

CAS

SF

SL

SI

QRY



BGL Training Guide

January - June 2012

BGL.

Australia
Hong Kong
New Zealand
Singapore
United Kingdom

Your Partner in Compliance

Contents

Welcome	2
Contact BGL	2
About BGL	2
BGL Product Overview	3
CAS Hands On Training Courses	4-5
Simple Fund Hands On Training Courses	6-8
Lunch and Learn Web Training.....	9
Other Web Training.....	9
Free Web Training.....	10
BGL Training Centre Locations	10
BGL Product Update Seminars	11
BGL User Groups	11
Terms and Conditions	12

Welcome

Hello and Welcome to BGL's Training Guide

Our training courses are designed to provide you with a practical learning experience that will ensure your business **gains the greatest benefit from your software investment.**

All BGL training courses can be included in the Continuing Professional Education (CPE) hours required to be completed each year by members of the professional accounting and **financial planning bodies.**

Contact BGL

Australia

Suite 2 606-608 Hawthorn Road
(PO Box 8063) East Brighton VIC 3187
T +61(0)3 9530 6077 / 1300 654 401
E training@bgllcorp.com.au

New Zealand

Suite 2 606-608 Hawthorn Road
(PO Box 8063) East Brighton VIC 3187
T +61(0)3 9530 6077 / 0800 444 408
E training@bgllcorp.com

Singapore

10 Anson Road, #18-17
International Plaza Singapore 079903
T 800 616 2148
E training@bgllcorp.com

Hong Kong

2F Room 12, SOHO Tower
110-118 Caine Road Central Hong Kong
T 800 933 545
E training@bgllcorp.com

About BGL

BGL was established in 1983 as a consulting firm to assist accountants and small businesses to gain more value from their computer systems. In 1989, BGL expanded its traditional consultancy business by adding a software manufacturing division.

Over the ensuing period, BGL has grown to be one of the largest suppliers of compliance software for corporate secretarial and superannuation fund management in the world. BGL manufactures the Corporate Affairs System (CAS), the world's leading multi jurisdictional corporate secretarial solution, and Simple Fund, the award winning software solution used to maintain over 75% of Australian self managed superannuation funds (SMSFs).

The BGL Product Suite also includes Simple Invest, Australia's **first personal asset system** and Simple Ledger, a fully integrated general ledger with an investment register and asset register with full GST calculation and reporting.

In recent years, the BGL Product Suite has been expanded with the release of Portal by BGL, a web platform that provides BGL clients with the ability to give web access to CAS and Simple Fund data and documents, and BGL Query which gives clients the ability to build queries and create reports from their BGL applications. Both products are fully integrated with the BGL Product Suite.

Today BGL boasts a client base of over 6,500 businesses in 12 countries including Australia's largest accounting **practices, law firms, financial planning and public company** groups. BGL employs a team of over 55 people to handle software development, support, marketing, client services and administration.

Our Mission

To deliver the best compliance software for superannuation, corporate registry, accounting and investment management. To provide a quality software solution and support service to all clients.

Our Purpose

BGL will deliver market leading software products in the superannuation, corporate compliance, investment and accounting arena. BGL will achieve this by being innovative, **flexible and responsive to our business environment and the** needs of our clients. By doing so BGL will strengthen and further its market leadership in Australia and throughout the world. Our highly skilled and dynamic team will strive to provide excellent customer service that is fostered by an energetic and responsive team environment.

“ *All very valuable information in the training courses. Very useful for someone who does not know how to use the software.*

I didn't know how to use the software and I now have a good idea. ”

Rosalinda Hunt, Beale Management Group

BGL Product Overview



CAS is the world's leading solution for managing your company secretarial needs. CAS lets you take control of corporate compliance and converts your compliance costs into profits.

CAS is a clever, fast, intuitive and very easy to use task orientated software package. When you use CAS you will quickly forget the days of manually preparing forms for the Australian Securities and Investments Commission (ASIC).

The following modules are available with CAS:

- BGL Query



Simple Fund is a fully integrated general ledger, investment register and report generator specifically designed to meet the compliance needs of SMSF's. Simple Fund is Australia's leading superannuation compliance solution for SMSF's.

Over 5,000 of Australia's leading accounting firms, fund managers and individuals rely on Simple Fund for an innovative, effective and complete SMSF processing solution.

The following modules/services are available with Simple Fund:

- Audit Workpapers
- ASX/UUT data
- Automated Processing
- BGL Query
- Contract Note data
- Fee Generation
- Members 100+
- Registry Data



Portal by BGL is a web based or cloud based application that provides BGL clients with the ability to give web access to company (CAS) and superannuation fund (Simple Fund) data and documents. The data and documents can be accessed

by your clients, auditors, financial advisers, company officers or any other interested person anytime, from anywhere and on any device (computer, smart phone, iPad, etc).

Portal by BGL is fully integrated with CAS and Simple Fund. Every time you make a change to a company in CAS or a fund in Simple Fund, Portal is automatically updated making the data instantly available to your clients.



Simple Invest puts you in control of your assets. Through its unique single entry data input system, categorisation of assets and sophisticated reports, you can see your

complete financial position in an instant. Written by accountants for non-accountants, Simple Invest will record all your assets, liabilities, income and expenses simply, so you can sit back and watch your money grow.

Simple Invest will prepare a host of asset and investment reports showing market and cost values, income summaries and even a Statement of Assets and Liabilities.



Simple Ledger is an easy to use double entry general ledger accounting system designed by accountants for accountants and small business owners. Built by trusted

BGL programmers, the accounting compliance software specialists, Simple Ledger was the foundation for the general ledger in BGL's market leading SMSF compliance solution Simple Fund.

Simple Ledger is a general ledger system with a fully integrated investment register and depreciable assets module. It handles Australian Capital Gains transactions (including CGT Optimisation), depreciation and has full GST recording, calculation and reporting.

CAS Introduction

:: CPE Hours 4

Learning Outcome

To introduce the record keeping requirements of the Corporations Act and the concepts and operation of CAS.

Content

- Adding companies to CAS
- Appointing and resigning officeholders
- Changing addresses for companies,

officeholders and members

- Share allotments and transfers
- Joint shareholders
- Shares held in trust
- Annual Reviews / Annual Returns
- Document Tracking
- Reporting
- Using BGL Connect
- Integrating CAS with Portal by BGL

Who should attend?

Users who are responsible for processing changes to company registers.

Half day

\$341.00 (1st participant)
\$319.00 (additional participants)

COURSE NAME	DURATION	JAN	FEB	MAR	APR	MAY	JUN
CAS Introduction							
Melbourne	Half Day	25	22	28	26	23	20
Sydney	Half Day	18	14	21	17	16	13
Brisbane	Half Day	31	29	27		2, 29	27
Adelaide	Half Day			15			6
Perth	Half Day		1	13	18	29	
Albury	Half Day				4		
Ballarat	Half Day						6



CAS Advanced 1

:: CPE Hours 4

Learning Outcome

To provide a detailed knowledge of the administrative and reporting functions in CAS.

Content

- CAS administration and defaults
- Updating company data from an Electronic Data Download
- Combined minutes
- Multi company documents
- Reprinting documents

- Share restructuring
- ASIC Agent forms
- Report editor
- Notifying corrections to documents
- Consolidating duplicate records
- All Documents and Forms
 - Document Tracking and Management
- Corporate tree
- Task Management
- Using BGL Connect
- Integrating CAS with Portal by BGL

Who should attend?

Users who have attended the CAS Introduction course, or those capable of making company changes covered in the CAS Introduction course.

Half day

\$341.00 (1st participant)
\$319.00 (additional participants)

COURSE NAME	DURATION	JAN	FEB	MAR	APR	MAY	JUN
CAS Advanced 1							
Melbourne	Half Day	25	22	28	26	23	20
Sydney	Half Day	18	15	21	18	16	14
Brisbane	Half Day		1, 29	28		2, 30	27
Adelaide	Half Day			15			6
Perth	Half Day		1	14	18	30	
Albury	Half Day				4		
Ballarat	Half Day						6



3 WAYS TO REGISTER:

- 1) Go to <http://clients.bglcorp.com.au/training>
- 2) Email training@bglcorp.com.au
- 3) Contact BGL's Training Coordinator on 1300 654 401

CAS Advanced 2

:: CPE Hours 4

Learning Outcome

This course provides a brief summary of the CAS Advanced 1 course and provides a detailed knowledge of advanced document preparation in CAS.

Content

- **Electronic company incorporations (ECR)**
- **Dividend statements**
- **Special purpose companies**
- **Partly paid shares**

- **Issuing options**
- **Trusts**
- **Ultimate holding companies**
- **Deregistration**
- **Business names, Company names**
- **Reporting**
- **Document management**
- **Changing and creating new text in minutes, invoices and letters**
- **Using BGL Connect**
- **Integrating CAS with Portal by BGL**

Who should attend?

Users who have attended the CAS Advanced 1 course, or those capable of making basic changes in CAS. This course is not recommended for users with CASLite as the majority of functions are only available in full CAS or CASLite Plus.

Half day

\$341.00 (1st participant)
\$319.00 (additional participants)

COURSE NAME	DURATION	JAN	FEB	MAR	APR	MAY	JUN
CAS Advanced 2							
Melbourne	Half Day	27	23	29	27	24	21
Sydney	Half Day	19	15	22	18	17	14
Brisbane	Half Day		1	1, 28		3, 30	28
Adelaide	Half Day			16			7
Perth	Half Day		2	14	19	30	
Albury	Half Day				5		
Ballarat	Half Day						7



CAS Refresher

:: CPE Hours 4

Learning Outcome

This course provides experienced users with an opportunity to update their knowledge and skills of CAS.

Content

- **Company In**
- **Defaults - Reporting and Lodgement options**
- **Annual Reviews - Preparing Annual Reviews and making changes in CAS**
- **Multi-company changes**
- **Reprinting Changes**
- **Editing, Customising and Creating Reports/Documents**
- **Changing location of registers**
- **Annual Forms and Documents**
- **Consolidation**
- **User setup/rights and ASIC Agent**
- **Tips/Shortcuts to maximise efficiency of CAS**
- **Common Support Queries**
- **Using BGL Connect**
- **Integrating CAS with Portal by BGL**

Who should attend?

This course is suitable for experienced CAS users.

Half day

\$341.00 (1st participant)
\$319.00 (additional participants)

COURSE NAME	DURATION	JAN	FEB	MAR	APR	MAY	JUN
CAS Refresher							
Melbourne	Half Day	27		29		24	
Sydney	Half Day	19	16		19		15
Brisbane	Half Day		2	29		31	
Adelaide	Half Day						7
Perth	Half Day		2			31	
Albury	Half Day				5		
Ballarat	Half Day						7



3 WAYS TO REGISTER:

- 1) Go to <http://clients.bglcorp.com.au/training>
- 2) Email training@bglcorp.com.au
- 3) Contact BGL's Training Coordinator on 1300 654 401

Simple Fund Introduction

:: CPE Hours 4

Learning Outcome

To introduce users to Simple Fund.

Content

- Input opening balance for an existing fund using financial statements
- Adding accounts to the chart of accounts
- Processing current year transactions
- Processing transactions from bank statements

- Investment disposals
- Recording accrued income
- Investment cost base adjustments
- Preparing financial statements
- Preparing income tax returns
- Preparing investment reports
- Administration and maintenance
- Using BGL Connect
- Integrating Simple Fund with Portal by BGL

Who should attend?

New users to Simple Fund who are responsible for processing SMSFs. It is assumed participants have an understanding of superannuation, taxation and APRA requirements.

Half day

\$341.00 (1st participant)

\$319.00 (additional participants)

COURSE NAME	DURATION	JAN	FEB	MAR	APR	MAY	JUN
Simple Fund Introduction							
Melbourne	Half Day	23	20, 23	26	23, 27	21	18, 21
Sydney	Half Day	16	13	19, 22	16	14	12
Brisbane	Half Day	30	27	1, 26	30	28	25, 28
Adelaide	Half Day			13			4
Perth	Half Day	30		12, 15	16	28	
Albury	Half Day				2		
Ballarat	Half Day						4



Simple Fund Advanced

:: CPE Hours 4

Learning Outcome

To provide users with a more in depth knowledge of Simple Fund.

Content

- Customising chart of accounts
- Investment purchases
- Cost base adjustments
- Bonus shares
- Return of capital
- Dividend reinvestments
- Investment disposals
- Demergers

- Non deductible expenses
- Capital allowance deduction
- Depreciation
- Member contribution
- ETPs
- Adding pension members
- Segregating assets
- Editing text in Simple Fund
- Report Editor
- Document Tracking and Management
- Using BGL Connect
- Integrating Simple Fund with Portal by BGL

Who should attend?

Users who have attended the Simple Fund Introduction training course or who have 3 months experience using Simple Fund.

Half day

\$341.00 (1st participant)

\$319.00 (additional participants)

COURSE NAME	DURATION	JAN	FEB	MAR	APR	MAY	JUN
Simple Fund Advanced							
Melbourne	Half Day	23	20	26	23	21	18
Sydney	Half Day	16	13	19	16	14	12
Brisbane	Half Day	30	27	26	30	28	25
Adelaide	Half Day			13			4
Perth	Half Day	30		12	16	28	
Albury	Half Day				2		
Ballarat	Half Day						4



3 WAYS TO REGISTER:

- 1) Go to <http://clients.bglcorp.com.au/training>
- 2) Email training@bglcorp.com.au
- 3) Contact BGL's Training Coordinator on 1300 654 401

Simple Fund Pensions

:: CPE Hours 4

Learning Outcome

To provide users with a more in depth knowledge of the many functions and reporting tools in Simple Fund, with a particular emphasis on setting up and operating pension funds.

Content

- Account based pension and transition to retirement
- Commencing superannuation income streams

- Actuarial certificate wizard
- Segregating assets to pension members using investment pools
- Apportioning deductible/non deductible expenses
- Reconciling exempt pension income
- Removing tax effect accounting
- Moving balances to unrestricted non preserved
- Adding further contributions for pension members
- Calculating minimum/maximum payments
- Recording pension payments
- Calculating tax free percentages
- PAYG summary and other pension documents

Who should attend?

Simple Fund users who maintain pension funds. It is assumed that participants have an understanding of SMSF compliance issues, taxation issues and the relevant social security requirements. BGL recommends users attend the Simple Fund Introduction and Advanced course prior to attending this course.

Half day

\$341.00 (1st participant)
\$319.00 (additional participants)

COURSE NAME	DURATION	JAN	FEB	MAR	APR	MAY	JUN
Simple Fund Pensions							
Melbourne	Half Day	24	21	27	24	22	19
Sydney	Half Day	17	14	20	17	15	13
Brisbane	Half Day	31	28	27		1, 29	26
Adelaide	Half Day			14			5
Perth	Half Day	31		13	17	29	
Albury	Half Day				3		
Ballarat	Half Day						5



Simple Fund Refresher

:: CPE Hours 4

Learning Outcome

This course provides experienced users with an opportunity to update their knowledge and skills of Simple Fund.

Content

- Simple Fund Administration and defaults
- Fund Setup
- GST Registered Fund
- ETP Rollin/ETP Lumpsum to transfer balances across members
- Commencing a part pension fund

- Posting Pension Journals using the Proportioning Rule
- Transaction Upload
- CGT Optimiser
- Members Allocation Worksheet
- Reconciling Members Profit and Tax Using Create Entries Report
- Reconciliation of tax return labels
- Editing, Customising and Creating Reports/Documents
- Tips/Shortcuts to maximise efficiency of Simple Fund
- Common Support Queries

- Using BGL Connect

- Integrating Simple Fund with Portal by BGL

Who should attend?

Experienced users of Simple Fund only. It is not recommended for new users of Simple Fund. This course is regularly updated to ensure it remains current.

Half day

\$341.00 (1st participant)
\$319.00 (additional participants)

COURSE NAME	DURATION	JAN	FEB	MAR	APR	MAY	JUN
Simple Fund Refresher							
Melbourne	Half Day	24		27		22	
Sydney	Half Day		16		19		15
Brisbane	Half Day		2	29		31	
Adelaide	Half Day			16			5
Perth	Half Day			15		31	
Albury	Half Day				3		
Ballarat	Half Day						5



3 WAYS TO REGISTER:

- 1) Go to <http://clients.bglcorp.com.au/training>
- 2) Email training@bglcorp.com.au
- 3) Contact BGL's Training Coordinator on 1300 654 401

Learning Outcome

To provide trustees with an introduction to Simple Fund and a basic understanding of the accounting concepts that apply to superannuation funds.

Content

- Setting up a new superannuation fund
- Inputting opening balances
- Debit and credit rules
- Simple Fund transaction types

- Investment purchases
- Receipt of income
- Dividend reinvestments
- Term deposit investments
- Accrued income
- Expense payments
- Tax payments
- Depreciation
- ETP rollins
- Investment disposals
- Preparing financial statements
- Preparing income tax returns

- Preparing investment reports
- Backing up a fund

Who should attend?

Trustees who use Simple Fund to manage their own SMSF.

Half day

\$341.00 (1st participant)

\$319.00 (additional participants)

COURSE NAME	DURATION	JAN	FEB	MAR	APR	MAY	JUN
Simple Fund Trustee							
Melbourne	Half Day		21		24		19
Sydney	Half Day	17		20		15	
Brisbane	Half Day		28			1	26
Adelaide	Half Day			14			
Perth	Half Day	31			17		
Albury	Half Day						
Ballarat	Half Day						



3 WAYS TO REGISTER:

- 1) Go to <http://clients.bglcorp.com.au/training>
- 2) Email training@bglcorp.com.au
- 3) Contact BGL's Training Coordinator on 1300 654 401

Learning Outcome

The Lunch and Learn Sessions are a series of one hour online training sessions that address common support queries. All attendees will receive comprehensive notes before each session commences.

Courses

- **Incorporating Companies**
- **Preparing Annual Reviews**
- **Effective Compliance Changes and Management**
- **Reporting**
- **Multi Company Documents and Combined Minutes**
- **Common Support Queries**

Who should attend?

This course is suitable for new and experienced CAS users.

One Hour

\$66.00

COURSE NAME	DURATION	JAN	FEB	MAR	APR	MAY	JUN
Incorporating Companies	1 Hour		3	2	4	15	28
Preparing Annual Reviews	1 Hour		3	2	4	15	29
Effective Compliance Changes and Management	1 Hour	20		6		17	
Reporting	1 Hour		8		10		20
Multi Company Documents & Combined Minutes	1 Hour		9		11		14
Common Support Queries	1 Hour	17	21	16	13	14	14



Simple Fund Lunch and Learn Web Training

Learning Outcome

The Lunch and Learn Sessions are a series of one hour online training sessions that address common support queries. All attendees will receive comprehensive notes before each session commences.

Courses

- **Effective Data Entry and Management**
- **Reporting**
- **Pensions Overview**
- **Common Support Queries**

Who should attend?

This course is suitable for new and experienced Simple Fund users.

One Hour

\$66.00

COURSE NAME	DURATION	JAN	FEB	MAR	APR	MAY	JUN
Effective Data Entry and Management	1 Hour	19	20	20	23	22	22
Reporting	1 Hour	20		9		18	
Pensions Overview	1 Hour		17	16	20	21	19
Common Support Queries	1 Hour	24	24	23	24	25	22



Other Web Training

COURSE NAME	DURATION	PRICE	JAN	FEB	MAR	APR	MAY	JUN
Introduction to Company Secretarial Requirements	2 Hours	\$198.00		29			9	
Simple Fund Trustees Web Training	3 Hours	\$242.00		10		5		8
Simple Fund & Banklink Web Training	1.5 Hours	\$88.00	18	13	9	12	14	15



BGL web training sessions are live, interactive training sessions conducted over the Internet. You have the opportunity to ask your BGL Trainer questions throughout the session with text chat.

3 WAYS TO REGISTER:

- 1) Go to <http://clients.bglcorp.com.au/training>
- 2) Email training@bglcorp.com.au
- 3) Contact BGL's Training Coordinator on 1300 654 401

COURSE NAME	DURATION	JAN	FEB	MAR	APR	MAY	JUN
CAS							
Complete Document Delivery & Management	1 Hour		15	22	27	23	19
BGL Connect	1 Hour	19	21	21		3	15
Simple Fund							
Getting the most from the Audit Workpapers Module	1 Hour	16	16	16	13	16	18
Getting the most from the Automated Processing Module	1 Hour	23	23	23	23	25	
BGL Query	1 Hour		8	6	5	10	8
Automating Actuary Certificates	1 Hour	17	17	20	20	21	21
Xplan - Upload into Simple Fund	45 min		6		11		12
Automating your Macquarie CMA upload	1 Hour	18	7	21	27	18	29
BT Wrap - Upload into Simple Fund	45 min		7		26		13
Internet banking and data import rules	45 min		6		10		12
Complete Document Delivery & Management	1 Hour		15	22	26	22	18
BGL Connect	1 Hour	20	22	30		4	1
Training Series - Automate your SMSF Administration							
Session 1: Transaction Uploads and Data Import Rules	1 Hour	24	22	21	30	23	25
Session 2: Automating your data feeds	1 Hour	25	23	22		1, 24	26
Session 3: Creating Custom Uploads and the NEW Transaction Review screen	1 Hour	27	24	23		2, 25	27



Training Centre Locations

MELBOURNE

BGL Corporate Solutions
Suite 2, 606-608 Hawthorn Road
East Brighton VIC 3187

SYDNEY

BGL Training Centre
Suite 603, Level 6, 44 Miller Street
North Sydney NSW 2060

BRISBANE

BGL Training Centre
Level 2, 490 Upper Edward Street
Spring Hill Brisbane QLD 4000

ADELAIDE

Mindful Computers & Seminar Facilities
Level 4, 74 Pirie Street
Adelaide SA 5000

PERTH

BGL Training Centre
88 Burswood Road
Burswood WA 6100

BALLARAT

Location to be advised
Please check www.bglcorp.com.au
for updated details.

ALBURY

MP Personnel & Training
517 Spencer Street
Albury NSW 2640



3 WAYS TO REGISTER:

- 1) Go to <http://clients.bglcorp.com.au/training>
- 2) Email training@bglcorp.com.au
- 3) Contact BGL's Training Coordinator on 1300 654 401

SA SEMINARS WEDNESDAY 7 MARCH 2012

Adelaide Convention Centre
North Terrace, Adelaide SA 5000

WA SEMINARS THURSDAY 8 MARCH 2012

Perth Convention and Exhibition Centre
21 Mounts Bay Road, Perth WA 6000

NSW SEMINARS MONDAY 12 MARCH 2012

Sydney Convention & Exhibition Centre
Darling Drive, Darling Harbour NSW 2000

QLD SEMINARS TUESDAY 13 MARCH 2012

Brisbane Convention and Exhibition Centre
Chr Merivale and Glenelg Sts, South Bank Brisbane QLD 4101

VIC SEMINARS MONDAY 19 MARCH 2012

Melbourne Convention and Exhibition Centre
1 Convention Centre Place, South Wharf Melbourne VIC 3006

SEMINAR FEE

\$242.00 (1st participant)
\$220.00 (additional participants)

“ *Material was very interesting and the tips & tricks for processing was a good refresher on the functionality in the program.* ”

Carrine Foong, David B Overell Pty Ltd

BGL User Groups

BGL User Groups are discussions run by our CAS and Simple Fund users.

COURSE NAME	DURATION	JAN	FEB	MAR	APR	MAY	JUN
CAS User Group		Free Course					
Melbourne	1.5 Hours		7		17		5
Sydney	1.5 Hours					17	
Brisbane	1.5 Hours					3	
Perth	1.5 Hours				19		
Simple Fund Pro User Group		Free Course					
Melbourne	1.5 Hours		13		30		25
Sydney	1.5 Hours					17	
Brisbane	1.5 Hours					3	
Perth	1.5 Hours				19		
Trustees User Group		Free Course					
Melbourne	1.5 Hours	19		15		17	
Perth	1.5 Hours				19		



3 WAYS TO REGISTER:

- 1) Go to <http://clients.bglcorp.com.au/training>
- 2) Email training@bglcorp.com.au
- 3) Contact BGL's Training Coordinator on 1300 654 401

Terms and Conditions

Training Venues

Course venues are advised on confirmation of registration. Training details of all venues can be found on the BGL website at www.bglcorp.com.au. The number of participants will vary from state to state. BGL reserves the right to alter dates and times of courses as necessary. If you require clarification off our Terms and Conditions, or any further information, contact our Training Coordinator.

Payment

All course fees are inclusive of GST. The discounted rate applies only for participants attending the same course on the same day as the 1st participant.

Registration and payments for courses can be processed through the BGL Client Centre at clients.bglcorp.com.au. BGL requires full payment of course fees on registration. To ensure your place, BGL recommends you register early. Hands on Training Course fees include training materials and morning or afternoon tea. (See course outlines for course fees).

Course Materials

Course manuals are provided on a USB stick along with the notes required at the session on the day of training. If you wish to receive a hard copy of the training manuals, please select the hard copy option on the registration form. (Note: There is an additional charge for paper training manuals)

Cancelling / Transferring Course

You can transfer between courses without charge, or cancel and receive a full refund as long as you advise BGL 7 working days before the scheduled course date. If you cancel or transfer your booking without providing 7 working days notice, the full fee will apply. However, an alternative candidate may be nominated in your place at no extra charge.

Minimum Number of Attendees

BGL reserves the right to cancel training courses where five participants have not registered. In the event a training course is cancelled, clients registered for the course will have option to transfer to another course or receive a refund of course fees.

BGL Training Facilities

If you require a computer training room, why not consider hiring the BGL Training Rooms located in Melbourne, Sydney, Brisbane and Perth. The training rooms contain 12 PCs, a printer, whiteboard, data projector, air conditioning, internet access and tea and coffee making facilities. Morning tea, lunch and afternoon tea catering can be organised.

Full day
\$660.00 (inc GST)

Half day
\$440.00 (inc GST)

Expressions of Interest

If you would like BGL to provide hands on product training in your area, contact our Training Coordinator.

On Site Hands On Training

A BGL accredited trainer can visit your office and conduct the following courses on site:

CAS Introduction	(Half day)
CAS Advanced 1	(Half day)
CAS Advanced 2	(Half day)
CAS Refresher	(Half day)
Simple Fund Introduction	(Half day)
Simple Fund Advanced	(Half day)
Simple Fund Pensions	(Half day)
Simple Fund Refresher	(Half day)

\$253.00 per participant (inc GST)
A minimum of 5 participants is required.

On Site Update Seminars

Host your own CAS or Simple Fund half day update seminar for an unlimited number of attendees led by an accredited BGL trainer. The 3 hour presentation includes printed seminar notes for all participants.

Half day
\$1,760.00 (inc GST)

On Site Training

Clients will be required to meet travel and accommodation costs for trainers. To make a booking or to obtain a copy of the BGL On Site Training Protocol, contact our Training Coordinator.