

# Frequently Asked Questions

Here are some of the questions we are most often asked by prospective students. If you can't find the answer to your question, call our office on (03) 5941 4711 or e-mail [admin@mpiece.com.au](mailto:admin@mpiece.com.au) for more information.

## **I haven't studied for years – will I be able to cope?**



*Debbie Brownlie,  
trainer and business  
owner*

Absolutely! The only prerequisite for this course is literacy and numeracy to a Year 10 level (ie, basic English and maths skills) – we teach you the rest.

- ✓ Our trainers are always on hand to help and, with a maximum of six students per class, you'll be able to ask as many questions as you need to.
- ✓ Assessments are generally based on normal business tasks such as writing a business letter, completing a bank reconciliation, filling out a deposit slip, etc, as are most of the exercises.
- ✓ Most importantly, this course involves competency-based training. That means that you can't actually fail – at worst, you are 'not yet competent' and we offer you further assistance until you *are* competent.

## **How much does the course cost? Is there a concession rate?**

The course costs \$995, which includes all the training materials you need to complete it:

- MYOB Student Edition
- Resources book
- Workbook
- Independent Study Booklet

Your course fee also covers 8 x class sessions (maximum of six students per class), e-mail access to your trainer between classes, and use of our training room computers (by appointment) if you need a place to practice or complete homework.

Unfortunately, there is no concession rate at this time.

## **Can I pay the course off in instalments?**

Because we have such small classes, having one or two students drop out at the last minute can cause major problems. Because of this, we are unable to hold your place in a class until we receive payment in full.

## **Why should I choose you? What makes Masterpiece different from other training providers?**

We're wonderful! (Modest, too.) Seriously, though, we've put a lot of time into developing this course so that it fits the needs of small business owners and employees.

- ✓ Our trainers only teach a couple of days a week – the rest of the time they spend on the road as mobile bookkeepers and consultants. This means they know exactly what it's like to work in the industry – and what the common problems are that you're likely to face.
- ✓ Don't spend six months or more completing this course – our small classes and hands-on approach mean that your employee can gain their Certificate III qualification in as little as eight weeks, with one 3-hour class per week and an independent study component which is completed at home.
- ✓ No need to worry about hidden extras – everything you need to complete the course is included in the cost. You'll receive a resources book with MYOB and bookkeeping information, an exercises book, and a student edition of MYOB so that you can practice your new skills at home.



*Sarah Brown, trainer*

## **Do I need any computer/MYOB/bookkeeping experience to do this course?**

No, it is not necessary to have experience with these things before you begin the course, though a basic familiarity with computers is definitely helpful.

## **Is your training room accessible by public transport?**

Yes – the Pakenham train station is approximately 10-15 minutes walk from our training room (depending on how fast you walk).

## **Do I have to have a computer to do this course?**

No, you don't. The homework that we provide requires a computer, but you are welcome to make an appointment to come in and use our training room computers between classes if you need to. These computers are available during normal business hours (Mon – Fri, 9am – 5pm), unless there is a class or meeting scheduled.