

Education and Services Centre

Features and Benefits



Welcome



Fully equipped modern training venue

Features:

- Open 9am – 5pm, Monday to Friday
- Weekend access on application
- Centrally located in Auburn, NSW
- Flexible training rooms and auditorium
- Coordinated booking system

Benefits:

- No need for your organisation to invest in infrastructure
- No capital outlay
- Opportunity to utilise your association budget productively
- Boardroom (12 pax), with additional external connectivity
- Training rooms – can be configured in theatre and workshop style (50 pax)
- Auditorium – theatre style (120 pax)
- Secure premises – gives you peace of mind
- Close to public transport, a short walk from Auburn station, only 6kms from Parramatta CBD and 16 kms from the Sydney CBD
- Ample unmetered street parking available (onsite available after business hours)
- Quality catering options available on request

Technology



Latest technology products & security

Features:

- Efficient database system for membership and events
- Data security
- High speed wi-fi connectivity
- XERO and MYOB accounting systems
- PTConnect event app/ ZOOM / ADOBE Connect/ EventsAIR/ OpenLearning Platform / Webinars

Benefits:

- Grow event attendance and value through the use of modern technologies
- Reliable membership and management software with analytical reporting
- Access to the latest systems without any set up costs
- No need to train staff on systems
- No need to upgrade or maintain systems
- Cost savings to your organisation through economies-of-scale



Finance

Secure financial transaction systems

Features:

- Merchant facilities for all transactions
- Online payments, renewals and registrations
- Automatic invoice generation upon registration
- Online gateways – PayPal, Stripe
- Use of Xero accounting platform
- Compliance with PCI (Payment Card Industry) standards
- Qualified BAS agent
- Financial health check for member associations by an experienced provider

Benefits:

- Security of stakeholders' information
- Prompt receipt of all payments directly to association accounts
- Regular financial reporting
- Account reconciliation as per audit requirements
- Efficient processing of financial transactions



Management

Reliable and flexible database system

Features:

- Customised membership management
- Integrated event management
- Secure cloud-based management
- Cost effective data handling solutions
- Website development, management and maintenance

Benefits:

- Efficient membership renewal
- Ability for committee members to have unrestricted access to membership and event registration databases at all times
- Flexibility to capture detailed information
- In house website design and support



Expertise



Highly qualified and experienced staff

Features:

- Specialised skills in Association Management, Event Management, Governance, NESAC Accreditation, Membership Management, Bookkeeping, Data Entry, Financial Management, Graphic Design and Production, Social Media and Website Management.

Benefits:

- Your organisation is supported by individuals with extensive experience and knowledge
- No need to recruit, train or manage staff – your organisation saves money and time
- Virtual, full time office access
- Continuity in service regardless of staff leave or availability of volunteers
- A dedicated team with a holistic approach to your association, focusing on all facets of the day-to-day operations
- Your association's stakeholders will spend more time on strategic growth and primary objectives



Confidence



Methodologies, processes and systems

Features:

- Established processes
- Refined procedures
- Customised services
- Current, reliable technologies

Benefits:

- Consistent, continuous and timely service delivery
- Smooth transition when succession planning
- Eliminates costly trial and error

Ethical culture and transparent fee structure

Features:

- We use your own dedicated bank account for all transactions
- Intellectual Property owned by member associations
- We act as your agent, not principal
- Our support, your confidence

Benefits:

- 100% confidence – we act in your best interest
- You benefit from our buying power and enjoy best possible supplier rates
- Confidence that you will be charged a fair fee for service provided



Reputation

Established and trusted supplier networks



Features:

- Printers
- Exhibition suppliers
- BAS Agent
- Information Technology specialists
- Caterers
- Venues
- Auditors
- Graphic designers
- Web developers

Benefits:

- Leverage our established relationships
- Benefit from economies of scale
- Security in using tried, tested and trusted suppliers
- Peace of mind
- Save time and money

Risk management

Features:

- Financially stable and viable organisation
- Fully insured: Public liability = \$20m, professional indemnity = \$2m
- Peak body
- Qualified staff
- Customised support

Benefits:

- Full insurance cover for Public Liability (\$20m), Professional Indemnity (\$2m), Business Interruption, Office Equipment and Furniture, Fire and Theft and Workers Compensation
- Confidence that your association's interests are protected
- Highly qualified and fully trained staff
- Your organisation retains control of your budget and finances and has ultimate sign-off on all expenditure

Networks

Professional Teaching Associations & related educational stakeholders


Features:

- Patron Professor Dame Marie Bashir
- Minister for Education / Shadow Minister
- Association professional networking
- Partnerships with NSW Educational Standards Authority (NESA), Department of Education and tertiary sector
- Cross sectoral partnerships with leading education stakeholders
- Australian Professional Teacher Association (APTA)
- Independent Education Union (IEU)
- Catholic Education

Benefits:

- Cross-pollination of ideas and initiatives from all sectors
- Significant advocacy for all members
- Association representation
- Over-arching peak body
- Professional relationship across sectors
- Board Committee structure and support
- Board representation at key events
- A robust and flexible structure to meet association requirements
- Communication, enhanced networking, shared contacts and knowledge





The Professional Teachers' Council NSW – Education & Services Centre
Ground floor, Community First Credit Union Building
67–73 St Hilliers Road Auburn 2144 (corner of Hall & Percy Streets).
PTC NSW office – 02 9716 0378

admin@ptc.nsw.edu.au

ptc.nsw.edu.au

PO Box 699 Lidcombe NSW 1825

