

POSTGRADUATE BULLETIN
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EAGLE EDUCATION COURSE DISCOUNT! **aat**

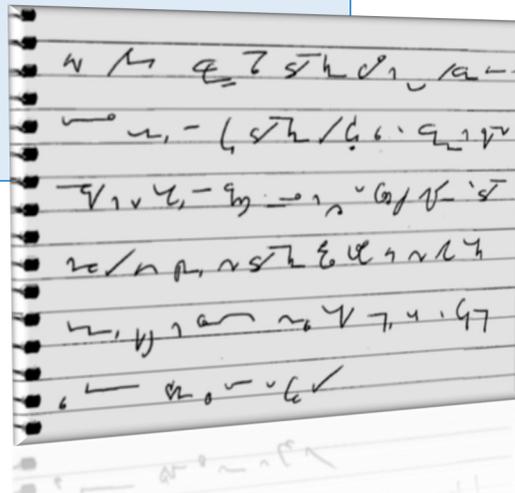
Eagle Education are currently offering a £50.00 discount for students who pay in full instead of choosing the flexible payment option. Please see the website: <https://www.eagle-education.co.uk/aat-accounting-courses/>

TRADITIONAL SHORTHAND COURSE

You might be forgiven for thinking that Shorthand would be a redundant skill in today's electronic world, but this is far from the case. A recently successful student who passed at 70 wpm with 100% Distinction, has shared her experience of the Shorthand course tutored by Elaine Galloway, a very experienced and capable teacher. In her own words:

"I have recently completed this shorthand course and would recommend it to others wanting to learn shorthand. Elaine is a competent and supportive teacher, and very willing to change dates and times of lessons if required at short notice!

I am finding my shorthand skills useful in my role when attending project and customer meetings, where typing on a laptop is either inconvenient or out of place."



We thought it would be interesting to see what this message would look like in Shorthand, so she kindly shared this with us too!!

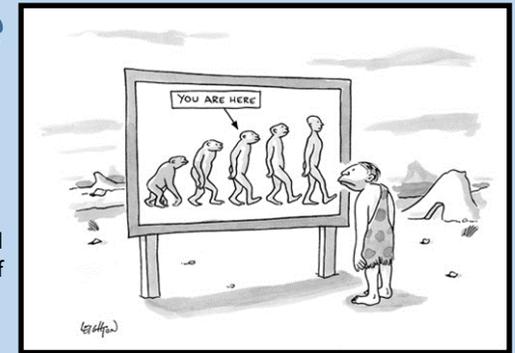
TEELINE ONLINE

For the interest of those who prefer to study at their own pace online, there is now also a Teeline Online course available. Information on this is in the Quick Guide on the following website link: <http://postgraduate.focus-school.com/courses/teeline-shorthand/>

Welcome to the rest of your life!

YOU ARE HERE 😊!

You may have thought that having completed your schooling, you had reached the peak of your development. There's probably scope to evolve a little more!



ACCOUNTING PRINCIPLES OVER 500 YEARS OLD!

An interesting and educational article in the Current Affairs for August tells how, "In the year in which Columbus discovered America – 1494 – a Franciscan monk in Italy published a work called Particularis de computis et scripturis (Particulars of Reckonings and Writings). It was part of a mathematical encyclopaedia, and in itself consisted of just 27 pages, but the principles outlined in it are still used by accountants and bookkeepers everywhere. We call it Double Entry, and anyone who has ever studied the subject will immediately recall its golden rule: for every debit there must be a credit.

The monk's name was Luca Pacioli now referred to as 'The father of accounting'



Above: a screen shot from the Current Affairs video.

You can read the full article and listen to the video if you subscribe to Current Affairs on the following link: <https://www.current-affairs.org.uk/subscribe/>

It is worth reproducing Pacioli's summary of three things needed "by anyone who wishes to carry on business carefully. The most important of these is cash or any equivalent." The second thing necessary is "to be a good bookkeeper and ready mathematician." The third "and last thing is to arrange all the transactions in such a systematic way that one may understand each one of them at a glance, ie, by the debit and credit method."

POSTGRADUATE STUDIES IN NEW ZEALAND!

Our colleagues in New Zealand are actively promoting the benefits of PS, which go far beyond the actual course itself. The following article is lifted from their INTRODUCTION TO POSTGRADUATE STUDY:

Why do postgraduate study?

Postgraduate study develops a range of skills, builds confidence, and provides a sound background of business knowledge.

Useful – all of you will be involved in business. Regardless of your position there are courses relevant to you. Doing postgraduate studies teaches you plenty more than what the course work covers.

Interesting – the courses help you to understand and analyse the ‘business world’, meaning you contribute a lot more to your workplace.

Motivational – Success breeds success. Knowing you can achieve in your studies helps you overcome other obstacles which come up in life.

Promotes Time Management – working full time and keeping up to date with course work and assessments means there’s less minutes to waste in a day; it helps you work more efficiently.

Encourages Self-discipline – postgraduate studies really puts ‘learning to learn’ into practise.

These are life-long skills: you will benefit from taking on the postgraduate challenge for the rest of your life!

One of our UK students summed it up well with the following comments:

“With further studies, I’d say half of it’s about what you actually learn and half of it’s about the discipline of learning. So it may mean that you have to give up your social time, or give up sleep in order to do the studies and it forms you in your character and will make you a more valuable employee...”



UPDATED WEBSITE

Check out the updated Postgraduate Studies website. You will find the course information has been updated and the answers to most questions can be found on the download documents.

The enrolment procedures are included along with contact details for the course providers. Please visit: <http://postgraduate.focus-school.com>

APPRENTICESHIPS - EQUIVALENT TO A DEGREE

The government announced on 14th June 2015 that the term ‘apprenticeship’ will be protected in law. This was to strengthen their reputation, help working people and ensure apprenticeships are recognised as a career path equal to higher education.

With over 2.2 million apprenticeships created since 2010 to help establish the UK as the fastest growing economy in the G7, the government promised to enshrine in law its commitment to create 3 million apprenticeships by 2020.

The term ‘apprenticeship’ has been legally protected through the Enterprise Bill which gives government the power to take action when the term is misused to promote low quality courses.



The Skills Minister at that time, Nick Boles, said: **‘If university graduates have their moment in the sun so should people who undertake apprenticeships. Businesses know their value so it’s high time they were recognised both by the public and in law as being equal to degrees.**

‘We want far more employers to get involved in apprenticeships. This means making sure that we practise what we preach in government, so we’re going require all public sector bodies – schools, hospitals, prisons and police forces – to employ apprentices.’

[Link to gov.uk website](#)

Since then, the number of apprenticeships in England has steadily risen. In 2015/16, Apprenticeship participation increased to 899,400, the highest number on record. In the first two quarters of the 2016/17 academic year there were 258,800 Apprenticeship starts, compared to 251,100 reported in the first two quarters of 2015/16.

[Department of Education Document](#)

The numbers have continued to grow as the most recent update shows: 879,500 participated on an apprenticeship by the third quarter of 2016/17, compared to 814,400 reported at this time in 2015/16, an increase of 8.0 per cent. The largest increase of 53.1 per cent was seen in higher level apprenticeships, up from 38,000 in 2015/16 to 58,200 in 2016/17.

OFF THE JOB TRAINING

A key component of the government funded apprenticeship courses is the 20% ‘Off the Job’ requirement. This means that there must be clearly identified training elements which are within the employee’s contracted hours. Training undertaken outside paid employment (and therefore outside the apprenticeship) cannot be counted towards meeting the 20% requirement.

This could be seen by employers as a stumbling block but it is part of the government’s commitment to ensure quality courses are delivered in an effective manner resulting in a final assessment and qualification. And remember, the course is 90% funded for all apprentices and 100% plus a grant for those starting under the age of 19. A very worthwhile investment for the future for both the learner and the employer.

A document setting out the guidelines for this has been published by the Department for Education and a copy has been uploaded to the Focus website. Click on this link and scroll down to the download ‘Off The Job Training Guidance – Gov’t Document’.

<http://postgraduate.focus-school.com/apprenticeship-courses>

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