

Training Course Calendar – Spring/Summer Term 2019

Cygnets run a selection of training courses to support SIMS / FMS and the use of technology to support teaching and learning in Computing and across the Curriculum. Please find below an overview of the SIMS courses for the Spring/Summer terms. You can book onto any of the courses through CPD Online www.samscpdonline.org or contact us at helpdesk@cygnets.it

Date	Times	Location	Courses Name
Spring			
19 th Mar	09.30 – 12.30	Abbey Primary School	Behaviour Management
20 th Mar	09.30 – 12.30	Abbey Primary School	FMS End of Year (Capita – Chargeable £150.00, depending on service pack)
21 st Mar	16.00 – 17.30	Abbey Primary School	Hands On with G Suite For Education
27 th Mar	09.30 – 12.30	Abbey Primary School	SEN User
27 th Mar	19.00 -17.30	Abbey Primary School	Computing In Our School – Are We Up to Scratch
28 th Mar	09.30 – 12.30	Abbey Primary School	Sims Cover
3 rd Apr	09.30 – 12.30	Abbey Primary School	Office User Tips & Tricks
Summer			
1 st May	09.30 – 12.30	Abbey Primary School	Office User Standard
2 nd May	09.30 – 12.30	Abbey Primary School	School Census
7 th May	09.30 – 12.30	Abbey Primary School	Reporting Standard
8 th May	09.30 – 12.30	Abbey Primary School	Early Years Tracking
15 th May	09.30 – 12.30	Abbey Primary School	Office User Extended
17 th May	09.30 – 12.30	Abbey Primary School	Reporting Extended
22 nd May	09.30 – 12.30	Abbey Primary School	Primary Statutory Returns
23 rd May	09.30 – 12.30	Abbey Primary School	Cover
5 th Jun	09.30 – 12.30	Abbey Primary School	End of Year Procedures (Primary)
	13.30 – 16.00	Abbey Primary School	End of Year Procedures (Secondary)
6 th Jun	09.30 – 12.30	Abbey Primary School	Interventions
7 th June	13.15 – 16.30	Abbey Primary School	Primary Computing Co-Ordinator Network Meeting Spring
12 th Jun	09.30 – 12.30	Abbey Primary School	Attendance
19 th Jun	09.30 – 12.30	Abbey Primary School	Discover Overview
25 th Jun	09.30 – 12.30	Abbey Primary School	Personnel

26th Jun	09.30 – 12.30	Abbey Primary School	FMS Basic User (Chargeable £80.00, depending on service pack)
2nd Jul	09.30 – 12.30	Abbey Primary School	Assessment Essentials
3rd Jul	09.30 – 12.30	Abbey Primary School	Behaviour Management
10th Jul	09.30 – 12.30	Abbey Primary School	SEN User
11th Jul	09.30 – 12.30	Abbey Primary School	Post 16
17th Jul	09.30 – 12.30	Abbey Primary School	Office User Tips & Tricks

TO BOOK YOUR PLACE ON ANY OF THE ABOVE COURSES, PLEASE VISIT:

www.samscpdonline.org

OR EMAIL

helpdesk@cygnets.it



SIMS Course Overviews

Office User Standard

This course gives a good introduction to SIMS.net and the Home Page. It explores the key functionality and features in SIMS to enable your school to run efficiently.

School Census

This course is aimed at staff who are responsible for creating the School Census Return. It will show preparing the data including the new requirements and the methodology for correcting any errors.

Reporting Standard

An introduction to the report designing process, run pre-defined reports, modify and create reports. Produce mail merge and labels.

Office User Extended

This course will focus on extending pupil details, agents and agencies, absences, salutations and the School Diary. Look at Exclusions, pastoral structure, user defined fields and general housekeeping.

Reporting Extended

This course will cover more complicated reports, modify templates, develop the use of RTF output. Sub reports and extend the use of the Analysis tool. Create an Absent Parent report.

Early Years Tracking

This course is designed for those schools using the Capita Early Years Tracking Sheets. To assist with analysis of your Early Years assessment data, looking at mark sheets, analysis grids and tracking grids.

Cover

This course will focus on how to manage staff absence, links with Personnel, supply staff and room closures.

Attendance

This course covers the procedures in Attendance which enables school's to monitor their statutory needs. Configure Attendance, prepare letters and extract the data through various reports.

Discover Overview

Learn how to use SIMS Discover to analyse your school's data. How to create the graphs and manipulate them, generate Venn analysis and configure dynamic groups.

End of Year Procedures (Primary/Secondary)

This presentation will show the steps required to enable a successful transition from one academic year to another. Create a new academic year, setup next year's registration groups and year groups. Promote the students from one year into the next.

Basic FMS User

This course is for new users to FMS. Users will understand the setup of FMS including adding users and assigning access rights. Creating orders and invoices. Understand the payment process, recording income and petty cash processes.

FMS End of Year (All Day) – Capita

This course will be run by a Capita representative and will cover all aspects of FMS end of year procedures.

Primary Statutory Returns Uploads and Analysis

This course is designed to show users how to use the SIMS Assessment wizard and input and upload the EYFS, Phonics, KS1 and KS2 results. Additionally analysing the results.

Personnel

This course is aimed at staff who are new to using Personnel in SIMS. Add new and edit existing personnel records, maintain pay and contract related data. Produce reports.

Interventions

This course will cover how to plan an intervention, add pupils, set a start point and target, add costings and facilitators. Run an intervention, add sessions and notes and an end point. Run the reports that are available in the module as well as design new reports.

Behaviour Management

This course provides a complete overview of the SIMS Behaviour Management area which a school can use to record, monitor and manage its pupils' behavior and achievements, including detentions.

SEN User

This course is designed to enable schools to manage and record details of reviews, events and provisions, manage students with statements, EHCP, produce reports. The course will cover how to edit lookup tables; add linked adults, agents and agencies.

Assessment Essentials - Secondary

This course covers the essential skills needed to build and implement assessment within schools. It will cover aspects, grade sets and result sets. Building templates and creating mark sheets, filtering and using formulas in assessment.

Post 16

Learn how to manage student memberships of courses and understand when a course is created. Import and assign QWS Qn codes and manage the Post-16 learning aims processes.

Office User Tips & Tricks

An overview of some SIMS usage Tips and Tricks including contact management, user defined groups and fields, alerts, merging agents and agencies. How to setup and run quick reports and changes to data via bulk update.

