



Foundation Course in Electoral Administration

for new staff working in electoral registration and elections administration, for other more experienced staff needing a refresher course or for those wanting an opportunity to understand the landscape of electoral services

Residential

June 2021 – Residential –
DoubleTree by Hilton Hotel Milton Keynes

Online

February/March and September 2021 –
Online – Microsoft Teams

Overview

The AEA is pleased to provide details of the 2021 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 six modules covered are:

- Module Gen1 – covering cross cutting themes such as Data Protection, Dies Non, Publicity, Use of School/public Rooms
- Module ER1 – Electoral Registration Officer and the Registration Process
- Module ER2 – Annual Canvass, 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 six 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 training@aea-elections.co.uk.

The course will be delivered by AEA accredited trainers using detailed 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 six modules of the course. In addition, such persons will receive a Certificate of Attendance to demonstrate that they have attended all six modules. Completing all six 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 – a four-day residential course or as an online course over five days delivered using Microsoft Teams.

Please note, because of potential coronavirus implications, the AEA reserves the right to move any course online if face to face delivery becomes impractical.

Residential Study

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

The cost for AEA members for the Residential is £2,242 excluding VAT. For non-members of the AEA, the cost is £2,780 excluding VAT. This includes three nights' accommodation and refreshments throughout.

Residential Study – Dates and Venue

Monday 14 – Thursday 17 June 2021 – Milton Keynes

Online Study

The online course is delivered over five days using Microsoft Teams.

You can choose to attend all modules or as many as you wish.

The cost for AEA members for all six modules is £1,667.67 excluding VAT (discounted price available only when all 6 modules are booked together) or individual modules are available for £449 excluding VAT each. For non-members of the AEA, the costs are £2,242 excluding VAT and £538 excluding VAT, respectively.

Online Study – Dates

	Spring 2021	Autumn 2021
Modules Gen1 & ER1	24 February	15 September
Module ER2	26 February	17 September
Module EA1	1 March	20 September
Module EA2	3 March	22 September
Module EA3	5 March	24 September