

PO Local 3 Day Classroom Timetable

Day 1 6:45	Day 2 6:45	Day 3 6:45
1 & 4 Introduction, PSAs & Health & Safety 0:55	7 pt 2 Regulatory Compliance – Foundation Module & Dangerous Goods Act 1:20	51 pt2 HMRC & Santander Cashcheques 0:45
8 Intro HOL/ HOL Help & Helpline 0:45	37 Postal Orders 0:25	15 Accessibility 0:45
7 pt1 + 5 Take over Stock Unit/ date stamp 1:00	70+72 Royal Mail International & Int. Priority Mail 2:00	23 Recap on Inland Mail & Home Shopping Returns 1:00
16 Postage, etc 0:20	12 pt1 Customer Experience 1:00	43 pt 1 Royal Mail Priority Recap & Express 24 / 48 & BFPO over 2kg 1:15
18 Royal Mail 1 st & 2 nd Class & Royal Mail Signed For & Royal Mail Special Delivery Guaranteed by 9am/1pm 2:45	47 E Top Ups/ Phonecards 0:15	Recap on International Posting 0:30
45 Security & Open Plan Working 0:30	46 Cash Management 0:25	74 Redirection of Mail 0:45
51 pt 3 Personal/Online Banking 0:25	76 MoneyGram & Travel Related 0:25	10 Intro to Bal Stock Balance 1:30
Counterfeit Stamps 0:05	54 pt1 POCA – Existing A/C's 0:25	PSA 0:15
	28 pt2 APS & Reversals 0:25	
	Restrictions Policy 0:05	