



tcm 7 venue training for 2012

– includes training dates and booking form

Updated: 3 May 2012

Classroom training is undertaken at our Miller Street offices in North Sydney and at our Melbourne offices in Spencer Street, West Melbourne. Training is from 10.00am until 4.00pm. Details on making a booking are given on page [3](#).

The training dates below are subject to amendment if sessions become fully booked or cancelled due to insufficient bookings. As amendments are made, this document will be updated during 2012 as sessions are cancelled or new dates added. Updates will be posted on the [tcm bulletin board](#).

Prior to booking, it is recommended that course outlines be obtained to ensure that the content is the most appropriate for the participant(s). Outlines are available by contacting tcm – see page [3](#).

Module 07 – planning for tcm 7

Designed for organisations using the previous version 6 of The Care Manager which are planning the move to tcm 7.

The session provides an overview of the software and the tasks and issues involved in the transition to tcm 7 such as technical requirements, data migration, configuration, testing, business processes and training.

This session is suitable for department managers, care managers and tcm database administrators who will be involved in the upgrade project. The workshop does not have a particular IT focus and technical issues surrounding installation and data migration are not covered in any depth.

Melbourne

Tue 6 March

Wed 23 May – not available

Tue 24 July

Wed 17 October

Sydney

Wed 15 February

Thu 19 April – Cancelled

Tue 5 June – not available

Wed 19 September

Module 08 – tcm 7 advanced (super user) workshop

Aimed at users who have been using tcm 7 for some time and who have a solid grasp of the fundamentals. The session will cover the more advanced features of tcm 7.

Melbourne

Mon 26 March – Cancelled

Thur 14 June

Wed 5 September

Fri 16 November

Sydney

Fri 9 March

Thu 17 May – Cancelled

Wed 18 July

Mon 19 November

Module 10 – tcm 7 basic

The course is designed for first-time users of tcm 7 software at organisations that use tcm 7, but do not use the Programs module. The course presumes participants have had no prior exposure to any versions of the software.

Melbourne

Tue 21 February

Thu 24 May – not available

Monday 28 May

Thu 26 July

Tue 4 September

Sydney

Thu 16 February – Cancelled

Wed 16 May – cancelled (rescheduled to 30 May)

Wed 30 May – not available

Wed 6 June – not available

Thu 20 September

Module 11 – tcm 7 basic using Programs

The course is designed for first-time users of tcm 7 software at organisations that use tcm 7 and utilise the Programs module. Course content presumes participants have had no previous exposure to any version of the software.

Melbourne

Wed 22 February

Fri 25 May – not available

Wed 25 July

Sydney

Thu 8 March

Fri 18 May – Cancelled

Tue 26 June

Tue 20 November

Module 12 – tcm 7 rostering

tcm's Multi-Shift Rostering is a feature used by organisations that roster their own staff to undertake tasks in client's homes. The session covers configuring the database, allocating workers and the rostering toolkit.

Melbourne

Tue 27 March – Cancelled

Fri 15 June

Fri 10 August

Sydney

Wed 18 April – Cancelled

Tue 17 July

Tue 23 October

Module 13 – tcm 7 administration

A course designed for managers and other tcm 7 users who are responsible for tasks such as adding workers, preparing for Wizard reporting, changing service costs; understanding Service Instances and other tasks involved in the administration and configuration of the database.

The course is not designed for IT personnel: it does not cover technical aspects such as installing, upgrading, backup or running SQL queries. Nor does it include tcm 7 modules such as Configurable Switchboards, Data Warehouse or Consolidated Events.

Melbourne

Wed 21 March – Cancelled

Wed 13 June

Thu 9 August

Sydney

Fri 20 April – Cancelled

Wed 27 June

Fri 21 September

The Care Manager version 6.11.x and prior

No venue based training is being offered for The Care manager version 6 and earlier. Training in 2012 is focussed entirely on the tcm 7 software. Organisations requiring training for earlier versions are invited to contact tcm – see page [3](#).

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20/02/2012 9:57 AM
13/03/2012 5:10 PM
11/04/2012 2:45 PM
3/05/2012 11:31 AM

Training venue details

Sydney

Suite 2, Level 3
201 Miller Street (near corner Berry Street)
North Sydney NSW 2060
Tel: (02) 8877 0351 (Reception)

Melbourne

Level 5, 355 Spencer Street (corner Jeffcott Street)
West Melbourne, Victoria 3003
Tel: (03) 9320 9000 (reception)
Tel: (03) 9320 9099 (tcm support)

Duration

Courses are conducted from 10.00am to 4.00pm.

Catering

Morning and afternoon teas are supplied. Lunch is not supplied (food outlets are close to both venues).

How to Book

Bookings are required as spaces are limited to 8 to 10 participants. Each participant has their own computer for a hands-on experience.

To book, please complete the form on the next page and return to DCA.

On-site training

It is often more efficient and cost effective for training to be undertaken at your offices rather than enrolling staff at our Melbourne or Sydney training venues.

On-site training can follow the courses outlined in this document or can be customised to meet any special requirements of your organisation — new user training, refresher courses or specialist training on a particular topic. Courses can be tailored to meet the specific requirements and skill levels of your staff.

For further information and to obtain a quote for onsite training, please contact tcm as below.

Bookings and further information

To book, obtain further information or to obtain copies of training outlines please contact:

The Care Manager

Database Consultants Australia
Level 5, 355 Spencer Street,
West Melbourne Victoria 3003
Email: tcmsupport@data.com.au
Telephone: (03) 9320 9099
Toll free: 1800 300 012
Website: <http://www.tcm7.com.au>
Bulletin Board: <http://forum.thecaremanager.com.au/>



Training Booking Form

PLEASE ENSURE THAT YOU HAVE RECEIVED AN EMAIL CONFIRMATION OF YOUR BOOKING PRIOR TO ATTENDING YOUR NOMINATED TRAINING DAY

Name and reference number of course module.....
Venue.....
Date of course
Name of your organisation.....
Name of person arranging this training
Telephone number
Email
Postal address for mailing of
Tax Invoice/Receipt.....
.....

Participants

Name of Participant 1
Telephone number
Email:

Name of Participant 2
Telephone number
Email:

Name of Participant 3
Telephone number
Email:

Signature of person authorising this training

.....

Please complete the above details and fax these pages to (03) 9320 9001 (Attention: tcm training) or by mail to:

tcm training
DCA,
Level 5,
355 Spencer Street,
West Melbourne 3003.

> Please refer to payment information and Terms and Conditions on the next page...

Payment

Payment for training is required at the time the booking is made.

Cost

The cost per person for a full-day session is \$421.30 including GST.

Credit Card Payment			
Card Type	<input type="checkbox"/>	VISA	<input type="checkbox"/>
MasterCard			
Name:		
Credit Card number			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Expiry date	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Total Amount (number of participants x \$421.30 inc. GST per participant) = \$		
Signature of cardholder		

Direct Credit payment

Account name: Database Consultants Australia
Bank: National Australia Bank
Bank Address: 330 Collins Street, Melbourne 3000
BSB: 083-004 Account number: 81 341 2758

Please attach a payment reference using the format 'TCMtrainingdate' where 'training date' = ddmmyy (for example, a payment reference for a training course to be held on 20 June 2012 would be TCM200612).

Terms and Conditions

- Payment for training is required at the time the booking is made.
- DCA reserve the right to cancel or reschedule courses at any time. DCA will contact the training organiser or participant in the event that a course has been cancelled or rescheduled and will attempt to provide as much advance notice as possible.
- The cancelling of course by a participant must be made in writing via email or fax. Cancellations received less than five working days prior to the course commencement will result in the forfeiture of the full cost of the course.
- You may nominate another person to attend on your behalf.
- Non-attendance: if a participant fails to attend the training session and no prior written notice is received (via email or fax) the course fee will not be refunded nor can it be allocated to a future session.
- The costs of training are subject to change without notice.

Further information

The Care Manager
Database Consultants Australia (DCA)
Telephone: (03) 9320 9099
Toll free: 1800 300 012
Fax: (03) 9320 9001
Email: tcmsupport@data.com.au

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