

# Online Training Autumn Term 2020

Date	Course
Mon 14th Sept	Course Manager
Tues 15th Sept	An Administrators Guide to Maintaining the Timetable - Half Day AM
Weds 16th Sept	Post 16 Census
Thurs 17th Sept	Exams Organiser - Day 1
Fri 18th Sept	Exams Organiser - Day 2
Mon 21st Sept	Post 16 Census
Tues 22nd Sept	Cover
Weds 23rd Sept	Census (Primary) Beginner - Half Day AM
Thurs 24th Sept	Primary New Office User
Fri 25th Sept	Secondary New Office User
Mon 28th Sept	Post 16 Census
Tues 29th Sept	Census (Secondary) Non Post 16 Beginner - Half Day AM
Weds 7th Oct	Standard Reporting
Thurs 8th Oct	Assessment Essential Skills - Day 1
Fri 9th Oct	Assessment Essential Skills - Day 2
Tues 13th Oct	Personnel - Half Day AM
Tues 13th Oct	Personnel - Half Day PM
Tues 20th Oct	School Workforce Census - Half Day AM
Tues 20th Oct	School Workforce Census - Half Day PM
Weds 21st Oct	Extended Reporting
Tues 3rd Nov	Secondary New Office User
Weds 11th Nov	Options Online
Mon 16th Nov	Exams Organiser - Day 1
Tues 17th Nov	Exams Organiser - Day 2
Weds 18th Nov	Advanced Reporting with Excel

**As places are limited we recommend booking as early as possible via the School ICT website to avoid disappointment: -**

**<https://www.schoolicts.co.uk/online-training/>**

**Please ensure when booking that you use the e-mail address and phone number that you will be using for the training.**

**Please feel free to share this information with colleagues and friends from other establishments if it may be of interest.**

**Should you have any queries please call the School ICT Helpdesk on: 0345 222 6802.**