

Exemplar Performance Advantage Program Job Ready Program

Exemplar Performance Advantage has created a unique Six Module intensive training program to address gaps in practical knowledge and experience

Who is this course designed for?

- Family members looking to enter a family business with no practical experience
- Business owners with little knowledge of accounting and legal/tax/payroll obligations
- Return to work mothers looking to improve their current knowledge and confidence levels
- Migrants who need to learn legislative issues in Australia
- University Graduates looking for practical experience

Practical application

Learn from real life case studies and process live data from a real company for an entire month before completing a bank reconciliation on MYOB. The program covers essential legislative issues and extensive practical guidance.

- Write cheques and stamp them with a "not negotiable" stamp
- You will be taught how to differentiate between a sales invoice and a purchase invoice

Why do you stamp a cheque with "not negotiable"? What does it mean? Are there implications for sending a cheque without crossing the words "or bearer"?

We don't just teach you what should be done, we also explain why. A good set of systems and procedures can prevent directors from going to jail, so it is important for the staff and management to understand why we follow them.

What is covered in the program?

Module One - Legislative Essentials

- Australian Legislation: PAYG, FBT, Company Tax, Payroll Tax, Superannuation, GST, Workers Compensation
- Payroll issues specific to Australian Conditions
- Australian Statutory Bodies that need to be adhered to
- Setting up a company according to Australian requirements and Corporations Act
- Systems & Procedures relevant for Australian Business

Module Two - Accounts Payable Essentials

- Preparing source documents for data entry
- Difference between purchase orders, delivery dockets, invoices and credit notes
- Applying GST rules
- Systems & Procedures
- Hands-on practical application in MYOB
- Payment of an invoice
- How to ensure invoices are not paid twice
- Reconciliations to statements

Module Three - Accounts Receivable Essentials

- Preparing source documents for data entry
- Debt collection, daily banking, allocation of receipts
- Applying GST rules
- Systems & Procedures
- Hands-on practical application in MYOB
- Reconciliations to statements

Module Four - Payroll Essentials

- What documentation is required when an employee commences employment?
- What rights do they have?
- Tax declaration
- Employment contract
- Workers compensation
- Leave entitlements
- Records management
- Employee or contractor?

Registration Form

I would like to attend the following training module:

Registration Fee:

Module 1:	<input type="checkbox"/>	\$550	Legislative Essentials (Pre-requisite)	½ day program
Module 2:	<input type="checkbox"/>	\$330	Accounts Payable	½ day program
Module 3:	<input type="checkbox"/>	\$330	Accounts Receivable	½ day program
Module 4:	<input type="checkbox"/>	\$330	Payroll	½ day program
Module 5:	<input type="checkbox"/>	\$330	Bank Reconciliation	½ day program
Module 6:	<input type="checkbox"/>	\$330	Management Reports	½ day program

Training – monthly sessions

Every Monday

Morning 9am – 12pm

Job Ready Program

The entire Job Ready Program is completed over 6 weeks. You have the flexibility of doing one module at a time or sign up for all 6 modules and receive the following special offer during September 2008 only:

- Receive an Exemplar Skills Test valued at \$990 – at completion of the program to prove your skills
- Receive \$330 off the full price of the program (that's the equivalent to one module at no charge)

Skills Testing – Every Week

Wednesday

10:00am – 12:30pm

Thursday

10:00am – 12:30pm

Saturday

10:00am – 12:30pm

Location: Botany Office / Exemplar Performance Advantage Suite 1 / 8 Bay Street, BOTANY NSW 2019