

We are pleased to release the next dates and topics for our “SIMS with JJ” bitesize training sessions.

These sessions will cover a range of topics and will be aimed at small groups of no more than 10 delegates, to allow attendees to gain an overview of the subject.

All sessions will last for 2 hours and will be held at our newly launched conference venue, Trevenson House located in Pool. These sessions will give users insight into key areas of SIMS and provide useful top tips and the skills to benefit them in the day to day use of SIMS when back in school. The sessions be collaborative and will promote discussion amongst colleagues to aid and share best practice.

Sessions are charged at £50.00 per person or book 3 sessions and get a 4<sup>th</sup> free of charge!

Refreshments will be provided.

The following sessions are currently available:

## SIMS Overview

A whistle-stop tour of SIMS. This will give an overview of SIMS, demonstrating key areas within SIMS and the functionality each of these offers. We'll also look at finding your way around SIMS, making day to day amendments to data, looking up and reporting on data held and top tips for getting the most out of SIMS.

**Target Audience:** New SIMS office users and existing SIMS users looking to advance their knowledge of the functionality available.

### Session Dates

13 <sup>th</sup> November 2019	13.00 – 15.00	21 <sup>st</sup> November 2019	10.00 – 12.00
--------------------------------	---------------	--------------------------------	---------------

## Attendance

This session will cover the main functionality within SIMS Attendance. Focussing on the day to day processes, effective data management, reporting (including attendance letters), customisation to meet specific needs of the school and best practice recommendations.

**Target Audience:** New SIMS users responsible for maintaining Pupil attendance records. Existing SIMS users looking to develop knowledge of this area.

### Session Dates

13 <sup>th</sup> November 2019	10.00 – 12.00	15 <sup>th</sup> November 2019	13.00 – 15.00
5 <sup>th</sup> December 2019	13.00 – 15.00		

## Data Management and Housekeeping

A session covering the management of school data within SIMS, demonstrating the most effective techniques for data entry, housekeeping, managing and updating your data and best practice for ensuring the data held is of the highest quality and retained in line with the GDPR.

**Target Audience:** SIMS users responsible for maintaining Pupil records and SIMS data.

### Session Dates

19 <sup>th</sup> November 2019	10.00 – 12.00	21 <sup>st</sup> November 2019	13.00 – 15.00
3 <sup>rd</sup> December 2019	10.00 – 12.00	10 <sup>th</sup> December 2019	13.00 – 15.00

## SIMS Discover

SIMS Discover is a graphical data analysis tool covering the main data areas within SIMS. This session will demonstrate the range and formats of reporting this tool offers, how to run predefined graphs, combine graphs, create new graphs and how the creation of Discover groups can be used within SIMS

**Target Audience:** SIMS users responsible for providing reports and analysing data.

### Session Dates

15 <sup>th</sup> November 2019	10.00 – 12.00	19 <sup>th</sup> November 2019	13.00 – 15.00
10 <sup>th</sup> December 2019	10.00 – 12.00		

## Making SIMS “fit” your School

Various areas within SIMS can be configured to better suit individual schools, this session will focus on what changes can be made and how they're made. We will look at module settings, maintaining lookups and the creation of UDFs (User Defined Fields).

**Target Audience:** SIMS users responsible for maintaining pupil records and SIMS data.

### Session Dates

3 <sup>rd</sup> December 2019	13.00 – 15.00	5 <sup>th</sup> December 2019	10.00 – 12.00
-------------------------------	---------------	-------------------------------	---------------

For further details and to book your places please contact [sims@ict4.co.uk](mailto:sims@ict4.co.uk) stating which session, date and time you'd like to join. Full joining instructions will follow.

If there are additional topics you'd like to see covered please let us know.



0845 557 8291



[hello@ict4.co.uk](mailto:hello@ict4.co.uk)



**ICT4 Limited**

Trevenson House, Church Road, Pool, Cornwall, TR15 3PT

