



IMS Team



Cornwall Council IMS Accredited team offer a wide range Of **training** courses and expert consultancy options specifically designed to help you use **SIMS** to drive whole school improvement.

## Course Manager (or) Course Manager and Post 16 Learning Aims

### Who is it for?

The morning session is aimed at Academic Administrators, Data Managers, Exams Officers, Timetablers, or anyone with responsibility for the set-up and maintenance of courses.

The afternoon session covers Post 16 learning Aims, the Census Return and Funding.

**Schools without a 6<sup>th</sup> Form should book for the morning session only.**

This course is suitable for beginners, but may also interest those who want to explore the software further, or as a refresher.

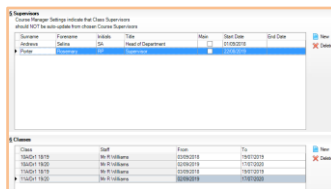
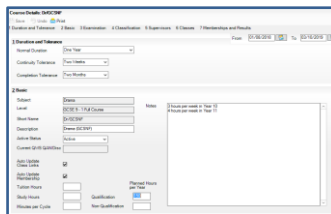
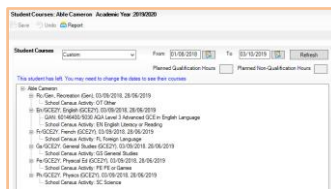
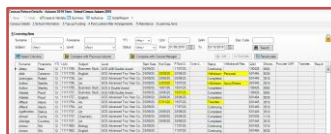
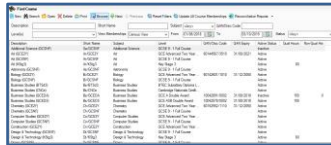
### The course will cover:

#### Morning – Course Manager:

- understanding links with other areas of SIMS including Nova T6, Academic Management, Assessment and Exams
- understanding when and how a course is created
- managing the student memberships of courses
- understanding the link between examination awards and courses of study
- importing and assigning QWS QAN codes

#### Afternoon – Post 16 Learning Aims

- managing the post-16 learning aims process
- Completing the learning aims section of the census return to ensure appropriate funding for your school



### Course Manger

This is a Half Day (am) Advanced Course - Lunch is included:

**SLA Members**  
£75 per person

**Non SLA Members**  
£110 per person

### Course Manger and Post 16 Learning Aims

This is a Full Day Advanced Course - Lunch is included:

**SLA Members**  
£150 per person

**Non SLA Members**  
£210 per person

**Numbers are limited to 10, so early booking is advised.**

For further training events, please visit our website: [www.cornwall.gov.uk/ims](http://www.cornwall.gov.uk/ims) or call: 01872 323263

### IMS SIMS Support

Cornwall Council | Room 2S, New County Hall, Treyew Road, Truro, TR1 3AY

TEL | 01872 323263

Email | [ims@cornwall.gov.uk](mailto:ims@cornwall.gov.uk)

[www.cornwall.gov.uk/ims](http://www.cornwall.gov.uk/ims)

