

MIS Training Guide

Birmingham, Stafford and Worcester - Autumn **2021**



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Welcome to our MIS Autumn training guide. With no clear end in sight to total easing of lockdown restrictions following the spikes with the Indian variant, we are in real terms, no further forward in setting up our normal platform of face to face training.

However, we have been pleasantly surprised by both the take up and positive feedback regarding our webinars. Whilst we understand that for some, they don't quite fill the gap in terms of meeting a trainer and interacting with other delegates, they are still as informative as our personal training. And whilst webinars make up the majority of training for this term, we have introduced some sessions back into our Entrust headquarters in Stafford. Each training module points to either/and or remote or face to face training.

As ever, our Autumn training reflects the needs of the school in that particular term. We have an Online Free Schools Meals Workshop, Reporting in SIMS, SIMS Personnel and the School Workforce Census and Using the SIMS Attendance Module to give you a flavour. And whilst we are conscious about how training will transpire in the new world post Covid, please be assured that we want to continue to provide an exceptional programme of training modules that fits in with your training mindset. As ever, course booking details are outlined in the brochure. Please also do get in touch in the usual way if you have bespoke training needs. We are more than happy to work with schools to understand individual needs and the best platform of delivery.

Have a great Autumn term and we hope to see more of you in 2022!

Vivienne Garratt
MIS Service Leader



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To book your place on any of our courses or if you require any further information, please use the following options:

Birmingham Schools



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Call: 0121 303 5100



Email: enquiries@entrust-ed.co.uk



Address: 5th Floor, Fort Dunlop, Fort Parkway,
Erdington, Birmingham, B24 9FD

Staffordshire Schools



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Email: enquiries@entrust-ed.co.uk



Address: Entrust, Riverway Centre, Riverway,
Stafford, ST16 3TH

Worcester Schools



Online: www.entrust.education/training



Call: 01905 765160



Email: enquiries@entrust-ed.co.uk

Courses Included in Your SLA

The following courses are free of charge for those schools that currently have a MIS SLA with us (up to two members of staff can attend these courses each half term).

- Introduction to SIMS
- SIMS Personnel (half day course)
- Reporting in SIMS – Standard
- Using the SIMS Attendance Module



We offer a wide range of courses, which unfortunately cannot always be scheduled each term. However, if you are interested in any of our courses listed below or require bespoke training, either on an individual or group basis, please contact us to discuss as we are always happy to help.



Nova-T6 One Day Refresher

A worthwhile reminder session of the key routines required to commence the creation of next year's timetable.



Early Years Foundation Stage Tracking in SIMS

A half day course which will help you record and monitor EYFS students using SIMS.



Microsoft Power BI Using SIMS

A business intelligence analytics solution that allows schools to visualise their SIMS data and share across Single Schools or MATS.



Reporting in SIMS – Advanced

Extract and analyse data in Advanced Excel using Macros, Pivot Tables and formulas.



SIMS Academic Management and Reporting

Explore procedures for allocating students to curriculum structures, including bands and maintaining class memberships.



SIMS Assessment for High/Secondary Schools

Know how to use SIMS Assessment to administer your assessment procedures in school.



SIMS Assessment Individual Reporting for High/Secondary Schools

Know how to create and generate individual reports to send to parents.



SIMS Course Manager and Post 16 Learning Aims

Explore how Course Manager works with other SIMS modules, including supporting the maintenance of the Post-16 Census.



SIMS Discover Overview

A graphical representation of your SIMS data.



SIMS Examinations Organiser Results Analysis

The course covers the use of JCQ A2C software to download the results, import the results into Examinations Organiser and analyse the results data using established and new routines in Examinations Organiser.



SIMS Examinations Organiser Results Analysis Refresher

A half day course to refresh your knowledge of downloading results and analysing data.



SIMS FMS User Defined Reports

Create your own bespoke reports to track budget and expenditure in FMS.



SIMS FMS Equipment Register

An introduction to the SIMS Equipment Register module within FMS.



SIMS System Manager

Gain a thorough understanding of how to create and manage SIMS users, their permissions, assigning passwords and managing your school's data.



SIMS System Manager for Hosted Schools

Gain a thorough understanding of how to create SIMS users, their permissions, assigning passwords and maintaining your school's user accounts.

Outline

This three-day course provides a step-by-step explanation of how to use Nova-T6 in the production of the school timetable, from populating the system with core data (rooms, staff and subjects) to submitting the complete scheduled timetable to SIMS.

Description

By attending this course delegates will return to school with the confidence to:

- Define the timetable cycle
- Populate basedata
- Construct a curriculum model
- Enter and modify the curriculum model
- Resource classes with teachers, rooms and facilities
- Define multiple period sessions
- Blank-out teachers and rooms
- Analyse the curriculum model
- Manually and automatically schedule the timetable
- Room the timetable
- Print timetables and reports
- Transfer the timetabling information into SIMS

Outcome

This course will enable you to:

- Use Nova-T6 to produce an effective timetable for your school




Audience

This course is suitable for Secondary, Middle and Special Secondary schools.




24-26 November 2021
09:30-16:00
Code: LTT-1121-T005
Webinar

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Outline

SIMS is the database which holds all pupil/student data and is crucial to the day-to-day administration of a school. If you are new to role it is extremely important that you are trained on how to manage and edit this data as this information forms an integral part of the schools administration management and statutory return data.

Description

This course will involve school-based activity exercises using a training data set. The day will focus on:

- Adding new pupils/students into the SIMS system to enrol them into the school
- Recording leavers
- Accurately editing pupil/student data including moving a family and/or parent to a new address
- Recording exclusions to ensure that this is collected for School Census
- Importing Common Transfer Files (CTFs) to update all previous statutory school history for pupils/students
- Creating agencies and agents to assist in the schools Safeguarding policies

Outcome

This course will enable you to:

- Correctly and securely record and amend pupil/student records
- Support teaching and other support staff
- Retrieve accurate data for the Senior Leadership Team

Audience

The training is aimed at new school-based employees or a person who wishes to gain employment within a school environment.

13 September 2021

09:30-16:00

Code: LTT-0921-T006

Webinar

02 November 2021

09:30-16:00

Code: LTT-1121-T001

Entrust HQ, Stafford

08 December 2021

09:30-16:00

Code: LTT-1221-T003

Webinar

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Outline

This workshop aims to provide an overview of our Online Free School Meals (OFSM) Eligibility checking software. This workshop is suitable for schools with the Online Free School Meals eligibility checking service or those interested in purchasing the software.

Description

During this workshop, a consultant will demonstrate the process of entering applications onto the OFSM portal.

This workshop will allow you to:

- See a demonstration of how the system works
- Learn how the school can view and manage pupil applications
- Learn about best practices - the consultant will cover ways to implement Free School Meals in school and tips to maximise the effectiveness of this eligibility checking software.

Outcome

Delegates attending this session will understand how to streamline the management of Free School Meals data and maximise Pupil Premium funding.

Audience

This workshop is aimed at staff with responsibility for managing and updating Free School Meals eligibility records within their MIS and/or Senior Leaders with responsibility for pupil data.

Please note: Staffordshire Maintained Schools get a FSM eligibility service from Staffordshire County Council.

27 September 2021

14:00 – 15:00

Code: LTT-0921-T007

Webinar

19 October 2021

10:00 – 11:00

Code: LTT-1021-T005

Webinar

18 November 2021

14:00 – 15:00

Code: LTT-1121-T007

Webinar

01 December 2021

10:00 – 11:00

Code: LTT-1221-T004

Webinar

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Outline

This course will give you the skills to design SIMS reports to find out the wealth of information that is stored within SIMS for your school.

Description

Do you use the Preview screen to its full potential? Would you like to report on a few pupils instead of the whole group? Do you know how to add in extra columns into your reports? Do you know how to produce a Person Data Report following GDPR? Are you using the General Student List to create easy simple reports?

By attending this course delegates will return to school with the confidence to:

- Explore SIMS basic reporting routines
- Design new reports
- Edit existing reports
- Change output to run from Excel
- Use report filters
- Use sort orders
- Use Preview view
- Manipulate General Student List
- Create mail merge labels and letters
- Create mail merge rules to deal with personal pronouns such as he/she, him/her, son/daughter
- Manipulate Analysis reports
- Delete old reports

Outcome

This course will enable you to:

- Have confidence to explore your SIMS data to extract specific information into a report
- Manipulate and output reports to Word, Mail Merge and Excel
- Use Personal Pronouns such as he/she, him/her, within reports
- Report on specific groups of students

Audience

Administration or teaching staff that would like to be able to report on SIMS data.

This course is a precursor to the Intermediate Reporting course and as such, you will be using skills taught in this course in the Intermediate Reporting course. Therefore, it will be necessary to have attended this course.

12 October 2021

09:30 – 16:00

Code: LTT-1021-T004

Webinar

30 November 2021

09:30 – 16:00

Code: LTT-1121-T002

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Outline

Have you already completed the Reporting in SIMS - Standard course? Would you like to extend your knowledge of reporting? This course will examine designing reports and explore possible solutions or alternatives from a software perspective.

Description

Do you know the value of using Rich Text Format merging for more complex reporting? Would you like to use the and/or filters successfully? Are you familiar with sub-reports and how to filter and sort separately?

By attending this course delegates will return to school with the confidence to:

- Create templates to use in other reports
- Insert a report into a report
- Use combinations of AND/OR clauses
- Set up sub-reports with their own filters and sorts
- Use Rich Text Format to specify page breaks
- Tweak Data Collection Sheets
- Report using User Defined Groups
- Setup sub-report count and excel formatting

Outcome

This course will enable you to:

- Create a template such as a School Header to use with other reports
- Understand the blue sub-reports and how to use them to their full potential
- Use Rich Text Format reports to create more complex mail merge reports
- See how to add a report inside a report, such as Behaviour and Achievements report
- Edit complex SIMS reports, such as Data Collection Sheets
- Within a report setup a sub-report count and then use Excel functionality, e.g conditional formatting

Audience

Secondary, Middle, Primary and Special Schools that have attended the Reporting in SIMS - Standard course and would like to advance their knowledge of reporting in SIMS.

07 December 2021

09:30 – 16:00

Code: LTT-1221-T001

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Outline

This comprehensive course will explore all aspects of managing external Exam Board examinations using SIMS Examinations Organiser and assist Exam Officers to confidently use and maximise its benefits.

Description

By attending this course delegates will return to school with the confidence to:

- Understand how to set up Examinations Organiser
- Define season patterns and subsequent external/internal seasons
- Import and configure, to your requirements, basedata for external exams and mock internal exams
- Create basedata for internal exams
- Clone mock internal basedata from one season to the next
- Manage internal and external Candidates and numbering requirements
- Create and submit files for Entries and Amendments
- Seat candidates for external and internal exams and produce seating plans and reports
- Have the ability to deal with seating clashes of candidates
- Understand the significance of Courses linked to Awards
- Understand alternative possibilities for data collection and data entry
- Report on all aspects of the entry process

Outcome

This course will enable you to:

- Setup and manage Examinations Organiser with confidence
- Use your knowledge to create basedata for external and internal exams
- Successfully manage Special Arrangements
- Gain the ability to seat candidates for each exam and create specific reports
- Submit files for entry and amendment to each board




Audience

This course is suitable for new Examination Officers in schools catering for age 14-18 cohorts.




15-16 September 2021
09:30 – 16:00
Code: LTT-0921-T004
Webinar

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Outline

This course aims to support the set up and management of FMS and its links with SIMS Personnel for non-cheque book (NCB) or external payments account (EPA) schools and cheque book schools.

Description

This course covers SIMS FMS management including the following areas:

- Tools
- Funding/Budget
- Personnel Links

Outcome

By the end of the course, you will be able to:

- Define users
- Amend system parameters in relation to your school's needs
- Define books
- Complete the general ledger set up for your school's requirements
- Define VAT periods
- Enter the Budget
- Understand personnel links
- Record EPA reimbursement - EPA schools only

Audience

This course is suitable for Business Managers, Bursars, Finance Officers and staff with responsibilities for updating and maintaining finance in schools.

21 September 2021

09:30 – 16:00

Code: LTT-0921-T002

Webinar

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Outline

This course follows on from Day 1 and supports the day-to-day operations of FMS.

Description

This course covers SIMS FMS operations including the following areas:

- Accounts payable
- Journals
- Non-invoiced Income
- Petty cash
- Bank claim
- Reports

Outcome

By the end of the course, you will be able to:

- Raise orders, process delivery notes and invoices/credit notes
- Generate authorisation slips
- Post journals
- Post income
- Post petty cash reimbursement and expenditure
- View reports

Audience

This course is suitable for Business Managers, Bursars, Finance Officers and staff with responsibilities for updating and maintaining finance in schools.

14 October 2021

09:30 – 16:00

Code: LTT-1021-T001

Webinar

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Outline

This course aims to support the set up and management of FMS and its links with SIMS Personnel.

Description

This course will give you hands-on experience covering:

- Define users
- Amend system parameters in relation to your school's needs
- Define books
- Enter the Budget
- Record cash instalments
- Understand personnel links
- Complete the general ledger setup for your school's requirements
- Define VAT periods
- Post salary payments

Outcome

This course will enable you to do the day-to-day financial processes undertaken in your school.

Audience

This course is suitable for Business Managers, Bursars, Finance Officers and staff with responsibilities for updating and maintaining finance in full cheque book schools.

29 September 2021

09:30 – 16:00

Code: LTT-0921-T003

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Outline

This course follows on from Day 1 and aims to support the day-to-day operations of FMS.

Description

This course covers SIMS FMS operations including the following areas:

- Account Payable
- Journals
- Non-invoices Income
- Petty Cash
- Bank Reconciliation
- VAT Return
- Reports

Outcome

By the end of the course, you will be able to:

- Raise orders, process delivery notes and invoices
- Generate payments
- Post journals
- Post income
- Post petty cash reimbursement and expenditure
- Record bank statements
- Submit VAT return
- View reports

Audience

This course is suitable for Business Managers, Bursars, Finance Officers and staff with responsibilities for updating and maintaining finance in full cheque book schools.

21 October 2021

09:30 – 16:00

Code: LTT-1021-T002

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When making a booking please have the above course code to hand.

Outline

This course covers all aspects required to implement the SIMS Options Online module successfully in your school.

Description

By attending this course delegates will return to school with the confidence to:

- Set up the Options Online module
- Onboard students to allow them to make subject choices via an online portal
- Monitor and adjust pupil choices
- Analyse pupil choices
- Implement final optimisation of the pupil choices
- Complete the assignment of students to option blocks

Outcome

This course will enable you to:

- Collate and analyse student option choices
- Manipulate option block structures and reallocate student choices to find the best possible solution
- Export the finished information to SIMS and Nova-T6

Audience

This full day course is aimed at Secondary and Special Secondary schools.

09 December 2021




09:30 – 16:00

Code: LTT-1221-T002




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Outline

This half day course is aimed at new users of Personnel in SIMS. Personnel in SIMS provides the facility to enter data for employees (and others) into the SIMS database. It supplements the school's information management system, with data supporting the production of Statutory Returns and contributes to how staff commitments are made in FMS.

Description

The course covers the maintenance and management of all staff data. Delegates will be shown how to process new appointments, leavers, promotions and other data adjustments. Delegates will also be shown how to record training courses taking place and those staff attending. Reports can be used as part of a staff Performance review meeting. We will generate the system Personnel reports within SIMS.

Outcome

This course will enable you to:

- Add new and edit existing personnel records
- Record absence information
- Record Training courses and those staff attending
- Maintain pay and contract-related data and understand the role of pay scales, allowances and posts
- Maintain personnel data to support other areas of SIMS including FMS, Statutory Returns and School Workforce Census
- Produce Personnel system reports for data checking purposes

Audience

This training course is suitable for new administrative staff, new recruits or staff with new responsibilities for recording/updating staff records.

22 September 2021

09:30 – 12:30

Code: LTT-0921-T008

Webinar

29 November 2021

09:30 – 12:30

Code: LTT-1121-T008

Webinar

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Outline

There is a statutory requirement for all schools to produce a School Workforce Census Return each year. All data for the Return is held within the SIMS Personnel module and attending this course will give you the confidence to create that Return and maintain records throughout the year.

Description

The course will give hands on experience in:

- Adding new members of staff including teachers and support staff
- Editing staff details accurately
- Recording absences correctly for the School Workforce Census
- Creating your own service terms, editing existing records and understanding the role of pay scales, allowances and posts
- Resolving the failure and query codes produced by the School Workforce Census
- Understanding links to other modules

Outcome

This course will enable you to:

- Produce your own School Workforce Census Return
- Understand and resolve any errors or queries raised when validating the Return
- Maintain data within the SIMS Personnel module for day-to-day use

Audience

This course is suitable for Personnel Officers/staff responsible for submitting the School Workforce Census.

14 September 2021

09:30 – 16:00

Code: LTT-0921-T001

Entrust HQ, Stafford

13 October 2021




09:30 – 16:00

Code: LTT-1021-T006




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Outline

It is a statutory requirement for schools to record SEN data. This course will ensure that school staff have the knowledge to record this information accurately. The course has been extended to include the use of the SIMS Intervention module, used not only for SEN but also for Pupil Premium and all school-led interventions.

Description

The course is tutor-led using a SIMS training data set. The course will focus on:

- Adding new pupils/students to the SEN register or changing their SEN status
- Creating user defined groups for SEN pupils/students to be used for Attendance monitoring
- Recording reviews and running invitation letters for people invited to the review from SIMS
- Associating outside agents to pupils/students to ensure safeguarding monitoring
- Setting up and running an Intervention
- Creating a SEN Register including additional information e.g. Pupil Premium, EAL

Outcome

This course will enable you to:

- Allow the school to meet their statutory requirement
- Record data accurately to ensure that SEN history is not overwritten
- Utilise each area of the SEN module
- Accurately set up an Intervention and record targets

Audience

The training is recommended for staff supporting the SEN Coordinator.

11 November 2021




09:30 – 12:30

Code: LTT-1121-T006




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Outline

Attendance data is collected in all three School Census returns and used by the DfE to judge a schools' performance. It is essential that Attendance Managers have a full understanding of the importance of the data and the statistical meaning of absences.

Description

This course will give hands-on experience which will lead to:

- A full understanding of the use of statutory attendance codes and their statistical meanings
- Knowledge of how to monitor, track and assess whole school and individual trends
- Create user defined groups to monitor a specific group of pupils/students e.g. Vulnerable pupils
- The ability to deliver the requirements for the Education Welfare Service and Ofsted when they arrive to do their inspections
- An understanding of the wide range of reports available within the module
- Advice and guidance on the use of letters to praise good attendance or raise concerns about poor attendance

Outcome

This course will enable you to:

- Monitor and track attendance (on an individual and group basis) throughout the school
- Have the confidence to provide relevant and timely information for the Education Welfare Service and Ofsted Inspectors
- Make good use of functionality and reports in the Attendance module
- Create Attendance letters and labels

Audience

This course is suitable for Attendance Operators and Managers in all schools.

23 September 2021

09:30 – 16:00

Code: LTT-0921-T005

Webinar

09 November 2021

09:30 – 16:00

Code: LTT-1121-T003

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