



TAUNTON PLA PROGRAMME

Wed	26 August 2009	Induction day - LSC paperwork & CVs	PH&SH
Fri	28 August 2009	Sage training	CE
Tue	01 September 2009	Sage training	CE
Fri	04 September 2009	Sage training	SH
Wed	09 September 2009	AAT Induction day (w/Day Release)	DS
Thu	10 September 2009	Introduction to ABC, Bookkeeping	SH
Tue	15 September 2009	Health&Safety/Personal Effectiveness/Working with Comput	CE
Fri	18 September 2009	Management Information	CE
Thu	24 September 2009	Health&Safety/Personal Effectiveness/Working with Comput	SH
Fri	25 September 2009	Health&Safety/Personal Effectiveness/Working with Comput	SH
Tue	29 September 2009	Management Information - Practice (am); Simulation (pm)	SH
Fri	02 October 2009	Basic Book Keeping	CE
Tue	06 October 2009	Health&Safety/Personal Effectiveness/Working with Comput	SH
Fri	09 October 2009	Receipts	CE
Tue	13 October 2009	Receipts tutorial (sim prep)	GC
Fri	16 October 2009	Receipts - Simulation [assessed on day if poss]	SH
Wed	21 October 2009	ABC/ECDL	CE
Fri	23 October 2009	ABC/ECDL	CE
Tue	27 October 2009	ABC/ECDL	SH
Fri	30 October 2009	Payments	CE
Mon	02 November 2009	Payments tutorial (sim prep)	SH
Tue	03 November 2009	Payments - Simulation [assessed on day if poss]	PD&DT
Wed	11 November 2009	Ledger Balances	CE
Mon	16 November 2009	Ledger Balances tutorial (sim prep)	DT/SH
Wed	18 November 2009	ABC/ECDL	CE
Mon	23 November 2009	Ledger Balances revision	CE
Tue	24 November 2009	Ledger Balances revision	CE
Wed	25 November 2009	Ledger Balances revision	CE
Thu	26 November 2009	PLB - Simulation [assessed on day if poss]	SH
Tue	01 December 2009	PLB Exam (pm) - Preparing Ledger Balances	-
Tue	08 December 2009	Computerised Basic Book Keeping	CE
Wed	09 December 2009	ABC/ECDL	SH
Tue	15 December 2009	Computerised Basic Book Keeping (<i>if required</i>) ABC/ECDL	PD&DT
Wed	16 December 2009	ABC/ECDL	SH
Mon	21 December 2009	Portfolio completion day	CE&SH