

# 2023/24 Training Program

**ReadyTech currently coordinates a range of professional development courses for local governments throughout Australia.**

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.

Course	Date	Duration
<b>Finance</b>		
SynergySoft Finance Fundamentals	Monday, 14 August 2023	1 Day
SynergySoft Advanced Financials	Tuesday, 15 August 2023	1 Day
SynergySoft Excel Integration (Online Workshop)	Tuesday, 29 August 2023	Half Day
SynergySoft Front Counter (Receipting, Cats, Dogs, Dev Services, Rates Enquiries)	Monday, 13 November 2023	Half Day
Ready Community Procurement (Online Workshop)	Wednesday, 22 November 2023	Half Day
SynergySoft Excel Integration	Wednesday, 13 December 2023	Half Day
SynergySoft Creditors	Wednesday, 14 February 2024	1 Day
SynergySoft Debtors	Thursday, 15 February 2024	1 Day
SynergySoft Finance Fundamentals	Monday, 26 February 2024	1 Day
SynergySoft Advanced Financials	Tuesday, 27 February 2024	1 Day
SynergySoft Front Counter (Receipting, Cats, Dogs, Dev Services, Rates Enquiries)	Tuesday, 5 March 2024	Half Day
SynergySoft Excel Integration	Thursday, 11 April 2024	Half Day
SynergySoft Stores	Tuesday, 16 April 2024	Half Day
SynergySoft End of Year Financials	Monday, 20 May 2024	1 Day
<b>Rates</b>		
SynergySoft Introductory Rates & Property Essentials (All States)	Monday, 16 & Tuesday, 17 October 2023	2 Days
SynergySoft Rates - WA Interim Rating	Monday, 30 & Tuesday, 31 October 2023	2 Days
SynergySoft Pensioners & Seniors Rates WA	Monday, 20 November 2023	1 Day
SynergySoft Pensioners & Seniors Rates WA	Monday, 5 February 2024	1 Day
SynergySoft Rates Modelling WA	Monday, 19 February 2024	1 Day
SynergySoft Introductory Rates & Property Essentials (All States)	Tuesday, 26 & Wednesday, 27 March 2024	2 Days
SynergySoft Rates - WA Interim Rating	Tuesday, 09 & Wednesday, 10 April 2024	2 Days
SynergySoft End of Year Rates & Billing	Monday, 13 & Tuesday, 14 May 2024	2 Days
<b>Rangers &amp; Records</b>		

# 2023/24 Training Program

Course	Date	Duration
SynergySoft Ranger Services (Infringements, Cats, Dogs, Renewals - Online Workshop)	Monday, 11 September 2023	Half Day
SynergySoft Records User (Online Workshop)	Monday, 9 October 2023	Half Day
SynergySoft Records Admin (Online Workshop)	Tuesday, 10 October 2023	1 Day
Ready Community Content User (Online Workshop)	Tuesday, 14 November 2023	1 Day
Ready Community Content Admin (Online Workshop)	Wednesday, 15 November 2023	1 Day
<b>Reporting</b>		
SynergySoft Report Manager Intermediate	Monday, 27 November 2023	Half Day
SynergySoft Report Manager Advanced	Tuesday, 28 November 2023	Half Day
<b>Payroll</b>		
SynergySoft Payroll Essentials	Monday, 04 & Tuesday, 05 December 2023	2 Days
SynergySoft Payroll Leave Essentials	Wednesday, 06 & Thursday, 07 December 2023	2 Days
SynergySoft Payroll Terminations	Friday, 8 December 2023	1 Day
Ready Community Payroll Essentials	Monday, 11 & Tuesday, 12 December 2023	2 Days
Ready Community Payroll Award Changes	Thursday, 14 December 2023	Half Day
Ready Community Payroll Essentials	Monday, 12 & Tuesday, 13 February 2024	2 Days
Ready Community Payroll Award Changes	Tuesday, 12 March 2024	Half Day
SynergySoft Payroll Essentials	Monday, 18 & Tuesday, 19 March 2024	2 Days
SynergySoft Payroll Leave Essentials	Wednesday, 20 & Thursday, 21 March 2024	2 Days
SynergySoft Payroll Terminations	Friday, 22 March 2024	1 Day
Ready Community End of Year Payroll	Monday, 27 May 2024	2 Hours
SynergySoft End of Year Payroll	Tuesday, 28 May 2024	Half Day

# 2023/24 Training Program

Course	Date	Duration
<b>System Administration</b>		
SynergySoft Systems Administration	Tuesday, 12 September 2023	1 Day
SynergySoft Systems Administration	Wednesday, 8 May 2024	1 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
2 Hour Course	2 hours	\$225	\$157.50

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

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.