

# EIS

## TRAINING COURSES

## What We Offer

EIS offers a comprehensive suite of training courses and events designed specifically to ensure technical and administration staff, teachers and senior leaders, get the most from technology, as well as support in delivering the curriculum.

Our scheduled training events are held in our purpose-built training suites in Maidstone. Here we offer delegate the opportunity to gain hands-on experience of the software and resources. Each delegate has their own dedicated workstation and tutors are able to demonstrate on a large screen, ensuring a positive training outcome.

Our trainers are all specialists in their field. Working with customers to provide support and consultancy as well as delivering training means that we have a complete understanding of how schools apply technology and the challenges they face.

## Tailoring Training for You

As well as our scheduled training courses, we are able to offer bespoke courses and training sessions to meet your needs. Courses can be delivered on-site or at our training venue.

On-site training gives you complete flexibility. Using your own computers or IT suite, we can access our cloud-based training environment and offer the same experience as our scheduled events.

## Multi-School Events

EIS offer Academy Trusts, School Clusters and neighbouring schools the opportunity to join together for on-site training events. With one school acting as the Host, we can help you plan joint INSET activities that allow you to share the cost and achieve maximum benefit across multiple schools.

The event is tailored to your needs, with the focus on one or more of our standard courses or the potential to design a “pick and mix” session on key topics.

We also offer schools taking part the opportunity to benefit from an “on-the-day discount” for any further training bookings.

## Course Information & Booking

This brochure provides an outline of our training courses and seminars. If you can't find what you need, would like advice on selecting the appropriate event, or would like a bespoke session, please get in touch and we will be assist you.

Full information about our courses, including next scheduled dates, objectives and pre-requisites are available through online at [www.kentcpdonline.org.uk](http://www.kentcpdonline.org.uk)

For any additional information, please email [training@eis.kent.gov.uk](mailto:training@eis.kent.gov.uk) and we will be happy to help.

## Pricing

Our simple pricing structure includes discounts available for multiple bookings, with the ability for schools to purchase E-Vouchers which can be spent on any of our scheduled courses.

### Scheduled Courses (Per Delegate)

Half Day Event	£129.00	1 Day Event	£199.00
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### Seminars

Half Day Event	£50.00
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### e-Voucher Pricing

3 Day e-Voucher	£548.25	5 Day e-Voucher	£860.00
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### On-Site Training Pricing (1-9 Delegates)

Half Day Event	£460.00	1 Day Event	£660.00
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EIS are pleased to be able to offer schools further discount on bulk purchase of training events. Please contact our training team to discuss this opportunity.

## Cloud Based Training Courses

Our Cloud Based Training Courses are designed to support schools in the creation and maintenance of KLZ SharePoint sites and resources.

The sessions provide schools with the skills to effectively manage digital content, change the look and feel of their SharePoint site, manage permissions and use collaborative tools such as Wikis and Blogs.

## Curriculum Training Courses

EIS are pleased to be able to offer a full range of Curriculum-focussed training courses to support teachers in the implementation of the new Computing Curriculum.

From exploring the needs of the new curriculum, digital literacy and creative computing through to coding & programming and the mechanics of computing; we are able to ensure that teachers feel confident in effectively embedding these concepts in the classroom.

These sessions are currently offered to schools onsite as either Twilight or INSET day events.

## Microsoft Office Excel Training Courses

We are pleased to be able to offer our customers a comprehensive programme for the Microsoft Office Excel application.

From introductory through to advanced courses, delegates will benefit from the knowledge of an experienced Excel trainer, who will impart the skills need to get the most from data, formula, charts and much, much more!

## SIMS Training Courses

SIMS is a school Management Information System, providing a wide-range of functionality to support the management and administration needs of schools.

An extremely powerful tool for staff at all levels, schools that are able to exploit SIMS to its fullest potential can transform data into the intelligence necessary to support school improvement.

The new Ofsted Framework places data at the centre of inspection and, quite rightly, has high expectation of school teams in the effective use of data and management information tools. EIS deliver a wide range of training covering all aspects of the available SIMS modules used in schools. Our training courses are developed for all school staff including technicians, administrators, managers and teachers.

We can also support you in the development of a training plan which will ensure your school is able to embed SIMS into day-to-day working practices throughout the school.

## Technical Training Courses

EIS run a range of training courses for technical staff in schools. These courses are designed to provide technical staff with the skills to manage and maintain their network using either the EISNet or RMCC4 network environments.

Delegates will gain practical experience and benefit from a wealth of technical advice to support efficient running of their school networks.

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<b>E401 KLZ SharePoint – Getting Started</b>		<b>One Day</b>	<b>Cloud Based Training</b>
<p>Are you responsible for creating and managing content in your KLZ SharePoint site?</p> <p>Do you need to be able to manage users and site permissions?</p>	<p>This course is aimed at all KLZ administrators.</p> <p>To enable Kent Learning Zone users to contribute content to their SharePoint site through the planning, implementation and utilisation of KLZ.</p> <p>This course provides delegates with an introduction to SharePoint along with instruction on creating pages and managing content. This course also covers SharePoint Permissions and the KLZ User Management Tool.</p>	<p><b>Scheduled Event:</b> Yes</p> <p><b>Onsite Event:</b> Yes</p> <p><b>Further Courses of Interest:</b> E402: KLZ SharePoint – Wider Knowledge</p>	
<b>E402 KLZ SharePoint – Wider Knowledge</b>		<b>One Day</b>	
<p>Do you want to take your KLZ SharePoint site to the next level?</p> <p>[words]</p>	<p>This course is aimed at all KLZ administrators.</p> <p>This course expands on previous KLZ SharePoint courses allowing for further development and fine tuning of your KLZ SharePoint Site. Learn about Wikis and Blogs, calendars and customise the look and feel of your site.</p> <p>Create surveys, promoted links and Picture Library slideshows.</p>	<p><b>Scheduled Event:</b> Yes</p> <p><b>Onsite Event:</b> Yes</p> <p><b>Further Courses of Interest:</b></p>	
<b>E408 SharePoint 2013 – InfoPath Forms</b>		<b>One Day</b>	

<b>C030 Coding and Programming</b>		<b>One Day</b>	<b>Computing Curriculum</b>
<p>Do you need to introduce Coding &amp; Programming as part of the new Computing Curriculum?</p> <p>Do you need ideas as to how to embed these concepts and engage learners?</p>	<p>This course is aimed at teachers.</p> <p>From introducing programming through to developing a deeper knowledge this course will cover programming concepts to be taught, coupled with some engaging ideas on how to teach these from EYFS upwards.</p> <p>During the course you will have the opportunity to explore a variety of free software that can be used to teach programming, as well as some of the physical solutions available. These examples will span from introductory applications through to more creative solutions which can be used as children's skills develop.</p>	<p><b>Scheduled Event:</b> No</p> <p><b>Onsite Event:</b> Yes</p>	
<b>C037 Getting Creative with Animation</b>		<b>One Day</b>	
<p>Animation is a requirement of the new Computing Curriculum.</p> <p>Would you like to learn how to work with animation and film to deliver concepts to pupils and be truly creative with animation?</p>	<p>This course is aimed at teachers.</p> <p>Using Zu3D animation software during this course, delegates will explore the variety of ways in which animation and film can be used creatively across the curriculum. This course will involve stop motion, green screening, time-lapse, film editing, text and sound additions and will also incorporate many ideas of how to use film creatively across the curriculum.</p>	<p><b>Scheduled Event:</b> No</p> <p><b>Onsite Event:</b> Yes</p>	

<b>C036 Introduction to Teaching HTML and CSS</b>		<b>Half Day</b>	<b>Computing Curriculum</b>
Do you need to understand more about the tools available to create online content and meet the new Curriculum demands?	This course is aimed at teachers.  During this session delegates will explore some useful tools for webpage creation, learn about how to use styles on webpages and link webpages together to make simple websites.	<b>Scheduled Event:</b> No  <b>Onsite Event:</b> Yes	
<b>C040 Introduction to Raspberry Pi</b>		<b>Half Day</b>	
Are you a Key Stage 2 teacher looking to find ways to use Raspberry Pi computers in the primary Computing Curriculum?  Do you need to embed this in cross-curricular lessons or are you looking for ways to engage pupils in club activities?	This course is aimed at teachers.  This course is designed to provide teachers of Key Stage 2 with the knowledge, confidence and ideas to help them to incorporate Raspberry Pi mini computers within their teaching. This session will also include suggestions on how to map the use of Raspberry Pi computers to the new curriculum, including cross-curricular ideas.	<b>Scheduled Event:</b> No  <b>Onsite Event:</b> Yes	
<b>C042 Exploring the BBC micro:bit</b>		<b>Half Day</b>	
The BBC micro:bit offers schools the opportunity to deliver key elements of the Computing Curriculum.  Are you unsure of how to proceed with programming and control?  Would you like to find new ways to engage pupils?	This course is aimed at teachers.  In this course delegates will be introduced to the BBC micro:bit and its various programming environments. We will look at outputs as well as connecting and controlling external items, such as lights and motors.	<b>Scheduled Event:</b> No  <b>Onsite Event:</b> Yes	



<b>C047 Programming with Kodu</b>		<b>Half Day</b>	<b>Computing Curriculum</b>
<p>Programming comes to live with 3D simulations and Kodu!</p> <p>Do you want to learn how to engage learners in programming and create games that will spark imaginations?</p>	<p>This course is aimed at teachers.</p> <p>Kodu is an exciting environment which allows children to create games in a 3D simulation environment using a simple programming language.</p> <p>During this workshop, delegates will be explore how to create and control within the Kodu programming environment, as well as explore some ideas for using Kodu in the classroom.</p>	<p><b>Scheduled Event:</b> No</p> <p><b>Onsite Event:</b> Yes</p>	
<b>C041 Physical Computing (Engaging Robotics)</b>		<b>Half Day</b>	
<p>Robotics can be incorporated into the curriculum with ease once you have attended this course!</p> <p>Learning how robotics can engage pupils of all ages at levels appropriate to each key stage.</p>	<p>This course is aimed at teachers.</p> <p>During this course you will explore how robotics can be incorporated into the curriculum at low-cost, providing fun and engaging learning opportunities, with cross-curricular links.</p> <p>We will also explore the relevance and appropriateness of robotics across the key stages starting from EYFS.</p>	<p><b>Scheduled Event:</b> No</p> <p><b>Onsite Event:</b> Yes</p>	

<b>C043 Introduction to Teaching Search Engines</b>		<b>Half Day</b>	<b>Computing Curriculum</b>
<p>With a wealth of information at our fingertips and the internet the number one go-to resource, an understanding of search engines is crucial.</p> <p>Explore how to embed this topic in your curriculum and deliver on the Computing Curriculum.</p>	<p>This course is aimed at teachers.</p> <p>In this session delegates will find out how search engines work, including how to refine searches and how search engines rank data. The course will provide innovative, interesting and engaging ways for teachers to deliver aspects of the new computing curriculum.</p>	<p><b>Scheduled Event:</b> No</p> <p><b>Onsite Event:</b> Yes</p>	

<b>E421 Excel 2010 – Getting Started</b>		<b>One Day</b>	<b>Microsoft Office Excel</b>
Do you need to use Microsoft Excel in school?  Are you unsure where to start and how to carry out the tasks you need?  Do you want to be able to record data and carry out calculations quickly and efficiently?	This is an introductory level course introducing the delegate to Excel 2010. It will provide hands-on experience of many of the features found in this product to develop confidence in its use, providing the delegate with a sound basis for working, with the many features that Excel provides.	<b>Scheduled Event:</b> Yes  <b>Onsite Event:</b> Yes  <b>Further Courses of Interest:</b>  E422: Excel 2010 – Wider Knowledge  E423: Excel 2010 - Advanced	
<b>E422 Excel 2010 – Wider Knowledge</b>		<b>One Day</b>	
Do you know there is more to Excel than just adding up figures  Do you want to be dig into your data and extract some useful analysis?	This is an intermediate level course to develop and enhance skills in using Excel 2010. This course allows the delegate to experience, in a very practical way, the power of Excel 2010 providing them with increased skills in managing data and preparing it for publication in a professional manner.	<b>Scheduled Event:</b> Yes  <b>Onsite Event:</b> Yes  <b>Further Courses of Interest:</b>  E423: Excel 2010 Advanced	
<b>E423 Excel 2010 – Advanced</b>		<b>One Day</b>	
Experienced in Excel but know there is more?  Want to be able to link together multiple workbooks, use macros effectively and get Excel to work harder for you?	This is an advanced level course to explore and apply more advanced features of Excel, providing the user with a flexible approach and a familiarity with Excel as a problem-solving solution.	<b>Scheduled Event:</b> Yes  <b>Onsite Event:</b> Yes  <b>Further Courses of Interest:</b>	

<b>E420 Excel 2010 – Charts</b>		<b>Half Day</b>	<b>Microsoft Office</b>
<p>Are you comfortable with Excel but really want to get to grips with charts?</p> <p>Do you need to be able to communicate data analysis in a visual way?</p>	<p>This course introduces users to Excel charts and enables them to produce graphical data representations in a variety of formats, enabling them to display their spreadsheet data in easily interpreted visual ways by creating vivid and clear graphs and charts.</p>	<p><b>Scheduled Event:</b> Yes</p> <p><b>Onsite Event:</b> Yes</p> <p><b>Further Courses of Interest:</b></p> <p>E423: Excel 2010 Advanced</p>	

<b>E049 SIMS Exams Organiser</b>		<b>One Day</b>	<b>SIMS Assessment &amp; Exams</b>
<p>Schools require a robust system to support the management of external examinations. Financial commitments must be managed, student needs met and statutory obligations adhered to.</p> <p>This course is designed for new users of the Exams Organizer module.</p>	<p>This 2 day course will provide the user with a rounded knowledge of the Exams Organiser module setup and its use for External Exam entries.</p> <p>Management of candidates, registration and entries, coursework and seating are included in the course objectives.</p> <p>Delegates will also cover exam basedata and the financial aspects of exams.</p>	<p><b>Scheduled Event:</b> Yes</p> <p><b>Onsite Event:</b> Yes</p> <p><b>Further Courses of Interest:</b></p> <p>E050 Exams Results &amp; Analysis</p> <p>E4??: SIMS Discover – Assessment User (Secondary)</p>	
<b>E050 SIMS Exams Results &amp; Analysis</b>		<b>One Day</b>	
<p>Schools are required to publish progress and attainment data of students in relation to exam results at the end of Key Stage 4 and 5.</p> <p>Key performance measures inform school leaders and Governing Bodies and support school improvement.</p> <p>Are you responsible for analysing and reporting exam results for your school?</p> <p>This course is designed for Exams Officers who will processing external results in Exams Organisers.</p>	<p>This course will assist the Exams Officer in the management of examination results in SIMS. As well as generating candidate statement of results, the course explores the management printouts including those incorporating the Key Performance Indicators for both Key Stage 4 and 5.</p>	<p><b>Scheduled Event:</b> Yes</p> <p><b>Onsite Event:</b> Yes</p> <p><b>Further Courses of Interest:</b></p> <p>E440: SIMS Discover – Assessment User (Secondary)</p> <p>E452: SIMS Reporting &amp; Analysis with Excel</p> <p>E?? Excel courses</p>	

<b>E251 SIMS Assessment Manager (Secondary)</b>		<b>Two Days</b>	<b>SIMS Assessment &amp; Exams</b>
<p>Recording and monitoring and analysing assessment data is a must in schools. Not only is there the need to fulfil statutory obligations but schools need to be able to effectively set targets, monitor progress and understand current attainment.</p> <p>Are you responsible for setting up systems to record student assessment data in school?</p> <p>Suitable for staff responsible for the management of assessment resources in SIMS.</p>	<p>The SIMS Assessment Manager module caters for all types of assessment where data needs to be recorded, calculated and analysed. This could include academic performance, student well-being/SEMH, learning styles, as well as any other assessments the school wishes to carry out.</p> <p>The course includes understanding how to implement the school Assessment Strategy and define resources to record attainment, set targets, carry out benchmarking and reporting for parents.</p>	<p><b>Scheduled Event:</b> Yes</p> <p><b>Onsite Event:</b> Yes</p> <p><b>Further Courses of Interest:</b></p> <p>E440: SIMS Discover – Assessment User (Secondary)</p> <p>E295: SIMS Performance Analysis (Secondary)</p> <p>E452: SIMS Reporting &amp; Analysis with Excel</p>	
<b>E295 SIMS Performance Analysis (Secondary)</b>		<b>One Day</b>	
<p>Assessment data needs to have value. Schools need to look at groups of students, trends over time as well as individual student performance?</p> <p>Are you exploiting the data analysis tools in SIMS?</p> <p>Can you quickly interrogate results?</p> <p>Aimed at staff responsible for the analysis of assessment data in SIMS.</p>	<p>Performance Analysis allows users to generate bespoke analysis of SIMS Assessment data. It will assist schools in showing student progress and identifying students requiring intervention.</p>	<p><b>Scheduled Event:</b> Yes</p> <p><b>Onsite Event:</b> Yes</p> <p><b>Further Courses of Interest:</b></p> <p>E440: SIMS Discover – Assessment User (Secondary)</p> <p>E452: SIMS Reporting &amp; Analysis with Excel</p>	

<b>E440 SIMS Discover Assessment User (Secondary)</b>		<b>One Day</b>	<b>SIMS Assessment &amp; Exams</b>
<p>Are you responsible for analysing and reporting assessment and examinations data in your school?</p> <p>Are you currently looking at the whole picture, by taking into account contextual data across a wide range of SIMS modules?</p> <p>Do you need to be able to create graphs to highlight key trends and identify areas for intervention?</p> <p>Aimed at staff responsible for the analysis of assessment data in SIMS.</p>	<p>SIMS Discover is a powerful, graphical data analysis tool, providing users with the ability to analyse and monitor a wide range of SIMS data using a variety of graphical formats.</p> <p>This course focusses on the creation of bespoke graphs to allow schools to interrogate assessment data.</p>	<p><b>Scheduled Event:</b> Yes</p> <p><b>Onsite Event:</b> Yes</p> <p><b>Further Courses of Interest:</b></p> <p>E294: SIMS Performance Analysis (Secondary)</p> <p>E452: SIMS Reporting &amp; Analysis with Excel</p>	
<b>E255 SIMS Assessment Manager (Primary)</b>		<b>Two Days</b>	
<p>Recording and monitoring and analysing assessment data is a must in schools. Not only is there the need to fulfil statutory obligations but schools need to be able to effectively set targets, monitor progress and understand current attainment.</p> <p>Are you responsible for setting up systems to record student assessment data in school?</p> <p>Suitable for staff responsible for the management of assessment resources in SIMS.</p>	<p>The SIMS Assessment Manager module caters for all types of assessment where data needs to be recorded, calculated and analysed. This could include academic performance, student well-being/SEMH, learning styles, as well as any other assessments the school wishes to carry out. The course includes understanding how to implement the school Assessment Strategy and define resources to record attainment, set targets, carry out benchmarking and reporting for parents.</p>	<p><b>Scheduled Event:</b> Yes</p> <p><b>Onsite Event:</b> Yes</p> <p><b>Further Courses of Interest:</b></p> <p>E447: SIMS Discover – Assessment User (Primary)</p> <p>E452: SIMS Reporting &amp; Analysis with Excel</p>	

<b>E357 SIMS Performance Analysis (Primary)</b>		<b>One Day</b>	<b>SIMS Assessment &amp; Exams</b>
<p>Assessment data needs to have value. Schools need to look at groups of students, trends over time as well as individual student performance?</p> <p>Are you exploiting the data analysis tools in SIMS?</p> <p>Can you quickly interrogate results?</p> <p>Aimed at staff responsible for the analysis of assessment data in SIMS.</p>	<p>Performance Analysis allows users to generate bespoke analysis of SIMS Assessment data. It will assist schools in showing student progress and identifying students requiring intervention.</p>	<p><b>Scheduled Event:</b> Yes</p> <p><b>Onsite Event:</b> Yes</p> <p><b>Further Courses of Interest:</b></p> <p>E447: SIMS Discover – Assessment User (Primary)</p> <p>E452: SIMS Reporting &amp; Analysis with Excel</p>	
<b>E447 SIMS Discover Assessment User - Primary</b>		<b>One Day</b>	
<p>Are you responsible for analysing and reporting assessment and statutory data in your school?</p> <p>Are you currently looking at the whole picture, by taking into account contextual data across a wide range of SIMS modules?</p> <p>Do you need to be able to create graphs to highlight key trends and identify areas for intervention?</p> <p>Aimed at staff responsible for the analysis of assessment data in SIMS.</p>	<p>SIMS Discover is a powerful, graphical data analysis tool, providing users with the ability to analyse and monitor a wide range of SIMS data using a variety of graphical formats.</p> <p>This course focusses on the creation of bespoke graphs to allow schools to interrogate assessment data.</p>	<p><b>Scheduled Event:</b> Yes</p> <p><b>Onsite Event:</b> Yes</p> <p><b>Further Courses of Interest:</b></p> <p>E294: SIMS Performance Analysis (Primary)</p> <p>E452: SIMS Reporting &amp; Analysis with Excel</p>	



<b>E450 Early Years Tracking &amp; SIMS</b>		<b>Half Day</b>	<b>SIMS Assessment &amp; Exams</b>
<p>The Early Years Foundation Stage (EYFS) sets the standards to ensure that children learn and develop. It promotes teaching and learning to give children the knowledge and skills to set a foundation for progress through school and life.</p> <p>Are you responsible for tracking and monitoring attainment and progress through this important stage?</p>	<p>Suitable for staff responsible for the management of EYFS assessment data.</p> <p>Using SIMS Assessment Manager, this course gives an in depth insight into the resources provided to facilitate tracking of pupil progress in the Early Years Foundation Stage.</p>	<p><b>Scheduled Event:</b> Yes</p> <p><b>Onsite Event:</b> Yes</p> <p><b>Further Courses of Interest:</b></p> <p>E294: SIMS Performance Analysis (Primary)</p> <p>E447: SIMS Discover – Assessment User (Primary)</p> <p>E452: SIMS Reporting &amp; Analysis with Excel</p>	
<b>E464 SIMS Assessing Without Levels (Primary)</b>		<b>One Day</b>	
<p>Reform of the National Curriculum has resulted in new Programmes of Study for each Key Stage. Removal of levels has led to the need for schools to adopt an assessment system which enables checking of learning and identifying whether pupils are on track to meet national expectations.</p> <p>Are you looking to implement a tracking system which supports the Primary National Curriculum?</p>	<p>Aimed at school staff responsible for the management of assessment data in SIMS, as well as teaching staff and senior leaders.</p> <p>Working in conjunction with Kent County Council Primary Curriculum Advisors, EIS has developed a new assessment tracking system for use in SIMS Assessment Manager. This 'Kent' tracking system uses progressive steps and will allow schools to input teacher assessments and monitor pupil progress.</p>	<p><b>Scheduled Event:</b> Yes</p> <p><b>Onsite Event:</b> Yes</p> <p><b>Further Courses of Interest:</b></p> <p>E294: SIMS Performance Analysis (Primary)</p> <p>E447: SIMS Discover – Assessment User (Primary)</p> <p>E452: SIMS Reporting &amp; Analysis with Excel</p>	

<b>E297 SIMS Behaviour Management</b>		<b>One Day</b>	<b>SIMS Behaviour &amp; Attendance</b>
<p>Ofsted have stressed that “inspectors are “toughening up judgement on behaviour”. The DfE have identified that poor behaviour still persists in many schools.</p> <p>Can your school effectively track and monitor pupil conduct?</p> <p>Are you able to understand the impacts of behaviour on attainment and appropriately monitor the outcomes of your school’s Behaviour Strategy?</p>	<p>This course is designed for school staff responsible for the management of student conduct data.</p> <p>Schools are able to configure the SIMS Conduct Module to suit their needs. Features include behaviour incidents, achievements, report cards, detention and interventions. The functionality also lends itself to the recording of concerns in areas such as Pupil Welfare and to support the PREVENT strategy.</p>	<p><b>Scheduled Event:</b> Yes</p> <p><b>Onsite Event:</b> Yes</p> <p><b>Further Courses of Interest:</b></p> <p>E411: SIMS Discover – Getting Started</p> <p>E452: SIMS Reporting &amp; Analysis with Excel</p>	
<b>E192 SIMS Attendance (Primary)</b>		<b>One Day</b>	
<p>The DfE have identified that there is a clear relationship between absence from school and poor attainment. Children missing education are at significant risk of underachieving, being victims of harm, exploitation or radicalisation.</p> <p>Are you responsible for maintaining the school’s statutory obligations for the recording of attendance data and safeguarding of pupils?</p>	<p>This course is designed for new Attendance Officers.</p> <p>This session demonstrates the use of the SIMS Attendance module as an effective means of tracking and monitoring pupil attendance. Delegates will learn how to carry out system set-up, take registers and run attendance letters and reports.</p>	<p><b>Scheduled Event:</b> Yes</p> <p><b>Onsite Event:</b> Yes</p> <p><b>Further Courses of Interest:</b></p> <p>E382: SIMS Attendance Monitoring</p> <p>E411: SIMS Discover – Getting Started</p> <p>E452: SIMS Reporting &amp; Analysis with Excel</p>	

<b>E284 SIMS Attendance using Lesson Monitor</b>		<b>One Day</b>	<b>SIMS Behaviour &amp; Attendance</b>
<p>In Secondary Schools there are extra pressures around ensuring students attend all lessons, and identifying post-registration absence.</p> <p>Children missing education are at significant risk of underachieving, being victims of harm, exploitation or radicalisation.</p> <p>Are you responsible for maintaining attendance data and supporting student safeguarding?</p>	<p>This course is designed for new Attendance Officers.</p> <p>This session demonstrates the use of the SIMS Lesson Monitor module on secondary school data as an effective means of recording, tracking and monitoring student lesson and session attendance. Delegates will learn how to carry out system set-up, take registers and run attendance letters and reports.</p>	<p><b>Scheduled Event:</b> Yes</p> <p><b>Onsite Event:</b> Yes</p> <p><b>Further Courses of Interest:</b></p> <p>E382: SIMS Attendance Monitoring</p> <p>E411: SIMS Discover – Getting Started</p> <p>E452: SIMS Reporting &amp; Analysis with Excel</p>	
<b>E382 SIMS Attendance Monitoring</b>		<b>Half Day</b>	
<p>Safeguarding of pupils is of paramount importance in schools and attendance monitoring plays a significant role in supporting this agenda.</p> <p>Does your role involve the tracking of attendance data, interaction with Early Help services and other agencies and communication with parents?</p>	<p>It is suitable for staff who have an in depth knowledge of how to enter and maintain attendance data but who would like to revisit attendance letters and reporting, as well as learn more about attendance letters, reporting, SIMS Discover and generally make the most of Attendance functionality in SIMS.</p>	<p><b>Scheduled Event:</b> Yes</p> <p><b>Onsite Event:</b> Yes</p> <p><b>Further Courses of Interest:</b></p> <p>E411: SIMS Discover – Getting Started</p> <p>E452: SIMS Reporting &amp; Analysis with Excel</p>	

<b>E182 SIMS Options</b>		<b>One Day</b>	<b>SIMS Curriculum &amp; Timetable</b>
Schools need to be able to effectively manage the Student Options process, supporting the development of a curriculum at Key Stages 4 and 5 that best meets student need.	<p>Aimed at staff responsible for the management of the Student Options process in school.</p> <p>The course will cover how the SIMS Options module can be used to manage the student options process: entry and analysis of student choices, creating block structures and classes, allocating choices, producing reports and exporting information to SIMS and Nova-T6.</p>	<p><b>Scheduled Event:</b> Yes</p> <p><b>Onsite Event:</b> Yes</p> <p><b>Further Courses of Interest:</b></p> <p>E445: SIMS Writing a Timetable in Nova-T6</p>	
<b>E445 SIMS Writing a Timetable in Nova-T6</b>		<b>Four Days</b>	
<p>Managing the effective delivery of a comprehensive curriculum in school depends heavily on appropriate timetabling software.</p> <p>Do you need to set up your school timetable to manage teaching classes, staff duties and intervention/support groups?</p> <p>Are you able to effectively analyse and report on the school curriculum?</p>	<p>Suitable for staff responsible for the creation and maintenance of the school timetable in SIMS.</p> <p>This 4 day course is delivered across two separate two-day blocks, providing delegates with the knowledge necessary to define the school timetable in Nova-T6.</p> <p>Advanced functions such as two-week timetables and the use of an alternative curriculum area also covered.</p>	<p><b>Scheduled Event:</b> Yes</p> <p><b>Onsite Event:</b> Yes</p> <p><b>Further Courses of Interest:</b></p> <p>E445: SIMS Writing a Timetable in Nova-T6</p> <p>E290: SIMS Maintaining Your Timetable</p> <p>E182: SIMS Options</p>	

<b>E290 SIMS Maintaining Your Timetable</b>		<b>Half Day</b>	<b>SIMS Curriculum &amp; Timetable</b>
<p>Do you need to maintain your school timetable through the year, making changes to staff and rooms?</p> <p>Are you responsible for ensuring that the curriculum is accurately represented in SIMS at all times?</p>	<p>Aimed at staff responsible for in-year changes to the school timetable in Nova-T6.</p> <p>This half day course is designed to train non-Nova T6 Timetablers in the common features required to maintain the timetable throughout the academic year.</p> <p>Delegates will cover staff and room changes as well as curriculum rotations.</p>	<p><b>Scheduled Event:</b> Yes</p> <p><b>Onsite Event:</b> Yes</p> <p><b>Further Courses of Interest:</b></p> <p>E445: SIMS Writing a Timetable in Nova-T6</p> <p>E182: SIMS Options</p>	
<b>E309 SIMS Managing Teaching Groups in SIMS (Secondary)</b>		<b>One Day</b>	
<p>Management of student class memberships ensures that lesson registers, marksheets and class lists are accurate.</p> <p>Are you required to make changes to student teaching groups?</p>	<p>Suitable for staff responsible for the management of student class memberships.</p> <p>Focussed on the Academic Management module of SIMS, this course provides delegates with the skills necessary to manage student class memberships in SIMS.</p> <p>Delegates will learn how to maintain changes such as allocation to alternative teaching sets, carousels and new student arrivals.</p>	<p><b>Scheduled Event:</b> Yes</p> <p><b>Onsite Event:</b> Yes</p>	

<b>E363 SIMS Managing Teaching Groups in SIMS (Primary)</b>		<b>One Day</b>	<b>SIMS Curriculum &amp; Timetable</b>
Does your school deliver certain subjects in ability groups?	Suitable for staff responsible for the management of pupil academic group memberships in SIMS.	<b>Scheduled Event:</b> Yes	
Do you need to be able to create academic groups in order to effectively track and monitor attainment and progress?	The Primary Curriculum module to support the management of Academic Teaching Sets / Intervention Groups and Clubs.	<b>Onsite Event:</b> Yes	
<b>E312 SIMS Cover</b>		<b>One Day</b>	<b>SIMS Curriculum &amp; Timetable</b>
Management of staff absences and room closures is crucial in ensuring the school day runs smoothly.	Aimed at teaching and non-teaching staff who have responsibility for the day to day cover of absent staff.	<b>Scheduled Event:</b> Yes	
Are you responsible for allocating cover and arranging alternate rooms for classes?	The SIMS Cover module allows schools to effectively manage staff absence and room unavailability, where a timetable is in operation in SIMS. The course will include the generation of reports and the powerful statistical analyses exploring the impacts of staff absence.	<b>Onsite Event:</b> Yes	
Do you need to allocate additional staff to some lessons or assign exam invigilators?			
<b>S371 SIMS Post-16 Learning Aims in the School Census (Seminar - FREE)</b>		<b>Half Day</b>	<b>SIMS Curriculum &amp; Timetable</b>
Are you responsible for the Post-16 module of the Autumn School Census?	This course is aimed at staff responsible for the Post-16 Learning Aims data, this may include senior leaders who oversee this return. The seminar is designed to familiarise staff who are experienced in the use of Course Manager with the essential steps required to check the data in preparation for the School Census.	<b>Scheduled Event:</b> Yes	
Are you confident data is accurate and complete in order that you school can maximise Sixth Form Funding?		<b>Onsite Event:</b> No	
		<b>Further Courses of Interest:</b> E344: SIMS Course Management & Post 16 Learning Aims	

<b>E344 SIMS Course Management &amp; Post-16 Learning Aims</b>		<b>One Day</b>	<b>SIMS Curriculum &amp; Timetable</b>
<p>Management of student course records is imperative to support the statutory Post-16 Census which informs Sixth Form Funding.</p> <p>Are you responsible for student learning aim records, prior attainment and programmes of study?</p>	<p>Suitable for SIMS database users who are required to manage student course memberships to inform the Post-16 Census and report on Learning Aims</p> <p>SIMS Course Manager provides users with the functionality to manage student course memberships across the school as well as the learning aims data required for the Post-16 Census. Delegates should have an understanding of the school curriculum with a particular focus on the delivery of learning aims to Post-16 students.</p>	<p><b>Scheduled Event:</b> Yes</p> <p><b>Onsite Event:</b> Yes</p> <p><b>Further Courses of Interest:</b></p> <p>S371: SIMS Post-16 Learning Aims in the School Census</p> <p>E309: SIMS Managing Teaching Groups in SIMS (Secondary)</p>	
<b>S276 SIMS End of Year Procedures- Academic / Curriculum Processes</b>		<b>Half Day</b>	
<p>Student curriculum records need to be defined for the new academic year, to ensure the correct timetable, lesson registers and cover arrangements are in place.</p> <p>Are you aware of all the routines needed to be carried out for the new academic year?</p>	<p>Staff responsible for the management of the curriculum and academic areas of SIMS.</p> <p>This seminar covers the routines and processes required to ensure that SIMS is set up for the new academic year. The session focusses on changes required for the timetable and student class memberships.</p>	<p><b>Scheduled Event:</b> Yes</p> <p><b>Onsite Event:</b> No</p>	

<b>E260 SIMS SEN Reporting</b>		<b>Half Day</b>	<b>SIMS Reporting &amp; Data Analysis</b>
<p>Can you identify areas where further support is required and celebrate successful interventions:</p> <p>Are you generating reports and letters for SEN students and other interested parties?</p>	<p>This course is for those staff who are already experienced in the use of the SEN module.</p> <p>SIMS SEN Reporting allows users to focus on how the reporting function can be used to generate simple lists of information, analysis reports and personalised letters so that schools can produce their own SEN reports and letters.</p>	<p><b>Scheduled Event:</b> Yes</p> <p><b>Onsite Event:</b> Yes</p> <p><b>Further Courses of Interest:</b></p> <p>E411: SIMS Discover – Getting Started</p>	
<b>E288 SIMS Reporting – The Basics</b>		<b>One Day</b>	
<p>Schools regularly need to create lists of students, generate reports for SLT and Governing Bodies, as well as generate letters for parents and other interested parties.</p> <p>Are you getting what you need from SIMS reporting?</p> <p>Are you quickly able to use student information to create letters and reports?</p>	<p>Suitable for SIMS users who need to run and/or create their own basic reports in SIMS</p> <p>SIMS contains a wealth of pre-defined reports and, in addition, users are able to create their own.</p> <p>This course teaches delegates the necessary skills to create lists, mail-merge letters and labels and output to a variety of formats.</p>	<p><b>Scheduled Event:</b> Yes</p> <p><b>Onsite Event:</b> Yes</p> <p><b>Further Courses of Interest:</b></p> <p>E411: SIMS Discover – Getting Started</p> <p>E257: SIMS Reporting – Advanced Techniques</p> <p>E452: SIMS Reporting &amp; Analysis with Excel</p>	



<b>E257 SIMS Reporting – Advanced Techniques</b>		<b>One Day</b>	<b>SIMS Reporting &amp; Data Analysis</b>
<p>Schools record a wealth of data about students in SIMS, the need then arises to analyse and report useful information.</p> <p>Do you currently find it difficult to get the data you and your colleagues need?</p>	<p>Aimed at school staff who need to create advanced bespoke reports in SIMS.</p> <p>Providing delegates with the expertise to create more advanced reports, this course covers the use of RTF templates, student photographs and report management.</p>	<p><b>Scheduled Event:</b> Yes</p> <p><b>Onsite Event:</b> Yes</p> <p><b>Further Courses of Interest:</b></p> <p>E411: SIMS Discover – Getting Started</p> <p>E257: SIMS Reporting – Advanced Techniques</p> <p>E452: SIMS Reporting &amp; Analysis with Excel</p> <p>E?? Excel courses</p>	
<b>E452 SIMS Reporting &amp; Analysis with Excel</b>		<b>One Day</b>	
<p>Do you need to get really sophisticated reports and analysis from SIMS data?</p> <p>Do you find it difficult to get exactly what you want from the SIMS Reporting module?</p> <p>Does the creation of complex charts and analyses take too much of your time?</p>	<p>Aimed at school staff who need to create complex and sophisticated analysis of school data.</p> <p>This course will allow delegates to design SIMS Reports to extract SIMS data into Microsoft Excel templates. Using Excel formulae and functions, delegates will learn to generate charts and tables for analysis purposes automatically.</p>	<p><b>Scheduled Event:</b> Yes</p> <p><b>Onsite Event:</b> Yes</p> <p><b>Further Courses of Interest:</b></p> <p>E411: SIMS Discover – Getting Started</p> <p>E4??: SIMS Discover – Assessment User (Primary)</p> <p>E4??: SIMS Discover – Assessment User (Secondary)</p> <p>E?? Excel courses</p>	

<b>E282 SIMS Profiles Primary – Student Reporting to Parents</b>		<b>One Day</b>	<b>SIMS Reporting &amp; Data Analysis</b>
<p>Schools must send written reports to parents .These reports should cover not only academic attainment but identify areas of strength and weakness. In addition information regarding attendance is also required. Schools may also wish to include data relating to student conduct.</p> <p>Are you able to create a manageable reporting process to meet these needs?</p>	<p>Aimed at staff responsible for defining parental reports.</p> <p>SIMS Profiles allows schools to create purpose-build reports for parents, using the minimum of administration/teacher time.</p> <p>Delegates will learn how to create comment banks, insert and link to Assessment data and manage reporting sessions. The course includes the design of report templates as well as the review/approval process.</p>	<p><b>Scheduled Event:</b> Yes</p> <p><b>Onsite Event:</b> Yes</p>	
<b>E283 SIMS Profiles Secondary – Student Reporting to Parents</b>		<b>One Day</b>	
<p>Schools must send written reports to parents .These reports should cover not only academic attainment but identify areas of strength and weakness. In addition information regarding attendance is also required. Schools may also wish to include data relating to student conduct.</p> <p>Are you able to create a manageable reporting process to meet these needs?</p>	<p>Aimed at staff responsible for defining parental reports</p> <p>SIMS Profiles allows schools to create purpose-build reports for parents, using the minimum of administration/teacher time.</p> <p>Delegates will learn how to create comment banks, insert and link to Assessment data and manage reporting sessions. The course includes the design of report templates as well as the review/approval process.</p>	<p><b>Scheduled Event:</b> Yes</p> <p><b>Onsite Event:</b> Yes</p>	

<b>E411 SIMS Discover – Getting Started</b>		<b>Half Day</b>	<b>SIMS Reporting &amp; Data Analysis</b>
<p>The job of school leaders is to back up their self-evaluation with hard evidence. Ofsted have identified the huge role data plays in school improvement and the need for Head Teachers and school colleagues to ensure data is used properly for learning and improvement.</p> <p>Are you able to make use of the wealth of data available in SIMS to meet this agenda head on?</p> <p>Can you analyse your data quickly and effectively?</p>	<p>This course provides delegates with an introduction to the SIMS Discover module and Configuration Tool. SIMS Discover is a powerful, graphical data analysis tool, providing users with the ability to analyse and monitor a wide range of SIMS data using a variety of graphical formats.</p>	<p><b>Scheduled Event:</b> Yes</p> <p><b>Onsite Event:</b> Yes</p> <p><b>Further Courses of Interest:</b></p> <p>E4??: SIMS Discover – Assessment User (Primary)</p> <p>E4??: SIMS Discover – Assessment User (Secondary)</p>	

<b>E287 SIMS Maintaining Staff Records in Personnel</b>		<b>One Day</b>	<b>SIMS Personnel</b>
<p>The statutory School Workforce Census requires schools to maintain comprehensive records on all staff working in school.</p> <p>Are you confident in maintaining staff contracts and pay information?</p> <p>Are the professional and CPD records accurate and complete in order to meet the statutory requirements?</p>	<p>Suitable for SIMS database users who are required to add and maintain Staff records and/or are responsible for School Workforce Census.</p> <p>SIMS Personnel allows the creation and maintenance of comprehensive staff records including professional achievements, CPD, absences and contractual and pay related data. Delegates will understand how staff records inform other areas of SIMS such as Pastoral Structure, Curriculum, FMS, Cover and the Statutory School Workforce Census.</p>	<p><b>Scheduled Event:</b> Yes</p> <p><b>Onsite Event:</b> Yes</p> <p><b>Further Courses of Interest:</b></p> <p>E465: SIMS Staff Records in Personnel (Refresher)</p>	

<b>E465 SIMS Staff Records in Personnel (Refresher)</b>		<b>Half Day</b>	<b>SIMS Personnel</b>
<p>Do you need a refresher on maintaining staff records to comply with the statutory requirements of the School Workforce Census?</p>	<p>Suitable for SIMS database users who are required to add and maintain Staff records and/or are responsible for School Workforce Census</p> <p>Revisiting the finer points contained in the 'SIMS Maintaining Staff Records in Personnel' course, delegates will be reminded how to maintain staff records with focus on the requirements of the Statutory School Workforce Census.</p>	<p><b>Scheduled Event:</b> Yes</p> <p><b>Onsite Event:</b> Yes</p>	

<b>E032 SIMS Office Manager – Getting Started in Your new Role (FREE)</b>		<b>Two Hours</b>	<b>SIMS School &amp; Pupil Administration</b>
<p>Are you new to working in a School Office?</p> <p>Do you need to understand more about the IT systems and services to carry out your role?</p> <p>Technology is firmly embedded in school administration, with SIMS playing a major role in the day-today running of the school.</p>	<p>This course is for new school Office Managers. The session will provide an overview of the school office computer system including the administration of SIMS.</p> <p>Delegates will be informed about how to find information on EIS support and services and be provided with a basic understanding of general issues such as security, backups and user management.</p> <p>Discussion will also take place around a suitable training programme to ensure new Office Managers are prepared for their new role.</p>	<p><b>Scheduled Event:</b> Yes</p> <p><b>Onsite Event:</b> Yes</p> <p><b>Further Courses of Interest:</b></p> <p>E411: SIMS Discover – Getting Started</p> <p>E256: SIMS Managing Student Records</p> <p>E345: Optimising SIMS in the School Office</p>	

<b>E256 SIMS – Managing Student Records</b>		<b>One Day</b>	<b>SIMS School &amp; Pupil Administration</b>
<p>Are you responsible for managing student records in SIMS?</p> <p>Do you understand all the routines to support statutory requirement as well as your own school management information?</p>	<p>Suitable for SIMS database users who are required to maintain and update student records.</p> <p>This course will take delegates through the routines and features in SIMS necessary to maintain student and applicant records effectively.</p>	<p><b>Scheduled Event:</b> Yes</p> <p><b>Onsite Event:</b> Yes</p> <p><b>Further Courses of Interest:</b></p> <p>E411: SIMS Discover – Getting Started</p> <p>E256: SIMS Managing Student Records</p> <p>E345: Optimising SIMS in the School Office</p>	
<b>E345 Optimising SIMS in the School Office</b>		<b>One Day</b>	
<p>Are you getting the most from the SIMS software?</p> <p>Are you using SIMS as effectively as possible to support your day to day responsibilities?</p> <p>Are you implementing good practice in the overall management of SIMS for your school?</p>	<p>Aimed at School administration staff, this course will enable users already using SIMS .net to advance their skills in procedures and good practice routines in order to achieve successful use of the module in school.</p> <p>Delegates will learning how to customise SIMS including the Home Page, User Defined Groups and Fields. Bulk housekeeping routines and updating functions will also be covered.</p>	<p><b>Scheduled Event:</b> Yes</p> <p><b>Onsite Event:</b> Yes</p> <p><b>Further Courses of Interest:</b></p> <p>E411: SIMS Discover – Getting Started</p>	

<b>E260 SIMS SEN</b>		<b>One Day</b>	<b>SIMS School &amp; Pupil Administration</b>
<p>All mainstream schools have a duty to use their best endeavours to provide support to children and young people with SEN. Schools are required to provide statutory information to the DfE about SEN students, as well as effectively manage the SEN Process.</p> <p>Are you making use of the full range of functionality available in the SIMS SEN module?</p>	<p>This course is aimed at school SENCOs and those responsible for maintaining SEN records in SIMS.</p> <p>This training session will allow users to familiarise themselves with the SEN routines within SIMS in order to maintain the special needs register. Covering the full SEN process of assessment, review and recording of provisions, delegates will learn how to record the steps taken to meet the special needs of individual pupils in order to enable the statistical recording of statutory SEN provision for Government returns.</p>	<p><b>Scheduled Event:</b> Yes</p> <p><b>Onsite Event:</b> Yes</p> <p><b>Further Courses of Interest:</b></p> <p>E411: SIMS Discover – Getting Started</p> <p>E260: SIMS SEN Reporting</p>	
<b>E468 SIMS End of Year Procedures – Pastoral Processes</b>		<b>One Day</b>	
<p>The new school year brings not only new students but also the need to get SIMS and existing student records in good shape for September.</p> <p>Are you responsible for managing students and getting SIMS set up for the new academic year?</p>	<p>Aimed at school users responsible for the administration of SIMS, including pupil and applicant records.</p> <p>Covering the routines and processes required to prepare SIMS for the new academic year, this course ensures delegates are aware of all the processes required. Management of staff and pupil leavers in the current academic year is covered along with useful maintenance routines.</p>	<p><b>Scheduled Event:</b> Yes</p> <p><b>Onsite Event:</b> Yes</p> <p><b>Further Courses of Interest:</b></p> <p>E345: Optimising SIMS in the School Office</p>	

<b>S275 SIMS End of Year Procedures – Pastoral Processes (Seminar)</b>		<b>Half Day</b>	<b>SIMS School &amp; Pupil Administration</b>
Do you carry out the routines to prepare SIMS for the new school year?  Could you do with a refresher of everything you need to cover?	Suitable for school staff experienced in the administration of SIMS, particularly pupil records. This seminar provides school administrators with an overview of the routines and processes required to prepare SIMS for the new academic year.	<b>Scheduled Event:</b> Yes  <b>Onsite Event:</b> No  <b>Further Courses of Interest:</b>  E345: Optimising SIMS in the School Office	
<b>S276 SIMS End of Year Procedures – Academic Processes (Seminar)</b>		<b>Half Day</b>	
Do you manage student timetables and the allocation to teaching sets?  Could you do with a refresher of the processes required?	This seminar provides school administrators with an overview of the routines and processes required to prepare SIMS for the new academic year.	<b>Scheduled Event:</b> Yes  <b>Onsite Event:</b> No	
<b>E366 SIMS in the Classroom (Primary)</b>		<b>One Day</b>	<b>SIMS in the Classroom</b>
As a teacher, are you required to take your register in SIMS?  Can you find additional information about pupils such as assessment data?  Do you want to know how to quickly record behaviours and achievement and explore pupil records more fully?	Suitable for teaching staff who wish to make use of SIMS in the classroom.  This session supports the implementation of SIMS more fully in the classroom setting, allowing teachers to take registers and access pupil information to inform teaching and learning.	<b>Scheduled Event:</b> No  <b>Onsite Event:</b> Yes  <b>Further Courses of Interest:</b>  E411: SIMS Discover Getting Started	

<b>E365 SIMS in the Classroom (Secondary)</b>		<b>One Day</b>	<b>SIMS in the Classroom</b>
<p>As a teacher, are you required to take your register in SIMS?</p> <p>Can you find additional information about pupils such as assessment data?</p> <p>Do you want to know how to quickly record behaviours and achievement and explore pupil records more fully?</p>	<b>SIMS in the Classroom</b>	<p><b>Scheduled Event:</b> No</p> <p><b>Onsite Event:</b> Yes</p> <p><b>Further Courses of Interest:</b></p> <p>E411: SIMS Discover Getting Started</p>	



<b>E316 RM CC4 – Fast Track: Managing a Network</b>		<b>Two Days</b>	<b>Technical Training</b>
<p>Do you need to be able to manage your RM CC4 network and have recently upgrade from RM CC3?</p> <p>Learn about the new features and enhanced functionality with this course!</p>	<p>This course is aimed at school technicians and network managers using the RM CC4 environment.</p> <p>This 2 day course is designed to provide technical advice and practical experience of RM Community Connect 4 for customers upgrading from Community Connect 3 - to explore the use of RM's CC4 enhanced functionality to manage the network more efficiently.</p>	<p><b>Scheduled Event:</b> No</p> <p><b>Onsite Event:</b> Yes</p> <p><b>Further Courses of Interest:</b></p>	
<b>E349 RM CC4 – Using the Network</b>		<b>One Day</b>	
<p>The RMCC4 network allows you to effectively manage your curriculum network and maximise technology in the classroom setting.</p> <p>Do you need to learn more about how to get to grips with the RM CC4 network?</p>	<p>This course is aimed at school technicians and network managers using the RM CC4 environment.</p> <p>To understand how the CC4 network can be used and managed for maximum classroom success.</p> <p>Attendees should be using RM CC4 but no networking experience is required and confident PC users with some experience of Microsoft Windows.</p>	<p><b>Scheduled Event:</b> No</p> <p><b>Onsite Event:</b> Yes</p> <p><b>Further Courses of Interest:</b></p>	

E383 RM CC4 – Getting Started for ICT Co-ordinators			Two Days	Technical Training
<p>Are you the ICT Co-ordinator with overall responsibility for making sure your school gets the best from RM CC4?</p> <p>Do you need an indepth understanding to ensure this technology is being used as effectively as possible in your school?</p>	<p>This course is aimed at school ICT Co-ordinators using the RM CC4 environment.</p> <p>This course is suitable for delegates who are responsible for supervising a CC4 network, with the support of a third party technician.</p> <p>Delegates should be confident PC users with some experience of Microsoft Windows.</p>	<p><b>Scheduled Event:</b> No</p> <p><b>Onsite Event:</b> Yes</p> <p><b>Further Courses of Interest:</b></p>		
E384 RM CC4 – Fast Track for ICT Co-ordinators			One Day	
<p>Are you the ICT Co-ordinator with overall responsibility for making sure your school gets the best from RM CC4?</p> <p>Do you need to be able to understand what is available in order to supervise third party technicians?</p>	<p>This course is aimed at school ICT Co-ordinators using the RM CC4 environment.</p> <p>This course is suitable for delegates who are responsible for supervising a CC4 network, with the support of a third party technician.</p> <p>Delegates should be confident PC users with some experience of Microsoft Windows.</p>	<p><b>Scheduled Event:</b> No</p> <p><b>Onsite Event:</b> Yes</p> <p><b>Further Courses of Interest:</b></p>		

<b>E389 EISNet 1.7 – Managing a Network</b>		<b>Two Days</b>	<b>Technical Training</b>
<p>EISNet allows you to effectively manage your curriculum network and maximise technology in the classroom setting.</p> <p>Do you need to learn more about how to get to grips with EISNet 1.7?</p>	<p>This course is aimed at school technicians and network managers using the EISNet 1.7 environment.</p> <p>This course provides you with the technical advice and practical experience required to manage an EISNet network. By the end of the course you will be able to configure and troubleshoot an EISNet server 2008 network and configure, manage and troubleshoot application deployment</p>	<p><b>Scheduled Event:</b> No</p> <p><b>Onsite Event:</b> Yes</p> <p><b>Further Courses of Interest:</b></p>	
<b>E390 EISNet 1.8 – Managing a Network</b>		<b>Two Days</b>	
<p>EISNet allows you to effectively manage your curriculum network and maximise technology in the classroom setting.</p> <p>Do you need to learn more about how to get to grips with EISNet 1.8?</p>	<p>This course is aimed at school technicians and network managers using the EISNet 1.7 environment.</p> <p>This course provides you with the technical advice and practical experience required to manage an EISNet network. By the end of the course you will be able to configure and troubleshoot an EISNet server 2012 network and configure, manage and troubleshoot application deployment.</p>	<p><b>Scheduled Event:</b> No</p> <p><b>Onsite Event:</b> Yes</p> <p><b>Further Courses of Interest:</b></p>	

[other external courses?]

## Terms of Business

These terms govern this contract for the supply of training services referred to in these terms as ["the Services"]. The purchaser is referred to as ["the Customer"].

### Application

These terms apply to the exclusion of any terms and conditions upon which any quotation has been given by EIS or subject to which the booking is placed or purported to be placed by the Customer.

### Supply

EIS agrees to supply the Services. Such service provision will be provided by such staff, sub-contractors or agents as may be appointed by EIS. Further details about the Services and advice or recommendations about their provision or utilisation which are not given in the EIS brochure or other promotional literature may be made available on request. EIS may at any time without notifying the Customer make any changes to the Services which are necessary to comply with any applicable statutory requirements or which do not materially affect the nature or quality of the Services.

### Fees

The Customer shall pay EIS fees from time to time applicable in accordance with the rates supplied. The Customer will pay EIS fees within 30 days from date of EIS invoice unless alternative terms have been agreed in writing. In such circumstances payment will be made by the customer in line with those terms.

### Cancellation Charges

Cancellations must be notified in writing to the EIS Bookings Office. EIS Courses: Delegates are required to give 5 full working days notice if they are unable to attend a course. Full course fees will be charged where less than 5 full working days notice is given.

Non EIS Courses: Delegates are required to give 28 full working days notice if they are unable to attend a course. Full course fees will be charged where less than 28 full working days notice is given.

EIS reserve the right for any reason beyond their control, including low delegate numbers, to cancel or postpone the service whereupon the Customer will be offered an alternative date.

### Warranties & Liabilities

EIS warrants that the Services will be provided using reasonable care and skill. Where EIS supplies in connection with the provision of the Services any goods including material supplied by a third party, EIS does not give in relation thereto any warranty, guarantee or other terms as to the quality, fitness or otherwise but shall where possible assign to the customer the benefit of any warranty, guarantee or indemnity given by the person supplying the goods to EIS.

EIS shall not be liable to the Customer or be deemed to be in breach of the contract by reason of any delay in performing or any failure to perform any of EIS' obligations in relation to the Services.

### General

These conditions constitute the entire agreement between the parties, supersede any previous agreement or understanding and may not be varied except in writing between the parties. All other terms and conditions, express or implied by statute or otherwise or excluded to the fullest extent permitted by law. No failure or delay by either party in exercising any of its rights under the contract

shall be deemed to be a waiver of that right and no waiver by either party of any breach of the contract by the other shall be considered as a waiver of any subsequent breach of the same or any other provision. If any provision of these conditions is held by any competent authority to be invalid or unenforceable in whole or in part, the validity of the other provisions of these conditions and the remainder of the provision in question will not be affected. This contract shall be governed in accordance with English Law and the parties undertake to submit to the jurisdiction of the English Courts.