

2024/25

# Training Program

## ReadyTech currently coordinates a range of professional development courses for our customers.

Places for in-person training are limited, so be sure to secure your place as soon as possible. If you have additional training needs, or if you don't see a workshop that you'd like, you can submit a training request via your usual Help Desk.

Course	Date	Duration
<b>Finance</b>		
SynergySoft Excel Integration (Online Workshop)	Wednesday, November 27, 2024	Half Day
SynergySoft Excel Integration (Online Workshop)	Wednesday, April 02, 2025	Half Day
SynergySoft Front Counter (Receipting, Cats, Dogs, Dev Services, Rates Enquiries)	Wednesday, September 18, 2024	Half Day
SynergySoft Front Counter (Receipting, Cats, Dogs, Dev Services, Rates Enquiries)	Wednesday, February 19, 2025	Half Day
SynergySoft Finance Fundamentals (Online Workshop)	Thursday, March 27, 2025	1 Day
SynergySoft Advanced Financials (Online Workshop)	Friday, March 28, 2025	1 Day
SynergySoft Creditors (Online Workshop)	Tuesday, April 15, 2025	Half Day
SynergySoft Debtors (Online Workshop)	Wednesday, April 16, 2025	Half Day
SynergySoft End of Year Financials (Online Workshop)	Tuesday, May 6, 2025	1 Day
<b>Rates</b>		
SynergySoft Introductory Rates & Property Essentials (All States)	Tues 1st Oct & Weds 2nd Oct 2024	2 Days
SynergySoft Rates - WA Interim Rating	Tues 15th & Weds 16th Oct 2024	2 Days
*NEW* SynergySoft Rates Journal (Online Workshop)	Wednesday, November 06, 2024	Half Day
SynergySoft Pensioners & Seniors Rates WA	Tuesday, November 26, 2024	1 Day
SynergySoft Pensioners & Seniors Rates WA	Tuesday, February 04, 2025	1 Day
SynergySoft Rates Modelling WA	Thursday, February 27, 2025	1 Day
SynergySoft Introductory Rates & Property Essentials (All States)	Tues 11th & Weds 12th Mar 2025	2 Days
SynergySoft Rates - WA Interim Rating	Tues 8th & Weds 9th April 2025	2 Days
SynergySoft End of Year Rates & Billing	Weds 7th & Thurs 8th May 2025	2 Days
SynergySoft End of Year Rates & Billing	Weds 21st & Thurs 22nd May 2025	2 Days
*NEW* SynergySoft Rates Journal (Online Workshop)	Thursday, March 6, 2025	Half Day

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Course	Date	Duration
<b>Rangers &amp; Records</b>		
Ready Community (Altus) Content Admin (Online Workshop)	Monday, October 28, 2024	Half Day
SynergySoft Records Admin (Online Workshop)	Wednesday, October 30, 2024	Half Day
SynergySoft Records User (Online Workshop)	Thursday, October 31, 2024	Half Day
SynergySoft Report Manager Intermediate (Online Workshop)	Monday, November 18, 2024	Half Day
SynergySoft Report Manager Advanced (Online Workshop)	Tuesday, November 19, 2024	Half Day
<b>Payroll</b>		
Ready Community (Altus) Payroll Award Changes	Tuesday, October 22, 2024	Half Day
SynergySoft Payroll Essentials	Thurs 7th Nov & Fri 8th Nov 2024	2 Days
SynergySoft Payroll Leave Essentials	Mon 11th & Tues 12th Nov 2024	2 Days
SynergySoft Payroll Terminations	Weds 13th Nov 2024	1 Day
Ready Community (Altus) Payroll Essentials	Thurs 5th Dec & Fri 6th Dec 2024	2 Days
Ready Community (Altus) Payroll Essentials	Tues 18th & Weds 19th Mar 2025	2 Days
SynergySoft Payroll Essentials	Thurs 20th Mar & Fri 21st Mar 2025	2 Days
SynergySoft Payroll Leave Essentials	Mon 24th Mar & Tues 25th Mar 2025	2 Days
SynergySoft Payroll Terminations	Wednesday, 26 March 2025	1 Day
Ready Community (Altus) Payroll Award Changes	Tuesday, 1 April, 2025	Half Day
SynergySoft End of Year Payroll	Monday, 19 May, 2025	Half Day
Ready Community (Altus) End of Year Payroll	Tuesday, 20 May, 2025	2 Hours
<b>System Administration</b>		
SynergySoft ICT Systems Administration	Tuesday, September 03, 2024	1 Day

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## 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
2 Hour Course	2 hours	\$225	\$157.50

All priced quoted excluding GST

### Notes:

Courses marked as "Online Workshops" are live streamed 'online only' workshops with our trainer, using Microsoft Teams, and are not available for attending in person in our classroom.

### 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. ReadyTech 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.



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