

# Polling station staff training for 2022



Ensuring polling station staff are well prepared for their complex duties is vital for all Returning Officers. With more than a decade's experience providing presiding officer and poll clerk training, the AEA has the expertise and know-how to support you to deliver the 2022 elections.

## How we can help...

Writing and delivering your own training takes up a lot of time that you cannot afford to lose in the election period. Let the AEA make things easier for you with our e-learning solution.

We customise all training to reflect the polls in your area, your local processes and any key messages you wish to convey.

It will have your local authority branding and, if you want, can include a video introduction from your Returning Officer.

The training includes videos, images and audio content to clearly instruct staff on what they need to know to successfully deliver on polling day.



It contains interactive questions and scenarios to validate learning, including exercises on understanding the register, and completing the corresponding number list and ballot paper account. We can even include questions on your specific close of poll procedures.

Your staff will be able to access the training at a time that suits them and can learn at their own pace. Once completed, they can download a completion certificate.



You can monitor your staff's progress in real-time so you can easily send reminders to those who have not yet completed the training.

Our training fully complies with the Electoral Commission's polling station handbook, electoral law and good practice.

## Testimonials

For May 2021 we successfully provided our online training to 30,000 staff across a range of local authorities with various types of polls and franchises. This was done while reflecting specific local messaging and Covid-19 considerations. Here is some of the feedback we received:

- "Can I just say we think the training is absolutely brilliant and feel really reassured that our polling station staff will have done this" – Susie Benton, Leeds City Council
- "Many thanks for all the work that has gone into this, it has made what would have been an additional extra task far easier for us" – Karen Thompson, Eden District Council
- "The training is brilliant though – I can't imagine going back to face to face after this" – Rebecca Drummond, New Forest District Council
- "The training is very good, comprehensive and the questions are well directed." – Adam Ciotkowski, City of Bradford
- "Thank you for making setting this up such an easy process, your quick responses to my queries have been first class" – Barbara Stott – Stafford BC
- "We love it! It's certainly the best online polling station training I have ever seen" – Zoe Armstrong, Sandwell

## How to book

Bookings are now open, just complete the booking form telling us how many staff you expect will need training. To support our members, this tailored online training is competitively priced with no contract for future years:

- If you book with us before 30 September 2021 you will secure the training at the discounted price of **£8.50\* per person plus a set-up a cost of £500\***.
- From 1 October 2021, the price will be **£10.50\* per person plus a set-up cost of £500\***.

If you have any questions, or for further information, please contact [training@aea-elections.co.uk](mailto:training@aea-elections.co.uk)



## **In Person training**

In addition to online training, we are also offering in-person training sessions.

These can also be customised to reflect the polls that you have, your local processes and any key messages you wish to convey.

The training will be delivered onsite at your offices by an accredited AEA trainer and will cost £2,438 plus trainer expenses\* for four sessions on the same day for up to 40 delegates at a time.

\* all fees are also subject to VAT



# Polling Station Staff Training Booking Form 2022

<b>Local Authority</b>	
<b>Contact name</b>	
<b>Telephone</b>	
<b>Email</b>	

<b>Please tick which training type you are booking</b>	<b>How many staff need to be trained approximately?</b>
<b>Online</b>	

**or**

<b>Face to face</b>		<b>How many days training are required**</b>

\*\*(160 staff per day can be trained in one day over four sessions – 40 per session).

## 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 training. You also commit to ensuring all necessary permissions will be sought from employees of the returning officer in line with the returning officer's privacy notice.

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](#)