

ICL Pathway

HFSO Counter Managers Specification

Ref: IM/TRN/024

Version: 1.0

Date: 13/07/99

COMPANY IN CONFIDENCE

Document Title: HFSO Counter Managers Specification

Document Type: Training Course Specification

Release:

Abstract: Specification for the Counter managers course as delivered for HFSO training

Document Status: APPROVED

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Reviewed By:

Comments By:

Comments To: Document Controller & Author

Distribution: ICL Pathway Library

0.0 Document Control

0.1 Document History

Version No.	Date	Reason for Issue	Associated CP/PinICL No.
1.0	13/7/99	To accompany CCN	

0.2 Approval Authorities

Name	Position	Signature	Date
Stuart Kearns	Project manager, ICL Training services		
Andy Barkham	Training Development Manager		

0.3 Associated Documents

Reference	Version	Date	Title	Source

0.4 Abbreviations/Definitions

Abbreviation	Definition

0.5 Changes in this Version

Version	Changes

0.6 Changes Expected

Changes

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0.7 Table of Contents

AMENDMENTS REQUESTED BY POCL to the 2 Day Counter Managers course

- Increase length of course
- 2 days training not enough
- No practice time
- More practical exercises required
- More training and practice on balancing procedures
- A4 printer not shown
- C/A not demonstrated or able to be performed to completion.
- To be replaced with a HFSO specific course. Duration 3 days.
- 1 day Tuition on the Horizon system
- 1 day Balancing / Cash Accounting
- 1 day drill and practice
- A4 printer to be used
- Course to include more examples including examples of stock corrections
- Suspense accounts; Cash Accounts that are not perfect
- 1 experienced HFSO/HFSTL to attend with ICL trainer

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PROPOSED REVISED TIMETABLE

Day Time	Day 1	Day 2	Day 3	Day 3 Remarks
0900 0945	Getting started on Horizon	Quiz 1	Quiz 2	
0945 1030	Getting started on Horizon	Horizon functions	Office Balance & Cash Account	
1030 1045	Coffee	Coffee	Coffee	
1045 1130	Getting started on Horizon	Transaction log & event log	Suspense account	
1130 1200	Navigation exercises delegate practice	Office set-up	Structured role play 1	3 Days in life of SPM + SU Balance
1200 1230	EPOSS	Office set-up	Structured role play 1	As above
1230 1330	Lunch	Lunch	Lunch	
1330 1415	EPOSS	Rems and transfers	Structured role play 2	Introduce 'dodgy balance comp with common mistakes
1415 1500	EPOSS using Scales	Overview of balancing	Structured role play 2	As above
1500 1515	Coffee	Coffee	Coffee	
1515 1600	OBCS	Overview of balancing processing reports	Structured role play 2	As above
1600 1645	OBCS	Overview of balancing processing reports	Horizon PSA	
1645 1730	APS	Su balance	Horizon PSA	