



Administration, SIMS & Finance Professional Development

Our centrally based programme of courses and conferences is intended to support continuing professional development for schools and the education workforce.

This course directory provides details of all courses published up to Sunday 9 December 2018.

New courses will appear in the directory when added to CPD Online.

For viewing course details and for making a booking please log onto www.babcock-education.co.uk/4Scpd

If you have queries about a training course, please email the relevant admin contact as shown in the course details on CPD Online. Alternatively, please contact the Training & Conferencing Team by email (course.bookings@babcockinternational.com) or by telephone (0800 073 4444 ext 835008).

SIMS Attendance Refresher

This half day refresher course is designed for office staff with some experience of using SIMS Attendance but now wish to improve their knowledge and understanding to become a more efficient user of the module. This course will explore using functionality which saves valuable time in editing attendance data, running reports and creating letters.

Code	Date	Time	Venue
18T/14251	Tuesday 11 December 2018	10:00-13:00	Babcock 4S Head Office, Bay Tree Avenue, KT22 7UE

£150

£180 inc VAT

No charge for schools with ICT SLA

A Financial Overview for New School Bursars

This course will look at statutory financial requirements and will guide you through an overview of funding, budgeting, monitoring, accounting and reporting in Surrey schools together with advice on what you need in school to work effectively.

Code	Date	Time	Venue
18T/14619	Thursday 10 January 2019	09:30-15:30	Babcock 4S Training Room C, Bay Tree Avenue, KT22 7UE

£205

£246 inc VAT

No charge for schools with New Financial SLA

School Census - Secondary, Primary, Special Schools & PRUs

This School Census overview is designed for new members of staff, or those requiring a refresher of the process. It will provide participants with the necessary information to comply with statutory requirements in order to be able to complete the School Census.

Particular attention will be paid to pupil data and School Information in SIMS.

Code	Date	Time	Venue
18T/14691	Thursday 10 January 2019	10:00-13:00	Babcock 4S Head Office, Bay Tree Avenue, KT22 7UE

£150

£180 inc VAT

No charge for schools with ICT SLA

SIMS in the Office for New Users

This one-day course will provide participants with the necessary skills to manage the core student data using SIMS. As well as student details, the course will include creating quick letters and linked document, recording c Organisations and People, Leavers and Other Schools, Common Transfer Files (CTF's) and basic reports.

Code	Date	Time	Venue
18T/14692	Tuesday 15 January 2019	10:00 - 16:30	Babcock 4S Head Office, Bay Tree Avenue, KT22 7UE

£205

£246 inc VAT

No charge for schools with ICT SLA

eStart Children's Centre Software - Combined Part 1 and Part 2

eStart software is a web-based database that enables Children's Centres to keep records of families who access their services. This full day course is designed for new members of staff responsible for entering family, carer and children's data and recording events in eStart. The course will cover searching for existing families and events, adding new families registering and events, and amending data already recorded in the system. The functionality available to create mailing lists for labels, Excel, etc. will also be covered. Delegates will also view the reports available and how to produce data from eStart about the numbers and types of families accessing their children's centre. The opportunity to run reports from your own Children's Centre data will be available.

Code	Date	Time	Venue
18T/14693	Wednesday 16 January 2019	10:00-16:30	Babcock 4S Head Office, Bay Tree Avenue, KT22 7UE

£205

£246 inc VAT

Fully funded for Surrey Maintained and Surrey Academies

Financial Planning - Budget Construction and Salary Costings

This course will cover the key features of financial planning within the local management of schools. Participants will look at building up a budget, with particular emphasis on calculation of salaries, profiling and associated issues.

Code	Date	Time	Venue
18T/14620	Wednesday 16 January 2019	09:30-12:30	Babcock 4S Training Room A, Bay Tree Avenue, KT22 7UE

£150

£180 inc VAT

No charge for schools with New Financial SLA

SIMS FMS for Admin Officer / Business Manager

This two day course will provide participants with the necessary skills to manage the school's finances. The course will include maintaining and adapting the financial structure, user-defined reports, budget management and procedures for dealing with month end closure.

Code	Date	Time	Venue
18T/14698	Thursday 17 January 2019	10:00 - 16:30	Babcock 4S Head Office, Bay Tree Avenue, KT22 7UE
	Thursday 24 January 2019	10:00 - 16:30	Babcock 4S Head Office, Bay Tree Avenue, KT22 7UE

£410

£492 inc VAT

No charge for schools with ICT SLA

eStart Management Reporting

This half day course is designed for Children's Centre Managers who need to have an in-depth knowledge of the management reporting necessary to fulfil the requirements of Ofsted, the Children's Centre Board, Surrey LA and other senior managers.

Code	Date	Time	Venue
18T/14695	Monday 21 January 2019	10:00 - 13:00	Babcock 4S Head Office, Bay Tree Avenue, KT22 7UE

£150

£180 inc VAT

Fully funded for Surrey Maintained and Surrey Academies

eStart for Outreach Workers

This half day course is designed for Children's Centre Outreach workers to enable them to search for family details, to record their own events e.g. 'Home Visit' and to run reports to show the contact with families.

Code	Date	Time	Venue
18T/14696	Tuesday 22 January 2019	10:00 - 13:00	Babcock 4S Head Office, Bay Tree Avenue, KT22 7UE

£150

£180 inc VAT

Fully funded for Surrey Maintained and Surrey Academies

Period End Procedures

This course will look at the monthly period end reconciliation and is designed to complement the training on the 'SIMS FMS for New Administrative Officers' course delivered by Babcock 4S ICT Management Team.

Code	Date	Time	Venue
18T/14621	Tuesday 22 January 2019	09:30-12:30	Babcock 4S Training Room C, Bay Tree Avenue, KT22 7UE

£150

£180 inc VAT

No charge for schools with New Financial SLA

SIMS Attendance

This one-day course is a hands on exploration of the full functionality of this module. It will cover the setting up and use of an Optical Mark Reader to record attendance data and manually inputting attendance data using the keyboard. Maintaining, editing and managing attendance data will also be covered. The production of attendance letters to parents and reports to analyse attendance data will be explored.

Code	Date	Time	Venue
18T/14704	Monday 28 January 2019	10:00 - 16:30	Babcock 4S Head Office, Bay Tree Avenue, KT22 7UE

£205

£246 inc VAT

No charge for schools with ICT SLA

Financial Monitoring

This course will cover the key features of financial monitoring and reporting including a comparison of actual costs against profiles and producing a monthly financial monitoring report for submission to the headteacher and also to governors to enable them to fulfill their statutory financial responsibilities.

Code	Date	Time	Venue
18T/14622	Tuesday 29 January 2019	09:30-12:30	Babcock 4S Training Room C, Bay Tree Avenue, KT22 7UE

£150

£180 inc VAT

No charge for schools with New Financial SLA

SIMS Student Quick Reports

The course explores the use of the Student List Reports which include General Student lists, Class lists and Registration Group lists. These are simple reports with basic details that can be adjusted to include further information and a specific format be defined prior to printing. Delegates will also be able to create their own templates for future use. The course also includes viewing the different file formats, for example HTML, XML and Excel, that the lists can be exported into for further analysis

Code	Date	Time	Venue
18T/14705	Tuesday 29 January 2019	10:00 - 13:00	Babcock 4S Head Office, Bay Tree Avenue, KT22 7UE

£150

£180 inc VAT

No charge for schools with ICT SLA

eStart Refresher & Housekeeping

This course explores the additional information recorded in eStart that will make the data more meaningful and accurate. This will include entering FEET dates correctly, information regarding Workless Households, Hard to Reach Groups, and the correct process of searching to prevent duplicate records being created. The course will also explore running Housekeeping Custom Queries to identify data that needs to be corrected or updated. Live data will be interrogated and advice will be given on how to correct the data.

Code	Date	Time	Venue
18T/14706	Thursday 31 January 2019	10:00 - 13:00	Babcock 4S Head Office, Bay Tree Avenue, KT22 7UE

£150

£180 inc VAT

Fully funded for Surrey Maintained and Surrey Academies

Bursar Briefing Session - Primary

This is a workshop style session giving latest updates on issues affecting the work of bursars in Surrey maintained schools. It also provides a networking opportunity for bursars to meet Babcock 4S Finance and Personnel Consultants and school colleagues to consider new initiatives and share ideas and good practice.

There are other opportunities for academy bursars, who buy into the finance ASLA, to meet. Please contact Babcock 4S finance for further details.

Please note that only one SLA funded place is available per school. If you would like another member of staff to attend, the school will be charged £50 (exc. VAT) per additional booking.

Code	Date	Time	Venue
18T/14729	Friday 1 February 2019	9:30-12:30	Babcock Conference Centre, Bay Tree Avenue, KT22 7UE

£150

£180 inc VAT

No charge for schools with Finance SLA

Bursar Briefing Session - Special & Short Stay Schools

This is a workshop style session giving latest updates on issues affecting the work of bursars in Surrey maintained schools. It also provides a networking opportunity for bursars to meet Babcock 4S Finance and Personnel Consultants and school colleagues to consider new initiatives and share ideas and good practice.

There are other opportunities for academy bursars, who buy into the finance ASLA, to meet. Please contact Babcock 4S finance for further details.

Please note that only one SLA funded place is available per school. If you would like another member of staff to attend, the school will be charged £50 (exc. VAT) per additional booking.

Code	Date	Time	Venue
18T/14730	Friday 1 February 2019	09:30-12:30	Babcock 4S Training Room A, Bay Tree Avenue, KT22 7UE

£150

£180 inc VAT

No charge for schools with Finance SLA

SIMS Personnel for New Users

This one day course will provide participants with the ability to manage staff information in SIMS.

Code	Date	Time	Venue
18T/14694	Monday 4 February 2019	10:00 - 16:30	Babcock 4S Head Office, Bay Tree Avenue, KT22 7UE

£205

£246 inc VAT

No charge for schools with ICT SLA

Academy Facts and Due Diligence Briefing

This course explores the key changes in financial management when a school converts to an Academy as well as exploring the aspects of due diligence which should be considered prior to conversion. This will be relevant to schools looking to join a Multi Academy Trust (MAT) or considering forming or growing their own MAT.

PLEASE NOTE: There is no charge for Schools that have a Finance Service Level Agreement Package B with Babcock 4S.

Code	Date	Time	Venue
18T/14603	Tuesday 5 February 2019	9:30 - 11:30	Babcock 4S Training Room C, Bay Tree Avenue, KT22 7UE

£100

£120 inc VAT

No charge for schools with Finance SLA

Bursar Briefing Session - Primary

This is a workshop style session giving latest updates on issues affecting the work of bursars in Surrey maintained schools. It also provides a networking opportunity for bursars to meet Babcock 4S Finance and Personnel Consultants and school colleagues to consider new initiatives and share ideas and good practice.

There are other opportunities for academy bursars, who buy into the finance ASLA, to meet. Please contact Babcock 4S finance for further details.

Please note that only one SLA funded place is available per school. If you would like another member of staff to attend, the school will be charged £50 (exc. VAT) per additional booking.

Code	Date	Time	Venue
18T/14731	Tuesday 5 February 2019	9:30-12:30	The Thames Club, Staines, TW18 2PD

£150

£180 inc VAT

No charge for schools with Finance SLA

SIMS FMS - Invoices, Credit Notes & Payment Processing

This half-day course supplies the information required to be able to deal with the receipt of invoices, including recording, amending and cancelling. It addresses the process of payment by cheque and BACS also the handling of credit notes. We will also consider the range of appropriate reports that can be produced.

Code	Date	Time	Venue
18T/14708	Tuesday 5 February 2019	13:30 - 16:30	Babcock 4S Head Office, Bay Tree Avenue, KT22 7UE

£150

£180 inc VAT

No charge for schools with ICT SLA

SIMS FMS - Order Processing

This half-day course provides the opportunity to learn how to carry out all of the tasks related to the processing of purchase orders so that goods and services can be supplied to your establishment. You will learn how to raise, amend and issue orders, as well as be able to record and maintain supplier details. A number of appropriate reports can also be produced.

Code	Date	Time	Venue
18T/14707	Tuesday 5 February 2019	10:00 - 13:00	Babcock 4S Head Office, Bay Tree Avenue, KT22 7UE

£150

£180 inc VAT

No charge for schools with ICT SLA

Bursar Briefing Session - Primary

This is a workshop style session giving latest updates on issues affecting the work of bursars in Surrey maintained schools. It also provides a networking opportunity for bursars to meet Babcock 4S Finance and Personnel Consultants and school colleagues to consider new initiatives and share ideas and good practice.

There are other opportunities for academy bursars, who buy into the finance ASLA, to meet. Please contact Babcock 4S finance for further details.

Please note that only one SLA funded place is available per school. If you would like another member of staff to attend, the school will be charged £50 (exc. VAT) per additional booking.

Code	Date	Time	Venue
18T/14732	Wednesday 6 February 2019	9:30-12:30	Reigate Baptist Church, Reigate, RH2 7LR

£150

£180 inc VAT

No charge for schools with Finance SLA

SIMS Reporting on Pupil Data - Introduction

This course will provide participants with the necessary skills to view and design reports on pupil data in SIMS. This will include running and previewing predefined reports, modifying existing reports and designing custom reports. Investigating the output formats in word lists, mail merge letters and labels and analysis reports. Downloading and importing reports from the Babcock 4S website or email attachments. Configuring My Favourite Reports panel on the Home Page.

Code	Date	Time	Venue
18T/14709	Wednesday 6 February 2019	10:00 - 16:30	Babcock 4S Head Office, Bay Tree Avenue, KT22 7UE

£205

£246 inc VAT

No charge for schools with ICT SLA

Bursar Briefing Session - Primary

This is a workshop style session giving latest updates on issues affecting the work of bursars in Surrey maintained schools. It also provides a networking opportunity for bursars to meet Babcock 4S Finance and Personnel Consultants and school colleagues to consider new initiatives and share ideas and good practice.

There are other opportunities for academy bursars, who buy into the finance ASLA, to meet. Please contact Babcock 4S finance for further details.

Please note that only one SLA funded place is available per school. If you would like another member of staff to attend, the school will be charged £50 (exc. VAT) per additional booking.

Code	Date	Time	Venue
18T/14733	Thursday 7 February 2019	9:30-12:30	The Hogs Back Hotel, Seale, GU10 1EX

£150

£180 inc VAT

No charge for schools with Finance SLA

Year End Briefing

This 2 hour course will provide an explanation of the procedures required to complete the financial year end including closing the financial year and reconciling the schools accounts with County.

Code	Date	Time	Venue
18T/14600	Thursday 7 February 2019	09:30 - 11:30	Babcock 4S Training Room A, Bay Tree Avenue, KT22 7UE

£120

£144 inc VAT

Year End Briefing

This 2 hour course will provide an explanation of the procedures required to complete the financial year end including closing the financial year and reconciling the schools accounts with County.

Code	Date	Time	Venue
18T/14601	Thursday 7 February 2019	13:00 - 15:00	Babcock 4S Training Room A, Bay Tree Avenue, KT22 7UE

£120

£144 inc VAT

Academy Accounting

This is an introductory course for School Business Managers who are new to the academy environment. Basic accounting terminology and principals are explained. In addition, the range of reporting from internal monthly reports to the EFA and annual statements are explained.

This will support an understanding of finance within academy context.

Code	Date	Time	Venue
18T/14500	Wednesday 13 February 2019	09:30 - 15:00	Babcock 4S Training Room C, Bay Tree Avenue, KT22 7UE

£205

£246 inc VAT

Bursar Briefing Session - Secondary

This is a workshop style session giving latest updates on issues affecting the work of bursars in Surrey maintained schools. It also provides a networking opportunity for bursars to meet Babcock 4S Finance and Personnel Consultants and school colleagues to consider new initiatives and share ideas and good practice.

There are other opportunities for academy bursars, who buy into the finance ASLA, to meet. Please contact Babcock 4S finance for further details.

Please note that only two SLA funded places are available per school. If you would like another member of staff to attend, the school will be charged £50 (exc. VAT) per additional booking.

Code	Date	Time	Venue
18T/14734	Wednesday 13 February 2019	9:30-12:30	Babcock 4S Training Room A, Bay Tree Avenue, KT22 7UE

£150

£180 inc VAT

No charge for schools with Finance SLA

Academy Financial Leadership Conference

Produced specifically for those in a financial leadership position, this full day event is designed to support ongoing CPD and will include speakers on a range of topical issues.

More information to follow.

Code	Date	Time	Venue
18T/14502	Wednesday 27 February 2019	09:00 - 15:45	Babcock Conference Centre, Bay Tree Avenue, KT22 7UE

£180

£216 inc VAT

Orovia Budget Planning Software (BPS) Training - Maintained Schools Only

One day training course for cloud based Orovia Budget Planning Software (BPS) for Surrey Maintained Schools.

Code	Date	Time	Venue
18T/14615	Wednesday 27 February 2019	09:30 - 15:30	Babcock 4S Head Office, Bay Tree Avenue, KT22 7UE

£350

£420 inc VAT

Financial Management of School Unofficial Funds

This course provides an overview of managing the unofficial funds of the school.

Candidates should note the course does not cover training specific to any of the online payment systems used by schools and that accountants working on behalf of Academies may have audit requirements that differ to those covered by this training.

Code	Date	Time	Venue
18T/14604	Thursday 28 February 2019	09:30 - 11:30	Babcock 4S Training Room A, Bay Tree Avenue, KT22 7UE

£120

£144 inc VAT

SIMS Discover - Pastoral Data

SIMS Discover is a powerful tool that allows you to analyse your SIMS data and present it in a variety of ways, including Venn diagrams, bar charts, pie charts and line graphs. Running a series of pre-defined graphs quickly display the vast amount data held within your SIMS system. The use of drop and drag actions enable the user to easily investigate areas of data that interest them, enabling the identification of groups with positive or negative attributes. This will help to ensure that no pupil goes unnoticed. The creation of Dynamic Groups automatically alerts the user to pupils joining/leaving a group. This half day course covers the pastoral data held in SIMS.

Code	Date	Time	Venue
18T/14710	Monday 4 March 2019	10:00 - 13:00	Babcock 4S Head Office, Bay Tree Avenue, KT22 7UE

£150

£180 inc VAT

No charge for schools with ICT SLA

SIMS in the Office for New Users

This one-day course will provide participants with the necessary skills to manage the core student data using SIMS. As well as student details, the course will include creating quick letters and linked document, recording c Organisations and People, Leavers and Other Schools, Common Transfer Files (CTF's) and basic reports.

Code	Date	Time	Venue
18T/14711	Tuesday 5 March 2019	10:00 - 16:30	Babcock 4S Head Office, Bay Tree Avenue, KT22 7UE

£205

£246 inc VAT

No charge for schools with ICT SLA

SIMS Attendance Refresher

This half day refresher course is designed for office staff with some experience of using SIMS Attendance but now wish to improve their knowledge and understanding to become a more efficient user of the module. This course will explore using functionality which saves valuable time in editing attendance data, running reports and creating letters.

Code	Date	Time	Venue
18T/14712	Wednesday 6 March 2019	10:00 - 13:00	Babcock 4S Head Office, Bay Tree Avenue, KT22 7UE

£150

£180 inc VAT

No charge for schools with ICT SLA

SIMS Reporting on Pupil Data - Advanced

This course will cover running and editing existing reports, designing reports from scratch (including sub reports) and creating reports using combinations of the and/or clauses. Participants will be shown how to create user-defined Word templates and produce mail merge documents. The ability to perform analysis of data held within SIMS will also be explored as will producing reports in Excel.

Code	Date	Time	Venue
18T/14713	Thursday 7 March 2019	10:00 - 16:30	Babcock 4S Head Office, Bay Tree Avenue, KT22 7UE

£205

£246 inc VAT

No charge for schools with ICT SLA

SIMS Personnel Refresher

This half day course explores the creating and editing of existing Service Term files in SIMS. This will include updating Pay Scale dates and Pay points and how to create school specific posts within the Service Term. The course will also advise the correct method of closing a contract, creating a new contract and cloning a contract also the process of readmitting a member of staff. Advice will be given on adding Absences for sickness or training. Delegates will also learn how to produce reports in order to check data for accuracy.

Code	Date	Time	Venue
18T/14714	Monday 11 March 2019	10:00 - 13:00	Babcock 4S Head Office, Bay Tree Avenue, KT22 7UE

£150

£180 inc VAT

No charge for schools with ICT SLA

SIMS End of Academic Year Procedures for Primary Schools

This day course will provide participants with information concerning the actions that need to be undertaken in order to close one academic year and to prepare for the new one in SIMS. It will address recording staff changes, creating a new academic year and editing the pastoral structure, creating pre-admission groups and recording details of potential new pupils either by importing Admissions Data Transfer (ADT file) or the Common Transfer file (CTF file) or by manually entering the data. Preparing pupil and staff data for their proposed classes in the autumn term, and finally, routines for after the new academic year has started. Some housekeeping routines will also be covered.

Code	Date	Time	Venue
18T/14715	Tuesday 12 March 2019	10:00 - 16:30	Babcock 4S Head Office, Bay Tree Avenue, KT22 7UE

£205

£246 inc VAT

No charge for schools with ICT SLA

eStart Children's Centre Software - Part 1 Adding and Editing Family Information

eStart software is a web-based database that enables Children's Centres to keep records of families who access their services. This half day course is designed for new members of staff responsible for entering family, carer and children's data in eStart. The course will cover searching for existing families already recorded in eStart, adding new families registering and amending data already recorded in the system.

A separate half day course will cover Events, Reporting and Lists - see eStart Children's Centre

Code	Date	Time	Venue
18T/14716	Wednesday 13 March 2019	10:00 - 13:00	Babcock 4S Head Office, Bay Tree Avenue, KT22 7UE

£150

£180 inc VAT

Fully funded for Surrey Maintained and Surrey Academies

SIMS Special Educational Needs for New Users

SIMS SEN has been designed to support Special Educational Needs coordinators with the process of monitoring individuals who are on the SEN register. The course includes setting up details of reviews, events, provisions, relevant adults and statements. Lookup tables, generating letters, reporting and document management will also be explored.

Code	Date	Time	Venue
18T/14717	Thursday 14 March 2019	10:00 - 16:30	Babcock 4S Head Office, Bay Tree Avenue, KT22 7UE

£205

£246 inc VAT

No charge for schools with ICT SLA

SIMS Behaviour Management - Primary Schools

This half day course will cover areas of the Behaviour Management section of SIMS relevant to Primary Schools which includes the recording of both positive and negative behaviour. How to customise the various lookup tables within Behaviour Management to link to your own School Behaviour Policy and the production of reports to analyse the data will also be explored

Code	Date	Time	Venue
18T/14718	Monday 18 March 2019	10:00 - 13:00	Babcock 4S Head Office, Bay Tree Avenue, KT22 7UE

£150

£180 inc VAT

No charge for schools with ICT SLA

SIMS Reporting on Personnel Data

This course provides participants with the necessary skills to view and design reports on staff data in SIMS. This will include running and previewing predefined reports, modifying existing reports and designing custom reports. Investigating the output formats including word and excel lists, mail merge letters and labels, form analysis reports. Downloading and importing reports from the Babcock 4S website or email attachments. Configuring My Favourite Reports panel on the Home Page.

Code	Date	Time	Venue
18T/14719	Tuesday 19 March 2019	10:00 - 16:30	Babcock 4S Head Office, Bay Tree Avenue, KT22 7UE

£205

£246 inc VAT

No charge for schools with ICT SLA

eStart Children's Centre Software - Part 2 Events, Reporting and Lists

eStart software is a web-based database that enables Children's Centres to keep records of families who access their services. This half day course is designed for members of staff responsible for recording events, and those who need to produce data from eStart about the numbers and types of families accessing their children's centre. The generation of recommended eStart reports will be explored and the opportunity to run reports from your own Children's Centre data will be available. The functionality available to create mailing lists for labels, Excel, etc. will also be covered.

Code	Date	Time	Venue
18T/14720	Wednesday 20 March 2019	10:00 - 13:00	Babcock 4S Head Office, Bay Tree Avenue, KT22 7UE

£150

£180 inc VAT

Fully funded for Surrey Maintained and Surrey Academies

eStart for Outreach Workers

This half day course is designed for Children's Centre Outreach workers to enable them to search for family details, to record their own events e.g. 'Home Visit' and to run reports to show the contact with families.

Code	Date	Time	Venue
18T/14721	Thursday 21 March 2019	10:00 - 13:00	Babcock 4S Head Office, Bay Tree Avenue, KT22 7UE

£150

£180 inc VAT

Fully funded for Surrey Maintained and Surrey Academies

SIMS Office Users Advanced

The course will cover configuring the panels available on the Home Page for office staff. Creating shortcuts to frequently accessed areas of SIMS. Looking at the various alerts, messages, reminders and notifications that can be configured specifically for each individual user. Creating and editing User Defined Fields and Lookup Tables and their uses will be explored. Troubleshooting common issues surrounding successful contact management. Customising correspondence and reviewing the Quick Letter function. Best practices for updating and maintaining the data using various Housekeeping routines.

Code	Date	Time	Venue
18T/14722	Monday 25 March 2019	10:00 - 16:30	Babcock 4S Head Office, Bay Tree Avenue, KT22 7UE

£205

£246 inc VAT

No charge for schools with ICT SLA

SIMS End of Academic Year Procedures for Secondary Schools

This course will provide participants with information concerning the actions that need to be undertaken in order to close one academic year and to prepare for the new one in SIMS. It will address registering details of leavers, recording details of potential new pupils, pre-admission groups and CTFs. In addition creating a new academic year, preparing the pastoral structure, Nova-T issues and finally, the necessary procedures for promoting your school into the next academic year.

Code	Date	Time	Venue
18T/14723	Tuesday 26 March 2019	10:00 - 16:00	Babcock 4S Head Office, Bay Tree Avenue, KT22 7UE

£205

£246 inc VAT

No charge for schools with ICT SLA

eStart Children's Centre Software - Combined Part 1 and Part 2

eStart software is a web-based database that enables Children's Centres to keep records of families who access their services.

This full day course is designed for new members of staff responsible for entering family, carer and children's data and recording events in eStart. The course will cover searching for existing families and events, adding new families registering and events, and amending data already recorded in the system. The functionality available to create mailing lists for labels, Excel, etc. will also be covered. Delegates will also view the reports available and how to produce data from eStart about the numbers and types of families accessing their children's centre. The opportunity to run reports from your own Children's Centre data will be available.

Code	Date	Time	Venue
18T/14725	Wednesday 27 March 2019	10:00 - 16:30	Babcock 4S Head Office, Bay Tree Avenue, KT22 7UE

£205

£246 inc VAT

Fully funded for Surrey Maintained and Surrey Academies

SIMS System Manager

This half-day course will provide participants with the necessary skills to manage the SIMS system using the new System Manager. Attention will be paid to the setting up of Users and Groups as well as managing Permissions and Roles. Creating back-ups of the SIMS database, managing upgrades and applying patches will also be covered. Viewing log files for B2B (Base to Base) and CTF (Common Transfer Files) will also be discussed. Instructions on how to configure the Home Page within SIMS and setting the Key Indicators for Attendance, Assessment and Behaviour. Creating shortcut panels and shortcuts will also be covered.

Code	Date	Time	Venue
18T/14726	Thursday 28 March 2019	10:00 - 13.00	Babcock 4S Head Office, Bay Tree Avenue, KT22 7UE

£150

£180 inc VAT

No charge for schools with ICT SLA