Bitesize Training

School ICT
Transforming Learning Group

Arbor and SIMS Bitesize

Introducing Bitesize training.

Tailored training to suit your needs which has been designed to give you maximum impact in minimal time.

We understand time is precious so we have designed a Bitesize training range to help you fit the training you require, into a busy schedule.

Bitesize is a selection of targeted courses designed to fit your school's specific needs. Delivered by our team of education professionals who have years of experience working in schools, our Bitesize courses offer practical, impactful training in a convenient format.

To find out more or make a booking please get in touch:

Call us on: 0345 222 6802 or e-mail: helpdesk@schoolicts.co.uk

Arbor Accredited Partner

Bromcom MIS ACCREDITED

ScholarPack ACCREDITED SUPPORT

SIMS Accredited Support

Course List

Arbor and SIMS Bitesize Training

Arbor Courses:

- Attendance Reporting and Letters
- Course Structure and Academic Enrolments
- Cover and Room Changes
- Primary Key Stage Returns Process

SIMS Courses:

- Attendance Letters and reporting
- Cover Setup
- Dealing with Joiners, Leavers and the CTF Process
- Exams Basedata - Links to Course Manager and Performance Measures
- The Pastoral Structure
- Updating Pay Scales
- Primary Key Stage Returns Process
- Rooming the Timetable and Editing Staff
- Homepage Configuration
- Updating Student Records

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Arbor Bitesize

Attendance Reporting and Letters

This Bitesize course is for school staff involved in producing statistics and attendance related correspondence.

This course focuses on the processes involved in using the attendance statistics and applying filters to produce data. We will also look at creating a custom report and setting up a template using this report to generate attendance letters in Arbor.

This course is particularly useful for those who process pupil attendance and are interested in making this process more efficient.

No Previous knowledge of making changes to pupil data is required.

Course duration is approximately 1.5 hours.

Course Structure and Academic Enrolments

This Bitesize course will guide you through creating the most effective course structure and editing this if created incorrectly.

Learn the best practices for enrolling students, from manual entry to automated processes, ensuring your students' academic enrolment process is efficient and streamlined.

An understanding of your school's curriculum structure is desirable.

Course duration is approximately 1 hour.

Cover and Room Changes

This Bitesize course guides you through creating staff absences and assigning cover and shows you how you can split a cover between more than one covering person.

The course guides you through registering rooms as unavailable, assigning a replacement room to the class, and explores how to change a room for a single lesson. The course also guides you through the cover statistics that are available.

A basic understanding of the Arbor software is desirable.

Course duration is approximately 1 hour.

Primary Key Stage Returns Process

This Bitesize course is for school staff involved in recording and submitting the statutory key stage results.

This course focuses on the processes involved in importing and setting up the resources. We will look at the import and export of CTF (Common Transfer Files) to submit the data to the DfE or Local Authority and generating reports on the outcomes of the assessments to legal guardians. This course is particularly useful for those who process the key stage returns and are interested in making this process more efficient.

An understanding of how Arbor is used to maintain, and update pupil information is desirable but not essential.

No prior knowledge of Arbor Assessment is required.

Course duration is approximately 1.5 hours.

SIMS Bitesize

Attendance Letters and reporting

This Bitesize course is for school staff involved in managing Attendance and Absences in SIMS.

The course focuses on the processes involved in setting up and running Attendance Letters and Certificates using mail merge fields from SIMS. We will also explore the functionality of other available reports for reporting and analysing Attendance Data.

Previous knowledge of managing Attendance is desirable.

Course duration is approximately 1 hour.

Cover Setup

This Bitesize course is for school staff involved in managing and reporting on Cover in SIMS.

The course focuses on the processes involved in setting up Cover to ensure; that classes are being covered by the best available person using a fair and strategic approach; that consecutive day Staff absences show correctly in Personnel; and how to get the most out of the powerful Cover Statistics and Class / Student Impact reports.

Previous knowledge of Cover is desirable.

Course duration is approximately 1 hour.

Dealing with Joiners, Leavers and the CTF Process

This Bitesize course is for school staff involved in maintaining the pupil details in SIMS throughout the year.

This course focuses on the processes involved in adding and removing pupils from the school roll. We will look at the import and export of CTF (Common Transfer Files) to prevent causing issues with duplicate record entry in SIMS. This course is particularly useful for those who process pupil details and are interested in making this process more efficient.

No Previous knowledge of making changes to pupil data is required.

Course duration is approximately 1 hour.

Exams Basedata - Links to Course Manager and Performance Measures

This course explores the links between exams basedata, course manager and performance indicators in SIMS.

This course explores the links between exams basedata, course manager, and performance indicators in SIMS. Participants will gain essential skills to import, refresh, and report on basedata, and how to link qualifications in Course Manager to ensure results pull through correctly. The course also covers performance indicators, how to check existing ones and how to add or delete them.

Previous knowledge of SIMS Exams Organiser is required.

Course duration is approximately 1 hour.

The Pastoral Structure

This Bitesize course is for those school staff who are responsible for the set-up of the new school year.

It will focus on the processes involved in creating the new academic year (setting up term dates, etc.) and ensuring that the pastoral structure is correct, particularly if there are any changes to be made, e.g. mixed year groups (or previously mixed years going back to separate year groups), registration groups merging or being renamed, etc.

Once the new academic year is created with the correct pastoral structure, the course will then cover promotion routines, which will need to be run before the old year ends. These processes ensure that the year groups and registration groups in the new academic year are set up correctly.

Course duration is approximately 45 minutes.

Updating Pay Scales

This Bitesize course is for school staff involved in maintaining Pay Scales, Allowances and Contracts for Personnel.

This course focuses on the Pay Related Area of the module and how this data impacts the Personnel Contracts, School Workforce Census Return and the FMS (finance module).

Previous knowledge of making changes to Personnel Contracts are desirable.

Course duration is approximately 1 hour.

Primary Key Stage Returns Process

This Bitesize course is for school staff involved in recording and submitting the statutory key stage results.

This course focuses on the processes involved in importing and setting up the resources. We will look at the import and export of CTF (Common Transfer Files) to submit the data to the DfE or Local Authority and generating reports on the outcomes of the assessments to legal guardians. This course is particularly useful for those who process the key stage returns and are interested in making this process more efficient.

An understanding of how SIMS is used to maintain, and update pupil information is desirable but not essential.

No prior knowledge of SIMS Assessment is required.

Course duration is approximately 1.5 hours.

Rooming the Timetable and Editing Staff

This Bitesize course is for school staff involved in maintaining the timetable using Nova T6 throughtout the year.

This course focuses on the processes involved in rooming the timetable and editing staff assigned to classes when changes are required. This course is particularly useful for those who manually room the timetable and are interested in making this process more efficient using the auto rooming routine.

Previous knowledge of making changes to staff timetables is desirable.

Course duration is approximately 1 hour.

Homepage Configuration

This Bitesize course will show school staff how to configure their homepage to show items relevant to them and their role.

This can be on a 'per-user' basis, so two colleagues who may sit next to each other in the school office can have different homepages in SIMS, according to the roles they hold in school and the tasks they perform. Panels can be added to, or removed from, the homepage for many areas of school life, such as Attendance, Conduct, Assessment, School Diary (so any events that may be coming up in school), Reminders, Messages and a variety of other items.

The course will also show how to add multiple versions of some panels to allow different kinds of the same information to be displayed, such as attendance for one reg group, attendance for the whole school for YTD and another for 'today's attendance'.

Course duration is approximately 30 minutes.

Updating Student Records

This Bitesize Course is for school staff who are responsible for the maintenance of the student record.

The course will focus on ensuring that data for pupil/students is accurately recorded by investigating how to add and edit the student record on an individual and bulk update basis including student telephone and email addresses. Additionally, the course will cover the maintenance of 'Other Schools', the import of school photographs and the import and maintenance of Pupil Premium data. The purpose of these routines is to reduce the time it takes to enter the data required for a complete data set.

No previous knowledge of SIMS is required.

Course duration is approximately 1.5 hours.

Here at School ICT we do much more than just MIS support...

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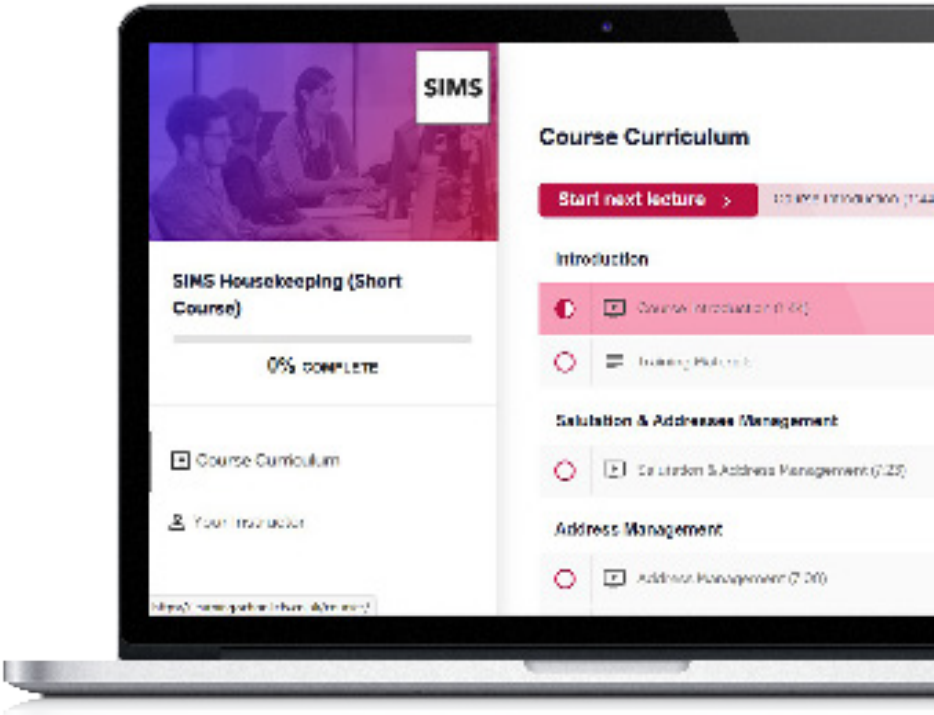
Distance Learning

Learn in your own time at your own pace

An online learning platform from the leading independent MIS Support provider in the UK

To enable you to fit training and personal development around your day job, we have developed a range of Arbor and SIMS courses you can access anytime, anywhere which provide the flexibility to study at your own pace.



Our Distance learning courses are industry recognised courses, produced by our accredited support unit, which enable you to study at a time and pace suitable for you.

Courses are available to purchase at any time, are accessible for a full year and once completed, you will be able to claim a course certificate.

A sample of the courses we run

SIMS Housekeeping

This is a FREE short course which covers important housekeeping and time-saving processes.

New Office USer

Aimed to give you all the skills necessary to use your MIS in a school office environment.

Standard Reporting

Introducing you to the report designing process.

Options Online

Using Options Online to manage the student options process.

Online Training

Live training delivered by our team of MIS experts

We have a full termly schedule of Arbor, Bromcom and SIMS training courses available

Each course is run by two MIS consultants, one delivering the content whilst the other assists with helping delegates with any issues or questions to ensure you get the most out of the training course. The courses follow the same format as a scheduled classroom course and are delivered via Microsoft Teams. You will receive training notes electronically which are yours to keep and will have access to a remote training database, if required, during the course.

Our training schedule includes Census, Exams, Reporting, Assessment and New School Year courses amongst others, you can view the full course schedule here.

If you have a particular course that you would like to study which is not currently scheduled it may be available as a Distance Learning course but if not, please contact us to let us know.

A sample of the courses we run: -

New Office User

Aimed to give you all the skills necessary to use your MIS in a School office environment.

Post16 Census

Explores all areas necessary to run the Post 16 learning aims in the October Census.

Course Manager

Understand how Course manager links areas such as Nova-T, Academic Management and Exams.

Standard Reporting

An introduction to the report designing process.

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