

## SIMS & IT Training 2022

### **SIMS & IT training, remote training offer and pricing:**

Welcome to our Summer Term newsletter. I hope you all managed to have a restful and enjoyable Easter break.

Below are links to some of our SIMS courses being offered face-to-face from April delivered in The Exchange, County Hall, Preston.

26<sup>th</sup> April Finance 6 Basics 9:30am – 14:00pm

[Finance 6 the basics - SIMS037 - Lancashire County Council](#)

28<sup>th</sup> April 2 Day Assessment Essential Skills Secondary Course 9:30am- 15:30pm

[Assessment - essential skills - secondary - SIMS0053 - Lancashire County Council](#)

9<sup>th</sup> May 2 Day Finance 6 Introductory Course 9:30am – 15:30pm

[Finance 6 two day introductory - SIMS0011 - Lancashire County Council](#)

10<sup>th</sup> May Assessment Workshop Primary 9:30am – 15:30pm

[Assessment workshop SIMS0069 - Lancashire County Council](#)

20<sup>th</sup> May Attendance Reporting Secondary 9:30am – 12:00pm

[Attendance - reporting \(secondary\) - SIMS0052 - Lancashire County Council](#)

23<sup>rd</sup> May Finance 6 Budget Management 9:30am – 12:00pm

[Finance 6 – budget management - SIMS0070 - Lancashire County Council](#)

24<sup>th</sup> May Attendance Reporting Primary 9:30am – 12:00pm

[Attendance - reporting \(primary\) - SIMS0051 - Lancashire County Council](#)

As a service we are going to continue to offer the **1:1 remote option** via Microsoft Teams but if a face-to-face course is available, we would prefer you apply for those sessions.

We will now only offer the 1:1 for specific reasons:

- If no current course dates are available
- If the current course has low numbers
- If the course is a Senior Leadership course

**Cost:** The charge will be £85.00 for each 2-hour session.

**How to book or get further details:**

- To apply for any of the group courses - or to access more information - simply click on the links above.
- Access our current course list on our website using the link below.  
<https://www.lancashire.gov.uk/practitioners/training/sims-and-it-training/>
- To arrange a 1:1 training session, please find our contact details listed below.

## Functional Skills

The Skills, Learning and Development Service are pleased to offer a fast-track programme aimed at staff to gain a level 2 qualification in English, Maths or ICT (equivalent to GCSE A-C). The programme takes place over a 12-week period, half a day per week.

For more information and to book a place please follow link below:

[SIMS and IT training - Lancashire County Council](#)

## **Statutory Returns**

The school census is not only a statutory requirement but a key data exercise for the local authority and the DfE.

To assist you in the preparation of the statutory return, we are offering half day training sessions at The Exchange, County Hall, Preston.

During the course you will have the opportunity to remote onto your own workstation to check details required for the census and complete a dry run.

### **School Census**

The School Census will be on **Thursday 19<sup>th</sup> May**

Course dates:

**Thursday, 5th May, 9:30 – 12:00 Primary**

**Friday, 6th May, 9:30 – 12:00 Secondary**

To book a place on a School Census course please click on the link provided below:

**Primary:**

[School census primary - SIMS0019 - Lancashire County Council](#)

**Secondary:**

[School census - secondary - SIMS0020 - Lancashire County Council](#)

## **MS Office 365 Desktop Applications**

As a service we also offer a variety of Microsoft courses including Word, Excel, Publisher and PowerPoint.

For more information, please click on the link below and browse to Microsoft on the A-Z menu:

[SIMS and IT training - Lancashire County Council](#)

## Contact details:

Please contact us in the Skills, Learning and Development Service, to discuss and arrange your training requirements:

**Skills, Learning & Development, Business Systems Trainers:**

**Caroline Brown or Fiona Shone:**

[Caroline.Brown2@lancashire.gov.uk](mailto:Caroline.Brown2@lancashire.gov.uk)

**Tel No. 01772 534175**

[Fiona.Shone@lancashire.gov.uk](mailto:Fiona.Shone@lancashire.gov.uk)

**Tel No. 01772 536610**

## Course details:

Please use the link below for details of all our courses \*\*:

<https://www.lancashire.gov.uk/practitioners/training/sims-and-it-training/>

A course brochure is also available:

<https://www.lancashire.gov.uk/media/928223/sims-training-brochure-202122-v20.pdf>

\*\* For remote training, please use the length of a course as a guide only and ignore associated costs.