Programme Co-ordination checklist

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	Quality Controlled by:	Ravin Rughoonandan		
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1. Change Control

Version	Author of Change	Date	Details of Change
2019.01	Gerhard van der Berg	July 2019	Creation of Assessment policy.

2. Record of Approvals

Level*	Committee Name	Date
1	Ravin Rughoonandan (Content Design Manager)	July 2019
2	Pragasen Moodley (Director, Learning Services AME)	July 2019
3	Candice Govender (Legal Director, AME)	July 2019
4	Pieter Bensch (Executive Vice President, AME)	July 2019

* Level of approval

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3. Accounting Training

Step	Details	Checked
1	Request for a classroom course or onsite training received from Learning Sales Advisor	
2	Suitable Trainer sourced and allocated	
3	Dates sourced and recorded on the Trainers Excel spreadsheet where the Accounting Trainers availability is tracked / and flow of courses is recorded	
4	For EM/300/CRM course requests, the course is scheduled on the Excel online schedule in addition	
5	Course created on NetAdmin for EU/Partner courses for booking purposes	
6	For onsite training, the event is recorded on the Trainer Excel spreadsheet, Excel Online and CRM	
7	Room allocated and reserved on CRM for classroom training	
8	Manuals ordered from Supplier	
9	For classroom training, catering requirements are sourced from booking platforms (CRM/Netadmin/Excel Online) and sent through to relevant Caterers	
10	Registers are prepared on 'One Sage' Register templates per classroom and for onsite training requests	
11	Should additional training aids (projector, external hard drives, USB's, Zoom Camera) be required for a specific classroom course or onsite course, these requests are recorded and reserved (on main Excel spreadsheet)	
12	For onsite training requests, where travel needs to be arranged, depending on the arrangement with the customer, the client will book airfare, accommodation, car hire, or be billed for km's, alternatively, the Trainer will book on the Thompsons portal the relevant travel required and claim back km's on road travel when their own vehicle is used	

4. Payroll & HR Training

Step	Details	Checked
1	Request for a classroom course or onsite training received from Learning Sales Advisor	
2	Suitable Trainer sourced and allocated	
3	Dates sourced and recorded	
4	Course created on CRM for EU/Partner courses for booking purposes	
5	Room allocated and reserved on CRM for classroom training	
6	Manuals ordered from Supplier	
7	For classroom training, catering requirements are sourced from booking platform (CRM) and sent through to relevant caterers	
8	Registers are prepared on 'One Sage' Register templates per classroom and for onsite training requests	
9	Should additional training aids (projector, external hard drives, USB's, Zoom Camera) be required for a specific classroom course or onsite course, these requests are recorded and reserved	
10	For onsite training requests, where travel needs to be arranged, depending on the arrangement with the customer, the client will book airfare, accommodation, car hire, or be billed for km's, alternatively, the Trainer will book on the Thompsons portal the relevant travel required and claim back km's on road travel when their own vehicle is used	

5. Contacts

Should you have any questions about the content of this policy please contact the training department via email: Training.Za@sage.com.