

Developing an Eye for Accuracy



Accuracy skills in banking, wealth management and financial services

Don't let mistakes steal your money, customers and time...



Name: _____

Department: _____

Date: _____

Please record your time here: _____

(Time limit: 3 minutes)

Score: / 25

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Compare each item in Column 1 to its match in Column 2. If the items are the same, put a tick in the 'S' column. If the items are different, put a tick in the 'D' column, and then circle the error in Column 2. Please write how long it takes you to complete this exercise on the front of this paper.

IBAN GB29NWBK60161333925214	S	D	IBAN GB29NWBK60161333925214
Sedol: BLL1576	S	D	Sedol: BL11576
Account number: 1040400987Z	S	D	Account number: 1040400987Z
Payment amount: GBP139324.43	S	D	Payment amount: GBP139324.34
30/04/2018	S	D	30/04/2018
Sort code 60-04-23	S	D	Sort cod 60-04-23
SWIFT: NWBKGB2L	S	D	SWIFT: NWBKGB2L
Incident ref.no. INCGB00066978456	S	D	Incident ref.no. INCGB00066978456
Letter code: INV100	S	D	Letter code: INV100
Mortgage account no.: 600014556	S	D	Mortgage account no.: 600014566
CHAPS payment £352,599.45	S	D	CHAPS payment £352,599.45
44 Hayward Avenue	S	D	44 Haywards Avenue
Payment reference: AOUO1129414	S	D	Payment reference: AOUO1129414
Client account: 5111234769	S	D	Client account: 5111234769
USD 191,000.00	S	D	UDS 191,000.00
Trade ref: TDC 741 1455	S	D	Trade ref: TDC 741 1455
JPY 10,234,500.23	S	D	JPY 10,243,500.23
Credit application number: LN2170793	S	D	Credit application number: LN2170793
Ref: F40-741-800111	S	D	Ref: F40-714-800111
IBAN: GB20VRAS60836835467990	S	D	IBAN: GB20VRA560836835467990
Hong Kong Account: 34060080	S	D	Hong Kong Account: 340600800
EUR 282698,83	S	D	EUR 282698,83
Transaction number: 201700017864	S	D	Transaction number: 201700017864
ISIN: XS58344598224	S	D	ISIN: XS58344598244
Cost centre: 8014	S	D	Cost centre: 8104

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IBAN GB29NWBK60161333925214	✓	D	IBAN GB29NWBK60161333925214	
Sedol: BLL1576	S	✓	Sedol: BL14576	L not 1
Account number: 1040400987Z	✓	D	Account number: 1040400987Z	
Payment amount: GBP139324.43	S	✓	Payment amount: GBP139324.34	Transposition
30/04/2018	✓	D	30/04/2018	
Sort code 60-04-23	S	✓	Sort cod 60-04-23	Missing e
SWIFT: NWBKGB2L	✓	D	SWIFT: NWBKGB2L	
Incident ref.no. INCGB00066978456	S	✓	Incident ref.no. INCGB00066978456	Missing 0
Letter code: INV100	✓	D	Letter code: INV100	
Mortgage account no.: 600014556	S	✓	Mortgage account no.: 600014566	5 not 6
CHAPS payment £352,599.45	✓	D	CHAPS payment £352,599.45	
44 Hayward Avenue	S	✓	44 Haywards Avenue	Extra s
Payment reference: AOUO1129414	✓	D	Payment reference: AOUO1129414	
Client account: 5111234769	✓	D	Client account: 5111234769	
USD 191,000.00	S	✓	USD 191,000.00	Transposition
Trade ref: TDC 741 1455	✓	D	Trade ref: TDC 741 1455	
JPY 10,234,500.23	S	✓	JPY 10,243,500.23	Transposition
Credit application number: LN2170793	✓	D	Credit application number: LN2170793	
Ref: F40-741-800111	S	✓	Ref: F40-714-800111	Transposition
IBAN: GB20VRAS60836835467990	S	✓	IBAN: GB20VRA5600000000000000	S not 5
Hong Kong Account: 34060080	S	✓	Hong Kong Account: 340600800	Extra 0
EUR 282698,83	✓	D	EUR 282698,83	
Transaction number: 201700017864	✓	D	Transaction number: 201700017864	
ISIN: XS58344598224	S	✓	ISIN: XS58344598244	2 not 4
Cost centre: 8014	S	✓	Cost centre: 8104	Transposition

How did you do? And what does it mean?

There are just 25 pieces of information to compare and verify in the test – just one mistake equates to a 4% error rate. The test should take no more than three minutes to complete. Imagine if your people made one error every three minutes! That's 20 errors every hour and 140 errors in a seven-hour day. It's easy to see how it mounts up.

An average error rate of just 3% wastes around 20% of your salary bill in lost productivity alone. No-one likes having to re-do work and sort out problems arising from mistakes. Accuracy skills training boosts personal effectiveness and organisational efficiency.

Proven to work

We have many years' experience of working with financial services organisations, equipping their people with practical accuracy skills which save money and increase efficiency. Typically, financial sector participants achieve a 56% reduction in errors.

Our unique programmes

Developing an Eye for Accuracy – our flagship in-house data accuracy programme for people who work with information

Preventing Mistakes at Work – our practical in-house workshop for reducing the incidence of 'silly' human error

Accurate Documentation Skills – our practical in-house workshop for people who work with written communications

One-day Accuracy Skills – our open course for individuals seeking to improve their attention to detail

Free consultation

A free consultation enables you to explore how accuracy training works and the typical cost savings and productivity gains you can expect to achieve. Pick up useful advice on how accuracy skills training relates to the work your people do and how you can take advantage of the proven methodologies for reducing error.

Contact us

www.accuracyprogramme.co.uk

+44 (0)1638 723590

accuracy@scottbradbury.co.uk



**=3 IN EVERY 100
TRANSACTIONS CONTAIN AN ERROR**



**IT'S LIKE
HAVING
YOUR OWN
ERROR
DEPARTMENT**



**TIME
WASTED**



**STRESS
CAUSED**



**MONEY
WASTED**

DELIVERING
Developing an
Eye for Accuracy
SINCE 2003

