

**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>Rangers</b>		
5 September 2022	Ranger Services (Infringements, Cats, Dogs, Renewals)	Half Day
<b>Records</b>		
26 September 2022	SynergySoft Records User	Half Day
5 October 2022	SynergySoft Records Admin	Full Day
2 November 2022	SynergySoft Records User	Half Day
<b>System Administration</b>		
19 September 2022	System Administration	Full Day
2 February 2023	System Administration	Full Day
<b>Reporting</b>		
8 August 2022	Front Counter (Receipting, Cats, Dogs, Dev Services, Rates Enquiries)	Half Day
3 November 2022	Report Manager Intermediate	Half Day
4 November 2022	Report Manager Advanced	Half Day
9 June 2023	Front Counter (Receipting, Cats, Dogs, Dev Services, Rates Enquiries)	Half Day
<b>Rates</b>		
10-11 October 2022	Introductory Rates & Property Essentials (All States)	2 Days
24-25 October 2022	Rates - WA Interim Rating	2 Days
7 November 2022	Pensioners & Seniors Rates WA	Full Day
31 January 2023	SynergySoft End of Year Rates & Billing QLD	Full Day
13 February 2023	Rates Modelling WA	Full Day
27 February 2023	Pensioners & Seniors Rates WA	Full Day
14-15 March 2023	Introductory Rates & Property Essentials (All States)	2 Days

Date	Course	Duration
17-18 April 2023	Rates - WA Interim Rating	2 Days
29-30 May 2023	SynergySoft End of Year Rates & Billing	2 Days
<b>Payroll</b>		
17-18 November 2022	Altus Payroll Essentials	2 Days
5-6 December 2022	SynergySoft Payroll Essentials	2 Days
7-8 December 2022	SynergySoft Payroll Leave Essentials	2 Days
9 December 2022	SynergySoft Payroll Terminations	Full Day
8 March 2023	Altus Payroll Essentials	2 Days
27-28 March 2023	SynergySoft Payroll Essentials	2 Days
29-30 March 2023	SynergySoft Payroll Leave Essentials	2 Days
31 March 2023	SynergySoft Payroll Terminations	Full Day
15 May 2023	SynergySoft End of Year Payroll	Half Day
16 May 2023	Altus End of Year Payroll	Half Day
<b>Finance</b>		
Dates Coming Soon	Finance Fundamentals	Full Day
Dates Coming Soon	Advanced Financials	Full Day
28 October 2022	Creditors & Debtors	Full Day
23 August 2022	Excel Integration	Half Day
22 August 2022	Altus Procurement	Full Day
Dates Coming Soon	Finance Fundamentals	Full Day
Dates Coming Soon	Advanced Financials	Full Day
22 March 2023	Excel Integration	Half Day
23 March 2023	Altus Procurement	Full Day
24 March 2023	Creditors & Debtors	Full Day
3 May 2023	End of Year Financials	Full 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.

