

TRAINING REQUIREMENTS FOR INCOMING SUBPOSTMASTERS

Please complete fully and e-mail to Training Delivery Team. cc to Agency Recruitment.

Office Name	South Warnborough	FAD Code	92904
Full Address	GRO	Half Day	
		Close At	
		Remuneration	
Postcode		Tel no.	GRO

Details of incoming subpostmaster (SPMR)

Full Name	Mrs Josephine Hamilton	Tel no. (home)	GRO
		Mobile	
Full Address	GRO	Postcode	GRO

To enable us to provide the correct level of training, please answer the following questions.

- OFFICE TYPE
 Restricted hours ☐ SPSO ☒ MSPO ☐
 Combi format ☐ Community ☐
- Does the Office require training? YES ☐ NO ☒
- Are they willing to undertake classroom training? YES ☐ NO ☐
- Please indicate which NON STANDARD transactions are conducted at the office? Those with transactions indicated by * will be offered 10 days classroom training by TDT.

*MOTOR VEHICLE LICENCES	<input type="checkbox"/>	ON LINE LOTTERY	<input type="checkbox"/>
*PARCELFORCE GUARANTEED PARCELS	<input type="checkbox"/>	GVT (scratchcard terminals)	<input type="checkbox"/>
*UK PASSPORTS CHECKING SERVICE	<input type="checkbox"/>	ON DEMAND BUREAU DE CHANGE	<input type="checkbox"/>
*DVLA PREMIUM SERVICE	<input type="checkbox"/>	MONEYGRAM	<input type="checkbox"/>
ON DEMAND TRAVEL INSURANCE	<input type="checkbox"/>	FRANKING MACHINES	<input type="checkbox"/>
OTHER LOCAL SCHEMES - please specify:			

- Is the office relocating and or reopening? YES ☐ NO ☐

IF YES – please ask the Network Implementation and Equipment Team to contact the Training Delivery Team to discuss a preferred transfer date. GRO
 or via email:- Training Delivery Team GRO

- Has SPMR had any previous Post Office™ experience? YES ☐ NO ☐

If yes, please specify		Length of service	
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- How many assistants does the SPMR have?

Number	
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Email to Training Delivery Team and cc. SG_TS_Agent_Recruitment_Support on lotus notes

Enquires GRO

4 Aug 2003

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7. Have any of the assistants had previous experience? YES ☐ NO ☐

If yes, please specify. If no, how will they be trained/ supported?		Length of service and how recent?	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>

9. OPENING HOURS

EXISTING HOURS

	From	To	From	To
MONDAY	09.00	13.00	<input type="checkbox"/>	<input type="checkbox"/>
TUESDAY	09.00	13.00	<input type="checkbox"/>	<input type="checkbox"/>
WEDNESDAY	09.00	13.00	<input type="checkbox"/>	<input type="checkbox"/>
THURSDAY	09.00	13.00	<input type="checkbox"/>	<input type="checkbox"/>
FRIDAY	09.00	13.00	<input type="checkbox"/>	<input type="checkbox"/>
SATURDAY	09.00	12.30	<input type="checkbox"/>	<input type="checkbox"/>

NEW HOURS TO BE INTRODUCED, as from...
(Excluding the training period, if possible.)

No change

	From	To	From	To
MONDAY	09.00	13.00	<input type="checkbox"/>	<input type="checkbox"/>
TUESDAY	09.00	13.00	<input type="checkbox"/>	<input type="checkbox"/>
WEDNESDAY	09.00	13.00	<input type="checkbox"/>	<input type="checkbox"/>
THURSDAY	09.00	13.00	<input type="checkbox"/>	<input type="checkbox"/>
FRIDAY	09.00	13.00	<input type="checkbox"/>	<input type="checkbox"/>
SATURDAY	09.00	12.30	<input type="checkbox"/>	<input type="checkbox"/>

10. Are there any other comments or recommendations you wish to make, that may be of benefit to the training/ trainer? Eg whether the office has smoke & dye packs etc

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11. Where should the Performance standards, training action plan, and Sales proforma be sent?

Name	Nigel Allen		
Address	GRO		
Your name (Please print)	Nigel Allen	Signature (Unless sent by e-mail)	GRO
Date of interview	17 th September 2003	Date emailed to Training Delivery Team & Agency Recruitment	18/09/03

Email to Training Delivery Team and cc. SG_TS Agent Recruitment_Support on lotus notes

Enquires GRO

4 Aug 2003