

Foundation Course in Electoral Administration



Overview

This Foundation Course is established as one of the leading sources of training in electoral administration in the country. It 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 content is currently being updated to take account of the changes introduced by the Elections Act 2022, and deliveries will reflect those changes in force.

There are six modules:

- 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 pdf 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.

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

Online Day Study

Course	Date and venue
Foundation Course (England version) +: Delivered over five days using Microsoft Teams. You can choose to attend all modules or as many individual modules as you wish	Autumn Foundation online via Microsoft Teams <ul style="list-style-type: none">• Module Gen1 & ER1 Thursday 18 January• Module ER2 Friday 19 January• Module EA1 Monday 22 January• Module EA2 Wednesday 24 January• Module EA3 Friday 26 January

Cost

AEA Member - £1,750 excluding VAT for all six modules.

Non-member - £2,187.50 excluding VAT for all six modules.

If you wish to book individual modules, please contact training@aea-elections.co.uk