Payroll Academy

02 December 2016

Attached, please find the following information regarding the VIP Academy courses:

- General Information
- Course Outline & Objectives
- Application Form
- Questionnaire
- Terms and Conditions

Kindly complete the Application Form and fax to (012) 420 7340 or email academy.VIP@sage.com.

Please do not hesitate to contact us should you have further queries.

Yours sincerely,

Sage VIP

Training Consultant

General Information

Training Venues

Pretoria
Sage VIP Building, cnr Aramist Ave and Southern Cross St, Menlyn Maine, Waterkloof Glen Ext 2

Johannesburg
Sage Technology Park, 102 Western Services Road, Gallo Manor.

Branches:
Contact the relevant branch directly for more information:
Durban: 031 537 7000
Cape Town: 021 522 7500.

Instruction Medium

Courses are presented in English.

Course Fees

Unit	Duration	Full Time Course Fee (09h00 – 16h00)	Part-time (Saturday's) Course Fee (09h00 – 16h00)
Unit 1 **Introduction to Payroll and Payroll Processing**	5 Working Days	R6500 incl. VAT	R7500 incl. VAT
Unit 2 **Payroll Administration and Company Parameters**	5 Working Days	R6500 incl. VAT	R7500 incl. VAT
Unit 3 **Personnel Administration Course**	4 Working Days	R6300 incl. VAT	Not available on Saturdays

*** The course fee includes refreshments and course reference materials.

Assessment Duration for Unit 1, 2 & 3

Unit 1: ½ Day
Unit 2: ½ Day
Unit 3: ½ Day

Your Academy course confirmation will state the date and time for the Assessments.

The Academy Courses promise to enhance your skills and promote marketability.
Sage VIP has no obligation to assist with job finding opportunities. This remains the sole responsibility of the delegate.

We wish you all of the best with this new venture!

Booking Procedures

- Delegate to complete application form and fax back to (012) 420 7340 or email to academy.VIP@sage.com.
- The VIP Academy Consultant will contact the candidate to confirm whether their application has been successful.
- The course registration and banking details will be sent to the delegate.
- Proof of payment, together with the necessary additional required documents (proof of Computer Literacy certificates), must be faxed to (012) 420 7340.
- Please note that only proof of full payment will secure your booking.
- Upon receipt of proof of payment the following will be forwarded to you: course confirmation, Tax Invoice and map to the training venue.
- Please be advised that we have a first-come-first-served policy in respect of training bookings.
- Saturday Academy is only presented in Pretoria and only covers Unit 1 & 2.

Banking Details

Bank	:	Nedbank
Branch	:	Hatfield
Branch code	:	160245
Account Number	:	1602073910
Account Name	:	Sage VIP – a Division of Sage South Africa Pty (Ltd)
Reference	:	Name & Surname or Company Name

(Tip for electronic transfers applicable to FNB account holders: Select Sage VIP as a Public recipient).

Referral Scheme

Share the experience by referring a friend or colleague after having **attended** any of the Academy courses. Receive a R500 referral commission for every successful referral booked. Terms and conditions apply.

Feedback

We value your feedback. Each delegate will have an opportunity to complete an evaluation form at the end of the course. Please make use of this opportunity, as Service Excellence is one of our core values.

Assessments, Results & Re-writes

Examinations

- All study units are concluded with an assessment. The pass rate is 50%.
- No learner will be allowed to reschedule or postpone the examination date. No exceptions will be made.

Results

Delegates will be informed of their results telephonically within approximately 3 weeks of the examination. The certificates will be ready for collection at the training venue within, approximately, 1 month.

Re-writes

Rewrites are granted to candidates who were unsuccessful with their 1st assessment at a fee of R850 incl. VAT per unit. Please note that all rewrites must take place within 3 months after completing the Academy Course. Rewrites will only be granted to candidates who obtained a minimum of 40% per unit.
Only one rewrite will be allowed per unit.

Repeating Units

In the event of the learner not qualifying for a rewrite, the learner may repeat the unit(s) at 50% of the normal course fee.

Course details

Unit 1 – Introduction to Payroll and Payroll Processing

Objective	Unit 1 has been specifically developed to introduce you to the fundamental concepts surrounding payroll administration and payroll processing. The course covers all the theory applicable to payroll processing and payroll administration, including the relevant legislative requirements that a company's payroll should adhere to. Hands-on practical sessions are used to simulate an actual payroll office environment. Learners have ample opportunity to apply the theory that has been discussed. The VIP Payroll system (Premier) is used for all practical sessions. The course covers all the functions of the system needed by a payroll processor or payroll administrator in order to be a proficient VIP user.
Course outline	• Overview of statutory requirements governing payroll administration including Basic Conditions of Employment Act (BCEA), Income Tax Act, Unemployment Insurance Fund (UIF) Act, Skills Development Act (SDA) and Skills Development Levies Act (SDL) and Occupational Injuries and Diseases Act (OID). • Processing payroll data including: Adding a new employee, earnings, deductions and increases. • Basic leave administration. • Printing reports and payslips. • Introduction to fringe benefits, medical aid and retirement reforms.
Who should attend	Anybody interested in starting a career in Payroll Administration can attend this course. This is an ideal opportunity for school leavers, students at tertiary institutions or staff in general administrative or accounting positions to gain relevant experience in the application of payroll, as well as the use of the VIP Payroll system.
Entry requirements	• Grade 12 Mathematics • Grade 12 English • Basic computer skills: The learner should have basic/general computer skills. This includes, but is not limited to, being able to use and operate a mouse, basic keyboard functions and basic terminology.

Unit 2 – Payroll Administration and Company Parameters

Objective

Unit 2 has been specifically developed to provide you with the tools that you require to reconcile your payroll effectively. Company parameters are also introduced teaching you about modifying the system setup to better work for your company's needs. Attention is given to the essential concepts relating to the Income Tax Act, including taxability of earnings and deductions, and an introduction to tax calculations.

Theoretical sessions are used to explain more complex calculations, including tax calculations as applicable to payroll administration, advanced BCEA Remuneration calculations and the detailed explanation of Retirement Funding Income and adjustments. Learners have ample opportunity to practice and revise the theory that has been discussed.

The SAGE VIP Payroll system (Premier) is used for all practical sessions.

Course outline

- Detailed reconciliation procedures including an in depth look into VIP reports.
- Practical application of all procedures in the form of a payroll simulation exercise.
- Introduction to company parameters - Setup of a VIP system can be modified to better suit company requirements including adding earning and deduction lines and methods of calculation.
- Essential concepts relating to the Income Tax Act, including taxability of earnings, deductions, fringe benefits and retirement reforms.
- Determining employee tax payable through manual tax calculations.

Who should attend

Anybody interested in starting a career in Payroll Administration can attend this course. This is an ideal opportunity for school leavers, students at tertiary institutions or staff in general administrative or accounting positions to gain more in depth knowledge and experience in the application of payroll, as well as the use of the VIP Payroll system.

Entry requirements

- Grade 12 Mathematics
- Grade 12 English
- Basic computer skills: The learner should have basic/general computer skills. This includes, but is not limited to, being able to use and operate a mouse, basic keyboard functions and basic terminology.
- Unit 1.

Unit 3 – Personnel Administration

Objective	The aim of this training is to equip you with practical system knowledge of how to record and maintain personnel information on the VIP Payroll System. The training also provides you with tools to assist with leave management using the Leave module. Make use of the information in the VIP Payroll System to generate reports used for statutory returns, i.e. Skills Development and Employment Equity.
Course outline	• Adding a new employee on the VIP system. • Utilising existing payroll fields to update fields in the additional VIP system modules. • Recording and maintaining personnel information, such as disciplinaries, interviews, training, qualifications, etc. using the Personnel Management module. • Recording leave transactions and defining leave lines according to the company's requirements using the Leave Administration module. • Capturing employment equity information on the VIP system and generating the reports that must be submitted to the Department of Labour using the Employment Equity module. • Recording skills development information required for SETA reporting on the VIP system using the Skills Development module.
Who should attend	Anybody interested in gaining practical system knowledge of the various VIP Modules used within the personnel environment. (Modules include: Employment Equity, Skills, Personnel History and Leave)
Entry requirements	• Grade 12 (Standard 10). • Basic computer skills: The learner should have basic/general computer skills. This includes, but is not limited to, being able to use and operate a mouse, basic keyboard functions and basic terminology.

Academy Application Form

Please fax to 012 420 7340 or email academy@vippayroll.co.za

Training Dates

Month	Nov 2016	Nov / Dec 2016	Jan 2016
Venue	**Durban**	**Durban**	**Durban**
Unit 1	-	-	3 – 9 January 2017
Assessment	-	-	17 January 2017
Unit 2	-	-	10 – 16 January 2017
Assessment	-	-	17 January 2017
Unit 3	-	-	23 – 27 January 2017
Assessment	-	-	-
		-	

Saturday Academy – Pretoria only	
Unit 1	7, 14, 21, 28 Jan & 4 Feb 2017
Assessment	11 Feb 2017
Unit 2	18, 25 Feb & 4, 11, 25 Mar 2017
Assessment	01 Apr 2017

Booking details:

Please tick relevant study units and select dates and a venues:

Course:	Unit 1		Unit 2		Unit 3	
Dates:						

Personal Information

Fax to 012 420 7340 or email academy.VIP@sage.com

Title	Mr	Ms	Initials		Name		Surname	
ID number								
Company Name					VIP Account no.			
Company VAT no					Purchase order no.			
Physical Address							Code	
Postal Address							Code	
Tel (w)			Tel (h)			Fax		
Cell			E-mail:					
Current Job Function				Highest Qualification				
Where did you hear about the VIP Academy?					Currently Employed	Yes	No	
Dietary Requirements / Allergies:								

Rate your knowledge/skills of the following, where:

- 1 No knowledge/skills
- 2 Little knowledge/skills
- 3 Average knowledge/skills
- 4 Good knowledge/skills
- 5 Excellent knowledge/skills

Please tick appropriate option	1	2	3	4	5
Your knowledge and understanding of computers and computer software					
Your proficiency in English as an instruction medium					
Your ability to do basic mathematical calculations					
Your ability to work under pressure					
Your ability to manage and organise time effectively					

Terms and Conditions

Payments

- Payment for the course is due in full prior to the course date.
- Your reservation is only confirmed once full payment of the course fee has been received. VIP Payroll will provide a confirmation letter and invoice as soon as possible after receipt of payment.
- The course fee includes refreshments and course reference materials.
- Sage reserves the right to change course prices / course dates at any time. In the event of such change, confirmed reservations will be honored at the original price.

Requirements

- Grade 12 and Computer Literacy are pre-requisites for the Academy Courses.
- Sage VIP reserves the right to refuse tuition to any prospective learner if their basic computer skills do not meet the necessary requirements. This is especially important if the learner's lack of computer skills is detrimental to either their own or the class' progress at the Sage VIP Academy.
- Daily attendance remains your responsibility to ensure full understanding of the course.
- Total non-attendance will result in the delegate forfeiting his/her money.

General

- No course cancellations will be accepted and no refunds will be made. Substitutes are welcome.
- Sage VIP will not be held responsible for any loss, damage or theft of any personal belongings.
- Each delegate will have **one** opportunity to reschedule their course date – **no exceptions** will be made.
- Saturday training is excluded from any special offers.
- Sage VIP has no obligation to assist with job finding opportunities. This remains the sole responsibility of the delegate.

Terms and Conditions for inclusion on the Sage VIP Recruitment database

- Candidates should have at least 2 years payroll experience.
- Candidates have to complete the Unit 1 & 2 Payroll Administrators workshop and obtain a final result of 75% or higher.
- Although we do all in our power to assist with job seeking, inclusion on the database is not a guarantee for a placement by VIP Recruitment.
- Inclusion on the database is subject to a second assessment and ITC and criminal check.

Please sign as acceptance of the above terms and conditions. I hereby declare all information supplied to be true and accurate and accept the terms and conditions of the application.

Signed on _____ at _____

_____ _____

Print applicant Name and Surname Signature

_____ _____

Print Name of person / Manager responsible for payment Signature