ICT SOLUTIONS

A140
A1067
A1151
B1150
Gurney Road
Wroxham Road
Salhouse Road
Plumstead Road
B1140
A140
A47
TURNER ROAD CENTRE
Norfolk Show Ground
B1108
Norwich City Centre
Railway Station
Sainsburys
Yarmouth Road
PROFESSIONAL DEVELOPMENT CENTRE
A11
Southern Bypass
Ring Road
Southern Bypass
Mini Roundabout
A47
A146
COUNTY HALL
A140

Salhouse Road
Deloney Road
Marryat Road
School
ICT SOLUTIONS

WEST NORFOLK PROFESSIONAL DEVELOPMENT CENTRE

St Edmund CP School
Fire Station
A149
A148
Estuary Road
Kilham's Way
Edward Benefer Way
Wootton Road
Knight's Hill Hotel
Queen Elizabeth Hospital
Southern Bypass
Gaywood Road
Railway Station
Southern Bypass
Hardwick Road
A47
Not to scale
Southern Bypass
Hardwick Roundabout
A10

BVQi
ISO 9001
INVESTOR IN PEOPLE

Norfolk County Council
at your service

Telephone: 0845 3033003
Website: http://ictsolutions.norfolk.gov.uk
email: ictsolutions@norfolk.gov.uk

IN TRAN
communication for all

If you would like this publication in an alternative format or in another language, please contact us on 0845 303 3003 or email: ictsolutions@norfolk.gov.uk and we will do our best to help.

Training Courses
2004/2005

Norfolk County Council
at your service
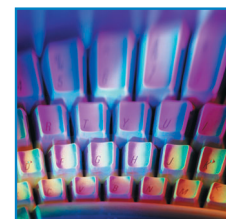
BOOKING REQUEST

YOUR INFORMATION

Title ....

First Name ....

Surname ....

School ....

....

....

Telephone Number ....

E-Mail ....

Fax No ....

OTHER WAYS TO BOOK

PHONE
Finance courses 01603 222428
ICT courses 0845 303 3003

INTERNET (select 'C' from the A-Z)
Finance courses
http://efs.norfolk.gov.uk

ICT courses
http://ictsolutions.norfolk.gov.uk

COURSE DETAILS

Course Ref No ....

Course Title ....

....

Course Date ....

Special requirements (e.g. Wheelchair
access or dietary requirements) ....
....
....

MAIL (complete form and return to)
Education Financial and ICT Services
County Hall
Martineau Lane
Norwich
NR1 2DL

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

Notification of cancellation received 15-18
working days prior to commencement of
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 refunds will be given for cancellations
within 14 working days of the course. All
cancellations must be made in writing.

Booking Form

Education Financial & Education ICT training programmes 2004/05

	Cost of course	Code	Apr–04	May-04	Jun-04	Jul-04	Aug-04	Sep-04	Oct-04	Nov-04	Dec-04	Jan-05	Feb-05	Mar-05
Overview of School Finances	£75	EFS008	27HTS	18HTS	24WNPDC 29HTS				1HTS	18WNPDC				
Induction/Refresher	£120	EFS009		4HTS	15HTS 17WNPDC 25WNPDC				11HTS	24HTS				
Basic Financial Procedures	£120	EFS010		13HTS	18WNPDC 22HTS	6HTS			15HTS	17HTS				
Revising and Forecasting the budget	£120	EFSS001						15HTS 16WNPDC 23WNPDC 29HTS						
Monitoring and Reporting	£120	EFS002						17WNPDC 22HTS 24WNPDC	5HTS					
LM School Fund Account Overview	£75	EFS004			9HTS				12HTS			25HTS		
LM Account Refresher	£75	EFS005			30HTS				6HTS			18HTS		
Invoicing System Overview	£75	EFS006			17HTS				13HTS			26HTS		
Cash Accounts Refresher	£75	EFS007			8HTS				7HTS			20HTS		
Budget Workshops	£75	EFS003												1HTS, 2HTS 3WNPDC 4WNPDC 8HTS, 9HTS 10WNPDC 11WNPDC 15HTS 16HTS 17HTS 22HTS

HTS = Heartsease Training Suite • WNPDC = West Norfolk Professional Development Centre • All costs are quoted per person, including lunch and refreshments

Telephone 01603 222428 • Fax 01603 222505 • email: efs@norfolk.gov.uk • website: http://efs.norfolk.gov.uk

Education Financial & Education ICT training programmes 2004/05

Telephone 0845 303 3003 • Fax 01603 475624 • email: ictsolutions@norfolk.gov.uk • website: http://ictsolutions.norfolk.gov.uk

	Cost of course	Code	Apr–04	May-04	Jun-04	Jul-04	Aug-04	Sep-04	Oct-04	Nov-04	Dec-04	Jan-05	Feb-05	Mar-05
Phoenix Gold Assessments (Data Entry)	£75	ICT001		12STC 14STC 21STC 26WNPDC 27WNPDC				14HTS 28WNPDC					8HTS 22WNPDC	
Phoenix Gold Assessments (Pupil Tracking)	£75	ICT003						23HTS					23WNPDC	
Phoenix Gold Attendance	£75	ICT004						28HTS 30WNPDC					10HTS 24WNPDC	
Phoenix Gold Creating and Formatting Letters (using special controls and functions)	£75	ICT005												
Phoenix Gold End Of Year Rollover Sessions	£40	ICT006			23STC 28STC 30STC	5STC 12STC								
Phoenix Gold AssessIT	£75	ICT007				1WNPDC 2WNPDC		21HTS 29WNPDC	19HTS 20HTS				9HTS	
Phoenix Gold Pupil Reports and Comment Banks	£75	ICT008												
School Personnel Training Basic ICT Skills	£75	ICT009	23HTS 26HTS	11HTS	18HTS 28HTS									
School Personnel Training Intermediate ICT Skills	£120	ICT010		25HTS	25HTS	9HTS								
School Personnel Training Advanced ICT Skills	£120	ICT011			14HTS									

HTS = Heartsease Training Suite • WNPDC = West Norfolk Professional Development Centre • STC = Science and Technology Centre, Norwich • All costs are quoted per person, including lunch and refreshments

Telephone 0845 303 3003 • Fax 01603 475624 • email: ictsolutions@norfolk.gov.uk • website: http://ictsolutions.norfolk.gov.uk

Introduction

This brochure introduces a range of courses to be offered to all schools by Education Financial and ICT Services for 2004/2005.

Education ICT Solutions

In addition to the range of Phoenix courses, ICT Solutions is offering this year a range of ICT courses for administrative and curriculum personnel. They have been developed with the Advisory Service and school representatives to enhance ICT skills from the novice user to those who are administering and maintaining the schools' ICT system.

Should you require training by ICT Solutions that is not shown in this brochure or on our website then please contact ICT Solutions Helpdesk on 0845 303 3003 or e-mail us at ictsolutions@norfolk.gov.uk. If there is enough demand for the subject we will endeavour to meet your needs.

Education Finance

Once again Education Financial Services, Finance Support Training Team, are offering a full programme of training in financial management specifically for schools. In addition to the courses advertised in last year's brochure, we are running three new courses: Basic Financial Procedures, Induction and Refresher Training for New School Finance Staff and Overview of School Finances. Full descriptions of all the courses on offer, including dates, venues and booking forms can be found in the brochure and on line (http://efs.norfolk.gov.uk - select c for courses from the A-Z)

We also hope to introduce additional courses this year and will be trailing a series of modules, one for new Headteachers and one for School Finance Staff. Further information will be sent to schools as these courses become available.

For further advice on the provision of training in financial management i.e. if you wish to discuss any of the available courses or talk about the provision of ad hoc training sessions please contact the Finance Support Training Officer, Denise Beckett on 01603 224271 (denise.beckett@norfolk.gov.uk).

Training will be offered at the fully equipped training suite at ICT Solutions (Heartsease High) in Norwich and the West Norfolk Professional Development Centre in King's Lynn.

Education Financial Services
Telephone 01603 222428

Fax: 01603 222505

email: efs@norfolk.gov.uk

http://efs.norfolk.gov.uk

Education ICT Solutions
Helpdesk 0845 303 3003

Fax: 01603 475624

email: ictsolutions@norfolk.gov.uk

http://ictsolutions.norfolk.gov.uk

Revising & Forecasting the Budget

(COURSE REF EFS001)

Target Group: For those staff responsible for the setting/monitoring of the School's Budget Plan

Content: To advise on best practice for financial procedures specific to revising the current years budget and forward planning. We will look at best practice in relation to forecasting income and expenditure relative to the DfES requirement to produce three-year budget plans from April 2004

Objectives: To ensure better understanding and knowledge of the following:

Session 1 – Revising Current Year
- Why & When to revise the School's Budget
- Recommended procedure for revising the budget
- Revising funding changes i.e. using the Intranet to get latest updates (practical hands on access available at Heartsease Training Suite)
- Using the Budget Plan Spreadsheet
- Calculating staffing costs for revision purposes

Session 2 – Forecasting
- Planning forward using the management tools available to schools
- Calculating the impact caused by changing roll, including advice on how best to manage these changes
- Accounting for changes to Infant Class Size Grant

Other issues affected by changes to funding

Duration: One Full Day

Delivery: Training is delivered by the Finance Support Training Team

financial services

Monitoring and Reporting

(COURSE REF EFS002)

Target Group: All those responsible for providing financial reports and those responsible for ensuring the budget is managed effectively

Content: Two sessions – the first covers the financial controls and areas of responsibility and accountability in relation to Monitoring and Reporting. The second session focuses on the different reports available to the Schools through their accounting software package

Objectives: *Session 1 –*

- To ensure financial control is carried out by reviewing the current position
- To advise on how to take remedial action when necessary
- To cover the procedure involved for effective budget monitoring.
- To enforce a greater understanding of how to ensure financial decisions are being implemented and how to take action where changes are needed
- To advise on responsibility and accountability

Session 2 –

Covers the reports that should be produced monthly and how to use them effectively. It also introduces other reports the school may find useful

Duration: One full day

Delivery: Training is delivered by the Finance Support Training Team and the Software & Training Support Officer

financial services

Budget Workshops

(COURSE REF EFS003)

Target Group: Education staff responsible for completing Schools Budget Plan

Content: Workshop for budget setting

Objectives: The aim is to give schools the opportunity to complete their budget plan and/or staffing costs spreadsheet in a supported environment. Schools work on the areas of their choice and at their own pace whilst being able to call on the knowledge and advice of finance support staff present, as well as sharing information with colleagues from other schools

Guidance on the following:

- Calculating staffing costs
- Construction of Budget Plan
- Changes in funding
- Forecasting for future years

Duration: One Half Day

Delivery: Training is delivered by the Finance Support Training Team

LM School Fund Account Overview

(COURSE REF EFS004)

Target Group: For those staff responsible for inputting and maintaining School Fund Accounts

Content:
- Complete overview of the system, including hands on exercises. Taking users through all aspects of the system

Objectives: To ensure that all schools have knowledge of using the system, including best practice

Duration: One Half Day

Delivery: Training is delivered by the Computer Accounting Team

financial services

LM Account Refresher

(COURSE REF EFS005)

Target Group: For those staff responsible for inputting and maintaining Schools Accounts

Content: Overview of the functionality of the system

Objectives: To help schools in using the systems full functionality and to provide users with helpful solutions for speeding up everyday tasks

Duration: One Half Day

Delivery: Training is delivered by the Computer Accounting Team

Invoicing Systems Overview

(COURSE REF EFS006)

Target Group: For those staff responsible for inputting and maintaining the School generated income i.e. lettings, music invoices etc.

Content: Complete overview of the system, including hands on exercises, taking users through all aspects of the system. A copy of the software with detailed loading instructions and a user manual is given to all in attendance

Objectives: To ensure that all schools have knowledge of using the system, including best practice

Duration: One Half Day

Delivery: Training is delivered by the Computer Accounting Team

Cash Accounts Software Refresher

(COURSE REF EFS007)

Target Group: For those staff responsible for inputting and maintaining schools accounts.

Content: Overview of the functionality of the system

Objectives: To help schools in using the systems full functionality and to provide users with helpful solutions for speeding up everyday tasks

Duration: One Half Day

Delivery: Training is delivered by the Computer Accounting Team

Overview of School Finances Developing Competencies

(COURSE REF EFS008)

Target Group: For school staff requiring an overview of financial procedures and funding issues with little or no previous financial experience, e.g. Budget Holders / Deputy Headteachers

Content:
- Overview of Funding
- Schools Budget Shares
- Financial controls – Finance Procedures Manual / Ofsted Publications
- Provision of financial information including the Budget Cycle
- Financial Planning – Management Plan / Finance Policy
- Financial Controls – responsibilities/separation of duties etc
- Schools Budget Plans
- Overview of Management Tools available (LMAC / CA / Budget Planner)
- Budget Monitoring
- Completing the Standards Questionnaire in the Ofsted Publication 'Keeping Your Balance'
- Financial bench marking
- Best Value
- Overview of how to use Internet to help with school finance

Objectives: To ensure those staff with delegated responsibilities for managing resources, either now or in the future, have an understanding of financial procedures including budgeting and monitoring expenditure so that they can contribute towards improving the school's efficiency and effectiveness

Duration: One half day session

Delivery: Training is delivered by the Finance Support Training Team

financial services

Induction/Refresher Training for New School Secretaries and Finance Administrators

(COURSE REF EFS009)

Target Group: New School Staff responsible for financial administration. School staff that would benefit from an update on financial procedures

Content:
- Financial Procedures
- Responsibilities/Requirements of School with reference to publications (Finance Procedures Manual / Ofsted Publications/VAT Manual / User Guides)
- Retention of Records
- Basic banking procedures (security / keeping petty cash)
- Service Level Agreement – Contracts / Contacts – expectations yours/ours
- Day to Day Processing
- Coding
- Processing
- Filing
- Funding (Budget Share/Earmarked Sums)
- Reporting (Monitoring & Controlling the budgets)
- Problem solving
- Time Tables (the budget cycle/ schedule of dates)
- Spreadsheets (overview of tools available LMAC/CA/ Budget Planner)
- Audit Requirements
- Minimum retention of records
- Commitments
- Unofficial funds
- Overview of how to use the Intranet to help with School Finance

Objectives: To provide new school administrators with sound financial training and reinforce knowledge for staff seeking reassurance on financial procedures. Provides school staff currently in post with an opportunity to refresh/update knowledge

Duration: One full day

Delivery: Training is delivered by the Finance Support Training Team

Basic Financial Procedures

(COURSE REF EFS010)

Target Group: Staff who want to familiarise themselves with basic financial procedures and requirements

Content: *Two Sessions:-*
Session 1 – Covers the day-to-day maintenance of school financial records including:

- Basic financial procedures
- Retention of Records
- Contacts – i.e. Personnel Officer
- Contracts – i.e. Service Levels
- Receiving Goods
- Delivery Notes
- Purchasing
- Ordering Goods
- Processing invoices including coding
- Recording income
- Filing
- Bank Procedures
- Completing Forms – supply etc

Session 2 – Covers processing and getting around the school specific accounting spreadsheet including:

- LM Account OR
- Cash Accounts

Objectives: In many schools there is often only one person who undertakes all the school's financial administration. If they are absent for any length of time or leave the school, critical expertise and knowledge could be lost and this would be difficult to replace immediately. This course provides the School with a back up in accordance with the standards outlined in the Ofsted publication 'Keeping Your Balance'

Duration: One Full Day

Delivery: Training is delivered by the Finance Support Training Team and the Software & Training Support Officer

financial services

Phoenix Gold
Assessment Manager – Data Entry
(COURSE REF ICT001)

Target Group: The course is aimed at those staff who will be required to record scores and set up their own tests

Content: Within Phoenix Gold there is the Assessment Module that allows schools to record and report pupil assessment data on standard and school defined tests. This course will be of particular interest to staff new to Phoenix, or who require training prior to recording assessment scores for the Key Stage and Foundation tests in the Summer term

Objectives: To be able to record all assessment scores (including the use of MarkIT), printing off basic standard reports and the setting up of your own tests

Duration: One half day session

Delivery: Training is to be delivered by the ICT Solutions Training Team

ICT solutions

Phoenix Gold
Assessment Manager – Pupil Tracking

(COURSE REF ICT003)

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 test 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.

Pre-Requisite Candidates should have attended the first course or be experienced in the use of the Assessment Module including creating their own tests. An understanding of the principles of merge reports would be an advantage

Duration: One half day session

Delivery: Training is to be delivered by the ICT Solutions Training Team

Phoenix Gold
Attendance Module

(COURSE REF ICT004)

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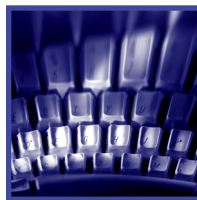
Content: A large number of schools are successfully using the Attendance Module within Phoenix Gold. The software limits the amount of entries required as it deems all pupils present, therefore only absences are required to be entered. Data held can then be used to produce both individual and summary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

This course will be of benefit to those schools who are currently not using Phoenix to record Pupil Absences or would like to update their skills

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

Duration: One half day session

Delivery: Training is to be delivered by the ICT Solutions Training Team

ICT solutions

Phoenix Gold
Creating and Formatting Letters
# (using special controls and functions)

(COURSE REF ICT005)

Target Group: School staff required to produce lists of pupil data and record pupil grouping

Content: This course is designed to provide delegates with the knowledge and skills necessary to create and format letters in Phoenix Gold. In particular delegates will learn to use special controls to enable letters to be formatted, using colour, bolding, underlining, italics, tabbing and functions to enable Phoenix database information to be merged into letters. Functions will be of particular use to those wishing to set up standard letters to track poor attendance etc. Delegates will also learn to use interest groups, Grids and New Intake Categories as a means of selecting recipients, such as confirmation letters of places, payment collection slips and schools trips

Objectives: To make delegates aware of the possibilities available by using existing reporting options. To be able to set up and use Special Interest Groups within Phoenix Gold

Duration: One half day session

Delivery: Training is to be delivered by the ICT Solutions Training Team

Phoenix Gold
End of Year Rollover

(COURSE REF ICT006)

Target Group: School staff required to carry out the end of year roll over on the Phoenix Gold database

Content: This popular drop-in session is offered to those Primary sector schools that require assistance with End of Year roll over process in Phoenix Gold

Objectives: To assist schools and answer any queries they have with regards to End of Year rollover

Duration: 1.5 hours

Delivery: Training is to be delivered by the ICT Solutions Training Team

ICT solutions
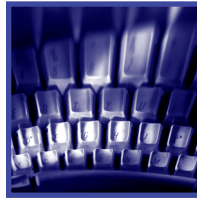
Phoenix Gold
AssessIT Training

(COURSE REF ICT007)

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

Duration: One half day session

**Delivery:** Training is to be delivered by the ICT Solutions Training Team

ICT solutions

Phoenix Gold
Pupil Reports & Comment Banks

(COURSE REF ICT008)

Target Group: Staff who are required to produce pupil assessment reports

Content: This course will cover the creation and use of merged pupil records linked to Microsoft Word and the use of comment banks within Phoenix Gold, including the use of MarkIt

Objectives: To be able to produce merge reports linked to Microsoft word and create and use comment banks linked to tests

Duration: One half day session

Delivery: Training is to be delivered by the ICT Solutions Training Team

ICT solutions
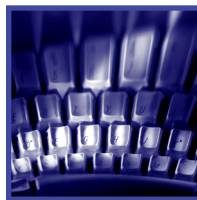
School Personnel Training in Basic ICT Skills

(COURSE REF ICT009)

Target Group: Staff involved with ICT in the school environment with no previous experience. This course would be suitable for administrative staff, teachers and classroom assistants. However, the course is not limited to these people, any school personnel can attend

Content:
- Introduction to hardware
- Understanding and using operating systems
- Overview of networks
- Logging on/off
- Using passwords
- Using windows
- Opening/closing/saving/printing files
- Role of DfES/LEA with respect to ICT within schools
- Overview of curriculum software use within the classroom
- Virus protection

Objectives: To provide delegates with basic IT skills and an understanding of the schools computerised operation

Duration: One half day session

Delivery: Training is to be delivered by the ICT Solutions Training Team

ICT solutions

School Personnel Training in Intermediate ICT Skills

(COURSE REF ICT010)

Target Group: Staff involved with administration and maintenance of the school's ICT system. This course would be most suitable for Administrative staff, ICT co-ordinators and teachers. However, the course is not limited to these people, any school personnel can attend. It is recommended that delegates complete Basic ICT skills course before attending this course
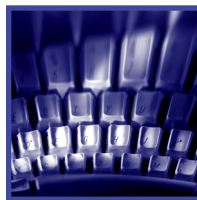
Content:
- Network overview
- Housekeeping
- Server functions
- Shared Drives
- NetOp as a teaching tool
- Use of peripherals
- Backing up
- Data protection
- Simple diagnostics
- Using manager
- Winsuite
- Loading software

Objectives: To provide delegates with extended knowledge and ICT skills which will enable them to maintain the school computer system effectively

Duration: One full day

Delivery: Training is to be delivered by the ICT Solutions Training Team

ICT solutions

School Personnel Training in Advanced ICT Skills

(COURSE REF ICT011)

Target Group: Staff who are administrating, maintaining and managing the school's ICT system. However, the course is not limited to these people, any school personnel can attend. It is recommended that delegates complete Intermediate ICT skills before attending this course

Content:
- Technical jargon
- Managing the network
- Advanced functions using servers
- Principles of managing web sites
- Adding hardware/printers/laptops to the network
- Security issues
- Virus protection
- Advanced diagnostics
- The role of DfES, SPS, LEA support providers

Objectives: To provide delegates with advanced ICT skills, practice and knowledge of the senior and client computer operation in school

Duration: One full day

Delivery: Training is to be delivered by the ICT Solutions Training Team

ICT solutions