

## Phoenix Gold Assessment – Pupil Tracking

COURSE REF 00367&00368

Target Group: Assessment Co-ordinators and School Secretaries.

Content: As a follow on from the two established assessment courses, and in response to queries/requests from schools, this course will cover the creation of tracking reports for children showing their results for comparison over a number of years. This will use information already held in Phoenix linked to Microsoft Word or Excel.

Objectives: To be able to produce pupil-tracking reports linked to either Microsoft Word or Excel.

Delivery: Training Officer

Date: 23/09/04

Time: 9am & 2pm (Please note that these are half day sessions)

Venue: Cringleford Room - UEA Sports Park

Materials Required: None

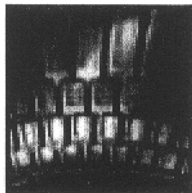
Cost: Contract Customers **E75.00**, Non Contract Customers EI **15.00**

### Course Cancellation Charges:

If you are unable to attend a course please notify us, in writing, immediately. Notification of cancellation received 15-18 working days prior to commencement of a course will be subject to a charge of 50% of the course fee. Failure to cancel within this time frame will incur the full cost of the course. No refund will be given for cancellations within 14 working days of the course. All cancellations must be made in writing. Due to the cancellation charge please ensure that you sign in on the day so that you do not incur any unnecessary charges.

Please return the booking form overleaf to the Facilities Team,  
Education ICT Solutions, County Hall, Norwich, NRI 2DL by 16/07/04  
Alternatively please fax to 01603 475624 or book online at  
<http://ictsolutions.norfolk.gov.uk> and select C from the A-Z for courses.

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## Phoenix Gold Attendance Module

COURSE REF 00369&00370

**Target Group:**

The course is aimed at those staff who will be required to report on pupil absences or require refresher training on the subject. Prior knowledge of the Phoenix Database would be useful but not essential.

**Content:**

A large number of schools are successfully using the Attendance Module within Phoenix Gold. The software limits the amount of entries required as it deems all pupils present, therefore only absences are required to be entered. Data held can then be used to produce both individual and summary reports including those required by the DFES.

**Objectives:**

To be able to set up an attendance recording system in school using the Phoenix Gold Software, record pupil absences and to be able to produce reports of the data held.

**Delivery:**

Training Officer

**Date:**

28/09/04

**Time:**

9am & 2pm (Please note that these are half day sessions)

**Venue:**

Education ICT Solutions - Heartsease High School

**Materials Required:**

None

**Cost:**

Contract Customers E75.00, Non Contract Customers E1 15.00

**Course Cancellation Charges:**

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## Phoenix Gold Attendance Module

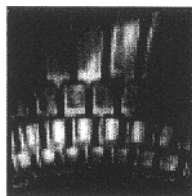
COURSE REF 00373&00374

Target Group:	The course is aimed at those staff who will be required to report on pupil absences or require refresher training on the subject. Prior knowledge of the Phoenix Database would be useful but not essential.
Content:	A large number of schools are successfully using the Attendance Module within Phoenix Gold. The software limits the amount of entries required as it deems all pupils present, therefore only absences are required to be entered. Data held can then be used to produce both individual and summary reports including those required by the DFES.
Objectives:	To be able to set up an attendance recording system in school using the Phoenix Gold Software, record pupil absences and to be able to produce reports of the data held.
Delivery:	Training Officer
Date:	30109104
Time:	9am & 2pm (Please note that these are half day sessions)
Venue:	West Norfolk PDC
Materials Required:	None
Cost:	Contract Customers <b>E75.00</b> , Non Contract Customers <b>E1 15.00</b>

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## Phoenix Gold AssessIT Training

COURSE REF 00365&00366

**Target Group:**

These sessions are aimed at school staff who are required to monitor and measure pupils' progress. No previous knowledge of the Phoenix Database is required.

**Content:**

AssessIT is an interactive system that mirrors and promotes the very best practice for monitoring individual pupil attainment and group achievement. It supports teachers when monitoring and measuring progress, and alerts them when pupils fall below targets. The system triggers indicators that help to raise standards and maintain excellence in schools and suggests ways to implement changes that will encourage pupils to realise their full potential.

**Objectives:**

To provide delegates with the knowledge and skills on how to use the AssessIT module to produce progress reporting, target setting and performance monitoring information for their pupils. The course will concentrate on the processes required to produce these reports.

**Delivery:**

Training Officer

**Date:**

21/09/04

**Time:**

9am & 2pm (Please note that these are half day sessions)

**Venue:**

Ceingleford Room - UEA Sports Park

**Materials Required:**

None

**Cost:**

Contract Customers **E75.00**, Non Contract Customers P-1 **15.00**

**Course Cancellation Charges:**

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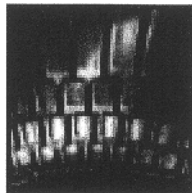
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## Phoenix Gold AssessIT Training

COURSE REF 00371 & 00372

Target Group:	These sessions are aimed at school staff who are required to monitor and measure pupils' progress. No previous knowledge of the Phoenix Database is required.
Content:	AssessIT is an interactive system that mirrors and promotes the very @ best practice for monitoring individual pupil attainment and group achievement. It supports teachers when monitoring and measuring progress, and alerts them when pupils fall below targets. The system triggers indicators that help to raise standards and maintain excellence in schools and suggests ways to implement changes that will encourage pupils to realise their full potential.
Objectives:	To provide delegates with the knowledge and skills on how to use the AssessIT module to produce progress reporting, target setting and performance monitoring information for their pupils. The course will concentrate on the processes required to produce these reports.
Delivery:	Training Officer
Date:	29/10/04
Time:	9am & 2pm (Please note that these are half day sessions)
Venue:	West Norfolk PDC
Materials Required:	None
Cost:	Contract Customers <b>E75.00</b> , Non Contract Customers <b>E1 15.00</b>

### Course Cancellation Charges:

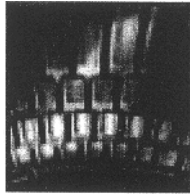
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email.

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## Phoenix - Rollover Of Tracking Sheet

COURSE REF NewCourse

**Target Group:** The course is aimed at schools that have set up tracking in Phoenix.

**Content:** Work on own data and templates.

**Objectives:** To have the school tracking system rolled over for the new academic year.

**Delivery:** Workshop style **by** Training Officer

**Date:** 11110104 &  
18110104

**Time:** 9am & 2pm (Please note that these are half day sessions)

**Venue:** West **Norfolk PDC**

**Materials Required:** Schools are to bring a copy of their data file and word templates.

**Cost:** Contract Customers **E75.00**, Non Contract Customers E1 15.00

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16/07104

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at your service

Please fax this form to:  
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BOOKING REQUEST

YOUR INFORMATION

Title  
  
First Name  
  
Surname  
  
School  
  
  
  
  
  
Telephone Number  
  
E-Mail  
  
Fax No

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MAIL (complete form and return to)  
Education ICT Solutions  
County Hall  
Martineou Lane  
Norwich  
NRI 2DL

COURSE DETAILS

Course Ref No  
  
Course  
Title  
  
Course Date  
  
Special requirements (e.g. Wheelchair  
access or dietary requirements)

PAYMENT METHOD

Please journal the amount of the above course (as shown on the course details form) from the following account:

Signature

.....

authorised signature

CANCELLATION CHARGES

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Please photocopy this form