

BGL Corporate Solutions Pty Ltd

On Site Training Protocol

BGL.



Introduction

The purpose of this document is to outline the On Site Training services provided by **BGL Corporate Solutions Pty Ltd. (BGL)**

This document is divided into six sections:

1. **Training Courses available to you**
2. **Your Investment**
3. **Bookings**
4. **Facilities Set up**
5. **Acceptance**
6. **Payment**
7. **Attendees Names**

This form must be completed and returned to **BGL** before your booking for training can be made.

1. Training Courses Available to you

BGL views training as a significant part of your investment in your software. Our training courses are therefore designed to provide your team with a practical learning experience that will provide enduring benefit to your business. **BGL** can conduct On Site Training sessions at your office or any other suitable venue. Training is delivered by qualified **BGL** trainers.

BGL conducts On Site training for CAS, Simple Fund, Simple Invest and Simple Ledger. Courses outlines are included in **BGL** Training Schedule or can be found on our Internet Site at www.bglcorp.com.au. The courses available include:

Introduction to Company Secretarial Requirement (half day)
CAS Introduction (full day)
CAS Advanced 1 (half day)
CAS Advanced 2 (half day)
Simple Fund Introduction (half day)
Simple Fund Advanced (half day)
Simple Fund Pension (half day)
Simple Invest (half day)
Simple Ledger (half day)

BGL will provide each attendee with a training pack including all training manuals.

2. Your Investment

BGL On Site Training is priced as follows:

Half day course \$231 per person (inc GST). Minimum Training Fee: \$1,155.00
Full day training \$330 per person (inc GST). Minimum Training Fee: \$1,650.00

BGL requires a minimum of 5 participants per course or payment of the minimum fee to conduct On Site Training.

Simple Fund courses are treated as two separate half day courses. If both courses are held on the same day, the fee payable will be for two half day courses.

BGL has approved trainers in Melbourne. Client located outside these cities will also be required to meet travel costs (ie airfares, accommodation, travel expenses, etc) for trainers. Travel costs are included in the quotation section of this form.

BGL training courses are limited to 10 participants per course. Should more participants attend the course than were registered by you on this form, **BGL** reserves the right to charge you credit card for any additional participants.

3. Bookings

BGL requires full payment 7 working days prior to the proposed date for On Site Training.

Bookings can be made by contacting **BGL's** Training co-ordinator who will discuss your specific training requirements. At this time you will be provided with a quotation including details of travel costs. To accept the quotation, please complete the Acceptance and Payment section of this form. On receipt of your payment, **BGL** will confirm the course details.

BGL reserves the right to change planned date of On Site Training course should the need arise. You can also change the date of On Site Training Courses provided 7 working days notice is provided.

4. Facilities Set up

Once training has been confirmed, you **must** complete and return the following checklist to ensure that facilities for On Site training are set up and working prior to the training session. This is to be completed **one** week prior to training.

Visibility	Yes	No
Is the room set up so that all participants can clearly see and hear the trainer?	<input type="checkbox"/>	<input type="checkbox"/>
Is the room set up so that the trainer can easily view the participant's PC's?	<input type="checkbox"/>	<input type="checkbox"/>
Does each participant have access to a separate PC for the training session?	<input type="checkbox"/>	<input type="checkbox"/>
<u>Program Setup</u>		
Is the program installed and updated to the latest release from BGL's Internet Site?	<input type="checkbox"/>	<input type="checkbox"/>
Do all participants PC's have a standalone copy of the relevant software on the C: drive of the training computers?	<input type="checkbox"/>	<input type="checkbox"/>
Has the program been set up with electronic lodgement details where required?	<input type="checkbox"/>	<input type="checkbox"/>
Is internet access available to participants during the training session? <i>This could be on another PC somewhere in the office for demonstrative purposes.</i>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Facilities</u>		
Does the location have a whiteboard or a data projector? <i>Not essential but would be an advantage</i>	<input type="checkbox"/>	<input type="checkbox"/>
Is there an IT Administrator available for assistance during the session?	<input type="checkbox"/>	<input type="checkbox"/>

BGL reserves the right to cancel training courses if the trainer considers the training facilities to be inadequate or unsuitable.

5. Acceptance

I have read and agree to the terms and conditions outlined in the **BGL Corporate Solutions Pty Ltd** On Site Training Protocol.

I accept the **BGL's** quotation for \$ _____ for On Site Training to be held at

on ____ / ____ / ____

Signature _____ Your Name _____

Firm Name _____ Telephone _____

6. Payment

Cheque Visa Mastercard Bankcard Amex

Direct credit to bank

Cardholders Name _____

Card Number _____

Signature _____ Expiry Date ____ / ____ / ____

Bank/Branch: ANZ, Balaclava

BSB: 013 304

Account: 1003 93075

Date Deposited/Transferred ____ / ____ / ____

7. Attendees names

Please provide all attendees first names and surnames for certificate purposes.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Please return this form to **BGL** by facsimile on (03) 9530 6964.