



## TORQUAY FOUNDATION FAST TRACK

Day	Date	Subject	Venue	Tutor
<b>DECEMBER 2009 EXAM</b>				
	June/July	Health & Safety, Personal Effectiveness, Working with Computers - workplace evidence		
	July/August	Management Information - via Moodle		
	August/September	ABC via Moodle		
Wed	09 September 2009	Induction Day	Toorak - Rougemont room	
Mon	14 September 2009	Management Information	Toorak - Greenway room	
Mon	28 September 2009	Basic Bookkeeping	Toorak - Greenway room	
<b>Sat</b>	<b>03 October 2009</b>	<b>Management Information Simulation (Exeter) - see note 1</b>	<b>A+ Exeter</b>	
Mon	05 October 2009	Receipts	Toorak - Greenway room	
Mon	19 October 2009	Payments	Toorak - Greenway room	
<b>Sat</b>	<b>24 October 2009</b>	<b>Receipts simulation (Exeter) - see note 1</b>	<b>A+ Exeter</b>	
Mon	09 November 2009	Ledger Balances	Toorak - Greenway room	
<b>Sat</b>	<b>14 November 2009</b>	<b>Payments simulation (Exeter) - see note 1</b>	<b>A+ Exeter</b>	
Mon	23 November 2009	Ledger Balances revision	Toorak - Rougemont room	
Tue	24 November 2009	Ledger Balances revision	Toorak - Rougemont room	
Wed	25 November 2009	Ledger Balances revision	Toorak - Rougemont room	
<b>Tue</b>	<b>01 December 2009</b>	<b>PLB Exam (pm) - Preparing Ledger Balances</b>		
<b>Sat</b>	<b>05 December 2009</b>	<b>Ledger Balances simulation (Exeter) - see note 1</b>	<b>A+ Exeter</b>	
Tue	08 December 2009	Computerised Basic Bookkeeping (Exeter)	A+ Exeter	
<b>JUNE 2010 EXAM</b>				
Thur	21 January 2010	Induction Day (joining Intermediate)	Carlton Hotel - Lounge	DS
Mon	08 February 2010	Basic Bookkeeping	Toorak - Greenway room	DS
Wed	03 March 2010	Receipts	The Grand Hotel - Windsor Suite	DS
Wed	24 March 2010	Payments	The Grand Hotel - Windsor Suite	DS
<b>Sat</b>	<b>27 March 2010</b>	<b>Receipts Simulation (Exeter) - see note 1</b>	<b>A+ Exeter</b>	
Wed	21 April 2010	Ledger Balances	The Grand Hotel - Windsor Suite	DS
<b>Sat</b>	<b>24 April 2010</b>	<b>Payments Simulation (Exeter) - see note 1</b>	<b>A+ Exeter</b>	
Tue	11 May 2010	Computerised Basic Bookkeeping (Exeter)	A+ Exeter	DT/GC
<b>Sat</b>	<b>22 May 2010</b>	<b>Ledger Balances simulation (Exeter) - see note 1</b>	<b>A+ Exeter</b>	
Mon	07 June 2010	Ledger Balances revision		DS
Tue	08 June 2010	Ledger Balances revision		DS
Wed	09 June 2010	Ledger Balances revision		DS
<b>Tue</b>	<b>15 June 2010</b>	<b>PLB Exam (pm) - Preparing Ledger Balances</b>		
Fri	25 June 2010	Management Information		DS
<b>Sat</b>	<b>10 July 2010</b>	<b>Management Information Simulation</b>	<b>A+ Exeter</b>	

**Notes:**

1. Simulations can be sat on Saturdays if other options are not available

The Toorak Hotel, Belgrave Hotel, Torquay, TQ2 5HL. Tel: 01803 400500  
 The Riviera Centre, Chestnut Road, Torquay, TQ2 5LZ. Tel: 01803 299992  
 The Carlton Hotel, Falkland Road, Torquay, TQ2 5JJ. Tel: 01803 400300  
 The Grand Hotel, Seafront, Torquay, Devon, TQ2 6NT. Tel: 01803 296677  
 The A+ office address is: Bradninch Court, Castle Street, Exeter EX4 3PJ. Telephone 0845 6014401

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