

# MIS Training Guide

Birmingham, Stafford and Worcester - Spring 2022

SIMS

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## Welcome to our MIS Spring 2022 training guide.

Whilst we look at what seems to be unsteady months ahead with the pandemic still hard at our heels, times are continuing to be challenging for training providers and those seeking training. Will training rooms ever really exist again or are we already on the journey to a more hybrid and bespoke world of training? At Entrust, we do have a small suite of both face to face training and webinars which seem to be accommodating the needs of delegates across the board. Face to face offerings can be done in small groups of up to 6 delegates and we can come and work with you on your data to suit and enhance your understanding of specific areas of SIMS, as a more bespoke offering.

Our Spring Training courses reflect the needs of the school for the upcoming term. We have **Constructing the Timetable in Nova-T6**. This is a series of webinars which stretch over a 3 day period covering 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.

**Introduction to SIMS** one day webinar is always essential for any new starters that have joined school over the past few weeks. 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 school's administration management and statutory return data.

We have two, one hour webinars this term outlining the process of entering applications onto the OFSM portal in our **Introduction to the Online Free School Meals Webinar**. You'll be able to see how the system works, learn how the school can view and manage pupil applications and brush up on best practices with hints and tips to maximise the effectiveness of this eligibility checking software.

There are many more courses to browse through and don't forget if you have a training need of a bespoke nature we are growing our offerings in this area. Here is some of our recent feedback from the new FMS financial management training.

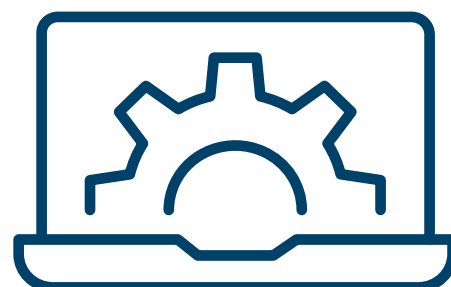
**Michelle Coeulle – Bursar, Gunter Primary School;**

"I just wanted to thank both you and your colleague for the training day on site. I found it bespoke and completely relevant to my training needs and would highly recommend."

For more information please don't hesitate to get in touch using the normal channels.

Hope you have a great term!

**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

-  Online: [www.entrust.education/training](http://www.entrust.education/training)
-  Call: 0121 303 5100
-  Email: [enquiries@entrust-ed.co.uk](mailto:enquiries@entrust-ed.co.uk)
-  Address: 5th Floor, Fort Dunlop, Fort Parkway, Erdington, Birmingham, B24 9FD

### Staffordshire Schools

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-  Call: 0333 300 1900
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-  Address: Entrust, Riverway Centre, Riverway, Stafford, ST16 3TH

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-  Call: 01905 765160
-  Email: [enquiries@entrust-ed.co.uk](mailto: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
- 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.



#### **Early Years Foundation Stage Tracking in SIMS**

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



#### **Maintaining the Timetable in Nova-T6**

Learn how to keep your school timetable up-to-date so everyone knows where they should be.



#### **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.



#### **Nova-T6 One Day Refresher**

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



#### **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**

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



#### **SIMS FMS Financial Management**

The FMS Financial Management Training course will now become an on-site bespoke training course, this has proved invaluable to the 4 schools who have received this training since July of this year. The course therefore will be tailored for your schools FMS data and not to a 'one size fits all' as it has previously.



#### **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.

**15/03/2022 – 17/03/2022**




09:30-16:00

Code: LTT-OM-0322-T003




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
- Managing agencies and agents
- Creating basic reports

### 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.

**26/01/2022**

09:30-16:00


Code: LTT-OM-0122-T001

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 enable 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

### 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.*

**25/01/2022**

14:00 – 15:00

Code: LTT-OM-0122-T002  
Webinar




**23/03/2022**

14:00 – 15:00




Code: LTT-OM-0322-T005  
Webinar

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### Outline

This webinar 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.

**09/02/2022**

09:30 – 16:00

Code: LTT-OM-0222-T004

Webinar

**22/03/2022**

09:30 – 16:00


Code: LTT-OM-0322-T008

Webinar

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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:**

- 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

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.

**03/03/2022**




09:30 – 16:00

Code: LTT-OM-0322-T007




Webinar

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### Outline

This course will cover the day-to-day aspects of FMS, including orders, invoices, payments, recording income and dealing with petty cash. Local bank/central processes will be covered as appropriate.

### Description

FMS is a finance package that runs separately to SIMS but may be linked to gain information from SIMS.

FMS is capable of recording all order and invoice information for suppliers, recording budgets and commitments along with cash book transactions, petty cash and general journals. It also produces cheque runs and bank reconciliations along with all the period end/year end procedures.

### Outcome

This course will enable you to:

- Raise orders.
- Record invoices.
- Process payments.
- Record Income.

### Audience

This course is for schools with FMS and is intended for a new member of Finance Staff who has responsibility for the day to day tasks.

**02/02/2022**

09:30 – 16:00

Code: LTT-OM-0222-T002

Webinar

**31/03/2022**

09:30 – 16:00


Code: LTT-OM-0322-T004

Webinar

### Book Now

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### 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.

**18/01/2022**

09:30 – 16:00


Code: LTT-OM-0122-T004

Webinar

### Book Now

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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
- 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 Standard Reports and basic User Defined Reports for data checking purposes
- Record Training courses and those staff attending

### Audience

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

**01/02/2022**

09:30 – 12:30

Code: LTT-OM-0222-T003  
Webinar




**08/03/2022**

09:30 – 12:30




Code: LTT-OM-0322-T006  
Webinar

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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.

**09/03/2022**




09:30 – 12:30

Code: LTT-OM-0322-T009




Webinar

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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.

**12/01/2022**

09:30 – 16:00

Code: LTT-OM-0122-T005  
Webinar




**29/03/2022**

09:30 – 16:00




Code: LTT-OM-0322-T010  
Webinar

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