**Welcome to your Sage Accounts Training.**

At Acc-Unique Solutions we like to tailor our courses to meet the requirements of the learners so that we can provide a unique learning experience. To help us with this please complete the following questionnaire, giving as much information as possible.

**Name:**

**Email Address**:

**Company Name:**

What would you like us to cover in your training?

List the Sage procedures that you need to be able to do:

List the Sage procedures that you are currently able to do:

If already using Sage, are there any specific issues that you are currently experiencing with your data? You are welcome to bring along a back-up to the training day so that we can give guidance.

List the Excel procedures that you need to be able to do:

List the Excel procedures that you are currently able to do:

What are you hoping to gain from the course?

Do you work in an accounts role?

Give details of **any** accounting procedures involved in your working role (manual or computerised)?

Do you have any accounting qualifications? List qualifications and grades.

Are you currently studying for an accounting qualification? Give details

If you currently use Sage, which product and version are you using?

Which version of Excel are you currently using?

Are there other courses that you would be interested in? Please let us know as we may be able to design a course for you.

Have you any concerns or issues regarding your training?

Do you have any medical issues which you feel we should be aware of?

Do you have any disabilities for which we may need to provide supportive training materials?

(e.g. Dyslexia)

Are there any other issues such as child care or travel arrangements which may cause problems with attendance or punctuality on the day?

Any other Information

Please give details of anything that you think we should consider while preparing your training program.

Thank you for completing our Initial Assessment questionnaire.

Please email your completed form to [enquiries@acc-uniquesolutions.co.uk](mailto:enquiries@acc-uniquesolutions.co.uk)

We will contact you within 2 working days with further information regarding your course.

Please note, all our trainers hold both teaching and subject qualifications.

We very much look forward to supporting you with your accountancy career