

# Developing an Eye for Accuracy



## For HR and L&D Professionals

Getting it right first time, every time

Name:

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Department:

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Date:

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Please record your time here:

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(Time limit: 3 minutes)

Score:     / 25

## Developing an Eye for Accuracy For HR and L&D Professionals

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.

Vacancy number: IRC156948	S	D	Vacancy number: 1RC156948
Sort code: 117077	S	D	Sort code: 117077
NI Number SP 15 45 69 C	S	D	NI Number SP 15 45 69 C
Employee P5DLJ08	S	D	Employee P5BLJ08
Remedy case number: 2814568	S	D	Remedy case number: 2814658
Account Number: 45698247	S	D	Account Number: 45698247
Expenses: 236.36	S	D	Expenses: 236.63
14 <sup>th</sup> November 2013	S	D	14 <sup>th</sup> November 2018
Batch number: N3D102V	S	D	Batch number: N3D102V
Staff ID: 378442	S	D	Staff ID: 378422
Payroll number: 1523087	S	D	Payroll number: 1523087
Certificate number: C2G2N45875Q	S	D	Certificate number: C2G2N45875Q
Contract end date 31/03/18	S	D	Contrcat end date 31/03/18
Salary: £12,345.00	S	D	Salary: £12,345.00
Maternity dates: 15/08/17-14/08/18	S	D	Maternity dates: 15/08/17-14/08/18
Resignation date: 20/03/2018	S	D	Resignation date: 20/03/2018
Payroll number: 10039999	S	D	Payroll number: 100399999
Telephone number: 01482 395466	S	D	Telephone number: 01482 395466
Tax code: 1150L	S	D	Tax code: 1150L
Passport number: 522895677	S	D	Passport number: 522985677
DOB: 20 March 1966	S	D	DOB: 20 March 1966
Candidate number: 35681	S	D	Candidate number: 35681
Assessment score: 70/100	S	D	Assessment score: 70/100
Budget: £13,550	S	D	Budget: £13,500
Absence rate: 4.56%	S	D	Absence rate: 4.56%

# Developing an Eye for Accuracy For HR and L&D Professionals

Vacancy number: IRC156948	S	✓	Vacancy number: <del>IRC156948</del>	I not 1
Sort code: 117077	✓	D	Sort code: 117077	
NI Number SP 15 45 69 C	✓	D	NI Number SP 15 45 69 C	
Employee P5DLJ08	S	✓	Employee P5B <del>L</del> 08	D not B
Remedy case number: 2814568	S	✓	Remedy case number: 2814 <del>65</del> 8	Transposition
Account Number: 45698247	✓	D	Account Number: 45698247	
Expenses: 236.36	S	✓	Expenses: 236. <del>63</del>	Transposition
14 <sup>th</sup> November 2013	S	✓	14 <sup>th</sup> November 201 <del>8</del>	3 not 8
Batch number: N3D102V	✓	D	Batch number: N3D102V	
Staff ID: 378442	S	✓	Staff ID: 3784 <del>2</del>	4 not 2
Payroll number: 1523087	✓	D	Payroll number: 1523087	
Certificate number: C2G2N45875Q	✓	D	Certificate number: C2G2N45875Q	
Contract end date 31/03/18	S	✓	Contr <del>cat</del> end date	Transposition
Salary: £12,345.00	✓	D	Salary: £12,345.00	
Maternity dates: 15/08/17-14/08/18	✓	D	Maternity dates: 15/08/17-14/08/18	
Resignation date: 20/03/2018	✓	D	Resignation date: 20/03/2018	
Payroll number: 10039999	S	✓	Payroll number: 10039999 <del>9</del>	Extra 9
Telephone number: 01482 395466	✓	D	Telephone number: 01482 395466	
Tax code: 1150L	✓	D	Tax code: 1150L	
Passport number: 522895677	S	✓	Passport number: 5229 <del>8</del> 5677	Transposition
DOB: 20 March 1966	✓	D	DOB: 20 March 1966	
Candidate number: 35681	S	✓	Candidate num <del>ber</del> : 35681	m not n
Assessment score: 70/100	✓	D	Assessment score: 70/100	
Budget: £13,550	S	✓	Budget: £13,5 <del>0</del>	5 not 0
Absence rate: 4.56%	✓	D	Absence rate: 4.56%	

## 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

For fifteen years we've been working with organisations to improve their people's accuracy skills. Typically, participants achieve a 60% 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](http://www.accuracyprogramme.co.uk)

+44 (0)1638 723590

[accuracy@scottbradbury.co.uk](mailto: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**

