



Polling station staff training for 2023



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.

Elections Act

Our training will fully reflect the requirements in the Elections Act, including the need for voter ID and accessibility requirements. We will include scenarios to test understanding and to make sure your staff know what to do in different situations. Trust the AEA to train your staff for these changes.



Customised to your requirements

We customise our 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 and images to clearly instruct staff on what they need to know to successfully deliver on polling day.



Jean is a Presiding Officer

She needs some help with some tricky situations...

There are interactive questions and scenarios to validate learning, including exercises on understanding the register and completing the corresponding number list and ballot paper account. There will also be scenarios around the changes introduced in the Elections Act so that your staff understand and can implement the revised voting process correctly. We 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 the progress of your staff 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

Over the last two years we have trained over 50,000 staff across a range of local authorities with various types of polls and franchises. Here is some of the feedback:

- "Having the AEA deliver our training gave us the confidence it would be developed and delivered by people who have been involved in running elections in the past and knew what they were talking about." Paul Beaumont, Halton Borough Council
- "Thanks to the team for great communication throughout and a lovely smooth process, allowing me to use my time on more pressing matters." Wendy Turpin, Thurrock Council
- "I would recommend this training to any Authority that is considering switching to online training and will certainly be booking them for future elections." Linda Harling, Rossendale Borough Council
- "The staff raved about the training. They seemed to really like it. They said they found it clearly explained what was expected of them." Nicola Rowden, Royal Borough of Kensington and Chelsea
- "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. Our customised online training is competitively priced with **no contract** for future years:

- If you book with us before 30 September 2022 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 2022, 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



Polling Station Staff Training Booking Form 2023

Local Authority	
Contact name	
Telephone	
Email	

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

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 12 months after the poll.

[AEA privacy notice](#)

[Easy Generator privacy notice](#)