



Educating

Join over 250 acadami-trained Electronic Document Associates

"There is a great need for professional development within Transaction Document Production."

Are your employees...

- making mistakes and poor decisions?
- unaware of industry best practices and risk pitfalls?
- not ready for upcoming market trends?
- hampered by limited industry vocabulary?
- not motivated to stay for the long haul?

Your employees need to...

- understand risk associated with privacy, security, and chain-of-evidence
- produce better work-products faster by applying their knowledge of the entire workflow
- motivate the team by understanding the process and their role

Through the *acadami* courses offered by **the document institute** in Australasia, your staff can better achieve these goals and receive the highest level of instruction and industry-recognised accreditation.

Knowledge drives productivity

Our accredited education for transaction document professionals focuses on core technologies and practices.

We empower your staff to achieve higher levels of productivity, efficiency, and quality; mitigating risk and improving morale.

Xplor International Electronic Document Professional program

The newly revised **EDP** program recognises knowledgeable, professional, and expert people in the electronic document industry. The *acadami* program addresses two of the three accreditation levels (**EDA** & **EDP**), which allows employers to benchmark staff against industry standards.

The courseware is current, relevant, and supplier-neutral on technologies, processes, and methods of deployment.

Successful students are awarded their Transaction Document Specialist certificate, and complete the education requirements for Xplor International's Electronic Document Associate (EDA) accreditation.



What do your employees know about transaction document production?

Have them take the *acadami* equivalency exam to find out:

www.acadami.org/equivalency-exam

Who has already benefited?

- | | |
|-------------|-------------------------|
| ■ Symcor | ■ Lloyds Banking Group |
| ■ CIBC | ■ Bank of Canada |
| ■ Citigroup | ■ Insurance Corp. of BC |
| ■ Sefas | ■ Ontario Government |
| ■ Ricoh | ■ Pitney Bowes |
| ■ Doxim | ■ Crawford Technologies |
| ■ HP | ■ Canada Post Corp. |
| ■ AMP | ■ PostConnect |

acadami Transaction Document Specialist® School

Through this 3-course, 5-day assessed program, employers can ensure that their staff understand the concepts and vocabulary required for their job.

Many have seen dramatic improvements in team efficiency and engagement.

This program is CEU-certified by Xplor International and focuses on the core education needed to understand transaction document production and development processes.

Transaction Document Production

This two-day course provides critical information and history for each of the process steps along the transaction document production workflow from "data to delivery".

Document Systems Lifecycle

This two-day course focuses on the planning, development, and operational phases of a document system. We look at who participates in each stage, stakeholder roles, project management, the tasks and activities involved, and the documentation produced.

Transaction Document Best Practices

This comprehensive one-day course brings Production and Lifecycle together. We identify and review the latest practices and technologies for each of the steps for transaction document production and distribution, as well as compare and contrast with less effective or inefficient ways of getting the job done.

the document institute

E. educating@documentinstitute.com

W. www.documentinstitute.com

T. +61 (0)3 8541 7315