

SIMS CPD Pick & Mix Training

CPD Module	Duration	Brief Summary
Academic Management promotion		
Academic Management using alternative curriculum		
Attendance Best Practice		
Attendance Reporting and Letters		
Basic Reporting		
Bulk Updating Student Records	1.5 Hr	<ul style="list-style-type: none"> • Using the Bulk Update routine. • Bulk importing of photographs. • Importing and maintaining Pupil Premium (England only). • Maintaining Other Schools Details.
Changing rooms/ staff/ levels in Nova T6		
Cover		
Contacts & addresses and customising correspondence	1 Hr	<ul style="list-style-type: none"> • Generate salutations and addressees effectively. • Maintain and tidy addresses. • Recognise and rectify duplicate contacts. • Customise correspondence
Dealing with Leavers and Joiners incl CTF and matching routine.	1 Hr	<ul style="list-style-type: none"> • Managing a mid-year starter. • CTF Import. • Managing leavers. • CTF Export. • Re-admitting a pupil. • CTF matching
Designing and generating individual reports in assessment		
Discover		
Emergency Alert and Communications Log		

Exam Basedata and links to course manager and performance measures	1 to 1.5 hrs	<ul style="list-style-type: none"> • Understanding and examining your basedata for information • Updating the course information in Course Manager to reflect the most current course data • Checking that your Performance Indicators are correctly set up for each academic year
Exam Seating	1hr	<ul style="list-style-type: none"> • Checking Exam room set up • How to seat candidates in multiple rooms for the same exam • How to seat candidates in 1 room for multiple exams • Checking your Access Arrangements are seated in the correct rooms for their needs
Exclusions	1 Hr	<ul style="list-style-type: none"> • Record an exclusion. • Update changes to exclusions
FMS – Income and Petty Cash	1 Hr	<ul style="list-style-type: none"> • Record income, produce receipts and pay the income into a bank account • Record cash book journals for income paid into a bank account • Process petty cash transactions and reimburse the petty cash system
FMS – Purchase Ledger	1.5 Hr	<ul style="list-style-type: none"> • Add a new supplier • Record a Purchase Order • Record an Invoice and Credit Note ready for payment
FMS – Payment Processing	1.5	<ul style="list-style-type: none"> • Cheque and BAC's Processing • Setting up and making payments by debit card • Setting up and making payments by charge card
FMS – Journals	1	<ul style="list-style-type: none"> • Create Journals that affect the ledger – normal journals, copy journals, journal templates and reversing journals • Create journals that affect the back – cash book journals.
FMS – Monthly Processes	1.5	<ul style="list-style-type: none"> • Bank processes and bank reconciliation • VAT procedures • Payroll Procedures

Generating and running the Census (not dealing with errors)	1hr	<ul style="list-style-type: none"> • Checking latest fileset and CDP information relevant for each Census • How to locate the Census • How to create a Census • How to generate the Census • How to produce a report showing any errors and queries
Homepage exploration and setup		
Importing Exam and Component Results and Running Basic Exam Reports	1hr	<ul style="list-style-type: none"> • Locating results files in your MIS • Importing overall results in to Exams Organiser • Reporting on Exam results • Producing Statements of results for students • Importing component results in to SIMS.net • Locating the component results once imported
In Touch Basics	1 Hr	<ul style="list-style-type: none"> • Setting up templates • Sending General messages • Sending out unexplained absences Notifications •
Interventions		
Key Stage Returns	1.5 Hr	<ul style="list-style-type: none"> • Importing resources • Setting up Wizards • Adding results • Exporting CTF • Running Pupil reports
Maintaining Contracts	1.5 Hr	<ul style="list-style-type: none"> • Adding Contract Information • Adding Pay Scales to an Employee • Adding an Allowance • Cloning an Existing Contract • Personnel Links to FMS
Maintaining the Pastoral structure and promotion		

Options Online		
Recording behaviour and achievement		
School Workforce Census quick	1.5 Hr	<ul style="list-style-type: none"> • Overview of basic details • Payscale update • Run through SWC • Looking at Reports • Authorisation
SEN	1hr	<ul style="list-style-type: none"> • Searching for SEN • Updating Status and needs • Generating review letters
Setting up Parent App lite	1.5 Hr	<ul style="list-style-type: none"> • Inviting users (staff, parents and students) • Managing invites. • Assigning administrator rights to staff. • Parent App visibility switches and theme customisation. • Student App visibility switches. • Introduction to SIMS Activities.
Student List Reports	1hr	Investigating Student List Report functionality, creating a report and using this as additional information in the Student Teacher View.
System Manager		
Understanding Sims ID		
Updating Pay Scales in Personnel	1hr	Working through how to update paycales in each service term, the dates and how to update contracts/superannuation
User Defined Fields		

Terms & Conditions

Make your selections from the list above (Min 5 hours.)

5hrs + £120 per hour 10hrs + £110 per hour

All training must be taken in one academic year (Sept – Jul) within the confines of the service during peak times throughout the academic year.

Maximum 12 delegates per session unless otherwise agreed.

All sessions to be booked at least 4 weeks in advance.

All sessions will be delivered remotely through Teams unless otherwise agreed (onsite available for 5hrs + but must be taken in one day)