

IT Vision currently coordinates a range of professional development courses for local governments throughout Australia.

Each session is available in-person and online. Places for in-person training are limited, so be sure to secure your place as soon as possible. If you have additional training needs, please get in touch with our training department and we can customise training for your organisation.

Date	Course	Duration
Rangers		
23 September 2020	Ranger Services (Infringements, Cats, Dogs, Renewals)	Half Day
24 September 2020	Altus Infringements	Half Day
Records		
22 September 2020	SynergySoft Records User	Half Day
10 February 2021	SynergySoft Records User	Half Day
16 February 2021	Altus Content Admin	Half Day
17 February 2021	Altus Content User	Half Day
25 February 2021	System Administration	1 Day
Development		
6 October 2020	Development Services (Planning & Building)	1 Day
7 October 2020	Health	1 Day
System Administration		
21 October 2020	System Administration	1 Day
08-09 March 2021	Payroll Essentials	2 Days
Rates & Property Essentials		
12-13 October 2020	Rates & Property Essentials	2 Days
14-15 October 2020	Advanced Rates	2 Days
16 October 2020	Pensioners & Seniors Rates	1 Day
23 April 2021	Pensioners & Seniors Rates	1 Day



Date	Course	Duration
Payroll		
09-10 November 2020	Payroll Essentials	2 Days
11-12 November 2020	Payroll Leave Essentials	2 Days
13 November 2020	Payroll Terminations	1 Day
20 November 2020	Altus Payroll	1 Day
10-11 March 2021	Payroll Leave Essentials	2 Days
12 March 2021	Payroll Terminations	1 Day
15 March 2021	Finance Fundamentals	1 Day
19 March 2021	Altus Payroll	1 Day
Finance		
16 November 2020	Finance Fundamentals	1 Day
17 November 2020	Advanced Financials	1 Day
18 November 2020	Creditors & Debtors	1 Day
19 November 2020	Excel Integration	Half Day
27 November 2020	Altus Procurement	1 Day
16 March 2021	Advanced Financials	1 Day
17 March 2021	Creditors & Debtors	1 Day
18 March 2021	Excel Integration	Half Day
26 March 2021	Altus Procurement	1 Day
Reporting		
9 December 2020	Report Manager & DIY (Demo)	1 Day
20 January 2021	General Users (Records, Customer Service, WF Panel, Reqs, N&A)	1 Day
10 June 2021	Front Counter (Receipting, Cats, Dogs, Dev Services, Rates Enquiries)	Half Day
11 June 2021	Excel Integration	Half Day



Date	Course	Duration
Get Ready for the New Year		
9 February 2021	SynergySoft Records Admin	1 Day
End of Year Essentials		
10 May 2021	End of Year Financials	1 Day
11 May 2021	End of Year Payroll	Half Day
12 May 2021	End of Year Rates & Billing	1 Day
9 June 2021	Report Manager & DIY (Demo)	1 Day

Pricing

Duration	Time	1st Person Rate	Additional Persons Rate
Half Day Course *	4 hours	\$400	\$280
1 Day Course **	7.5 hours	\$700	\$490
2 Day Course ***	15 hours	\$1,200	\$840

Prices ex GST

Notes:

*Half day courses may also include 2 x 'mini' courses of 2 hour duration

**1 Day courses may also include 2 x half day courses of 4 hour duration.

***2 Days courses may also include a combination of half day and 1 Day courses.

BOOKING AND CANCELLATION POLICY:

1. Written cancellation received up to 5 business days prior to the commencement of the course will attract an administration fee of 25% of the quoted fees.
2. Written cancellation received 3 days or less before the event will attract an administration fee of 50% of the quoted fees.
3. If written cancellation is not received prior to the course and the participant does not attend on the day(s), then the full quoted fee will be charged.
4. Should the participant be unable to attend, a substitute nomination is welcome at no additional charge.
5. IT Vision reserves the right to cancel/postpone a course in the event of unforeseen circumstances or insufficient numbers. Every effort will be made to ensure that participants of cancelled courses are placed on the next available course.

