

Polling station staff training for 6 May 2021

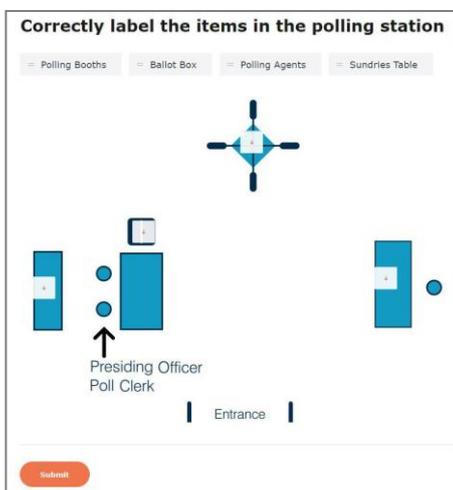
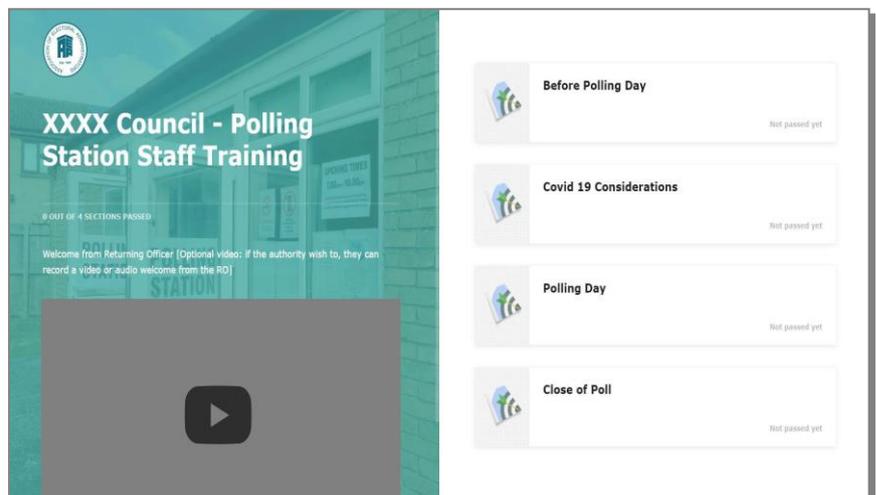


Our new online course is your solution to training hundreds of polling station staff ahead of scheduled elections on 6 May 2021 in a cost-effective and Covid-19 secure way.

These elections will arguably be the most complex set of polls many returning officers will have ever administered. This makes thorough polling station staff training crucial.

Customised to your exact situation and requirements, your course will cover the key messages and procedural issues for whatever combination of polls you are running. We can even include an introduction from your returning officer.

Your course will be informed by our 20 years of expertise and knowledge gained from training tens of thousands of polling station workers. Available 24 hours a day, it will allow your staff to learn at a pace and times that suit them.



Each session will include a combination of videos and voiceovers, clearly instructing staff on key aspects of the poll and Covid-19 considerations. We will reflect key messaging from the Electoral Commission's polling station handbook, covering subjects like marking the register and completing the corresponding number list. We can even include your specific close of poll procedures.

Your staff will complete interactive scenarios including laying out a polling station and how to complete a ballot paper account, plus a final assessment.



Training cost and booking

Bookings for this course are now open, complete our booking form today to secure your training. We know electoral administrators must be budget conscious but do not want to sacrifice quality. To support our members, these tailored sessions are competitively priced at just £9.50 plus VAT for each attendee.

In addition to online training, we are still offering in-person training sessions. These can also be fully customised to meet your specific needs. These cost £1,824 plus VAT and provide four sessions on the same day for up to 40 delegates at a time. Local authorities must provide a training venue and implement Covid-19 safety measures including an NHS track and trace check-in, PPE and hand sanitiser.

For more information on how we can develop and provide a bespoke training package for you – online or face to face - please email training@aea-elections.co.uk

What we will need from you

For online training, all we need at the time of booking is the numbers of attendees. We will then need a completed polling station questionnaire and key documents by an agreed deadline, plus a list of email addresses for all attendees just before the training window opens.

For face-to-face training we need to know how many days training you would like to book and a completed polling station questionnaire and key documents by an agreed deadline.

Data protection

By booking online polling station staff training, you agree that data relating to the training will be used by the AEA and its training platform (Easy Generator) to allow access to the training platform and, if necessary, to contact delegates with information regarding the course. You also commit to ensuring all necessary permissions will be sought from employees of the returning officer prior to providing email addresses in line with the returning officer's privacy notice. Confirmation the necessary permissions have been obtained from trainees must be provided when sending email addresses of delegates to the AEA.

Any information collected will only be used for the purpose of the training and will be destroyed within five days of the poll. For face to face polling station staff training no details will be collected.

[AEA privacy notice](#)

[Easy Generator privacy notice](#)



Polling Station Staff Training Booking Form 2021

Local Authority	
Contact name	
Telephone	
Email	

Please tick which training type you are booking		How many staff need to be trained?
Online		

or

Face to face		How many days training are required*

*(160 staff per day can be trained in one day over four sessions).