

# Admin and Perspective Training

**Duration:** 2 hours - **Cost:** £50 per candidate

*NB: Refreshments NOT provided*

Wednesday 18th September 2019	- Priory Pembroke Academy, Cherry Willingham	10:00
Wednesday 18th September 2019	- Priory Pembroke Academy, Cherry Willingham	13:00
Wednesday 25th September 2019	- Keyworth Centre, Lincoln	10:00
Wednesday 25th September 2019	- Keyworth Centre, Lincoln	13:00

**To support staff new to school administration and/or Perspective Lite, also suitable for those looking for a refresher.**

**Primary, Secondary & Special school staff welcome.**

## Course Content

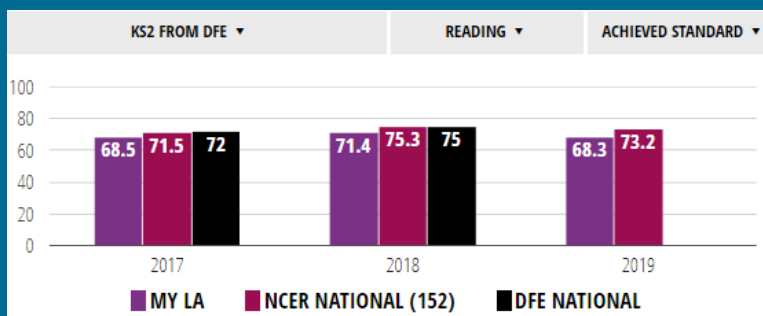
### 1st hour - Administrator Training

- School Census and School Workforce Census: key dates, validation, funding implications and more.
- Synergy for Pupil Roll and FSM.
- CME

### 2nd hour - Perspective Lite Training

How to navigate Perspective, and use the following features and more:

- Early emerging national data & in-built reports (incl. new Analysis "Insight")
- Perspective News
- Document Pool - share files and reports with the LA
- Access notes of visits



**Come for the first and/or second hour (or send a different member of staff to each)**

To book onto the course please visit [www.lincolnshiretsa.co.uk/lcctraining](http://www.lincolnshiretsa.co.uk/lcctraining)