



Authorised
Training Centre

Training: Sage VIP Premier



COURSE NAME	TRAINING CONTENT	Feb	Mar	Apr
BASIC PAYROLL 2 FULL CONSECUTIVE DAYS (9:00 - 16:00) R4 620 pp excl VAT Minimum 5 delegates for classroom option R7 920 per day on-site, unlimited delegates	Recommended for all new VIP users Training topics include: - Basic functions of the VIP system; - All functions required to complete a successful pay run. Pre-requisite: - Basic computer skills	18/19	23/24	6/7
PAYROLL PRO 1 FULL DAY (9:00 - 16:00) R2 310 pp excl VAT Minimum 5 delegates for classroom option R7 920 per day on-site, unlimited delegates	Recommended for advanced VIP users Training topics include: - Advanced functions to optimise your VIP system. Pre-requisite: - User must have completed Basic Payroll course or experience on VIP system.	9	25	8
PAYROLL ADMINISTRATION 1 FULL DAY (9:00 - 16:00) R2 310 pp excl VAT Minimum 5 delegates for classroom option R7 920 per day on-site, unlimited delegates	Recommended for Payroll Managers and Administrators Training includes: - Payroll functions within the parameters of company policy and payroll legislation; - Includes a comprehensive reference manual; - Manual includes all necessary documentation and statutory forms. Pre-requisites: - None		25	
PRINCIPLES OF PAYROLL TAX (GENERIC) 1 FULL DAY (9:00 - 16:00) R2 310 pp excl VAT Minimum 5 delegates for classroom option R7 920 per day on-site, unlimited delegates	Training includes: - Simplifying Tax administration based on the Fourth schedule of Income Tax Act; - Focuses on factors that can affect an employee's tax calculations; - Hands-on approach to tax legislation. Pre-requisite: None		26	
LEAVE ADMINISTRATION 1 FULL DAY (9:00 - 16:00) R2 310 pp excl VAT Minimum 5 delegates for classroom option R7 920 per day on-site, unlimited delegates	Who should attend: - VIP users responsible for administering leave; - This includes an introduction to the leave module plus all system functions and reports. Pre-requisite: Basic understanding and navigation of the VIP system			21
ODBC 1/2 DAY (9:00 - 12:30) R2 030 pp excl VAT Minimum 5 delegates for classroom option	Training includes: - How to extract data from the VIP system into other applications such as MS Office; - Flexibility to manipulate data and create additional reports. Pre-requisite: Basic understanding and navigation of the VIP system			22
EMPLOYMENT EQUITY 1/2 DAY (9:00 - 12:30) R2 030 pp excl VAT Minimum 5 delegates for classroom option	Training includes: - In-depth discussion and examples of the employment equity screens and reports; - How to use the module to monitor progress in your company; - How to print equity reports. Pre-requisite: Basic understanding and navigation of the VIP system		27	



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SKILLS DEVELOPMENT 1 FULL DAY (9:00 - 16:00)	Training includes: <ul style="list-style-type: none">- Guidelines for the implementation of Skills module;- How to create a Workplace Skills plan;- How to measure progress within your company;- Background information on learnerships and Skills Development Levy. Pre-requisite: Basic understanding and navigation of the VIP system	Available as Consultation (On-site hourly Consulting Rate)
PAYROLL RECONCILIATION 1 FULL DAY (9:00 - 16:00)	Training includes: <ul style="list-style-type: none">- Indepth analysis of the reconciliation process for all payroll functions;- Control measures required to ensure an accurate and honest payroll;- How to apply detailed checks and payments to SARS and other institutions;- How to utilise the VIP reports for reconciliation. Pre-requisite: <ul style="list-style-type: none">- Basic understanding and navigation of the VIP system.	Available as Consultation (On-site hourly Consulting Rate)
COMPREHENSIVE TAX YEAR END 1 FULL DAY (9:00 - 16:00)	Who should attend: <ul style="list-style-type: none">- VIP users completing their first tax year end;- This includes a detailed breakdown of the requirements for a successful tax year end. Pre-requisite: Basic understanding and navigation of the VIP system	Available as Consultation (On-site hourly Consulting Rate)
REFRESHER TAX YEAR END 1/2 DAY (9:00 - 12:30)	Who should attend: <ul style="list-style-type: none">- Experienced VIP users needing a refresher course on tax year end;- This is fast paced and revises all processes and information. Pre-requisite: Successful completion of a comprehensive tax year end.	Available as a Consultation (On-site hourly Consulting Rate)



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TRAINING BOOKING FORM : SAGE VIP Premier

Company Name _____ VAT Reg _____ Order Nr _____

Your Name _____ Tel no _____ Mobile _____

Job Title _____ Email _____

Postal Address _____

Food Allergies/dietary request of delegate attending _____

Course	Name of delegate (Title, Name and Surname)	Date
Basic Payroll		
Payroll Pro		
Payroll Administration		
Payroll Reconciliation		
Employment Equity		
Principles of Payroll Tax (Generic)		
Skills Development		
ODBC		
Leave Administration		
Comprehensive Tax Year End		
Refresher Tax Year End		

B-BBEE LEVEL 2 CONTRIBUTOR: 125% PROCUREMENT RECOGNITION

PLEASE NOTE TRAINING IS A COD BUSINESS AND PAYMENT IS REQUIRED BEFORE THE COURSE DATE

NO CANCELLATIONS CAN BE ACCEPTED, BUT SUBSTITUTES ARE WELCOME

APPLICO RESERVES THE RIGHT TO CHANGE THE TRAINING SCHEDULE AT ANY TIME

Email to info@awcape.co.za - Tel 0861111600

REFERRED BY: _____

SIGNED ON BEHALF OF COMPANY _____