

Introduction

Welcome to our CPD Course list, in this document you will find all of the Continual Professional Development (CPD) courses and workshops that we offer to educational establishments.

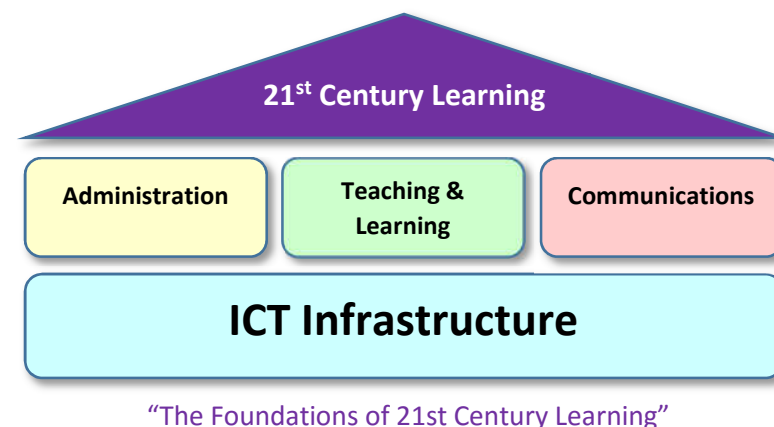
Typically, there are three main areas where educational establishments can benefit from effectively using technology, all of which must be underpinned by a robust ICT Infrastructure. We call these the ‘**Foundations of 21st Century Learning**’ and they are shown to the right of this page.

We offer a wide range of services that we can provide your establishment to facilitate the use of ICT in these four areas, and in conjunction with these services we also offer robust onsite and online staff CPD to enable your staff to further develop their confidence in making use of the services we provide. Based on successful **research informed practice**, these workshops are constructed using the **key principles of Andragogy** (Adult learning) and can be delivered within your school at times and places which **suit you best**.

We are **committed** to continually reviewing and updating our services to best meet the needs of your school and so if you have any questions, comments or ideas as to how we might develop our CPD further to better support your staff and pupils within your care, please get in touch.

How we charge for our workshops

Rather than charging ‘per head’ our courses are only charged based on the amount of time they take to plan and deliver – which means that different schools can ‘club together’ to all attend one CPD session and then split the cost between them. This has the added benefit in that none of our CPD workshops will ever be cancelled due to low attendance, a common problem with courses which charge on a ‘per head’ basis, allowing you to plan effectively for the development of your staff throughout the year.



Workshop Overview

Below you will find a brief overview of the types of workshops we provide. In some cases, we offer multiple workshops which span different aspects of a particular topic (Using SIMS for example), details of each workshop are listed in the 'Workshop Details' section which makes up the rest of this document.

If the list seems a bit daunting, **don't worry** - we will always advise you of the CPD workshops recommended for your staff based on what your ICT aspirations are, so you can be sure your staff will have the skills and knowledge required to enable your school to successfully integrate the use of our services into your organisations working practices.

Service Category	CPD Area	Description	Page(s)
ICT Infrastructure	1	Successfully using the laptops and tablets you purchase from us	3
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Workshops to complement our ICT Infrastructure Services

CPD Area #1: Successfully using the laptops and tablets you purchase from us.				
Workshop Ref	Title and Description	Duration	Pay as you go price	Credit price
1.a	<p>NEW - Getting Started with a Windows Laptop or Macbook (63463T)</p> <p>Target Audience: Educators, Administrators, Managers. What we will cover: By attending this workshop, your staff will learn how to get the most out of the laptops which you have purchased for them via our Hardware Purchasing service</p>	Full Day	£720	15
1.b	<p>NEW - Getting the Most out of Tablet Technology (63464T)</p> <p>Target Audience: Educators, Administrators, Managers. What we will cover: By attending this workshop, your staff will learn how to get the most out of the tablets which you have purchased for them via our Hardware Purchasing service.</p>	Full Day	£720	15

CPD Area #2: Implementing E-Learning Strategy

Workshop Ref	Title and Description	Duration	Pay as you go price	Credit price
2.a	<p>NEW - Designing and Implementing a Successful E-learning Strategy (63470T)</p> <p>Target Audience: Educators, Administrators, Managers.</p> <p>What we will cover:</p> <ul style="list-style-type: none"> • Factors for change - An overview of the key initiatives which must be in place to ensure the successful implementation of any e-learning strategy; • Models of technology enhanced teaching; • Establishing a vision for the integration of technology within your establishment; • Creation of an action plan to ensure you are able to achieve the e-learning goals that you identify. 	Half Day	£360	7.5

Workshops to complement our Administration Services

CPD Area #3: Using Microsoft Office & Windows effectively (1/2)				
Workshop Ref	Title and Description	Duration	Pay as you go price	Credit price
3.a	<p>Microsoft Excel 2013 – Foundation (63420T)</p> <p>Target Audience: Educators, Administrators, Managers.</p> <p>What we will cover: Explore the basic functionality and features in Microsoft Excel to enable you to use this tool at a basic level.</p>	Half Day	£360	7.5
3.b	<p>Microsoft Excel 2013 – Intermediate (63421T)</p> <p>Target Audience: Educators, Administrators, Managers.</p> <p>What we will cover: This course moves on from Basic Excel to learn more complex formatting and explore some useful formulas and functions, particularly the creation and use of pivot tables to summarise and analyse data.</p>	Half Day	£360	7.5
3.c	<p>Microsoft Excel 2013 – Advanced (63422T)</p> <p>Target Audience: Educators, Administrators & Managers.</p> <p>What we will cover: This course moves on from the Intermediate level of MS Excel to learn more complex formulas and functions and to explore exciting ways to present data, particularly the use of charts created from data.</p>	Half Day	£360	7.5

CPD Area #3: Using Microsoft Office & Windows effectively (2/2)				
Workshop Ref	Title and Description	Duration	Pay as you go price	Credit price
3.d	<p>Microsoft Word 2013 – Foundation (63423T)</p> <p>Target Audience: Educators, Administrators, Managers.</p> <p>What we will cover: This course will provide an understanding to the new package, giving the ability to use the facilities of Word.</p>	Half Day	£360	7.5
3.e	<p>Microsoft Word 2013 – Intermediate (63424T)</p> <p>Target Audience: Educators, Administrators, Managers.</p> <p>What we will cover: This course continues from the Microsoft Word 2013 Foundation Level course and assumes that your staff can perform the tasks learned in that course. It also assumes that your staff have a basic knowledge of Word 2013 and can enter and format data and are aware of basic functions.</p>	Half Day	£360	7.5
3.f	<p>NEW - Microsoft PowerPoint 2013 – Foundation (63481T)</p> <p>Target Audience: Educators, Administrators, Managers.</p> <p>What we will cover: This new course will provide your staff with the basic knowledge to use Microsoft PowerPoint 2013 to produce slide shows and simple visual presentations. The course will form a good foundation to progress to further Microsoft PowerPoint 2013 courses.</p>	Half Day	£360	7.5

CPD Area #4: Using SIMS to its full potential (1/7)

Workshop Ref	Title and Description	Duration	Pay as you go price	Credit price
4.a	<p>Academic Management in Sims .net (63401T)</p> <p>Target Audience: Administrators.</p> <p>What we will cover: Explore procedures for allocating students to curriculum structures, including bands and classes and maintaining class memberships.</p>	Full Day	£720	15
4.b	<p>Admissions Process for Primary and Secondary in Sims .net (63402T)</p> <p>Target Audience: Administrators.</p> <p>What we will cover: This course will enable the administrator to understand the whole SIMS admission process and for it to run efficiently and resourcefully.</p>	Half Day	£360	7.5
4.c	<p>Attendance for Primary and Secondary in Sims .net (63404T)</p> <p>Target Audience: Administrators.</p> <p>What we will cover: How to use SIMS Attendance for monitoring effective day-to-day attendance and statutory attendance requirements.</p>	Half Day	£360	7.5
4.d	<p>Behaviour Management for Primary and Secondary in SIMS.net (63405T)</p> <p>Target Audience: Educators, Administrators.</p> <p>What we will cover: How to record, monitor and manage pupils' behaviour and achievements, including detentions and the use of report cards.</p>	Half Day	£360	7.5

CPD Area #4: Using SIMS to its full potential (2/7)

Workshop Ref	Title and Description	Duration	Pay as you go price	Credit price
4.e	<p>Curriculum Management of Student Options in Sims .net (63409T)</p> <p>Target Audience: Administrators.</p> <p>What we will cover: Juggling students, classes and rooms can be time consuming. Make your Options process more efficient saving you time and helping students to study the lessons they want.</p>	Full Day	£720	15
4.f	<p>Domestic Exams in Sims .net (63412T)</p> <p>Target Audience: Administrators.</p> <p>What we will cover: Investigate how Examinations Organiser can be used to manage domestic (internal/mock) examinations and explore the links to SIMS Assessment.</p>	Half Day	£360	7.5
4.g	<p>End of Year Procedures for Primary in Sims.net (63482T)</p> <p>Target Audience: Administrators.</p> <p>What we will cover: To gain an overview and understanding of the requirements of the new school year, including dealing with the new school year admission and leavers.</p>	Full Day	£720	15

CPD Area #4: Using SIMS to its full potential (3/7)

Workshop Ref	Title and Description	Duration	Pay as you go price	Credit price
4.h	<p>End of Year Procedures for Secondary in Sims.net (63413T)</p> <p>Target Audience: Administrators.</p> <p>What we will cover:</p> <ul style="list-style-type: none"> • Learn about the pastoral arrangements for the new academic year including the new student intake, student leavers and associated procedures; • Explore the academic promotion required following setting up of the pastoral structure; • Learn how to assign students to classes and produce student timetables. 	Full Day	£720	15
4.i	<p>Exams Organiser in Sims .net (63414T)</p> <p>Target Audience: Administrators.</p> <p>What we will cover:</p> <ul style="list-style-type: none"> • Explore all aspects of managing external examinations using SIMS Examinations Organiser; • Streamline you examinations process, saving you administration time and ensuring your data is accurate. 	Full Day	£720	15
4.j	<p>Lesson Monitor Reporting in Sims .net (63418T)</p> <p>Target Audience: Administrators.</p> <p>What we will cover: Learn about the reporting capabilities of SIMS Lesson Monitor to ensure you are using the software in the most effective way.</p>	Half Day	£360	7.5

CPD Area #4: Using SIMS to its full potential (4/7)

Workshop Ref	Title and Description	Duration	Pay as you go price	Credit price
4.k	<p>Programmes of Study for the New Primary Curriculum in Sims .net (63427T)</p> <p>Target Audience: Educators, Administrators, Managers.</p> <p>What we will cover: To gain a practical insight into the functionality of the new SIMS Assessment software and to understand the available resources relating to the Programmes of Study in the primary curriculum.</p>	Full Day	£720	15
4.l	<p>Reporting on Attendance in Sims .net (63428T)</p> <p>Target Audience: Educators, Administrators, Managers.</p> <p>What we will cover: Understand how to make the best use of the Attendance reporting capabilities.</p>	Half Day	£360	7.5
4.m	<p>Reporting on Behaviour and Achievement for Primary and Secondary in Sims .net (63429T)</p> <p>Target Audience: Educators, Administrators, Managers.</p> <p>What we will cover: Understand how to make the best use of behaviour and achievement data collected in SIMS.</p>	Half Day	£360	7.5

CPD Area #4: Using SIMS to its full potential (5/7)

Workshop Ref	Title and Description	Duration	Pay as you go price	Credit price
4.n	<p>School Census for Primary in Sims.net (63430T)</p> <p>Target Audience: Educators, Administrators, Managers.</p> <p>What we will cover: Preparation for the census return, including the procedure for creating a return and correcting any outstanding validation errors. The course also explores the current return together with requirements for other returns.</p>	Half Day	£360	7.5
4.o	<p>School Census for Secondary in Sims.net (63431T)</p> <p>Target Audience: Educators, Administrators, Managers.</p> <p>What we will cover: Learn about the preliminary preparation for the census return, including the procedure for creating a return, creating a dry run for checking and correcting any outstanding validation errors.</p>	Half Day	£360	7.5
4.p	<p>SEN for Primary and Secondary in Sims.net (63432T)</p> <p>Target Audience: Educators, Administrators, Managers.</p> <p>What we will cover: Explore the functionality of SEN in SIMS to enable you to use it effectively and efficiently in relation to the SEND Code of Practice.</p>	Full Day	£720	15

CPD Area #4: Using SIMS to its full potential (6/7)

Workshop Ref	Title and Description	Duration	Pay as you go price	Credit price
4.q	<p>SEN Reporting for Primary and Secondary in Sims .net (63433T)</p> <p>Target Audience: Educators, Administrators, Managers.</p> <p>What we will cover: Learn how to make the most effective use of SEN information collected in SIMS.</p>	Half Day	£360	7.5
4.r	<p>NEW - SIMS in the Classroom for Primary (63483T)</p> <p>Target Audience: Educators, Administrators, Managers.</p> <p>What we will cover: Explore how pupil data in SIMS can provide key information to support teaching and learning and your school's pastoral provision for parents. Find out how you can make the best use of SIMS for communicating and sharing information across the school.</p>	Half Day	£360	7.5
4.s	<p>SIMS Office User for Primary (63439T)</p> <p>Target Audience: Educators, Administrators, Managers.</p> <p>What we will cover: Investigate the key functionality and features in SIMS to enable your school to run efficiently through its effective use of data.</p>	Full Day	£720	15

CPD Area #4: Using SIMS to its full potential (7/7)

Workshop Ref	Title and Description	Duration	Pay as you go price	Credit price
4.t	<p>SIMS Office User for Secondary (63440T)</p> <p>Target Audience: Educators, Administrators, Managers. What we will cover: Investigate the key functionality and features in SIMS to enable your school to run efficiently through its effective use of data.</p>	Full Day	£720	15
4.u	<p>SIMS Office User Top Tips and Techniques for Primary (63441T)</p> <p>Target Audience: Administrators. What we will cover: Discover useful ways of managing school data, best practice, housekeeping and understand core functionality in SIMS.</p>	Full Day	£720	15
4.v	<p>Standard Reporting for Primary and Secondary in Sims.net (63442T)</p> <p>Target Audience: Administrators. What we will cover: An introduction to the report designing process.</p>	Full Day	£720	15
4.w	<p>System Manager for Primary and Secondary in Sims.net (63443T)</p> <p>Target Audience: Administrators. What we will cover: Gain a thorough understanding of how to create and manage SIMS users, their permissions, assigning passwords and managing your school's data.</p>	Half Day	£360	7.5

Workshops to complement our Teaching & Learning Services

CPD Area #5: Making full use of our Virtual Learning Environment (1/3)				
Workshop Ref	Title and Description	Duration	Pay as you go price	Credit price
5.a	<p>NEW - An introduction to our Virtual Learning Environment (63475T)</p> <p>Target Audience: Educators, Administrators, Managers.</p> <p>What we will cover:</p> <p>By attending this workshop, your staff will gain an understanding of the main features of our VLE, namely:</p> <ul style="list-style-type: none"> • Getting the basics right: Course format, layout and structure; • Creating and sharing learning resources and materials; • Using the course calendar to highlight important dates and deadlines; • Using course forums to facilitate online class discussion; • Accessing course logs to see how your learners are engaging namely 	Full Day	N/A	£720

CPD Area #5: Making full use of our Virtual Learning Environment (2/3)				
Workshop Ref	Title and Description	Duration	Pay as you go price	Credit price
5.b	<p>NEW - Assessing and Marking Learners Work (63476T)</p> <p>Target Audience: Educators, Administrators, Managers.</p> <p>What we will cover: By attending this workshop, your staff will gain an understanding of how our VLE can be used to support summative and formative assessment namely:</p> <ul style="list-style-type: none"> • Creating self-marking quizzes; • Providing your learners with the ability to submit work online; • An introduction to marking work within our VLE using its built in Gradebook; • Creating adaptive learning resources • Enabling 'peer review' and collaborative activities such as joint pupil wikis to facilitate group and team work. 	Full Day	£720	15
5.c	<p>NEW - Successfully Integrating Computer Based Communication (CMC) into Your Teaching Practice (63477T)</p> <p>Target Audience: Educators, Administrators, Managers.</p> <p>What we will cover: By attending this workshop, your staff will gain an understanding of how Our VLE can be used to support communications between educators and learners, including:</p> <ul style="list-style-type: none"> • An overview of Gilly Salmon’s five stage model for successfully integrating CMC into your teaching practice; • Successfully using the online forums & chat rooms available within our VLE; 	Half Day	£360	7.5

CPD Area #5: Making full use of our Virtual Learning Environment (3/3)				
Workshop Ref	Title and Description	Duration	Pay as you go price	Credit price
5.d	<p>NEW - Managing the Logistics of Your Our VLE Course (63478T)</p> <p>Target Audience: Educators, Administrators, Managers</p> <p>What we will cover: By attending this workshop, your staff will gain an understanding of how a class should be correctly maintained on our VLE to ensure that its runs smoothly from a technical, administrative and pedagogical point of view.</p> <p>Your staff will learn how to:</p> <ul style="list-style-type: none"> • Create and manage user accounts • Configure in built appearance options to modify the user experience; • Adapt and review user permissions within a course; • Control collaboration, awareness and segmentation of users within a course; • Manage access to activities and course section using specified conditions; • Enable facilitators and learners to track progress in a course; • Assign digital rewards to users via Badges; • Assign and adapt permissions using the roles system; • Accessing logs to see how educators and learners are making use of the course on the VLE. 	Full Day	£720	15

CPD Area #6: Making use of all of the tools and technologies provided by our Dedicated Educational Desktop (1/3)				
Workshop Ref	Title and Description	Duration	Pay as you go price	Credit price
6.a	<p>NEW - Schools Managed Service (SMS) Desktop Training (63467T)</p> <p>Target Audience: Educators, Administrators, Managers.</p> <p>What we will cover: This workshop will provide your staff an introduction to each of the free and open source resources included on the pupil and teacher desktops.</p>	Full Day	£720	15
6.b	<p>NEW - Integrating Game Based Learning into the Classroom (aka Gamification) (63452T)</p> <p>Target Audience: Educators of all levels.</p> <p>What we will cover: By attending this workshop, your staff will learn how to use the software provided as part of our Dedicated Educational Desktop to:</p> <ul style="list-style-type: none"> • Explore several tools which enable pupils to learn and test their knowledge via digital games and quizzes, either individually or working as a collective group. • Learn how to use ‘class badges’ to reward and track pupil achievements. 	Full Day	£720	15

CPD Area #6: Making use of all of the tools and technologies provided by our Dedicated Educational Desktop (2/3)				
Workshop Ref	Title and Description	Duration	Pay as you go price	Credit price
6.c	<p>NEW - Creating Images & Diagrams (63445T)</p> <p>Target Audience: Educators of all levels.</p> <p>What we will cover: By attending this workshop, your staff will learn how to use the software provided as part of our Dedicated Educational Desktop to:</p> <ul style="list-style-type: none"> • Find copyright free images they can legally use in their own and their pupils work. • Edit and enhance the pictures that they find. • Create comic books. • Create charts and diagrams. 	Half Day	£360	7.5
6.d	<p>NEW - Recording and Editing Sounds & Music (63446T)</p> <p>Target Audience: Educators of all levels.</p> <p>What we will cover: By attending this workshop, your staff will learn how to use the software provided as part of our Dedicated Educational Desktop to:</p> <ul style="list-style-type: none"> • Find copyright free music and sound effects they can legally use in their own and their pupils work. • Edit and enhance the music that they find. • Share audio recordings online for other people to listen to. 	Full Day	£720	15

CPD Area #6: Making use of all of the tools and technologies provided by our Dedicated Educational Desktop (3/3)

Workshop Ref	Title and Description	Duration	Pay as you go price	Credit price
6.e	<p>NEW - Working with Video (63447T)</p> <p>Target Audience: Educators of all levels.</p> <p>What we will cover: By attending this workshop, your staff will learn how to use the software provided as part of our Dedicated Educational Desktop to:</p> <ul style="list-style-type: none"> • Find copyright free video footage they can legally use in their own and their pupils work. • Edit and enhance the video that they find and/or have recorded for themselves. • Share their edited videos online for other people to view. 	Full Day	£720	15
6.f	<p>NEW - Digital Scrapbooking and Storytelling (63449T)</p> <p>Target Audience: Educators of all levels.</p> <p>What we will cover: By attending this workshop, your staff will learn how to use the software provided as part of our Dedicated Educational Desktop to:</p> <ul style="list-style-type: none"> • Create digital multimedia scrapbooks which showcase pupils work, allowing chosen groups of people to view the work online, from anywhere in the world. 	Half Day	£360	7.5

Workshops to complement our Communication Services

CPD Area #7: Making use of the communications tools required by your communications strategy (1/3)				
Workshop Ref	Title and Description	Duration	Pay as you go price	Credit price
7.a	<p>NEW - Easy Social Media Management for Busy Educators (63457T)</p> <p>Target Audience: Educators, Administrators, Managers.</p> <p>What we will cover: By attending this workshop, your staff will learn how to use a variety of FREE tools to aid communication with parents, pupils, colleagues and other key stakeholders.</p> <p>Typical examples of tools showcased:</p> <ul style="list-style-type: none"> • Buffer • Scheduling Social Media using 'IF this THEN that' • Facebook pages & groups • Twitter • Blogging using Google Blogger • Google + • Instagram • Pinterest 	Full Day	£720	15

CPD Area #7: Making use of the communications tools required by your communications strategy (2/3)				
Workshop Ref	Title and Description	Duration	Pay as you go price	Credit price
7.b	<p>NEW - Easy Video and Audio Conferencing (63458T)</p> <p>Target Audience: Educators, Administrators, Managers.</p> <p>What we will cover: By attending this workshop, your staff will learn how to use the following FREE tools to aid communication with parents, pupils, colleagues and other key stakeholders:</p> <ul style="list-style-type: none"> • Google Hangouts; • YouTube LIVE broadcasts; • Skype/Lync audio conferencing; 	Full Day	£720	15
7.c	<p>NEW - Working Collaboratively with Others (63460T)</p> <p>Target Audience: Educators, Administrators, Managers.</p> <p>What we will cover:</p> <p>By attending this workshop, your staff will learn how to work collaboratively with peers and colleagues, irrespective of their physical location. Free tools will be explored which enable staff to:</p> <ul style="list-style-type: none"> • Collaboratively create documents, presentations, spreadsheets, on-line surveys & drawings. • Take part in real time audio and video conversations with people, irrespective of their physical location, <p>Easily schedule face to face meetings with ought having to constantly compare calendars or exchange possible dates.</p>	Full Day	£720	15

CPD Area #7: Making use of the communications tools required by your communications strategy (3/3)				
Workshop Ref	Title and Description	Duration	Pay as you go price	Credit price
7.d	<p>NEW - Connecting and Sharing with Like-Minded Colleagues (How to create & grow your Personalised Learning Network [PLN]) (63459T)</p> <p>Target Audience: Educators, Administrators, Managers.</p> <p>What we will cover:</p> <p>By attending this workshop, your staff will learn how to use the following FREE tools to share ideas and resources with colleagues and peers regionally, nationally and internationally: Using Social Media to connect with other educators;</p> <ul style="list-style-type: none"> • Using Feedly to collate educational news and resources from multiple websites; • Creating collaborative mind maps to aid session planning; • Making documents collaboratively. 	Full Day	£720	15