

# SIMS Training Courses

Academic Year 2018 – 2019



Version 1

Circulated to Schools July 2018



## Contents

<b>Course Dates &amp; Times .....</b>	<b>1</b>
<b>Course Outlines.....</b>	<b>4</b>
Introduction to FMS.....	4
School Census Briefing .....	4
Course Manager Briefing for 11 – 16 Secondary Schools .....	5
Post-16 Census Briefing .....	5
SIMS Special Educational Needs.....	6
Post-16 Census Workshop .....	6
SIMS Core – Individual Pupil Core Data – Primary/Secondary.....	7
Introduction to SIMS Attendance: Primary Schools .....	7
School Census Workshop – Primary/Secondary .....	8
3BM SIMS Analysis Reports Overview.....	9
SIMS Interventions .....	9
School Workforce Census Briefing.....	10
Common Transfer Files (CTFs) .....	10
Hugely Helpful Hints for Savvy SIMS Staff .....	11
SIMS Parent App Lite Workshop .....	11
SMART/SMARTY .....	12
SIMS for Primary Senior Leadership Teams - Overviews .....	12
School Workforce Census Workshop.....	13
General Pupil Lists and Class Lists in SIMS (Primary).....	13
General Student Lists and Class Lists in SIMS (Secondary).....	14
SIMS User Groups Termly Sessions .....	14
SIMS Reporting.....	15
Student Options Online Overview .....	15
SIMS Advanced Reporting/Reporting Workshop .....	16
SIMS Exams Entries .....	16
Word 2016 – Intermediate/SIMS Reporting Workshop.....	17
Excel 2016 – Intermediate .....	17

SIMS Data Deletion Workshop.....	18
Student Options (online version) .....	18
SIMS Exams Workshop.....	19
SIMS Housekeeping Routines Workshop .....	19
SIMS Admission Groups and Applications .....	20
SIMS Personnel .....	20
SIMS Assessment, Primary Statutory Data Collections – Briefing .....	20
SIMS Attendance Analysis and Reports .....	21
SIMS Personnel Workshop .....	21
SIMS Assessment, Primary Statutory Data Collections - Workshop .....	22
Excel 2016 – Advanced .....	22
Nova-T6 Workshop.....	23
SIMS Exam Results .....	23
Course Manager Briefing .....	24
SIMS End of Year Procedures - Workshop .....	24
<b>Course Bookings.....</b>	<b>25</b>
<b>Contact for further information (course content):.....</b>	<b>26</b>
<b>Venue Details.....</b>	<b>26</b>
<b>3BM.....</b>	<b>26</b>

## Course Dates & Times

Date	Title	Type	Venue	Cost Schools with SLA	Cost Schools without SLA
<b>AUTUMN TERM</b>					
06/09/2018 – Day	Intro to FMS	Course	3BM	£190	£290
11/09/2018 – PM	Autumn School Census (Primary)	Briefing	3BM	No charge	£50
12/09/2018 – AM	Course Manager Briefing for 11 – 16 Schools	Briefing	3BM	No charge	£50
12/09/2018 – PM	Post-16 Census Briefing	Briefing	3BM	No charge	£50
13/09/2018 – AM	Autumn School Census (Primary)	Briefing	3BM	No charge	£50
18/09/2018 – AM	SEN	Course	3BM	£95	£150
19/09/2018 – PM	Post 16 Census Workshop	Workshop	3BM	£95	N/A
20/09/2018 – Day	SIMS Core (Primary)	Course	3BM	<b>SLA*</b>	£290
24/09/2018 – PM	Introduction to Attendance	Course	3BM	<b>SLA*</b>	£150
25/09/2018 – PM	Dinner Money	Course	3BM	£95	£150
26/09/2018 – Day	SIMS Core (Secondary)	Course	3BM	<b>SLA*</b>	£290
27/09/2018 – AM	School Census Workshop (Primary)	Workshop	3BM	£95	N/A
01/10/2018 – PM	School Census Workshop (Primary)	Workshop	3BM	£95	N/A
02/10/2018 – AM	School Census Workshop (Secondary)	Workshop	3BM	£95	N/A
03/10/2018 – PM	Post 16 Census Workshop	Workshop	3BM	£95	N/A
08/10/2018 – PM	3BM SIMS Analysis Reports Overview	Overview	3BM	No charge	£50
09/10/2018 – PM	SIMS Interventions	Briefing	3BM	No charge	£50
15/10/2018 – PM	School Workforce Census Briefing	Briefing	3BM	No charge	£50
16/10/2018 – AM	Common Transfer Files (CTFs)	Course	3BM	<b>SLA*</b>	£150
17/10/2018 – PM	Hugely Helpful Hints for Savvy SIMS Staff	Course	3BM	<b>SLA*</b>	£150
18/10/2018 – AM	Parent App Lite Workshop	Workshop	3BM	£95	N/A
18/10/2018 – Twilight	SMART/SMARTHEY Marksheets	Overview	3BM	<b>See below</b>	N/A
30/10/2018 – PM	SIMS for Primary Senior Leadership Teams – Overview	Overview	3BM	No charge	£50
31/10/2018 – PM	School Workforce Census Briefing	Briefing	3BM	No charge	£50
01/11/2018 – AM	School Workforce Census Workshop	Workshop	3BM	£95	N/A
06/11/2018 – PM	General Pupil Lists and Class Lists (Primary)	Course	3BM	<b>SLA*</b>	£150
13/11/2018 – AM	General Students Lists and Class Lists (Secondary)	Course	3BM	<b>SLA*</b>	£150
14/11/2018 – PM	Primary User Group	User Group	3BM	No charge	N/A
20/11/2018 – AM	Primary User Group	User Group	<b>Venue - tbc</b>	No charge	N/A
21/11/2018 – PM	Secondary User Group	User Group	3BM	No charge	N/A
22/11/2018 – PM	Full SIMS Reporting	Course	3BM	£95	£150
27/11/2018 – PM	Parent App Lite Workshop	Workshop	3BM	£95	N/A
28/11/2018 – PM	Student Options Online	Overview	3BM	No charge	£50
29/11/2018 – Day	SIMS Advanced	Course/	3BM	£95/190	£150 (morning)

	Reporting/Workshop	Workshop			only)
04/12/2018 – PM	Exam Entries	Course/ Workshop	3BM	£95	£150
06/12/2018 – Day	Word Intermediate/Reporting Workshop	Course/ Workshop	3BM	£95/190	£150 (morning only)
11/12/2018 – PM	Excel Intermediate	Course	3BM	£95	£150
12/12/2018 – PM	Data Deletion Workshop	Workshop	3BM	£95	N/A

Date	Title	Type	Venue	Cost Schools with SLA	Cost Schools without SLA
<b>SPRING TERM</b>					
09/01/2019 – PM	School Census Briefing	Briefing	3BM	No charge	£50
10/01/2019 – All Day	Intro to FMS	Course	3BM	£190	£290
16/01/2019 – PM	School Census Workshop (Primary)	Workshop	3BM	£95	N/A
22/01/2019 – AM	SIMS Interventions	Briefing	3BM	No charge	£50
24/01/2019 – All Day	Advanced Reporting/Workshop	Course/ Workshop	3BM	£95/190	£150 (morning only)
29/01/2019 – All Day	SIMS Core (Primary)	Course	3BM	<b>SLA*</b>	£290
30/01/2019 – All Day	Student Options Online	Course	3BM	£190	£290
31/01/2019 – PM	Exams Workshop	Workshop	3BM	£95	N/A
01/02/2019 – AM	SIMS Data Deletion Workshop	Workshop	3BM	£95	N/A
05/02/2019 – All Day	SIMS Core (Secondary)	Course	3BM	<b>SLA*</b>	£290
06/02/2019 – Twilight	SMART/SMARTY Marksheets	Overview	3BM	<b>See below</b>	N/A
12/02/2019 – AM	3BM SIMS Analysis Reports Overview	Overview	3BM	No charge	No charge
14/02/2019 – PM	General Pupil Lists and Class Lists (Primary)	Course	3BM	<b>SLA*</b>	£150
26/02/2019 – AM	General Pupil Lists and Class Lists (Secondary)	Course	3BM	<b>SLA*</b>	£150
28/02/2019 – PM	SIMS Housekeeping	Workshop	3BM	£95	N/A
05/03/2019 – AM	Admission Groups and Applications	Course	3BM	£95	£150
07/03/2019 - AM	Full SIMS Reporting	Course	3BM	£95	£150
12/03/2019 – AM	Primary User Group	User Group	3BM	No charge	N/A
13/03/2019 – PM	Secondary User Group	User Group	3BM	No charge	N/A
15/03/2019 – AM	Excel Intermediate	Course	3BM	£95	£150
19/03/2019 – AM	Common Transfer Files (CTFs)	Course	3BM	<b>SLA*</b>	£150
20/03/2019 - PM	Primary User Group	User Group	3BM	No charge	N/A
21/03/2019 – AM	SIMS for Primary Senior Leadership Teams – Overview	Overview	3BM	No charge	£50
26/03/2019 – AM	SIMS Data Deletion Workshop	Workshop	3BM	£95	N/A
28/03/2019 – PM	SIMS Personnel	Course	3BM	£95	£150

Date	Title	Type	Venue	Cost Schools with SLA	Cost Schools without SLA
<b>SUMMER TERM</b>					
30/04/2019 – AM	Common Transfer Files (CTFs)	Course	3BM	<b>SLA*</b>	£150
01/05/2019 – PM	Primary Statutory Data Collection	Briefing	3BM	No charge	£50

	- Briefing				
02/05/2019 – PM	SIMS Attendance Analysis & Reports	Course	3BM	£190	£290
07/05/2019 – AM	Primary Statutory Data Collection - Briefing	Briefing	3BM	No charge	£50
08/05/2019 – AM	Admission Groups and Applications	Course	3BM	£95	£150
09/05/2019 – PM	Primary Statutory Data Collection - Briefing	Briefing	3BM	No charge	£50
04/06/2019 – AM	SIMS Housekeeping/Data Deletion	Workshop	3BM	£95	N/A
06/06/2019 – PM	Personnel Workshop	Workshop	3BM	£95	N/A
11/06/2019 - AM	Primary Statutory Data Collection - Workshop	Workshop	3BM	£95	N/A
12/06/2019 – PM	Excel Advanced	Course	3BM	£95	£150
18/06/2019 – PM	Primary Statutory Data Collection - Workshop	Workshop	3BM	£95	N/A
26/06/2019 – Day	Nova T6 Workshop	Workshop	3BM	£190	£290
27/06/2019 – Twilight	SMART/SMARTY Marksheets	Overview	3BM	<b>See below</b>	N/A
02/07/2019 – AM	Primary User Group	User Group	3BM	No charge	N/A
03/07/2019 – PM	Secondary User Group	User Group	3BM	No charge	N/A
09/07/2019 – AM	Exam Results	Course	3BM	£95	£150
10/07/2019 - AM	Course Manager Briefing	Briefing	3BM	No charge	£50
10/07/2019 – PM	Primary User Group	User Group	<b>Venue - tbc</b>	No charge	N/A
11/07/2019 – AM	Year End Workshop (Primary)	Workshop	3BM	£95	N/A
16/07/2019 – AM	Year End Workshop (Primary)	Workshop	3BM	£95	N/A
17/07/2019 – Day	Nova T6 Workshop	Workshop	3BM	£190	£290

**Please see Course Outlines for start and end times.**

*There will be a 15 minute registration period at the start of the Course with Tea/Coffee available.*

**\* These courses are included as part of your SLA at no extra cost, up to a maximum of 3 half days.**

### **SMART Marksheets**

For schools with an annual subscription to 3BM SMART

- No Charge (up to 3 places, per school, per year)

#### **Important Note:**

*All bookings should now be made online. Please see the **Course Bookings** section.*

**PLEASE NOTE:** *Once a booking has been received, the full cost will be charged unless notification of **cancellation is received at least 14 school days in advance** of the course date. If booked under your SLA entitlement, the session will be considered as used and your remaining entitlement adjusted accordingly.*

**BRIEFINGS/OVERVIEWS** are free of charge. However, if you have booked on a session, a **£50 fee will be charged for non-attendance**, unless notification of cancellation is received at least 14 school days in advance of the briefing/overview.

## Course Outlines

### Introduction to FMS

#### Target Audience:

**New** School Business Managers, Finance Officers or Administrative staff

**Duration:** Full Day (9.15am to 3.30pm, including 15 mins for coffee and registration)

*Lunch will be provided and tea/coffee will be available all day.*

#### Course Outline:

- Accounts Payable:
  - Setting up Suppliers
  - Creating Purchase Orders
  - Paying Invoices
  - Cheque Processing
- Bank Reconciliation
- Petty Cash Processing
- Non Invoiced Income
- Journals

#### Course Requirements:

The course is designed for new users of SIMS FMS

Date	Time	Venue
06/09/2018	9.15am - 3.30pm	3BM
10/01/2019	9.15am – 3.30pm	3BM

### School Census Briefing

#### Target Audience:

Primary school staff who are responsible for preparing the October (Autumn) and January (Spring) School Census.

**Duration:** Briefing (9.15am to 11.00am and 12.45pm to 2.30pm, including 15 mins for coffee and registration)

#### Outline:

- An overview of the October 2018 School Census (Autumn)/January 2019 School Census (Spring)
- To highlight and discuss the changes from last year
- Question and Answer session

Date	Time	Venue
11/09/18	12.45pm – 2.30pm	3BM
13/09/18	9.15am – 11.00am	3BM
09/01/19	12.45pm – 2.30pm	3BM

## Course Manager Briefing for 11 – 16 Secondary Schools

### Target Audience:

School staff in 11-16 schools with a responsibility for the management of KS3/4 courses in Course Manager. An understanding of the school's academic structure is required.

**Duration:** Briefing (9.15am to 11.00am, including 15 mins coffee and registration)

### Outline:

- To highlight the need for well managed courses in KS3/4
- To provide an overview of the changes required in Course Manager as a result of the phased introduction of the new 9-1 GCSE specifications
- To highlight and discuss the changes to the functionality of Course Manager
- Question and Answer session

Date	Time	Venue
12/09/18	9.15am – 11.00am	3BM

## Post-16 Census Briefing

### Target Audience:

School staff responsible for preparing the Post-16 Census in 11-18 Secondary and PRU Schools. An understanding of the school's academic structure is required.

**Duration:** Briefing (12.45pm to 2.30pm, including 15 mins for coffee and registration)

### Outline:

- Autumn 2018 Census Return – what's new
- Course Manager and the 9-1 GCSE and two-year A level qualifications
- Course Manager and the Post-16 Return
- Update Prior Attainment and the Post-16 Return
- Post-16 funding arrangement
- Course Manager and the Programmes of Study
- Question and Answer session

Date	Time	Venue
12/09/2018	12.45pm – 2.30pm	3BM



## SIMS Special Educational Needs

### Target Audience:

SENCOs.

**Duration:** ½ Day (9.15am to 12.30pm, including 15 mins for coffee and registration)

### Course Outline:

Following changes to the SEN code of practice, this course will cover transferring the existing needs and SEN Codes as appropriate and will also include:

- Navigating Pupil Records
- Viewing and editing pupil SEN details
- Statutory Information
- SEN Reviews, events and provisions
- Recording details of the Statement and new Education and Health Care Plan process for individual pupils
- Linking pupils to outside agencies and staff etc
- Customising SIMS to reflect the SEN activities in your school

### Course Requirements:

Suitable for users new to SIMS or existing users, delegates should have an understanding of the SEN code of practice.

Date	Time	Venue
18/09/2018	9.15am – 12.30pm	3BM

## Post-16 Census Workshop

### Target Audience:

School Staff who are responsible for preparing the Post 16 School Census.

**Duration:** ½ Day (12.45pm to 4.00pm, including 15 mins for coffee and registration)

### Workshop details:

This workshop will enable school staff to work on their own school SIMS data via a remote connection to prepare and check the Post-16 Autumn School Census, with SIMS staff on hand to assist and answer questions.

Date	Time	Venue
19/09/2018	12.45pm – 4.00pm	3BM
03/10/2018	12.45pm – 4.00pm	3BM

## SIMS Core – Individual Pupil Core Data – Primary/Secondary

### Target Audience:

Staff who are new users or have limited knowledge of SIMS and have responsibility for using and maintaining pupil records.

**Duration:** Full Day (9.15am to 3.30pm, including 15 mins for coffee and registration)

*Lunch will be provided and tea/coffee will be available all day.*

### Course Outline:

- Searching the database and locating pupil records
- Editing existing pupil records
- Entering new pupil records, including addresses and contacts
- Using links to other data areas, including Attendance, Assessment and SEN
- Running Pre-Defined Reports

### Course Requirements:

No previous knowledge of SIMS is necessary, however an experience of using a computer and windows is desirable.

Date	Time	Venue
20/09/2018	9.15am - 3.30pm (Primary)	3BM
26/09/2018	9.15am – 3.30pm (Secondary)	3BM
29/01/2019	9.15am – 3.30pm (Primary)	3BM
05/02/2019	9.15am – 3.30pm (Secondary)	3BM

## Introduction to SIMS Attendance: Primary Schools

### Target Audience:

Staff responsible for the day to day operation and management of Attendance.

**Duration:** ½ Day (12.45pm to 4.00pm, including 15 mins for coffee and registration)

### Course Outline:

- Entering and editing Attendance marks
- Dealing with unexplained absences
- Dealing with missing marks
- Attendance letters
- Running reports

### Course Requirements:

Delegates should have an understanding of the school's Attendance procedures.

Date	Time	Venue
24/09/2018	12.45pm – 4.00pm	3BM

## Dinner Money

### Target Audience:

Day to day users of SIMS with responsibility for dinner money.

**Duration:** ½ Day (12.45pm to 4.00pm, including 15 mins for coffee and registration)

### Course Outline:

- Record all types of pupil, staff and visitor meal arrangements including special meals such as Christmas dinner
- Record all types of pupil, staff and visitor payments including electronic payments
- Produce a variety of reports for different requirements such as registers, the kitchen, mid-day supervisors, pupil and staff statements
- Complete the regular financial transactions
- Produce a weekly catering return
- Produce mailmerge letters to parents

### Course Requirements:

Delegates should be familiar with the day to day use of SIMS, understand the financial requirements necessary for recording purposes and have an understanding of Attendance recording.

Date	Time	Venue
25/09/2018	12.45pm – 4.00pm	3BM

## School Census Workshop – Primary/Secondary

### Target Audience:

School Staff who are responsible for preparing the School Census

**Duration:** ½ Day (9.15am to 12.30pm and 12.45pm to 4.00pm, including 15 mins for coffee and registration)

### Workshop details:

This workshop will enable school staff to work on their own school SIMS data via a remote connection to prepare and check the Autumn School Census, with SIMS staff on hand to assist and answer questions.

Date	Time	Venue
27/09/2018	9.15am – 12.30pm (Primary)	3BM
01/10/2018	12.45pm – 4.00pm (Primary)	3BM
02/10/2018	9.15am – 12.30pm (Secondary)	3BM
16/01/2019	12.45pm – 4.00pm (Primary – Spring Census 2019)	3BM

## 3BM SIMS Analysis Reports Overview

### Target Audience:

School staff who are responsible for generating reports and analysing data. Suitable for school staff already using the reports who would like more information and for schools interested in buying the 3BM reports

**Duration:** Overview (9.15am to 11.00am and 12.45pm to 2.30pm, including 15mins for coffee and registration)

### Overview details:

This overview is an opportunity for schools to see the SIMS reports designed by 3BM. The reports output to Excel with a variety of charts in a printable format. The data can also be anonymised for Governor reports etc.

- 3BM Attendance Analysis report
  - Analyse attendance for the entire school, groups and individuals
  - Compare pastoral factors such as FSM, Pupil Premium, SEN, EAL and Ethnicity
  - Filter the data into groups to compare with the overall cohort
- 3BM Behaviour Analysis report
  - Analyse behaviour incidents for the entire school, groups and individuals
  - Filter pupils into existing or customised groups to compare with the overall cohort
- 3BM Staff Absence report
  - Analyse staff absence by department, role or at an individual level

Date	Time	Venue
08/10/2018	12.45pm – 2.30pm	3BM
12/02/2019	9.15am – 11.00am	3BM

## SIMS Interventions

### Target Audience:

Senior Leaders, SENCOs, Inclusion Managers, School Administrators, School Business Managers and Data Managers

**Duration:** Briefing (9.15am to 11.00am and 12.45pm to 2.30pm, including 15 mins for coffee and registration)

### Outline:

Demonstration and information session regarding the new Intervention area now available in SIMS.

- How to plan and add Intervention groups
- How to allocate pupils/students to Intervention groups
  - Add targets and outcomes
  - Record sessions attended
- How to generate individual student intervention reports
- How to generate school level reports
  - Cost analysis
  - Outcome analysis
  - Interventions across the school

Date	Time	Venue
09/10/2018	12.45pm – 2.30pm	3BM
22/01/2019	9.15am – 11.00am	3BM

## School Workforce Census Briefing

### Target Audience:

School staff responsible for preparing the School Workforce Census.

**Duration:** Briefing (12.45pm to 2.30pm, including 15 mins coffee and registration)

### Outline:

- The procedures schools need to follow to complete the School Workforce Census in November 2018
- Changes from last year
- Advice on processes that can assist in data preparation and checking
- How to manage the change to Teacher's pay to reflect salaries that are different to the standard pay scales

Date	Time	Venue
15/10/2018	12.45pm – 2.30pm	3BM
31/10/2018	12.45pm – 2.30pm	3BM

## Common Transfer Files (CTFs)

### Target Audience:

All SIMS users involved in the administration of pupil admissions and leavers and day to day users of SIMS.

**Duration:** ½ Day (9.15am to 12.30pm, including 15 mins for coffee and registration)

### Course Outline:

- Statutory requirements and the importance of the CTF
- Adding destination schools
- Creating full and partial CTFs
- Importing CTFs
- Uploading and downloading CTFs from the DfE Secure Access site

### Course Requirements:

Suitable for users new to SIMS or existing users.

Date	Time	Venue
16/10/2018	9.15am – 12.30pm	3BM
19/03/2019	9.15am – 12.30pm	3BM
30/04/2019	9.15am – 12.30pm	3BM

## Hugely Helpful Hints for Savvy SIMS Staff

### Target Audience:

The course is aimed at a user who might be in a position to go back to school and demonstrate the techniques learned to other SIMS users in school.

**Duration:** ½ Day (12.45pm to 4.00pm, including 15 mins for coffee and registration)

### Course Outline:

A short, fun and interactive course to demonstrate some quick ways of doing regular tasks in SIMS.net, experienced users may learn some new tricks here.

- There are many scenarios in a school where SIMS can help
- If the information is in SIMS, everyone can access it
- You have been using SIMS for a while
- You were shown how to do various tasks in SIMS but ...
- You are not kept up to date with the changes to SIMS
- These changes make for “smarter” working
- Creating report templates

### Course Requirements

Delegates should have a prior knowledge of SIMS from an admin/office point of view.

Date	Time	Venue
17/10/2018	12.45pm – 4.00pm	3BM

## SIMS Parent App Lite Workshop

### Target Audience:

School staff who are responsible for using and maintaining the pupil database.

**Duration:** ½ Day (9.15am to 12.30pm and 12.45pm to 4.00pm, including 15 mins for coffee and registration)

### Workshop details:

This workshop is an opportunity for schools to have a good “tidy-up” of their existing data prior to “rolling out” the Parent App to Parents.

School staff can work on their own school SIMS data via a remote connection to check, amend and update various pupil data in SIMS.

- Checking contact details are correctly linked to pupils
- Checking email addresses are available for contacts
- Checking priority status of parents
- Designing SIMS reports to generate letters to parents requesting email addresses
- Additional housekeeping tasks in preparation for using Parent App Lite

Date	Time	Venue
18/10/2018	9.15am – 12.30pm	3BM
27/11/2018	12.45pm – 4.00pm	3BM

## SMART/SMARTEY

### (SIMS Model for Assessment, Reporting and Tracking, SIMS Model for Assessment, Reporting and Tracking Early Years)

#### Target Audience:

This Overview is aimed at Teachers who are new to using the 3BM SMART system, or existing staff who want a refresher.

**Duration:** Twilight Session (4.00pm to 5.30pm)

#### Outline:

- How to use the 3BM Teacher Spreadsheets to record assessments for pupils at statement/objective level
- Understanding the SMART 'Phases'
- How to access marksheets
- Entering data into marksheets
- Adding additional pupil information into marksheets
- Adding filters to analyse specific areas of data
- Accessing Tracking Grids

Date	Time	Venue
18/10/2018	4.00pm – 5.30pm	3BM
06/02/2019	4.00pm – 5.30pm	3BM
27/06/2019	4.00pm – 5.30pm	3BM

## SIMS for Primary Senior Leadership Teams - Overviews

#### Target Audience:

Primary Senior Leadership Teams, including new school leaders and existing school leaders looking to explore the benefits of using SIMS more effectively.

**Duration:** AM session (9.15am to 11.00am and 12.45pm to 2.30pm, including 15 mins for coffee and registration)

#### Outline:

- Using SIMS to assist with OFSTED inspections and reports for School Leaders, Parents and Governors
  - Recording and analysing behaviour incidents and/or achievements for pupils across the school
  - Generating Individual pupil reports for review/parent meetings
  - Analysing School Attendance, identifying trends and comparing pastoral groups
  - Recording and analysing pupil assessment and tracking progress

Date	Time	Venue
30/10/2018	12.45pm – 2.30pm	3BM
21/03/2019	9.15am – 11.00am	3BM

## School Workforce Census Workshop

### Target Audience:

School Staff who are responsible for preparing the School Workforce Census.

**Duration:** ½ Day (9.15am to 12.30pm, including 15 mins for coffee and registration)

### Workshop details:

This workshop will enable school staff to work on their own school SIMS data via a remote connection to prepare and check the School Workforce Census, with SIMS staff on hand to assist and answer questions.

Date	Time	Venue
01/11/2018	9.15am – 12.30pm	3BM

## General Pupil Lists and Class Lists in SIMS (Primary)

### Target Audience:

New and experienced users of SIMS who regularly need to produce reports with basic pupil information quickly and who are not yet familiar with these type of reports.

**Duration:** ½ Day (12.45pm to 4.00pm, including 15 mins for coffee and registration)

### Course Outline:

- Produce quick student lists and registration group lists – with basic pupil data
- Produce student analysis reports
- Adding columns including blank columns – useful for school visits/trips
- Sort orders and filters
- Exporting reports to other formats e.g. Excel

### Course Requirements:

Suitable for users new to SIMS or existing users

Date	Time	Venue
06/11/2018	12.45pm – 4.00pm	3BM
13/02/2019	12.45pm – 4.00pm	3BM



## General Student Lists and Class Lists in SIMS (Secondary)

### Target Audience:

New and experienced users of SIMS who regularly need to produce reports with basic pupil information quickly and who are not yet familiar with these type of reports.

**Duration:** ½ Day (9.15am to 12.30pm and 12.45pm to 4.00pm, including 15 mins for coffee and registration)

### Course Outline:

- Produce quick student lists and registration group lists – with basic pupil data
- Academic class lists
- Academic and timetable filters
- Produce student analysis reports
- Adding columns including blank columns – useful for school visits/trips
- Sort orders and filters
- Exporting reports to other formats e.g. Excel

### Course Requirements:

Suitable for users new to SIMS or existing users

Date	Time	Venue
13/11/2018	9.15am – 12.30pm	3BM
26/02/2019	9.15am – 12.30pm	3BM

## SIMS User Groups Termly Sessions

As part of your 3BM Support SLA we invite you to attend our Termly User Groups. These are held at various locations for your convenience. These sessions are important for SIMS users to attend so that they keep up to date with all new aspects of SIMS. It is also a good way to network with other local schools SIMS users. The User Groups do not replace training but will inform SIMS users of new functionality, hints and tips and provide a forum to gain and share best practice.

### Target Audience:

This Briefing is aimed at day to day users of SIMS.

**Duration:** ½ Day (9.15am to 12.30pm and 12.45pm to 4.00pm)

### We will be covering (Primarys and Secondarys)

- A full agenda will be circulated nearer the date

### Primary Schools

Date	Time	Venue
14/11/2018	12.45pm - 4.00pm	3BM
20/11/2018	9.15am – 12.30pm	<b>Venue to be confirmed</b>
12/03/2019	9.15am – 12.30pm	3BM
20/03/2019	12.45pm – 4.00pm	3BM
02/07/2019	9.15am – 12.30pm	3BM
10/07/2019	12.45pm – 4.00pm	<b>Venue to be confirmed</b>

### Secondary Schools

Date	Time	Venue
21/11/2018	12.45pm – 4.00pm	3BM
13/03/2019	12.45pm – 4.00pm	3BM
03/07/2019	12.45pm – 4.00pm	3BM

## SIMS Reporting

### Target Audience:

Day to day users of SIMS and users wanting to create specific user defined reports.

**Duration:** ½ Day (9.15am to 12.30pm and 12.45pm to 4.00pm, including 15 mins for coffee and registration)

### Course Outline:

- Running pre-defined reports
- Previewing reports
- Modifying existing reports
- Creating reports
- Using the different output formats of Word, RTF and Excel
- Report management

### Course Requirements:

Delegates should be familiar with the day to day use of SIMS and understand the range of data which is stored within SIMS. Delegates should have ideally attended the SIMS Core Course.

Date	Time	Venue
22/11/2018	12.45pm – 4.00pm	3BM
07/03/2019	9.15am – 12.30pm	3BM

## Student Options Online Overview

### Target Audience:

School staff involved in the Options process.

**Duration:** Overview (12.45pm to 2.30pm, including 15mins for coffee and registration)

### Overview details:

This overview is an opportunity for school staff involved in the Options process to see how the Online version can be used to:-

- Create new Options Plans, Definitions and Pathways
- Allocate students to Pathways
- Edit and analyse Student choices
- Create classes and place them into a blocking structure
- Allocate students to classes, modifying the structure as appropriate
- Produce reports
- Transfer the final Plan to SIMS and Nova-T6

Date	Time	Venue
27/11/2018	12.45pm – 2.30pm	3BM

## SIMS Advanced Reporting/Reporting Workshop

### Target Audience:

Expert users of SIMS Reporting, wanting to extend their knowledge. The afternoon session will be a SIMS Reporting workshop. This workshop will enable school staff to work on their own school data, via a remote connection, to design SIMS reports, following on from the training in the morning session. 3BM staff will be on hand to assist and answer questions.

**Duration:** Full Day (9.15am to 3.30pm, including 15 mins for coffee and registration), or ½ day 9.15am to 12.30pm/12.45pm to 4.00pm

*Lunch will be provided and tea/coffee will be available all day.*

### Course Outline:

- Sub-reports
- Creating report templates
- Mailmerge labels and letters
- Using RTF Output to create letters and forms
- Analysis

### Course Requirements

Delegates should be familiar with the day to day use of SIMS and understand the range of data which is stored within SIMS. Delegates will have attended the Full SIMS Reporting course or have a good understanding of the SIMS Reporting programme. Remote access to your school's data is only available if you buy support from 3BM. Delegates should have a clear idea of the reports they would like to create. Reports created during the training can be exported for you to take back to school.

Date	Time	Venue
29/11/2018	9.15am – 4.00pm/9.15am – 12.30pm/12.45pm – 4.00pm	3BM
24/01/2019	9.15am – 4.00pm/9.15am – 12.30pm/12.45pm – 4.00pm	3BM

## SIMS Exams Entries

### Target Audience:

Secondary school staff responsible for making external exam entries using SIMS.

**Duration:** ½ Day (12.45pm to 4.00pm, including 15 mins for coffee and registration)

### Course Outline:

- Setting up exam seasons
- Importing basedata supplied by exam boards
- Making entries using marksheets
- Submissions and amendments
- Seating Organiser
- Reports

### Course Requirements:

Suitable for users new to SIMS or existing users wanting to refresh their knowledge.

Date	Time	Venue
04/12/2018	12.45pm – 4.00pm	3BM

## Word 2016 – Intermediate/SIMS Reporting Workshop

### Target Audience:

Staff who are familiar with creating, saving, formatting and printing a basic Word document and would like to add enhancements. The afternoon session will be a SIMS Reporting workshop. This workshop will enable school staff to work on their own school data, via a remote connection, to design SIMS reports using Word, following on from the training in the morning session. 3BM staff will be on hand to assist and answer questions.

**Duration:** Full Day (9.15am to 4.00pm, including 15 mins for coffee and registration), or ½ day (9.15am to 12.30pm/12.45pm to 4.00pm, including 15 mins for coffee and registration)

### Course Outline:

- Apply and customise Styles, Headings and Themes
- Creating a table of contents
- Adding columns to your document
- Page Numbering
- Insert Page and Section breaks
- Controlling page appearance such as margins, page numbering, page and section breaks, headers and footers
- Creating Reports
- Modifying existing reports
- Report management

### Course Requirements:

Delegates are required to be able to create, save and print a basic word document.

Date	Time	Venue
06/12/2018	9.15am – 4.00pm/9.15am – 12.30pm/12.45pm – 4.00pm	3BM

## Excel 2016 – Intermediate

### Target Audience:

Staff who wish to build on their basic knowledge of Excel and wish to analyse data, improve their formatting skills and create charts.

**Duration:** ½ Day (9.15am to 12.30pm and 12.45pm to 4.00pm, including 15 mins for coffee and registration)

### Course Outline:

- A brief review of Excel essentials
- Freezing and unfreezing panes
- Advanced formatting and editing such as conditional formatting, cell style and paste special.
- Writing formulas to Count, Sum and Average cells
- Filtering data and generating Subtotals
- Create, modify and format charts

### Course Requirements:

Delegates must have attended Excel Foundation or have equivalent knowledge

Date	Time	Venue
11/12/2018	12.45pm – 4.00pm	3BM
15/03/2019	9.15am – 12.30pm	3BM

## SIMS Data Deletion Workshop

### Target Audience:

School staff who are responsible for maintaining the SIMS database and Data Protection Officers.

**Duration:** ½ Day (9.15am to 12.30pm, including 15 mins for coffee and registration)

### Workshop details:

This workshop is an opportunity for schools to have a good “tidy-up” of their existing data in line with the new GDPR regulations.

School staff can work on their own school SIMS data via a remote connection to check, amend and delete where necessary pupil data in SIMS.

- Bulk deletion routines of Pupil/Student data and domains e.g. Conduct
- Setting rules of when to delete Pupil/Student data
- Retaining statutory Pupil/Student data such as SEN, In Care

Date	Time	Venue
12/12/2018	12.45pm – 4.00pm	3BM
01/02/2019	9.15am – 12.30pm	3BM
26/03/2019	9.15am – 12.30pm	3BM
04/06/2019	9.15am – 12.30pm	3BM

## Student Options (online version)

### Target Audience:

This one-day course is aimed at enabling those members of staff involved in Options to manage the whole process. It is particularly relevant for staff from schools that operate a system where Option Blocks are created, to some degree, on the basis of students’ subject choices but it is still useful even where students simply make their choices from pre-determined blocks.

**Duration:** Full Day (9.15am – 3.30pm, including 15 minutes for coffee and registration)

*Lunch will be provided and tea/coffee will be available all day*

### Course Outline:

The Options Online module is designed to enable students to enter their subject choices directly online using a web browser. As well as removing the need for paper lists it also does not require some of the “End of Year” processes to have been completed before embarking on Options. The course is designed to enable delegates to:-

- Create new Options Plans, Definitions and Pathways
- Allocate students to Pathways
- Edit and analyse Student choices
- Create classes and place them into a blocking structure
- Allocate students to classes, modifying the structure as appropriate
- Produce reports
- Transfer the final Plan to SIMS and Nova-T6

### Course Requirements:

Ideally, delegates will have an understanding of the relationship of Options to the timetabling process although this is not a requirement.

Date	Time	Venue
30/01/2019	9.15am – 3.30pm	3BM

## SIMS Exams Workshop

### Target Audience:

This workshop is suitable for new or experienced Examination Officers.

**Duration:** ½ Day (12.45pm to 4.00pm, including 15 mins for coffee and registration)

### Workshop details:

This workshop allows you to work on your own SIMS database, via a remote connection, with experienced SIMS staff on hand to assist and answer questions.

Delegates will need to bring details of which examination boards they are using, subject-specific course information and which students are going to be entered for the examinations.

Date	Time	Venue
31/01/2019	12.45pm – 4.00pm	3BM

## SIMS Housekeeping Routines Workshop

### Target Audience:

School staff who are responsible for using and maintaining the pupil database

**Duration:** ½ Day (9.15am to 12.30pm and 12.45pm to 4.00pm, including 15 mins for coffee and registration)

### Workshop details:

This workshop is an opportunity for schools to have a good “tidy-up” of their existing data and to learn some useful routines for helping to maintain accurate information.

School staff can work on their own school SIMS data via a remote connection to check, amend and update various pupil data in SIMS.

- Checking contact details are correctly linked to Pupils
- Making sure addresses are correctly linked so the “little house” appears where it should
- Updating Parental Salutation and Addressee fields
- Address tidying routines
- Updating Parental Mailing Points
- Adding “Favourite Reports” to your Home Page

Date	Time	Venue
28/02/2019	12.45pm – 4.00pm	3BM

## SIMS Admission Groups and Applications

### Target Audience:

Day to day users of SIMS responsible for new pupils/admissions and users responsible for preparing the new academic year in SIMS.

**Duration:** ½ Day (9.15am to 12.30pm, including 15 mins for coffee and registration)

### Course Outline:

- Creating Admission Groups
- Entering Applications
- Managing offers and accepted places
- Generating Application Lists
- Generating Letters
- Admitting pupils

### Course Requirements:

Delegates should be familiar with the day to day use of SIMS and understand the range of data which is stored within SIMS.

Date	Time	Venue
05/03/2019	9.15am – 12.30pm	3BM
08/05/2019	9.15am – 12.30pm	3BM

## SIMS Personnel

### Target Audience:

This Course is aimed at new users and day to day users of SIMS Personnel

**Duration:** ½ Day (12.45pm to 4.00pm, including 15 mins for coffee and registration)

### Course Outline:

- Add new and edit existing personnel records
- Add pay and contractual related data
- Maintain personnel data including absences
- Produce standard reports in Personnel
- Overview of contracts

### Course Requirements:

This course is aimed at staff in school with responsibility for updating and maintaining personnel records in SIMS with Personnel Officer permissions. Knowledge of SIMS and school personnel procedures is desirable.

Date	Time	Venue
28/03/2019	12.45pm – 4.00pm	3BM

## SIMS Assessment, Primary Statutory Data Collections – Briefing

**Covering:** Key Stage 1 and 2, Phonics for Year 1 and Year 2, EYFS Profile

### Target Audience:

Assessment Co-ordinators and all staff involved in the collection of Teacher Assessments. Staff, new to the process are welcome and staff familiar with the process will also find it useful as it will include updates from last year.

**Duration:** Briefing (9.15am to 11.00am and 12.45pm to 2.30pm, including 15mins for coffee and registration)

**Outline:**

- Importing and setting up the Wizard Manager
- Entering Assessments into Marksheets
- Sending the data to the LA
- Reports

Date	Time	Venue
01/05/2019	12.45pm – 2.30pm	3BM
07/05/2019	9.15am – 11.00am	3BM
09/05/2019	12.45pm – 2.30pm	3BM

### SIMS Attendance Analysis and Reports

**Target Audience:**

Attendance Officers, staff who need to produce attendance letters to parents and produce pupil level and analysis data relating to attendance

**Duration:** Full Day (12.45pm to 4.00pm, including 15 mins for coffee and registration)

*Lunch will be provided and tea/coffee will be available all day.*

**Course Outline:**

- Individual Pupil Reports
- Whole group Pupil Reports
- Attendance Analysis of groups of Pupils
- Selected Pupil Reports
- User-defined groups of Pupils
- Attendance Letters and Certificates
- Displaying Attendance summary information on the Home Page
- 3BM Attendance Report

**Course Requirements:**

Users should have a basic understanding of procedures for recording attendance in Schools.

Date	Time	Venue
02/05/2019	12.45pm – 4.00pm	3BM

### SIMS Personnel Workshop

**Target Audience:**

School Business Managers, School Administrators, Personnel and Finance Officers

**Duration:** ½ Day (12.45pm to 4.00pm, including 15 mins for coffee and registration)



### Workshop details:

This workshop will enable school staff to work on their own school SIMS data via a remote connection to check that their Service Terms are correct and that the Contract data in Personnel matches the data from your payroll provider, focussing particularly on Scales, Weeks Paid and Hours worked. SIMS staff will be on hand to assist and answer questions.

Schools will need to bring contract and pay information with them or have access to their payroll provider's database to enable checking.

Date	Time	Venue
06/06/2019	12.45pm – 4.00pm	3BM

### SIMS Assessment, Primary Statutory Data Collections - Workshop

**Covering:** Key Stage 1 and 2, Phonics for Year 1 and Year 2, EYFS Profile

#### Target Audience:

Assessment Co-ordinators and all staff involved in the collection of Statutory Assessments.

**Duration:** ½ Day (9.15am to 12.30pm and 12.45pm to 4.00pm, including 15 mins for coffee and registration)

#### Workshop details:

This workshop is an opportunity for school staff to prepare their Assessment data returns on their own SIMS system via a remote connection, with experts on-hand to assist and answer any questions. You will also be able to generate Individual pupil reports and school level reports.

You will need to bring along the following information:

- Your School's Year 2 KS1 TAs
- Your School's Year 6 KS2 TAs
- Your School's Reception End of Foundation Stage results

You will have access to your school network so this info can be accessed from a shared drive. Help will also be given to prepare for the Year 1 Phonics and Year 2 Phonics re-test data entry.

#### Course Requirements:

Suitable for Assessment Co-ordinators and all school staff with responsibility for preparing and submitting Assessment data collections.

Date	Time	Venue
11/06/2019	9.15am – 12.30pm	3BM
18/06/2019	12.45pm – 4.00pm	3BM

### Excel 2016 – Advanced

#### Target Audience:

Staff with a good grounding in Excel that wish to further their knowledge of formulae and Pivot tables.

**Duration:** ½ Day (12.45pm to 4.00pm, including 15 mins for coffee and registration)

## Course Outline:

- Working with multiple sheets and workbooks, linking cells and formulae
- Absolute cell referencing and naming cells
- Pivot tables and Charts
- Advanced Formulas to check and reference a variety of criteria
- Using Formulas to combine or reformat cells and text
- Protecting/Locking Sheets and Workbooks

## Course Requirements:

Delegates need to have a good understanding of Excel functionality and be able to write basic formulas. It is advisable to attend the Intermediate course prior to the advanced, as it will prepare you for the in-depth content.

Date	Time	Venue
12/06/2019	12.45pm – 4.00pm	3BM

## Nova-T6 Workshop

### Target Audience:

This Workshop is suitable for experienced Timetablers and those who are writing their first timetable provided that basic Nova-T6 training has been undertaken.

**Duration:** All Day (9.15am to 3.30pm, including 15 mins for coffee and registration)

Staff will be available to assist you throughout the day. There is no formal structure to the day although features of Nova-T6 can be demonstrated as required.

*Lunch will be provided and tea/coffee will be available all day.*

### Workshop details:

This Workshop allows you to work on your own partially written School Timetable with experts on hand to support you and answer any questions.

Schools will need to bring a copy of their timetable that can be loaded onto the training machines.

Date	Time	Venue
26/06/2019	9.15am – 3.30pm	3BM
17/07/2019	9.15am – 3.30pm	3BM

## SIMS Exam Results

### Target Audience:

Secondary school staff that are involved in the download and analysis of exam results. Staff new to the process are welcome and experienced users may find it useful as a refresher.

**Duration:** ½ Day (9.15am to 12.30pm, including 15 mins for coffee and registration)

### Course Outline:

- Importing result files
- Adding non EDI results
- Creating and using results marksheet
- Updating and Calculating PI (Performance Indicator) information
- Running standard reports and analyses
- Exporting results to Excel
- Producing Candidate Statement of Results

**Course Requirements:**

Suitable for staff who will be working in school on exam results download and publication days.

Date	Time	Venue
09/07/2019	9.15am – 12.30pm	3BM

**Course Manager Briefing**

**Target Audience:**

Secondary school staff with a responsibility for the management of Course Manager. It will also be useful for members of staff who are involved in the preparation of the Post-16 Census.

**Duration:** Briefing (9.15pm to 11.00pm, including 15 mins for coffee and registration)

**Course Outline:**

- To provide an overview of the changes required in Course Manager as a result of the phased introduction of the new 9-1 GCSE and two year A level qualifications
- To highlight and discuss the changes to the functionality of Course Manager
- Question and Answer session

Date	Time	Venue
10/07/2019	9.15am – 11.00am	3BM

**SIMS End of Year Procedures - Workshop**

**Target Audience:**

School staff responsible for carrying out the SIMS Year End processes. **NB:** This workshop is suitable for users familiar with the Year End process only.

**Duration:** ½ Day (9.15am - 12.30pm, including 15 mins for coffee and registration)

**Workshop details:**

This workshop is an opportunity for school staff to prepare the new Academic Year on their own SIMS system via a remote connection, with experts on-hand to assist and answer any questions.

You will need to bring along the following information:

- Your School's 2019/2020 Term Dates
- Your School's 2019/2020 pastoral structure e.g.
  - Names of new Registration Groups
  - Names of Class Teachers to be assigned to Reg Groups (including details of new staff)
  - Details relating to Vertical and Horizontal grouping
- Year 6 Leavers' destinations
- Promotion details e.g.
  - 2019/2020 Pupil Lists
- New intake details e.g.
  - Dates of admission
  - New Pupils

<b>Date</b>	<b>Time</b>	<b>Venue</b>
11/07/2019	9.15am – 12.30pm	3BM
16/07/2019	9.15am – 12.30pm	3BM

## Course Bookings

**All bookings should be made online.**

**PLEASE NOTE:** We are now using a new booking system, click the following link to book <http://training.3bm.co.uk>

## Contact for further information (course content):

Jackie Dillon (3BM)

020 7605 8322

[jackie.dillon@3bm.co.uk](mailto:jackie.dillon@3bm.co.uk)

## Venue Details

**3BM:**

3BM Training Room

*See attached address & map*

**Please note that the easiest way to travel to this venue is by public transport as the traffic is busy and parking is short-stay and expensive. There are lots of stations and buses close to the venue, please contact a member of 3BM support team (020 7605 8322) if you'd like any further advice on the best way to get there.**

## 3BM

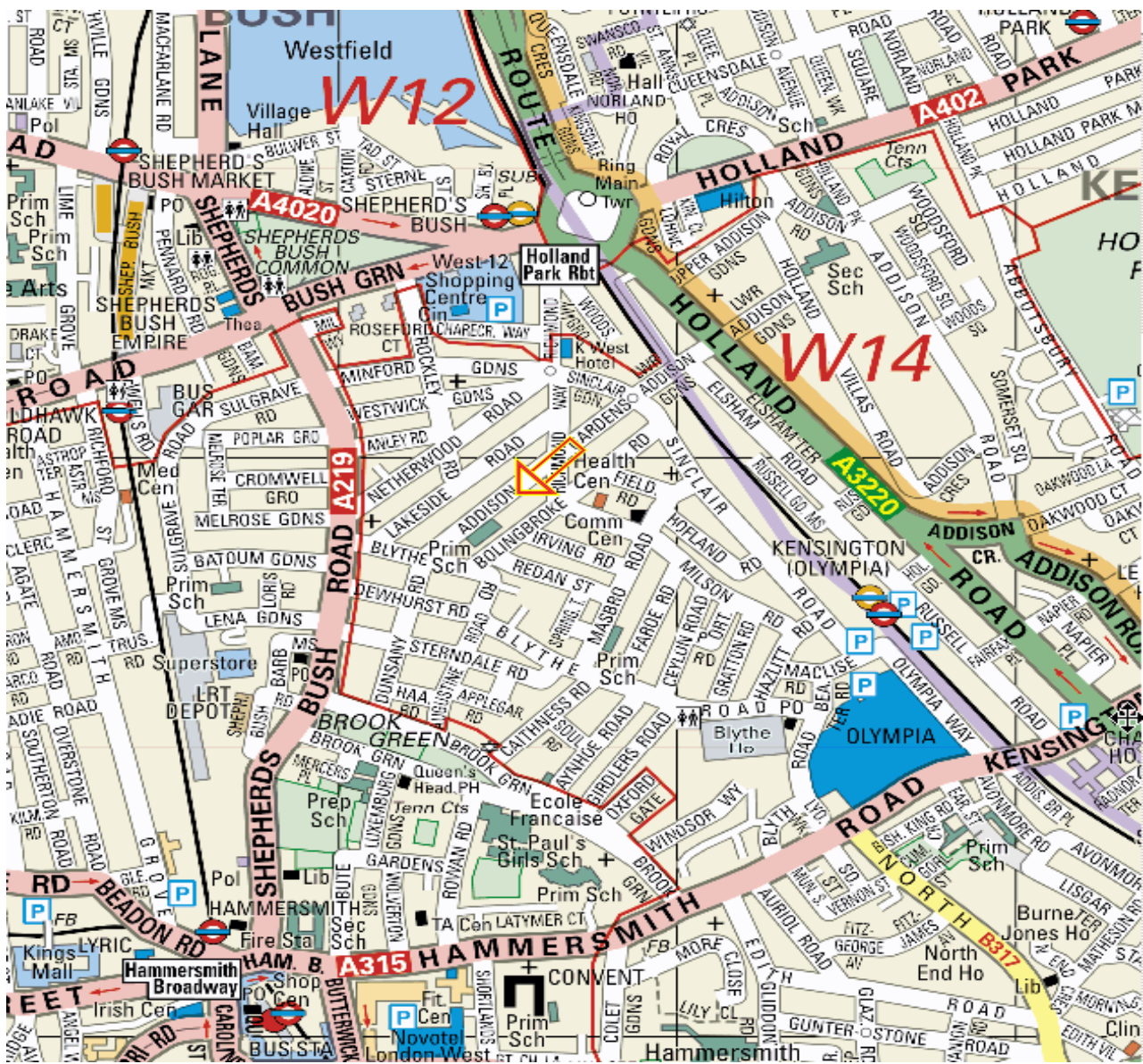
### **3BM Training Room**

Addison Primary School Annexe

Addison Gardens

LONDON W14 0DT

Tel: 020 7605 8322



Buses: 220, 295, 72, 283

Parking: Please note that parking is **not** available at the school, surrounding streets are Pay & Display

Tube: Hammersmith (Piccadilly, District and Hammersmith & City Lines)  
 Shepherd's Bush (Central Line)  
 Goldhawk Road (Hammersmith & City Line)

Rail: Shepherd's Bush or Olympia

**Note:** There is a pedestrian walkway from Holland Park Roundabout onto Richmond Way.