

Registration Form

Please complete this form and return to AEA Bookings.

Delegate Details:

Title: (e.g. Mr, Miss, Ms, Mrs):

Forename(s):

Surname:

Local Authority:

Address:

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☎ Office:

☎ Home:

e-mail address:

AEA Membership Number:

Special Needs/Dietary:

Signed:

Date:

Preferred Course Venue

Reading Birmingham

London Leeds

No of years experience in Electoral Administration

Modules Attending

ER1 ER2 EA1 EA2 EA3

Registration Fees (inc Vat) 2010 2011

Five Modules AEA Member £1380.63 £1474.63

Non Member £1592.13 £1697.88

(Discounted price available only when all 5 modules are booked together)

Individual Module

AEA Member £317.25 £346.63

Non Member £381.88 £417.13

Cancellation

If you cannot attend, a substitute may attend in your place. Otherwise the following charge will apply:

- ◆ Less than 2 weeks before the event 100%

Alternatively if spaces are available, you can attend a different venue. To change venue you should give at least 2 weeks notice otherwise charges may apply.

If for any reason a course is cancelled a full refund will be made.

Payment Details

Please tick to indicate your method of payment. Please note that delegates are required to pay their registration fee prior to attendance at the courses.

- Please find a cheque enclosed:**

Cheques should be made payable to '**Association of Electoral Administrators**'

- Payment by BACS:**

The Association of Electoral Administrators Ltd.

Bank Sort Code: 089001

Bank Account Number 70644001

Bank Name: The Cooperative Bank
118-120 Colmore Row
BIRMINGHAM, B3 3BA

- Please invoice my organisation:**

Order Number: Contact Name:

Department:

Address:

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☎ Tel: Fax:

Please complete this form, and return to:
AEA Bookings, Sunderland City Council,
Civic Centre, Sunderland SR2 7DN Fax: 0191 553 1389



Foundation Course in Electoral Administration

for new staff working in electoral registration and elections administration and for other more experienced staff needing a refresher course

Dates

Module ER1 - January and February 2010/2011

Module ER2 - March 2010/2011

Module EA1 - May and June 2010/2011

Module EA2 - September 2010/2011

Module EA3 - October and November
2010/2011

Venues

Malmaison and Devere Hotels at:
Birmingham, Leeds, London and Reading

Foundation Course in Electoral Administration

The AEA is pleased to provide details of the 2010 and 2011 programme for the Foundation Course in Electoral Administration. This major initiative of the Association has quickly become established as one of the leading sources of training in electoral administration in the country. The course is primarily aimed at new entrants to the profession and at those staff wishing to go on and undertake the Association's Qualification.

The Foundation Course was launched in 2004 with the twin aims of:

- ◆ providing a sound knowledge base for new entrants in both electoral registration and elections administration
- ◆ preparing members for undertaking the Certificate level of the Association's Qualification.

The course will also be suitable for those more experienced staff who need a refresher or to get up to date with the ever-changing legal and administrative background to electoral administration.

The Foundation Course will be delivered in five modules on an annual basis. The timetable for the modules has been set to avoid major areas of work within Elections Offices.

The five modules are:

- ◆ Module ER1 - Electoral Registration Officer and the Registration Process
- ◆ Module ER2 - Publication and Supply of the Electoral Register: Absent Voting Applications: Other Registration Issues
- ◆ Module EA1 - Returning Officer: Election Timetables: Nominations: Election Documents

- ◆ Module EA2 - Agents: Postal Voting: Polling Stations
- ◆ Module EA3 - Staffing arrangements: The Count: Post Count procedures

The five modules are based largely on the Certificate syllabus and a detailed list of the individual topics to be covered in each module is available from John Turner. If you would like a copy, please e-mail him on john.turner@aea-elections.co.uk

Each module will be delivered in about a 4 week period on a sequential basis throughout the year and will be available at four regional centres (Birmingham, Leeds, London and Reading). You can choose to attend all modules or as many as you wish and at different centres if that is more convenient to you. Although you can start the programme at any module, it is suggested that you should start at either module ER1 or EA1 (i.e. in January/February or May/June).

The course will be delivered by AEA accredited trainers using standard course notes which will be made available to all those attending as part of the handouts of the course. These notes form the complete Foundation Course manual, a printed version of which will be supplied to all those who attend all five modules of the course. In addition, such persons will receive a Certificate of Attendance to demonstrate that they have attended all five modules. Completing all 5 modules of the Foundation Course is one of two ways to gain entry onto the AEA Certificate programme as the next level of the AEA Qualification.

The cost for all five modules is £1380.63 - 2010 & £1474.63 - 2011 (discounted price available only when all 5 modules are booked together) or individual modules are available at a cost of £317.25 - 2010 & £346.63 - 2011 each. For non-members of the AEA, the costs are £1592.13 - 2010 & £1697.88 - 2011 and £381.88- 2010 and £417.13 - 2011 respectively. For those wishing to stay overnight before or after the course, special rates have been agreed with the hotel group. Further details can be obtained from Lindsay Dixon, Sunderland City Council Tel: 0191 561 1142.

Details of dates and venue for each module are shown in the following table:

Module	Reading 2010	Reading 2011	Birmingham 2010	Birmingham 2011	London 2010	London 2011	Leeds 2010	Leeds 2011
Module ER1	5 January	4 January	12 January	11 January	26 January	25 January	9 February	8 February
Module ER2	2 March	1 March	9 March	8 March	16 March	15 March	23 March	22 March
Module EA1	11 May	17 May	18 May	24 May	25 May	31 May	1 June	7 June
Module EA2	7 September	6 September	16 September	13 September	14 September	20 September	21 September	27 September
Module EA3	5 October	4 October	12 October	11 October	19 October	18 October	2 November	1 November