

To:	Your Ref:	Paul Gohl
Nursery schools	My Ref:	PG/SPRINGCAL1
Primary schools	Contact:	Paul Gohl
Pupil referral units	Tel:	01482 613968
Secondary schools	Fax:	01482 613290
Special schools	E-mail:	paul.gohl@hullcc.gov.uk
	Date:	15 th Dec 2003

Dear Head of Administration

Please find attached the spring course calendar from Learning Services IT.

Please note that courses in yellow can be freely booked. Those in grey we arrange by contacting your school to let you know when you will be trained.

The costs for the courses are the standard costs based on the service level agreement you have entered into with Learning Services IT. Non SLA schools course costs are as previously published. The exception in this case is for Assessment Manager for those who are in the QA SLA as previously agreed.

Please note that the section has a qualified trainer for the Microsoft suite of programs and the way Microsoft courses are delivered has changed. Microsoft Word training for example is run as a workshop which can cater for all needs. A separate faxback form has been provided for this course as the trainer needs to know the level of training that delegates require prior to their attendance on the course.

There are a few new courses offered this spring term:

1. .net Reporting takes over from RepGen Lite and delegates will find this a very useful modern reporting tool that is more refined and flexible than the previous.
2. Profiles for Windows allows the creation of reports such as the pupil school reports and because it works in the Windows environment it is far easier and intuitive to use.
3. Star 7 for Windows is the new Star module that takes over from Star for Windows. It is part of the .net SIMS family. All schools will need to be trained in the use of this module as it replaces the current Star for Windows.
4. The Microsoft Word (all levels workshop), Intro to Excel, Publisher and PowerPoint have all been totally revamped to provide excellent skills that can be taken back straight into school.

Please can you ensure the following when booking courses (those shaded in yellow): -

- Use the fax back form provided or e-mail
- Provide the names of delegates
- Provide the date and if applicable the time (am or pm)
- Provide the budget code for your school

If you have any items to discuss regarding training please contact me on any of the above.

The ICT Training and Security section is very pleased at how well the training has helped so many administration officers to confidently use the new software and at how members of staff have shown a positive attitude to the change over.

May the ICT training and Security section use this opportunity to wish you all a very merry Christmas and a prosperous and productive new year.

Regards

Paul Gohl

ICT Training and Security Officer

On behalf of the IT Manager

Non Microsoft Course booking form

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 thecourse :

Attendee

Additional Person

Budget Codes/.....

Preferred date (please indicate):

.....

Signed

Print Name

Please return to Claire Winship, IT Clerk, Learning Services, IT Section, 3rd Floor Essex House, Manor Street, Hull, HU1 1YD.

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

Microsoft Course booking form

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 thecourse :

Please indicate the level of training needed for MS Word and MS Excel

Level of training: Basic Intermediate Advanced

Attendee

Additional Person

Budget Codes/.....

Preferred date and time if applicable (please indicate):

Signed

Print Name

Please return to Claire Winship, IT Clerk, Learning Services, IT Section, 3rd Floor Essex House, Manor Street, Hull, HU1 1YD.

FAX 613290

EMAIL Claire.winship@hullcc.gov.uk

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- 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