



## Pastel Training price list and general information for 2011

(Last updated: 28<sup>th</sup> October 2011)

### Course material

All course material is included in the classroom course fee and self study kit.

Learners may be required to bring their own consumable items such as a writing pad, pens etc to classroom training.

### Duration & time

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

- Training usually starts at 09h00 and finishes at 16h30. Registration opens at 08h30.
- Times may change to suit students and more time may be allocated if need be.
- Should you have any dietary preferences i.e. vegetarian, halaal, kosher etc. please notify the Training Department before the course commencement date.

### Payment

**Payment for training must be made at least a week before the training commencement date.**

- Prices are subject to change without notification.
- No BP, VAR or i-forum discount is applicable to self study kits or assessments.
- Prices exclude courier fees for self study kits.
- Payment is required when submitting the booking form or confirmation email.
- 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.
- Seats are allocated on a first come, first serve basis and are secured on receipt of payment and booking forms only.

### Course outlines

The course outline for each Pastel course is not necessarily the order in which the course will be taught.

### Assessments & certification

- Assessments are mandatory in order to obtain certification for attending a course.
- The pass mark for an assessment is **75%**.
- **The assessment fee has been included in the classroom training and self study kit fees.**
- Assessments are all web-based, which means the student requires a PC with internet access to write the assessment.
- Students have **6 months** in which to write their assessments from the day they attend the training or when they receive their self study training kits.
- Penalties will be charged for students who miss the 6 month deadline. **No extensions will be granted after missing the penalties deadline. Students would need to re-attend the course.**
- Students have the option to write their assessment the day after the training at their Pastel Authorised Training Centre (ATC).
- However, should the student choose to write their assessment at another Pastel ATC, or come back at a later stage to write their assessment, the ATC reserves the right to charge them for administration and PC / internet usage fees at their discretion.
- **Refresher & Bridging accreditation assessments will be based on the previous and current version.**
- Certificates will be posted via normal post to students. **Please ensure that you postal address is correct when filling in your details on the training zone.**
- Pastel will charge for certificate reprints with spelling mistakes and/or incorrect postal address.



### 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 Internet, as our trainers need to log in after the training to do their emails as well as breakfast daily.
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 Conditions for 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, otherwise 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 lose 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 PRICES PER COURSE

(Prices include the assessment fee between US\$38 and US\$ 55 depending on the type of assessment)  
(Assessments are mandatory and will be charged to the student up front and cannot be credited)

Training Course		No of Days	Classroom Training	Self Study Kit	Assessment Re-Print Price to ATC's
<b>PASTEL AUDITOR VERSION 2</b>	Pastel Auditor	0.5	US\$ 138	US\$ 94	US\$ 38
<b>MY BUSINESS ONLINE</b>	My Business Online	0.5	US\$ 138	US\$ 94	US\$ 38
<b>MY BUSINESS VERSION 2</b>	My Business	0.5	US\$ 138	US\$ 94	US\$ 38
<b>PASTEL XPRESS VERSION 11</b>	Pastel Xpress	3	US\$ 560	US\$ 130	US\$ 45
<b>PASTEL PARTNER VERSION 11</b>	Pastel Partner Processing	2	US\$ 370	US\$ 155	US\$ 40
	Pastel Partner Intermediate	4	US\$ 685	US\$ 140	US\$ 55
	Pastel Partner Advanced	2	US\$ 370	US\$ 155	US\$ 40
	Pastel Partner Manufacturing	0.5	US\$ 138	US\$ 94	US\$38
	Pastel Partner POS	0.5	US\$ 138	US\$ 94	US\$38
	Pastel Partner Multi-Currency	0.5	US\$ 138	US\$ 94	US\$38
	Pastel Partner Receipting	0.5	US\$ 138	US\$ 94	US\$38
	Pastel Partner Serial Number Tracking	0.5	US\$ 138	US\$ 94	US\$38
	Pastel Partner Bank Manager	0.5	US\$ 138	US\$ 94	US\$38
	Pastel Partner Cash Manager	0.5	US\$ 138	US\$ 94	US\$38
	Pastel Partner Time & Billing	0.5	US\$ 138	US\$ 94	US\$38
	Pastel Partner GL Manager	0.5	US\$ 138	US\$ 94	US\$38
	Pastel Partner Multi-Stores	0.5	US\$ 138	US\$ 94	US\$38
	Pastel Partner Fixed Assets	1	US\$ 185	US\$ 100	US\$ 60
	Pastel Partner Year End	0.5	US\$ 138	US\$ 94	US\$38
	Pastel Partner PCI M1: Practitioner	5	US\$ 835	US\$ 200	US\$ 55
	Pastel Partner PCI M2: Installation Technician	2	US\$ 370	US\$ 155	US\$ 40
	Pastel Partner PCI M3: Product Consultant	5	US\$ 835	US\$ 200	US\$ 55
	Pastel Partner PCI M4: Product Specialist	2	US\$ 370	US\$ 155	US\$ 40
Pastel Partner PCI M5: Technical Specialist	2	US\$ 370	US\$ 155	US\$ 40	
Pastel Xpress / Partner V11 Bridging	0.5	US\$ 138	US\$ 94	US\$38	



Training Course		No of Days	Classroom Training	Self Study Kit	Assessment Price to ATC's
PASTEL EVOLUTION VERSION 6.5	Pastel Evolution Bridging	0.5	US\$ 168	US\$ 100	US\$ 38
	Pastel Evolution General Ledger	2	US\$ 400	US\$ 155	US\$ 40
	Pastel Evolution Accounts Receivable	1	US\$ 260	US\$ 115	US\$ 40
	Pastel Evolution Accounts Payable	1	US\$ 260	US\$ 115	US\$ 40
	Pastel Evolution Inventory	1	US\$ 260	US\$ 115	US\$ 40
	Pastel Evolution Order Entry	1	US\$ 260	US\$ 115	US\$ 40
	Pastel Evolution POS	0.5	US\$ 168	US\$ 100	US\$ 38
	Pastel Evolution Fixed Assets	1	US\$ 260	US\$ 115	US\$ 40
	Pastel Evolution Annuity Billing	0.5	US\$ 168	US\$ 100	US\$ 38
	Pastel Evolution BOM & Manufacturing	0.5	US\$ 168	US\$ 100	US\$ 38
	Pastel Evolution Job Costing	0.5	US\$ 168	US\$ 100	US\$ 38
	Pastel Evolution Serial Number Tracking	0.5	US\$ 168	US\$ 100	US\$ 38
	Pastel Evolution Linked Accounts	0.5	US\$ 168	US\$ 100	US\$ 38
	Pastel Evolution Multi-Warehousing	0.5	US\$ 168	US\$ 100	US\$ 38
	Pastel Evolution Pricing Matrix	0.5	US\$ 168	US\$ 100	US\$ 38
	Pastel Evolution Lot Tracking	0.5	US\$ 168	US\$ 100	US\$ 38
	Pastel Evolution Bank Manager	0.5	US\$ 168	US\$ 100	US\$ 38
	Pastel Evolution Cash Manager	0.5	US\$ 168	US\$ 100	US\$ 38
	Pastel Evolution Credit Control	0.5	US\$ 168	US\$ 100	US\$ 38
	Pastel Evolution Branch Accounting	1	US\$ 260	US\$ 115	US\$ 40
	Pastel Evolution Retail	1	US\$ 260	US\$ 115	US\$ 40
	Pastel Evolution Multi-Currency	0.5	US\$ 168	US\$ 100	US\$ 38
	Pastel Evolution Sales Force Automation	0.5	US\$ 168	US\$ 100	US\$ 38
	Pastel Evolution Contact Management	1	US\$ 260	US\$ 115	US\$ 40
	Pastel Evolution Procurement	0.5	US\$ 168	US\$ 100	US\$ 38
	Pastel Evolution PCI M1: Practitioner	4	US\$ 709	US\$ 135	US\$ 55
	Pastel Evolution PCI M2: Advanced Practitioner	1	US\$ 260	US\$ 115	US\$ 40
	Pastel Evolution PCI M3: Installation Technician	1	US\$ 260	US\$ 115	US\$ 40
	Pastel Evolution PCI M4: Product Consultant	6	US\$ 862	US\$ 159	US\$ 55
	Pastel Evolution PCI M5: Sales Executive	2	US\$ 400	US\$ 155	US\$ 40
	Pastel Evolution PCI M6: Implementation Specialist	2	US\$ 400	US\$ 155	US\$ 40
	Pastel Evolution PCI M7: Product Technician	2	US\$ 400	US\$ 155	US\$ 40
	Pastel Evolution PCI M8: Branch Accounting	1	US\$ 260	US\$ 115	US\$ 40
Pastel Evolution PCI M9: Retail	1	US\$ 260	US\$ 115	US\$ 40	
Pastel Evolution PCI M10: Municipal Billing	2	US\$ 400	US\$ 155	US\$ 40	
OTHER	Pastel Certified Trainer (PCI M6)	4	US\$ 685	US\$ 140	US\$ 55
	Bookkeeping Fundamentals	2	US\$ 370	US\$ 155	US\$ 40
BIC	BIC Standard (Administrator)	1	US\$ 260	US\$ 115	n/a
	BIC Advanced (Consultant)	1	US\$ 260	US\$ 115	n/a



Training Course		No of Days	Classroom Training	Self Study Kit	Training Material Price to ATC's	Assessment Price to ATC's
SAGE 50	Sage Accounts Stage 1	2	US\$ 400	US\$ 155	US\$ 79	US\$ 38
	Sage Accounts Stage 2	2	US\$ 400	US\$ 155	US\$ 79	US\$ 38
	Sage Accounts Stage 3	2	US\$ 400	US\$ 155	US\$ 79	US\$ 38