



Applied Education

Take control of Payroll, GST, FBT and Salary Packaging in your business

To the Payroll / Office Manager

Affordable high
impact 1 day
courses to manage
your business more
effectively

Register now for these practical, hands on one day courses in Perth

If your business manages its own payroll, taxation procedures or salary packaging, the cost of not having the most up-to-date information could be damaging. Our high impact courses in Payroll Administration in Australia and Salary Packaging are the perfect solutions for bringing your team up to speed swiftly and affordably. Should you have more than 4 staff members interested in attending one of our courses, we are able to deliver a customised group training course. Please contact us for more details.

Our courses at a glance.

Payroll Administration in Australia

The legal obligations surrounding payroll and taxation place a significant burden on every employer - but getting on top of this vital area is easier than it seems. These are just some of the topics covered by this essential course:

- Deductions
- Awards and minimum conditions
- Allowances
- ATO reporting and payment obligations
- National Employment Standards and the Fair Work Act
- Superannuation
- Paid Parental Leave

Salary Packaging, FBT and Remuneration Management

The common myth is that only senior executives benefit from salary packaging - but nothing could be further from the truth. With the highest demand for skills seen in Australia in over 30 years, salary packaging is an essential tool for maximising the value of remuneration to the employee, while minimising the costs to the employer. This course provides an intensive briefing on the state of the art in remuneration management for staff at all levels.

- Salary packaging and FBT basics
- Give your employee's \$\$\$ more in pay
- A practical guide to the extensive list of packaging benefits to offer your staff
- Packaging motor vehicles to save \$\$\$
- We bust the myth that packaging is for high income earners only!

Termination of Employment

This workshop is designed to ensure that you are meeting your obligations to your employees upon termination. It covers everything you need to know in relation to Termination Law, unfair dismissal, redundancies and more.

GST and BAS Workshop

In order to allow for the correct preparation of the BAS's 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.

Payroll Administration in Australia - 1 Day

This one day course offers an effective way of gaining the knowledge on payroll preparation and taxation procedures. Learners will be empowered to become more accurate and productive.

This course is suitable for anyone wishing to update their payroll skills or interested in gaining recognition of their payroll skills to enhance employment opportunities

Course content:

- What's new in 2011-2012
- Procedures and forms for new employees
- Allowances
- Payroll tax
- Deductions e.g. employee purchases, child support
- When to withhold PAYG and current ATO thresholds
- Fringe Benefits Tax
- ATO reporting and payment obligations
- Superannuation (Super Guarantee)
- Annual leave and termination payments
- Workers' compensation
- National Employment Standards and the Fair Work Act
- Reporting payroll information on your BAS and Activity Statements

The course is suitable for:

Staff working in Payroll, Bookkeeping, Human Resources, Accounting and Administration. No prior knowledge of payroll is required.

What is included?

Participants receive a detailed manual with examples, an Excel leave calculation spreadsheet and free subscription to our monthly financial newsletter.

Course costs:

The total cost per participant for the course is \$399. This includes course materials, morning/afternoon tea and lunch.

Duration:

Our 1 day course is run from 9am-4pm.

YOUR DAY AT A GLANCE

8.45am	Register. Coffee - Tea
9.00am	TFN Declarations
9.30am	Awards, minimum conditions
10.00am	Tax Calculation, Deductions
10.30am	Morning Tea. Light Refreshments
10.45am	Allowances, Bonus, Commissions.
11.30am	PAYG Variations, Negative Gearing, FBT Overview
12.00	Lunch
1.00pm	Superannuation
1.45pm	Workcover
2.15pm	Afternoon Tea
2.30pm	Leave Calculation
2.45pm	Year End procedures
3.30pm	Payroll Tax
3.45pm	Payment Summaries and BAS
4.00pm	Handouts, course completion

GST and BAS Workshop - 1/2 Day

This course offers learners insight into the preparation of BAS based on in depth GST knowledge. It will also introduce learners to other areas of BAS such as PAYG withheld and instalments.

Course content:

- What is GST?
- How the GST system works
- Registering for GST
- Taxable sales
- GST-free sales
- Input taxed sales
- Partly taxable sales (or mixed supplies)
- Issuing tax invoices
- Claiming GST credits
- Adjustments
- Correcting GST mistakes
- Record keeping
- FBT and the BAS
- PAYG Withholding
- PAYG Instalments
- Electronic Lodgement Guidelines
- Wine Equalisation Tax
- Luxury Car Tax
- Fuel Tax Credits

The course is suitable for:

All staff involved in BAS preparation.

What is included?

Participants receive a detailed manual with examples and a free subscription to our monthly newsletter.

Course costs:

The total cost per participant for the course is \$249. This includes course materials and afternoon tea.

Duration:

Our ½ day course is run from 1pm-4pm.

Can't attend any of our classroom courses? Most of our courses are available on DVD.

Our DVDs are instructor led and include manuals.

See the back page for order form and pricing.

All courses available on DVD including manual. See back page for order form and pricing.

Salary Packaging and FBT - 1 Day

This high value course shows learners how every organisation can take advantage of Salary Packaging strategies. Employees on all income levels can save money by utilising Salary Packaging. Employers need to recognise the potential to attract, recruit and retain staff and employees in turn, are given the opportunities to structure their remuneration to their personal needs.

Course content:

- Understanding the legislative framework of Fringe Benefits Tax
- Employment costing model and industry standards for salary packaging
- Benefits exempt from tax
- Employers guide to salary sacrifice superannuation
- Concessional organisations
- The complete guide to motor vehicle salary packages
- Remote areas and relocation benefits
- Administration options in packaging
- Examination of example packages
- The effect on payment summaries and employees overall tax position

The course is suitable for:

Staff working in Payroll, Bookkeeping, Human Resources, Accounting and Administration. No prior knowledge of Salary Packaging is required.

What is included?

Participants receive a detailed manual with examples and a free subscription to our monthly newsletter.

Course costs:

The total cost per participant for the course is \$399. This includes course materials, morning/afternoon tea and lunch.

Duration:

Our 1 day course is run from 9am-4pm.

Terminations Workshop - 1/2 day

This course is designed to ensure that learners are meeting the obligations to their employees upon termination of employment. Hands-on examples and real life examples are covered during the course.

Employer Termination Payments

- Types of ETP's
- PAYG calculations on ETP's
- Termination payment documentation
- Payment Summary
- Transitional ETP's

Terminations Law

- Payments in Lieu of Notice

Normal Terminations

- Long Service Leave
- Annual Leave

Other Terminations

- Redundancy
- Payment upon the death of an employee
- Early retirement
- Invalidity

The course is suitable for: Staff working in Human Resources.

What is included?

Participants receive a detailed manual with examples and a free subscription to our monthly newsletter.

Course cost:

The total cost per participant for the course is \$249. This includes course materials and morning tea.

Duration:

Our ½ day course is run from 9am-12noon.

Why choose Applied Education?

- Flexible study options (online, classroom and on-site group training)
- Hints and tips from the experts
- Interactive and engaging training
- Experienced RTO accredited by the Training Accreditation Council
- State- of-the-art CBD located training facilities
- Qualified trainers
- Free ongoing email support

YOUR DAY AT A GLANCE

- 8.45am Register. Coffee - Tea
- 9.00am Introduction to Fringe Benefits Tax
- 10.00am Packaging Scenarios - Laptop
- 10.30am Morning Tea. Light Refreshments
- 10.45am Exempt Benefits
- 11.30am Motor Vehicles
- 12.00 Lunch
- 1.00pm Meals, Entertainment, relocation remote area's
- 2.15pm Afternoon Tea
- 2.30pm Other Benefits
- 3.15pm Reportable Fringe Benefits Payment Summaries
- 3.30pm FBT Exempt and Rebatable Organisations
- 4.00pm Handouts, course completion



