



Your Ref: Paul Gohl
My Ref: PG/AMSEC
Contact: Paul Gohl
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Fax: 01482 613290
E-mail: paul.gohl@hullcc.gov.uk
Date: 6 Oct 03

PLEASE PASS THIS ON IMMEDIATELY

Assessment Manager 6 Training and Performance Analysis Training

Dear Assessment Coordinator, Head of Examinations and Head of Administration,

After consultation with Capita it has been brought to my attention that due to the way Examinations Organiser functions Assessment manager 6 training is required.

This is because the processing of results needs to be performed via Performance Analysis which is an add-on to Assessment manager 6.

Assessment Manager 6 Training

The ICT Training section has already issued a letter to all secondary schools about Assessment Manager 6 training on the 21st October 2003. The number of schools who can attend on that date is 9 and the ICT Training section is booking places on a first come first served basis.

In view of this another date has been arranged for Sandra Banks to deliver for those secondary schools left. The date is 5th December 2003.

Both courses are held at the Education Centre, room 14 and run from 9.00 to 4.00

It is important that each secondary school attends one session prior to the Performance Analysis training.

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

Performance Analysis Training

Training in Performance Analysis will deal with the processing of the examination results in Examinations Organiser and the analysis via the add-in, Performance Analysis. The ICT Training Section has arranged for a trainer from Capita to deliver this training to all secondary schools.

The Performance Analysis training will run for 1 full day and is available on either the 10th or 11th December 2003. **Course commences at 9.30am and should be completed**

by 4.00pm. The course will take place at the Education Centre in room 14. Refreshments and a two course meal will be provided.

Our costs in providing training with a Capita trainer are higher than what we normally incur, to this effect the charge for this courses are based upon 15 secondary schools booking a place.

If less than 15 secondary schools book a place then the estimated cost per first delegate will unfortunately increase. The charge for an additional delegate from a school will remain the same. Estimated costs are shown below:

Number of people attending	Cost for First Delegate	Cost for Second Delegate
15	£170	£85
14	£185	£85
13	£200	£85
12	£215	£85
11	£235	£85
10	£260	£85

In view of this it is very important that secondary schools respond quickly to book places on these courses.

Please indicate on the faxback form provided the:

- o Name of the first person attending
- o Course(s) you wish to attend
- o Name of any additional person if required
- o 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

Fax

Contact me on:

Tel: 01482 613968

Fax: 01482 613290

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

Preferred date 21st Oct 5th Dec

Attendee

Additional Person

Budget Codes/.....

I wish to book a place on the Performance Analysis course : YES

Preferred date 10th Dec 11th Dec

Attendee

Additional Person

Budget Codes/.....

Signed

Print Name

Please return to Claire Winship, IT Clerk, Learning Services, IT Section, 3rd Floor Essex House, Manor Street, Hull, HU1 1YD **no later than the 14th October 2003 for a place on the 21st Oct Assessment manager training and no later than 31st October for places on the other courses**

FAX 613290

EMAIL 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