

## IMPORTANT INFORMATION ABOUT TRAINING 2010

Last Edited: 14<sup>th</sup> February 2010

### Course Material

All course manuals are included in the class-room course fee.  
Learners may be required to bring their own consumable items such as a writing pad, pens etc.

### Duration & Time

Contact Pastel for the duration, starting dates, times and course fees in your area.

- Training usually starts at 09:00 and finishes at 16:30.
- Times may be changed to suit students and more time might be allocated should need be.

### Payment

**Payment for training is strictly to be paid at least a week before the commencement date.**

- No cancellations will be accepted, the full course fee will be charged – although substitutions may be made.
- Pastel reserves the right to cancel any course should there be an insufficient number of delegates booked for a course.

### Course Outlines

The course outline for each Pastel course is not necessary the order to which the course will be taught.

### Assessments & Certification

- **Assessments are based on information taught in the classroom and not necessary based on the training material.**
- Marking of the exams will take between 2 to 4 weeks.
- **Accreditation Refresher & Bridging Assessments will be based on the previous and current version.**
- Should it be required that you need to write an assessment after a course, you will need to do so within 30-days after the end of the course. **No extensions will be granted.**
- **If a student gets less than 50% for their first attempt on an exam, they will not receive a chance to rewrite. They would need to re-attend the course.**
- Students are required to purchase and book assessments at an ATC.
- The pass mark for an assessment is 75%.
- A student needs to write an assessment in order to obtain certification for attending a course.

### Best Value for Money

Even though we have training courses available here at our training facilities in South Africa, we will send one of our Training Consultants and the course materials to your offices. This might be a more cost effective and more practical way of training a group of employees or clients all at once.

***If we send one of our Training Consultants to your offices, you will be required to arrange the following:***

**In addition to the course fees, you will also be required to:**

1. Pay for our trainers Airfare to and from your country. We will arrange the airfare on our side and bill you later with the costs of the courses and airfare. Airfare includes associated costs such as extra KG, visas, taxes etc.
2. You are also required to arrange **decent** accommodation, including breakfast daily for our consultant, which should include access to the Internet, as our trainers need to log in after the training to do their emails.
3. You will also be required to arrange transportation from the airport to the hotel, to and from the venue at which the courses will be held and back to the airport once the course is completed.  
Please email Sage Pastel the Hotel Details and booking before we send our trainer, so that we know where to contact them. Please let us know who you have arranged to fetch our consultant from the airport, so that if anything happens we know whom to contact.

**With regards to the actual Training Courses, you will be required to arrange the training venues, which should include:**

1. A PC for each person - each PC must have a CD-ROM and stiffy drive, OR they must be networked to a machine that does have it. All PC's must meet minimum specification per Sage Pastel Program e.g.: Evolution needs 256RAM etc
2. If they could be linked to a printer that is great - this is especially necessary for datafixes.
3. Video or Data Projector (and screen) to fit into laptop, for each of the courses
4. Whiteboard, markers, cloth - preferably this should be separate from the projector (it is distracting when you have to pull up the projector screen every time you want to write on the board - and also sometimes you want the students to see both the screen, and what you're writing on the board, at the same time)
5. Flip-Chart
6. It would be good if they can arrange nametags for their attendees. Even if they just write it and put it on the PC's.
7. Microphone not essential, but good, especially for larger crowds of students.
8. A 15 minute Tea Break in the morning and later afternoon, serving coffee, tea and biscuits, should be arrange for the students and lecturer, for each day that the course is running.
9. An hour lunch, including a meal, should also be arranged for both the students and lecturer for each day that the course is running.

**To save you on costs you are welcome to combine the training with other Business Partners, Authorised resellers, dealers and other customers in your country.**

If you decide to send your consultant to our premises in SA to attend training, you will be required to arrange your own airfare, hotel fees, transport, breakfast and dinner for your consultant while they are here on the training courses.

We recommend that students stay at the following hotels / guest houses as they are close to our premises:

CEDAR PARK:

<http://www.cedarpark.co.za/>

GALLO MANOR COUNTRY LODGE:

<http://www.gallomanorlodge.co.za>

## Terms and Condition of Bookings:

***Sage Pastel International Training Department is a service-business and therefore our income is generated through advanced scheduling of time and trainers. To offset any predictable loss, which may come through postponement, and cancellation (which cannot be made up at short notice) we would like to bring to your attention our terms and conditions:***

1. Please confirm attendance as early as possible as Seats are allocated on a first come first served basis.
2. Postponements must be faxed in writing at least 15 working days prior to the course commencement date or full course fees will be payable.
3. Cancellations are only accepted upon written notification at least 15 working days prior to the course commencement date, failing which a 20% cancellation fee will be levied.
4. Failure to cancel before being within 15 working days of the course commencement date will incur full course fees.
5. Sage Pastel maintains the rights to cancel any course should there be an insufficient number of delegates booked for a course. There must be a minimum of 5 students per course.
6. Training course costs must be paid in full on or before course commencement. Deposits of 50% to cover costs may be arranged prior to consultant travelling and full course fee payments must be remitted prior to course completion, other wise the course will not be completed and no examinations will be authorized. Invoices are to be issued prior to consultant departure from RSA thus enabling the Business Partner to arrange full payment. Revisions of these costs can be applied during the course if necessary and alterations will be amended accordingly.
7. 15% Finders Fee will be charged to a Business Partner / Reseller / Customer pouching our trainers / consultants

## Airline Terms and Conditions of Bookings:

1. When booking air tickets, they need to be issued within 24 hours to 5 days from time of booking; otherwise, we will loose the fare.
2. The earlier we book the flights the cheaper the tickets will be.
3. Once we have booked an air ticket and you cancel, you will be subjected to a 25% cancellation and amendment fee, levied by the airline.
4. Once the air tickets have been issued and you cancel, you will be subjected to pay the full price of the air ticket.

***PLEASE REMEMBER: Allot of time and effort goes into booking airfare, getting visas and arranging training material. Visa's can take up to a week to obtain and therefore we require payment before we begin to process the application.***

***Confirming of training / consulting, be it via email or telephone, binds you to the terms and conditions above.***

TRAINING COURSE / MATERIAL	No of Days	CLASSROOM	SELF-STUDY	ASSESSMENT FEE
Intro to Bookkeeping	2	US\$ 300-00	US\$ 70-00	US\$ 35-00
Auditor	0.5	US\$ 100-00	US\$ 60-00	US\$ 35-00
My Business	0.5	US\$ 100-00	US\$ 60-00	US\$ 35-00
Xpress	3	US\$ 450-00	US\$ 75-00	US\$ 35-00
Partner Processing	2	US\$ 300-00	US\$ 70-00	US\$ 35-00
Partner Intermediate	4	US\$ 550-00	US\$ 80-00	US\$ 35-00
Partner Advanced	2	US\$ 300-00	US\$ 70-00	US\$ 35-00
Partner Manufacturing	0.5	US\$ 100-00	US\$ 60-00	US\$ 35-00
Partner POS	0.5	US\$ 100-00	US\$ 60-00	US\$ 35-00
Partner Multi-Currency	0.5	US\$ 100-00	US\$ 60-00	US\$ 35-00
Partner Receipting	0.5	US\$ 100-00	US\$ 60-00	US\$ 35-00
Partner Serial Number Tracking	0.5	US\$ 100-00	US\$ 60-00	US\$ 35-00
Partner Bank Manager	0.5	US\$ 100-00	US\$ 60-00	US\$ 35-00
Partner Cash Manager	0.5	US\$ 100-00	US\$ 60-00	US\$ 35-00
Partner Time & Billing	0.5	US\$ 100-00	US\$ 60-00	US\$ 35-00
Partner GL Manager	0.5	US\$ 100-00	US\$ 60-00	US\$ 35-00
Partner Multi-Stores	0.5	US\$ 100-00	US\$ 60-00	US\$ 35-00
Partner Fixed Assets	0.5	US\$ 100-00	US\$ 60-00	US\$ 35-00
Partner Year End	0.5	US\$ 100-00	US\$ 60-00	US\$ 35-00
Partner PCI M1: Practitioner	5	US\$ 700-00	US\$ 90-00	US\$ 45-00
Partner PCI M2: Installation Technician	2	US\$ 300-00	US\$ 70-00	US\$ 45-00
Partner PCI M3: Product Consultant	5	US\$ 700-00	US\$ 100-00	US\$ 45-00
Partner PCI M4: Product Specialist	2	US\$ 300-00	US\$ 70-00	US\$ 45-00
Partner PCI M5: Technical Specialist	2	US\$ 300-00	US\$ 70-00	US\$ 45-00
Xpress / Partner V11 Bridging	0.5	US\$ 100-00	US\$ 60-00	US\$ 35-00
Evolution Bridging	1	US\$ 220-00	US\$ 75-00	US\$ 45-00
Evolution General Ledger	2	US\$ 320-00	US\$ 80-00	US\$ 35-00
Evolution Accounts Receivable	1	US\$ 220-00	US\$ 75-00	US\$ 35-00
Evolution Accounts Payable	1	US\$ 220-00	US\$ 75-00	US\$ 35-00
Evolution Inventory	1	US\$ 220-00	US\$ 75-00	US\$ 35-00
Evolution Order Entry	1	US\$ 220-00	US\$ 75-00	US\$ 35-00
Evolution POS	0.5	US\$ 120-00	US\$ 70-00	US\$ 35-00
Evolution Accounts Receivable	1	US\$ 220-00	US\$ 75-00	US\$ 35-00
Evolution Annuity Billing	0.5	US\$ 120-00	US\$ 70-00	US\$ 35-00
Evolution BOM & Manufacturing	0.5	US\$ 120-00	US\$ 70-00	US\$ 35-00
Evolution Job Costing	0.5	US\$ 120-00	US\$ 70-00	US\$ 35-00
Evolution Serial Number Tracking	0.5	US\$ 120-00	US\$ 70-00	US\$ 35-00
Evolution Linked Accounts	0.5	US\$ 120-00	US\$ 70-00	US\$ 35-00
Evolution Multi-Warehousing	0.5	US\$ 120-00	US\$ 70-00	US\$ 35-00
Evolution Pricing Matrix	0.5	US\$ 120-00	US\$ 70-00	US\$ 35-00
Evolution Lot Tracking	0.5	US\$ 120-00	US\$ 70-00	US\$ 35-00

Evolution Bank Manager	0.5	US\$ 120-00	US\$ 70-00	US\$ 35-00
Evolution Cash Manager	0.5	US\$ 120-00	US\$ 70-00	US\$ 35-00
Evolution Credit Control	0.5	US\$ 120-00	US\$ 70-00	US\$ 35-00
Evolution Branch Accounting	1	US\$ 220-00	US\$ 75-00	US\$ 35-00
Evolution Retail	1	US\$ 220-00	US\$ 75-00	US\$ 35-00
Evolution Multi-Currency	0.5	US\$ 120-00	US\$ 70-00	US\$ 35-00
Evolution Sales Force Automation	0.5	US\$ 120-00	US\$ 70-00	US\$ 35-00
Evolution Contact Management	1	US\$ 220-00	US\$ 75-00	US\$ 35-00
Evolution Procurement	0.5	US\$ 120-00	US\$ 70-00	US\$ 35-00
Evolution Municipal Billing	2	US\$ 320-00	US\$ 80-00	US\$ 35-00
Evolution PCI M1: Practitioner	5	US\$ 720-00	US\$ 100-00	US\$ 45-00
Evolution PCI M2: Installation Technician	2	US\$ 320-00	US\$ 80-00	US\$ 45-00
Evolution PCI M3: Product Consultant	5	US\$ 720-00	US\$ 100-00	US\$ 45-00
Evolution PCI M4: Product Specialist	1	US\$ 220-00	US\$ 75-00	US\$ 45-00
Evolution PCI M5: Technical Specialist	1	US\$ 220-00	US\$ 75-00	US\$ 45-00
Pastel Certified Trainer (PCI M6)	4	US\$ 550-00	US\$ 80-00	US\$ 45-00
BIC Standard (Report Manager)	0.5	US\$ 170-00	US\$ 120-00	US\$ 35-00
BIC Advanced (Consulting)	1	US\$ 270-00	US\$ 125-00	US\$ 45-00

## IMPORTANT INFORMATION ABOUT TRAINING 2010

**Prices are subject to change without notification**

**Assessment fees are now included in class-room training**

**However, the student needs to write the assessment a day after they have attended the course.**

**If they choose to write on another day, they would need to pay for an assessment.**

**No bp, var or i-forum discount is applicable to the self-study as well as the assessments**

**Prices exclude courier fees for self-study manuals**

**Seats are allocated on a first-come-first-served basis and are secured on receipt of payment and booking forms only.**

**Payment is required when submitting the booking form.**

**NO CANCELLATIONS WILL BE ACCEPTED, THE FULL TRAINING FEE WILL BE CHARGED –**

**Although substitutions may be made.**

**Pastel Software reserves the right to cancel any training should there be an insufficient number of delegates booked.**

**Training is presented from 09h00 – 16h30 (unless otherwise specified). Registrations open at 08h30.**

**Time may be added or deducted according to the students / class pace.**