

Capita



B2B Student & Attendance Refresher

Professional Services

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Introduction

The B2B student module is a key tool to managing children's data. The module can do the following:

- Manage changes in school registration
- Import attendance data, and the aggregated for reporting
- Schedule to import data from SIMS schools can be scheduled from the module
- Control rules for data items for different schools
- Key core student as schools change their data
- Import exclusions data from SIMS

Over time once a module is implemented people and resources to support the module change, along with development of the module. This refresher for B2B Student v4 takes stock of how you are using the software, what your local challenges are, and then reviews features you may not be using. The objective is to get the best value out of the module.

Benefits

As a local authority you are responsible for safeguarding all children living in your area. Day to day, most children offer no concern, however poor attendance, exclusions, and children leaving schools and not reappearing should be raised as flags to monitor.

Students who have never been in a school is a part of the issue. But children in school, should also be in the One database. Their data being in line with schools and accurate.

There are other benefits to having a core data that you can trust.

- Time is saved contacting schools by different teams checking and updating data for children that fall into their remit.
- Tracking school capacity and knowing admission number can support school vacancies and advice to parents.
- Access to attendance data for vulnerable children who already known to the LA, and highlighting new potential cases when attendance dips, offers the potential for early intervention.
- User confidence that they can find children overall enforces that the One database is a system they can trust.
- Exclusions data can be imported into One if you have the module and helps you to monitor lost schools' days.

Using B2B effectively is the focus of this refresher giving you the opportunity to take stock how it is being used, and catchup with impact of module development.

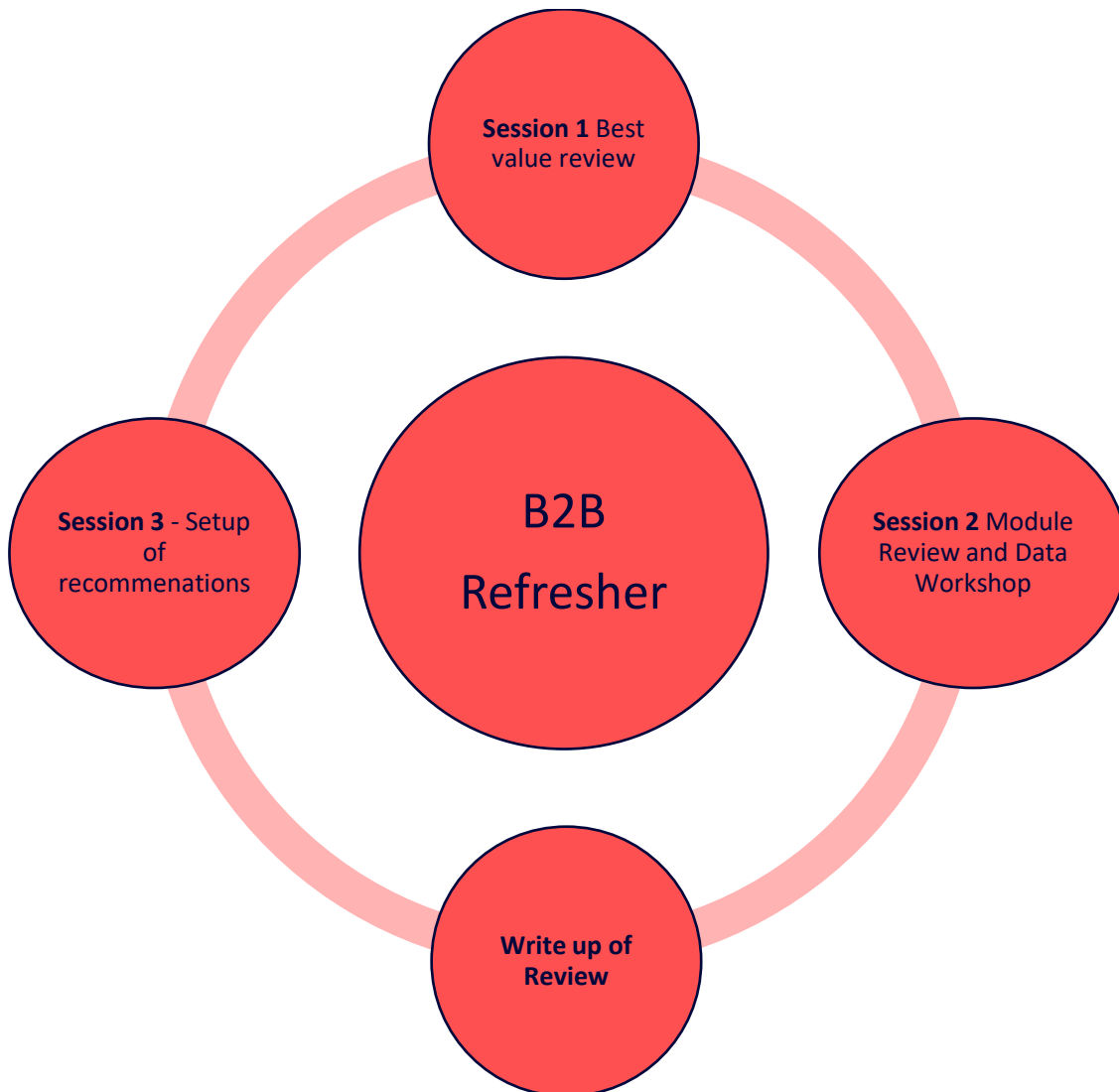
Pre-requisites

To enable us to provide a quality service, the following is required from the Local Authority:

- Bases module
- Optional modules – Pulse, Exclusions and Attendance
- One database at the current version or previous version
- Appropriate access to all One Clients for the Knowledge Specialist
- B2B Student implemented

Service Overview

Capita refresher for B2B looks like this:



Capita believe in a strong emphasis on a proactive partnership with the customer. The Capita Project Coordinator will work closely with the customer's appointed Project Lead throughout the project to achieve this. The Capita Project Coordinator is the coordinating Capita staff member assigned to the project and is therefore able to respond authoritatively to the needs of the project and will actively and continually monitor progress on all risks, issues, actions, and decision in order to ensure successful delivery.

Service Details

Session 1(On Site): Best Value Review – AM

Key Prerequisites (full list provided in RAID log)	<ul style="list-style-type: none"> • Location for a meeting with access to screen • Access to a workstation with full access to One, with system admin rights for V4 Client, and B2B Student
Objectives	<ul style="list-style-type: none"> • Review how B2B is currently being used • Schools using it and the imports being used • Review the B2B Data processing rules
Audience	<ul style="list-style-type: none"> • Data Manager to understand their data priorities • One Support – impact on One and reporting and support
Standard Agenda	<ul style="list-style-type: none"> • Schools using B2B • Schools and SIMS • Module Defaults • Data Processing Rules • Schedule Tasks
Outcomes	<ul style="list-style-type: none"> • The B2B module setup in your LA is understood • Challenges identified • Identify areas where changes could be made and their benefits

Session 2(On Site): One Review and Workshop – PM

Key Prerequisites (full list provided in RAID log)	<ul style="list-style-type: none"> • Location for a meeting with access to screen • Access to a workstation with full access to One, with system admin rights for V4 Client, and B2B Student
Objectives	<ul style="list-style-type: none"> • Review what has changed in the Module and features not being used • Workshop data queries and how to process best practice • Review the B2B Data processing rules
Audience	<ul style="list-style-type: none"> • Data Manager to understand their data priorities • One Support – impact on One and reporting and support • B2B Suspense users
Standard Agenda	<ul style="list-style-type: none"> • Changes to One • Module Defaults and Data Processing Rules • Matching and Data Conflicts • Schedule Tasks for Data
Outcomes	<ul style="list-style-type: none"> • Identify areas where changes could be made and their benefits • Confidence the breath of the module is being used correctly

Session 3(Remote): Implementation of recommendations

Key Prerequisites (full list provided in RAID log)	<ul style="list-style-type: none">• Remote access via Teams and Webex• Access to a workstation with full access to One, with system admin rights for V4 Client, and B2B Student
Objectives	<ul style="list-style-type: none">• Configure the B2B software as required and identified in the Best Value Review
Audience	<ul style="list-style-type: none">• One Support• Module lead for B2B
Standard Agenda	<ul style="list-style-type: none">• NA
Outcomes	<ul style="list-style-type: none">• Support setting up changes as recommended• Confidence in why the changes are being made and confidence to adopt wider

Additional Service Options

Additional Elements (as required)	Sessions required	Resource Required
<p>B2B Open (On site / Off Site)</p> <p>Benefits Importing Non SIMS schools</p> <p>Cost:</p>	1	LIST CUSTOMER AUDIENCE
<p>B2B Attainment (On site / Off Site)</p> <p>Benefits Importing Attainment data to Pulse</p> <p>Cost:</p>	1	LIST CUSTOMER AUDIENCE
<p>WAV and BAV for SIMS (On site / Off Site)</p> <p>Benefits SIMS user using the same addressed</p> <p>Cost:</p>	1	LIST CUSTOMER AUDIENCE
<p>Pulse Importing / updating Core students' data (On site)</p> <p>Benefits Closing student histories</p> <p>Cost:</p>	1	LIST CUSTOMER AUDIENCE
<p>Schools Census -Importing and harvesting student changes via Pulse (On site)</p> <p>Benefits Closing student histories and add new children using Pulse</p> <p>Cost:</p>	1	LIST CUSTOMER AUDIENCE
<p>Schools Census -Importing and harvesting student changes via Census Conversion Tool (Remote)</p> <p>Benefits Converting census files and importing manually via B2B</p> <p>Cost:</p>	1	LIST CUSTOMER AUDIENCE