



PLYMOUTH PLA PROGRAMME

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

Course held at the A+ Training office at Gordon Court, 4 Craigie Drive, The Millfields, Plymouth.

All courses will commence at 9.30am and finish at approximately 5.00pm.