

**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
<b>Records</b>		
10 February 2022	SynergySoft Records User	Half Day
11 February 2022	SynergySoft Records Admin	Full Day
23 February 2022	Altus Content Admin *Online	Half Day
24 February 2022	Altus Content User *Online	Half Day
<b>System Administration</b>		
18 February 2022	System Administration	Full Day
<b>Rates</b>		
27-28 January 2022	Rates EOY, Modelling & Billing QLD *Online	2 Days
01-02 March 2022	Rates & Property Essentials NSW *Online	2 Days
03-04 March 2022	Interim Rating NSW *Online	2 Days
01-04 April 2022	Rates & Property Essentials WA	2 Days
05-06 April 2022	Interim Rating WA	2 Days
07 April 2022	Pensioners & Seniors Rates WA	Full Day
08 April 2022	Rates Modelling & Billing WA	Full Day
02 May 2022	Pensioners & Seniors Rates NSW *Online	Full Day
03 May 2022	Rates EOY, Modelling & Billing NSW *Online	Full Day
16-17 May 2022	Rates & Property Essentials QLD *Online	2 Days
18-19 May 2022	Interim Rating QLD *Online	2 Days
20 May 2022	Pensioners & Seniors Rates QLD *Online	Full Day
23 May 2022	Water Billing QLD *Online	Half Day



Date	Course	Duration
<b>Payroll</b>		
11 March 2022	Altus Payroll	Full Day
14-15 March 2022	SynergySoft Payroll Essentials	2 Days
16-17 March 2022	SynergySoft Payroll Leave Essentials	2 Days
18 March 2022	SynergySoft Payroll Terminations	Full Day
<b>Finance</b>		
21 March 2022	Finance Fundamentals	Full Day
22 March 2022	Advanced Financials	Full Day
23 March 2022	Creditors & Debtors	Full Day
24 March 2022	Excel Integration	Half Day
25 March 2022	Altus Procurement	Full Day
10 June 2022	Excel Integration	Half Day
<b>Reporting</b>		
02 June 2022	Report Manager Intermediate	Half Day
03 June 2022	Report Manager Advanced	Half Day
08 June 2022	Front Counter (Receipting, Cats, Dogs, Dev Services, Rates Enquiries)	Half Day
<b>End of Year Essentials</b>		
16 May 2022	End of Year Financials	Full Day
17 May 2022	SynergySoft End of Year Payroll	Half Day
18 May 2022	End of Year Rates	Full Day
19 May 2022	Altus End of Year Payroll	Half Day



## Pricing

Duration	Time	1st Person Rate	Additional Persons Rate
Half Day Course *	4 hours	\$450	\$315
1 Day Course **	7.5 hours	\$750	\$525
2 Day Course ***	15 hours	\$1,250	\$875

All priced quoted excluding 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.

