

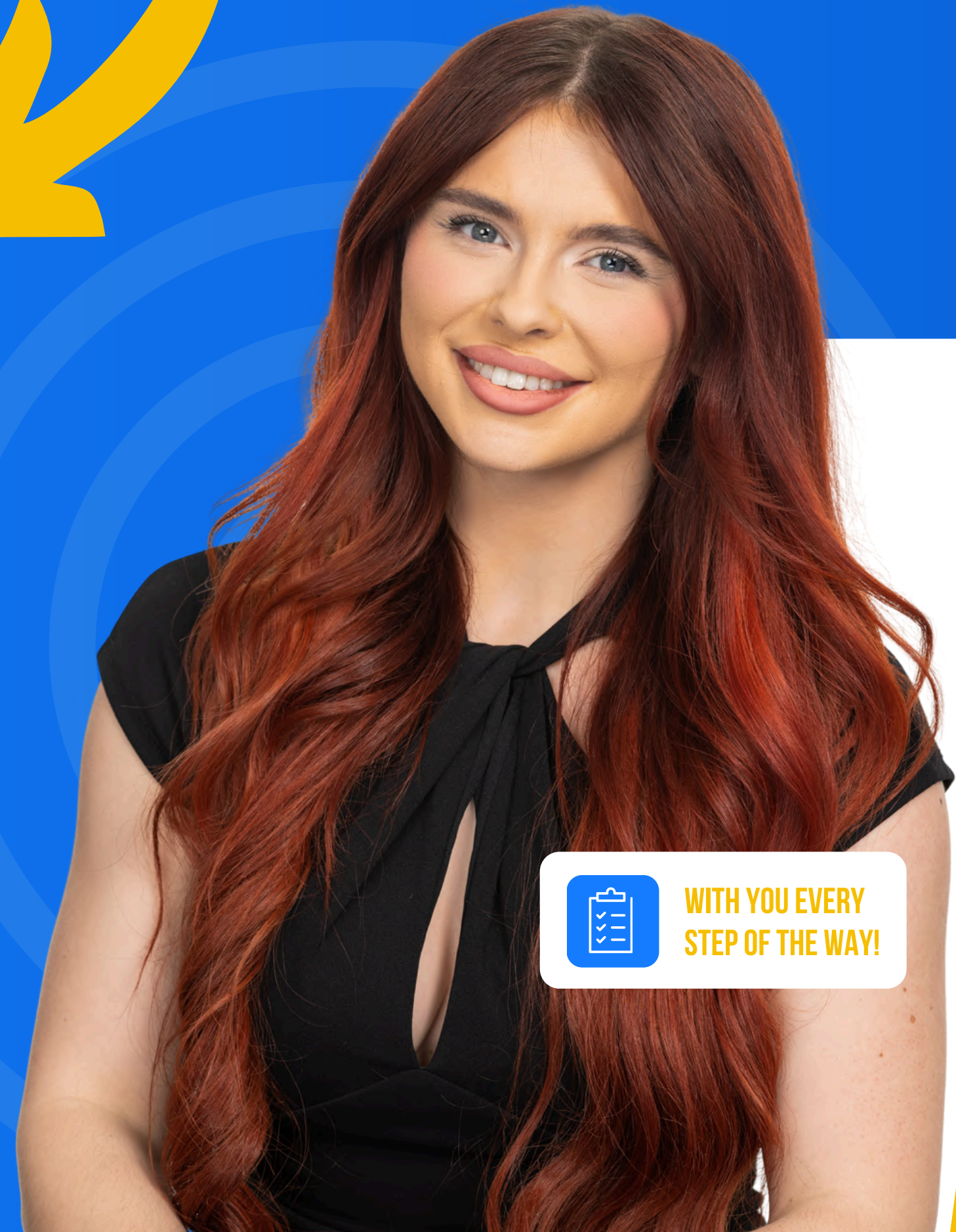
# THE TRAINEE PROGRAMME

A full two-week training programme  
for all Trainee Chartered Accountants

**LET'S START**



**WITH YOU EVERY  
STEP OF THE WAY!**



# WEEK ONE

## PLAN



# 5TH AUGUST

## MORNING SESSION

4-5 HOURS

- Welcome
  - Carrie to welcome the trainees,
  - brief overview of FB, client type, partner, sectors
- What to expect on a day to day basis
- Services we provide
- Current activities
- Form filling
- Access to softwares
- Money Laundering training



# 5TH AUGUST

## AFTERNOON SESSION

**3 HOURS**

- UK200 Training - Understand the basics of accounting (Link below)
- Manual Job - Bank section (Practical)
- Manual Job - E/H/I/J section (Practical)

**LINK**

*Introduction to Accounting*





# 6TH AUGUST MORNING SESSION

2-3 HOURS

- Chantelle discusses HR topics
- Sally Ball from Kaplan chats about AAT
- UK200 Training (Links below)

## LINKS

[Excel Tutorial for Beginners](#)

[Recording Transactions](#)

[Balancing off and the Trial Balance](#)



# 6TH AUGUST

## AFTERNOON SESSION

2-3 HOURS

- Manual Job - E/H/I/J sections (Practical)
- Manual Job - Other sections (Practical)



# 7TH AUGUST

## MORNING SESSION

2-3 HOURS

- Alison discusses Marketing
- Andy discusses IT
- UK200 Training (Links Below)
- Manual Job - Other sections (Practical)

### LINKS

*Source documents and books for prime entry*

*Accounting Adjustments 1*



# 7TH AUGUST

## AFTERNOON SESSION

3-4 HOURS

- Digital Training
- UK200 Training (Link Below)

**LINK**

*Preparing Accounts*





# 8TH AUGUST MORNING SESSION

2-3 HOURS

● MyWorkPapers Training



# 8TH AUGUST

## AFTERNOON SESSION

2-3 HOURS

- Pull the manual job together in Digita and MyWorkPapers (Practical)



# 9TH AUGUST

## MORNING SESSION

2-3 HOURS

- Chat from an AAT student; how they are finding AAT and what to expect
- UK 200 Training (Links Below)
- Pull the manual job together in Digita and MyWorkPapers (Practical)

**LINKS**

*Stay calm when you know you will be stressed*

*Accounting Adjustments 1*



# 9TH AUGUST

## AFTERNOON SESSION

1-2 HOURS

- Corporation Tax (Practical)
- Analytical Review (Practical)



# WEEK TWO

## PLAN



# 12TH AUGUST

## MORNING SESSION

1-2 HOURS

- Xero Training/Quickbooks Training
- UK200 Training (Link Below)

LINK

xero

qb

*Accounting Adjustments 2*





# 12TH AUGUST

## AFTERNOON SESSION

2-3 HOURS

- Xero Job - Start from planning, uploading TB, making adjustments

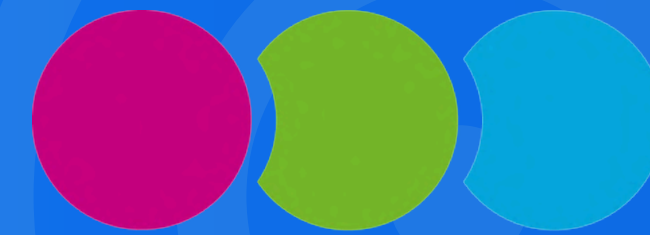
xero



**13TH AUGUST**  
**ALL DAY SESSION**

**ALL DAY**

● Mercia - Soft skills all  
day course



**merc**ia



# 14TH AUGUST

## MORNING & AFTERNOON SESSIONS

- James discusses personal tax returns and corporation tax
- Sage Training - Reports to print off for account jobs
- Xero TB Job - Continue (Practical)

Sage

xero



# 15TH AUGUST

## MORNING & AFTERNOON SESSIONS

The xero logo, consisting of the word "xero" in a white, lowercase, sans-serif font, is centered within a teal-colored circle.A solid yellow circle is positioned to the left of the text.

**Xero TB Job - Continue  
(Practical)**

*A Level Results Day - time will be  
made available for you to  
collect your results*



# 16TH AUGUST

## MORNING SESSION

2-3 HOURS

● UK200 Training  
(Links Below)

### LINKS

[Learning from feedback](#)

[Being a great trainee](#)

[Dealing with difficult situations](#)

[Good business writing](#)

[Adapting your communication to different people](#)





16TH AUGUST

# FB GRIMSBY LUNCH





# MEET THE TEAM

16TH AUGUST

