Training Course Agenda
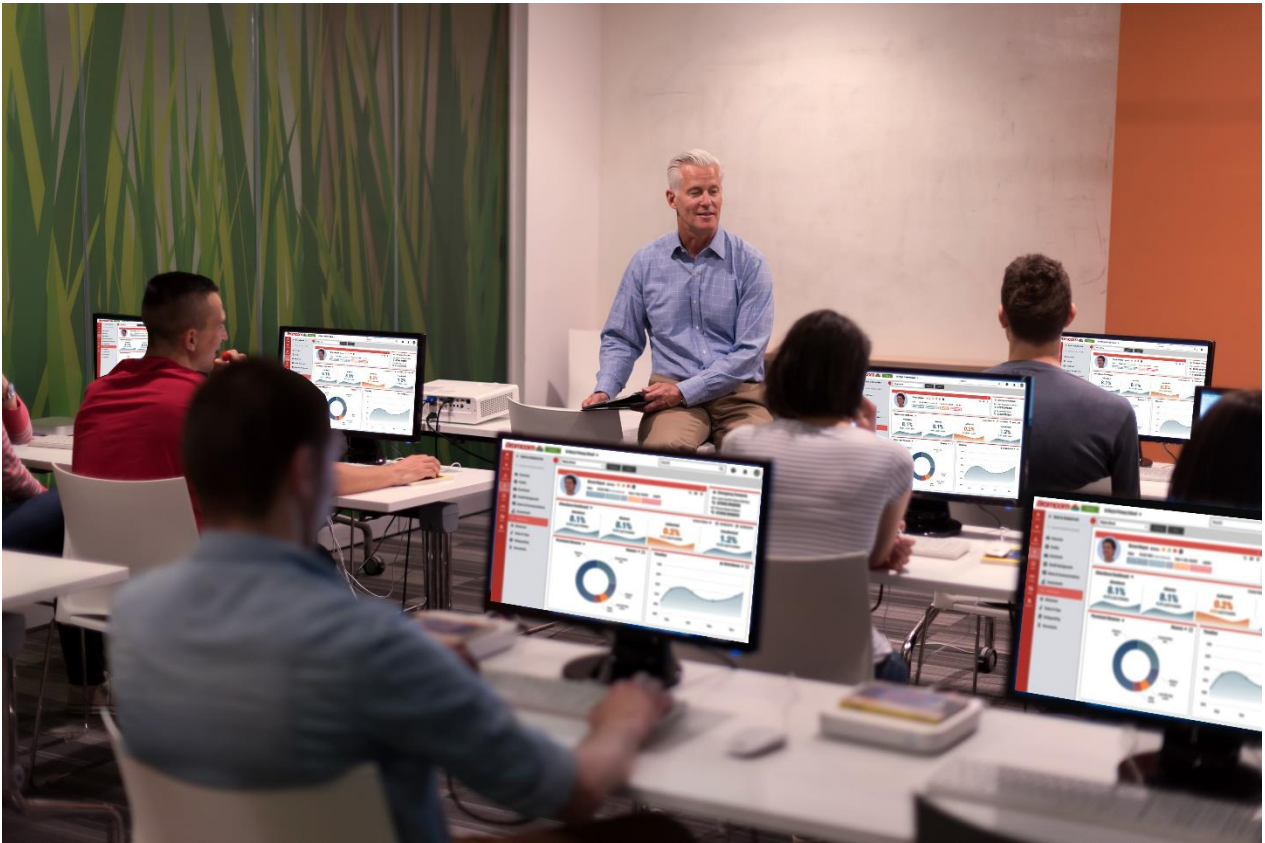
Support Primary and Secondary Schools

Target Audience

The **Support** training is recommended for delivery to the following people from your school.

- ✓ Special Educational Need Coordinator (SENCO)
- ✓ Gifted and Talented Coordinator
- ✓ Representative/s from Student Services

Facilities/Requirements

For **Onsite Training**:

Using the means provided by the establishment for example a whiteboard or projector, the trainer will deliver a session for the module being trained on. An internet connection will be required.

In some instances, attendees will be able to login to follow along with the session, this will be arranged beforehand and in this case login information will be supplied.

For **Webinar Training**:

This session will be delivered via an internet connection, you will be sent a link and login details in an e-mail. We ask that you test the link before the session to make sure you have access, if you do not your IT support should be able to help you with this. If you still cannot connect please let us know as soon as you can, we will try to help or arrange an alternative method to deliver the training.

Objectives of Session & Timings

The Attendees will work together with their trainer to learn about the host of features within the module being trained and how best they can take advantage of these.

These sessions will teach you how to operate and manage your Bromcom MIS on a day-to-day basis.

Maintenance and Support

- ✓ Adding/Editing Comment Banks
- ✓ Adding/Editing Document Templates
- ✓ Support Staff Allocation
- ✓ Adding Intervention Groups including Costs

Support via Student Record

- ✓ Student Overview
- ✓ Interventions
- ✓ Adding/Editing Student Support Documents
- ✓ Special Educational Needs
- ✓ Support Events
- ✓ English as an Additional Language
- ✓ Gifted and Talented
- ✓ Looked After
- ✓ Making Good Progress
- ✓ Individual Health Plan

Reports

- ✓ Student Overview Report
- ✓ Support Timetable
- ✓ Review Dates

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