



Programme — versions 3 and 4 compared

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Fictional document

Fictional document — demonstration example

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Fictional document, produced for demonstration. **No version is withdrawn or replaced**. A programme sent with a signed agreement remains what was agreed, even if it is out of date.

The two versions

Version	Date	Where it sits	Sent to this learner?
v3	08/09/2025	Website, and attachment to the agreement of 14/05	Yes
v4	12/03/2026	Teaching file, actually delivered	No

What changed between them

Module	v3	v4	Difference
Getting to know the interface	4 h	4 h	—

Module	v3	v4	Difference
Formulas and functions	9 h	9 h	—
Pivot tables	7 h	4 h	– 3 h
Simple automation	—	3 h	+ 3 h
Formatting and printing	5 h	5 h	—
Assessment	2 h	2 h	—
Total duration	27 h	27 h	identical

The total duration is identical, and that is what makes the gap so quiet. No check on total hours would have caught it: only a module-by-module comparison shows it.

What this learner's file says

Document	Content	Signed?
Agreement of 14/05	Programme v3 attached	Yes
Attendance sheets	Name the "simple automation" module	Yes, every half-day
Completion certificate	Objectives from v4	Not issued

These two facts pull in opposite directions: they signed a programme stating 7 h for a module they attended for 4, and they signed an attendance sheet naming the added module every half-day. Neither settles the matter.

Three replies drafted, none sent

Reply chosen: ☐ acknowledge the gap and explain it · ☐ acknowledge it and offer a top-up on the shortened module · ☐ goodwill gesture of € · ☐ other:
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