

# MIS Training Guide

Birmingham, Staffordshire and Worcestershire - Autumn 2023

SIMS

helping  
schools  
inspire

Accredited Support

EDUCATION TECHNOLOGIES



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### **Welcome to our MIS Autumn 2023 training guide.**

**We're well into summer term and preparing to look at End of Year processes and starting to visualise the school year ahead. Being mindful of that, here is our Autumn Term Training Guide listing 12 of the most widely attended and relevant courses for the time of year.**

As ever, our Autumn training reflects the needs of the school in that particular term. We have a 'Introduction to Online Free Schools Meals Portal', 'SIMS Personnel and the School Workforce Census', 'Supporting the SENCO for Administration Staff in SIMS' and 'Constructing the Timetable in Nova T-6' to give you a small flavour. As ever, course booking details are outlined in the brochure.

We are continuing with a hybrid Webinar/Classroom based training approach this coming year. Three of our courses are face to face and we have our first collaboration with a school to host training in the heart of Birmingham; enabling more of you that want to attend in person with a more beneficial location. Alongside this, we are still providing a bespoke training facility where we can either come to your school or work remotely with you on a training need. Page 5 outlines some of the training courses we didn't have time to schedule to give you some idea of what we can provide. Don't forget you can get in touch with us at any point to discuss your training needs, bespoke or otherwise.

Here's to a lovely summer and well deserved rest.

Hope to catch up with lots more of you in the Autumn 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:

 Online: [www.entrust.education/training](http://www.entrust.education/training)

 Call: 0333 300 1900 (option 3)

 Email: [enquiries@entrust-ed.co.uk](mailto:enquiries@entrust-ed.co.uk)

We now have a training room in Birmingham where we will be running FMS Daily Tasks courses providing we have a minimum of 4 delegates.

## 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

The courses that are **FREE** of charge will be recorded and a copy of the recording will be sent to you after the training. Unfortunately, the chargeable courses will not be recorded.



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

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.

**13/09/2023**

09:30-16:00

Code: LTT-0923-T001

The Riverway Centre,  
Stafford, ST16 3TH

**26/09/2023**

09:30-16:00

Code: LTT-OM-0923-T001

Webinar

**16/11/2023**

09:30-16:00

Code: LTT-OM-1123-T003

Webinar

### Book Now

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 0333 300 1900 (option 3)

 [enquiries@entrust-ed.co.uk](mailto:enquiries@entrust-ed.co.uk)

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

### 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 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.

**28/09/2023**

14:00-15:30

Code: LTT-OM-0923-T002

Webinar

**14/11/2023**


14:00-15:30


Code: LTT-OM-1123-T004

Webinar

### Book Now

 [www.entrust.education/training](http://www.entrust.education/training)

 0333 300 1900 (option 3)

 [enquiries@entrust-ed.co.uk](mailto:enquiries@entrust-ed.co.uk)

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

### 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.

**19/10/2023**

09:30-16:00

Code: LTT-OM-1023-T001

Webinar

**13/12/2023**


09:30-16:00


Code: LTT-OM-1223-T002

Webinar

### Book Now

 [www.entrust.education/training](http://www.entrust.education/training)

 0333 300 1900 (option 3)

 [enquiries@entrust-ed.co.uk](mailto:enquiries@entrust-ed.co.uk)

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



### 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
- 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.




**19/12/2023**

09:30-16:00

Code: LTT-OM-1223-T003

Webinar

### Book Now

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-  0333 300 1900 (option 3)
-  [enquiries@entrust-ed.co.uk](mailto:enquiries@entrust-ed.co.uk)

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

### Outline

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

### Description

FMS is a finance package that runs separately to SIMS but may be linked to gain Personnel Salary details 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:

- Add Suppliers
- Raise orders
- Record Deliveries
- Add invoices
- Record Income
- Add petty cash expenditure

(Payments maybe demonstrated only if requested by delegates)

### 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.

**07/09/2023**

09:30-12:30

Code: LTT-0923-T003

Anglesey Junior School,  
Nursery Road, Birmingham  
B19 2YA




**09/11/2023**

09:30-12:30

Code: LTT-1123-T003

Anglesey Junior School,  
Nursery Road, Birmingham  
B19 2YA

### Book Now

-  [www.entrust.education/training](http://www.entrust.education/training)
-  0333 300 1900 (option 3)
-  [enquiries@entrust-ed.co.uk](mailto:enquiries@entrust-ed.co.uk)

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

### 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 webinar is suitable for new administrative staff, new recruits or staff with new responsibilities for recording/updating staff records.

**17/10/2023**

09:30-12:30

Code: LTT-OM-1023-T003

Webinar

**05/12/2023**


09:30-12:30

Code: LTT-OM-1223-T001

Webinar

### Book Now

 [www.entrust.education/training](http://www.entrust.education/training)

 0333 300 1900 (option 3)

 [enquiries@entrust-ed.co.uk](mailto:enquiries@entrust-ed.co.uk)

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

### 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

This course will give hands-on experience in:

- Adding new members of staff including teachers and support staff.
- Editing staff details accurately.
- Utilising the Training area within SIMS.
- 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.
- Reporting on the data held within the SIMS Personnel module.

### 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.
- Extract that data through the use of reports within SIMS.

### Audience

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

**21/09/2023**

09:30-16:00




Code: LTT-0923-T002  
The Riverway Centre,  
Stafford, ST16 3TH

**12/10/2023**

09:30-16:00

Code: LTT-OM-1023-T005  
Webinar

### Book Now

-  [www.entrust.education/training](http://www.entrust.education/training)
-  0333 300 1900 (option 3)
-  [enquiries@entrust-ed.co.uk](mailto:enquiries@entrust-ed.co.uk)

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



### 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.

**26/10/2023**


09:30-12:30


Code: LTT-OM-1023-T004

Webinar

### Book Now

 [www.entrust.education/training](http://www.entrust.education/training)

 0333 300 1900 (option 3)

 [enquiries@entrust-ed.co.uk](mailto:enquiries@entrust-ed.co.uk)

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

### 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 provide attendees with the experience to:

- Gain a full understanding of the use of statutory attendance codes and their statistical meanings
- 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
- Deliver the requirements for the Education Welfare Service and Ofsted when they arrive to do their inspections
- Understand the wide range of reports available within the module
- Receive 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.

**10/10/2023**

09:30-16:00

Code: LTT-OM-1023-T002

Webinar

**23/11/2023**


09:30-16:00


Code: LTT-OM-1223-T005

Webinar

### Book Now

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 0333 300 1900 (option 3)

 [enquiries@entrust-ed.co.uk](mailto:enquiries@entrust-ed.co.uk)

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

### Outline

This comprehensive course will explore all aspects of managing external and internal examinations using SIMS Examinations Organiser and assist Exam Officers to confidently use and maximise it's 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, numbering and Special Arrangement 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.




**19/09/2023 – 20/09/2023**

09:30-16:00

Code: LTT-OM-0923-T003

Webinar

### Book Now

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-  0333 300 1900 (option 3)
-  [enquiries@entrust-ed.co.uk](mailto:enquiries@entrust-ed.co.uk)

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

# Constructing the Timetable in Nova T-6 (3 Days)

Key Stages  
**High**

## Outline

Learn how to link SIMS Course Manager functionality with all areas of SIMS and how to use Course Manager correctly to support the maintenance of Post 16 Learning Aims and its links to school census.

## Description

This course provides you with a detailed understanding of Course Manager and its impact across SIMS. By attending this course, delegates will be fully conversant with the functionality available within the Course Manager module in SIMS.

## Outcome

This course will enable you to:

- Manage course details derived from class levels in Nova-T6.
- Create and manage user defined courses in SIMS.
- Manage the association of classes with both derived and user defined courses
- Maintain course memberships derived from class memberships.
- Maintain course memberships of user defined courses.
- Produce reports based on course memberships.

## Audience

This course is suitable for Secondary, Middle and Special Secondary schools who use Nova-T6, SIMS Exams Organiser and Course Manager.

**19/07/2023**

09:30-16:00

Code: LTT-OM-0723-T004

Webinar

**20/07/2023**


09:30-16:00

Code: LTT-0723-T003

The Riverway Centre,  
Stafford, ST16 3TH

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 0333 300 1900 (option 3)

 [enquiries@entrust-ed.co.uk](mailto:enquiries@entrust-ed.co.uk)

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



### Outline

Make your Options process more efficient, saving you time and helping students to study the lessons they want.

### 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.




**07/12/2023**

09:30-16:00

Code: LTT-OM-1223-T004

Webinar

### Book Now

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-  0333 300 1900 (option 3)
-  [enquiries@entrust-ed.co.uk](mailto:enquiries@entrust-ed.co.uk)

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

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