

Developing an Eye for Accuracy



A degree of accuracy in your centre of learning

Getting it right first time, every time

Name: _____

Department: _____

Date: _____

Please record your time here: _____

(Time limit: 3 minutes)

Score: / 25

Developing an Eye for Accuracy Education sector

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.

Student number: 67888443	S	D	Student number: 678888443
Exam Number: NPR210015NA	S	D	Exam Number: NPR210015NA
Module Code: ECN4001	S	D	Module Code: ECM4001
Course Code: CBAABUSMGU	S	D	Course Code: CBABUSMGU
Ceremonies ticket data: 10338836	S	D	Ceremonies ticket data: 10388836
Exam Paper: HRM300715N	S	D	Exam Paper: HRM300175N
COURSE ID: CBSCENGIN	S	D	COURSE ID: CBSCENGIN
Student file: 15322001	S	D	Student file: 15322001
Grade data EX1 (25%) = C-	S	D	Grade data EXL (25%) = C-
Student Satisfaction: 89%	S	D	Student Satisfaction: 89%
Year of study: T2017/18	S	D	Year of study: T2017/18
Tuition Payment: TUITIMP269026-27	S	D	Tuition Payment: TUITIMP269026-27
Plan ref: T657781891011	S	D	Plan ref: T657781891011
Staff ID: 000121211	S	D	Staff ID: 000121211
Visitor Name: Angeliki Galanopoulou	S	D	Visitor Name: Angeliki Galanopoulou
SID# 1110003	S	D	5ID# 1110003
CAS Number: E4G2TV5C13VOX8	S	D	CAS Number: E4G2TV5C13VOX8
Bursary: £3,300.00	S	D	Bursary: £3,800.00
Transaction Number: 1118245	S	D	Transaction Number: 1118245
SAAS Reference number: 66017023	S	D	SAAS Reference number: 66017023
Programme Code: BUSINBA	S	D	Programme Code: BUSINBA
hollie.macgillivray@uws.ac.uk	S	D	hollie.mcgillivray@uws.ac.uk
Programme Code: C1E7-MKG	S	D	Programme Code: CE17-MKG
Journal ISSN: 0748-4518	S	D	Journal ISSN: 0748-4158
Monday, 14 th October 2019	S	D	Monday, 14 th October 2019

How did you do?

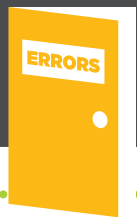
There are just 25 pieces of information to compare and verify in the test – just one mistake equates to a 4% error rate. The test should take no more than three minutes to complete. Imagine if your people made one error every three minutes! That's 20 errors every hour and 140 errors in a seven-hour day.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

What does it mean?

Our results show that people working in the education sector have an average error rate of 2.94% and typically spend 17.5% of their time making, finding and fixing mistakes. No-one likes having to re-do work and sort out problems arising from mistakes. Accuracy skills training boosts personal effectiveness and organisational efficiency.

That's 17.5% of your company's salary bill

It's like employing your own error department!



Results show a 49% reduction in errors!

That's £1,664 saved per person per year



Proven to work

Since 2003 we have been working with universities and colleges equipping administrative teams to accurately process student and employee records by improving numeracy and data-transfer skills. Typically, our participants achieve a 49% reduction in errors. A return on investment saving is calculated through the value of time saved through making fewer errors. The typical saving within the sector is £1,664 per person per year.

Which workshop is best for you?

Developing an Eye for Accuracy

Our flagship in-house workshop for people who work with data and information

Accurate Written Communication

Our interactive in-house workshop for people who work with documents and emails

Preventing Mistakes at Work

Our practical in-house workshop for reducing the incidence of 'silly' human error

One-day Accuracy Skills

Our open workshop for individuals seeking to improve their attention to detail



Contact us for a demo

www.accuracyprogramme.co.uk

+44 (0)1638 723590

accuracy@scottbradbury.co.uk

Alice Hubbard

Senior Account Manager, Scott Bradbury Limited.



ScottBradbury

Get it right. Do it better.

Where do we get our facts and figures from? The results are taken from the last ten *Developing an Eye for Accuracy* workshops delivered within the education sector. The average salary of the participants is £22,000 (working 37.5 hours per week). Figures last updated September 2019.

Developing an Eye for Accuracy Education sector

Student number: 67888443	S	✓	Student number: 67888 443	Extra 8
Exam Number: NPR210015NA	✓	D	Exam Number: NPR210015NA	
Module Code: ECN4001	S	✓	Module Code: ECM 4001	N not M
Course Code: CBAABUSMGU	S	✓	Course Code: CBA BUSMGU	Missing A
Ceremonies ticket data: 10338836	S	✓	Ceremonies ticket data: 1038 8836	3 not 8
Exam Paper: HRM300715N	S	✓	Exam Paper: HRM300 715N	Transposition
COURSE ID: CBSCENGIN	✓	D	COURSE ID: CBSCENGIN	
Student file: 15322001	✓	D	Student file: 15322001	
Grade data EX1 (25%) = C-	S	✓	Grade data EX L (25%) = C	1 not L
Student Satisfaction: 89%	✓	D	Student Satisfaction: 89%	
Year of study: T2017/18	✓	D	Year of study: T2017/18	
Tuition Payment: TUITIMP269026-27	✓	D	Tuition Payment: TUITIMP269026-27	
Plan ref: T657781891011	✓	D	Plan ref: T657781891011	
Staff ID: 000121211	✓	D	Staff ID: 000121211	
Visitor Name: Angeliki Galanopoulou	✓	D	Visitor Name: Angeliki Galanopoulou	
SID# 1110003	S	✓	SID# 1110003	S not 5
CAS Number: E4G2TV5C13VOX8	✓	D	CAS Number: E4G2TV5C13VOX8	
Bursary: £3,300.00	S	✓	Bursary: £3, 800.00	3 not 8
Transaction Number: 1118245	✓	D	Transaction Number: 1118245	
SAAS Reference number: 66017023	✓	D	SAAS Reference number: 66017023	
Programme Code: BUSINBA	✓	D	Programme Code: BUSINBA	
hollie.macgillivray@uws.ac.uk	S	✓	hollie.me gillivray@	Missing a
Programme Code: C1E7-MKG	S	✓	Programme Code: CE 17 -MKS	Transposition
Journal ISSN: 0748-4518	S	✓	Journal ISSN: 0748-4 158	Transposition
Monday, 14 th October 2019	✓	D	Monday, 14 th October 2019	