



Information Enterprises Australia Pty Ltd

Unit 4 Upper Level
201 High Street
Fremantle WA 6163
Tel: (08) 9335 2533
Fax: (08) 9335 2544
Email: training@iea.com.au

TRIM CONTEXT TRAINING

Information Enterprises Australia Pty Ltd (IEA) is now offering TRIM Context training in the following modules:

- Administration Course 2 days
- Power Users Course 2 days.
- Desktop Users Course 1 day.
- Train the Trainer Course 1 day.
- Archiving Course ½ day.
- Workflow Course ½ day.

Courses are available in TRIM Context 6.1 and 6.2

There are two options for training – **Generic TRIM Context Training** held on site at IEA's training room or **Tailored TRIM Context Training** held onsite at the client's work place.

Generic TRIM Context Training

These courses are held onsite at IEA's training room at scheduled times throughout the year. Our trainers use a generic dataset which conforms to the recommendations of ISO/AS 15489 Standard on Records Management. The course consists of explanation and demonstration, hands on exercises. Included are a course book/notes and morning and afternoon tea

Tailored TRIM Context Training

These courses are held onsite at the client's work place. Our trainers can use a copy of the client's dataset if required and customise the training to their records management system. Our trainers are also able to provide facilitation in the integration of TRIM Context and records management processes. The course consists

of explanation and demonstration, hands on exercises. Included are a course book/notes.

Trainers

IEA's TRIM Accredited Trainers are experienced information and records managers who have worked in private enterprise, state and local government. Of the five trainers available, three have a Certificate IV in Assessment and Workplace Training.

Booking on Courses

Contact Gail E Murphy on (08) 9335 2533 or email gail@iea.com.au

GENERIC COURSE COSTS

| ADMINISTRATION COURSE | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|------------------------------|
| <p>The Administration Course is designed for those who are responsible for setting up and/or maintaining TRIM Context as a working system with Locations, Security, Record Types, and Classifications etc. Typically this person will become a TRIM Context Administrator and may be a Records or Information Manager in an organisation. In order to make the implementation of TRIM Context specific to the needs of the Organisation and simple for users, administrators must spend time planning and designing a system that meets their business needs.</p> | | |
| Duration | Cost Per Person | Participants |
| 2 days 9.00am to 4.30pm each day | \$1,600.00 ex GST \$1,760.00 inc GST | Minimum of 2 Maximum of 5 |

| POWER USERS COURSE (includes Desktop Users Course) | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|------------------------------|
| <p>The Power Users Course is aimed at those who require extensive access to TRIM Context functionality. They normally perform day-to-day updating of meta-data tasks. The kind of TRIM Context user who should attend this course will have Administrator, Information Manager or Information Worker permissions in TRIM.</p> | | |
| Duration | Cost Per Person | Participants |
| 2 days 9.00am to 4.30pm each day | \$1,600.00 ex GST \$1,760.00 inc GST | Minimum of 2 Maximum of 5 |

DESKTOP USERS COURSE

The Desktop Users Course is designed for users who will use either TRIM Context Desktop or Offline Records, which integrate with ODMA Desktop applications. The kind of TRIM Context user who should attend this course will have End User permissions in TRIM.

| Duration | Cost Per Person | Participants |
|------------------|--------------------|--------------|
| 1 day | \$950.00 ex GST | Minimum of 3 |
| 9.00am to 4.30pm | \$1,045.00 inc GST | Maximum of 5 |

TRAIN THE TRAINER COURSE

The Train the Trainer course is for users that will be training internally in Desktop and/or Power. This course is for a person with TRIM Context Administrator or Information Manager permission in TRIM.

Note. Participants must have completed the Administrator Training course and it is recommended that staff have previous experience in training in computer applications, and preferably certification in workplace training or similar.

| Duration | Cost Per Person | Participants |
|------------------|--------------------|--------------|
| 1 day | \$1,200.00 ex GST | Minimum of 3 |
| 9.00am to 4.30pm | \$1,320.00 inc GST | Maximum of 5 |

ARCHIVING COURSE

The Archiving course is designed for users responsible for entering and maintaining retention schedules in TRIM, as well as sentencing and disposing of records within the organisation. This course is for a person with TRIM Context Administrator or Information Manager permission in TRIM.

Note that the TRIM Context Administration course is a prerequisite.

| Duration | Cost Per Person | Participants |
|------------------|------------------|--------------|
| ½ day | \$600.00 ex GST | Minimum of 3 |
| 9.00am to 1.00pm | \$660.00 inc GST | Maximum of 5 |

WORKFLOW COURSE

The Workflow Course is designed for users who will set-up workflow templates and/or use the workflow template to initiate workflow. This course is for a person with TRIM Context Administrator or Information Manager permission in TRIM.

Note that the TRIM Context Administration course is a prerequisite.

| Duration | Cost Per Person | Participants |
|---------------------------|-------------------------------------|------------------------------|
| ½ day 9.00am to 1.00pm | \$600.00 ex GST \$660.00 inc GST | Minimum of 3 Maximum of 5 |

TAILORED TRIM CONTEXT TRAINING**ADMINISTRATION COURSE**

| Duration | Cost | Participants |
|-------------------------------------|--------------------------------------------------------------------------------------------|---------------------|
| 2 days 9.00am to 4.30pm each day | \$3,400.00 plus \$100.00 ex GST per person. \$3,740.00 plus \$110.00 inc GST per person | Maximum of 5 |

POWER USERS COURSE (includes Desktop Users Course)

| Duration | Cost | Participants |
|-------------------------------------|--------------------------------------------------------------------------------------------|---------------------|
| 2 days 9.00am to 4.30pm each day | \$3,400.00 plus \$100.00 ex GST per person. \$3,740.00 plus \$110.00 inc GST per person | Maximum of 5 |

DESKTOP USERS COURSE

| Duration | Cost | Participants |
|---------------------------|-------------------------------------------------------------------------------------------|---------------------|
| 1 day 9.00am to 4.30pm | \$1,700.00 plus \$75.00 ex GST per person. \$1,830.00 plus \$82.50 inc GST per person. | Maximum of 5 |

| TRAIN THE TRAINER COURSE | | |
|---------------------------------|------------------------------------------------------------------------------------------|---------------------|
| Duration | Cost | Participants |
| 1 day 9.00am to 4.30pm | \$1,800.00 plus \$75.00 per person ex GST \$1,980.00 plus \$82.50 per person inc GST. | Maximum of 5 |

| ARCHIVING COURSE | | |
|---------------------------|------------------------------------------|---------------------|
| Duration | Cost | Participants |
| ½ day 9.00am to 1.00pm | \$950.00 ex GST plus \$50.00 per person. | Maximum of 5 |

| WORKFLOW COURSE | | |
|---------------------------|-----------------------------------------------------------------------------------------|---------------------|
| Duration | Cost | Participants |
| ½ day 9.00am to 1.00pm | \$950.00 plus \$50.00 ex GST per person. \$1,045.00 plus \$55.00 inc GST per person. | Maximum of 5 |