

Training Course Agenda.

Cover Managers



Introduction

Target Audience

The **Cover Managers** training is recommended for delivery to the following people from your school:

- ✓ Cover Manager/Coordinator
- ✓ Cover Administrator

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.

Agenda Overview

Part One: Configuration Options

- ✓ Configurations
- ✓ Exam Rooms Cover
- ✓ Room Unavailability Codes
- ✓ Special Event Codes
- ✓ Staff Default Times and Availability
- ✓ Staff Absence Codes
- ✓ Lookup Tables
 - Staff Absence Pay Types
 - Illness Categories

Part Two: Preparing Cover

- ✓ Staff Absence and Room Cover
 - Entering Staff Absences
 - Entering Room Closures
- ✓ Special Events
 - Entering Special Events
- ✓ Suspending Classes
 - Making Staff/Rooms available
 - Suspending Classes

Part Three: Arranging Cover

- ✓ Arranging Staff Cover
- ✓ Arranging Room Cover
- ✓ Exam Room and Special Events Cover

Part Four: Supply Staff

- ✓ Adding Supply Agencies
- ✓ Adding Supply Staff

Part Five: Reports

- ✓ Cover Sheet
- ✓ Cover Slip
- ✓ Student Cover
- ✓ Class Cover
- ✓ Overview
- ✓ Individual Staff Cover

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Notes:

Part Two: Staff Absence and Room Cover

- ✓ Entering Staff Absences
- ✓ Entering Room Closure

Notes:

Part Two: Special Events

- ✓ Entering Special Events

Notes:

Part Two: Suspending Classes

- ✓ Making Staff/Rooms available
- ✓ Suspending Classes

Notes:

Part Three: Arranging Cover

- ✓ Arranging Staff Cover
- ✓ Arranging Room Cover
- ✓ Exam Room and Special Events Cover

Notes:

Part Four: Supply Staff

- ✓ Adding Supply Agencies
- ✓ Adding Supply Staff

Notes:

Part Five: Reports

- ✓ Cover Sheet
- ✓ Cover Slip
- ✓ Absences Report
- ✓ Student Cover
- ✓ Class Cover
- ✓ Overview
- ✓ Individual Staff Cover
- ✓ Staff Absence Analysis Report
- ✓ Staff List Actions: Absence Analysis
- ✓ Administration: Staff Absence Report

Notes: