



SIMS Training Courses 2018/19

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Title	Description	Duration	Summer	Autumn	Spring
SIMS: Essentials	Obtain the key skills required to use SIMS for essential office processes.	Full Day	24/04/18	11/09/18	09/01/19
SIMS: Enhancing Office Procedures	Make day to day SIMS tasks easier to enable more effective & efficient working.	½ Day	15/05/18 (AM)	26/09/18 (AM)	31/01/19 (PM)
SIMS: Reports	Learn how to generate reports on a range of data.	Full Day	22/05/18	10/10/18	22/01/19
SIMS: Analysing your Data	Understand how to analyse a broad range of SIMS data from a statistical perspective.	½ Day	26/04/18 (PM)	01/11/18 (AM)	14/02/19 (PM)
SIMS: Data Cleansing Workshop	Resolve problems with your data & tidy up information in SIMS with this useful workshop.	½ Day	12/07/18 (AM)	05/12/18 (AM)	19/03/19 (AM)
SIMS: Importing & Exporting Data	Learn how to import & export pupil information with SIMS. Understand the routines & how to overcome issues that can occur.	½ Day	10/07/18 (AM)	*	*
SIMS: Behaviour Monitoring	Record, monitor & manage pupil behaviour along with achievements. Look at issuing report cards as well as detentions.	½ Day	02/05/18 (AM)	08/11/18 (AM)	26/02/19 (AM)
SIMS: Special Educational Needs & Disabilities	Support the SEND code of practice by understanding how to record SEND in SIMS for effective data management.	½ Day	03/07/18 (AM)	06/11/18 (PM)	07/02/19 (AM)
SIMS: End of Year Procedures	An essential annual process to configure SIMS for the next academic year (all school phases).	½ Day	26/06/18 (AM)	*	*
SIMS: End of Year Procedures – Recap	A refresher on configuring SIMS for the new school year, setting up the new pastoral structure, dealing with leavers & admissions (all school phases).	½ Day	05/07/18 (PM)	*	*
SIMS: Processing the School Census	Taking delegates through the preliminary preparations for the Census return, including the procedure for creating a return & correcting any validation errors.	½ Day	18/04/18 (PM)	25/09/18 (AM)	10/01/19 (AM)
SIMS: Processing the School Census – Recap	A refresher course recapping preparations for the Census return, including the procedure for creating a return & correcting any validation errors.	½ Day	26/04/18 (AM)	20/09/18 (PM)	15/01/19 (PM)
SIMS: Maintaining System Access to SIMS & FMS	Grant access to SIMS & FMS along with defining specific permissions for staff within the school.	½ Day	08/05/18 (AM)	27/09/18 (PM)	05/02/19 (PM)
SIMS Attendance: Monitoring Pupil Presence	Learn how to use SIMS Attendance to fulfil the school's attendance monitoring requirements.	½ Day	12/06/18 (PM)	21/11/18 (AM)	*
Assessment: Building your Assessment Data	Understand how to customise SIMS to support the school's individual assessment framework needs.	Full Day	27/06/18	14/11/18	28/02/19
Assessment: Statutory Returns	Ensure you are recording the correct assessment information for statutory obligations along with report generation.	½ Day	03/05/18 (PM)	*	*
Assessment: Analysing & Tracking Progress	Looking at how to track & analyse pupil progress.	Full Day	16/05/18	18/10/18	13/03/19
Assessment: Reporting & Profiles	How to generate end of term reports & individually detailed pupil profiles for parents.	Full Day	25/05/18	*	*
Staff: Personnel Essentials	Learn about the maintenance & management of personal, professional & contractual staff data.	Full Day	05/06/18	02/10/18	06/03/19
Staff: Processing the School Workforce Census	Use SIMS to fulfil the statutory DfE requirements of the School Workforce Census.	½ Day	*	16/10/18 (AM)	*
Staff: Performance & Appraisal	Gain an overview & understanding of the staff performance functionality to assist with getting the best out of your team.	½ Day	04/07/18 (PM)	11/12/18 (AM)	14/03/19 (PM)
Finance: Dinner Money	Learn how to streamline your school dinner money processes using SIMS.	½ Day	13/06/18 (AM)	13/09/18 (AM)	29/01/19 (AM)
Finance: Daily Financials	Get the most out of FMS in order to develop efficient financial management processes.	Full Day	07/06/18	19/09/18	17/01/19
Finance: End of Year	Learn how to achieve a smooth closure of the accounts at the end of the financial year & prepare for the next.	½ Day	*	*	05/03/19 (AM)
Finance: End of Year – Recap	A recap for users on how to perform the financial end of year processes & get ready for the next year.	½ Day	*	*	07/03/19 (PM)
Finance: Recording School Equipment	Understand how to store detailed information on school assets however big or small.	½ Day	21/06/18 (PM)	13/12/18 (AM)	26/03/19 (AM)
Finance: Accounts Receivable	Learn how to record income efficiently from lettings & other income streams within Accounts Receivable.	½ Day	*	12/12/18 (AM)	26/03/19 (PM)
Secondary: Tracking Student Attendance	Look at how to use Lesson Monitor for attendance monitoring & reporting.	½ Day	*	21/11/18 (PM)	*
Secondary: Constructing your Timetable	Obtain the key skills required to create, optimise & manage a school academic timetable.	4 Days	Day 3 17/04/19 Day 4 01/05/19	*	Day 1 12/03/19 Day 2 28/03/19
Secondary: Organising Academic Classes	Ensure your school academic structure is set up correctly & manage curriculum class changes.	½ Day	*	14/09/18 (AM)	*
Secondary: Maintaining the Timetable	Learn how to make timetable changes throughout the academic year.	½ Day	*	25/09/18 (AM)	04/02/19 (PM)
Secondary: Academic End of Year	Configure your academic arrangements for the next school year.	½ Day	28/06/18 (PM)	*	*
Secondary: Cover	Learn how to implement Cover to manage classroom staff absences & room closures.	½ Day	*	29/11/18 (PM)	*
Secondary: Options	Use the SIMS Options module to manage student curriculum choices & optimise the process.	Full Day	*	27/11/18	*
Secondary: Exams	Taking delegates through the exam cycle including Entry, Submissions, Seating plans, Results & Reporting.	Full Day	*	30/10/18	*

*Additional dates available on request

Our Training Program is always being updated. Please see our website or contact us. Anything you'd like to see included in future courses please let us know: [email sims@atomwide.com](mailto:sims@atomwide.com) or call 01689 814700



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