EDUCATION ICT

Services for schools, owned by schools

MIS COURSE BROCHURE

MIS TRAINING COURSE SCHEDULE FOR THE 18/19 ACADEMIC YEAR

VERSION 1.5.3
DECEMBER 5, 2018

SIMS ACCREDITED Support Team

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Version History

Version	Change History	Author / Date
1.0	Admin Course Brochure 18/19 published	Chris Fagan 20/08/18
1.1	Minor corrections (FMS Accounts payable and FMS – General Ledger Autumn date changed)	Chris Fagan 04/09/18
1.2	Termly course summary added, updated user group section	Chris Fagan 05/09/18
1.3	Minor corrections to formatting, edited Dinner Money course title and PSF Introduction dates. Updated training summary	Chris Fagan 06/09/18
1.4	Added Bromcom School Workforce Census Course	Chris Fagan 07/09/18
1.5	Updated course dates for SIMS Using CTFs, minor formatting changes	Chris Fagan 07/09/18
1.5.1	Changed the date of the FMS – Budget Management course in the Autumn term to the 21st November.	Chris Fagan 17/09/18
1.5.2	Corrected the date of the 'SIMS Office User – Day 1' course to 20/09/18 and the 'SIMS Pastoral End of Year – Refresher' to 04/07/19. Corrected the 'FMS – General Ledger' Autumn date to 03/10/18 and the 'Bromcom School Workforce Census' course changed to 02/11/18. Also corrected typo on date for Assessment User Group – Secondary and moved the 'SIMS School Census May 2019 – Refresher' to 10/05/19	Chris Fagan 18/09/18
1.5.3	Updated the agenda for the 'Introduction to SIMS Reporting' course	Chris Fagan 05/12/18

Training Summary

Introduction

Welcome to the Education ICT MIS training brochure, for the 18/19 academic year. Enclosed are full details of all our training courses available. As we schedule our training courses a year in advance, the published dates and times may be subject to minor change. If courses are re-scheduled the new dates and times will be communicated to existing delegates and this course brochure and our online course booking system will be updated accordingly.

All our training courses are held at our dedicated training room, on the fourth floor of our main office at Francis House, E13 9PJ (**http://npw.uk.com/contact/**), unless otherwise stated. All courses are typically free for schools that have a full training Service Level Agreement with NPW. For schools with an SLA that doesn't include training, or for non-supported schools, the course charges listed below will apply. If in any doubt please contact the Education ICT helpdesk on 020 8249 6900 (option 2 and option 2 again for MIS/Admin Support). for clarification.

New for 2018/19

This year we are offering a new G Suite introduction course, designed for any school staff interested in using Google's free range of web apps to communicate and collaborate more effectively. We are also offering a Bromcom Office User and PSFinancials courses in our training portfolio for 18/19. In addition, our FMS training for new users is now more modular by splitting the 'FMS Introduction' session up into 3 distinct courses; 'FMS – Accounts Payable', 'FMS – General Ledger' and 'FMS – Budget Management & Personnel' with a recommended training pathway for new FMS staff.

Course Booking & Charges

Courses can be booked via **training@npw.uk.com** . If you require any course manuals or guides please log a call with the ICT helpdesk online via **http://helpdesk.npw.uk.com** for the attention of the MIS/Admin Support team or contact the helpdesk by telephone on 020 8249 6900 (option 2 and option 2 again for MIS/Admin Support).

COURSE TYPE	SCHOOLS WITH TRAINING 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 also 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. Discounts are available to schools who have a 3 year MIS support SLA with NPW. Please contact NPW for a quote based on your requirements

NOTE:

Additional time may also be quoted for any additional preparation required. In order to ensure these are effective, we generally recommended a maximum of 10 delegates for our bespoke training sessions,

Training Course Cancellation Policy

If you wish to cancel a course booking you must let us know via **training@npw.uk.com** at least 7 days prior to the training session to avoid any charge. Schools that fail to inform the NPW training team about cancellations at least 7 days prior to the training may incur the full cost of the training to cover any resources dedicated to the event.

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 MIS/Admin Support) or e-mail training@npw.uk.com

TRAINING CALENDAR 18/19

AUTUMN

DATE	COURSE TITLE
13/09/2018	SIMS Overview
18/09/2018	SIMS School Census Oct 2018 - New Users
19/09/2018	SIMS Attendance - New Users
20/09/2018	SIMS Office User – Day 1 of 2
20/09/2018	SIMS Updating and Applying Pupil Premium Data
25/09/2018	FMS - Accounts Payable
27/09/2018	FMS – Dinner Money
27/09/2018	SIMS School Census Oct 2018 - Refresher
02/10/2018	SIMS Office User - Day 2 of 2
02/10/2018	Bromcom School Census October 2018 - New Users
03/10/2018	FMS - General Ledger
09/10/2018	SIMS Personnel - New Users
11/10/2018	SIMS Assessment - Introduction
16/10/2018	SIMS School Workforce Census 2017 - New users
16/10/2018	Bromcom Office User
18/10/2018	MS Excel 2013 - Introduction
31/10/2018	SIMS School Workforce Census 2018 – Refresher
01/11/2018	Introduction to SIMS Reporting
02/11/2018	Bromcom School Workforce Census 2018
06/11/2018	PS Financials - Introduction
07/11/2018	NOVA Timetable Maintenance & Alternative Curriculum
13/11/2018	MIS User Group
14/11/2018	FMS - Equipment Register
14/11/2018	SIMS Using CTFs
15/11/2018	MS Word 2013 - Introduction
21/11/2018	FMS - Budget Management
22/11/2018	SIMS Behaviour Management (all phases)
27/11/2018	SIMS Surgery Session
29/11/2018	Tidying SIMS Data Workshop
04/12/2018	Introduction to Google G Suite
06/12/2018	SIMS Discover Overview

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SPRING

DATE	COURSE TITLE
08/01/2019	FMS - Completing the Termly Return for the LA
09/01/2019	SIMS School Census Jan 2019 – New Users
11/01/2019	SIMS School Census Jan 2019 – Refresher
15/01/2019	SIMS Overview
15/01/2019	Bromcom School Census Jan 2019
16/01/2019	FMS - Accounts Payable
17/01/2019	SIMS Office User - Day 1 of 2
17/01/2019	FMS Dinner Money - New Users
23/01/2019	Bromcom Office User
24/01/2019	FMS - General Ledger
29/01/2019	SIMS Office User - Day 2 of 2
30/01/2019	SIMS Personnel - New Users
05/02/2019	FMS – End of Year - New Users
06/02/2019	SIMS Assessment - Introduction
07/02/2019	PS Financials - Introduction
12/02/2019	FMS – Accounts Receivable
27/02/2019	NOVA T6 Timetabling – Day 1 of 4
05/03/2019	FMS – End of Year - Refresher
06/03/2019	FMS - Budget Management
07/03/2019	MS Excel 2013 - Intermediate
12/03/2019	MS Word 2013 - Intermediate
13/03/2019	SIMS Discover Overview
13/03/2019	FMS – End of Year - Refresher
14/03/2019	NOVA T6 Timetabling – Day 2 of 4
19/03/2019	MIS User Group
19/03/2019	SIMS System Management
20/03/2019	SIMS Reporting - Intermediate
21/03/2019	SIMS Surgery Session
21/03/2019	Introduction to Google G Suite
26/03/2019	SIMS Discover Assessment User
27/03/2019	NOVA Timetable Maintenance & Alternative Curriculum
28/03/2019	FMS - BACS Processing

SUMMER

DATE	COURSE TITLE
23/04/2019	FMS - Completing the Termly Return for the LA
24/04/2019	NOVA T6 Timetabling – Day 3 of 4
30/04/2019	SIMS Overview
30/04/2019	SIMS Admissions
01/05/2019	SIMS Attendance - New User
01/05/2019	SIMS Assessment - KS1, KS2 and FSP Results
02/05/2019	SIMS Office User - Day 1 of 2
02/05/2019	SIMS School Census May 2019 – New Users
07/05/2019	FMS - Accounts Payable
08/05/2019	Bromcom Office User
09/05/2019	HCSS - School Budgeting Software
09/05/2019	Bromcom School Census May 2019
10/05/2019	SIMS Using CTFs
10/05/2019	SIMS School Census May 2019 – Refresher
14/05/2019	SIMS Office User - Day 2 of 2
15/05/2019	FMS - General Ledger
16/05/2019	SIMS Personnel - New Users
21/05/2019	NOVA T6 Timetabling – Day 4 of 4
22/05/2019	SIMS Pastoral End of Year (all phases) - New Users
23/05/2019	Introduction to SIMS Reporting
11/06/2019	SIMS Pastoral End of Year (all phases) - Refresher
12/06/2019	FMS - Budget Management
13/06/2019	SIMS Behaviour Management (all phases)
14/06/2019	SIMS Assessment User Group - Primary
19/06/2019	SIMS Pastoral End of Year (all phases) - Refresher
20/06/2019	MS Excel 2013 - Introduction
25/06/2019	Tidying SIMS Data Workshop
27/06/2019	PS Financials - End of Year Procedures
02/07/2019	MIS User Group
02/07/2019	SIMS Assessment User Group - Secondary
04/07/2019	SIMS Pastoral End of Year (all phases) - Refresher

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MIS CORE

MIS CORE

SIMS Overview

Aimed at

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

Course Outline

This course is ideal for new users of SIMS .net that wish to get an overview of what functionality is available in SIMS.net

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

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

SIMS Overview.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
13th September 2018	13:15hrs to 16:00hrs	Francis House, Barking Road
15th January 2019	09:15hrs to 12:00hrs	Francis House, Barking Road
30th April 2019	09:15hrs to 12:00hrs	Francis House, Barking Road

MIS CORE

SIMS Office User – Day 1 of 2

Important Note

Please note that this is the first part of a two day course. Delegates should attend both sessions.

Aimed at

New users of SIMS .net who 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

No previous knowledge of SIMS .net is required.

Users new to SIMS.net are advised to attend the SIMS Overview 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 Office User.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
20th September 2018	09:15hrs to 12:00hrs	Francis House, Barking Road
17th January 2018	09:15hrs to 12:00hrs	Francis House, Barking Road
2nd May 2018	09:15hrs to 12:00hrs	Francis House, Barking Road

MIS CORE

SIMS Office User – Day 2 of 2

Important Note

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

Aimed at

New users of SIMS .net who 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

No previous knowledge of SIMS .net is required.

Users new to SIMS are advised to attend the SIMS Overview 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 Office User.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
2nd October 2018	09:15hrs to 12:00hrs	Francis House, Barking Road
29th January 2019	09:15hrs to 12:00hrs	Francis House, Barking Road
14th May 2019	09:15hrs to 12:00hrs	Francis House, Barking Road

MIS CORE

Bromcom Office User

Aimed at:

New users of Bromcom who are regular users of the system. No previous experience of Bromcom is required.

Course Outline

The course will introduce the core functionality of the Bromcom MIS and cover all aspects of adding and maintaining pupil records.

Training Agenda

- Brief overview of Bromcom
- Managing pupil records
- Managing contact details
- Recording leavers and re-admissions
- Importing and exporting CTFs
- Quick Edit tool
- Basic Reporting

Knowledge Required

No previous knowledge of Bromcom 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

Bromcom Office User.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
16th October 2018	13:15hrs to 16:00hrs	Francis House, Barking Road
23rd January 2019	09:15hrs to 12:00hrs	Francis House, Barking Road
8th May 2019	13:15hrs to 16:00hrs	Francis House, Barking Road

MIS CORE

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 Admissions.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
30th April 2019	13:15hrs to 16:00hrs	Francis House, Barking Road

MIS CORE

SIMS Attendance– New Users

Aimed at

Staff in School with responsibility for the day to day operation and management of attendance. Primary schools use Attendance and Secondary school use Lesson Monitor but much of the core functionality is the same.

Course Outline

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

Training Agenda

- Record attendance marks for pupils/students
- How to use the Take Register routines
- How to manage pupil attendance data and how to run reports 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 SIMS Overview 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 Attendance.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
19th September 2018	13:15hrs to 16:00hrs	Francis House, Barking Road
1st May 2019	09:15hrs to 12:00hrs	Francis House, Barking Road

MIS CORE

SIMS SEN User

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 SIMS Overview 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 report SEN Information to the DfE.

Required Documents

SIMS SEN User.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
Available on request		

MIS CORE

SIMS 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

Schools and local authorities use Common Transfer Files (CTFs) to send pupil when a pupil transfers from one school to another. 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

Schools are obliged to transfer pupil data to a new school within 15 days of the pupil leaving. Typically, such information is transferred securely using CTFs and the DfEs dedicated S2S portal

Required Documents

SIMS Using CTFs.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
14th November 2018	13:15hrs to 16:00hrs	Francis House, Barking Road
10th May 2019	09:15hrs to 12:00hrs	Francis House, Barking Road

MIS CORE

SIMS Pastoral End of Year (all phases) - New Users

Aimed at

Experienced Office staff who manage pupil data in SIMS and have not previously completed the pastoral end of academic year procedures in SIMS.

Course Outline

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

Training Agenda

- Creating the 2019/2020 academic year dates
- New staff for September 2019
- Creating the pastoral structure (registration groups) for 2019/2020
- Promoting existing pupils from old to new registration groups
- Bulk leavers
- Printing class lists for the new academic year

Knowledge Required

Users should have good 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 (all phases).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
22nd May 2019	09:15hrs to 12:00hrs	Francis House, Barking Road

MIS CORE

SIMS Pastoral End of Year (all phases) - Refresher

Aimed at

Experienced Office staff who manage pupil data in SIMS and have previously completed the pastoral end of academic year procedures in SIMS.

Course Outline

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

Training Agenda

- Creating the 2019/2020 academic year dates
- New staff for September 2019
- Creating the pastoral structure (registration groups) for 2019/2020
- Promoting existing pupils from old to new registration groups
- Bulk leavers
- Printing class lists for the new academic year

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 Pastoral End of Year (all phases).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
11th June 2019	09:15hrs to 11:00hrs	Francis House, Barking Road
19th June 2019	13:15hrs to 15:00hrs	Francis House, Barking Road
4th July 2019	09:15hrs to 11:00hrs	Francis House, Barking Road

MIS CORE

SIMS Behaviour Management (all phases)

Aimed at

Leadership staff with responsibility for managing pupil behaviour together with office staff involved in recording such data in SIMS. SLT staff may find the course useful to get an overview of the functionality available in SIMS 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

Some knowledge of SIMS is useful.

Duration

Half Day

Costs

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

Required Documents

SIMS Behaviour Management.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).

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
22nd November 2018	13:15hrs to 16:00hrs	Francis House, Barking Road
13th June 2019	09:15hrs to 12:00hrs	Francis House, Barking Road

MIS CORE

SIMS Updating &Applying Pupil Premium Data

Aimed at

Staff with responsibility for updating and maintaining pupil premium data in SIMS. 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

Pupil premium data must be updated each academic year. Typically, the DfE release PP data over the Summer break for the current financial year. 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 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

SIMS Pupil Premium Guidance.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
20th September 2018	13:15hrs to 16:00hrs	Francis House, Barking Road

PUPIL PERFORMANCE

PUPIL PERFORMANCE

SIMS Assessment - Introduction

Aimed at

This course is recommended for any staff new to Assessment Manager or in need of a refesher and is prerequisite requirement to all the other assessment courses.

Course Outline

At the conclusion of this 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 session is structured such that 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

SIMS Assessment Introduction.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
11th October 2018	13:15hrs to 16:00hrs	Francis House, Barking Road
6th February 2019	09:15hrs to 12:00hrs	Francis House, Barking Road

PUPIL PERFORMANCE

SIMS Assessment - 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

SIMS Assessment KS1, KS2 & FSP Results.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
1st May 2018	13:15hrs to 16:00hrs	Francis House, Barking Road

PUPIL PERFORMANCE

SIMS Assessment - Data Analysis (all phases)

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 is 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

SIMS Assessment – Data Analysis.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
Available on request		

PUPIL PERFORMANCE

SIMS Discover Overview (all phases)

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 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. It's ideal for producing governor or prospectus reports and can be used to

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

SIMS Discover Overview.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
6th December 2018	09:15hrs to 12:00hrs	Francis House, Barking Road
13th March 2019	09:15hrs to 12:00hrs	Francis House, Barking Road

PUPIL PERFORMANCE

SIMS Discover Assessment User (all phases)

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

SIMS Discover Assessment User.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
26th March 2019	13:15hrs to 16:00hrs	Francis House, Barking Road

PUPIL PERFORMANCE

SIMS Profiles

Aimed at

Staff responsible for managing pupil termly reports.

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 automatically 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.

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

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.

Required Documents

SIMS Profiles.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).

Additional Info

During the training Office 2010 will be used.

Date	Time	Venue
Available on request		

FINANCE & PERSONNEL

FMS - Accounts Payable

Important Note

Please note that this is the 1st of 3 courses on the recommended training pathway for new School Business Managers, Finance Officers and Admin staff who are new to FMS

Aimed at

School Business Managers, Finance Officer new to FMS.

Course Outline

This course will take the user through the steps needed to use FMS to process orders, invoices and payments.

Training Agenda

- Setup and maintain supplier details
- Processing purchase orders
- Processing invoices and credit notes
- Cheque processing
- BACS payments (overview)

Knowledge Required

No previous experience is required.

Duration

Full Day

Costs

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

Required Documents

FMS - Accounts Payable.pdf

Date	Time	Venue
25th September 2018	09:15hrs to 15:00hrs	Francis House, Barking Road
16th January 2019	09:15hrs to 15:00hrs	Francis House, Barking Road
7th May 2019	09:15hrs to 15:00hrs	Francis House, Barking Road

FINANCE & PERSONNEL

FMS - General Ledger

Important Note

Please note that this is the 2nd of 3 courses on the recommended training pathway for new School Business Managers, Finance Officers and Admin staff who are new to FMS

Aimed at

School Business Managers, Finance Officer new to FMS.

Course Outline

This course will take the user through the steps needed to maintain their income and expenditure on the FMS system. The user will go through how to complete bank and charge account reconciliation, process journals, non-invoiced income, petty cash and VAT processing. The course will also cover some reporting

Training Agenda

- Using bank reconciliation
- Using charge account reconciliation
- Understanding the chart of accounts review
- Manual journal processing
- Non-Invoiced Income
- Petty cash processing
- VAT processing
- Journal review & general ledger reports
- Creating user defined reports

Knowledge Required

User must have some basic knowledge of FMS and budgeting procedure. If you are new to FMS it is recommended that you attend the 'FMS – Accounts Payable' course prior to this course.

Duration

Full Day

Costs

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

Required Documents

FMS - General Ledger.pdf

Date	Time	Venue
3rd October 2018	09:15hrs to 15:00hrs	Francis House, Barking Road
24th January 2019	09:15hrs to 15:00hrs	Francis House, Barking Road
15th May 2019	09:15hrs to 15:00hrs	Francis House, Barking Road

FINANCE & PERSONNEL

FMS - Budget Management

Important Note

Please note that this is the 3rd of 3 courses on the recommended training pathway for new School Business Managers, Finance Officers and Admin staff who are new to FMS

Aimed at

School Business Managers, Finance Officer new to FMS.

Course Outline

This course is aimed at Bursars and School Business managers who wish to manage their budgets using FMS. The course will take the user through how to modify the chart of accounts, budget allocation checking personnel projections, and running Cash Flow reports.

Training Agenda

- Modifying the chart of accounts
- Budget allocation to cost centres/ledger codes
- Personnel links & salary projections
- General ledger reports for budget monitoring
- Cash flow reports

Knowledge Required

User must have some FMS and budgeting experience. If you are new to FMS it is recommended that you attend the 'FMS – Accounts Payable' course, followed by the 'FMS – General Ledger' course prior to this session

Duration

Full Day

Costs

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

Required Documents

FMS - Budget Management.pdf

Date	Time	Venue
21st November 2018	09:15hrs to 15:00hrs	Francis House, Barking Road
6th March 2019	09:15hrs to 15:00hrs	Francis House, Barking Road
12th June 2019	09:15hrs to 15:00hrs	Francis House, Barking Road

FINANCE & PERSONNEL

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. Schools will be given the opportunity to remote access their own school data and complete the return with assistance from One Source officers and NPW. PCs can be shared if two people from each school wish to attend

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

Info to be brought on day: Must be run on first morning after the period end before processing anything on FMS.

- **VNC number of school PC**
- Lloyds Bank Statement
- Unreconciled items
- Copy of CEA report
- Bank Claims
- Petty Cash Reimbursement listing
- Fund to bank journal
- Back page of cash allocation for year-end (document showing all cash allocated).

Date	Time	Venue
8th January 2019	09:15hrs to 11:00hrs	Francis House, Barking Road
23rd April 2019	09:15hrs to 11:00hrs	Francis House, Barking Road

FINANCE & PERSONNEL

HCSS - School Budgeting Software

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 - School Budgeting Software.pdf

Date	Time	Venue
9th May 2019	09:15hrs to 12:00hrs	Francis House, Barking Road

SIMS 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

SIMS - Dinner Money.pdf

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
27th September 2018	09:15hrs to 12:00hrs	Francis House, Barking Road
17th January 2019	13:15hrs to 16:00hrs	Francis House, Barking Road

FINANCE & PERSONNEL

SIMS 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

SIMS Personnel for New Users.pdf

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
9th October 2018	09:15hrs to 15:00hrs	Francis House, Barking Road
30th January 2019	09:15hrs to 15:00hrs	Francis House, Barking Road
16th May 2019	09:15hrs to 15:00hrs	Francis House, Barking Road

FINANCE & PERSONNEL

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

SIMS Personnel - Staff Performance Management.pdf

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
Available on request		

FINANCE & PERSONNEL

FMS – Equipment 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 FMS 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.pdf

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
14th November 2018	09:15hrs to 12:00hrs	Francis House, Barking Road

FINANCE & PERSONNEL

FMS – Accounts Receivable

Aimed at

Management and office 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.pdf

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
12th February 2019	09:15hrs to 12:00hrs	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.pdf

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
5th February 2019	09:15hrs to 12:00hrs	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.pdf

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
5th March 2019	09:15hrs to 11:00hrs	Francis House, Barking Road
13th March 2019	13:15hrs to 15:00hrs	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 Lloydslink
- Manage Payment from Lloydslink
- 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

FMS - BACS Processing.pdf

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
28th March 2019	09:15hrs to 12:00hrs	Francis House, Barking Road

FINANCE & PERSONNEL

PS Financials - Introduction

Aimed at

School Business Managers, School Bursars and Finance Officers

Course Outline

The course take the user through the day to day processes in PS Financial.

Training Agenda

- Creating and maintaining user groups and users in PS Financials
- Raising a Requisition
- Raising a Purchase Order
- Raising a Goods Received Note
- Raising a Purchase Invoice
- Payment runs
- Bank Statement Reconciliation
- Transactional Analysis

Knowledge Required

No previous knowledge of PS Financials is required.

Duration

Full Day

Costs

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

Required Documents

PS Financials – Introduction.pdf

Date	Time	Venue
6th November 2018	09:15hrs to 15:00hrs	Francis House, Barking Road
7th February 2019	09:15hrs to 15:00hrs	Francis House, Barking Road

FINANCE & PERSONNEL

PS Financials – End of Year Procedures

Aimed at

School Business Managers, School Bursars and Finance Officers

Course Outline

The course take the user through the year end procedures in PS Financials.

Training Agenda

- Accounts review
- Accruals/Prepayments identification and posting
- Trips - deferring balances
- Capitalising assets
- Fixed asset register preparation
- Posting depreciation
- Balance sheet reconciliations
- Fund overview and allocation
- Documentation to provide to auditors
- PSF Year End process
- Closing the previous financial year

Knowledge Required

Attendees should have a good working knowledge of PS Financials.

Duration

Half Day

Costs

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

Required Documents

PS Financials – EOY Procedures.pdf

Date	Time	Venue
27th June 2019	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 basic reports
- Creating new reports using the report design wizard
- Creating a basic mailmerge document/address labels
- Introduction to Analysis

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.pdf

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
1st November 2018	09:15hrs to 15:00hrs	Francis House, Barking Road
23rd May 2019	09:15hrs to 15:00hrs	Francis House, Barking Road

SIMS REPORTING

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 moving on to 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 will 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
20th March 2019	09:15hrs to 15:00hrs	Francis House, Barking Road

STATUTORY RETURNS

STATUTORY RETURNS

SIMS School Census Oct 2018 – New Users

Aimed at

Staff responsible for producing the School Census return for the DFE on the 4th October 2018. 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

SIMS - Producing the Oct 2018 Census.pdf (available on the day)

DFE 2018/19 Census Guidance.pdf (available from August 2018)

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
18th September 2018	13:15hrs to 16:00hrs	Francis House, Barking Road

STATUTORY RETURNS

SIMS School Census Oct 2018 – Refresher

Aimed at

Staff responsible for producing the School Census return for the DfE on the 4th October 2018. 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

SIMS - Producing the Oct 2018 Census .pdf (available on the day)

DFE 2018/19 Census Guidance.pdf (available from August 2018)

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
27th September 2018	13:15hrs to 15:00hrs	Francis House, Barking Road

STATUTORY RETURNS

Bromcom School Census Oct 2018

Aimed at

Staff responsible for producing the School Census return for the DFE on the 4th October 2018. This course is intended for those who do not have any previous experience of completing a Census return in Bromcom or those who require a refresher.

Course Outline

The course will look at preparing your Pupil, Exclusion and Attendance data in Bromcom. 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 in Bromcom.

Knowledge Required

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

Bromcom - Producing the Oct 2018 Census .pdf
(available on the day)

DFE 2018/19 Census Guidance.pdf
(available from August 2018)

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
2nd October 2018	13:15hrs to 15:00hrs	Francis House, Barking Road

STATUTORY RETURNS

SIMS School Census Jan 2019 – New Users

Aimed at

Staff responsible for producing the School Census return for the DfE on 17th January 2019. 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

SIMS - Producing the Jan 2019 Census.pdf (available on the day)

DFE 2018-19 Census Guidance.pdf (available from August 2018)

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
9th January 2019	13:15hrs to 16:00hrs	Francis House, Barking Road

STATUTORY RETURNS

SIMS School Census Jan 2019 – Refresher

Aimed at

Staff responsible for producing the School Census return for the DfE on 17th January 2019. 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

SIMS - Producing the Jan 2019 Census.pdf (available on the day)

DFE 2018-19 Census Guidance.pdf (available from August 2018)

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
11th January 2019	09:15hrs to 11:00hrs	Francis House, Barking Road

STATUTORY RETURNS

Bromcom School Census Jan 2019

Aimed at

Staff responsible for producing the School Census return for the DFE on the 17th January 2019. This course is intended for those who do not have any previous experience of completing a Census return in Bromcom or those who require a refresher.

Course Outline

The course will look at preparing your Pupil, Exclusion and Attendance data in Bromcom. 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 in Bromcom.

Knowledge Required

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

Bromcom - Producing the Jan 2019 Census .pdf
(available on the day)

DFE 2018/19 Census Guidance.pdf
(available from August 2018)

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
15th January 2019	13:15hrs to 15:00hrs	Francis House, Barking Road

STATUTORY RETURNS

SIMS School Census May 2019 – New Users

Aimed at

Staff responsible for producing the School Census return for the DfE on the 16th May 2019. 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

SIMS - Producing the May 2019 Census.pdf (available on the day)

DFE 2018-19 Census Guidance (available from August 2018)

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
2nd May 2019	13:15hrs to 16:00hrs	Francis House, Barking Road

STATUTORY RETURNS

SIMS School Census May 2019 – Refresher

Aimed at

Staff responsible for producing the School Census return for the DfE on 16th May 2019. 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

SIMS - Producing the May 2019 Census.pdf (available on the day)

DFE 2018-19 Census Guidance (available from August 2018)

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
10th May 2019	13:15hrs to 15:00hrs	Francis House, Barking Road

STATUTORY RETURNS

Bromcom School Census May 2019

Aimed at

Staff responsible for producing the School Census return for the DFE on the 16th May 2019. This course is intended for those who do not have any previous experience of completing a Census return in Bromcom or those who require a refresher.

Course Outline

The course will look at preparing your Pupil, Exclusion and Attendance data in Bromcom. 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 in Bromcom.

Knowledge Required

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

Bromcom - Producing the May 2019 Census .pdf
(available on the day)

DFE 2018/19 Census Guidance.pdf
(available from August 2018)

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
9th May 2019	13:15hrs to 16:00hrs	Francis House, Barking Road

STATUTORY RETURNS

SIMS School Workforce Census 2018 – New Users

Aimed at

Staff in school responsible for producing the School Workforce Census return for the DfE on the 8th November 2018, 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 – Producing the School Workforce Census November 2018 .pdf.

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
16th October 2018	09:15hrs to 12:00hrs	Francis House, Barking Road

STATUTORY RETURNS

SIMS School Workforce Census 2018 – Refresher

Aimed at

Staff in school responsible for producing the School Workforce Census return for the DfE on the 8th November 2018, 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 – Producing the School Workforce Census November 2018 .pdf.

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
31st October 2018	09:15hrs to 11:00hrs	Francis House, Barking Road

STATUTORY RETURNS

Bromcom School Workforce Census 2018

Aimed at

Staff in school responsible for producing the School Workforce Census return for the DfE on the 8th November 2018. This course is intended for those who do not have any previous experience of completing a Workforce Census return in Bromcom or those who require a refresher.

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 to prepare your staff data in Bromcom
- 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 DfE.

Knowledge Required

Some knowledge of managing staff records in Bromcom is recommended.

Duration

Half Day

Costs

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

Required Documents

Bromcom - Producing the School Workforce Census November 2018.pdf.

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
2nd November 2018	09:15hrs to 12:00hrs	Francis House, Barking Road

SECONDARY SPECIFIC

SECONDARY ONLY

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 – Day 1.pdf

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
27th February 2019	09:15hrs to 15:00hrs	Francis House, Barking Road

SECONDARY ONLY

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 – Day 2.pdf

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
14th March 2019	09:15hrs to 15:00hrs	Francis House, Barking Road

SECONDARY ONLY

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 – Day 3.pdf

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
24th April 2018	09:15hrs to 15:00hrs	Francis House, Barking Road

SECONDARY ONLY

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 – day 4.pdf

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 May 2018	09:15hrs to 15:00hrs	Francis House, Barking Road

SECONDARY ONLY

NOVA Timetable Maintenance & Alternative Curriculum

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

Nova Timetable Maintenance.pdf

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
7th November 2018	13:15hrs to 16:00hrs	Francis House, Barking Road
27th March 2019	09:15hrs to 12:00hrs	Francis House, Barking Road

SECONDARY ONLY

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.

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.

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
- 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

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

SIMS Cover Management.pdf

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
Available on request		

SECONDARY ONLY

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.pdf

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
Available on request		

PRODUCTIVITY

PRODUCTIVITY

Introduction to Google G Suite (web based apps)

Aimed at

This course is aimed at all school staff who are interested in using the free G suite web based apps, including Google drive cloud storage, to ensure their file and resources are accessible from anywhere

Course Outline

G suite, formerly Google apps, provides users with on line storage and file sharing together with productivity tools such as cloud based email, word processing, spreadsheets, video conferencing, etc.

As a Google partner, NPW can help schools setup and configure their own school domain and Google accounts for staff. As an educational provider Google will provide unlimited cloud storage through Google drive and all staff can use the G Suite web apps such as Docs, Sheets, Slides, Mail, etc. This course introduces delegates to cloud based working and the core G Suite apps.

Training Agenda

- Introduction to Cloud computing
- Overviewof G Suite and Google Drive storage
- Introduction to Google Docs
- Introduction to Google Sheets
- Introduction to Google Slides
- Overview of document tracking and sharing

Knowledge Required

No previous experience of G Suite apps 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

G Suite Introduction.pdf

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
4th December 2018	13:15hrs to 16:00hrs	Francis House, Barking Road
21st March 2019	13:15hrs to 16:00hrs	Francis House, Barking Road

PRODUCTIVITY

MS Word 2013 - Introduction

Microsoft

Aimed at

This course is aimed at admin and management staff who are 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.pdf

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
15th November 2018	09:15hrs to 15:00hrs	Francis House, Barking Road

PRODUCTIVITY

MS Word 2013 - Intermediate

Microsoft

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

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.pdf

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
12th March 2019	09:15hrs to 12:00hrs	Francis House, Barking Road

PRODUCTIVITY

MS Excel 2013 - Introduction

Microsoft

Aimed at

This course is designed for admin and management staff within a school, with little or no experience of Excel

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
- Using basic formulae

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.pdf

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
18th October 2018	09:15hrs to 15:00hrs	Francis House, Barking Road
20th June 2019	09:15hrs to 15:00hrs	Francis House, Barking Road

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PRODUCTIVITY

MS Excel 2013 - Intermediate

Microsoft

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.pdf

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
7th March 2019	09:15hrs to 12:00hrs	Francis House, Barking Road

PRODUCTIVITY

SIMS Surgery Session

Aimed at

All users with any specific issues with their MIS, finance or office productivity software that they can work on remotely with the support of

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
27th November 2018	09:15hrs to 12:00hrs	Francis House, Barking Road
21st March 2019	09:15hrs to 12:00hrs	Francis House, Barking Road

DATA MANAGEMENT

DATA MANAGEMENT

Tidying 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.pdf

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
29th November 2018	09:15hrs to 15:00hrs	Francis House, Barking Road
25th June 2019	09:15hrs to 15:00hrs	Francis House, Barking Road

DATA MANAGEMENT

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.pdf

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
19th March 2019	13:15hrs to 16:00hrs	Francis House, Barking Road

USER GROUPS

USER GROUPS

MIS User Group (all phases)

Aimed at

Staff responsible for the management of the school MIS/finance system. Please note that there is a limit of two places per school.

Course Outline

NPW hosts a termly Management Information System (MIS) user group meeting, to provide a forum for planning, discussion and networking by school staff with responsibility for the management of the MIS system. This is an opportunity to discuss new software developments, MIS related initiatives 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.

Required Documents

None

However, if you have any additional resources that you would like to discuss during the session, please bring these with you.

Additional Info

Refreshments will be included for delegates attending this user group.

Date	Time	Venue
13th November 2018	09:15hrs to 12:00hrs	Francis House, Barking Road
19th March 2019	09:15hrs to 12:00hrs	Francis House, Barking Road
2nd July 2019	09:15hrs to 12:00hrs	Francis House, Barking Road

USER GROUPS

SIMS Assessment User Group - Primary

Aimed at

School Assessment Co-ordinators and other school staff involved in primary assessment. Please note that there is a limit of two places per school.

Course Outline

This SIMS Assessment User Group will focus on the free analysis tools that are available to schools to help them analyse their statutory assessment data. Techniques to compare results for key pupil groups against national measures will be explored. In addition, the session will give assessment coordinators and other staff involved in assessment the opportunity to raise questions, discuss challenges and network with fellow assessment co-ordinators.

Duration

Half Day

Costs

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

Required Documents

None

However, if you have any additional resources that you would like to discuss during the session, please bring these with you.

Additional Info

Brunch will be included for delegates attending this user group.

Date	Time	Venue
14th June 2019	09:15hrs to 12:00hrs	Francis House, Barking Road

User Groups

SIMS Assessment User Group - Secondary

Aimed at

School Assessment Co-ordinators and other school staff involved in secondary assessment. Please note that there is a limit of two places per school.

Course Outline

This SIMS Assessment User Group will focus on the free analysis tools that are available to schools to help them analyse their statutory assessment data. Techniques to compare results for key pupil groups against national measures will be explored. In addition, the session will give assessment coordinators and other staff involved in assessment the opportunity to raise questions, discuss challenges and network with fellow assessment co-ordinators.

Duration

Half Day

Costs

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

Required Documents

None

However, if you have any additional resources that you would like to discuss during the session, please bring these with you.

Additional Info

Refreshments will be included for delegates attending this user group.

Date	Time	Venue
2nd July 2019	13:15hrs to 15:30hrs	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, Bromcom, FMS, PSFinancials, etc)
3 for Technical support
4 for Web and connectivity issues
5 for Curriculum ICT support

To book on a training course please email **training@npw.uk.com**. If you require any course manuals or guides please log a call with the ICT helpdesk online via **http://helpdesk.npw.uk.com** for the attention of the MIS/Admin Support team or by phoning the number above.