



EXETER PLA PROGRAMME

DAY	DATE	SUBJECT	
Tue	25 August 2009	Induction day - LSC paperwork & CVs	PH&DT
Fri	28 August 2009	Sage training	GC&DT
Wed	02 September 2009	Sage training	GC&DT
Mon	07 September 2009	Sage training	GC&DT
Wed	09 September 2009	AAT Induction day (w/Day Release)	GC&DT
Mon	14 September 2009	Introduction to ABC, Bookkeeping (am); CVs & careers (pm)	GC&DT
Wed	16 September 2009	Health&Safety/Personal Effectiveness/Working with Computers	GC&DT
Mon	21 September 2009	Management Information	PD
Wed	23 September 2009	Health&Safety/Personal Effectiveness/Working with Computers	GC
Mon	28 September 2009	Basic Book Keeping	PD
Wed	30 September 2009	Health&Safety/Personal Effectiveness/Working with Computers	GC&DT
Mon	05 October 2009	Management Information - Practice (am); Simulation (pm)	DT/CP
Wed	07 October 2009	ABC/ECDL	SH
Mon	12 October 2009	Receipts	PD&DT
Wed	14 October 2009	Receipts tutorial (sim prep)	PD
Mon	19 October 2009	Receipts - Simulation [assessed on day if poss]	GC&DT
Wed	21 October 2009	ABC/ECDL	GC
Mon	26 October 2009	Payments	PD&DT
Wed	28 October 2009	Payments tutorial (sim prep)	GC&DT
Mon	02 November 2009	Payments - Simulation [assessed on day if poss]	GC&DT
Wed	04 November 2009	ABC/ECDL	GC&DT
Mon	09 November 2009	Ledger Balances	GC&DT
Wed	11 November 2009	Ledger Balances tutorial (sim prep)	GC&DT
Mon	16 November 2009	PLB - Simulation [assessed on day if poss]	GC
Wed	18 November 2009	ABC/ECDL	GC&DT
Mon	23 November 2009	Ledger Balances revision	PD
Tues	24 November 2009	Ledger Balances revision	PD
Wed	25 November 2009	Ledger Balances revision	GC&DT
Tues	01 December 2009	PLB Exam (pm) - Preparing Ledger Balances	-
Mon	07 December 2009	Computerised Basic Book Keeping	PD&DT
Wed	09 December 2009	ABC/ECDL	GC&DT
Mon	14 December 2009	Computerised Basic Book Keeping (<i>if required</i>) / ABC/ECDL	PD&DT
Wed	16 December 2009	ABC/ECDL	GC&DT
Mon	21 December 2009	Portfolio completion day	GC&DT