Transaction Document Specialist® School
by *acadami*

Course Schedule (4th quarter 2014)

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Through this 3-course training program, employers can ensure that their staff understand the concepts and vocabulary required for their job. This program is CEU-certified by Xplor International and focuses on the core education needed to understand transaction document production and development processes.

Successful students are awarded their Transaction Document Specialist certificate, and can qualify for Xplor International's Electronic Document Associate (EDA) or Electronic Document Professional (EDP) accreditation.

- **Document Production Workflow.** 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.

- **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 ways of getting the job done.

Document Production Workflow	Scheduled Dates	Price
• Melbourne VIC, Australia	29-30 Oct 2014	A$1,900
• Auckland, New Zealand	6-7 Nov 2014	NZ$2,185
• Sydney NSW, Australia	3-4 Dec 2014	A$1,900

Document Systems Lifecycle*	Scheduled Dates	Price
• Melbourne VIC, Australia	11-12 Nov 2014	A$1,900
• Auckland, New Zealand	25-26 Nov 2014	NZ$2,185
• Sydney NSW, Australia	9-10 Dec 2014	A$1,900

Document Production Best Practices*	Scheduled Dates	Price
• Melbourne VIC, Australia	13 Nov 2014	A$1,100
• Auckland, New Zealand	27 Nov 2014	NZ$1,265
• Sydney NSW, Australia	11 Dec 2014	A$1,100

Transaction Document Specialist School (all 3 courses)	Scheduled Dates	Price
• Melbourne VIC, Australia	29-30 Oct, 11-13 Nov 2014	A$3,900
• Auckland, New Zealand	6-7 & 25-27 Nov 2014	NZ$4,485
• Sydney NSW, Australia	3-4, 9-11 Dec 2014	A$3,900

Introduction to the Document Production Workflow	Dates	Price
• Australia (Melbourne, Canberra, Sydney, Brisbane, Adelaide)	*1-day as requested*	*POR*
• New Zealand (Auckland, Wellington, Taranaki, Christchurch)	*1-day as requested*	*POR*

Dates and venues subject to change   * Course has pre-requisites

The above indicative prices are per student and subject to change and exclude Australian GST

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. Our courses comply with most corporate training program funding guidelines:

- Students must pass all three exams to graduate
- Course content leads to industry accreditation
- Student records managed using SCORM 1.2.