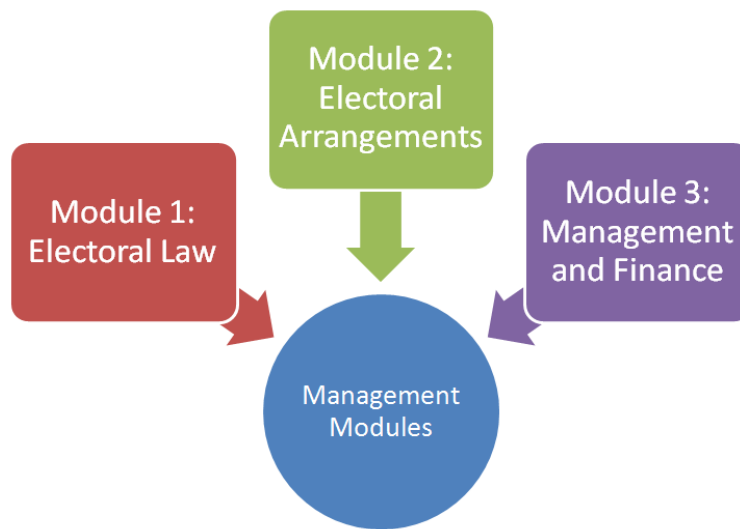




Management Modules



Aim	To outline and reinforce the knowledge required by electoral service managers to deal with these three important topics at an advanced level.		
Key Areas of focus	Electoral Law	Electoral Arrangements	Management and Finance
	<ul style="list-style-type: none"> • Role of the Electoral Administrator • Structure of the Law • Judicial Structure • Human Rights • Other agencies involved with electoral administration • Advice • Election Petitions • Electoral Registration 	<ul style="list-style-type: none"> • Boundaries • Polling District Reviews • Parishes/Communities • Combined Polls • Parish Polls • Referendums • BIDS • Voting Systems 	<ul style="list-style-type: none"> • Management of People • Management of Information • Management of Quality • Management of Projects • Electoral Finance
Audience	Those currently in a managerial post or aiming to develop their career in that direction. Ideal for Diploma candidates preparing for their exams.		

Course Overview	<p>The courses will be delivered using presentational material, reference to the detailed course notes and group discussions. Numbers will be limited to small groups to ensure attendees' areas of interest are fully covered.</p> <p>Attendees will be provided with course notes on arrival at the course.</p> <p>It will be delivered using presentational material, handouts and example documentation.</p> <p>Group discussion will take place to enable the sharing of knowledge, experience and ideas.</p> <p>A practical exercise will be undertaken to draw out and reinforce key points.</p> <p>Each course runs from 10am until 4pm with breaks for lunch as well as tea and coffee.</p>	
Dates and Venues	Electoral Law – 3 June 2019	Camden – Crowdale Centre
	Electoral Arrangements – 17 June 2019	Camden – Crowdale Centre
	Management and Finance – 28 June 2019	Camden – Crowdale Centre
Cost of Attendance	<i>Fee per attendee per module</i> <i>(including detailed course handbook based on the Diploma manual)</i>	
	AEA member £330 (plus vat)	
	Non-member £429 (plus vat)	
	AEA member undertaking the Diploma £297 (plus vat) (10% discount)	
	<i>Those booking onto all three courses at the same time receive a 15% discount as follows:</i>	
	AEA member £842 (plus vat)	
	Non-member £1094 (plus vat)	
	AEA member undertaking the Diploma £757 (plus vat) (10% discount)	
	Non-members wishing to join the Association may download a membership application at www.aea-elections.co.uk/join	
	*If delegates from the same Authority wish to attend this course on different dates/at different venues please indicate clearly on the booking form.	
	<p>If you cannot attend a substitute from the same Authority may attend in your place, otherwise the following cancellation charges apply:</p> <ul style="list-style-type: none"> • Less than two weeks before the event 100%. • Less than four weeks before the event 60% • More than four weeks before the event £20. <p>If for any reason within the control of the AEA, a course is cancelled a full refund or credit will be made.</p>	