



Two Day Electoral Registration

Aim

To provide delegates with a comprehensive understanding of UK electoral registration, including the legislative framework and areas of good practice.

Objectives

1. Define the legal requirements that govern electoral registration and the duties of the Electoral Registration Officer.
2. Outline the registration framework including the annual canvass and year-round registration.
3. Consider other aspects such as the inspection and supply of electoral registers and absent vote applications.
4. Explore areas of good electoral registration practice.

Who is this course for?

This course is designed for people with a good knowledge of electoral registration who want a more comprehensive understanding of processes and how to improve service delivery. This course is also recommended as a revision tool for candidates studying for our Certificate in Electoral Administration.

Course overview

You will follow a comprehensive manual guiding you through key aspects of electoral registration.

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

Discussion will take place during each day to enable you to exchange 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 a comprehensive manual.

The course starts at 10:00 on day one, finishing at 4:00 on day two.

Dates and venues

10 – 11 January 2022

Online via Microsoft Teams

13 – 14 June 2022

Milton Keynes

Cost

AEA member

AEA member – £711 (plus vat)
With member support fund discount **£550 (plus vat)**

AEA member taking qualifications

AEA member – £640 (plus vat)
With member support fund discount **£500 (plus vat)**

Non-member

Non-member - £924 (plus vat)

Non-members who would like to join the Association can apply for membership online at www.aea-elections.co.uk/join

Terms and conditions

The AEA reserves the right to move any course online if face-to-face delivery becomes impractical.

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 to arrange a pre course test.

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