

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
Records		
10 February 2022	SynergySoft Records User	Half Day
16 February 2022	Altus Content Admin	Half Day
17 February 2022	Altus Content User	Half Day
System Administration		
18 February 2022	System Administration	1 Day
Rates		
28 January 2022	Rates EOY, Modelling & Billing QLD	2 Days
1-4 April 2022	Rates & Property Essentials WA	2 Days
5-6 April 2022	Interim Rating WA	2 Days
7 April 2022	Pensioners & Seniors Rates WA	1 Day
8 April 2022	Rates Modelling & Billing WA	1 Day
26-27 April 2022	Rates & Property Essentials NSW	2 Days
28-29 April 2022	Interim Rating NSW	2 Days
2 May 2022	Pensioners & Seniors Rates NSW	1 Day
3 May 2022	Rates EOY, Modelling & Billing NSW	1 Day
16-17 May 2022	Rates & Property Essentials QLD	2 Days
18-19 May 2022	Interim Rating QLD	2 Days
20 May 2022	Pensioners & Seniors Rates QLD	1 Day
23 May 2022	Water Billing	1 Day



Date	Course	Duration
Payroll		
8-9 November 2021	SynergySoft Payroll Essentials	2 Days
10-11 November 2021	SynergySoft Payroll Leave Essentials	2 Days
12 November 2021	SynergySoft Payroll Terminations	1 Day
15 November 2021	Altus Payroll	1 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	1 Day
11 March 2022	Altus Payroll	1 Day
Finance		
22 November 2021	Finance Fundamentals	1 Day
23 November 2021	Advanced Financials	1 Day
24 November 2021	Creditors & Debtors	1 Day
25 November 2021	Excel Integration	Half Day
26 November 2021	Altus Procurement	1 Day
21 March 2022	Finance Fundamentals	1 Day
22 March 2022	Advanced Financials	1 Day
23 March 2022	Creditors & Debtors	1 Day
24 March 2022	Excel Integration	Half Day
25 March 2022	Altus Procurement	1 Day
10 June 2022	Excel Integration	Half Day
Reporting		
31 January 2022	General Users (Records, Customer Service, WF Panel, Reqs, N&A)	1 Day
8 June 2022	Front Counter (Receiving, Cats, Dogs, Dev Services, Rates Enquiries)	Half Day





2021-2022 Training Program

Date	Course	Duration
Reporting (Continued)		
9 June 2022	Report Manager & DIY (Demo)	1 Day
Induction Training		
14 February 2022	Induction to Jira Service Desk (FREE course)	1 hour
14 February 2022	General Induction Training (New Starters)	Half Day
End of Year Essentials		
16 May 2022	End of Year Financials	1 Day
17 May 2022	SynergySoft End of Year Payroll	Half Day
18 May 2022	End of Year Rates	1 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

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.

