



Foundation Course in Electoral Administration



- For new staff working in electoral registration and elections administration.
- For experienced staff needing a refresher course.
- For those wanting an opportunity to understand the landscape of electoral services.

Overview

The AEA is pleased to provide details of the 2022 programme for the Foundation Course in Electoral Administration. This major initiative 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 AEA 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 email 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. 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. A Certificate of Attendance will also be issued to everyone who attends all six modules. Completing all modules of the Foundation Course is one of two ways to gain entry onto the AEA Certificate programme.

There are two options available for those wanting to undertake the Foundation course – a four-day residential course or 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 running slightly longer days than those in place for the online or day study option.

The cost for AEA members for the Residential is £2,083.33 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 6 – Thursday 9 June 2022 – York - DoubleTree by Hilton York

Online study

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

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

The cost for AEA members for all six modules is £1,667.67 excluding VAT (discounted price available only when all six 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 2022	Autumn 2022
Modules Gen1 & ER1	26 January 2022	14 September 2022
Module ER2	28 January 2022	16 September 2022
Module EA1	31 January 2022	19 September 2022
Module EA2	2 February 2022	21 September 2022
Module EA3	4 February 2022	23 September 2022