



# Four Day Electoral Administration 2021

## Aim

To provide delegates with a comprehensive understanding of electoral administration including electoral registration and election management, to include the legislative framework and areas of good practice.

## Objectives

1. To define the legal requirements that governs election administration and the duties of the Returning Officer and Electoral Registration Officer.
2. To outline the framework governing elections and electoral registration.
3. To consider the annual canvass and year-round registration as well as the inspection and supply of electoral registers and absent vote applications.
4. To consider nominations, poll cards, postal votes, polling day organisation, the count and post-election procedures.

To explore good practice relating to all aspects of electoral administration.

## Audience

This course is designed for those who have a good knowledge of electoral administration but are looking for a more comprehensive understanding behind processes and want to identify ways of improving service delivery. It is recommended as a revision tool for those undertaking the Certificate in Electoral Administration.

## Course Overview

This course follows a comprehensive manual which guides delegates through all key aspects of electoral administration.

Using practical exercises to facilitate learning, this course engages attendees in exchanging knowledge, experience and ideas.

The course starts at 10.00 on day one, finishing at 4.00 on day four. The remaining days run from 10.00 – 4.00.

The Course will be delivered using a mixture of presentational material and practical exercises, and with reference to example documentation and official guidance.

Group discussion will also take place during the day to facilitate the exchange of knowledge, experience and ideas.

Attendees will be provided with a pack prior to the course, containing course notes, guidance documents and example materials as well as a comprehensive manual.

## Dates and Venues

**11 – 12 January and 14 – 15 January 2021**

Online via Microsoft Teams

The course will be split in to two deliveries Monday and Tuesday and Thursday and Friday

## Cost of Attendance

### AEA member

AEA member – £1302 (plus vat)  
With Member support fund discount **£1000 (plus vat)**

### AEA member taking qualifications

AEA member – £1172 (plus vat)  
With Member Support Fund Discount **£900 (plus vat)**

### Non-member

Non-member – **£1693 (plus vat)**

Non-members wishing to join the Association may download a membership application at [www.aea-elections.co.uk/join](http://www.aea-elections.co.uk/join)

## Terms and Conditions

### Cancellation

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

- Less than two weeks before the event 100%.
- Less than four weeks before the event 60%
- More than four weeks before the event £20.

If for any reason a course is cancelled a full refund will be made. No payment for delegate costs that may have been incurred would be reimbursed.

### Non-Attendance

Non attendees are liable for full payment of the event. This includes face-to-face and online training.

If attendees have any concerns regarding connectivity they can email [training@aea-elections.co.uk](mailto:training@aea-elections.co.uk) to arrange a pre course test.

[Find out more about our full range of training courses and professional qualifications on our website](#)