



Training Schedule

April 2011-July 2011



IITT (Institute of IT Training) Gold Accreditation



We have been awarded Gold Accreditation by the Institute of IT Training.

Every NorthgateArinso Training Consultant is TAP Certified. Our courses are constantly monitored, both internally and externally, to maintain their consistency and adherence to methodology. The IITT described Training Services as "A highly professional and quality-minded operation which provides an extensive repertoire of both technical and end user training to reflect its platform of business software."

Loyalty Recognition Programme

Purchase **10** delegate days receive a **5% discount**

Purchase **20** delegate days receive a **7% discount**

Purchase **50** delegate days receive a **10% discount**

Purchase **100** delegate days receive a **15% discount**

- Please quote promotional code of LRP8 to take advantage of this programme.

- Delegate days are worth £355 +VAT each (on-site expenses are not included)

- All days purchased in the above programme are subject to our normal Terms and Conditions.

- All days purchased in the above programme are only valid for 12 months from purchase.

- The delegate days cannot be transferred to another service or licence.

- This programme cannot be used in conjunction with any other promotions or discount including new business concessions.

- The Loyalty Recognition Programme can be used to contribute against premium and advanced courses priced at a daily rate of £600 +VAT

- NorthgateArinso reserves the right to vary the course fee provided that any new fee will only apply to course bookings confirmed after the date of the change of fees.

- This offer only applies to NorthgateArinso existing customers

About NorthgateArinso

www.northgearinso.co.uk

NorthgateArinso is a leading global Human Resources software & services provider offering innovative HR business solutions to employers of all sizes, including Blue Chip companies, Public Sector organisations and many small to medium enterprises. We help organisations optimise their HR service delivery through smarter processes and more efficient technology, supporting key HR areas like workforce administration, payroll, benefits, recruitment, learning, and talent management.

Our highly skilled employees are dedicated to HR excellence through strategic business consulting, outsourcing services, systems integration and best-of-breed software solutions.

The Northgate Group is owned by private equity company Kohlberg Kravis Roberts (KKR) and currently employs over 6,500 staff.

PLEASE NOTE: Prices are exclusive of VAT. Dates and rates are correct at the time of printing but could be subject to change. We will ensure that courses are rescheduled, so as not to inconvenience anyone. Any new courses developed in 2011 will be included in our regular schedules along with any changes. It is possible to schedule training outside the published schedule providing there is demand. For details please contact the training enquires team.

Training Services Enquiries:

Telephone:
**08707
552590**

Email:
Empower: empowerhrtrainingenquiries@ngahr.com
Pse: psetrainingenquiries@ngahr.com
Payplan: payplantrainingenquiries@ngahr.com
Optimum: optimumtrainingenquiries@ngahr.com
Online learning: online-learning@ngahr.com

All courses are available on request. If any of the scheduled dates are unsuitable we will endeavour to schedule another course to meet your requirements. Please contact the training team for further details.

Venue Key Code: LU = Luton L = London B = Bristol P = Peterborough

Note Key Code: D = Scheduled on demand P = Pre-requisite
☐ = Special Offer £320+vat

Empower		Days	Price	Note	April - 11				May - 11				June - 11				July - 11			
					LU	B	L	P	LU	B	L	P	LU	B	L	P	LU	B	L	P
P32 INTV2	Personnel Version 2 Essentials	1	£355	D																
P32 INTRO	Personnel Version 3 Essentials	1	£355	D																
P32 INTV4	Personnel Version 4 Essentials	1	£355																	6
P32 DAILY	Everyday Empower Personnel	1	£355			14				6				30						5
P32 INSET	Organisation & Setup	1	£355			1				17								1	19	
PY32 ESS	Payroll Version 5 Essentials	2	£710											14						
R32 INTRO	Recruitment Essentials	1	£355											8						
T32 INTRO	Training Essentials	1	£355			13								21						27
32 REPS L1	Essentials to Reporting	2	£710	P		19				24								21		
32 REPS L2	Enhanced Reporting	1	£355	P										7						
32DOC2007	Documentation Essentials 2007	1	£355	D, P			28													
HR SETUP	HR Set up and Function	1	£355	P										30						
HR SEC	HR Security	1	£355	P						4								1		
ASDESIGN	Advanced System Design	2	£1200	D,P																
ASID	Advanced System Imports	2	£1200	D,P																
ASCP	Advanced System Processes	2	£1200	D,P																
32 BPD	Business Process Design	1	£355	P		13								28						
ITOVVIEW	Overview for IT	1	£355	D																
MGTOVERV	Overview for Management	1	£355	D																
EM001	Empower Me Setting Up Self Service	1	£355																	

PS Enterprise		Days	Price	Note	April - 11			May - 11			June - 11			July - 11						
					LU	L	P	LU	L	P	LU	L	P	LU	L	P				
P1PE	Payroll Essentials	1	£355	D																
P1MP	Maintaining Payroll	1	£355	D																
P1DABS	Defining Absence Management	1	£355	D																
P1EABS	Absence Management Essentials	1	£355	D																
P1HE	HR Essentials	1	£355	D					9											
P1MHR	Maintaining HR	1	£355	D																
P1WBKS	Essentials to Workbooks	1	£355	D																
P1HSE	Health and safety Essentials	1	£355	D																
P1RE	Recruitment Essentials	1	£355	D																
P1DR	Defining Recruitment	1	£355	D																
P1TE	Training Essentials	2	£710	D																
P1OBF	Business Fusion-Overview	1	£600	D																
P1DBF	Developing Business Fusion	4	£2400	D																
P1SA	System Administration-Security & Audit	1	£355	D																
P1DW	System Administration-Designing Windows	1	£355	D																
P1BUSP	System Administration-Business Plans	1	£355	D																
P1PSV	System Administration-Designing PSVs	1	£355	D, P																
Cognos																				
IMP152	Impromptu Reporting with PSe	2	£710									4	26							12
IMP156	Advanced Impromptu Reporting with PSe	2	£710	P											23					
IMP157	Impromptu Reporting With PSe Training	1	£355	D																
IMP155	Building Impromptu Catalogs with PSe	1	£355	D																

Payplan		Days	Price	Note	April - 11			May - 11			June - 11			July - 11						
					LU	B	L	LU	B	L	LU	B	L	LU	B	L				
PP002	Payplan-Administrators	2	£710	P					10			23								19
PP003	Payplan-Basic Operators	2	£710							16			28	12						26
PP004	Payplan-Query Training	1	£355	P					23				30							29
PP005	Paygate	1	355	D																

Optimum		Days	Price	Note	April - 11		May - 11		June - 11		July - 11	
					P	L	P	L	P	L	P	L
OPT001	Day to Day Operations	1	£355					16				7
OPT002	Setup and Maintenance-Introduction	1	£355					26		14		
OPT003	Setup and Maintenance-Advanced	Coming Soon										
OPT011	Optimum Reporting-Introduction	1	£355							9	21	
OPT021	Roster Configuration-Introduction	1	£355									
OPT022	Roster Configuration-Intermediate	Coming Soon										
OPT023	Roster Configuration-Advanced	Coming Soon										

Generic		Days	Price	Note	April - 11		May - 11		June - 11		July - 11	
					P	L	P	L	P	L	P	L
ASSESSA	Assessa	1	£355	D				6				8
TTT	Train the Trainer	3	£1800	D								