

## IT POLICIES

## IN-HOUSE TRAINING

### WHAT'S INCLUDED

AstroTech Training will provide:

- A detailed manual/workbook and electronic copy of course material
- Professional presentation of the course content, case studies and practical exercises
- One month of free telephonic and e-mail support included
- Certificate of completion
- Delivery of course material (unless otherwise arranged)
- Travel and Accommodation for the Facilitator (if required)

### PLEASE WILL YOU PROVIDE:

- A suitable training venue with data projector
- White Board and/or Flip Chart and markers
- Lunch and refreshments daily

### ★ COURSE OVERVIEW

With the fast pace of ever changing technology in the IT industry, it is often a significant challenge for companies to keep their policies up to date and relevant within the business environment in which we all work. For example, internet abuse, chain mail and viruses are issues of relatively new importance. Consequently, organisations need to be dynamic in their approach to updating their policies regularly.

In order to assist with this process, AstroTech is offering a training program on "IT Policies".

- Email use policies
- Internet use policies
- Website terms and conditions
- Remote access policy
- Wireless communications policy
- Anti-virus policy
- Email retention policy
- Information sensitivity policy
- Password protection policy
- Spam policy
- Privacy policy in the context of IT
- Ensuring FICA compliance through IT
- Telephone usage and monitoring policy
- Data backup policy
- Computer / IT equipment usage policy
- Bring your OWN policies for discussion

...AND MUCH MORE!



## COURSE INFORMATION

### ★ WHO SHOULD ATTEND

- IT Managers & Staff
- Policy Managers
- Technology Managers
- Managers whose Organisations Rely Heavily on IT Systems
- IT Project Managers & Project Personnel
- Engineers & Technicians
- Anyone else with an interest in IT Policies

### ★ TAKE HOME TOOLS

- A detailed manual/workbook and electronic copy of course material
- Notepad & pen
- One month of free telephonic and e-mail support included

### ★ OUTCOMES

After attending this course, delegates will be able to:

- Gain knowledge on which policies are important for your organisation
- Understand the key elements to be included in the various IT policies
- Learn how policies protect your company and why they are needed
- Network with other industry professionals with a similar interest

### ★ TERMS & CONDITIONS

#### ➤ PAYMENTS:

Payment terms are **30** (thirty) days from date of course completion. The final invoice will be based on the **confirmed minimum number of delegates** provided as follows:

#### **COURSES INSIDE GAUTENG:**

At least **SEVEN** working days prior to the course

#### **COURSES OUTSIDE GAUTENG:**

At least **TEN** working days prior to the course

Absent delegates are charged for.

#### ➤ POSTPONEMENTS:

##### **POSTPONE WITHOUT COSTS:**

If you advise us **at least TWO** weeks prior to the course

##### **PAY 25% OF THE COURSE FEE:**

If you advise us **less than TWO** weeks prior to the course

##### **PAY 100% OF THE COURSE FEE:**

If you advise us **within ONE** week of the scheduled course

Once you have postponed, you **cannot** subsequently **cancel** without being liable for the **FULL** course fee.

A new date convenient to both parties will be agreed upon, however all postponements need to be utilised within **SIX** months of the original scheduled course date.

#### ➤ CANCELLATIONS:

##### **CANCEL WITHOUT COSTS:**

If you advise us **at least TWO** weeks prior to the course

##### **PAY 50% OF THE COURSE FEE:**

If you advise us **less than TWO** weeks prior to the course

##### **PAY 100% OF THE COURSE FEE:**

If you advise us **within ONE** week of the scheduled course

#### ➤ PRESENTERS:

Should it be necessary, AstroTech Training reserves the right to substitute the presenter.

#### ➤ VENUE:

If you have chosen to use the AstroTech Conference Centre as the venue for your training, the terms and conditions specific to Conferencing will be provided separately for your acceptance and signature.

#### ➤ COMMUNICATION

When a person registers on the AstroTech website, is registered on an AstroTech course or sends an email to AstroTech, that person consents to receiving communications electronically or otherwise from AstroTech and/or its business partners.

#### ➤ DISCLAIMER

AstroTech Training will not be held responsible for any loss, damage or harm, direct, indirect, consequential or otherwise and howsoever arising that may be caused to any person or property during the providing of any services by AstroTech to the client.