



Training for Business 2010



Introduction

pass training is the training division of Vantis plc. Over the last 22 years, *pass training* has become a very highly respected professional training company providing over 500 Continuing Professional Development (CPD), Personal Development, Management, Financial and Computer Courses a year.

pass training is recognised by The Institute of Chartered Accountants in England and Wales (ICAEW) as a Group Training Scheme, is an ACCA Registered CPD provider, and a CIMA accredited CPD product provider.

pass training is a Solicitors Regulation Authority accredited CPD provider.

pass training is a Microsoft Certified Gold Partner and is the official provider of SunSystems training on behalf of Infor.

Training Locations:

All courses are held at one of the following Central London venues:

- 66 Wigmore Street, London W1U 2SB
- 100A Chalk Farm Road, London NW1 8EH
- British Dental Association, 64 Wimpole Street, London W1G8YS
- Regent Hall (The Salvation Army), 275 Oxford Street, London W1C 2DJ

Contact Details:

pass training

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E: info@pass.co.uk

W: www.pass.co.uk

Message from Geoff Wood, MD of *pass training*



The success of *pass training* has arisen from an understanding of the commercial requirements of our clients. Therefore all our courses are focussed entirely on what participants actually need to know to enhance their performance in the workplace - and thereby achieve the company objectives and also increase their own job satisfaction. We train those skills that have been proven to work in 'real life'!

People learn by doing – so on our Management and Computer courses, participants will actually practise the skills required during the course. They therefore return to their workplace not only knowing what should be done in a particular situation, but they are actually able to do it! We help them get more out of every working day.

We look forward to assisting in increasing your financial performance, job satisfaction and staff retention by facilitating a progressive programme of training for each of your staff.

We are here to help you so please do call us.

Geoff Wood BSc ACA

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E: geoff.wood@pass.co.uk



pass training accreditations:



Private Training

pass training has extensive experience in providing customised training on your premises or ours from a total cost of £400 per half day. We can also help you design structured training programmes for your staff.

Discounts

Vantis clients benefit from a 25% discount on the full price of most public courses. To make a booking, please contact *pass training* directly or your Vantis client partner.

Charities benefit from a 50% discount on most public scheduled courses.

Discounts are available for private individuals and unemployed.

Discounts are available for multiple bookings.

Please visit www.pass.co.uk for detailed course outlines and client testimonials.

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Personal Effectiveness

Assertiveness at Work

20 Jan, 18 Feb, 30 Mar, 20 Apr, 6 May, 28 Jun, 15 Jul, 3 Aug, 1/30 Sep, 15 Oct, 4 Nov, 1 Dec	John Boulton	9.30 - 5.00	£290
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Building Self Confidence

12 Jan, 24 Feb, 24 Mar, 26 Apr, 26 May, 30 Jun, 29 Jul, 19 Aug, 22 Sep, 29 Oct, 19 Nov, 2 Dec	John Boulton	9.30 - 5.00	£290
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Interviewing Skills for Interviewees

25 Feb, 29 Mar, 13 Apr, 27 May, 22 Jun, 30 Jul, 31 Aug, 27 Sep, 19 Oct, 29 Nov	John Boulton	9.30 - 5.00	£290
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Live Your Life to the Full

5 Feb, 11 Mar, 12 Apr, 13 May, 1 Jun, 6 Jul, 6 Aug, 2 Sep, 6 Oct, 24 Nov	John Boulton	9.30 - 5.00	£290
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Negotiation Skills

18 Mar, 5 Nov	Bob Turner	9.30 - 5.00	£290
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Personal Development - Core Skills

27 Jan, 26 Feb, 26 Mar, 14 Apr, 5 May, 11 Jun, 16 Jul, 17 Aug, 28 Sep, 20 Oct, 12 Nov, 16 Dec	John Boulton	9.30 - 1.00	£175
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Positive Mental Attitude in the Work Place

3 Feb, 4 Mar, 28 Apr, 25 May, 24 Jun, 22 Jul, 25 Aug, 20 Sep, 22 Oct, 16 Nov, 15 Dec	John Boulton	9.30 - 5.00	£290
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Project Management

19 Mar, 1 Jun, 2 Nov	Clive Watkins	9.30 - 5.00	£290
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Speed Reading for Professionals

9 Feb, 14 Jun, 5 Nov	David Creasey	1.30 - 5.30	£175
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Stress Management Techniques

27 Jan, 17 Feb, 23 Mar, 22 Apr, 28 May, 29 Jun, 5 Jul, 17 Aug, 28 Sep, 20 Oct, 12 Nov, 22 Dec	John Boulton	2.00 - 5.30	£175
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Time & Self Management

11 Feb, 11 May, 3 Nov	Geoff Wood	9.30 - 5.30	£290
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Location of all courses: Central London
Detailed course outlines are available at www.pass.co.uk
All fees are quoted exclusive of VAT

Communication Skills

Communicate Brilliantly

26 Jan, 23 Feb, 26 Mar, 14 Apr, 5 May, 11 Jun, 16 Jul, 18 Aug, 23 Sep, 5 Oct, 5 Nov, 16 Dec	John Boulton	2.00 - 5.30	£175
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Dealing with Difficult Customers / Clients

4 Feb, 16 Mar, 7 Apr, 24 May, 25 Jun, 9 Jul, 9 Aug, 24 Sep, 13 Oct, 23 Nov, 21 Dec	John Boulton	2.00 - 5.30	£175
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Letter Writing & Email - Create a Professional Impression

16 Feb, 18 May, 4 Aug, 11 Oct, 15 Dec	Geoff Wood	9.30 - 5.00	£290
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Meetings - Analysing Issues & Reaching Logical Decisions

13 Jul, 23 Nov	Geoff Wood	2.00 - 5.30	£175
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Meetings - How to Participate Confidently

9 Feb, 11 Mar, 13 May, 17 Jun, 10 Nov	Geoff Wood	9.30 - 5.00	£290
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Meetings - Influencing Others

14 Jul, 24 Nov	Geoff Wood	2.00 - 5.30	£175
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Networking a Room - Essential Skills

3 Feb, 20 Apr, 9 Jun, 21 Jul, 21 Sep, 14 Oct	Geoff Wood	3.00 - 7.00	£85
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Persuading and Influencing in Business

25 Jan, 11 Feb, 5 Mar, 23 Apr, 12 May, 2 Jun, 14 Jul, 10 Aug, 17 Sep, 18 Oct, 30 Nov, 20 Dec	John Boulton	9.30 - 1.00	£175
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Presentation Skills / Public Speaking Skills

9 Feb, 11 Mar, 13 May, 17 Jun, 10 Nov	Geoff Wood	9.30 - 5.00	£290
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Presentation Skills / Public Speaking - Essential Skills

13 Apr, 22 Jul, 22 Sep, 13 Dec	Geoff Wood	3.00 - 7.00	£120
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Report Writing

29 Jan, 16 Feb, 1 Mar, 15 Apr, 18 May, 18 Jun, 20 Jul, 24 Aug, 10 Sep, 7 Oct, 25 Nov, 9 Dec	John Boulton	9.30 - 5.00	£290
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Telephone Skills - Sound Professional

26 Jan, 23 Feb, 22 Mar, 9 Apr, 11 May, 21 Jun, 19 Jul, 27 Aug, 14 Sep, 26 Oct, 22 Nov, 6 Dec	John Boulton	9.30 - 1.00	£175
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Managing People

Building High Performance Teams

14 Jan, 3 Mar, 10 May, 3 Jun, 28 Jul, 23 Aug,
6 Sep, 8 Oct, 8 Nov
John Boulton 9.30 - 5.00 £290

Coaching Skills

4 Feb, 23 Mar, 22 Apr, 28 May, 4 Jun, 5 Jul,
18 Aug, 23 Sep, 4 Oct, 10 Nov, 22 Dec
John Boulton 9.30 - 1.00 £175

Delegation, Motivation and Providing Feedback

8 Mar, 15 Jun, 12 Nov
Geoff Wood 9.30 - 5.00 £290

First Time Manager

21 Jan, 10 Feb, 2/31 Mar, 19 Apr, 4 May, 10 Jun,
2 Jul, 2 Aug, 7 Sep, 12 Oct, 15 Nov, 7 Dec
John Boulton 2.00 - 5.30 £175

First Time Supervisor

21 Jan, 10 Feb, 2/31 Mar, 19 Apr, 4 May, 10 Jun,
2 Jul, 2 Aug, 7 Sep, 12 Oct, 15 Nov, 7 Dec
John Boulton 9.30 - 1.00 £175

Leadership Skills

16 Apr, 7 Jun, 1 Nov
Geoff Wood 9.30 - 5.00 £290

Mentoring & Motivating Staff

25 Jan, 11 Feb, 5 Mar, 23 Apr, 12 May, 2 Jun,
14 Jul, 10 Aug, 17 Sep, 18 Oct, 30 Nov, 20 Dec
John Boulton 2.00 - 5.30 £175

Motivating Your Team - Essential Skills

17 Feb, 8 Jul, 8 Nov
Geoff Wood 3.00 - 6.00 £85

Motivating Professional Staff to Maximise Profits

12 May, 8 Dec
Jacky Lewis 2.00 - 5.30 £175

HR & Recruitment

Appraisal Interviewing

15 Jan, 8 Feb, 17 Mar, 16 Apr, 7 May, 14 Jun,
21 Jul, 20 Aug, 9 Sep, 25 Oct, 1 Nov, 10 Dec
John Boulton 2.00 - 5.30 £175

Interviewing Skills - Hire Great People

15 Jan, 8 Feb, 17 Mar, 16 Apr, 7 May, 14 Jun,
21 Jul, 20 Aug, 9 Sep, 25 Oct, 1 Nov, 10 Dec
John Boulton 9.30 - 1.00 £175

Train the Trainer - Core Skills

13 Jan, 26 Feb, 15 Mar, 4 Jun, 12 Jul,
4 Oct, 10 Nov
John Boulton 2.00 - 5.30 £175

Sales & Marketing

Client Service Skills

1 Feb, 16 Mar, 7 Apr, 24 May, 25 Jun, 9 Jul,
9 Aug, 24 Sep, 13 Oct, 23 Nov, 21 Dec
John Boulton 9.30 - 1.00 £175

Customer Service & Care

19 Jan, 15 Feb, 18 Mar, 27 Apr, 20 May, 9 Jun,
7 Jul, 11 Aug, 8 Sep, 14 Oct, 18 Nov, 13 Dec
John Boulton 9.30 - 5.00 £290

Marketing - Core Skills

22 Feb, 19 Mar, 30 Apr, 8 Jun, 27 Jul, 26 Aug,
29 Sep, 11 Oct, 26 Nov
John Boulton 9.30 - 5.00 £290

Networking a Room - Essential Skills

3 Feb, 20 Apr, 9 Jun, 21 Jul, 21 Sep, 14 Oct
Geoff Wood 3.00 - 7.00 £85

Sales Skills - Face-to-Face & Telephone

2 Feb, 25 Mar, 21 Apr, 21 May, 23 Jun, 26 Jul,
13 Aug, 15 Sep, 28 Oct, 17 Nov, 14 Dec
John Boulton 9.30 - 5.00 £290

Telemarketing & Telesales

1 Feb, 22 Mar, 9 Apr, 11 May, 21 Jun, 19 Jul,
27 Aug, 14 Sep, 26 Oct, 22 Nov, 6 Dec
John Boulton 2.00 - 5.30 £175

www.pass.co.uk

Secretarial & Support

Front Office / Reception & Telephone

22 Jan, 19 Feb, 12 Mar, 6 Apr, 19 May, 16 Jun,
13 Jul, 4 Aug, 16 Sep, 27 Oct, 9 Nov, 17 Dec
John Boulton 9.30 - 5.00 £290

Meetings - Taking Minutes

17 Feb, 29 Apr, 12 Jul, 5 Oct, 5 Nov
John Boulton 9.30 - 1.00 £175

Secretarial & PA Excellence

28 Jan, 12 Feb, 10 Mar, 8 Apr, 17 May, 15 Jun,
23 Jul, 16 Aug, 13 Sep, 1 Oct, 2 Nov, 3 Dec
John Boulton 9.30 - 5.00 £290

Financial Skills

Bookkeeping & Double Entry (2-day course)

5-6 Jan, 22-23 Feb, 14-15 Apr, 22-23 Jun,

5-6 Oct, 10-11 Nov

Ken Taylor 9.30 - 5.00 £485

Budgeting - How to Play and 'Win' the Budgeting Game

22 Feb, 27 May, 12 Aug, 15 Nov

Stuart Warner 9.30 - 5.00 £290

Business Strategy for Small Businesses & Departments

12 Apr, 10 Jun, 3 Dec

Clive Watkins 9.30 - 5.00 £290

Capital / Project Investment Appraisal - Get to Grips with the Practicalities

15 Feb, 17 May, 11 Aug, 8 Nov

Stuart Warner 9.30 - 5.00 £290

Charity Accounts for Non-Accountants

21 Jun, 25 Oct

Various 1.30 - 5.30 £125

Credit Control Skills

18 Jan, 9 Feb, 8 Mar, 1 Apr, 14 May, 17 Jun,

8 Jul, 5 Aug, 3 Sep, 21 Oct, 11 Nov, 8 Dec

John Boulton 9.30 - 5.00 £290

Finance for Non-Financial Managers

21 Apr, 12 Jul, 13 Oct

Geoff Wood / Ken Taylor 9.30 - 5.00 £290

Management Accounting - How to Increase Your Contribution to the Organisation

12 Feb, 6 May, 10 Aug, 4 Nov

Stuart Warner 9.30 - 5.00 £290

Payroll - Introduction

15 Jan, 3/17 Sep

Various 9.30 - 5.00 £175

Practical Accounts Preparation (8-day course)

11-20 Jan, 30 Aug-8 Sep, 13-22 Sep

Various 9.30 - 5.00 £880

Understanding Company Accounts for Non-Accountants

16 Apr, 12 Nov

Ken Taylor 9.30 - 5.00 £290

VAT - Introduction

13 Jan, 1/15 Sep

Various 9.30 - 1.00 £115

Company Secretarial

Company Secretarial Practice for PLCs

25 Mar, 22 Sep, 9 Dec

L. Young / T. Hoskins / R. Chhatrisha 9.00 - 4.30 £495

Company Secretarial Practice for Support Staff

21 Jan, 24 Mar, 24 June, 14 Oct, 2 Nov

A. Hamer 9.00 - 4.30 £450

Directors and their Duties

11 Mar, 25 Jun

L. Young / R. Dattani 9.00 - 4.30 £495

Essential Employment Law

23 Mar

G.W Hamer / A. Shropshire 9.00 - 4.30 £495

The Role of the Company Secretary

4 Feb, 23 Mar, 13 May, 16 Sep, 29 Sep, 25 Nov

M. Bruce / D. Armour 9.00 - 4.45 £450

Understanding Contract Law

2 Feb

M. Griffiths 9.00 - 4.30 £300

These courses are held in association with ICSA Information and Training Ltd

NVQ Apprenticeships

pass training has joined forces with Kaplan to offer the following NVQs (National Vocational Qualifications) throughout England:

Customer Service
Team Leading
Management
Business and Administration

These courses are free as they are fully funded by the government
 For more details, please visit www.pass.co.uk
 or contact us on 020 7284 4995, email: info@pass.co.uk

www.pass.co.uk

CPD Courses for Accountants in Business & Solicitors

Annual Tax Update For Business

14 Jul		
Paul Soper	9.15 - 12.30	£175

Annual UK Financial Reporting Update for Business

23 Nov		
Mike Ulrich	9.15 - 12.30	£175

Budget Briefing

Course date dependent on Budget date 19 or 26 Mar, 16 or 23 Apr		
Tim Palmer	9.15 - 10.15	£120

Company Law - Companies Act 2006 and Other Critical Areas

10 Jun		
Louise Dunford	2.00 - 5.15	£120

Directors & Related Parties - Law & Accounting

21 Apr		
Mike Ulrich	9.15 - 12.30	£120

Employee Reward Strategies

25 Nov		
Kiki Stannard	9.15 - 12.30	£120

Finance Act - in Detail

7 Sep		
Robert Jamieson	9.15 - 4.45	£290

Finance Act - Key Points

7 Oct		
Robert Jamieson	9.15 - 12.30	£175

FRSSE Accounting & Regulations

13 Apr		
Mike Ulrich	2.00 - 5.15	£120

Group Accounting

26 Oct		
Mike Ulrich	2.00 - 5.15	£120

IFRS Update & Refresher

24 Nov		
David Potts	2.00 - 5.15	£120

International VAT Issues

20 May		
Dean Wootten	9.15 - 12.30	£120

Introduction to IFRS with Comparison to UK GAAP

25 Feb		
David Potts	9.15 - 4.45	£290

LLPs - Accounting & Legal Requirements

11 Nov		
Mike Ulrich	9.15 - 12.30	£120

Money Laundering - keeping up to date

19 Oct		
John Selwood	9.15 - 11.30	£120

P11D's - Benefits, NIC & PAYE Refresher & Planning

10 Mar		
Tim Palmer	2.00 - 5.15	£120

Practical IHT Issues

23 Mar		
Robert Jamieson	2.00 - 5.15	£120

Revenue Recognition & UITF 40 - including the latest developments

22 Apr		
John Selwood	2.00 - 5.15	£120

Solicitors' Accounts Rules

24 Mar		
Mike Ulrich	9.15 - 12.30	£120

Tax Effective Remuneration Planning

21 Sep		
Gerry Hart	2.00 - 5.15	£120

Tax Planning for SME's & their Owners

6 Jul		
Robert Jamieson	2.00 - 5.15	£120

Taxation of Charities

30 Jun		
Harriet Brown	9.15 - 12.30	£175

Topical Taxation Tips & Traps

27 Oct		
Mike Truman	2.00 - 5.15	£120

UK Accounting Standards Refresher - the last 2 years

17 Mar		
Mike Ulrich	2.00 - 5.15	£175

UK Accounting Standards Refresher - the last 5 years

5 Oct		
Mike Ulrich	9.15 - 4.45	£290

VAT on Land and Property

23 Jun		
Dean Wootten	9.15 - 12.30	£120

VAT - Annual Update

26 May		
Vaughn Chown	3.00 - 5.15	£120

Online CPD Courses - £85 per course

Business skills for Accountants:

- Coaching Skills for Accountants
- Communicating Complex Ideas for Accountants
- Conducting Performance Appraisals
- Employment Law for Accountants
- Leadership Skills for Accountants
- Managing from within the Team
- Managing Workload for Accountants
- Networking Skills for Accountants
- Project Management for Accountants
- Problem Solving for Accountants
- Recruitment and Selection

Online Management Courses - £85 per course

Business Thinking:

Activity Based Management
 Business Performance Management
 Business Strategy
 Due Diligence in Mergers and Acquisitions
 Dynamic Budgetary Control
 Key Performance Indicators
 Making Budgeting Work in the Real World
 Selling a Business
 Strategic Financial Management
 Managing Through a Recession

Personal Effectiveness:

Decision Making for Managers
 Managing Workload
 Managing your Behaviour at Work
 Negotiation Skills
 Negotiation Skills - The Principles
 Advanced Negotiation
 Networking Skills
 Problem Solving
 Project Management

Consultative Selling for Marketers:

Advancing the Sale
 Conversations with Customers
 Customer Service
 Market Research
 Principles of Consultative Selling
 Public Relations
 Sales and Marketing Skills

Managing People:

Coaching Skills
 Leadership Skills
 Managing from within the Team
 Managing High Performing Teams

HR and Compliance:

Being Appraised
 Conducting Performance Appraisals
 Data Protection
 Employment Law for Managers
 Equality and Diversity
 Freedom of Information
 Health and Safety
 Recruitment and Selection

Communication Skills:

Communicating Complex Ideas
 Effective Communication
 Managing Relationships

Evening Courses - Personal Development

Assertiveness at Work

15 Jan, 16 Feb, 19 Mar, 19 Apr, 20 May, 21 Jun,
 20 Jul, 19 Aug, 22 Sep, 20 Oct, 23 Nov, 20 Dec 6.15 - 8.45 £60

Body Language Essentials

19 Jan, 8 Mar, 17 May, 5 Jul, 15 Sep, 10 Nov 6.15 - 8.45 £60

Building Self-Confidence

21 Jan, 22 Feb, 11 Mar, 20 Apr, 12 May, 15 Jun,
 15 Jul, 23 Aug, 23 Sep, 25 Oct, 18 Nov, 3 Dec 6.15 - 8.45 £60

Creative Thinking Workshop

20 Jan, 4 Mar, 10 May, 14 Jul, 9 Sep, 4 Nov 6.15 - 8.45 £60

Credit Control Essentials

9 Feb, 7 Apr, 23 Jun, 10 Aug, 5 Oct, 1 Dec 6.15 - 8.45 £60

Customer Service Essentials

28 Jan, 2 Mar, 26 May, 7 Jul, 1 Sep, 2 Nov 6.15 - 8.45 £60

First Time Manager

26 Jan, 10 Mar, 11 May, 12 Jul, 20 Sep, 22 Nov 6.15 - 8.45 £60

First Time Supervisor

24 Feb, 12 Apr, 8 Jun, 6 Aug, 7 Oct, 2 Dec 6.15 - 8.45 £60

Front Office / Reception & Telephone

8 Apr, 9 Jun, 17 Aug, 4 Oct, 6 Dec 6.15 - 8.45 £60

Letter Writing & Email

25 Jan, 25 Mar, 14 Apr, 17 Jun, 22 Jul,
 8 Sep, 11 Oct, 8 Dec 6.15 - 8.45 £60

NLP Essentials

18 Feb, 15 Apr, 3 Jun, 11 Aug, 6 Oct, 14 Dec 6.15 - 8.45 £60

Public Speaking

17 Feb, 27 Apr, 24 Jun, 25 Aug, 14 Oct, 21 Dec 6.15 - 8.45 £60

Sales-Closing Skills

29 Jan, 23 Feb, 29 Mar, 22 Apr, 25 May, 28 Jun,
 26 Jul, 26 Aug, 17 Sep, 18 Oct, 16 Nov, 9 Dec 6.15 - 8.45 £60

Speeches & Talks - Practise Your Speech & Overcome Fear

2 Feb, 1 Jun, 2 Aug, 1 Oct, 7 Dec 6.15 - 8.45 £60

Telephone Techniques

18 Jan, 11 Feb, 15 Mar, 13 Apr, 5 May, 10 Jun,
 6 Jul, 9 Aug, 6 Sep, 13 Oct, 11 Nov, 13 Dec 6.15 - 8.45 £60

Telesales - Cold Calling

13 Jan, 3 Mar, 13 May, 13 Jul, 14 Sep, 15 Nov 6.15 - 8.45 £60

Telesales - Qualify Prospect, Make Appointments

25 Feb, 21 Apr, 25 Jun, 24 Aug, 21 Oct, 16 Dec 6.15 - 8.45 £60

Time & Self Management

14 Jan, 10 Feb, 17 Mar, 26 Apr, 27 May, 29 Jun,
 21 Jul, 31 Aug, 28 Sep, 28 Oct, 24 Nov, 17 Dec 6.15 - 8.45 £60

Scheduled Computer Courses 2010

Microsoft Office	Duration	Fee	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Access														
Data management (introduction)	1 Day	£220	25	17	22	21	17	21	26	11	13	25	24	1
Database design part 1 (intermediate)	1 Day	£220	26	18		22	18		27	12	14	26		2
Database design part 2 (advanced)	1 Day	£220	27	19		23	19		28	13	15	27		3
Excel														
Introduction	1 Day	£220	5/18	9/22	8/23	12/27	11/24	7/22	6/19	3/16	6/21	5/18	2/15	7/20
Intermediate	1 Day	£220	6/19	10/23	9/24	13/28	12/25	8/23	7/20	4/17	7/22	6/19	3/16	8/21
Advanced Level 1	1 Day	£220	7/20	11/24	10/25	14/29	13/26	9/24	8/21	5/18	8/23	7/20	4/17	9/22
Advanced Level 2	1 Day	£220	8/21	12/25	11/26	15/30	14/27	10/25	9/22	6/19	9/24	8/21	5/18	10/23
VBA (macros)	2 Days	£410	28-29		1-2 29-30	19-20		1-2	1-2	26-27	27-28	28-29	29-30	
PowerPoint														
Introduction	1 Day	£220	14	15	3/4	19	20	17	12	9	16	11	25	13
Advanced	1 Day	£220	15	16		20	21	18	13	10	17	12	26	14
Project														
Level 1 (Creating a Project)	1 Day	£240		1	31		20	28	29		1	13	22	
Level 2 (Managing a Project)	1 Day	£240		2		1	21	29	30		2	14	23	
Word														
Introduction	1 Day	£220	11	3	17	6	5	14	14	23	29	13	8	15
Intermediate	1 Day	£220	12	4	18	7	6	15	15	24	30	14	9	16
Advanced	1 Day	£220	13	5	19	8	7	16	16	25		1	10	17
Word for Professionals	2 Hours	£175			4		28			31		22		
Accounting Software Courses														
Accounting Software Courses	Duration	Fee	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Iris PAYE Master	1 Day	£275		25	23		5			18		7		20
Iris Bookkeeping	1 Day	£275		26	24		6			17			15	
MYOB	2 Days	£450		4-5			24-25			4-5			29-30	
QuickBooks for non-Accountants	2 Days	£450	7-8	16-17	15-16	22-23	11-12	8-9	1-2	9-10	28-29	11-12	23-24	9-10
QuickBooks for Accountants	1 Day	£275	8	17	16	23	12	9	2	10	29	12	24	10
Sage Line for non-Accountants	2 Days	£450	25-26	18-19	18-19	8-9	18-19	14-15	29-30	23-24	30/1		1-2,25-26	16-17
Sage Line for Accountants	1 Day	£275	26	19	19	9	19	15	30	24		1	26	17
Tas Books for non-Accountants	2 Days	£450		8-9				1-2					17-18	
Tas Books for Accountants	1 Day	£275		9				2					18	
Viztopia	1 Day	£275	22		16	16	10	30	23	20	20		19	6

Maximum 8 delegates on each public scheduled course

Private group training, one-to-one training and evening courses also available

SUNSYSTEMS Scheduled Courses 2010

SunSystems Courses	Duration	Fee	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Ledger Accounting V4 / V5	2 days	900	7-8	15-16	10-11	19-20	10-11	16-17	12-13	9-10	9-10	7-8	18-19	2-3
Systems Administration V4 / V5	2 days	900	27-28	24-25	24-25	14-15	17-18	23-24	12-13	11-12	13-14	18-19	15-16	15-16
User Interface V5	1 day	450	29	26	26	16	19	25	14	13	15	20	17	17
Business Rules V5	1 day	£450		19			5			20			24	
Report Designer (Actuate) V5	2 days	£900		24-25			17-18			11-12			15-16	
Fixed Assets V5	1 day	£450	5		4		4		23		2		5	
Asset Register V4	1 day	£450	5		4		4		23		2		5	
Accounts Payable V4 / V5	1 day	£450	5		29		13			6			8	
Accounts Receivable V4 / V5	1 day	£450			12		5			20			25	
Corporate Allocations V4 / V5	1 day	£450	6				4				3			
Collect V4 / V5	1 day	£450		19			5			6			8	
Inventory Control V4	1 day	£450	6		4		4			5			5	
Process Manager - Business Rules V4	1 day	£450	11				23			27		18		
Process Manager - Reconciliation Manager V4	1 day	£450	14				12			28				
Process Manager - Transfer Manager V4	1 day	£450	15				13			29		11		
Report Writer V4	2 days	£900			8-9				23-24		9-10			2-3
Report Definition V4	2 days	£900						17-18		11-12			15-16	
Purchase Order Processing Users V4	1 day	£450					1			27		11	8	
Purchase Order Processing Administrators V4	2 days	£900					14-15			28-29		12-13		
Sales Order Processing Users V4	1 day	£450	6	19				5			6			
Sales Order Processing Administrators V4	2 days	£900		4-5				10-11			9-10		9-10	
Q&A 10/Vision Courses	Duration	Fee	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Q&A 10 / Vision XL Introduction V6	1 day	£450	20	17	17	21	20	14	15	16	16	14	11	13
Q&A 10 / Vision XL Advanced V6	1 day	£450	21	18	18	22	21	15	16	17	17	15	12	14
Q&A 10 / Vision Executive Introduction V6	1 day	£450	14	11	15	12	12	10	19	18	20	12	9	9
Q&A 10 / Vision Executive Advanced V6	1 day	£450	15	12	16	13	13	11	20	19	21	13	10	10
Vision XL for Financials V5	2 days	£900	18-19	8-9	8-9	6-7	24-25	28-29	8-9	25-26	13-14	27-28	18-19	20-21
Vision XL for Business V5	2 days	£900	18-19	8-9	8-9	6-7	24-25	28-29	8-9	25-26	13-14	27-28	18-19	20-21
Vision Executive Introduction V5	1 day	£450	25	22	22	26	26	21	21	23	23	25	22	15
Vision Executive Advanced V5	1 day	£450	26	23	23	27	27	22	22	24	24	26	23	16
Vision Alert V5 / V6	1 day	£450	5		29		14		23		2			
Vision Budget Management V5 / V6	1 day	£450			12				26				25	
Vision for Word V6	1 day	£450			5			18			22			
Early Bird Discount	= 20% for scheduled courses booked 1 month in advance													
Group Discount (3-4 delegates)	= 30% for scheduled courses booked with a minimum of 3 delegates (on the same course)													
Group Discount (5-8 delegates)	= 50% for scheduled courses booked with a minimum of 5 delegates (on the same course)													
Group Day Rate (Private Training)	= £1500 + VAT per day for a maximum of 8 delegates													
One-to-One Training	= £900 + VAT per day													



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Priority Faxback Booking Form

020 7284 2966

or telephone 020 7284 4995 or email info@pass.co.uk
or post to *pass training*, 66 Wigmore Street, London W1U 2SB

Course Bookings

Course	Date	Delegate's Names	Fee
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

All fees are quoted exclusive of VAT

Net _____

VAT _____

Total _____

Payment Details

Course fees are payable the earlier of 14 days from the date of invoice or 15 days prior to the course.

- Payment on receipt of invoice
- Payment enclosed – a receipted invoice will be sent to you
- Cheque made payable to *pass training*
- Credit/Debit card payment – please complete below
- American Express Visa Mastercard
- Delta Switch Maestro

Card number

For Switch/Maestro only

Expiry Date _____

Issue No./Start Date _____

For Switch/Maestro only

For security purposes please enter your card security code
(the last 3 digits located on the security strip)

Your Details

Name: _____

Address: _____

Postcode: _____

Telephone: _____

Email: _____

Cardholder's Name: _____

Signature _____

Address: _____

Postcode: _____

Telephone: _____

Feedback from our clients

“Very well-structured and excellent gauge of everyone’s abilities in the room. Provided a ‘nurturing’ atmosphere in which to develop skills. Very enjoyable and valuable!”

Emma B – Paramount Pictures

“Excellent! A really useful introduction - surely the backbone for any successful business.”

Desne M - The Harley Street ENT Clinic

“Well organised, engaging and effective.”

Matomola S - Spectra Oil Corporation, Zambia

“Excellent event – a lot of practical advice which you can really believe in.”

Nigel E - Lewis Silkin

“Insightful and exciting, and the trainer was excellent!”

Frank A - Electricity Company of Ghana Ltd

“Excellent. Very informative, interesting and fun approach to learning. Very helpful & friendly.”

Karen B - Sanctuary Housing Group

think success

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