sage HandiSoft
Accreditation

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Instructions

Welcome to the HandiSoft Accreditation. We hope you enjoy the training and assessment process and find our education program valuable.

Please read through the form below and complete your contact details with the two signed disclaimers. Return to:

Fax – 08 9446 6776

Email – elearning@sagehandisoft.com.au

To support your education process you will receive a link to download our training files which is a full working version of our current software. Use of the training database will expire on 31/12/16 in line with the expiry of this offer. This link will be provided, along with instructions to access the training and assessment videos in the next email you receive.

Your Details

Student details

Full Name

Email Address

Phone Number

Address

College details

College Name

Student Number

Postcard offer

Please (tick the box)   if you would like to purchase HandiSoft software

Please (tick the box)   if you would like to register for HandiSoft Accreditation

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Online access to HandiSoft Training Videos

Our online Video Courses provide practical tutorials on specific HandiSoft modules and features. We cover the core HandiSoft modules and a variety of topics including the essentials, new processes and time-saving features.

As part of the HandiSoft Accreditation service we are able to provide you with access to the online Training Videos until 31/12/ 2016.

You are required to complete the agreement below to acknowledge that the login details provided to you will be for the sole purpose of accessing and using the online Training videos and no other purpose.

I_____acknowledge that the login details that have been provided to me by HandiSoft are to be used for the sole purpose of accessing and using the online HandiSoft Training Videos.

Student name (Print): _____

Date: _____   Signature: _____

Disclaimer

* The information contained within this HandiSoft Training Video is for illustrative and training purposes only.

* Sage HandiSoft and its employees accept no responsibilities for any act or omission by any person acting in reliance, whether wholly or part upon the information in this HandiSoft Training Video.

Disclosure of Private details

I confirm I am undertaking the Accreditation Program with HandiSoft and grant HandiSoft permission to disclose my contact details to HandiSoft clients for employment referrals. I hereby waive any right or claim for compensation on the release of my contact details.

I understand I can withdraw my consent to the release of my contact details at any time by writing to or emailing HandiSoft at elearning@sagehandisoft.com.au.

Student name (Print): _____

Date: _____   Signature: _____

Please return this signed and completed form to Fax 08 9446 6776 or email elearning@sagehandisoft.com.au. Complete where indicated then print or scan the pdf to email /fax to us.

www.sage.com/au
sales 1800 660 670 facsimile 08 9446 6776
email elearning@sagehandisoft.com.au

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Training Videos

Frequently Asked Questions

Q: What are the recommended computer requirements to watch the videos?
A: All you need is a computer that has audio capability, a broadband internet connection, any latest internet browser software (IE v7 or higher, Firefox, Google Chrome etc) with Flash media compatibility (Flash Player 11 or higher). If you are using IE v9, the compatibility mode needs to be turned on for better viewing.

Q: What is the best screen resolution to ensure I can view the video correctly?
A: The videos are 970 x 650px with a small amount of additional space for a play bar. Therefore we recommend that you view on an appropriate size screen or with an appropriate resolution to see the whole video at once.

Q: Do the videos have audio?
A: Yes, all videos have audio and indeed should not be watched without audio capability. If you find that the audio ends abruptly on a slide please just press rewind and re-watch the slide.

Q: How many times can I watch the same video course?
A: You will be able to view the video an unlimited amount of times until 31 December 2016

Q: Can I get a pdf of the video content (i.e. training manual)?
A: We do not offer any training manuals for our video courses. As you have access to the videos 24/7, it is easy to reference back to them, plus you can replay the video as many times as you require.

Q: Where can I get answers to questions that arise from the videos?
A: Any questions arising from video training can be sent to elearning@sagehandisoft.com.au for a prompt response from one of our Professional Consultants.

Q: How much bandwidth (network speed) will I require to watch the online training courses?
A: Any broadband internet connection should result in a reasonable watching experience.

Q: Can I leave my computer permanently logged in?
A: We highly recommend that you log out once you are done watching the videos. The website will automatically log you out if there has been no activity for 30 minutes.

Assessment Videos

Course Requirements

Before attempting this online assessment you should be able to:

• Operate a computer in a Microsoft Windows operating system environment

• Use a computer with a mouse, keyboard and speakers or headset attached

• Have a broadband connection to the internet

• Have an excellent working knowledge of the HandiSoft module you are being assessed in

Accreditations are based on the video training curriculum and it is recommended that these are studied before attempting each assessment. However if you feel you have a comprehensive understanding of the module you are attempting, you may attempt it without consulting this material.

The Course

- Accreditations are a 45 minute online assessment, for each of HandiLedger, HandiTax and Document Manager
- An 80% pass mark is required
- On passing the required assessments for each module an accreditation certificate will be sent to you.

Frequently Asked Questions

Q: What are the recommended computer requirements to watch the videos?
A: All you need is a computer that has audio capability, a broadband internet connection, any latest internet browser software (IE v7 or higher, Firefox, Google, Chrome etc.) with Flash media compatibility (Flash Player 11 or higher)

Q: Can I use the back and forward buttons in the internet browser?
A: No, we recommend that you only use the navigation tools within the webpages and videos themselves, using the back and forward buttons could result in your assessment result not being recorded.

Q: What is the best screen resolution to ensure I can view the video correctly?
A: The videos are 970 x 650px. Therefore we recommend that you view on an appropriate size screen or with an appropriate resolution to see the whole video at once.

Q: Do the videos have audio?
A: Yes, all videos have audio and indeed should not be watched without audio capability. Where applicable please wait until the audio is finished before completing a task.

Q: My certificate didn't print.
A: Following your successful completion of the assessment you will receive an official certificate.

Q: How many times can I do the assessment?
A: You are allowed three attempts at the video assessment, after this time the assessment will be marked as 'Inactive'.

Q: What if I have problems viewing or accessing the assessments?
A: Any questions arising from the accreditation process can be sent to elearning@sagehandisoft.com.au for a prompt response from one of our Professional Consultants. There is a link to this email address on the assessment page.

Q: How much bandwidth (network speed) will I require to partake in the online assessments?
A: Any broadband internet connection should result in a reasonable watching experience. As the assessment cannot be paused or saved to the point you are up to we strongly suggest you have a reliable internet connection before commencing.

Q: What does it mean if my assessment is 'inactive'?
A: The status of inactive can occur for several reasons:

- The assessment has expired – all assessments are valid until 31/ 12 /2016
- The assessment has been passed
- The assessment has been failed on three attempts

Q: How long does it take to complete an assessment?
A: There is a 45 minute time limit. You will be advised at the beginning of the video of the time limit and there is a countdown timer at the top right of the video. At the end of your time you will automatically be taken to the end of the assignment.

Q: What is the pass mark?
A: The pass mark is 80%.