

# SpirALS Training Options 2016

Training Type	Notes	Price*	Length
<b>Onsite</b>			
<b>SpirALS <i>Introduction</i> and Overview training</b>  <i>Introduction to SpirALS Overview and Planning</i>	For anyone new to SpirALS or in need of a refresher. Demonstrations, hands-on exercises, discussion and comprehensive resources to ensure confidence and familiarity with the system.  An opportunity for all appropriate college personnel to focus on the processes involved in the implementation of SpirALS.	£865 <i>Plus £90 per person for numbers above six</i>	4½ hours with breaks
<b>SpirALS <i>Bespoke</i> training</b>  <i>SpirALS for the more experienced user / Retrieving meaningful information from SpirALS</i>	Designed to refresh and review introductory training objectives, and to introduce SpirALS advanced features.  The focus is on confident use of all key SpirALS features and making the most of reporting and exporting facilities.  The ideal opportunity to assess the information you are currently recording and consider the processes for extending your use of SpirALS.	£865 <i>Plus £90 per person for numbers above six</i>	4½ hours with breaks
<b>The Learning Support Manager's practical guide to effective use of information</b> One day courses	Ideal for staff who manage learning support provision, our two new courses focuses on: Funding and Cost Effectiveness Impact, Inspection and Quality	£260 per person (2 days £480)	10.00 – 4.30
<b>Online</b>			
<b>Introducing SpirALS to a new member of staff</b>	For a new member of staff (where others already have a good working knowledge of SpirALS) to introduce them to SpirALS and to all the features they'll need as they get going with the software.	£260 per person	2 hours, plus preparation
<b>Data File Review</b>	We will conduct a review of your data file and provide online interactive feedback and recommendations. By drawing your attention to gaps in information recording we can alert you to advanced SpirALS features (as appropriate) and enable you to make greater use of SpirALS reporting options.	£260 per person	2 hours, plus preparation
<b>Retrieving meaningful ALS information from SpirALS</b>	The session will enable you to make the most of all SpirALS reports, and introduce you to additional features for exporting data.  This focus also provides the ideal opportunity to assess the information you are currently recording and consider the processes for extending your use of SpirALS.	£260 per person	2 hours, plus preparation

**\*Please note: All prices exclude VAT and travel expenses**

# TEAM Training Options 2016

Training Type	Notes	Price*	Length
<b>Onsite</b>			
<b>TEAM Implementation Consultancy and Training</b> <i>Introduction to Team, overview and implementation planning</i>	Demonstrations and hands-on sessions to give an overview of TEAM and how it works in tandem with SpirALS An opportunity for appropriate college personnel to focus on the processes involved in the implementation of TEAM, including the in-house training of support staff	£865 <i>Plus £90 per person for numbers above six</i>	4½ hours with breaks
<b>SpirALS and TEAM DATA: Administrating and Reporting</b> <i>For colleges who use both SpirALS AND Team</i>	Refresh knowledge of key fields on the SpirALS Student Details form Examine SpirALS and TEAM features for recording and tracking essential learner, support session and cost information Explore standard and advanced reporting options An opportunity to review your data file	£865 <i>Plus £90 per person for numbers above six</i>	4½ hours with breaks
<b>TEAM onsite training for support staff</b>	An onsite session for support staff to introduce them to TEAM features and benefits Hands-on practice using all TEAM facilities and viewing reports	<i>Maximum 30 staff</i> Prices dependent on delegate numbers	Up to 4½ hours
<b>Online</b>			
<b>Getting going with TEAM</b>	How to set up TEAM data in SpirALS (term dates, TEAM users, Support Programmes and sessions) Exploring TEAM – view and discuss what the TEAM users will record Guidance on in-house training of support staff	£260 per person	2 hours, plus preparation
<b>Making the most of TEAM</b>	How to use the Support Programme Validator to check for gaps in Support Programme information How to use the Cost Calculator to create and update (contact) support costs in one go Make the most of TEAM reports	£260 per person	2 hours, plus preparation
<b>Introducing TEAM to a new member of staff</b>	For a new member of staff, who will be implementing all required information into SpirALS for TEAM (where others already have a good working knowledge of TEAM) to introduce them to TEAM, the TEAM Menu in Spirals and to all necessary features they'll need as they get going with the software.	£260 per person	2 hours, plus preparation

**\*Please note: All prices exclude VAT and travel expenses**