Upcoming Courses:
Payroll Administration in Australia
Salary Packaging
and Remuneration Management
Termination of Employment
GST & BAS Workshop
Human Resource Essentials

Applied Education
A division of Education IT Solutions Pty Ltd

To: The Payroll Manager
or Office Manager

Can't attend? Courses Now Available on DVD including Manuals

Coming up in Brisbane, Gold Coast, Townsville, Toowoomba, Sunshine Coast

Applied Educations comprehensive payroll and taxation education curriculum offers a full calendar of courses and conferences, it also offers convenient self paced learning through our DVD's and resource materials.

Payroll Administration in Australia 2010
1 Day Course

Salary Packaging
1 Day Course

GST & BAS Workshop
1/2 Day Workshop

Termination of Employment
1/2 Day Workshop

Human Resource Essentials
1 Day Course

Can't Attend?
All courses available on DVD
Essential reference guides with chapter by chapter instructor led navigation.

Why choose Applied Education: Our courses include plenty of hands on working examples and are not just a boring lecture! Courses include detailed manuals with class workbook and access to sample data of worked examples in Excel format. Plenty of handy tips are also offered for easy implementation and ongoing free email support.

DON'T MISS THIS EXCITING OPPORTUNITY!
BOOK NOW TO SECURE YOUR PLACE.

Since 1999 Brett Thornett CPA and Dan Logan BA have presented these courses to over 30,000 attendees Australia Wide!

www.taxresources.com.au info@taxresources.com.au ph 1800 678 073 fax 1800 678 144

Payroll Administration in Australia - 1 Day

As an employer, you have specific payroll responsibilities that are required by government agencies. These agencies can be federal or state. Some of these responsibilities include, but are not limited to, withholding amounts from your employees pay, paying your employees superannuation guarantee and workcover and ensuring compliance with the National Employment Standards. This course is designed to help familiarise you with the basic concepts of payroll management and introduce options to help make the process easier.

Course Content

- ☑ What's new in 2010-2011
- ☑ NEW – Superannuation OTE Ruling
- ☑ NEW – National Employment Standards (Effective 1/1/2010) Make sure you are aware of these changes
- ☑ New employees - withholding declarations and TFN declarations
- ☑ Deductions (e.g. employee purchases, child support)
- ☑ Awards and minimum conditions.
- ☑ The Fair Work Bill 2009
- ☑ Allowances (motor vehicle, uniform, meals, travel, living away from home and many more)
- ☑ ATO reporting and payment obligations
- ☑ Payroll administration
- ☑ A Guide to the Superannuation
  - Extension of the earnings base calculation
  - Reportable superannuation (on payment summaries!) and how this will affect entitlements such as child support, super co contribution or entitlements to government benefits
- ☑ Annual leave and termination payments
- ☑ Personal Leave and Long Service Leave
- ☑ Workers' compensation
- ☑ Payroll tax
- ☑ Salary Packaging a Laptop
- ☑ Updated 2010-11 thresholds and rates

Who should attend?

This course is typically attended by staff working in payroll, bookkeeping, human resources, accounting and administration, however no prior knowledge of payroll is required. Anyone wishing to update their payroll skills or interested in gaining recognition of their payroll skills to enhance employment opportunities.

What is included?

Participants receive: a detailed manual and workbook with examples; an Excel leave calculation spreadsheet and access to all our online resources.

Course Costs

$399.00 includes course materials, lunch and refreshments.
Duration 1 Day - 9am - 4pm
Can't attend? Course available on DVD with manual $299

Your Day at a Glance

8.45am	Register, Coffee
9.00am	TFN Declarations
9.30am	Awards, Conditions
10.00am	Tax Calc, deductions
10.30am	Morning Tea
10.45am	Allowances, Bonuses, Commissions
11.30am	PAYG Variations, Negative Gearing, FBT Overview
12.00pm	Lunch - Usually hot lunch (subject to venue)
1.00pm	Superannuation
1.45pm	Workcover
2.15pm	Afternoon Tea
2.30pm	Leave Calculation
2.50pm	Payroll Tax
3.15pm	PAYG and BAS
4.00pm	Handouts, course completion

GST and BAS Workshop - 1/2 Day

In order to allow for the correct preparation of the BAS it is important that all staff involved have sufficient GST knowledge and experience. This course can show you how to identify taxable supplies, GST-free supplies and input taxed supplies. It also covers the obligations of registered entities for collection, correct record keeping and remittance of GST, as well as treatment of goods and services subject to special rules. The course will also introduce participants to the other areas of the BAS such as PAYG withheld, PAYG instalments and FBT.

Topics Include:

- ☑ What is GST?
- ☑ How the GST system works
- ☑ Registering for GST
- ☑ GST groups
- ☑ Taxable sales
- ☑ GST-free sales
- ☑ Input taxed sales
- ☑ Taxable sales
- ☑ Do you include GST in the price of everything you sell?
- ☑ Partly taxable sales (or mixed supplies)
- ☑ Issuing tax invoices
- ☑ Claiming GST credits
- ☑ Adjustments
- ☑ Accounting for GST
- ☑ Reporting and Paying
- ☑ Correcting GST mistakes
- ☑ Record Keeping
- ☑ FBT and the BAS
- ☑ PAYG Withholding
- ☑ PAYG Instalments
- ☑ Electronic Lodgement Guidelines
- ☑ Practical Examples
- ☑ Wine equalisation tax
- ☑ Luxury Car Tax
- ☑ Fuel Tax Credits

Course Costs

$249 includes course materials and refreshments Duration ½ day – 1pm to 4pm
Can't attend? Course available on DVD with manual $199

Full Course Outlines Online - All courses are available on DVD!

Salary Packaging & Remuneration Management - 1 Day

This course will give employers an understanding of fringe benefits tax and salary packaging together with the benefits to both the employer and employee. As well as maximising the value of remuneration to an employee and minimising the costs to the employer, salary packaging can offer:

- ☑ An effective pay rise at no cost to the employer
- ☑ An important differentiator for attracting the best staff;
- ☑ Motivator of employees to attain the benefits they desire; and
- ☑ Increased staff retention.

Your Day at a Glance

8.45am	Register, Coffee
9.00am	Introduction to FBT
10.00am	Packaging Scenarios, Laptops
10.30am	Morning Tea
10.45am	Exempt Benefits
11.30am	Motor Vehicles
12.00	Lunch - Usually hot lunch (subject to venue)
1.00pm	Meals, Entertainment, other benefits
2.15pm	Afternoon Tea
2.30pm	Relocation, LAFHA
3.15pm	Reportable Fringe Benefits, Payment Summaries
3.30pm	FBT Exempt and Rebatable Organisations
4.00pm	Handouts, course completion

Course Content

- ☑ What's new in 2010-2011
- ☑ Motor vehicles - 100% private use; commercial and mixed use vehicles
- ☑ Notebooks and exempt benefits
- ☑ Salary sacrifice superannuation
- ☑ Exempt Payments, Otherwise deductible rule
- ☑ Relocation and remote area benefits
- ☑ Benefits of an effective reward strategy
- ☑ Charities, Hospitals & Not-For-Profit Organisations
- ☑ Administration
- ☑ Payment summaries & reportable fringe benefits
- ☑ Calculation and understanding of FBT
- ☑ Maximising the use of concessions, in house benefits, minor benefits, meal entertainment concessions & more
- ☑ FBT Gross up rates and calculation
- ☑ Guide to setting up your software and correct reporting obligations on profit & loss and balance sheet

Course Costs

$399.00 includes course materials, lunch and refreshments. Duration 1 Day - 9am - 4pm

Can't attend? Course available on DVD $299.00

Terminations Workshop 2010-2011 - 1/2 Day

Termination of employment seems to cause the biggest headaches for payroll officers. This course is designed to ensure that you are meeting your obligations to your employees upon termination of employment. It also de-mystifies the complex rules on termination of employment.

Course Content

Terminations Law
- ☑ Payments in Lieu of Notice

Employer Termination Payments
- ☑ Types of ETP's
- ☑ PAYG calculations on ETP's
- ☑ Termination Payment Documentation
- ☑ Payment Summary
- ☑ Transitional ETP's

Normal Terminations
- ☑ Long Service Leave
- ☑ Annual Leave

Other Terminations
- ☑ Redundancy
- ☑ Payment Upon Death of Employee
- ☑ Early Retirement
- ☑ Invalidity

Course Costs

$249.00 includes:
course materials and refreshments.
Duration 1/2 Day - 9am - 12pm

Can't attend?
Course available on DVD $199.00

Human Resource Essentials - 1 Day

Good staff are one of your greatest business assets, so it's vital that you find the right people for the job. Once you've found good staff it's important to look after them to create a successful business. As an employer you have legal obligations in all aspects of recruiting and managing staff, as well as ending employment. This course offers businesses the fundamentals of employing and managing staff, with a focus on legal obligations and 'doing it right'.

Responsibilities of Employers
- ☑ Duties of Employers & Employees
- ☑ Information about Unions and Industrial Action

Recruiting Staff
- ☑ Legal aspects of recruiting – issues for employers
- ☑ Working out what you are looking for
- ☑ How to find and attract suitable candidates
- ☑ Managing the applications
- ☑ Selecting the best candidate - short listing, interviewing, reference checks
- ☑ Managing unsuccessful applicants
- ☑ Making an offer & employment contracts

Managing Staff
- ☑ How to keep good staff
- ☑ Induction for new staff
- ☑ Reviewing staff performance
- ☑ Dealing with conflict

Ending Employment
- ☑ What to do when an employee ends employment
- ☑ Dismissal – procedures and employers' obligations
- ☑ Exit interviews
- ☑ Supplying references

Course Costs
$399.00 includes course materials, lunch and refreshments.
Duration 1 Day - 9am - 4pm

Who Should Attend?
Small to medium small business owners and staff with responsibilities for recruiting and managing staff. Anyone wishing to update their skills in these areas. No prior knowledge of human resources is required.

What is Included?
Participants receive: a detailed manual with tools and templates included; and access to online resources.

Can't attend?
Course available on DVD $299.00

Presented by Louisa Marinozzi
BA Psych (Hons); Post-Grad Dip Ed

Venue - Christies Corporate Brisbane
320 Adelaide St. Brisbane QLD 4000

Courses in Brisbane	Cost	Time	Dates
Payroll Administration in Australia	$399	9am - 4pm	Thur 9th Sep
Salary Packaging	$399	9am - 4pm	Fri 10th Sep
Terminations Workshop	$249	9am - 12pm	Wed 8th Sep
GST and BAS Workshop	$249	1pm - 4pm	Wed 8th Sep
Human Resource Essentials	$399	9am - 4pm	Tue 7th Sep

Regional Courses
Payroll Administration in Australia Time 9am to 4pm

Location	Venue	Dates
Brisbane	Christies Corporate Brisbane 320 Adelaide St. Brisbane QLD	Thur 9 Sep
Gold Coast	Royal Pines Resort Ross St Benowa QLD	Tue 21 Sep
Townsville	Mercure Townsville Woolcock St Townsville QLD	Wed 22 Sep
Toowoomba	Burke & Wills 554 Ruthven St Toowoomba QLD	Thur 23 Sep
Sunshine Coast	Noosa Springs Resort Links Dve. Noosa Heads QLD	Fri 24 Sep

SPECIAL

Attend the course and you can also purchase the DVD at a special price of $99.
DVD is handed out on day of course.
If ordering DVD's only pricing as per below and DVD's sent air express.

Applied Education Onsite - If you have 4 or more staff wishing to attend we are able to deliver a customised course on your premises. Contact us for details.

SPECIAL
Attend Both Payroll & Sal Pack Courses for $699
Any 3 Courses $799

ABN 50 096 189 132

REGISTRATION FORM / TAX INVOICE

To register, please complete the registration form and enclose your payment.
Register by Fax: 1800 678 144 **OR** **Online:** www.taxresources.com.au

Contact:		Company:	
Postal Address:			
City:		State:	P/Code:
Telephone:	( )	Facsimile:	( )
Confirmation Email:			

Name	Course Name	Commence Date	Amount

Description	Price GST Free	Qty	Amount
Payroll DVD and Manual	$299.00		
Salary Pack DVD and Manual	$299.00		
Terminations DVD and Manual	$199.00		
Combo = Payroll, Salary Packaging & Terminations DVD's and manuals	$599.00		
GST DVD and Manual	$199.00		
Human Resources Management DVD and Manual	$299.00		
Combo - Any 3 DVD's and manuals	$599.00		
Combo - All 5 DVD's and manuals	$799.00		
Total Cost (All Training courses and Training DVD's GST FREE)			$

Payment Details: For prompt registration please fax your booking with payment

Please note your registration will be processed upon receipt of payment. This registration form is a Tax Invoice. We regret that cancellations cannot be accepted and no refunds will be given. If you are unable to attend the desired course you have paid for, you may send a substitute delegate. Course confirmation details will be faxed or emailed to you once payment is received.

Payment Options

(Please tick method of payment and complete where required)

☐ EFT PAYMENTS:
Applied Education
BSB: 306-104 Account No: 0643327
(Please quote company name)

☐ CHEQUE:
Applied Education
PO Box 6013, East Perth WA 6892

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Please debit the total amount from my (Please tick)
☐ Master Card ☐ Visa ☐ Bankcard ☐ AMEX ☐ Diners

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Expiry Date: ☐☐☐☐ Name on Card:_____

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