A prospectus of training courses for all staff, teachers, administrators & managers

Spring Term 2019
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Welcome to Education ICT Training Course Prospectus for Spring term 2019.

All training courses will take place at Margaret McMillan Tower; overviews will be Margaret McMillan Tower and Bingley Town Hall. If two delegates from the same school who are attending the same course wish to share a PC, the charge for the second delegate on the course would be half the stated price.

This brochure outlines dates and descriptions for SIMS and FMS training courses which will run during next term. There may be additional one-off courses added, so please look out for flyers with additional information from us.

Course bookings procedure

Please select the course you would like to book a place on, then fill out the course application form found at the end of this brochure. On receipt of this form a letter to confirm your place on the course will be sent.

Courses can be booked in one of three ways:

1. Send an email to educationict.helpdesk@bradford.gov.uk with the course booking form attached.
2. Send a copy of the course booking form through the envopak.
3. Post by external mail.

The address to send course application forms to is:

Education ICT – Course Application
4th Floor, Margaret McMillan Tower
Princes Way
Bradford, BD1 1NN

For any course queries please ring the Education ICT Helpdesk 01274 439300.

We operate a charging policy for delegates who fail to attend the courses they are booked on or who cancel within three working days from the course date. The full cost of the course will be invoiced to school unless you cancel three working days or more before the course date.

We retain the right to cancel courses due to under-subscription or other technical problems. Many of you will have to book supply cover while you attend our courses, however, we recommend you do not book supply cover until you have received the confirmation letter from us.

Times of courses:

- All full day courses will start at 0915 and end at approximately 1600 with a break for lunch
- Please note lunch is no longer provided on our full day courses
- Half day morning courses start at 0915 and finish at approximately 1215
- Half day afternoon courses start at 1300 and finish at approximately 1600

Important note:

Further copies of the Education ICT Spring Term 2019 Course Prospectus can be downloaded from: Bradford Schools Online (BSO), Utilities, File Dropbox, E-ICT, Training folder.

Note: You must be an E-ICT subscriber and logged into BSO to access this area.

Alternatively go the E-ICT website: https://e-ict.bradford.gov.uk/

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### Education ICT Training and Consultancy Charges 2018-19

#### Education ICT (E-ICT) Subscribers

**Training**

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<th>Per ½ Day</th>
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**Application Team Consultancy**

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#### Education ICT (E-ICT) Non-subscribers

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**Engineer’s Team Consultancy**

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SIMS – Attendance

The Attendance module assists schools with the recording of student attendances. It will record all the information required by the DfE for reporting on school attendance and it will produce reports which simplify the monitoring of groups and individual attendance patterns.

Attendance

**Course duration:**
One half day

**Dates available:**
Course Ref: ICT18/52
Wednesday 23 January 2019 (am)

**Course objectives:**
To familiarise staff with the day to day running of SIMS attendance.

**Pre-requisites:**
Some knowledge of monitoring pupil attendance would be an advantage.

**Participants:**
Staff with responsibility for monitoring pupil attendance or those staff responsible for operating the software on a day-to-day basis.

Please note: Reporting is covered on another half day course

Course content:
- System Setup
- User Defined Groups
- Editing Session Marks
- Dealing with Unexplained Absences/Missing Marks
- An Introduction to Take Register (electronic registration)
- Entering Exceptional Circumstances
- Part-time Students

Attendance Reporting

**Course duration:**
One half day

**Dates available:**
Course Ref: ICT18/54
Tuesday 29 January 2019 (am)

**Course objectives:**
Familiarise staff with using existing attendance data for reporting.

**Pre-requisites:**
Knowledge of Attendance procedures and familiarisation with Microsoft® Word.

**Participants:**
Staff with responsibility for monitoring pupil attendance or those staff responsible for operating the software on a day-to-day basis.

Course content:
- Exploring Attendance Reports
- Running existing reports
- School Report
- Creation of Letters
- Creating Attendance Certificates
SIMS School Census

SIMS School Census (Nursery, Primary, Special Schools and PRUs)

The Census is a statutory return which is run three times a year in January, May and October. The Census is uploaded to the Local Authority for maintained schools and directly to the DfE for academies. The Return is used for determining funding within schools.

Course duration:
One half day

Dates available:
Course Ref: ICT18/49 – Thursday 10 January 2019 (am)
Course Ref: ICT18/50 – Thursday 10 January 2019 (pm)

Course objectives:
To prepare Nursery, Primary, Special schools and PRUs for the Census return.

Pre-requisites:
Must have attended the SIMS Office User course(s) or have a good working knowledge of the pupil area in SIMS.

Participants:
Staff responsible for running the school Census return.

Course content:
- Bulk Update
- Creating a new return
- Validating the return
- Clearing failures and queries
- Checking Detailed Reports
- Printing and checking summary
- Authorising the return

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SIMS Office User and Standard Reporting

The school office is the hub of day to day student data management. These courses guide a user through the procedures for maintaining accurate and useful data within SIMS.

SIMS Office User Introduction Part 1

Course duration:
One half day
Dates available:
Course Ref: ICT18/53
Thursday 24 January 2019 (am)
Course objectives:
By the end of the course the delegate will have the skills necessary to use SIMS in a school office environment.
Pre-requisites:
Users should be familiar with the Windows environment and be able to use a mouse.
Participants:
New users of SIMS in the school office or those with new responsibilities in the school office.

Course content:
- Familiarisation with SIMS
- Documentation
- Adding New Pupils
- Editing Pupil Information
- Cloning and Copying Contact Details
- Making day to day adjustments
- Customising the SIMS HomePage

SIMS Discover Analysis

Course duration:
One half day
Dates available:
Course Ref: ICT18/63
Tuesday 19 March 2019 (am)
Course objectives:
Learn how to use SIMS Discover to analyse your school’s data effectively.
Pre-requisites:
A good working knowledge of SIMS.
Participants:
Users of SIMS who wish to explore the pre-defined functionality of SIMS Discover.

Course content:
- The range and scope of the pre-defined SIMS Discover graphs
- How to analyse the pre-defined SIMS Discover graphs
- How to generate Venn diagrams
- Configuring dynamic groups eg. Identifying pupils below 90% attendance, Pupil Premium etc
- Alerts on homepage to identify when pupils join the dynamic groups

Discover enables schools to analyse their SIMS data, displaying the results in a variety of graphical formats, e.g. bar graphs, progression line graphs, pie charts and Venn diagrams covering Attendance, SEN, Staff Absence and Key Pastoral Indicators.
SIMS Office User Introduction Part 2

**Course duration:**
One half day

**Dates available:**
Course Ref: ICT18/55 – Thursday 31 January 2019 (am)

**Course objectives:**
To enable school staff to use SIMS more effectively.

**Pre-requisites:**
Users should have attended the SIMS Office User Introduction Part 1.

**Participants:**
Users who have day to day responsibility for updating pupil information.

**Course content:**
- Dealing with leavers
- Familiarisation with CTFs (Common Transfer Files)
- Investigating the Links Menu
- Agents and Agencies
- Basic Reports

SIMS Standard Reporting Part 1

**Course duration:**
One half day

**Dates available:**
Course Ref: ICT18/57 – Thursday 7 February 2019 (am)

**Course objectives:**
To become familiar with the basics of running reports, editing existing reports and creating new reports.

**Pre-requisites:**
Participants must have attended the SIMS Office User 1 and 2 courses or have a good understanding of SIMS pupil data.

**Participants:**
New or existing staff wanting to run existing reports and create basic reports.

**Course content:**
- Importing reports
- Viewing and running pre-defined reports
- Designing reports
- Using basic filtering and sorting
- Familiarisation of different report outputs

SIMS Standard Reporting Part 2

**Course duration:**
One half day

**Dates available:**
Course Ref: ICT18/60 – Wednesday 6 March 2019 (am)

**Course objectives:**
This course is to extend the knowledge acquired on the SIMS Standard Reporting Part 1.

**Pre-requisites:**
Participants must have attended the SIMS Standard Reporting Part 1 course or have a good working knowledge of basic reporting.

**Participants:**
New or existing staff wanting to extend knowledge of the SIMS Reporting area.

**Course content:**
- Reporting using Mail Merge
- Analysis
- Exporting Reports
- Housekeeping
SIMS Top Tips and Housekeeping

To learn best practice in managing school data and core functionality in SIMS. This course is an extension of the SIMS Office User course exploring quicker and more effective ways of carrying out everyday tasks and looking at housekeeping routines.

Course duration: One half day
Dates available:
Course Ref: ICT18/64
Wednesday 27 March 2019 (am)
Course objectives:
To learn best practice and to extend delegates’ awareness of extended functionality within SIMS.
Pre-requisites:
Must have attended the SIMS Office User Introduction Part 1 or Part 2 course(s) or have a good working knowledge of SIMS.
Participants:
Administrative staff who use SIMS on a day to day basis who want to look at quicker more effective ways of carrying out everyday tasks.

Course content:
- Parental Salutations & Addressees
- Dealing with Duplicate Contact Records
- Housekeeping
- Quick letter template
- User-defined groups
- User-defined fields

SIMS – Pre-Admissions

This course guides users through setting up waiting lists for new pupils, mainly Nursery and Reception at the start of a new term.

Course duration: One half day
Dates available:
Course Ref: ICT18/58
Wednesday 27 February 2019 (am)
Course objectives:
To enable participants to set up and manage the Admissions area in SIMS.
Pre-requisites:
Must have attended the SIMS Office User Introduction Part 1 course or have a good working knowledge of SIMS.
Participants:
Staff responsible for managing waiting lists for Nursery and Reception.

Course content:
- Setting up Admission Groups
- Deleting Admission Groups
- Making Admission groups inactive
- Allocating pupils to Admission Groups
- Changing the status of Applicants
- Admitting pupils
**SIMS – SEN**

SEN Co-ordinators can use the module to maintain their SEN register and record all the information required for a pupil with SEN. Once the information is entered onto the system this links into the pupil record. Documents such as letters, notes etc can be attached to the pupil’s file and reports can be run on this information.

**Course duration:**
One half day

Please note this course has a later finish time of 1230-1245

**Dates available:**
Course Ref: ICT18/59 – Tuesday 5 March 2019 (am)

**Course objectives:**
To enable SENCO’s and admin staff to set up and maintain the SIMS Special Educational Needs database.

**Pre-requisites:**
Users should have a good understanding of the SEN process and ideally be familiar with the Windows environment and using a mouse. A general understanding of SIMS would be useful but is not essential.

**Participants:**
The SEN Co-ordinator in the first instance, then anyone else involved with recording of SEN in school. Our recommendation is for the SEN Co-ordinator and a member of the office staff to attend together.

**Course content:**
- Access Rights through System Manager
- Setting up the SEN Co-ordinator
- Navigating through SIMS
- Adding a Child’s Special Educational Needs
- Adding Reviews
- Linking Adults to Pupils
- Managing Lookup Tables
- Printing a SEN Register Report

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**SIMS – FMS**

These FMS courses are run by an OSMIS Consultant.

FMS is the SIMS Finance package which allows schools to manage day-to-day financial procedures.

**FMS Daily Tasks**

**Course duration:**
One full day

**Dates available:**
Course Ref: ICT18/51 – Tuesday 22 January 2019

**Course objectives:**
Learn about the day to day aspects of FMS, including orders, invoices, payments, recording income and dealing with petty cash. Local bank/central processes will be covered as appropriate

**Pre-requisites:**
Keyboard and mouse skills are essential.

**Participants:**
Staff responsible for the day to day tasks within FMS.

**Benefits of attending:**
To understand the day to day tasks within FMS.

**Course content:**
- An understanding of the accounts payable process
- How to raise orders
- Invoicing
- How to process payments
- How to record income
- How to deal with petty cash

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**FMS Financial Management**

**Course duration:**
One full day

**Dates available:**
Course Ref: ICT18/56 – Wednesday 6 February 2019

**Course objectives:**
To facilitate the effective use of FMS by the school’s finance/admin staff who will operate the software on a day to day basis.

**Pre-requisites:**
Keyboard and mouse skills essential, must have attended FMS Daily Tasks or experience of school financial operations ie raising orders, paying invoices and dealing with petty cash.

**Participants:**
Staff responsible for the management of finances within FMS.

**Benefits of attending:**
To learn how to get the most out of FMS, so that you have efficient financial management processes.

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**SIMS – FMS Year End**

**Course duration:**
One half day

**Dates available:**
Course Ref: ICT18/61 – Tuesday 12 March 2019 (am)
Course Ref: ICT18/62 – Tuesday 12 March 2019 (pm)

**Course objectives:**
Learn how to define and open a new financial year
Understand the procedures to transfer from old year to new
Learn how to close and finalise the old year

**Pre-requisites:**
Must be a regular user of FMS with experience of day to day use.

**Participants:**
Existing users of FMS, Administrators, Bursars, Business Managers and staff with responsibility for finance.

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**FMS Year End**

**Course duration:**
One half day

**Dates available:**
Course Ref: ICT18/61 – Tuesday 12 March 2019 (am)
Course Ref: ICT18/62 – Tuesday 12 March 2019 (pm)

**Course objectives:**
An understanding of the FMS setup
How to maintain the chart of accounts structure
How to enter budgets
How to deal with bank/central processes
How to process journals and payroll entries
How to deal with reconciliation processes
How to produce management reports

**Course content:**
- Define a new Financial Year
- Perform checks for Outstanding Orders and Commitments and that journals and petty cash are posted or dealt with ready to close the old year
- Reports to print prior to Preliminary Close
- Compare the Creditor Control total with the Total of the Aged Creditor Report
- Update the New Year Structure
- Set VAT and Salary periods
E-ICT Course Application Form

Course Details:

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<td>Mobile Number:</td>
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<td>School Email Address:</td>
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This course has been approved by your line manager. By ticking Yes you are accepting the conditions stated overleaf.

Yes [ ]

Signature: 

Refreshments:
For half day courses refreshments will be provided.
For full-day courses refreshments will be provided but NOT lunch
E-ICT Course Application Form continued...

Chargeable Courses Acceptances
Places will be allocated on a first come first served basis and your acceptance will be confirmed to you in writing.

Cancellations
Please note that the full fee will be charged unless cancellations are made in writing and received by us at least THREE working days before the start of the course. Courses will be invoiced directly to your school.

Non-Chargeable Courses/Overviews
Places will be allocated on a first come first served basis and your acceptance will be confirmed to you in writing.

Currently there will be no on-line booking system for E-ICT courses.

Courses can be booked in one of three ways:

1. Send an email to educationict.helpdesk@bradford.gov.uk with the course booking form attached.
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For any course queries please ring the Education ICT Helpdesk 01274 439300.
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The wording in this publication can be made available in other formats such as large print and Braille. Please call 01274 439300.