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Council**

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Setting up an Apprentice Service Term in SIMS & Service Term Mapping in FMS

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Working In partnership with



Private Funds Manager
From ISTEK UK LIMITED



Revision History

Version	Change Description	Date
Version 1	Buckinghamshire Council ICT Schools Team New branding & updated minimum and maximum ranges for 01.04.2022	01.04.2022
Version 2	Buckinghamshire Council ICT Schools Team Update minimum and maximum ranges from 01.04.2024	21.02.2024
Version 3	Buckinghamshire Council ICT Schools Team Update minimum and maximum ranges from 01.04.2025	13.03.2025



Setting up an Apprenticeship Service Term in SIMS & Service Term Mapping in FMS

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Chapter 1 Setting up an Apprenticeship Service Term in SIMS

Introduction

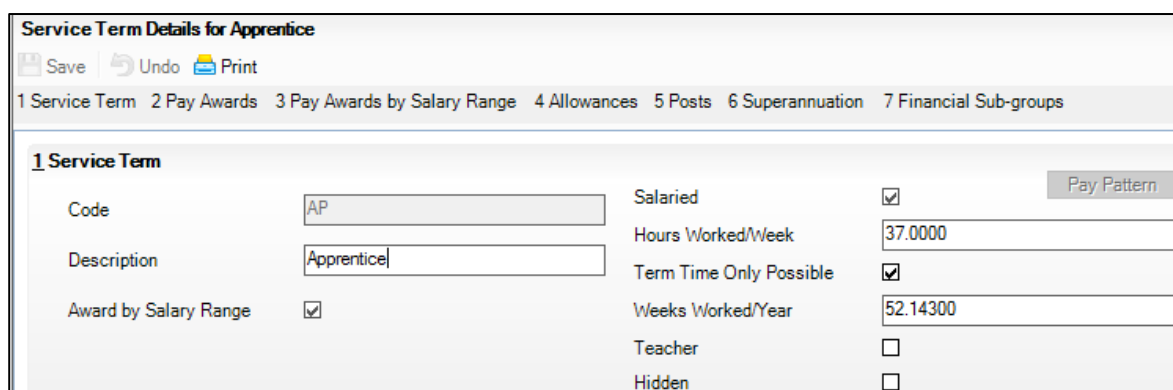
This chapter provides instructions on setting up an Apprentice Service Term in SIMS.

Should you require any assistance setting up in SIMS, please contact **01296 383500 - Option 1**.

1. Go to: **Tools | Staff | Pay Related**.
2. Select: **New**
3. Work through the panels below to enter the details.

Panel 1: Service Term

Code: **AP**
 Description: **Apprentice**
 Award by Salary Range: **Tick**
 Salaried: **Tick**
 Hours worked/week: **37**
 Term Time Only Possible: **Tick**
 Weeks Worked/Year: **52.143**
 Teacher: **Leave blank**
 Hidden: **Leave blank**



Service Term Details for Apprentice

Save Undo Print

1 Service Term 2 Pay Awards 3 Pay Awards by Salary Range 4 Allowances 5 Posts 6 Superannuation 7 Financial Sub-groups

1 Service Term

Code	AP	Salaried	☒	Pay Pattern
Description	Apprentice	Hours Worked/Week	37.0000	
Award by Salary Range	☒	Term Time Only Possible	☒	
		Weeks Worked/Year	52.14300	
		Teacher	☐	
		Hidden	☐	

Panel 2: Pay Awards

No information required to be entered as “award by salary range” selected.

Panel 3: Pay Awards by Salary Range

In the **Types** panel:

1. Select **New** and enter the following:

Code: **AP**

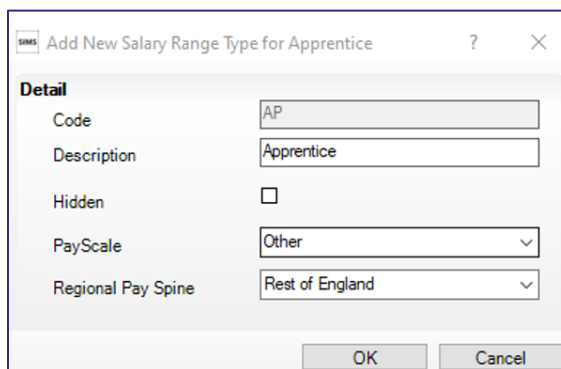
Description: **Apprentice**

Pay Scale: **Other**

Regional Pay Spine select either:

Rest of England or London Fringe

2. Select **OK**



In the **Salary Range** panel:

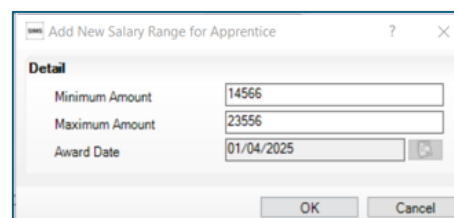
3. Select **New** and enter the following:

Minimum: **£14,566**

Maximum: **£23,556**

Award date: **01/04/2025** (or 01/09/2024 if applicable to your school)

4. Select **OK** and **Save**.



3 Pay Awards by Salary Range					
Types	Code	Description	Hidden	Pay Scale	 New  Open  Delete
	AP	Apprentice		Other	
Salary Range	Award Date	Minimum Amount	Maximum Amount		 New  Open  Delete
	01/04/2025	14566	23556		
	01/04/2024	12347	22070		
	01/04/2023	10186	20103		
	01/04/2022	9280	18328		

Panel 5: Posts

1. Select **New** and enter the following:

Post Reference: **AP**

Post Description: **Apprentice**

Post Category: **Other Educational Support Staff**

Payroll Post: **(leave empty)**

SWC Post **Other Support Staff**

5 Posts						
Posts	Code	Description	Category Description	SWC Post	Payroll Post	 New  Open  Delete
	AP	Apprentice	Other education s...	Other Support Staff		

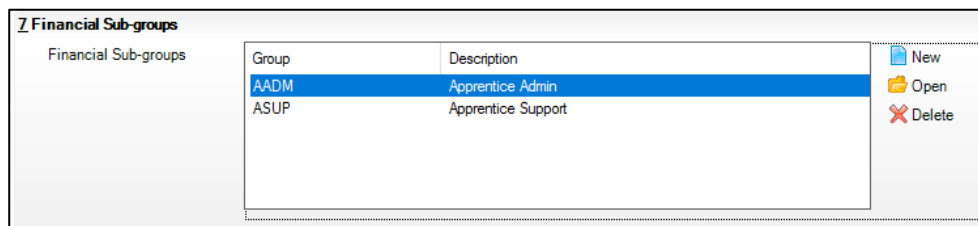
Refer to the FMS Finance Officer for further advice re below:

Panel 7: Financial Sub-Groups

1. Select **New**

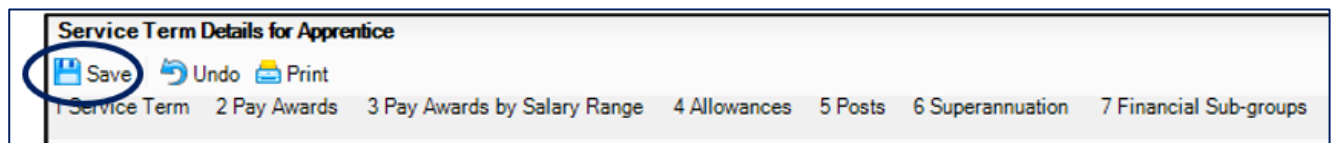
Add the financial Sub-groups and Descriptions.

Note: These can be unique to your school and you may have more than one.



Group	Description
AADM	Apprentice Admin
ASUP	Apprentice Support

2. Once all of the information has been entered click **Save**.



THE LEDGER CODES MUST NOW BE MAPPED
REFER TO CHAPTER 2 – SERVICE TERM MAPPING IN FMS

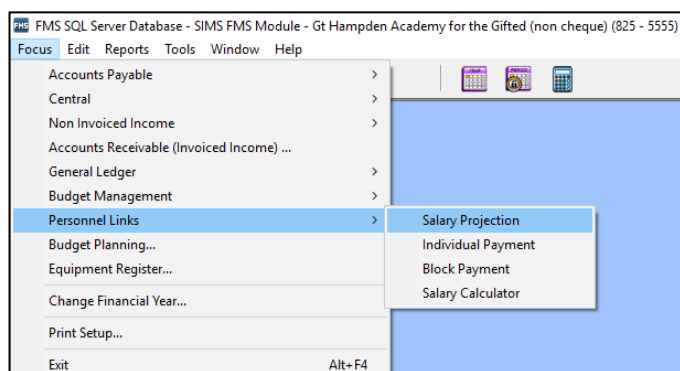
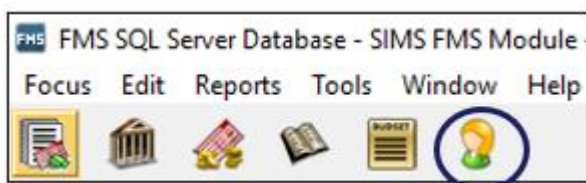
Chapter 2 Service Term Mapping in FMS

Introduction

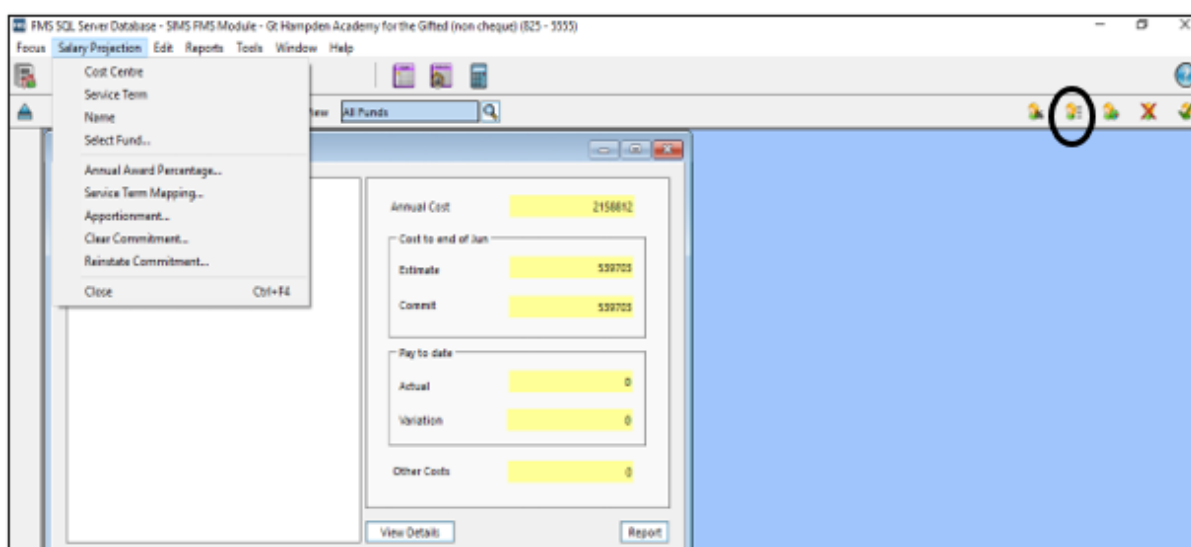
This chapter provides instructions for Service Term Mapping in FMS. Once the service term is set up in SIMS.net it must be mapped in FMS6 so that the monetary commitment goes against the correct cost centre.

Should you require any assistance setting up in FMS, please call **01296 383500 - option 2**.

1. Click **Focus | Personnel Links** (or the face icon) | **Salary Projections**.



2. Now click on **Salary Projection | Service Term Mapping** on the top tool bar or click the icon on the top right hand corner.



3. Select the **Service Term** browse button.

Setting up an Apprentice Service Term in SIMS & Service Term Mapping in FMS

Service Term - Cost Centre Mapping

Service Term: To map another service term use the browser to select it SAVE recalculates commitment CANCEL loses all unsaved mappings

Sub Group:

Default Cost Centre:

Fund - Ledger Mapping

Fund	Basic	NI	Super	Default

Other Payment Mapping

Other Payments To A Maximum Value:

Fund	Led. Code	Ledger

Save Print Cancel Help

4. Highlight **AP – Apprentice** from the list and click on **Select**.

Select Service Term

Looking for:

Sequence: ☒ Code ☐ Description

Code	Description	Mapped
AP	Apprentice	☐
AT	Advanced Skills Teacher	✓
BP	Bucks Pay	✓
BX	Bucks Welfare-Sp.Needs 32.5hr	✓
DE	Deputies	
FE	Further Education Lecturers	
FL	Foreign Language Assistant	
HD	Head & Deputies	

Select Cancel Help

5. Click on **Sub Group Browser**, highlight the appropriate sub group. Click on **Select**.

Select Sub Group

Looking for:

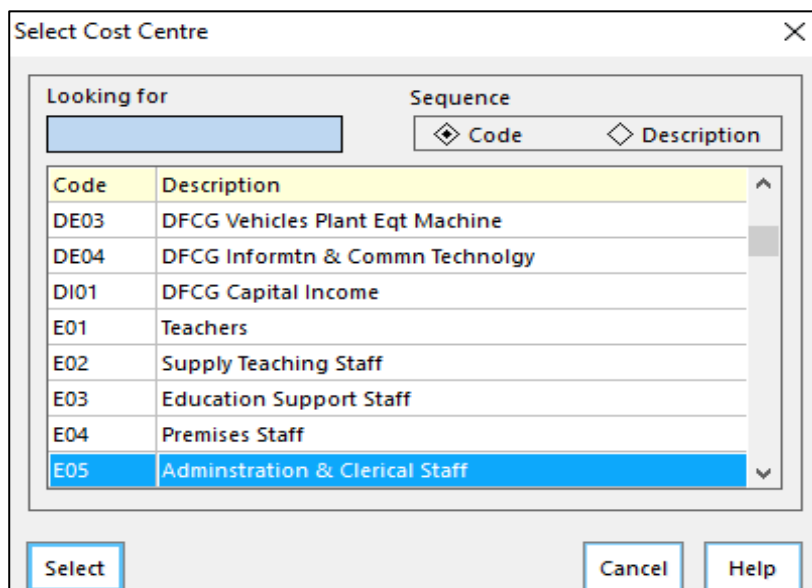
Sequence: ☒ Code ☐ Description

Code	Description	Mapped
AADM	Apprentice Admin	☐
ASUP	Apprentice Support	

Select Cancel Help

6. Select the **Default Cost Centre** browse button.

Highlight **E05 – Administration & Clerical Staff** and click **Select**.

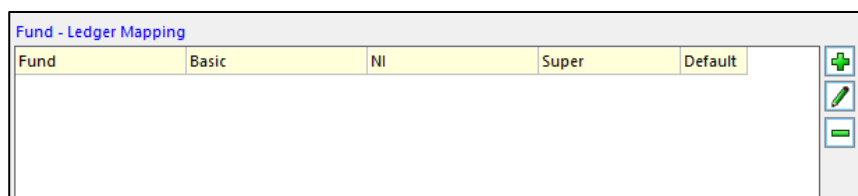


The 'Select Cost Centre' dialog box shows a table with the following data:

Code	Description
DE03	DFCG Vehicles Plant Eqt Machine
DE04	DFCG Informtn & Commn Technolgy
DI01	DFCG Capital Income
E01	Teachers
E02	Supply Teaching Staff
E03	Education Support Staff
E04	Premises Staff
E05	Adminstration & Clerical Staff

The 'E05' row is highlighted. The 'Select' button is at the bottom left.

7. Click on the  button in the **Fund – Ledger Mapping** box.



The 'Fund - Ledger Mapping' dialog box shows a table with the following data:

Fund	Basic	NI	Super	Default

The 'Add' button (green plus icon) is on the right side.

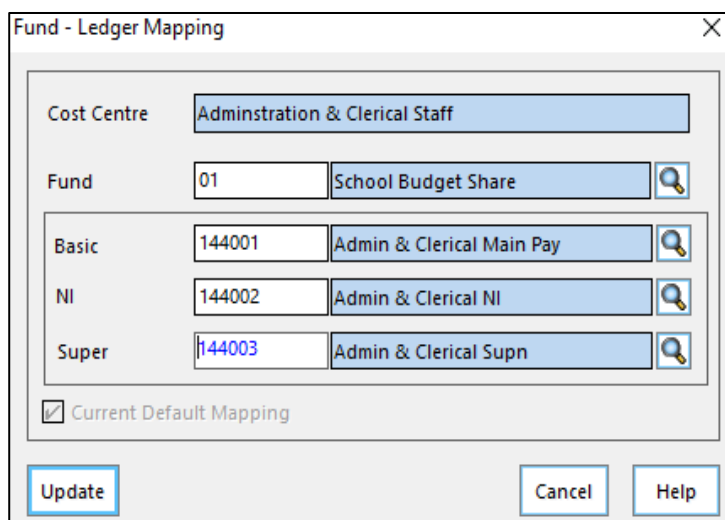
8. Enter the following information:

Fund: 01 – School Budget Share

Basic: 144001 – Admin & Clerical Main Pay

NI: 144002 – Admin & Clerical NI

Super: 144003 – Admin & Clerical Supn



The 'Fund - Ledger Mapping' dialog box shows the following data entered:

Cost Centre	Fund	Basic	NI	Super
Adminstration & Clerical Staff	01 School Budget Share	144001 Admin & Clerical Main Pay	144002 Admin & Clerical NI	144003 Admin & Clerical Supn

The 'Current Default Mapping' checkbox is checked. The 'Update' button is at the bottom left.

Setting up an Apprentice Service Term in SIMS & Service Term Mapping in FMS

9. Click on **Update**.

Service Term - Cost Centre Mapping

Service Term: AP Apprentice

Sub Group: AADM Apprentice Admin

Default Cost Centre: E05 Administration & Clerical Staff

To map another service term use the browser to select it SAVE recalculates commitment CANCEL loses all unsaved mappings

Fund - Ledger Mapping

Fund	Basic	NI	Super	Default
School Budget Share	Admin & Clerical Main P	Admin & Clerical NI	Admin & Clerical St	✓

Other Payment Mapping

Other Payments To A Maximum Value: 0

Fund	Led. Code	Ledger
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Save Print Cancel Help

10. Clicking on **Save** will calculate the commitments for the particular service term.



Setting up an Apprentice Service Term in SIMS & Service Term Mapping in FMS