

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

London Leeds

Reading Birmingham

No of years experience in Electoral Administration

Modules Attending

ER1 ER2 EA1 EA2 EA3

Registration Fees (inc Vat) 2019

Five Modules AEA Member £2,100.00

Non Member £2,450.00

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

Individual Module

AEA Member £500.00

Non Member £600.00

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%
- ◆ More than 2 weeks before the event 20%

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 note that delegates are required to pay their registration fee prior to attendance at the courses.

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:

Address:

.....

.....

☎ Tel:

Please complete this form, and return to:

AEA Bookings, Sunderland City Council,
Civic Centre, Sunderland SR2 7DN
email: aea@sunderland.gov.uk



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 2019

Module ER2 - February/March 2019

Module EA1 - May/June 2019

Module EA2 - September 2019

Module EA3 - October 2019

Venues

Malmaison, De Vere and Principal Hayley venues
at: Birmingham, Leeds, London and Reading

Foundation Course in Electoral Administration

The AEA is pleased to provide details of the 2019 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 Electoral Services 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 at 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, May/June).

The course will be delivered by AEA accredited tutors 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 2019 cost for all five modules is £2,100.00 (discounted price available only when all 5 modules are booked together) or individual modules are available at a cost of £500.00 each. For non-members of the AEA, the 2019 costs are £2,450.00 and £600.00 respectively.

Further details can be obtained from Kate Monehen, Sunderland City Council Tel: 0191 561 1198.

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

	Reading 2019	Birmingham 2019	London 2019	Leeds 2019
Module ER1	8 January	22 January	15 January	29 January
Module ER2	12 February	26 February	5 March	12 March
Module EA1	14 May	21 May	4 June	11 June
Module EA2	3 September	10 September	17 September	24 September
Module EA3	1 October	8 October	15 October	22 October