



JANUARY-JUNE 2018 CLASSROOM TRAINING GUIDE

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	JAN	FEB	MAR	APR	MAY	JUN			
PROFESSIONAL BASICS							ALSO AVAILABLE ON THE BGL LEARNING CHANNEL	TIME: 09:00-13:00	CPE HOURS 4
MELBOURNE		15	15	12	10	14	<ul style="list-style-type: none"> • Migration from Simple Fund Desktop • Administration, navigation and help • Setting up connected services • Uploading a CSV file • Processing current year transactions • Transaction matching • Tax related transactions 	<ul style="list-style-type: none"> • Period compliance • Preparing financial statements & reports • Customising letters and documents • Setting up a new SMSF from the fund's financial statements • Creating a badge • Entering a distribution statement • Recording a lump sum payment 	
SYDNEY		8	8	5	3	7			
BRISBANE		22				17			
PERTH			1		24				
ADELAIDE			22						
PROFESSIONAL ADVANCED							ALSO AVAILABLE ON THE BGL LEARNING CHANNEL	TIME: 13:30-17:30	CPE HOURS 4
MELBOURNE		15	15	12	10	14	<ul style="list-style-type: none"> • Setting up a new fund • Recording a lump sum rollin • Setting up your Bank Data Service • Setting up your Share Data Pack • Commencing a pension • Recording property acquisitions • Setting up SBR Lodgement • Bank Data processing 	<ul style="list-style-type: none"> • Creating transaction matching rules • Recording contributions • Recording tax related transactions • Processing corporate actions • Processing pension commutations • Dividend/distribution reinvestments • Financial year end compliance • Using the actuarial certificate wizard 	
SYDNEY		8	8	5	3	7			
BRISBANE		22				17			
PERTH			1		24				
ADELAIDE			22						
PROFESSIONAL PENSIONS							ALSO AVAILABLE ON THE BGL LEARNING CHANNEL	TIME: 09:00-13:00	CPE HOURS 4
MELBOURNE		16	16	13	11	15	<ul style="list-style-type: none"> • Asset Segregation • XML uploads • Contribution Splitting • Depreciation • Foreign Investment Purchases 	<ul style="list-style-type: none"> • Super Reform changes • CGT Reset • Report Reconciliation • Transfer Balance Dashboard • Transfer Balance Account 	
SYDNEY		9	9	6	4	8			
BRISBANE		23				18			
PERTH			2		25				
ADELAIDE			23						

	JAN	FEB	MAR	APR	MAY	JUN			
ESSENTIALS							ALSO AVAILABLE ON THE BGL LEARNING CHANNEL	TIME: 09:00-15:00	CPE HOURS 6
MELBOURNE		14	14	11	9	13	<ul style="list-style-type: none"> • Migrating from CAS Desktop • Setting up CAS 360 using the ASIC Portal • CAS 360 alerts and notifications • Adding companies to CAS 360 • Officer changes • Share allotments and transfers • Alloting shares held in trust • Setting up joint members 	<ul style="list-style-type: none"> • Processing Annual Reviews • Changing addresses for companies, officers and members • Combining multiple company changes on a single ASIC form. • Document tracking and lodgement • Navigation and help • CAS 360 settings • Email settings 	
SYDNEY		7	7	4	2	6			
BRISBANE		21				16			
PERTH		28			23				
ADELAIDE			21						



BGL LEARNING CHANNEL

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SAVE THE DATE



- Sydney • 31.07.2018 •
- Brisbane • 01.08.2018 •
- Adelaide • 07.08.2018 •
- Perth • 08.08.2018 •
- Melbourne • 14.08.2018 •

TERMS & CONDITIONS

Simple Fund 360 4 Hour Courses

\$385.00 inc GST. first participant, per course.
\$363.00 inc GST. additional participants, must be attending the same course on the same day as the first participant.

CAS 360 6 Hour Course

\$495.00 inc GST. first participant, per course.
\$473.00 inc GST. additional participants must be attending the same course on the same day as the first participant.

Payment is required for confirmation of your registration.

Cancelling / Transferring Course

Registrations can be transferred to another date, cancelled or transferred to a different attendee when you give BGL 48 hours notice before the scheduled course.

Full fees will apply for cancellations within 48 hours or no shows at the scheduled course.

Minimum Number of Attendees

BGL reserves the right to cancel or move training courses where 5 participants have not registered. In the event a training course is cancelled, clients registered for the course will have the option to transfer to another course or receive a refund of course fees.

Course Materials

BGL will provide printed training manuals for you at the course.



Melbourne

BGL Corporate Solutions
Suite 2, 606-608 Hawthorn Road
Brighton East VIC 3187



Adelaide

Express Training Connections
Suite 504, Level 5, 38 Gawler Place
Adelaide SA 5000



Brisbane

BGL Training Centre
Level 2, 490 Upper Edward Street
Spring Hill QLD 4000



Sydney

BGL Training Centre
Suite 603, Level 6, 44 Miller Street
North Sydney NSW 2060



Perth

ATI-Mirage
Level 1, Cloisters, 863 Hay Street
Perth WA 6000