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

Day Study	
Dates	**Venues**
Module ER1 - January 2020	Andover
Module ER2 - February/March 2020	
Module EA1 - May/June 2020	Coventry
Module EA2 - September 2020	Leeds
Module EA3 - October 2020	London
Residential	
17 – 20 February 2020 – Double Tree by Hilton York	
15 – 18 June 2020 – MK Hotel, Milton Keynes	

The AEA is pleased to provide details of the 2020 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 five modules covered are:

- Module ER1 – Electoral Registration Officer and the Registration Process

- Module ER2 - Publication and Supply of the Electoral Register, Absent Voting Applications and Other Registration Issues

- Module EA1 - Returning Officer, Election Timetables, Nominations and Election Documents

- Module EA2 – Agents, Postal Voting and Polling Stations

- Module EA3 - Staffing arrangements, The Count and Post Count procedures

The five modules are based largely on the Certificate syllabus and a detailed list of the individual topics to be covered is available. If you would like a copy, please e-mail tasha.davis@aea-elections.co.uk.

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.

There are two options available for those wanting to undertake the Foundation course – day study over five days throughout the year or as a four-day residential course.

Day Study

The Foundation Course will be delivered in five modules with the timetable for the modules being set to avoid major areas of work within Electoral Services Offices.

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 (Andover, Coventry, Leeds and London). 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 2020 cost for AEA members for all five modules is £2,000 (discounted price available only when all 5 modules are booked together) or individual modules are available at a cost of £500 each. For non-members of the AEA, the costs are £2,500 and £600 respectively.

Day Study – Dates and Venues

	Andover 2020	Coventry 2020	Leeds 2020	London 2020
Module ER1	7 January	14 January	29 January	21 January
Module ER2	18 February	25 February	10 March	3 March
Module EA1	12 May	19 May	9 June	2 June
Module EA2	1 September	8 September	22 September	15 September
Module EA3	6 October	13 October	27 October	20 October

Residential

The five modules of the Foundation Course will be delivered over four days, achieved by slightly longer days than run for day study.

The cost of the course includes three nights' accommodation and refreshments throughout.

The 2020 cost for AEA members for the Residential is £2,500. For non-members of the AEA, the costs are £3,100.

Residential – Dates and Venues

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