

Access Education People Services Catalogue

At Access we pride ourselves on the depth and breadth of skills across our 400 certified professional services employees. These Consultants, Programme Managers, Project Managers, Trainers and Solution Architects are here to provide you with the industry expertise and product best practices that help you deploy, adopt, operate and integrate our market leading software applications. Either on-premise, or in the Cloud. Our Professional Services teams help hundreds of customers like you, every week, to improve their productivity, increase their efficiency and ultimately provide them with the freedom to do more.

Day Rate Service options

Service	Description	Customer Outcome	Pricing
Days Consultancy	Up to 6.5 hours consultancy per day, delivery methods of remote or on-site agreed ahead of work commencing	Desired outcome agreed by client and consultant ahead of the scheduled day	per day
Remote Consultancy	Up to 3 hours remote consultancy	Desired outcome agreed by client and consultant ahead of the scheduled day	per day
Project Management	Time to manage the timings of the project to provide an update on progress that has been made and ensure everything is on track.	Professional Project management providing clients to support they require to implement their projects successfully	per day
Solution Architect	Time to create technical solution design and integrations for complex, multi-product, multi-department solutions	Minimised risk for highly complex, large scale projects	per day
Programme Management	Time to drive and own the coordination of complex, multi product, multi department projects involving one or more Project Managers	Minimised risk for highly complex, large scale projects	per day

Implementation Services

Service	Description	Customer Outcome	Pricing
FlightPath A for Access Recruit	Implementation of Access Education People to simplify and automate human resource and people management functions for standalone schools or academies, looking to take the solution out of the box. Use of pre-defined functions and 6 user roles minimises the need for our Project Governance. Training is provided on our front-end configuration. Clients can opt for further configuration by Access following launch. For more details see www.theaccessgroup.com/flightpath-overviews/	A functionality rich hr system designed for schools which uses our best practice methodology to engage your colleagues	Fixed Price
FlightPath B for Access Recruit	Implementation of Access Education People to simplify and automate human resource and people management functions for standalone schools, academies, or MATs. Allows for additional roles and set-up configuration. Ability to customise certain elements to further tailor the solution to their needs. Organisations also benefit from an Access Project Sponsor, as well as Project Governance. For more details see www.theaccessgroup.com/flightpath-overviews/	A functionality rich hr system designed for schools which uses our best practice methodology to engage your colleagues with some minor custom configuration to meet the demands of your school/academy	Fixed Price
FlightPath C for Access Recruit	Implementation of Access Education People to simplify and automate human resource and people management functions for MATs with extended or complex systems. Allows for additional roles and set-up configuration. Ability to customise certain elements and further tailor the solution to their needs. Additionally, scoping will be undertaken to enable further configuration changes to key elements of the system. Project Governance is included as part of this FlightPath package. For more details see www.theaccessgroup.com/flightpath-overviews/	Building on our intensive system to enhance it to match the demands of your school/MAT to engage your colleagues	Fixed Price
Timesheets	Timesheet submission for casual or flexible hours employees	Opportunity to add time worked via the Timesheet functionality in the Self Service environment or via the Payroll Admin menu	Fixed Price
Recruitment	Enables the recruitment team to advertise vacancies in the Recruitment Module	A dynamic link between Recruitment and HR which allows candidates to be processed through the custom recruitment portal which then links to the HR system	Fixed Price
Training Management	Recording and planning of Training Events	Management of all training courses, enabling the Training Administrator to create, manage and invite to training sessions	Fixed Price
Expenses / Pay Claims	Capability to submit Expense and Pay claims	Opportunity to add time Expense Claims / Mileage Claims and Pay Claims in the Self Service environment or via the Payroll Admin menu	Fixed Price
Content Management	Emails, Mail Merges and standard notifications that leave the HR portal	Enables customisation of the standard emails, mail merges and notifications that leave the HR Portal so that they can be personalised to align with existing templates / signatures	Fixed Price
Roles and Permissions	Pre determined set of Roles and Permissions that can be customised	Flexibility and opportunity to customise roles and permissions to reflect true to life requirements	Fixed Price
Settings Config	Back end settings and configuration	Capability to customise drop down menus, terminology and pay calculations	Fixed Price
School Workforce Census Upload	Workforce Census Data upload into the HR system	Opportunity to use the previous years Workforce Census submission to populate the system with key details such as Teacher Numbers, Role Identifiers and more	Fixed Price

Advisory and Adoption Services

Service	Description	Customer Outcome	Pricing
Self Serve Videos	Tailored videos for your learning requirements	Bespoke Video tutorials allowing you to become self sufficient and train new starters.	Fixed Price
Access Education People Certified User	Training Sessions on How-To and Best Practice. Employee Life Cycle, Key System usage, navigation and standard workflows	Client will have the knowledge on how to manage colleagues through the Life Cycle (Starters, Leavers and changes), maximise the usage of Employee Profiles by creating probation, meetings, background checks and pay details as well as an understanding of the standard workflows	Fixed Price
Onsite Consultancy	Let us do an on-site user adoption review to ensure your employees are getting the best outcomes from your Access Education People purchase	Either a full days classroom training, or a system walkthrough to ensure you are getting best use out of the system,	Fixed Price
Remote Consultancy	Remote session for your bespoke requirements	Remote session for any ad/hoc amendments, training, or walkthrough.	Fixed Price

Mission Critical Services

Service	Description	Customer Outcome	Pricing
N/A			

Development and Integration Services

Service	Description	Customer Outcome	Pricing
N/A			
Reporting	Bespoke Reports outside of standard suite	Reports tailored to meet their organisations reporting requirements	Per Day
HR Homepage	Amend the look and feel of the homepage	Customised home page in line with your organisation	Per Day
Recruit Portal design	Amend the look and feel of the recruitment portal	Brings the look and feel of the portal in line with your current website and requirements.	Per Day