



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.

Personnel and Workforce Census

Who is it for?

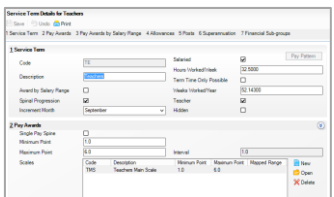
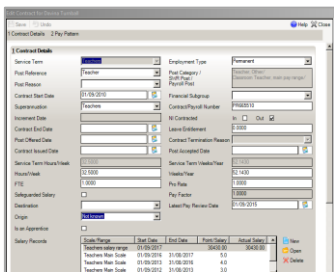
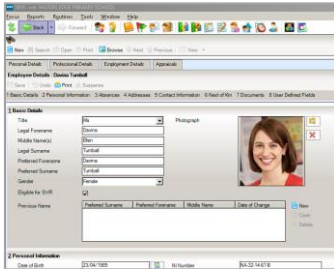
Anyone with responsibility for updating and maintaining the personal, professional and contractual information for staff. Knowledge of SIMS and the school’s personnel procedures is desirable. This is a very practical course and will involve lots of discussion

The course will cover:

This course covers the maintenance and management of staff personal, professional and contractual data.

At the end of the course you will be familiar with the range of personnel related data which can be held in SIMS and be able to:

- add new and edit existing personnel records
- maintain pay and contract related data
- create and maintain staff absence records
- create and maintain training courses and assign staff
- understand the links to other areas of SIMS (registers, timetable, etc.)
- maintain personnel data to support other areas of SIMS including pastoral structure, curriculum and statutory returns (including SWC)
- produce standard reports for data checking purposes



This is a Full Day Advanced Course: **SLA Members** **£150 per person**
 Non SLA Members **£210 per person**

Numbers are limited to 10, 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 or call: 01872 323263

IMS SIMS Support
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