

## Data manager induction training:

### New to GO 4 Schools

A course for experienced secondary school Data managers who are new to using GO 4 Schools. Using your existing knowledge of education based terminologies and processes, we will build on this to develop your skills in using GO 4 Schools proactively in your role to support the school and staff.



#### COURSE DETAILS

The course aims to equip you with the skills and understanding to effectively manage the set up of GO 4 Schools and importing key school data to ensure you are working with high quality validated data sets.

Key aspects covered:

- Subjects and Qualifications (QAN codes and grading schemes)
- Grade types in GO 4 Schools (target and progress grades)
- Uploading target grades and mock exam results
- Handling double Science grades in uploads/downloads
- KS2 / exam grades uploading data
- School internal grading schemes
- Introduction to markbooks (MBs are covered in details in another course)
- Introduction to locating Key Stats for KS3, KS4 and KS5
- Reports and snapshots to view timestamped data and statistics
- Introduction to using data explorers and sharing data sets
- Introduction to student attributes and managing key focus groups

As part of the Data Manager training we offer each delegate a one to one call with the trainer if they would like to follow up on their school set-up in light of what has been covered in the training. This will typically be for 30 to 40 minutes on the same day or very shortly afterwards.

If you are managing data in a Primary setting, Special school, Welsh school or International school please contact us discuss the specific requirements for your training.

#### DATES AND TIMES

- |                        |   |
|------------------------|---|
| • 16-18 September 2025 | 10.00– 12.30 [3 x 2.5 hours online training sessions] |
| • 13-15 January 2026   | 10.00—12.30 [3 x 2.5 hours online training sessions]  |
| • 9-11 June 2026       | 10.00—12.30 [3 x 2.5 hours online training sessions]  |

## COSTS AND BOOKING DETAILS

£300 for the first delegate & £250 for the second delegate. All prices are subject to VAT.

Places are limited to a maximum of two delegates per school. Please complete the booking form to secure your place.

This course is also included in our course bundle offers:

**New Data Manager bundle 1** includes New Data Manager—New to role or New to GO— Introduction to GO4Schools and Combined Start & End of academic year process. Bundle price £525.

**New Data Manager bundle 2** includes Data Manager—New to role or Data Manager Introduction to GO & Markbooks & Data Manager Analysing Data. Bundle price £600.

Email: [events@go4schools.com](mailto:events@go4schools.com) or Tel: 01223 967556

If you need to change your booking, please refer to our cancellation policy, details on our booking form.

## GO 4 SCHOOLS TRAINING EVENTS

Our training events are developed with the ethos of 'Working together' — sharing knowledge and confidence in school data to ensure a 'best practice' approach and maximum value.

### Current training offers include:

- End and start of academic year set up for Data managers
- Induction for new Data managers or those new to managing GO 4 Schools.
- Set up and use of markbooks
- Analysing data for Data manager, senior leadership and data teams
- Effective use of Behaviour and attendance modules
- Post-16 data analysis

See our website for more details: [Engage - CPD - GO 4 Schools](#)

## Maximise your training:

All courses will be delivered using Microsoft Teams, we recommend that you use the App to access the training as the online version has some reduced functionality that may hinder the visibility of some aspects of the training session.

All delegates will require at least a laptop with a microphone and camera, if possible we suggest access to two screens so you can follow the training and also access GO 4 Schools during the training.

The course is also available to book exclusively for your school and is suitable for all levels of leadership.

Delegates will need to have **School manager** access in your GO 4 Schools system.



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