



MIS COURSE BROCHURE

MIS TRAINING COURSE SCHEDULE FOR THE 16/17 ACADEMIC YEAR

VERSION 1.1
SEPTEMBER 5, 2016

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Version History

| Version | Change History | Author / Date |
|---------|-----------------------------------------------------|----------------------------|
| 1.0 | Admin Course Brochure 16/17 published | Marcia Labadie 09/05/16 |
| 1.1 | Checked against course booking schedule and updated | Chris Fagan 14/09/16 |

Training Summary

Introduction

Welcome to the Education ICT MIS training brochure, for the 16/17 academic year. Enclosed are full details of all our training courses available.

Due to the fact that we schedule all our training course a year in advance, the published dates and times may be subject to change. If courses are re-scheduled the new dates and times will appear on our online course booking system and all existing delegates will be notified.

All our training courses are held at our dedicated training room, on the fourth floor of our main office at Francis House (E13 9PJ), unless otherwise stated. All courses are typically free for schools that have a Service Level Agreement. Non-supported schools who wish to attend SIMS Training Courses will be charged, as detailed below.

Course Booking & Charges

Courses can be booked by schools via the NPW website www.npw.uk.com, or by calling the Education ICT helpdesk on 020 8249 6900 (option 2 and option 2 again for SIMS/Admin Support). We can also offer bespoke training, either on site or in our training room at an additional cost, as detailed below

| COURSE TYPE | SCHOOLS WITH SLA | SCHOOLS WITHOUT SLA |
|-----------------|------------------|---------------------|
| FULL DAY COURSE | Free | £199.00 |
| HALF DAY COURSE | Free | £105.00 |

Bespoke Training

In addition to our scheduled training courses we do offer a bespoke training service where a school can specify the content and format of a bespoke training session either conducted at NPWs dedicated training room or onsite at a school.

| BESPOKE TRAINING TYPE | CHARGE |
|-----------------------|---------|
| HALF DAY COURSE | £261.60 |
| FULL DAY COURSE | £504.91 |
| TWILIGHT COURSE | £239.61 |

NOTE:



Additional time may also be quoted for any additional preparation required. In order to ensure these are effective, we recommended a maximum of 16 attendees for our bespoke training sessions.

Training Course Cancellation Policy

If you wish to cancel a course booking you must call the Education ICT helpdesk or inform the course tutor. Schools that fail to inform NPW, Education ICT of cancellation of attendance may be charged the full cost of the training.

If you have any queries regarding the Education ICT training program, please contact the helpdesk by telephone on 020 8249 6900 (option 2 and option 2 again for SIMS/Admin Support) or e-mail ict@npw.so

TRAINING CALENDAR 16/17

| | DATE | COURSE TITLE |
|-------------|-----------------------------|---------------------------------------------------------------|
| AUTUMN | 14 Sept 2016 | Completing the Termly Return to the LA |
| | 15 Sept 2016 | Introduction to SIMS |
| | 16 Sept 2016 | FMS Introduction – New Users – Day 1 of 2 |
| | 20 Sept 2016 | Personnel – New Users |
| | 21 Sept 2016 | Attendance – New users |
| | 22 Sept 2016 | School Census October 2016 – New Users |
| | 22 Sept 2016 | Assessment Manager – Getting Started - Day 1 of 2 – New Users |
| | 23 Sept 2016 | SIMS Core Function – Day 1 of 2 |
| | 26 Sept 2016 | Exams Organiser – Processing Entries - Day 1 of 2 |
| | 27 Sept 2016 | Staff Performance in SIMS Personnel |
| | 27 Sept 2016 | Lesson Monitor – New Users |
| | 28 Sept 2016 | FMS Introduction – New Users – Day 2 of 2 |
| | 28 Sept 2016 | SIMS Core Function Day 2 of 2 |
| | 30 Sept 2016 | SIMS Course Manager & Academic Management |
| | 30 Sept 2016 | School Census October 2016 - Refresher |
| | 03 Oct 2016 | Exams Organiser – Processing Entries - Day 2 of 2 |
| | 03 Oct 2016 | School Workforce Census 2016 - New users |
| | 04 Oct 2016 | School Census October 2016 - Refresher |
| | 04 Oct 2016 | SIMS Behaviour Management (all phases) |
| | 05 Oct 2016 | Dinner Money – New User |
| | 05 Oct 2016 | Assessment Manager - Programmes of Study - Primary |
| | 06 Oct 2016 | Introduction to SIMS Reporting |
| | 11 Oct 2016 | Pupil Premium Data in SIMS.net |
| | 11 Oct 2016 | FMS Equipment Register |
| | 12 Oct 2016 | Assessment Manager – Getting Started - Day 2 of 2 – New Users |
| | 12 Oct 2016 | Exams Organiser – Preparing Domestic Exams |
| | 13 Oct 2016 | School Workforce Census 2016 - Refresher |
| | 13 Oct 2016 | Recording SEN in SIMS.net |
| | 14 Oct 2016 | Excel 2013 - Introduction |
| | 17 Oct 2016 | FMS – Accounts Receivable |
| | 18 Oct 2016 | Using CTFs |
| | 18 Oct 2016 | PSFinancials –End of Year |
| | 19 Oct 2016 | SIMS Cover Management – New Users - Secondary |
| 19 Oct 2016 | Discover - Introduction | |
| 20 Oct 2016 | FMS – BACS Processing | |
| 01 Nov 2016 | SIMS.net for Senior Leaders | |

SPRING

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|-------------|---------------------------------------------------------------|
| 01 Nov 2016 | Discover Assessment - Primary |
| 02 Nov 2016 | FMS – Top Tips and Techniques |
| 02 Nov 2016 | School Workforce Census 2016 - Refresher |
| 08 Nov 2016 | Assessment Manager for SLT - Primary |
| 08 Nov 2016 | HCSS – 5 year Budgeting Tool |
| 09 Nov 2016 | SIMS Profiles |
| 11 Nov 2016 | Timetable Maintenance & Alternative Curriculum – Secondary |
| 15 Nov 2016 | Assessment Manager – Reporting |
| 16 Nov 2015 | IMS User Group Meeting – Primary/Special and Nursery |
| 16 Nov 2015 | IMS User Group Meeting – Secondary |
| 17 Nov 2016 | Assessment Manager - Pupil Tracking – Advanced |
| 17 Nov 2016 | SIMS System Management |
| 18 Nov 2016 | SIMS Reporting – Intermediate – Existing Users |
| 22 Nov 2016 | Assessment Manager – Data Analysis – Primary & Secondary |
| 23 Nov 2016 | SIMS Surgery |
| 24 Nov 2016 | MS Excel 2013 - Intermediate |
| 25 Nov 2016 | MS Word 2013 - Introduction |
| 01 Dec 2016 | Tidying your SIMS data |
| 09 Jan 2017 | Introduction to SIMS |
| 10 Jan 2017 | Exams Organiser – Processing & Analysing Results |
| 10 Jan 2017 | School Census January 2017 - New user |
| 12 Jan 2017 | School Census January 2017 – Refresher |
| 16 Jan 2017 | School Census January 2017 – Refresher |
| 17 Jan 2017 | Attendance - New user |
| 18 Jan 2017 | FMS Introduction - New users - Day 1 of 2 |
| 19 Jan 2017 | SIMS Core Function - Day 1 of 2 |
| 24 Jan 2017 | Assessment Manager - Getting Started - Day 1 of 2 – New Users |
| 25 Jan 2017 | Dinner Money - New User |
| 25 Jan 2017 | SIMS Core Function - Day 2 of 2 |
| 26 Jan 2017 | Personnel – New User |
| 31 Jan 2017 | FMS - Introduction - New Users - Day 2 of 2 |
| 01 Feb 2017 | SIMS Admissions (all phases) |
| 02 Feb 2017 | NOVA and Options |
| 02 Feb 2017 | Assessment Manager for SLT – Primary Schools |
| 07 Feb 2017 | Assessment Manager - Getting started - Day 2 of 2 – New Users |
| 07 Feb 2017 | FMS - EOY - New users |
| 08 Feb 2017 | HCSS - 5 Year Budget Tool |
| 08 Feb 2017 | Exams Organiser –Domestic Exams and Seating Organiser |
| 09 Feb 2017 | Introduction to SIMS Reporting |
| 21 Feb 2017 | SIMS Behaviour Management (all phases) |

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|-------------|----------------------------------------------------------------|
| 22 Feb 2017 | Timetable Maintenance & Alternative Curriculum – Secondary |
| 23 Feb 2017 | Recording SEN in SIMS.net |
| 24 Feb 2017 | Assessment Manager - Programme of Study - Primary |
| 28 Feb 2017 | CFR Overview |
| 28 Feb 2017 | Using CTF's |
| 02 Mar 2017 | NOVA - T6 Timetabling Day 1 of 4 – Secondary |
| 03 Mar 2017 | FMS – BACS Processing |
| 07 Mar 2017 | FMS - EOY – Refresher |
| 07 Mar 2017 | Cover Management - New Users – Secondary |
| 08 Mar 2017 | Discover - Introduction - Primary & Secondary |
| 08 Mar 2017 | Pupil Premium Data in SIMS.net |
| 09 Mar 2017 | Assessment Manager - Pupil Tracking – Advanced |
| 09 Mar 2017 | FMS Equipment Register |
| 13 Mar 2017 | Staff Performance in SIMS Personnel |
| 14 Mar 2017 | NOVA - T6 - Timetabling Day 2 of 4 – Secondary |
| 15 Mar 2017 | IMS User Group – Primary/Special and Nursery |
| 15 Mar 2017 | IMS User Group – Secondary |
| 16 Mar 2017 | MS Excel 2013 – Introduction |
| 17 Mar 2017 | SIMS System Management |
| 17 Mar 2017 | Assessment Manager – Reporting |
| 20 Mar 2017 | Profiles |
| 21 Mar 2017 | MS Word 2013 – Intermediate |
| 22 Mar 2017 | Tidying your SIMS Data |
| 23 Mar 2017 | Assessment Manager - Further Data Analysis - Primary/Secondary |
| 23 Mar 2017 | FMS – Accounts Receivable |
| 27 Mar 2017 | SIMS Reporting - Intermediate - Existing Users |
| 28 Mar 2017 | Discover – Assessment User – Primary |
| 29 Mar 2017 | PS Financials - Introduction |
| 30 Mar 2017 | FMS Reporting |
| 30 Mar 2017 | MS Excel 2013 - Intermediate |
| 20 Apr 2017 | NOVA-T6 Timetabling Day 3 of 4 – Secondary |
| 21 Apr 2017 | Dinner Money - New user |
| 25 Apr 2017 | Introduction to SIMS |
| 26 Apr 2017 | FMS - Introduction - New Users - Day 1 of 2 |
| 27 Apr 2017 | SIMS Behaviour Management (all phases) |
| 27 Apr 2017 | Assessment Manager - KS1, KS2 & FSP Results - New users |
| 02 May 2017 | FMS BACS Processing |
| 03 May 2017 | SIMS Core Function - Day 1 of 2 |
| 03 May 2017 | Assessment Manager - Day 1 of 2 - Getting Started |
| 04 May 2017 | NOVA - T6 Timetabling Day 4 of 4 – Secondary |

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| 08 May 2017 | Discover – Assessment User – Primary |
| 09 May 2017 | FMS Introduction - New Users - Day 2 of 2 |
| 10 May 2017 | Lesson Monitor |
| 10 May 2017 | School Census - May 2017 - New Users |
| 11 May 2017 | Personnel - New User |
| 12 May 2017 | School Census - May 2017 – Refresher |
| 15 May 2017 | Programme of Study for the New Primary Curriculum |
| 15 May 2017 | Staff Performance in SIMS Personnel |
| 16 May 2017 | Assessment Manager - Day 2 of 2 - Getting Started |
| 17 May 2017 | SIMS Core Function - Day 2 of 2 |
| 18 May 2017 | Timetable Maintenance & Alternative Curriculum – Secondary |
| 23 May 2017 | SIMS.net Pastoral End of Year Procedures – Secondary |
| 23 May 2017 | Assessment Manager - Key Stage Wizard - Secondary |
| 24 May 2017 | Introduction to SIMS Reporting |
| 25 May 2017 | MS Word 2013 - Introduction |
| 07 Jun 2017 | SIMS.net End of Year - Pr/Sp/Nur - New User |
| 07 Jun 2017 | FMS – Top Tips & Techniques |
| 08 Jun 2017 | SIMS Academic Management – End of Year - Secondary |
| 08 Jun 2017 | Using CTFs |
| 13 Jun 2017 | Exams Organiser – Processing and Analysing Results |
| 13 Jun 2017 | SIMS.net End of Year -Pr/Sp/Nur – Refresher |
| 14 Jun 2017 | Recording SEN in SIMS.net |
| 14 Jun 2017 | SIMS Admissions |
| 15 Jun 2017 | Assessment Manager - Pupil Tracking Advanced - Primary |
| 16 Jun 2017 | MS Excel 2013 - Introduction |
| 20 Jun 2017 | SIMS.net End of Year – Pr/Sp/Nur - Refresher |
| 20 Jun 2017 | FMS - Equipment Register |
| 21 Jun 2017 | Tidying your SIMS Data |
| 22 Jun 2017 | Updating and Applying Pupil Premium Data in SIMS |
| 22 Jun 2017 | Assessment Manager - Key Stage Wizard - Primary |
| 23 Jun 2017 | SIMS Surgery |
| 27 Jun 2017 | Cover Management – New Users - Secondary |
| 28 Jun 2017 | SIMS System Management |
| 28 Jun 2017 | Discover - Introduction |
| 29 Jun 2017 | SIMS Reporting - Intermediate - Existing Users |
| 30 Jun 2017 | PS Financials – End of Year |
| 04 Jul 2017 | MS Excel 2013 - Intermediate |
| 05 July 2017 | IMS User Group – Primary, Special and Nursery |
| 05 July 2017 | IMS User Group - Secondary |
| 11 Jul 2017 | SIMS Reporting Advanced – Existing Users |

SIMS CORE

SIMS CORE

Introduction to SIMS

Aimed at

New users of SIMS .net. The course is suitable for administrative, teaching and management staff. No previous experience of SIMS .net is required.

Course Outline

This course is ideal for new users of SIMS .net that are responsible for recording and maintaining student information.

Training Agenda

- An overview of SIMS .net
- Configuring the Home Page
- Viewing pupil records and links
- User options and shortcuts
- Running pre-defined SIMS reports
- Using the documentation centre

Knowledge Required

Basic knowledge of the Windows environment would advantageous. No previous knowledge of SIMS .net is required.

Duration

Half Day

Costs

Nil cost for schools that have an SLA with NPW. £105 per delegate for non-SLA schools.

Required Documents

Introduction to SIMS .net

Please print this document from the NPW website if you wish to have a hard copy to use during the course. (Online access will be available during the training session).

| Date | Time | Venue |
|---------------------------------|----------------------|-----------------------------|
| 15 th September 2016 | 13:15hrs to 16:00hrs | Francis House, Barking Road |
| 9 th January 2017 | 13:15hrs to 16:00hrs | Francis House, Barking Road |
| 25 th April 2017 | 09:15hrs to 12:00hrs | Francis House, Barking Road |

SIMS Core Function – Day 1 of 2

Important Note

Please note that this is the first part of a two day course. Delegates should attend part 2 as well as this session.

Aimed at:

New users of SIMS .net who require are regular users of the system. The course is suitable for administrative, teaching and management staff. No previous experience of SIMS .net is required.

Course Outline

This course is ideal for new users of SIMS .net that are responsible for recording and maintaining student information.

Training Agenda

- Brief overview of SIMS
- Managing pupil records
- Managing contact details
- Recording leavers and re-admissions
- Importing and exporting CTFs
- Bulk update tool
- Managing agencies and agents
- Basic Reporting
- Pupil Admissions

Knowledge Required

Basic knowledge of the Windows environment would be an advantage. No previous knowledge of SIMS .net is required.

Users new to SIMS are advised to attend the Introduction to SIMS course first.

Duration

Half Day

Costs

Nil cost for schools that have an SLA with NPW. £105 per delegate for non-SLA schools.

Required Documents

SIMS Core Function Day 1

Please print this document from the NPW website if you wish to have a hard copy to use during the course. (Online access will be available during the training session).

| Date | Time | Venue |
|---------------------------------|----------------------|-----------------------------|
| 23 rd September 2016 | 13:15hrs to 16:00hrs | Francis House, Barking Road |
| 19 th January 2017 | 09:15hrs to 12:00hrs | Francis House, Barking Road |
| 3 rd May 2017 | 09:15hrs to 12:00hrs | Francis House, Barking Road |

SIMS Core Function – Day 2 of 2

Important Note

Please note that this is the second part of a two day course. Delegates should attend part 1 as well as this session.

Aimed at:

New users of SIMS .net who require are regular users of the system. The course is suitable for administrative, teaching and management staff. No previous experience of SIMS .net is required.

Course Outline

This course is ideal for new users of SIMS .net that are responsible for recording and maintaining student information.

Training Agenda

- Brief overview of SIMS
- Managing pupil records
- Managing contact details
- Recording leavers and re-admissions
- Importing and exporting CTFs
- Bulk update tool
- Managing agencies and agents
- Basic Reporting
- Pupil Admissions

- Using admission groups
- Student bulk update tool

Knowledge Required

Basic knowledge of the Windows environment would be an advantage. No previous knowledge of SIMS .net is required.

Users new to SIMS are advised to attend the Introduction to SIMS course first.

Duration

Half Day

Costs

Nil cost for schools that have an SLA with NPW. £105 per delegate for non-SLA schools.

Required Documents

SIMS Core Function Day 2

Please print this document from the NPW website if you wish to have a hard copy to use during the course. (Online access will be available during the training session).

| Date | Time | Venue |
|---------------------------------|----------------------|-----------------------------|
| 28 th September 2016 | 13:15hrs to 16:00hrs | Francis House, Barking Road |
| 25 th January 2017 | 09:15hrs to 12:00hrs | Francis House, Barking Road |
| 17 th May 2017 | 09:15hrs to 12:00hrs | Francis House, Barking Road |

SIMS Admissions – Primary & Secondary

Aimed at

Administrative staff in primary schools who are responsible for pupil admissions and who wish to enter applicants records in advance into SIMS.

Course Outline

This course will follow the process required for planning future admissions using Admission groups

Training Agenda

- Creating an admission group for a future date
- Importing a Common Transfer File (CTF)
- Adding applicant record to an admission group
- Changing and applicants status
- Admitting and withdrawing applicants
- Standard reports on applicants

Knowledge Required

Knowledge of SIMS .net is required particularly maintaining pupil records.

Duration

Half Day

Costs

Nil cost for schools that have an SLA with NPW. £105 per delegate for non-SLA schools.

Required Documents

SIMS.net Pupil Admissions

Please print this document from the NPW website if you wish to have a hard copy to use during the course. (Online access will be available during the training session).

| Date | Time | Venue |
|-------------------------------|----------------------|-----------------------------|
| 1 st February 2017 | 13:15hrs to 16:00hrs | Francis House, Barking Road |
| 14 th June 2017 | 13:15hrs to 16:00hrs | Francis House, Barking Road |

Attendance – New Users

Aimed at

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

Duration

Half Day

Costs

Nil cost for schools that have an SLA with NPW. £105 per delegate for non-SLA schools.

Course Outline

The will cover the procedures in SIMS Attendance which enables you to meet the school's day to day statutory attendance monitoring needs and management of Attendance.

Required Documents

SIMS .net Attendance

Please print this document from the NPW website if you wish to have a hard copy to use during the course. (Online access will be available during the training session).

Training Agenda

- Record attendance marks for pupils/students either manually or by Optical Mark Reader
- How to use the Take Register routines
- How to manage pupil attendance data know how to report attendance data to help monitor attendance at a range of levels

Knowledge Required

Some basic knowledge of SIMS .net is required. Users new to SIMS are advised to attend the Introduction for New Users course first.

| Date | Time | Venue |
|---------------------------------|----------------------|-----------------------------|
| 21 th September 2016 | 13:15hrs to 16:00hrs | Francis House, Barking Road |
| 17 th January 2017 | 13:15hrs to 16:00hrs | Francis House, Barking Road |

Recording SEN in SIMS.net

Aimed at

SEN Co-ordinators and administrative staff who assist them (any school phase) who are new users of SIMS SEN

Course Outline

The course will cover all aspects of entering details into SIMS .net relating to pupils/students who are on the SEN register.

Training Agenda

- Overview of SEN in SIMS & SEN Setup
- Searching and viewing SEN information
- Sending SEN Messages
- Adding Reviews
- Defining Linked People
- Adding EHCP & linked documents

Knowledge Required

Knowledge of SIMS .net would be an advantage. Users new to SIMS are advised to attend the Introduction for New Users course first.

Duration

Half Day

Costs

Nil cost for schools that have an SLA with NPW. £105 per delegate for non-SLA schools.

Additional Information

SEN data needs to be up to date in SIMS.net to ensure the statutory school census returns, which take place on a termly basis, accurately reflect the school population.

Required Documents

SIMS.net SEN

Please print this document from the NPW website if you wish to have a hard copy to use during the course. (Online access will be available during the training session).

| Date | Time | Venue |
|--------------------------------|----------------------|-----------------------------|
| 13 th October 2016 | 13:15hrs to 16:00hrs | Francis House, Barking Road |
| 23 rd February 2017 | 13:15hrs to 16:00hrs | Francis House, Barking Road |
| 14 th June 2017 | 09:15hrs to 12:00hrs | Francis House, Barking Road |

Using CTFs

Aimed at

This can be used both as a refresher for users who have used CTFs in the past and also for new users who will be responsible for sending/receiving CTFs.

Course Outline

This course encompasses all aspects of CTFs (Common Transfer Files). This will be both for pupils who are entering the school and those who are leaving.

Training Agenda

- Overview of CTFs
- Creating CTFs for leavers and other types of CTF export
- Using the DFE secure website for sending and receiving CTFs
- Importing CTFs for new pupils and other types of CTF import
- Using the optional CTF Matching screen for new pupils

Knowledge Required

Users new to SIMS are advised to attend the Introduction for New Users course first.

Duration

Half Day

Costs

Nil cost for schools that have an SLA with NPW. £105 per delegate for non-SLA schools.

Additional Information

SEN data needs to be up to date in SIMS.net to ensure the statutory school census returns, which take place on a termly basis, accurately reflect the school population.

Required Documents

Using CTFs

Please print this document from the NPW website if you wish to have a hard copy to use during the course. (Online access will be available during the training session).

| Date | Time | Venue |
|--------------------------------|----------------------|-----------------------------|
| 18 th October 2016 | 09:15hrs to 12:00hrs | Francis House, Barking Road |
| 28 th February 2017 | 13:15hrs to 16:00hrs | Francis House, Barking Road |
| 8 th June 2017 | 13:15hrs to 16:00hrs | Francis House, Barking Road |

SIMS.net End of Year – Pr/Sp/Nur - New Users

Aimed at

Administrative staff in Primary, Nursery & Special Schools who are responsible for pupil and attendance records in SIMS, and who have not previously done the end of academic year procedures in SIMS.

Course Outline

This course will take the user through the steps needed to complete the end of year process in SIMS and to create a new academic year.

Training Agenda

- Creating the 2017/2018 academic year dates
- New staff for September 2017
- Creating the pastoral structure (registration groups) for 2017/2018
- Promoting existing pupils from old to new registration groups
- Bulk leavers
- Printing new attendance OMR registers for September 2017

Knowledge Required

Users should have some basic knowledge of SIMS

Duration

Half Day

Costs

Nil cost for schools that have an SLA with NPW. £105 per delegate for non-SLA schools.

Required Documents

SIMS End of Year Prim, Nur & Spec.pdf

Please print this document from the NPW website if you wish to have a hard copy to use during the course. (Online access will be available during the training session).

| Date | Time | Venue |
|---------------------------|----------------------|-----------------------------|
| 7 th June 2017 | 09:15hrs to 12:00hrs | Francis House, Barking Road |

SIMS.net End of Year – Pr/Sp/Nur - Refresher

Aimed at

Administrative staff in Primary, Nursery & Special Schools who have are responsible for pupil and attendance records in SIMS, who have previously undertaken end of year procedures in SIMS. A separate course is available for new users.

Course Outline

This course will take the user through the steps needed to complete the end of year process in SIMS and to create a new academic year.

Training Agenda

- Creating the 2017/2018 academic year dates
- New staff for September 2017
- Creating the pastoral structure (registration groups) for 2017/2018
- Promoting existing pupils from old to new registration groups
- Bulk leavers
- Printing new attendance OMR registers for September 2017

Knowledge Required

Good knowledge of SIMS & previous experience of completing the end of year process in SIMS.

Duration

Half Day

Costs

Nil cost for schools that have an SLA with NPW. £105 per delegate for non-SLA schools.

Required Documents

SIMS End of Year Prim, Nur & Spec

Please print this document from the NPW website if you wish to have a hard copy to use during the course. (Online access will be available during the training session).

| Date | Time | Venue |
|----------------------------|----------------------|-----------------------------|
| 13 th June 2017 | 13:15hrs to 15:00hrs | Francis House, Barking Road |
| 20 th June 2017 | 09:15hrs to 11:00hrs | Francis House, Barking Road |

SIMS Behaviour Management & Achievement

Aimed at

Staff with responsibility for managing pupil behaviour incidents & achievements in SIMS.net together with administrative staff involved in recording such data. In addition, SLT staff may find the course useful to get an overview of the functionality available in SIMS.net to assist with the planning of an effective behaviour management strategy.

Course Outline

The course will cover all the routines for configuring and recording pupil behaviour incidents and achievements in SIMS .net

Training Agenda

- An overview of the behaviour management system in SIMS.net
- Configuring the SIMS.net homepage to display a summary of Behaviour/Achievement
- Setting up the behaviour management system for your school & customising lookups
- Adding individual Behaviour/Achievement incidents
- Adding multi pupil incidents
- Entering incidents via the register and teacher shortcuts
- Viewing data in SIMS Discover

- Setting up and recording Detentions
- Using Report Cards in SIMS.net

Knowledge Required

Knowledge of core SIMS.net functionality will be expected.

Duration

Half Day

Costs

Nil cost for schools that have an SLA with NPW. £105 per delegate for non-SLA schools.

Required Documents

Behaviour Management

Please print this document from the NPW website if you wish to have a hard copy to use during the course. (Online access will be available during the training session).

Additional Information

The last 30min of the course will focus on configuring and recording detentions and report cards in SIMS.net, this will be optional as it may not be relevant for all schools.

| Date | Time | Venue |
|--------------------------------|----------------------|-----------------------------|
| 4 th October 2016 | 13:15hrs to 16:00hrs | Francis House, Barking Road |
| 21 st February 2017 | 13:15hrs to 16:00hrs | Francis House, Barking Road |
| 27 th April 2017 | 09:15hrs to 12:00hrs | Francis House, Barking Road |

Updating and Applying Pupil Premium Data in SIMS.net

Aimed at

Staff with responsibility for updating and maintaining pupil premium data in SIMS.net. In addition, SLT staff, or those with responsibility for Pupil Premium, may find the course useful to get an overview of the functionality available in SIMS.net to monitor the performance of this vulnerable group.

Course Outline

The course will cover all the routines for downloading and importing pupil premium data in SIMS.net before considering how this data can be used to track the performance of this group of pupils.

Training Agenda

- Discussion about the use and meaning of the Pupil Premium indicator
- Downloading Pupil Premium data from the DFE
- Importing Pupil Premium data into SIMS.net
- Managing changes to this data
- Using Pupil Premium data in Assessment Manager & Attendance.
- Using Pupil Premium data in SIMS Discover

Knowledge Required

Some Knowledge of core SIMS.net functionality & Assessment would be useful.

Duration

Half Day

Costs

Nil cost for schools that have an SLA with NPW. £105 per delegate for non-SLA schools.

Required Documents

Pupil Premium Guidance

Please print this document from the NPW website if you wish to have a hard copy to use during the course. (Online access will be available during the training session).

| Date | Time | Venue |
|-------------------------------|----------------------|-----------------------------|
| 11 th October 2016 | 09:15hrs to 12:00hrs | Francis House, Barking Road |
| 8 th March 2017 | 13:15hrs to 16:00hrs | Francis House, Barking Road |
| 22 nd June 2017 | 09:15hrs to 12:00hrs | Francis House, Barking Road |

PUPIL PERFORMANCE

PUPIL PERFORMANCE

Assessment Manager - Getting Started - Day 1 of 2

Important Note

Please note that this is the first part of a two day course. Delegates should attend part 2 as well as this session.

Aimed at

This course is recommended for any staff new to Assessment Manager and is prerequisite requirement to all the other assessment courses.

Course Outline

At the conclusion of this 2 session course delegates will be able to design and create templates and marksheets in Assessment Manager.

After a review of data entry in marksheets, the basic building blocks used in Assessment Manager will be explained and then these concepts will be applied to building templates and marksheets.

Training Agenda

- An explanation of Assessment Manager
- Using Marksheets
- Exploring the basic building blocks in Assessment Manager

- Hands on practice creating the basic building blocks
- Creating a template
- Creating marksheets

Knowledge Required

No previous experience using Assessment Manager is necessary. The sessions are structured as workshops where the emphasis is on learning by doing, so a high degree of participation will be required and familiarity with SIMS will be expected.

Duration

Half Day

Costs

Nil cost for schools that have an SLA with NPW. £105 per delegate for non-SLA schools.

Required Documents

Assessment Manager - Getting Started.

Please print this document from the NPW website if you wish to have a hard copy to use during the course. (Online access will be available during the training session).

| Date | Time | Venue |
|---------------------------------|----------------------|-----------------------------|
| 22 nd September 2016 | 13:15hrs to 16:00hrs | Francis House, Barking Road |
| 24 th January 2017 | 09:15hrs to 12:00hrs | Francis House, Barking Road |
| 3 rd May 2017 | 13:15hrs to 16:00hrs | Francis House, Barking Road |

Assessment Manager - Getting Started - Day 2 of 2

Important Note

Please note that this is the second part of a two day course. Delegates should attend part 1 as well as this session.

Aimed at

This course is recommended for any staff new to Assessment Manager and is prerequisite requirement to all the other assessment courses.

Course Outline

At the conclusion of this 2 session course delegates will be able to design and create templates and marksheets in Assessment Manager.

After a review of data entry in marksheets, the basic building blocks used in Assessment Manager will be explained and then these concepts will be applied to building templates and marksheets.

Training Agenda

- An explanation of Assessment Manager
- Using Marksheets
- Exploring the basic building blocks in Assessment Manager

- Hands on practice creating the basic building blocks
- Creating a template
- Creating marksheets

Knowledge Required

No previous experience using Assessment Manager is necessary. The sessions are structured as workshops where the emphasis is on learning by doing, so a high degree of participation will be required and familiarity with SIMS will be expected.

Duration

Half Day

Costs

Nil cost for schools that have an SLA with NPW. £105 per delegate for non-SLA schools.

Required Documents

Assessment Manager - Getting Started.

Please print this document from the NPW website if you wish to have a hard copy to use during the course. (Online access will be available during the training session).

| Date | Time | Venue |
|-------------------------------|----------------------|-----------------------------|
| 12 th October 2016 | 09:15hrs to 12:00hrs | Francis House, Barking Road |
| 7 th February 2017 | 09:15hrs to 12:00hrs | Francis House, Barking Road |
| 16 th May 2017 | 09:15hrs to 12:00hrs | Francis House, Barking Road |

Assessment Manager Pupil Tracking

Aimed at

This is suitable for the Assessment Co-ordinator or SLT with Assessment responsibility

Course Outline

At the conclusion of this session delegates will be able to use tracking grids to monitor progress by individual and by cohort.

Training Agenda

- Using the built in tracking grids
- Reviewing progress by individual and in groups
- Reviewing progress by term and by year and against expected progress
Creating tracking grids from existing templates
- Creating your own tracking grid templates

Knowledge Required

Delegates should have previous experience using Assessment Manager or have attended the Getting Started course. This course does not include the process of building templates, which is covered in the two session Getting Started course.

Duration

Half Day

Costs

Nil cost for schools that have an SLA with NPW. £105 per delegate for non-SLA schools.

Required Documents

Assessment Mgr - Tracking Grids.

Please print this document from the NPW website if you wish to have a hard copy to use during the course. (Online access will be available during the training session).

| Date | Time | Venue |
|--------------------------------|----------------------|-----------------------------|
| 17 th November 2016 | 09:15hrs to 12:00hrs | Francis House, Barking Road |
| 9 th March 2017 | 09:15hrs to 12:00hrs | Francis House, Barking Road |
| 15 th June 2017 | 09:15hrs to 12:00hrs | Francis House, Barking Road |

Assessment Manager KS1, KS2 and FSP Results

Aimed at

Primary school Assessment coordinators or users responsible for entering and submitting End of Key Stage results.

Course Outline

Assessment Manager will be used by all Primary schools for processing end of Key Stage results and Foundation Stage Profiles. A wizard is available that creates the necessary Marksheets and Reports. This session will take users through the process of setting up their systems, entering results and producing reports.

In addition the new Year 1 Phonics data recording will be explored.

For schools that run the Pupil tracking in SIMS, there will be an explanation and demonstration of the automatic link between Year 2 results and the KS1 return and between Year 6 results and the KS2 return.

Training Agenda

- Importing the wizards
- Entering the data
- Creating the submission files
- Producing reports
- Linking pupil tracking and the keystage returns

Knowledge Required

Familiarity with Assessment Manager is necessary although detailed experience is not essential.

Duration

Half Day

Costs

Nil cost for schools that have an SLA with NPW. £105 per delegate for non-SLA schools.

Required Documents

Assessment Mgr KS1, KS2 & FSP Results.

Please print this document from the NPW website if you wish to have a hard copy to use during the course. (Online access will be available during the training session).

| Date | Time | Venue |
|-----------------------------|----------------------|-----------------------------|
| 27 th April 2017 | 13:15hrs to 16:00hrs | Francis House, Barking Road |

Assessment Manager for SLT – Primary

Aimed at

This is a session aimed at Senior Leaders focusing on how SIMS assessment manager can be used to realise an effective assessment strategy

- Using grade distributions within a group
- Using the Programme of Study to support the new curriculum

Course Outline

SIMS Assessment contains data about your pupils - their attainment and progress.

- As senior leaders are you using this information to the best advantage?
- Is it left to one person in school to provide information for SLT and Governors?
- When Ofsted visit they want to see how you are using your data e.g. the performance of the pupil premium children. How easy is it to demonstrate this?

Knowledge Required

Knowledge of Assessment Manager is **NOT** a prerequisite.

Duration

Half Day

Costs

Nil cost for schools that have an SLA with NPW. £105 per delegate for non-SLA schools.

This half day course gives simple and easy to use techniques that mean you can use your SIMS data to highlight high achievers, vulnerable groups etc to use in planning.

Required Documents

None

Training Agenda

- Using marksheet filters to highlight attainment/progress of particular groups
- Using tracking grids to show cohort attainment/progress

| Date | Time | Venue |
|-------------------------------|----------------------|-----------------------------|
| 8 th November 2016 | 09:15hrs to 12:00hrs | Francis House, Barking Road |
| 2 nd February 2017 | 13:15hrs to 16:00hrs | Francis House, Barking Road |

Assessment Manager Data Analysis Pri/Sec

Aimed at

Assessment Coordinators or users who need to analyse performance. A knowledge of Assessment Manager is essential.

Course Outline

Data collected in Assessment Manager can be used in many different ways to assist teachers, subject leaders, SMT and governors when planning. This course will show how to exploit this data quite easily in order to derive the maximum benefit.

Training Agenda

- Showing Grade Distribution on a marksheet
- Using Group Filters
- Viewing grids
- Building a tracking grid template from scratch
- Changing name format on grids
- Importing a Progression Line
- Create a Progression Line analysis from an imported line
- Use a Progression Line analysis to
- make comparisons with national data
- Creating the Progression Line from the school data

Knowledge Required

A good working knowledge of Assessment Manager.

Duration

Half Day

Costs

Nil cost for schools that have an SLA with NPW. £105 per delegate for non-SLA schools.

Required Documents

Assessment Mgr - Tracking Grids.

Please print this document from the NPW website if you wish to have a hard copy to use during the course. (Online access will be available during the training session).

| Date | Time | Venue |
|--------------------------------|----------------------|-----------------------------|
| 22 nd November 2016 | 09:15hrs to 12:00hrs | Francis House, Barking Road |

Assessment Manager Further Data Analysis

Aimed at

Assessment Coordinators or users who need to analyse performance. A knowledge of Assessment Manager is essential.

Duration

Half Day

Costs

Nil cost for schools that have an SLA with NPW. £105 per delegate for non-SLA schools.

Course Outline

Data in Assessment Manager can be analysed in great detail by considering the specific attributes of the data being captured. Analysis of this type will include: progress monitoring, performance comparison, graphical tools and exporting.

Required Documents

Assessment Mgr Further Data Analysis

Please print this document from the NPW website if you wish to have a hard copy to use during the course. (Online access will be available during the training session).

Training Agenda

- Group Analysis including graphing results
- Aspect Analysis
- Result Set Analysis
- Trend Analysis against national lines
- Chance Analysis

Knowledge Required

A working knowledge of Assessment Manager.

| Date | Time | Venue |
|-----------------------------|----------------------|-----------------------------|
| 23 rd March 2017 | 09:15hrs to 12:00hrs | Francis House, Barking Road |

Assessment Manager Reporting

Aimed at

This is suitable for delegates with previous experience using Assessment Manager.

Course Outline

Individual Reports in Assessment Manager enable customised pupil reports to be generated from Assessment information in SIMS. These can then be used as part of the report(s) for parents and/or saved in the Linked Documents to form part of the student history.

At the conclusion of this session delegates will be able to design reports detailing pupil progress using both templates supplied with SIMS and also by creating custom templates. Running the reports to print or upload to the SIMS Document Management Server will be included.

Training Agenda

- Creating reports from existing templates
- Previewing, Uploading and Exporting the reports
- Editing existing templates
- Creating new templates
- Including graphs

Knowledge Required

Familiarity with Assessment Manager is necessary although detailed experience is not essential.

Duration

Half Day

Costs

Nil cost for schools that have an SLA with NPW. £105 per delegate for non-SLA schools.

Required Documents

Assessment Mgr 4 - Reports & Utilities.

Please print this document from the NPW website if you wish to have a hard copy to use during the course. (Online access will be available during the training session).

| Date | Time | Venue |
|--------------------------------|----------------------|-----------------------------|
| 15 th November 2016 | 09:15hrs to 12:00hrs | Francis House, Barking Road |
| 17 th March 2017 | 13:15hrs to 16:00hrs | Francis House, Barking Road |

Discover - Introduction

Aimed at

This course is suitable for a multitude of staff roles that require student statistics and analysis quickly in visualised formats. This course is suitable for all school phases.

Course Outline

Discover is a new product that runs alongside but separately from SIMS. It allows SIMS data to be analysed in graphical form by creating charts and graphs on demand.

Training Agenda

- How Discover works
- Exploring the Discover interface
- Creating graphs
- Using filters in graphs
- Creating Venn analysis
- Creating Discover groups

Knowledge Required

Basic knowledge of the Windows environment would be an advantage. No previous knowledge of Discover is required but a basic understanding of data contained in SIMS .net would assist.

Duration

Half Day

Costs

Nil cost for schools that have an SLA with NPW. £105 per delegate for non-SLA schools.

Required Documents

Discover - Introduction.

Please print this document from the NPW website if you wish to have a hard copy to use during the course. (Online access will be available during the training session).

| Date | Time | Venue |
|-------------------------------|----------------------|-----------------------------|
| 19 th October 2016 | 13:15hrs to 16:00hrs | Francis House, Barking Road |
| 8 th March 2017 | 09:15hrs to 12:00hrs | Francis House, Barking Road |
| 28 th June 2017 | 13:15hrs to 16:00hrs | Francis House, Barking Road |

Discover – Assessment User - Primary

Aimed at

Assessment coordinators or any other staff interested in generating assessment graphs in SIMS Discover.

Course Outline

The course will consider how assessment information held in SIMS can be displayed and analysed in SIMS Discover.

Training Agenda

- The relationship between Discover and SIMS Assessment
- The Discover Interface
- Creating Discover charts and VENN diagrams
- Defining, calculating and using Discover aspects
- The Discover Configuration utility
- Customising the pre-defined Discover Assessment graphs
- Creating new Discover Assessment graphs

Knowledge Required

Previous attendance on the Discover Intro course, or a working knowledge of Discover. Familiarity with and experience using SIMS assessment is essential.

Duration

Half Day

Costs

Nil cost for schools that have an SLA with NPW. £105 per delegate for non-SLA schools.

Required Documents

Discover - 6 Managing Assessment Graphs.

Please print this document from the NPW website if you wish to have a hard copy to use during the course. (Online access will be available during the training session).

| Date | Time | Venue |
|-------------------------------|----------------------|-----------------------------|
| 1 st November 2016 | 13:15hrs to 16:00hrs | Francis House, Barking Road |
| 28 th March 2017 | 13:15hrs to 16:00hrs | Francis House, Barking Road |
| 8 th May 2017 | 13:15hrs to 16:00hrs | Francis House, Barking Road |

SIMS Profiles

Aimed at

Staff responsible for managing pupil termly reports.

- Generating and printing final profile reports
- Linking reports/profiles to individual pupil records

Course Outline

The SIMS Profiles program allows schools to produce pupil profiles (i.e. termly reports) based on a Microsoft Word report template that can be fully configured to suit the needs of a school. The generated pupil reports can be attached to a pupil's record in SIMS and printed off to be sent to parents. The body of the profile is built by teachers selecting specific comments from a comment bank. Free text may also be added to the selected comments. Comments can also be triggered from results in Assessment Manager. The course covers all stages of the profiles process.

Knowledge Required

No Previous knowledge of SIMS Profiles is necessary. However, familiarity with SIMS.net and Microsoft Word will be expected.

Duration

Full Day

Costs

Nil cost for schools that have an SLA with NPW. £199 per delegate for non-SLA schools.

Training Agenda

- Designing/Importing comment banks & free text comment sections
- Setting up a Profiles session
- Designing a school report template including links to Attendance, Assessment & Behaviour Management
- Advising teachers on how to select and amend comments, enter free text, etc.
- Reviewing and approving pupils profile reports

Required Documents

Profiles

Please print this document from the NPW website if you wish to have a hard copy to use during the course. (Online access will be available during the training session).

Additional Info

During the training Office 2010 will be used.

| Date | Time | Venue |
|-------------------------------|----------------------|-----------------------------|
| 9 th November 2016 | 09:15hrs to 15:00hrs | Francis House, Barking Road |
| 20 th March 2017 | 09:15hrs to 15:00hrs | Francis House, Barking Road |

FINANCE & PERSONNEL

FMS Introduction - New Users – Day 1 of 2

Important Note

Please note that this is the first part of a two day course. Delegates should attend part 2 as well as this session.

Aimed at

New starter to FMS, i.e. School Bursars, Finance Officer and Admin Staff

Course Outline

This course will take the user through the basic steps needed to use FMS, and give the user a good understanding on how to maintain FMS for everyday use.

Training Agenda

- Understanding the setup of FMS including the General Ledger Structure
- Processing Purchase Orders and Invoices
- Cheque book processes and bank reconciliations
- Non-Invoiced income for receipts
- Petty Cash Transactions

- Creating Books - including Purchase Order and Cheque Books

Knowledge Required

No previous experience is required.

Duration

Full Day

Costs

Nil cost for schools that have an SLA with NPW. £105 per delegate for non-SLA schools.

Required Documents

None

| Date | Time | Venue |
|---------------------------------|----------------------|-----------------------------|
| 16 th September 2016 | 09:15hrs to 15:00hrs | Francis House, Barking Road |
| 18 th January 2017 | 09:15hrs to 15:00hrs | Francis House, Barking Road |
| 26 th April 2017 | 09:15hrs to 15:00hrs | Francis House, Barking Road |

FMS Introduction New Users – Day 2 of 2

Important Note

Please note that this is the second part of a two day course and delegates should attend part 1 as well as this session.

Aimed at

New starter to FMS, i.e. School Bursars, Finance Officer and Admin Staff

Course Outline

This course will take the user through the basic steps needed to use FMS, and will give the user a good understanding on how to maintain FMS for everyday use.

Training Agenda

- Understanding the setup of FMS including the General Ledger Structure
- Processing Purchase Orders and Invoices
- Cheque book processes and bank reconciliations
- Non-Invoiced income for receipts

- Petty Cash Transactions
- Creating Books - including Purchase Order and Cheque Books

Knowledge Required

No previous experience is required.

Duration

Half Day

Costs

Nil cost for schools that have an SLA with NPW. £105 per delegate for non-SLA schools.

Required Documents

None

| Date | Time | Venue |
|---------------------------------|----------------------|-----------------------------|
| 28 th September 2016 | 09:15hrs to 12:00hrs | Francis House, Barking Road |
| 31 th January 2017 | 09:15hrs to 12:00hrs | Francis House, Barking Road |
| 09 th May 2017 | 09:15hrs to 12:00hrs | Francis House, Barking Road |

FMS - Completing the Termly Return for the LA

Aimed at

Newham Management and administrative staff who use FMS and who are responsible for submitting the monthly and quarterly returns to LBN

Course Outline

The session will take the user through the process of producing the quarterly and monthly returns and reports, as required by LBN.

Training Agenda

- Return(s) required by the LA
- Running reports for the LA in FMS
- Closing periods
- Fund to Bank Journals
- Adding the Cash advance to the system

Knowledge Required

Must have a good working knowledge of FMS.

Duration

Half Day

Costs

Nil cost for Newham schools.

Required Documents

None

| Date | Time | Venue |
|---------------------------------|----------------------|-----------------------------|
| 14 th September 2016 | 10:00hrs to 11:30hrs | Francis House, Barking Road |
| 14 th September 2016 | 12:00hrs to 13:30hrs | Francis House, Barking Road |
| 14 th September 2016 | 14:00hrs to 15:30hrs | Francis House, Barking Road |

HCSS – 5 Year Budgeting Tool

Aimed at

School Bursars, Finance Officer and school Business Manager who will be monitoring their budget on a 5 year cycle.

Course Outline

This course will take the user through the steps of setting up and creating various budgets online with the ability to plan numerous financial scenarios.

Training Agenda

- Setting up and creating new users of HCSS
- Creating various scenarios
- Setting up staff profiles
- Create scenarios to develop a five year plan
- Create various reports from HCSS

Knowledge Required

Attendees should have a working knowledge of FMS, and must have purchased the HCSS web software.

Duration

Half Day

Costs

Nil cost for schools that have an SLA with NPW. £105 per delegate for non-SLA schools.

Required Documents

HCSS Manual

| Date | Time | Venue |
|-------------------------------|----------------------|-----------------------------|
| 8 th November 2016 | 13:15hrs to 16:00hrs | Francis House, Barking Road |
| 8 th February 2017 | 09:15hrs to 12:00hrs | Francis House, Barking Road |

Dinner Money - New Users

Aimed at

Finance and office staff in primary schools with responsibility for the administration of school dinner money.

Course Outline

This course is an introduction to using SIMS to record dinner money information.

Training Agenda

- Setting up the module including default meal patterns,
- Producing registers and integrating with Attendance,
- Recording staff payments,
- Banking staff payments
- Other procedures in SIMS .net.

Knowledge Required

An understanding of how SIMS is used to maintain and update pupil information.

Duration

Half Day

Costs

Nil cost for schools that have an SLA with NPW. £105 per delegate for non-SLA schools.

Required Documents

- Dinner Money

Please print this document from the NPW website if you wish to have a paper copy to use during the course. (Online access will be available in the training session).

| Date | Time | Venue |
|--------------------------------|----------------------|-----------------------------|
| 5 th October 2016 | 09:15hrs to 12:00hrs | Francis House, Barking Road |
| 25 th February 2017 | 09:15hrs to 12:00hrs | Francis House, Barking Road |
| 21 th April 2017 | 09:15hrs to 12:00hrs | Francis House, Barking Road |

Personnel - New Users

Aimed at

This course is aimed at new users of Personnel, who are responsible for updating and maintaining personnel, professional and contractual information for school staff.

Course Outline

This training course is designed to assist staff in maintaining their school's Personnel information within SIMS .net.

Training Agenda

- Add new and edit existing personnel records
- Entering leavers
- Promotions and other data adjustments
- Maintain Personnel data to support areas of SIMS including, FMS and Statutory Returns including School Workforce Census
- Produce standard reports and basic user defined reports for data checking purposes.

Knowledge Required

Knowledge of SIMS .net would be an advantage.

Duration

Half Day

Costs

Nil cost for schools that have an SLA with NPW. £105 per delegate for non-SLA schools.

Required Documents

- Personnel for New User's

Please print this document from the NPW website if you wish to have a paper copy to use during the course. (Online access will be available in the training session).

| Date | Time | Venue |
|---------------------------------|----------------------|-----------------------------|
| 20 th September 2016 | 09:15hrs to 12:00hrs | Francis House, Barking Road |
| 26 th January 2017 | 09:15hrs to 12:00hrs | Francis House, Barking Road |
| 11 th May 2017 | 09:15hrs to 12:00hrs | Francis House, Barking Road |

Staff Performance in SIMS Personnel

Aimed at

This course is aimed at existing users who are familiar with the functionality of SIMS Personnel and who wants to gain an understanding of the functionality contained within the new optional Staff Performance Appraisal module.

Course Outline

This course will give users an understanding of the Staff Performance appraisal module in SIMS.

Training Agenda

- Setting up a line management structure
- Setting up and configuring permissions
- Customising lookups and settings
- Recording and managing staff objectives
- Recording and managing observations
- Recording and managing reviews
- Reporting on Staff performance

Knowledge Required

Knowledge of SIMS .net would be an advantage.

Duration

Half Day

Costs

Nil cost for schools that have an SLA with NPW. £105 per delegate for non-SLA schools.

Required Documents

- Staff Performance in SIMS Personnel

Please print this document from the NPW website if you wish to have a paper copy to use during the course. (Online access will be available in the training session).

| Date | Time | Venue |
|---------------------------------|----------------------|-----------------------------|
| 27 th September 2016 | 09:15hrs to 12:00hrs | Francis House, Barking Road |
| 13 th March 2017 | 13:15hrs to 16:00hrs | Francis House, Barking Road |
| 15 th May 2017 | 13:15hrs to 16:00hrs | Francis House, Barking Road |

FMS – Equipment Register (Asset Register)

Aimed at

Staff who are responsible for maintaining the school inventory.

Course Outline

This course covers the setup and day to day running of Equipment Register. It will enable the school to monitor the school equipment for insurance and planning purposes.

Training Agenda

- Setup Equipment Register including users
- Populate the Register via FMS or manual entry
- Locate and Relocate Equipment
- Allocating Staff Responsible and changing Responsibilities
- Setup and run Equipment Inspections
- Setup and run Stock Take
- Record the disposal of equipment
- Analyse the equipment using the various reports available.

Knowledge Required

Delegates must have a basic understanding of FMS, such as order processing etc.

Duration

Half Day

Costs

Nil cost for schools that have an SLA with NPW. £105 per delegate for non-SLA schools.

Required Documents

- FMS Equipment Register

Please print this document from the NPW website if you wish to have a paper copy to use during the course. (Online access will be available in the training session).

| Date | Time | Venue |
|-------------------------------|----------------------|-----------------------------|
| 11 th October 2016 | 13:15hrs to 15:00hrs | Francis House, Barking Road |
| 9 th March 2017 | 13:15hrs to 15:00hrs | Francis House, Barking Road |
| 20 th June 2017 | 13:15hrs to 15:00hrs | Francis House, Barking Road |

FMS – Accounts Receivable

Aimed at

Management and administrative staff who use FMS and who wish to invoice for services provided.

Course Outline

Accounts Receivable is an efficient way of schools recording income for services provided by school.

Training Agenda

- How to define debtors and products
- Create invoices and credit notes
- Record receipts and process paying in slips
- Standard reports that are available

Knowledge Required

Delegates must have a good working knowledge of FMS.

Duration

Half Day

Costs

Nil cost for schools that have an SLA with NPW. £105 per delegate for non-SLA schools.

Required Documents

- FMS - Accounts Receivable

Please print this document from the NPW website if you wish to have a paper copy to use during the course. (Online access will be available in the training session).

| Date | Time | Venue |
|-------------------------------|----------------------|-----------------------------|
| 17 th October 2016 | 13:15hrs to 16:00hrs | Francis House, Barking Road |
| 23 rd March 2017 | 13:15hrs to 16:00hrs | Francis House, Barking Road |

FMS – Top Tips & Techniques

Aimed at

Staff responsible for maintaining financial information

Course Outline

This course covers things that the user may not do every day, things you may have forgotten to do and things that may make your life easier.

By the end of the course the users will have learnt things that will help during their day to day usage of FMS.

Training Agenda

- Add orders and invoices through the supplier view
- Cancel a cheque
- Cancel an order
- Debit and Credit Cards
- General Ledger Chart of Accounts Review
- Bank Balances
- Bank Corrections
- Cashbook Journals
- FMS Transaction Backup
- Non-Invoiced Income
- Reports

Knowledge Required

A working knowledge of FMS is preferable.

Duration

Half Day

Costs

Nil cost for schools that have an SLA with NPW. £105 per delegate for non-SLA schools.

Required Documents

FMS – Top Tips and Techniques

Please print this document from the NPW website if you wish to have a paper copy to use during the course. (Online access will be available in the training session).

| Date | Time | Venue |
|-------------------------------|----------------------|-----------------------------|
| 2 nd November 2016 | 09:15hrs to 12:00hrs | Francis House, Barking Road |
| 7 th June 2017 | 13:15hrs to 16:00hrs | Francis House, Barking Road |

FMS – End of Year - New Users

Aimed at

Finance Officer/School Bursar/School Business Manager new to the process of FMS closedown.

Course Outline

The course takes the user through the Year End procedures in FMS in line with the LA timings and regulations. The training will take delegates from the first preliminary closure to finalising the schools accounts.

Training Agenda

- Creating a new financial year
- Preparing the school’s accounts for preliminary closure
- Finalising the school’s accounts

Knowledge Required

A good working knowledge of FMS.

Duration

Half Day

Costs

Nil cost for schools that have an SLA with NPW. £105 per delegate for non-SLA schools.

Required Documents

FMS – End of Financial Year

Please print this document from the NPW website if you wish to have a paper copy to use during the course. (Online access will be available in the training session).

| Date | Time | Venue |
|-------------------------------|----------------------|-----------------------------|
| 7 th February 2017 | 13:15hrs to 16:00hrs | Francis House, Barking Road |

FMS – End of Year - Refresher

Aimed at

This course is a refresher course and is therefore only suitable for users who have completed a FMS end of year procedure previously.

Course Outline

The course takes the user through the Year End procedures in FMS in line with the LA timings and regulations. The training will take delegates from the first preliminary closure to finalising the schools accounts.

Training Agenda

- Creating a new financial year
- Preparing the school's accounts for preliminary closure
- Finalising the school's accounts

Knowledge Required

A good working knowledge of FMS.

Duration

Half Day

Costs

Nil cost for schools that have an SLA with NPW. £105 per delegate for non-SLA schools.

Required Documents

FMS – End of Financial Year

Please print this document from the NPW website if you wish to have a paper copy to use during the course. (Online access will be available in the training session).

| Date | Time | Venue |
|----------------------------|----------------------|-----------------------------|
| 7 th March 2017 | 09:15hrs to 11:00hrs | Francis House, Barking Road |

FMS BACS Processing

Aimed at

School Bursars, Finance Officer and School Business Manager.

Course Outline

BACS processing provides an alternative to Cheque Processing for paying Accounts Payable Invoices. A full range of functionality is provided, enabling the creation, management and cancellation of BACS payments.

Training Agenda

- Setting Up and using BACS for the first time
- Setting up Suppliers to Accept BACS Payments
- Creating, Amending and Cancelling a BACS Payment Run in FMS
- Upload file to Lloydlink
- Manage Payment from Lloydlink
- Approve a payment batch

Knowledge Required

Delegates must have an in-depth knowledge of FMS and will be making payments on the system.

Duration

Half Day

Costs

Nil cost for schools that have an SLA with NPW. £105 per delegate for non-SLA schools.

Required Documents

BACS Processing Manual

Please print this document from the NPW website if you wish to have a paper copy to use during the course. (Online access will be available in the training session).

| Date | Time | Venue |
|-------------------------------|----------------------|-----------------------------|
| 20 th October 2016 | 09:15hrs to 12:00hrs | Francis House, Barking Road |
| 3 rd March 2017 | 09:15hrs to 12:00hrs | Francis House, Barking Road |
| 2 nd May 2017 | 09:15hrs to 12:00hrs | Francis House, Barking Road |

SIMS REPORTING

SIMS REPORTING

Introduction to SIMS Reporting

Aimed at

Anyone who needs to create student or staff reports in SIMS.net

Course Outline

This course will take the user through the process of running and previewing existing reports. Users will be shown how to edit existing reports and create new report designs. Different output formats will be considered including basic Word and Excel reports.

Training Agenda

- Running and previewing reports
- Introduction to the report design wizard
- Editing existing reports
- Creating new reports using the report design wizard
- Automatic page breaks in Excel
- Improving the appearance of basic reports
- Creating a basic mailmerge document/address labels
- Creating an Analysis
- Report management (setting up favourites, deleting and importing/exporting reports)

Knowledge Required

It is assumed that users have some experience of SIMS.net.

Duration

Full Day

Costs

Nil cost for schools that have an SLA with NPW. £199 per delegate for non-SLA schools.

Required Documents

Introduction to SIMS Reporting

Please print this document from the NPW website if you wish to have a paper copy to use during the course. (Online access will be available in the training session).

Additional Information

During the training Office 2013 will be used.

| Date | Time | Venue |
|-------------------------------|----------------------|-----------------------------|
| 6 th October 2016 | 09:15hrs to 15:00hrs | Francis House, Barking Road |
| 9 th February 2017 | 09:15hrs to 15:00hrs | Francis House, Barking Road |
| 24 th May 2017 | 09:15hrs to 15:00hrs | Francis House, Barking Road |

SIMS Reporting - Intermediate

Aimed at

Anyone who has either, attended a Reporting - Basic course, or has experience running and designing their own SIMS.net reports.

Course Outline

This course will review some basic concepts before covering more advanced topics such as sub-reports and sub-report filtering and mailmerge, RTF and analysis reports.

Training Agenda

- Recap of running & previewing reports and report filtering
- Recap of editing and creating reports using the report design wizard
- Using mailmerge to produce letters and labels
- Designing reports incorporating sub-reports and sub-report filtering
- RTF report templates
- Group reports
- Creating & Using Analysis reports
- Report Management (setting up favourites, deleting and importing/exporting reports)

Knowledge Required

It is assumed that users have either attended an Introduction to Reporting course or have experience running and designing their own SIMS.net reports.

Duration

Full Day

Costs

Nil cost for schools that have an SLA with NPW. £199 per delegate for non-SLA schools.

Required Documents

SIMS.net Reporting - Intermediate

Please print this document from the NPW website if you wish to have a paper copy to use during the course. (Online access will be available in the training session).

Additional Information

During the training Office 2013 will be used.

| Date | Time | Venue |
|--------------------------------|----------------------|-----------------------------|
| 18 th November 2016 | 09:15hrs to 15:00hrs | Francis House, Barking Road |
| 27 th March 2017 | 09:15hrs to 15:00hrs | Francis House, Barking Road |
| 29 th June 2017 | 09:15hrs to 15:00hrs | Francis House, Barking Road |

STATUTORY RETURNS

STATUTORY RETURNS

School Census Oct 2016 – New Users

Aimed at

Staff responsible for producing the School Census return for the DFE on the 6th October 2016. This course is intended for those who do not have any previous experience of completing a Census return.

Course Outline

The course will look at preparing your Pupil, Exclusion and Attendance data in SIMS .net. It will also include how to produce and validate the Autumn School Census return file.

Training Agenda

- Overview of the termly statutory returns
- Step by step guidance through the process of checking census data and generating the required files & reports.

Knowledge Required

This course is intended for those who have not previously prepared and completed a Pupils Census return. However, a working knowledge of SIMS is required.

Duration

Half Day

Costs

Nil cost for schools that have an SLA with NPW. £105 per delegate for non-SLA schools.

Required Documents

Producing the Oct 2016 Census manual (available on the day)

DFE 2016-17 Census Guidance (available from August 2016)

Please print these documents from the NPW website if you wish to have a paper copy to use during the course. (Online access will be available in the training session).

| Date | Time | Venue |
|---------------------------------|----------------------|-----------------------------|
| 22 nd September 2016 | 09:15hrs to 12:00hrs | Francis House, Barking Road |

School Census Oct 2016 – Refresher

Aimed at

Staff responsible for producing the School Census return for the DfE on the 6th October 2016. This course is intended for those who have previous experience of making a Census return and need a reminder on preparation and running the Census on the day.

Course Outline

The course will look at preparing your Pupil, Exclusion and Attendance data in SIMS .net. It will also include how to produce and validate the Autumn School Census return file.

Training Agenda

- Overview of the process of checking census data and generating the required files & reports.

Knowledge Required

This course is intended for those who have previously prepared and completed a Pupils Census return.

Duration

Half Day

Costs

Nil cost for schools that have an SLA with NPW. £105 per delegate for non-SLA schools.

Required Documents

Producing the Oct 2016 Census manual (available from September 2016)

DfE 2016-17 Census Guidance (available from August 2016)

Please print these documents from the NPW website if you wish to have a paper copy to use during the course. (Online access will be available in the training session).

| Date | Time | Venue |
|---------------------------------|----------------------|-----------------------------|
| 30 th September 2016 | 13:15hrs to 15:00hrs | Francis House, Barking Road |
| 4 th October 2016 | 09:15hrs to 11:00hrs | Francis House, Barking Road |

School Census Jan 2017 – New Users

Aimed at

Staff responsible for producing the School Census return for the DfE on 19th January 2017. This course is intended for those who have no previous experience of making a Census return.

Course Outline

The course will look at preparing your Pupil, Exclusion and Attendance data in SIMS .net. It will also include how to produce and validate the Spring School Census return file.

Training Agenda

- Overview of the termly statutory returns
- Step by step guidance through the process of checking census data and generating the required files & reports.

Knowledge Required

This course is intended for those who have not previously prepared and completed a Pupils Census return. However, a working knowledge of SIMS is required.

Duration

Half Day

Costs

Nil cost for schools that have an SLA with NPW. £105 per delegate for non-SLA schools.

Required Documents

Producing the Jan 2017 Census manual (available on the day)

DFE 2016-17 Census Guidance (available from August 2016)

Please print these documents from the NPW website if you wish to have a paper copy to use during the course. (Online access will be available in the training session).

| Date | Time | Venue |
|-------------------------------|----------------------|-----------------------------|
| 10 th January 2017 | 13:15hrs to 16:00hrs | Francis House, Barking Road |

School Census Jan 2017 – Refresher

Aimed at

Staff responsible for producing the School Census return for the DfE on 19th January 2017. This course is intended for those who have previous experience of making a Census return and need a reminder on preparation and running the Census on the day.

Course Outline

The course will look at preparing your Pupil, Exclusion and Attendance data in SIMS .net. It will also include how to produce and validate the Spring School Census return file.

Training Agenda

- Overview of the process of checking census data and generating the required files & reports.

Knowledge Required

This course is intended for those who have previously prepared and completed a Pupils Census return.

Duration

Half Day

Costs

Nil cost for schools that have an SLA with NPW. £105 per delegate for non-SLA schools.

Required Documents

Producing the Jan 2017 Census manual (available from 10/01/17)

DfE 2016-17 Census Guidance (available from August 2016)

Please print these documents from the NPW website if you wish to have a paper copy to use during the course. (Online access will be available in the training session).

| Date | Time | Venue |
|-------------------------------|----------------------|-----------------------------|
| 12 th January 2017 | 09:15hrs to 11:00hrs | Francis House, Barking Road |
| 16 th January 2017 | 13:15hrs to 15:00hrs | Francis House, Barking Road |

School Census May 2017 – New Users

Aimed at

Staff responsible for producing the School Census return for the DfE on the 18th May 2017. This course is intended for those who have no previous experience of making a Census return.

Course Outline

The course will look at preparing your Pupil, Exclusion and Attendance data in SIMS .net. It will also include how to produce and validate the Summer School Census return file.

Training Agenda

- Overview of the termly statutory returns
- Step by step guidance through the process of checking census data and generating the required files & reports.

Knowledge Required

This course is intended for those who have not previously prepared and completed a Pupils Census return. However, a working knowledge of SIMS is required.

Duration

Half Day

Costs

Nil cost for schools that have an SLA with NPW. £105 per delegate for non-SLA schools.

Required Documents

Producing the May 2017 Census manual (available on the day)

DfE 2016-17 Census Guidance (available from August 2016)

Please print these documents from the NPW website if you wish to have a paper copy to use during the course. (Online access will be available in the training session).

| Date | Time | Venue |
|---------------------------|----------------------|-----------------------------|
| 10 th May 2017 | 13:15hrs to 16:00hrs | Francis House, Barking Road |

School Census May 2017 – Refresher

Aimed at

Staff responsible for producing the School Census return for the DfE on 18th May 2017. This course is intended for those who have previous experience of making a Census return and need a reminder on preparation and running the Census on the day.

Course Outline

The course will look at preparing your Pupil, Exclusion and Attendance data in SIMS .net. It will also include how to produce and validate the Summer School Census return file.

Training Agenda

- Overview of the process of checking census data and generating the required files & reports.

Knowledge Required

This course is intended for those who have previously prepared and completed a Pupils Census return.

Duration

Half Day

Costs

Nil cost for schools that have an SLA with NPW. £105 per delegate for non-SLA schools.

Required Documents

Producing the May 2017 Census manual (available from 10/05/17)

DFE 2016-17 Census Guidance (available from August 2016)

Please print these documents from the NPW website if you wish to have a paper copy to use during the course. (Online access will be available in the training session).

| Date | Time | Venue |
|---------------------------|----------------------|-----------------------------|
| 12 th May 2017 | 09:15hrs to 11:00hrs | Francis House, Barking Road |

School Workforce Census 2016 – New Users

Aimed at

Staff in school responsible for producing the School Workforce Census return for the DfE on the 3rd November 2016, who have not previously produced a SWC return.

Course Outline

The course will take the user through the various stages of checking and ensuring that the data entered is ready for the School Workforce Return. The users will be show how to create and validate the information and generate the return.

Training Agenda

- The data which will be collected by the School Workforce Census (SWC)
- How schools SIMS systems can be configured to provide the data
- How to prepare your staff data in SIMS .net
- It will also cover how to create and validate the Workforce Census return file, how to resolve data issues and how to send it to the LA.

Knowledge Required

Good working knowledge of Personnel is needed. The ability to use Reporting within SIMS .net

Duration

Half Day

Costs

Nil cost for schools that have an SLA with NPW. £105 per delegate for non-SLA schools.

Required Documents

SIMS - School Workforce Census November 2016 - Preparing for and producing the return.

Please print this document from the NPW website if you wish to have a paper copy to use during the course. (Online access will be available in the training session).

| Date | Time | Venue |
|------------------------------|----------------------|-----------------------------|
| 3 rd October 2016 | 13:15hrs to 16:00hrs | Francis House, Barking Road |

School Workforce Census 2016 – Refresher

Aimed at

Staff in school responsible for producing the School Workforce Census return for the DfE on the 3rd November 2016, who have previously produced a SWC return.

Course Outline

The course will take the user through the various stages of checking and ensuring that the data entered is ready for the School Workforce Return. The users will be show how to create and validate the information and generate the return.

Training Agenda

- The data which will be collected by the School Workforce Census (SWC)
- How schools SIMS systems can be configured to provide the data
- How to prepare your staff data in SIMS .net
- It will also cover how to create and validate the Workforce Census return file, how to resolve data issues and how to send it to the LA.

Knowledge Required

Good working knowledge of Personnel is needed. The ability to use Reporting within SIMS .net

Duration

Half Day

Costs

Nil cost for schools that have an SLA with NPW. £105 per delegate for non-SLA schools.

Required Documents

SIMS - School Workforce Census November 2016 - Preparing for and producing the return.

Please print this document from the NPW website if you wish to have a paper copy to use during the course. (Online access will be available in the training session).

| Date | Time | Venue |
|-------------------------------|----------------------|-----------------------------|
| 13 th October 2016 | 09:15hrs to 11:00hrs | Francis House, Barking Road |
| 2 nd November 2016 | 13:15hrs to 15:00hrs | Francis House, Barking Road |

SECONDARY SPECIFIC

SECONDARY SPECIFIC

SIMS Course Manager & Academic Management - Secondary

Aimed at

Timetablers and/or administrative staff who are responsible for maintaining Student Curriculum Assignments and Maintenance. Basic knowledge of SIMS .net is required and how curriculum classes work within a school will be an advantage.

Course Outline

Academic Management in SIMS .net organises students into their specified curriculum classes defined in the timetable. These assignments can change throughout the year and this area provides the tools to accommodate these situations.

Training Agenda

- Academic Structures
- Student Assignments
- Carousel Rotation
- Export and Import Class Memberships
- Alternative Curriculum
- Reports

Knowledge Required

An understanding of the curriculum timetable setup for students would be an advantage.

Duration

Half Day

Costs

Nil cost for schools that have an SLA with NPW. £105 per delegate for non-SLA schools.

Required Documents

SIMS Academic Management

Please print this document from the NPW website if you wish to have a paper copy to use during the course. (Online access will be available in the training session).

| Date | Time | Venue |
|---------------------------------|----------------------|-----------------------------|
| 30 th September 2016 | 09:15hrs to 12:00hrs | Francis House, Barking Road |

SIMS Pastoral End of Year - Secondary

Aimed at

Administrative staff in Secondary Schools who are responsible for Student and attendance records in SIMS, and who have not previously done the end of year procedures in SIMS.

Course Outline

This course will take the user through the steps needed to complete the end of year process in SIMS and to create a new academic year.

Training Agenda

- Creating the 2016/2017 academic year dates
- New staff for September 2016
- Creating the pastoral structure (registration groups) for 2016/2017
- Promoting existing pupils from old to new registration groups
- Bulk leavers
- Printing new Registration reports for September 2016

Knowledge Required

Users should have some basic knowledge of SIMS.

Duration

Half Day

Costs

Nil cost for schools that have an SLA with NPW. £105 per delegate for non-SLA schools.

Required Documents

SIMS Pastoral End of Year Sec

Please print this document from the NPW website if you wish to have a paper copy to use during the course. (Online access will be available in the training session).

| Date | Time | Venue |
|---------------------------|----------------------|-----------------------------|
| 23 rd May 2017 | 09:15hrs to 12:00hrs | Francis House, Barking Road |

SIMS Academic Management EOY - Secondary

Aimed at

Timetablers and/or administrative staff who are responsible for assigning students into classes on the new timetable in SIMS for September.

Duration

Half Day

Costs

Nil cost for schools that have an SLA with NPW. £105 per delegate for non-SLA schools.

Course Outline

This course will take the user through the steps needed to complete the academic end of year process in SIMS promoting curriculum classes.

Required Documents

Academic Management EOY

Please print this document from the NPW website if you wish to have a paper copy to use during the course. (Online access will be available in the training session).

Training Agenda

- Promoting existing academic class memberships in SIMS
- Assigning students to new bands and classes in SIMS
- Printing Timetables and class lists

Knowledge Required

Users should have working knowledge of SIMS

| Date | Time | Venue |
|---------------------------|----------------------|-----------------------------|
| 8 th June 2017 | 09:15hrs to 12:00hrs | Francis House, Barking Road |

NOVA T6 Timetabling – Day 1 of 4

Aimed at

Staff responsible for constructing the Timetable in secondary schools. Beginners to timetabling are advised to attend the course NOVA and Options for September first.

Course Outline

The course is spread over 4 days to provide the knowledge and guidance to create a school timetable which will integrate into SIMS .net

Training Agenda

- Timetable basedata - subjects, teachers and rooms
- Timetable cycle details
- Curriculum plans - bands, blocks and classes

Knowledge Required

An understanding of school curriculum and timetable structures. Basic knowledge of SIMS .net Academic Management would be an advantage.

Duration

Full Day

Costs

Nil cost for schools that have an SLA with NPW. £199 per delegate for non-SLA schools.

Required Documents

NOVA-T6 1 Spring

Please print this document from the NPW website if you wish to have a paper copy to use during the course. (Online access will be available in the training session).

| Date | Time | Venue |
|----------------------------|----------------------|-----------------------------|
| 2 nd March 2017 | 09:15hrs to 15:00hrs | Francis House, Barking Road |

NOVA T6 Timetabling – Day 2 of 4

Aimed at

Staff responsible for constructing the Timetable in secondary schools. Beginners to timetabling are advised to attend the course NOVA and Options for September first.

Course Outline

The course is spread over 4 days to provide the knowledge and guidance to create a school timetable which will integrate into SIMS .net

Training Agenda

- Allocating staff and other resources to classes
- Testing the curriculum model
- Curriculum analysis and costing

Knowledge Required

An understanding of school curriculum and timetable structures. Basic knowledge of SIMS .net Academic Management would be an advantage.

Duration

Full Day

Costs

Nil cost for schools that have an SLA with NPW. £199 per delegate for non-SLA schools.

Required Documents

NOVA-T6 2 Spring

Please print this document from the NPW website if you wish to have a paper copy to use during the course. (Online access will be available in the training session).

| Date | Time | Venue |
|-----------------------------|----------------------|-----------------------------|
| 14 th March 2017 | 09:15hrs to 15:00hrs | Francis House, Barking Road |

NOVA T6 Timetabling – Day 3 of 4**Aimed at**

Staff responsible for constructing the Timetable in secondary schools. Beginners to timetabling are advised to attend the course NOVA and Options for September first.

Course Outline

The course is spread over 4 days to provide the knowledge and guidance to create a school timetable which will integrate into SIMS .net

Training Agenda

- Manual scheduling
- Automatic scheduling
- Optimising the timetable distribution

Knowledge Required

Delegates must have attended Days 1 & 2 of the training course.

Duration

Full Day

Costs

Nil cost for schools that have an SLA with NPW. £199 per delegate for non-SLA schools.

Required Documents

NOVA-T6 3 Summer

Please print this document from the NPW website if you wish to have a paper copy to use during the course. (Online access will be available in the training session).

| Date | Time | Venue |
|-----------------------------|----------------------|-----------------------------|
| 20 th April 2017 | 09:15hrs to 15:00hrs | Francis House, Barking Road |

NOVA T6 Timetabling – Day 4 of 4

Aimed at

Staff responsible for constructing the Timetable in secondary schools. Beginners to timetabling are advised to attend the course NOVA and Options for September first.

Course Outline

The course is spread over 4 days to provide the knowledge and guidance to create a school timetable which will integrate into SIMS .net

Training Agenda

- Rooming the timetable
- Using Manage Classroom Staff for staff leavers and new starters
- Exporting the finished timetable from Nova-T6 to SIMS
- Applying the new timetable in SIMS
- Adding the new DfE subject codes in SIMS
- Maintaining the new timetable with NOVA-T6 from September (including alternative curriculum)

Knowledge Required

Delegates must have attended Days 1, 2 & 3 of the training course.

Duration

Full Day

Costs

Nil cost for schools that have an SLA with NPW. £199 per delegate for non-SLA schools.

Required Documents

NOVA-T6 4 Summer

Please print this document from the NPW website if you wish to have a paper copy to use during the course. (Online access will be available in the training session).

| Date | Time | Venue |
|--------------------------|----------------------|-----------------------------|
| 4 th May 2017 | 09:15hrs to 15:00hrs | Francis House, Barking Road |

Timetable Maintenance & Alternative Curriculum Sec

Aimed at

This course is designed for Staff in schools which are responsible for making timetable changes throughout the academic year who do not have full timetabling knowledge.

Course Outline

Throughout an academic year the school timetable is guaranteed to change, be it a simple room change or teacher leaving with a replacement joining. This is often a task that is given to the administrative staff that have little knowledge of the full timetable software. This course provides the required steps to make day to day timetable changes.

Training Agenda

- Dealing with Teacher changes (leavers, new starters and amendments)
- Room Changes
- Teacher and Room Carousels
- Transferring the timetable from NOVA T6 to SIMS .net
- Maintenance Datasets
- Non-Class Codes
- Alternative Curriculum in NOVA T6 and SIMS .net

Knowledge Required

This course is suitable for users who have knowledge of SIMS .net but have not used NOVA T6 before or had much experience with it.

Duration

Half Day

Costs

Nil cost for schools that have an SLA with NPW. £105 per delegate for non-SLA schools.

Required Documents

Timetable Maintenance

Please print this document from the NPW website if you wish to have a paper copy to use during the course. (Online access will be available in the training session).

| Date | Time | Venue |
|--------------------------------|----------------------|-----------------------------|
| 11 th November 2016 | 09:15hrs to 12:00hrs | Francis House, Barking Road |
| 22 nd February 2017 | 09:15hrs to 12:00hrs | Francis House, Barking Road |
| 18 th May 2017 | 13:15hrs to 16:00hrs | Francis House, Barking Road |

Lesson Monitor

Aimed at

The SIMS Lesson Monitor module is used to record Student attendance on a session and lesson by lesson basis. Successful use of this module will ensure school attendance figures are kept up to date and student's presence in school can be monitored.

Course Outline

This course is aimed at new users of Lesson Monitor, who ideally should have some basic knowledge of SIMS .net.

Training Agenda

- Setting up Lesson Monitor
- Record lesson marks for students
- How to use the Take Register routines for advising teachers
- How to manage and monitor student lesson attendance data
- Reports and statistics

Knowledge Required

Basic knowledge of a Windows environment and SIMS .net would be an advantage but not essential.

Duration

Half Day

Costs

Nil cost for schools that have an SLA with NPW. £105 per delegate for non-SLA schools.

Required Documents

Lesson Monitor

Please print this document from the NPW website if you wish to have a paper copy to use during the course. (Online access will be available in the training session).

| Date | Time | Venue |
|---------------------------------|----------------------|-----------------------------|
| 27 th September 2016 | 13:15hrs to 16:00hrs | Francis House, Barking Road |
| 10 th May 2017 | 09:15hrs to 12:00hrs | Francis House, Barking Road |

Cover Management – New Users - Secondary

Aimed at

Staff responsible for arranging classroom cover for teacher's absence in secondary schools who have not previously used Cover Management in SIMS .net.

- Arranging cover for classes whose teachers are absent
- Ad-hoc changes of staff or room
- Arranging invigilators for examinations
- Printing cover arrangements for a day
- Statistics reports and impact on classes reports

Course Outline

SIMS Cover enables cover supervisors to organise resources when accounting for staff absences and room closures. It links with the school timetable to ensure that lessons without teachers due to absence are covered.

Knowledge Required

Basic knowledge of a Windows environment and SIMS .net would be an advantage, but not essential.

Training Agenda

- Setting up reasons for staff absence and room closures
- Setting up cover rotas
- Setting up rules for suspending classes or for classes not requiring cover
- Rules for prioritising staff available for cover
- Cover-related items in Manage Classroom Staff
- Adding staff absences in the Cover system and how they link to Personnel

Duration

Half Day

Costs

Nil cost for schools that have an SLA with NPW. £105 per delegate for non-SLA schools.

Required Documents

SIMS Cover Management

Please print this document from the NPW website if you wish to have a paper copy to use during the course. (Online access will be available in the training session).

| Date | Time | Venue |
|-------------------------------|----------------------|-----------------------------|
| 19 th October 2016 | 09:15hrs to 12:00hrs | Francis House, Barking Road |
| 7 th March 2017 | 13:15hrs to 16:00hrs | Francis House, Barking Road |
| 27 th June 2017 | 09:15hrs to 12:00hrs | Francis House, Barking Road |

SIMS Options – New Users

Aimed at

Staff with responsibility for administering options schemes. The course is suitable for both beginners and as a refresher. Beginners are advised to attend the course NOVA and Options for September first.

Course Outline

The course will cover the use of the Options program for recording student's option choices for September and analysing them to arrive at the best fit options structure that satisfies as many student choices as possible.

Training Agenda

- Creating a new Options Implementation
- Student Choices
- Allocating Students to classes
- Transferring to SIMS .net and NOVA T6

Knowledge Required

Understanding of school Curriculum structures and basic knowledge of NOVA T6 & SIMS .net Academic Management

Duration

Half Day

Costs

Nil cost for schools that have an SLA with NPW. £105 per delegate for non-SLA schools.

Required Documents

SIMS Options

Please print this document from the NPW website if you wish to have a paper copy to use during the course. (Online access will be available in the training session).

| Date | Time | Venue |
|-------------------------------|----------------------|-----------------------------|
| 2 nd February 2017 | 09:15hrs to 12:00hrs | Francis House, Barking Road |

Exams Organiser – Processing Entries - Day 1 of 2

Aimed at

Examinations Officers from secondary schools.

Duration

Half Day

Course Outline

This is a 2 day course for SIMS Examinations Organiser suitable for new Exams Officers. The complete Exams cycle will be considered with particular emphasis on making exam entries. Other courses are available for Seating Organiser, Domestic Exams and Results day.

Please note that this is a two day course and you should also book a place for the second part. It is important that you attend both days as Day 2 continues where Day 1 finished.

Costs

Nil cost for schools that have an SLA with NPW. £105 per delegate for non-SLA schools.

Required Documents

Exams Organiser 1 Seasons and Entries.

Please print this document from the NPW website if you wish to have a paper copy to use during the course. (Online access will be available in the training session).

Training Agenda

- Season definitions & patterns.
- Managing Basedata.
- Candidates - Internal & External
- Entries and Amendments.
- Marksheets in Exams Organiser.
- Reports of entries, timetables etc.
- Configuration options and Housekeeping.

Knowledge Required

A working knowledge of SIMS will be required but no previous knowledge of Exams Organiser is required

| Date | Time | Venue |
|---------------------------------|----------------------|-----------------------------|
| 26 th September 2016 | 09:15hrs to 12:00hrs | Francis House, Barking Road |

Exams Organiser – Processing Entries - Day 2 of 2

Aimed at

Examinations Officers from secondary schools.

Duration

Half Day

Course Outline

This is a 2 day course for SIMS Examinations Organiser suitable for new Exams Officers. The complete Exams cycle will be considered with particular emphasis on making exam entries. Other courses are available for Seating Organiser, Domestic Exams and Results day.

Please note that this is the second part of a two day course. It is important that you attend both days as Day 2 continues where Day 1 finished.

Costs

Nil cost for schools that have an SLA with NPW. £105 per delegate for non-SLA schools.

Required Documents

Exams Organiser 1 Seasons and Entries.

Please print this document from the NPW website if you wish to have a paper copy to use during the course. (Online access will be available in the training session).

Training Agenda

- Season definitions & patterns.
- Managing Basedata.
- Candidates - Internal & External
- Entries and Amendments.
- Marksheets in Exams Organiser.
- Reports of entries, timetables etc.
- Configuration options and Housekeeping.

Knowledge Required

A working knowledge of SIMS will be required but no previous knowledge of Exams Organiser is required

| Date | Time | Venue |
|------------------------------|----------------------|-----------------------------|
| 3 rd October 2016 | 09:15hrs to 12:00hrs | Francis House, Barking Road |

Exams Organiser – Domestic Exams and Seating Organiser

Aimed at

Examinations Officers from secondary schools.

Duration

Half Day

Course Outline

This course is designed for Examinations Officers who wish to allocate specific seats for candidates or to use Exams Organiser to administer internal exams e.g. mocks, SATS etc.

Costs

Nil cost for schools that have an SLA with NPW. £105 per delegate for non-SLA schools.

Required Documents

Exams Organiser 1 Seasons and Entries.

Please print this document from the NPW website if you wish to have a paper copy to use during the course. (Online access will be available in the training session).

Training Agenda

- Initial planning - Exam rooms.
- Setting sitting start times.
- Arranging seating.
- Printing timetables and plans.
- Seating Unit tests.
- Creating a Domestic Season.
- Gradesets for Exams.
- Creating basedata for the exams.
- Making entries and seating the candidates.
- Printing reports and timetables.
- Analysis of results.

Knowledge Required

Experience using Exams Organiser is required.

| Date | Time | Venue |
|-------------------------------|-------------|-----------------------------|
| 12 th October 2016 | 13:15-16:00 | Francis House, Barking Road |
| 8 th February 2017 | 13:15-16:00 | Francis House, Barking Road |

Exams Organiser – Processing & Analysing Results

Aimed at

Examinations Officers or users who are responsible for processing and analysing Examination results.

Duration

Half Day

Costs

Nil cost for schools that have an SLA with NPW. £105 per delegate for non-SLA schools.

Course Outline

Importing exam results and producing reports for SLT and HODs. Producing the Statement of Results. Any late-breaking news from Capita relating to Results day will be included.

Required Documents

Exams Organiser 6 Results Day Survival Kit.

Training Agenda

- Importing results.
- Producing reports.
- Analysing results in Exams Organiser.
- Viewing results in Assessment Manager.
- Analysis in Performance Analysis.
- Housekeeping for EDI files, marksheets and seasons
- The course will contain late breaking news relating to Results Day

Please print this document from the NPW website if you wish to have a paper copy to use during the course. (Online access will be available in the training session).

Knowledge Required

Experience using Exams Organiser is required.

| Date | Time | Venue |
|-------------------------------|----------------------|-----------------------------|
| 10 th January 2017 | 09:15hrs to 12:00hrs | Francis House, Barking Road |
| 13 th June 2017 | 09:15hrs to 12:00hrs | Francis House, Barking Road |

MICROSOFT OFFICE

MS Word 2013 - Introduction

Aimed at

This course is aimed at admin and management staff who required to use word processing skills

Course Outline

This is a one day Word Intermediate course designed to advance users' knowledge of the features within Word 2013.

Training Agenda

- Overview of Word 2013 screen layout
- Page Setup - Changing margins and paper orientation
- Creating, Saving, Printing and Closing a Document
- Open and Editing existing documents
- Viewing a document - Normal, Page Layout
- Selecting, Editing and Formatting text
- Using the spell checker
- Bullets and Numbering

- Inserting and working with basic tables
- Paragraph formatting

Knowledge Required

No previous experience of Microsoft Word is required but delegates must have a basic knowledge of using a PC, keyboard and mouse.

Duration

Full Day

Costs

Nil cost for schools that have an SLA with NPW. £199 per delegate for non-SLA schools.

Required Documents

Word 2013 Introduction

Please print this document from the NPW website if you wish to have a paper copy to use during the course. (Online access will be available in the training session).

| Date | Time | Venue |
|--------------------------------|----------------------|-----------------------------|
| 25 th November 2016 | 09:15hrs to 15:00hrs | Francis House, Barking Road |
| 25 st May 2017 | 09:15hrs to 15:00hrs | Francis House, Barking Road |

MS Word 2013 - Intermediate

Aimed at

This course is for admin and management staff within a school that require in depth word processing skills on a regular basis.

Course Outline

This is a one day Word Intermediate course designed to advance users' knowledge of the features within Word 2013.

Training Agenda

- Formatting Text
- Formatting tables
- Mail Merge
- Styles
- Working with Sections
- Contents Page
- Templates
- Automatic Paragraph Numbering
- Working with Sections

Knowledge Required

Delegates must have a working knowledge of using a PC, a keyboard and mouse. Delegates should have attended our Word 2013 Introduction course, or have equivalent experience with Word.

Duration

Full Day

Costs

Nil cost for schools that have an SLA with NPW. £199 per delegate for non-SLA schools.

Required Documents

Word 2013 Intermediate

Please print this document from the NPW website if you wish to have a paper copy to use during the course. (Online access will be available in the training session).

| Date | Time | Venue |
|-----------------|----------------------|-----------------------------|
| 21st March 2017 | 09:15hrs to 15:00hrs | Francis House, Barking Road |

MS Excel 2013 - Introduction

Aimed at

This course is for admin and management staff within a school that require in depth word processing skills on a regular basis.

Course Outline

This whole day course will give users an overview of creating and maintaining Excel spreadsheets.

Training Agenda

- Creating, Saving, Printing and Closing Workbooks
- Entering Data
- Formatting Cells, Resizing, Inserting, Deleting rows and columns
- Using basic formulae
- Worksheet Printing Setup
- Page Breaks (Inserting and Removing)
- Cut, Copy, Paste, Insert Cut Cells and Drag and Drop
- Working with Lists (AutoFilter and Sort)
- Creating and Editing Charts

Knowledge Required

Delegates must have a working knowledge of using PCs, a keyboard and mouse.

Duration

Full Day

Costs

Nil cost for schools that have an SLA with NPW. £199 per delegate for non-SLA schools.

Required Documents

Excel 2013 Introduction

Please print this document from the NPW website if you wish to have a paper copy to use during the course. (Online access will be available in the training session).

| Date | Time | Venue |
|-------------------------------|----------------------|-----------------------------|
| 14 th October 2016 | 09:15hrs to 15:00hrs | Francis House, Barking Road |
| 16 th March 2017 | 09:15hrs to 15:00hrs | Francis House, Barking Road |
| 16 th June 2017 | 09:15hrs to 15:00hrs | Francis House, Barking Road |

MS Excel 2013 - Intermediate

Aimed at

This course is aimed at admin and management staff within a school who have an understanding of Excel.

Course Outline

This one day Excel Intermediate course is designed to advance users' knowledge of the features & functions within Excel 2013.

Training Agenda

- Working with Multiple Worksheets & Workbooks
- Working with Formulæ
- Logical functions and the IF statement
- LOOKUP functions
- Conditional Formatting
- Charting Data

Knowledge Required

Delegates should have attended the Excel 2013 Introduction course.

Duration

Half Day

Costs

Nil cost for schools that have an SLA with NPW. £105 per delegate for non-SLA schools.

Required Documents

Excel 2013 Intermediate

Please print this document from the NPW website if you wish to have a paper copy to use during the course. (Online access will be available in the training session).

| Date | Time | Venue |
|--------------------------------|----------------------|-----------------------------|
| 24 th November 2016 | 13:15hrs to 16:00hrs | Francis House, Barking Road |
| 30 th March 2017 | 13:15hrs to 16:00hrs | Francis House, Barking Road |
| 4 th July 2017 | 13:15hrs to 16:00hrs | Francis House, Barking Road |

DATA MANAGEMENT

DATA MANAGEMENT

Tidying your SIMS Data Workshop

Aimed at

Administrative officers in Primary or Secondary schools who manage addresses and contacts in SIMS .net

Course Outline

This course is designed to assist with the tidying of addresses, contacts and other data. You will be guided through the use of various automated routines in order to ensure integrity of data.

Training Agenda

- The Bulk Address Tools in SIMS .net
- Address Validation when entering addresses
- Avoiding duplicating addresses and contacts when entering pupil records
- Ensuring all siblings to have the 'little house' against their parental contacts
- Parental responsibility and other contact 'tick boxes'
- Supervised hands on to your school data

Knowledge Required

Knowledge of pupil records, adding contacts and addresses as well as other SIMS .net core functionality will be expected.

Duration

Full Day

Costs

Nil cost for schools that have an SLA with NPW. £199 per delegate for non-SLA schools.

Required Documents

Tidying Your SIMS Data

Please print this document from the NPW website if you wish to have a paper copy to use during the course. (Online access will be available in the training session).

Additional Info

During the session it will be possible to connect to your school network and work on your own school data.

| Date | Time | Venue |
|-------------------------------|----------------------|-----------------------------|
| 1 st December 2016 | 09:15hrs to 15:00hrs | Francis House, Barking Road |
| 22 nd March 2017 | 09:15hrs to 15:00hrs | Francis House, Barking Road |
| 21 st June 2017 | 09:15hrs to 15:00hrs | Francis House, Barking Road |

SIMS System Management

Aimed at

SIMS Managers, Office Managers and any other staff with overall responsibility for the SIMS system.

Course Outline

This course will provide users with an Overview of System Manager. It will cover creating new users, changing permissions and assigning passwords.

Training Agenda

- An overview of SIMS and its use
- How to manage users
- How to manage the permissions that determine access levels in SIMS
- Database housekeeping

Knowledge Required

Delegates should have an understanding of the SIMS software suite.

Duration

Half Day

Costs

Nil cost for schools that have an SLA with NPW. £105 per delegate for non-SLA schools.

Required Documents

System Management

Please print this document from the NPW website if you wish to have a paper copy to use during the course. (Online access will be available in the training session).

| Date | Time | Venue |
|--------------------------------|----------------------|-----------------------------|
| 17 th November 2016 | 13:15hrs to 16:00hrs | Francis House, Barking Road |
| 17 th March 2017 | 09:15hrs to 12:00hrs | Francis House, Barking Road |
| 28 th June 2017 | 09:15hrs to 12:00hrs | Francis House, Barking Road |

SIMS SURGERY

SIMS SURGERY

SIMS Surgery Session

Aimed at

All users with specific usage/data issues with SIMS.net, FMS or MSOffice.

Course Outline

The surgery session gives all school staff the opportunity to spend some time in our training room with an admin advisor who can help with any specific SIMS related problems that you may have.

Training Agenda

This is not a structured course but rather an opportunity for users to work on data specific issues with SIMS/admin advisors, who will be on hand to assist.

Knowledge Required

None

Duration

Half Day 'drop in' session

Costs

Nil cost for schools that have an SLA with NPW. £105 per delegate for non-SLA schools.

Required Documents

None

Additional Info

If booking on one of these sessions, please call the NPW helpdesk in advance, to discuss your requirements/issues, so we can ensure the session is adequately resourced.

| Date | Time | Venue |
|--------------------------------|----------------------|-----------------------------|
| 23 rd November 2016 | 13:15hrs to 16:00hrs | Francis House, Barking Road |
| 23 rd June 2017 | 09:15hrs to 12:00hrs | Francis House, Barking Road |

IMS USER GROUPS

IMS User Group – Primary, Nursery, Special

Aimed at

Staff who are responsible for the management of SIMS and the admin ICT system. Please note that there is a limit of two places per school.

Course Outline

NPW hosts a termly Information Management Strategy (IMS) user group meeting, to provide a forum for planning and discussion by school staff with responsibility for the management of SIMS and the admin ICT system. This is an opportunity to discuss new software developments and related issues, and to share best practice.

Duration

Half Day

Costs

Nil cost for schools that have an SLA with NPW. £105 per delegate for non-SLA schools.

| Date | Time | Venue |
|--------------------------------|----------------------|-----------------------------|
| 16 th November 2016 | 09:15hrs to 12:00hrs | Francis House, Barking Road |
| 15 th March 2017 | 09:15hrs to 12:00hrs | Francis House, Barking Road |
| 5 th July 2017 | 09:15hrs to 12:00hrs | Francis House, Barking Road |

IMS User Group – Secondary

Aimed at

Staff who are responsible for the management of SIMS and the admin ICT system. Please note that there is a limit of two places per school.

Course Outline

NPW hosts a termly Information Management Strategy (IMS) user group meeting, to provide a forum for planning and discussion by school staff with responsibility for the management of SIMS and the admin ICT system. This is an opportunity to discuss new software developments and related issues, and to share best practice.

Duration

Half Day

Costs

Nil cost for schools that have an SLA with NPW. £105 per delegate for non-SLA schools.

| Date | Time | Venue |
|--------------------------------|----------------------|-----------------------------|
| 16 th November 2016 | 13:15hrs to 16:00hrs | Francis House, Barking Road |
| 15 th March 2017 | 13:15hrs to 16:00hrs | Francis House, Barking Road |
| 5 th July 2017 | 13:15hrs to 16:00hrs | Francis House, Barking Road |

MISCELLANEOUS

Contacting NPW

The NPW phone number is **020 8249 6900**,
press **2** for Educational ICT, followed by

- 1** for Orders & Invoice queries
- 2** for MIS/Admin support (SIMS, FMS, RMIntegris, PSFinancials)
- 3** for Technical support
- 4** for Web and connectivity issues
- 5** for Curriculum ICT support

All admin training courses can be booked online via the NPW website (www.npw.uk.com). To book on training courses, or download relevant manuals and resources, navigate to the [Admin Support](#) area of the Education ICT section.

Calls can also be logged and tracked online via <http://helpdesk.npw.uk.com>