



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.

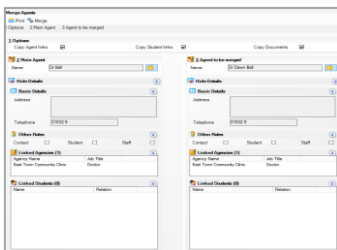
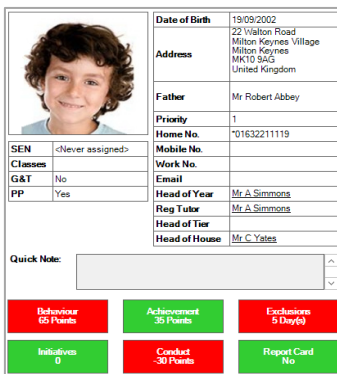
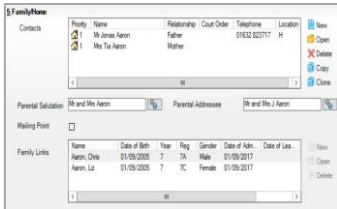
SIMS Office User – Further Skills

Who is it for?

Anyone who wishes to extend and develop their understanding of the functionality of SIMS Core. A basic knowledge of SIMS including reporting is required. You may have already attended a SIMS Office User course. This is a very practical course and will involve lots of discussion.

The course will cover:

- contacts management
- customising correspondence
- creating and maintaining user defined groups
- use of user defined fields
- understanding lookups
- housekeeping
- an introduction to behaviour
- alerts, notifications and communication
- merging agents and agencies
- quick reports
- changes to data – bulk update



This is a Full Day Basic Course:

SLA Members

£110 per person

Non SLA Members

£165 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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www.cornwall.gov.uk/ims

