

## **SIMS Training Course Information**

### **Facilities**

Gloucestershire has one training facility comprising 8 computers on the first floor of Quayside House, Quay Street, Gloucester, GL1 2TZ. This is located near to Shire Hall. Courses are delivered in our training room or can be delivered “on site” by arrangement.

### **Location Map and Parking**

A location map is provided with the course booking confirmation detailing nearby public car parks.

### **Refreshments**

Coffee and tea will be available on arrival and regularly throughout the day. Lunch is not provided but there are many food outlets nearby where lunch can be purchased. Alternatively, delegates may wish to bring their own lunch. It is possible to eat your lunch on the premises.

### **Quality Assurance**

The Schools ICT Support (SIMS) has been fully accredited by Capita Education Services for the support of its SIMS suite. All our courses are evaluated by the participants and feedback is used to continually monitor and improve our courses as well as any follow up action as required. Delegate’s comments are included, where available, for your information.

### **Booking Arrangements**

Please complete the online booking form via SLA Online. You will receive an automated booking confirmation from the system but your place will not be secured until you receive your course confirmation from ourselves. If you have any queries, please telephone the office on 01452 427272.

### **SIMS Course Fees**

Please see below for details.

## SIMS Course Fees

<b>SIMS Training Courses at Quayside House</b>		<b>2016/2017 £</b>
<b>All supported Schools/Academies</b> Per person	Day Rate	195.00
	Half day	99.00
<b>All Non-Supported Schools/Academies</b> Per person	Day Rate	255.00
	Half day	129.00
<b>Seminars / Demonstrations</b> Per person  <b>NB. Seminars/Demonstrations are not open to non-supported schools</b>	Half Day	60.00
<b>Seminars / Demonstrations</b> Per person  <b>NB. Seminars/Demonstrations are not open to non-supported schools</b>	2 hours	50.00

## SIMS On-site Visits

In addition to the published courses, other services are available by arrangement. These include on-site consultations, INSET training sessions or demonstrations.

<b>SIMS On-site Consultancy &amp; Bespoke Training Visits</b>		<b>2016/2017 £</b>
<b>Supported Schools/Academies</b> up to 5 staff	Hourly Rate	100.00
<b>Non-Supported Schools/Academies</b> up to 5 staff	Hourly Rate	120.00
<b>Supported Schools/Academies</b> 6-15 staff	Hourly Rate	220.00
<b>Non-Supported Schools/Academies</b> 6-15 staff	Hourly Rate	260.00

Academies only - VAT will be charged on non-training related activities.

## Cancellation

We require written notification of cancellation of bookings by email or fax and a fee will be payable. We are unable to offer a refund in the event of non-arrival on the day.

Notification period	Cancellation
5 or more working days	£15 administration fee
Less than 5 working days or non-attendance	100% of course fee

In the event of only 1 delegate being booked onto the course, the course will be cancelled and alternative dates offered wherever possible. Unfortunately, in this instance the course may be cancelled at short notice.