



# Two Day Elections

## Aim

To provide delegates with a comprehensive understanding of managing an election, including the legislative framework and good practice.

## Objectives

1. Define the legal requirements that govern election administration and the duties of the different types of Returning Officer.
2. Outline the framework for both by-elections and scheduled polls, including timetables, nominations, poll cards and postal voting.
3. Consider other aspects of an election such as polling day organisation, the count and post-election procedures.
4. Explore good practice relating to all aspects of election management.

## Who is this course for?

This course is designed for people with a good knowledge of election administration, but who are looking for a more comprehensive understanding of processes and want to identify ways 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 all key aspects of election management.

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.

Each day runs from 10:00 until 16:00 with suitable breaks, including for lunch.

## Dates and venues

**13 – 14 January 2022**

Online via Microsoft Teams

**15 – 16 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](http://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](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](#)