

# A good education for every Norfolk learner

## Services supporting education

### Introducing the Services 4 Schools trading e-portal...

# SLA Online

#### What is SLA Online?

SLA Online is a new website that will allow you to manage all your trading relationships with Services 4 Schools providers through one secure e-portal. It replaces the existing contract renewal process and the current catalogue of services with a single point of contact on-line service.

Once logged on to **SLA Online** you will be able to:

- Book training for you, your staff and governors
- Renew existing contracts
- Buy new services and request quotations
- Schedule meetings with providers of the services you buy
- Review and produce reports on all transactional activity with all trading partners currently accessed through the Services 4 Schools brochure
- Generate catalogues on services and training provision (both for products purchased and for products appropriate to your school that you may wish to buy)
- Provide feedback on the services you receive
- Allow other school staff and governors to source training and products (subject to your agreed authorisation protocols)

#### How will SLA Online work?

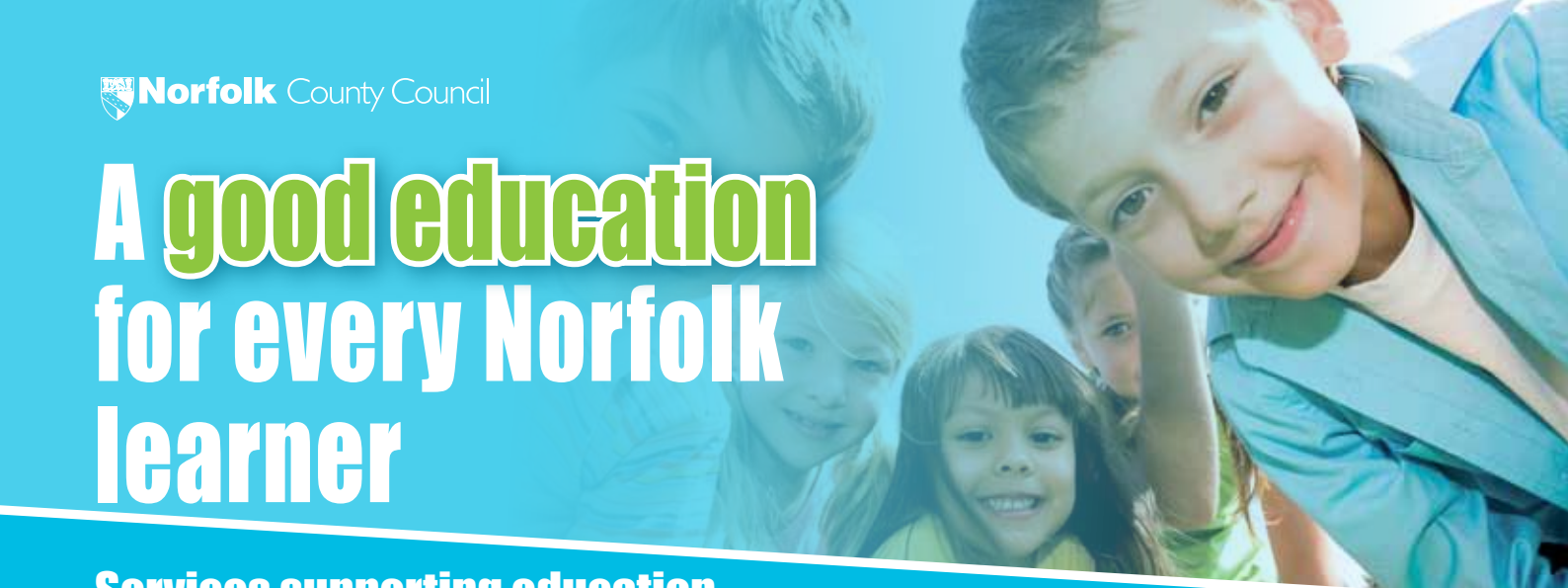
SLA Online will go live in January 2015. Before this we will ask you to register to receive your log-on details for your school or academy. Your nominated members of staff can then access as an administrator. Navigation around the website is easy and logical.

In addition to your nominated administrator you can allow as many of your staff access to the system as you wish, so staff can identify training courses, or investigate other products to see what best fits your school requirements. You control their access levels so for example you may wish to give your business manager the authority to order all services and renew contracts, while you may want your deputy head to be able to book staff training, with the final authorisation to purchase coming from you or your nominated member of staff.

When your annual contracts are due for renewal, you can do so with a click of the button, or take the opportunity to change the package based on your needs. You can raise orders for ad hoc services such as library tokens, or consultancy days all through the one website.

You will be able to download Excel reports on financial and visit activity with real time data; this means that you have the documentary evidence to support future purchasing decisions.

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### How much will SLA Online cost the school?

There is no charge to any school for using SLA Online. All we ask is that you use this single point of contact system to manage all your trading and contact activity with Services 4 Schools providers.

In providing this service to you we expect to gain a better understanding of your needs and also your experiences of our services. In doing so we can continue to develop our services so they contribute to providing a good education for every Norfolk learner.

### Where can I see SLA Online?

We are currently developing the website so it shows all courses and services available. We will shortly send you an update giving you the website address so you can view the home page. Before you can order services or reserve places on a training course you'll need to register to receive your secure log in details.

### Will my staff and I receive training on SLA Online?

We are confident you will find using SLA Online no more difficult than any on-line shopping experience, but we have scheduled three open days across the county in January demonstrating the system to users:

#### 8th January 2015

Professional Development Centre, Norwich

#### 13th January 2015

Enterprise Room, South Green Park, Mattishall

#### 19th January 2015

Professional Development Centre, King's Lynn

There will be four briefings on each of the days lasting no more than 1.5 hours at 09:30, 11:15, 13:15 and 15:00. There is no charge for these sessions and to book your place (max 2 delegates per school) please click [here](#).

As we get nearer the go live date in January 2015 we will provide you with links to on-line system demonstrations.

### Where can I sign up for SLA Online?

You can email [s4s@norfolk.gov.uk](mailto:s4s@norfolk.gov.uk) to register. At the same time you can email a list (including names and email addresses) of those in school and governors that you also want to access the system. Prior to the system launch you and all your nominated staff will each receive a user name and password from us to allow access to the system.



#### For more information please contact:

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