



Your Ref: Paul Gohl  
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Date: 2 Oct 03

## **PLEASE PASS THIS ON IMMEDIATELY**

### **Assessment Manager 6 Training.**

Dear Assessment Coordinator and Head of Administration,

Assessment Manager is moving from version 5 (the current version) to version 6.

Version 6 is very different and has various advantages over the previous version 5. Advantages include being able to import mark sheets and run reports from the mark sheets themselves, more valid entries on an aspect, easier export to Excel, easier to perform calculations.

Training will be required to move over to this new version.

Sandra Banks (The assessment coordinator for the LEA) has been trained by Capita in the use of Assessment Manager 6 and will be the trainer for the course.

The course will be on 21<sup>st</sup> October 2003 at the Education Centre, room 14. The duration is for 1 day from 9.00 to 4.00. Refreshments and a two course meal will be provided.

Course costs are the usual costs per day for secondary schools (Bronze/Silver/Gold SLA is £180 per person and £120 per additional person)

Please indicate on the faxback form provided the:

- Name of the assessment coordinator attending
- Name of any additional person if required
- Cost code

If you wish to discuss the training aspect then please contact the ICT Training and Security Officer

Paul Gohl      613968      [paul.gohl@hullcc.gov.uk](mailto:paul.gohl@hullcc.gov.uk)

# Fax

Contact me on:  
Tel: 01482 613968  
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email: paul.gohl@hullcc.gov.uk

**To:** Paul Gohl

**Fax:** 01482 613290

**From:**

**Date:**

**No. of pages including this one:**

School .....

I wish to book a place on the Assessment manager 6 course : YES

Attendee .....

Additional Person .....

Budget Codes ...../.....

Signed .....

Print Name .....

Please return to Claire Winship, IT Clerk, Learning Services, IT Section, 3<sup>rd</sup> Floor Essex House, Manor Street, Hull, HU1 1YD **no later than the 14<sup>th</sup> October 2003.**

**FAX 613290**

**EMAIL [Claire.winship@hullcc.gov.uk](mailto:Claire.winship@hullcc.gov.uk)**

Please note the following conditions exist and individual schools will be charged accordingly if they cancel within the periods of time below:

Cancellation of training within 48 hours will be charged at the full agreed rates  
Cancellation of training within 7 days will be charged at half the agreed rates  
Cancellation of training within 14 days will be charged at a third the agreed rates