



## SIMS Independent training and consultancy services

### Maximise your investment in SIMS

When you invest in SIMS, you're accessing a world-class management information system used by more than 650 independent and international schools in over 40 countries each day.

SIMS is a powerful tool for driving excellence throughout your school with a wide range of new features and enhancements added throughout each year, providing the information you need to continue to improve business efficiency.

To ensure you're getting the greatest benefits from your system to maximise your investment in SIMS Independent, we offer the very highest quality training, consultancy and support services, helping you drive performance throughout your school. Our dedicated services team includes former teachers, school administrators, business managers and technical staff, all with extensive knowledge of SIMS and how it can be used to provide expert support and professional development, tailored to meet your specific needs.

With over 30 years' experience in the education sector, the SIMS Independent team is uniquely placed to help you expand your knowledge of SIMS to drive performance throughout your school, whilst saving valuable time and resources.

### Develop your staff to ensure you are making the most of your SIMS data

#### Training courses

SIMS Independent provides a wide range of training courses, both on-site and remotely, specifically designed to help you use your SIMS system more effectively (and to support the development of your staff). Our courses are run regionally and at our training venues for SIMS Independent customers in Cirencester and Chelmsford.

With all our training courses now easily accessible online, it's easier than ever to find and book the right course for your needs. Visit our online training directory at [www.capita-independent.co.uk/training](http://www.capita-independent.co.uk/training) or email [info@capita-independent.co.uk](mailto:info@capita-independent.co.uk) for more information.

"I would like to express our thanks for the quality of the SIMS Independent training delivered to us, and for all the assistance given so that we can maximise the facilities offered by SIMS"

*Penny Dormer, Babington House School*



## Training and consultancy on-site at your school

If you're short on time, looking to train several members of staff at once or seeking independent SIMS expertise, SIMS Independent can tailor training and consultancy to meet the specific needs of your school. We provide bespoke training using your own data both to new members of staff or to those wanting to refresh their skills, delivering sessions on-site at the location of your choice.

## Distance learning

When you're looking to build on your expertise but time is at a premium, our distance learning courses available to schools in the UK and worldwide, provide the opportunity of bespoke, one-to-one training and the flexibility to learn from the convenience of your school, with the option of using their own data as part of the training.

## Floor walking service

We know it's often hard to find the time to improve your user's knowledge of SIMS, which is why we can bring our expert guidance to you. If you're seeking strategic SIMS expertise or would like a valuable opportunity for your SIMS users to talk to our consultants and share best practice, our floor walking service allows you to do this in just one day.

Our service involves SIMS consultants spending a day on-site with your staff, either individually or in groups, exploring how they can improve their use of SIMS to make the most effective use of the system. The team can cover all aspects of SIMS or focus on specific areas, according to your requirements. After our visit we'll provide your school with a one page audit containing an action plan and any recommended training for your staff.



## SIMS Review Service - Supporting your strategic development planning



"We were extremely impressed with the expertise of the SIMS Independent consultant; the health check has helped us to tailor SIMS to the way the school is run. We are now working much more efficiently and effectively as a school."

*Charles Fillingham, Deputy Head  
City of London School*

With the wealth of data stored in SIMS and the broad reach it has across the school, it's important that SIMS is aligned to your school development plan so that it fully supports your school's vision. We understand that every independent school is unique and in recognition of this we offer a highly flexible health check service. As part of this service, our skilled consultants spend time with your senior management team as well as key SIMS users, to gain a full understanding of your school's strategic plans and a review of current processes, identifying if functionality is under used or if there are any training requirements.

Whether you would like help in reviewing use of a strategic area such as pupil assessment, or need support in taking a holistic view of SIMS use in your school or want to ensure that

your key SIMS users are getting the individual help they need, our health check service is the ideal place to start.

After the review, a detailed report is prepared highlighting where SIMS is used to maximum effect, areas where further gains could be made and offering guidance and advice on how to achieve this.

Since the launch of the health check service we've helped a number of schools in all the ways outlined in this section. Whatever route you take, you can be confident that individual members of staff and the school overall will see the benefits. We've received direct feedback from schools on how they've found the health check an effective way to improve productivity and consequently save valuable time and resources.

## Find out more

For more information on how SIMS Independent can help you drive performance throughout your school, call the independent schools team on **+44(0)1285 647459** or email **info@capita-independent.co.uk**

[www.capita-independent.co.uk](http://www.capita-independent.co.uk)

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