



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.

## Nova T6 - Getting Started with Timetabling

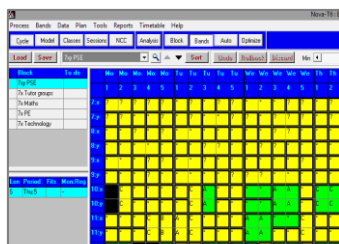
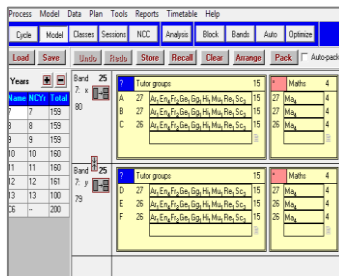
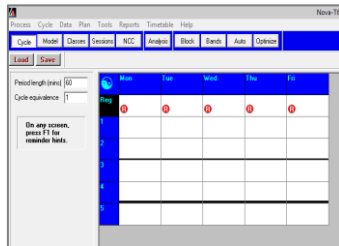
### Who is it for?

Anyone with responsibility for constructing and maintaining the timetable and with some prior knowledge of timetable principles.

This four day course provides a step by step explanation of how to use Nova-T in the production of the school timetable, from populating the system with core data (rooms, staff, subjects) to submitting the completed timetable to SIMS.

### The course will cover:

- resourcing classes
- managing multiple length sessions (doubles, triples...)
- allocating non class codes
- curriculum analysis
- manual and automatic scheduling
- optimising the timetable
- automatic and manual allocation of rooms
- printing of timetables and reports
- links between SIMS and Nova-T.



### This is a Four Full Days Advanced Course:

SLA Members                      £700 per person (or £999 for 2 delegates from the same school)  
Non SLA Members                £900 per person (or £1299 for 2 delegates from the same school)

Numbers are limited to 8, so early booking is advised.

If the dates are not convenient we also offer bespoke courses that can be held at your school or academy and are tailored to your individual needs.

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

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