



HCT

Progressive, Innovative & Interactive Training



Hughes Consultancy & Training
Unit 2, Purcellsinch Business Park
Dublin Road
Kilkenny

Tel: +353 (0)56 777 0761
Email: info@hctlearning.ie
Web: www.hctlearning.ie



Programme Details

Programme Title	Understanding Your Finance
Duration	3 Days
Accreditation	Certificate of attendance
Number of Learners on programme	16
Specific Entry/Access and Exemptions Requirements:	No Entry Requirements required for this programme
Who should attend this course:	Employers looking to enhance there knowledge in there Finances

Understanding Your Finance

Programme Aim: This programme has been designed to help enable participants to develop the knowledge and skills necessary to understand financial terms, legal requirements and every day financial transactions to keep your finances in shape.

Participants of this programme will:

- Gain a better understand of there Business Finances
- Adhere to and understand relative regulations
- Understand day to day accounting processes
- Become more confident with accounts
- Better Cash Flow and reduce likelihood of bad debt
- Learn practical skills to keep better records

Programme Content

- Debtors
- Creditors
- VAT
- Bank
- Debit/Credit
- Nominal Ledgers
- Trial Balance
- Profit & Loss Account

Delivery Method	Buzz Groups, Experiential Learning, Self Directed Learning, Leaner centred
Certification Required	Learners will be required to demonstrate there understanding of the content of the programme through a range of tasks including role play, exams and practical assessments
Certification	On Completion participants will receive a Certificate of Attendance
Progression Route	FETAC Level in Payroll Computerised or Manual or Start your own business
Specific Support Available	A range of accommodations and supports are possible according to specific needs. This programme comes with a very comprehensive manual as an excellent source of reference after the programme. HCT are committed to providing support to learners where/when it is required. In all cases, participants will have to complete a reasonable accommodation request, for more information.
Trainers	Our trainers that deliver this programme consists of industry professionals with a passion for training, this experience provides them with up to date industry practices, which can be energetically delivered to learners.
Required fluency in generic skills	Generally learners engaging in learning activities are ready to take on a new task in a personal capacity or role. Learners can follow direction and are moving towards independent learning, Learners will have the ability to read basic short text in a non-supported environment and will be able to make sense of quantitative information within a familiar setting or unfamiliar task in a familiar setting.

Understanding Your Finances Certification of Attendance