

PUBLIC COURSE OVERVIEW

Presenter(s)	Peter Lacey, Alex Apostolou
Course Title	Meercat RiskView Training
Day/Module	1. Introduction (1day) 2. Advanced Techniques (2day) 3. Administration (3day)
Dates	Course1: Melbourne, 29 Nov – 1 st Dec 2017 Course2: New Plymouth, NZ 4-6 th Dec 2017 <i>(Please circle which applies upon booking)</i>
Location	Various
Venue	TBC upon booking
Hosted By	Ben Leggo (Meercat)
Phone	+61 421 585 428 (mobile)
Email	Ben.L@meercat.com.au

PUBLIC COURSE FEES

\$AUD 600 ex GST per participant for Introduction only

\$AUD 1,100 ex GST per participant for Advanced.

\$AUD 1,500 ex GST per participant for Administration.

Note: Meercat Standard Training Terms and Conditions apply as per Price book.

Please indicate Participant's details on the page, overleaf.

COURSE CONDITIONS

Courses start at 8.30 am and finish around 5.00 pm with 15 minutes for morning and afternoon tea and 45 minutes for lunch. Participants should bring a laptop or use one of the PC's provided for a small additional fee. Please indicate requirement on the following Booking pages.

In the event a program is cancelled by Meercat all participants will be notified via email and a full refund of the program fee will be offered. Alternatively, participants will be offered a place on the next available public course or inhouse private courses can also be arranged upon request.

Note: Minimum attendance number of 6 must be met prior to conducting any public course event.

CANCELLATIONS & REFUNDS

All cancellation/transfers/substitutions must be advised in writing. If a cancellation is received more than 15 working days prior to the event start date a \$100 administration fee will be incurred. If cancellation is made 5-15 working days from event start date; 50% refund. For cancellations 0-5 working days or participant fails to attend - no refund will be made.

COURSE CONTENT

Three modules over 3 days covering key aspects on using and administering Meercat RiskView for the purposes of implementing, operating and maintaining an integrated risk management and control assurance framework.

1 INTRODUCTION

For general users and including:

- General Navigation
- Bowtie Background
- Bowtie Workflow
- Searching, Viewing and Printing Bowties
- Creating and Editing Bowties
- Bowtie Analysis
- Bowtie Settings and Customisation
- Bowtie Reporting & Dashboards

2 ADVANCED TECHNIQUES

For key users, study leaders or assurance program managers and including:

- Hazard Study Background
- Hazard Study Workflow
- Hazard Study Creation and Editing
- Generating Bowties from Hazard Study Issues
- Control Assurance Background
- Control Assurance Workflow
- Creating Assurance Templates
- Generating Assurance Activities
- Performing Control Assurance Inspections
- Assurance Reporting & Dashboards

3 ADMINISTRATION

For IT, risk or assurance program administrators and including:

- Admin Background
- Admin Workflows
- Perspectives and Dashboards
- Register Management
- Security Management
- Terminology
- Risk Matrix Settings
- Bowtie Policies
- Assurance Policies

DEMONSTRATIONS AND HANDS-ON ACTIVITIES

When courses are conducted on-site, then the Client's preferred configuration will be used for both Presenter demonstrations and Participant hands-on activities. When courses are "public" or off-site, then the Presenter's demonstrations will be performed from a generic database and configuration, while participant will work with their own configuration and data. This will also allow Participants to work on problems relevant to their specific risks while still learning from the group activities.

Course Booking Form

Course Title	Meercat RiskView Training
Day/Module	1. Introduction 2. Advanced Techniques 3. Administration
Dates	Course1: Melbourne, 29 Nov – 1 st Dec 2017 Course2: New Plymouth, NZ 4-6 th Dec 2017 <i>(Please circle which applies upon booking)</i>
Times	Starting: 8:30 am Finishing: 5:00 pm
Venue	TBC upon booking

We confirm our booking for the Meercat RiskView Training as indicated on the following page.

We understand that the fee payable per Participant is based on the number of days attended, according to the following fee schedule:

\$AUD 600 ex GST per participant for Introduction only

\$AUD 1,100 ex GST per participant for Advanced Techniques

\$AUD 1,500 ex GST per participant for Administration

By submitting this form, we confirm that we have read and understood all of the information contained herein and specifically have read and understood the information provided on **Conditions, Cancellations & Refunds.**

Once we have received the completed form, the booking details will be confirmed by email.

Payment Details

Course fees are payable upon booking. Please indicate your payment method below:

- Purchase Order (Attached)
PO # _____
- EFTPOS
Account Name: **Meercat Pty Ltd**
BSB Code: **036-000**
Account Number: **629508**

Company Name: _____

Contact Person: _____

Contact Details: _____

When completed, please email this form to:

training@meercat.com.au

For further assistance, contact us at:

Meercat Pty Ltd
247 Beaufort Street
Perth 6000
Western Australia
Phone: (+618/08) 6468 5351



PARTICIPANTS

Name	Own PC Y/N?	Email	Phone	Notes/Dietary/Preferences	Introduction	Advanced	Administrator	Total Days
					Day 1	Day 2	Day 3	
	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Totals								

Please return this document to training@meercat.com.au