested in Reporting from Personnel and SIMS Personnel & Links to FMS.

**Intended for**

Staff in school with responsibility for updating and maintaining personal, professional and contractual information for school staff.

**Course Requirements**

A sound working knowledge of SIMS

**Outcome**

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

* View Staff Details
* Add/Edit Staff Details in SIMS
* Identify Key SWC fields
* Maintain Staff Training and Absence
* Maintain Superannuation and National Insurance contributions
* Create and Maintain Service Terms
* Run basic Personnel Reports

**PERSONNEL**

**Personnel and FMS Links**

**Time: 09:00 – 12:00 or 13:00 – 16:00**

**Target Audience**

School staff responsible for using and extracting Personnel and Staff related Finance data.

**Course Outline**

The course covers accessing contractual information to calculate salary commitments for budget management and planning, the links between the Personnel and Finance including updating information, linking commitments to appropriate cost centres, using salary calculator and monitoring salary budgets.

Delegates may then wish to consider the following courses Reporting from Personnel, FMS End of Year.

**Course Requirements**

Experience of Staff Details in SIMS is an advantage.

**Outcomes**

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

* Create and maintain Service Terms
* Maintain NI and Superannuation Rates
* Attach Contracts to Staff
* Create a link between SIMS and FMS
* Monitor Salary Information in FMS
* Post Salary journals within FMS
* Perform Salary Calculations within FMS

**PERSONNEL**

**Reporting from Personnel**

**Time: 08:45 – 15:45**

**Course Outline**

The course covers producing reports based on Staff data in SIMS. It includes running and previewing existing reports and designing and editing reports, including word lists, mail merge letters and labels, form and analysis reports. Delegates may also be interested in attending the Extended Reporting course.

**Target audience**

The course is aimed at users of SIMS Personnel (P7) who wish to extract data in the form of reports and have not used SIMS Reports or wish a refresher course.

**Course Requirements**

Delegates should have a working knowledge of the SIMS Personnel (P7) module. Delegates' schools must already record data in SIMS Personnel in order for this course to be relevant.

**Outcome**

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

* Run and preview existing reports
* Design and run your own reports.
* Edit existing reports
* Create new reports from existing ones.
* Manage reports

**PERSONNEL**

**Safeguarding Recording and Reporting**

**Time: 09:00 – 12:00 or 13:00 – 16:00**

**Target Audience**

This session is aimed at school staff, who are involved in the recording and reporting of student and staff information relevant to safeguarding.

**Course Outline**

All jobs within schools include some responsibility for safeguarding and promoting the welfare of children. The job description should make clear how much responsibility is involved. Authorities are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. All person specifications for jobs within schools should include an essential requirement for commitment to safeguarding and promoting the welfare of children and young people. The purpose, range and scope of the safeguarding agenda, then explore how SIMS can be successfully utilised by the school in managing the information necessary to monitor these issues.

Further information for preventing and tackling bullying can be found at: [www.education.gov.uk/aboutdfe/advice/f0076899/preventing-and-tackling-bullying/dealing-with-bullying](http://www.education.gov.uk/aboutdfe/advice/f0076899/preventing-and-tackling-bullying/dealing-with-bullying)

**Schools' accountability**

Pupils will learn best in a safe and calm environment that is free from disruption and in which education is the primary focus. In 2012, the new Ofsted framework will come into force and will include ‘behaviour and safety’ as one of its key criteria for inspections. Schools should be able to demonstrate the impact of anti-bullying policies.

**What does the law say and what do I have to do?**

There are a number of statutory obligations on schools with regard to behaviour which establish clear responsibilities to respond to bullying. In particular section 89 of the Education and Inspections Act 2006: [www.education.gov.uk/aboutdfe/advice/f0076899/preventing-and-tackling-bullying/what-does-the-law-say-and-what-do-i-have-to-do](http://www.education.gov.uk/aboutdfe/advice/f0076899/preventing-and-tackling-bullying/what-does-the-law-say-and-what-do-i-have-to-do)

**Course Requirements**

Experience of Personnel and SIMS.net is an advantage

**Outcomes**

The session will provide familiarisation with the way SIMS can be used to manage issues around safeguarding specifically using SIMS for the management of:

* CRB and List 99 checks and renewals
* Single Central Record
* Bullying incidents
* Racist incidents
* Vulnerable children and User Defined Groups

**DESKTOP - Technical**

**System Manager**

**Time: 09:00 – 12:00 or 13:00 – 16:00**

**General Information**

This course will provide delegates with an overview of System Manager 7. It will cover creating new users, altering permissions and assigning passwords.

Delegates will receive an awareness of data security and the responsibilities they have regarding sensitive data.

This course is ideal for those who wish to gain the skills required to manage users of their SIMS system.

This course is also suitable for delegates who are familiar with System Manager 6 and would like to build their confidence in System Manager 7.

**Target Audience**

SIMS .net System Manager or Schools Network Technician running upgrades and enhancements

**Course Requirements**

Delegates should have an understanding of the SIMS software suite.

**Outcomes**

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

* Manage Users
  + New Users
  + Send Users their SIMS password by email
  + Assign Permissions
  + Removing Permissions
  + Removing Users
  + Allow a user to login to SIMS with their Active Directory account
* Manage Permissions and Groups
  + Create New Groups
  + Clone Existing Groups
  + Delete Groups
  + Export and Import Groups
  + Have an understanding of System Manager Settings

Be able to manage the SIMS System and know how to:

* Back up SIMS
* Review Log files
* Report on users permission history

**DESKTOP - Technical**

**Technical Essentials - Optimising SIMS**

**Time: 09:00 – 12:00 or 13:00 – 16:00**

**Overview**

This course will enhance SIMS users and technical staff of knowledge and configuration of SIMS in your school.

**General Information**

SIMS is a vital part of the day to day run of your school. With the increased number of staff that are now using SIMS with in schools, such as teachers, it is vital that the system running at its best.

This course will provide an overview of best practices and recommendations on how to optimise your SIMS systems for increased performance. It will cover SQL optimising, networking scenarios, backups and security.

**Outcomes**

By the end of this course you will:

* Understand SQL backups
* Improve SQL performance
* Best practise in security
* System diagnostics

**Course Requirements**

An Awareness of SIMS