



Training Material & Assessment Prices

- Prices include the assessment fee
- Assessments are mandatory and will be charged to the ATC up front and cannot be credited
- No refunds / credits will be given for training material and assessments ordered
- Prices include VAT

Don't have time to attend Class-Room Training?

Enquire about our self-study options available

Course material

All course material and assessment/s is included in the classroom course fee and self study kit. Learners may be required to bring their own consumable items such as a writing pad, pens etc to classroom training.

Assessments & certification

- Assessments are mandatory in order to obtain certification for attending a course.
- The pass mark for an assessment is **75%**.
- **The assessment fee has been included in the classroom training and self study kit fees.**
- Assessments are all web-based, which means the student requires a PC with adequate internet access to write the assessment.
- Students have **6 months** in which to write their assessments from the day they attend the training or when they receive their self study training kits.
- Penalties will be charged for students who miss the 6 month deadline. **No extensions will be granted after missing the penalties deadline. Students would need to re-attend the course.**
- Students have the option to write their assessment the day after the training at their Pastel Authorised Training Centre (ATC).
- However, should the student choose to write their assessment at another Pastel ATC, or come back at a later stage to write their assessment, the ATC reserves the right to charge them for administration and PC / internet usage fees at their discretion.
- **Refresher & Bridging accreditation assessments will be based on the previous and current version.**
- Certificates will be posted via normal post to students. **Please ensure that you postal address is correct when filling in your details on the training zone.**
- Pastel will charge for certificate reprints with spelling mistakes and/or incorrect postal address.

Duration & time

- Contact Pastel Accounting for the duration, dates, times and course fees in your area.
- Training starts at 09h30 sharp and finishes at 16h00.
- Times may change to suit students and more time may be allocated if need be.
- Delegates arriving after 09h30 for training will not be allowed to attend training and will not be refunded the course fee.

Should you have any dietary preferences i.e. vegetarian, halaal, kosher etc. please notify the Training Department before the course commencement date. Changes cannot be made after the training commencement.



Payment

Payment for training must be made 72 hours after booking for training has been made.

- Prices include VAT.
- Prices are subject to change without notification.
- No BP, VAR or i-forum discount is applicable to self study kits or assessments.
- Prices exclude courier fees for self study kits.
- Payment is required when submitting the booking form.
- No cancellations will be accepted. The full course fee will be charged – although substitutions may be made.
- Pastel reserves the right to cancel any course should there be an insufficient number of delegates booked for a course.
- Seats are allocated on a first come, first serve basis and are secured on receipt of payment and booking forms only within 3 days of booking.

Course outlines

The course outline for each Pastel course is not necessarily the order in which the course will be taught.

Postponements:

- Postponements must be faxed and/or emailed to the Training Department at least 10 working days prior to the course commencement date. A postponement can only be confirmed if we are advised in writing.
- Only one postponement will be allowed, after which the course will be considered as attended.
- Course postponements need to be utilized within a period of 3 months of original postponement
- A postponement fee will be charged per delegate

Absent Delegates:

In the event that a delegate does not arrive for the course and no written confirmation was received and confirmed, the full course fee will be payable.



Training Course		No of Days	Assessment Price for re-write	Self-Study Manual Price	Suggested Classroom Training Fee
PASTEL EVOLUTION VERSION 6.60	Pastel Evolution Bridging	0.5	R 299	R 599	R 1 299
	Pastel Evolution General Ledger	1	R 399	R 799	R 1 999
	Pastel Evolution Accounts Receivable	1	R 399	R 799	R 1 999
	Pastel Evolution Accounts Payable	1	R 399	R 799	R 1 999
	Pastel Evolution Inventory	1	R 399	R 799	R 1 999
	Pastel Evolution Order Entry	1	R 399	R 799	R 1 999
	Pastel Evolution POS	0.5	R 299	R 599	R 1 299
	Pastel Evolution Fixed Assets	1	R 399	R 799	R 1 999
	Pastel Evolution Annuity Billing	0.5	R 299	R 599	R 1 299
	Pastel Evolution BOM & Manufacturing	0.5	R 299	R 599	R 1 299
	Pastel Evolution Job Costing	0.5	R 299	R 599	R 1 299
	Pastel Evolution Serial Number Tracking	0.5	R 299	R 599	R 1 299
	Pastel Evolution Linked Accounts	0.5	R 299	R 599	R 1 299
	Pastel Evolution Multi-Warehousing	0.5	R 299	R 599	R 1 299
	Pastel Evolution Pricing Matrix	0.5	R 299	R 599	R 1 299
	Pastel Evolution Lot Tracking	0.5	R 299	R 599	R 1 299
	Pastel Evolution Bank Manager	0.5	R 299	R 599	R 1 299
	Pastel Evolution Cash Manager	0.5	R 299	R 599	R 1 299
	Pastel Evolution Credit Control	0.5	R 299	R 599	R 1 299
	Pastel Evolution Branch Accounting Processing	0.5	R 299	R 599	R 1 299
	Pastel Evolution Retail Till Applications (cashiers only)	0.5	R 299	R 599	R 1 299
	Pastel Evolution Multi-Currency	0.5	R 299	R 599	R 1 299
	Pastel Evolution Sales Force Automation	0.5	R 299	R 599	R 1 299
	Pastel Evolution Contact Management	1	R 399	R 799	R 1 999
Pastel Evolution Procurement	0.5	R 299	R 599	R 1 299	
Pastel Evolution PCI M1: Practitioner	5	R 799	R 1 999	R 6 999	



Training Course		No of Days	Assessment Price for re-write	Self-Study Manual Price	Suggested Classroom Training Fee
MY BUSINESS ONLINE	My Business Online	0.5	R 280	R 599	R 799
MY BUSINESS VERSION 2	My Business	0.5	R 280	R 599	R 799
PASTEL XPRESS VERSION 11	Pastel Xpress Processing	2	R 320	R 699	R 2 499
	Pastel Xpress	3	R 340	R 799	R 3 499
PASTEL PARTNER VERSION 11	Pastel Partner Processing	2	R 320	R 799	R 2 999
	Pastel Partner Intermediate	4	R 380	R 999	R 4 999
	Pastel Partner Advanced	2	R 320	R 799	R 2 999
	Pastel Partner Manufacturing	0.5	R 280	R 599	R 999
	Pastel Partner POS	0.5	R 280	R 599	R 999
	Pastel Partner Multi-Currency	0.5	R 280	R 599	R 999
	Pastel Partner Receipting	0.5	R 280	R 599	R 999
	Pastel Partner Serial Number Tracking	0.5	R 280	R 599	R 999
	Pastel Partner Bank Manager	0.5	R 280	R 599	R 999
	Pastel Partner Cash Manager	0.5	R 280	R 599	R 999
	Pastel Partner Time & Billing	0.5	R 280	R 599	R 999
	Pastel Partner GL Manager	0.5	R 280	R 599	R 999
	Pastel Partner Multi-Stores	0.5	R 280	R 599	R 999
	Pastel Partner Fixed Assets	1	R 300	R 599	R 1 599
	Pastel Partner Year End	0.5	R 280	R 599	R 999
	Pastel Partner PCI M1: Practitioner	5	R 400	R 1 698	R 5 999
Pastel Xpress / Partner V11 Bridging	0.5	R 280	R 599	R 999	