

## Prospect Reps Part 1

### Key Skills

New reps to be added by officer/organiser to the **superheroes spreadsheet**. These can be for Reps 1 & 2, or any other training requirements. Spreadsheet link: **V:\National Education Programme\SUPERHEROES SPREADSHEET**

1

Once five new reps are added, the dedicated organiser should set up and deliver the training wherever possible. The National Education Programme will pick up the remaining reps from each pitch and label the spreadsheet accordingly.

2

Education will pass all other training course details from the spreadsheet to the appropriate course tutor/team e.g. Pensions, H&S etc.

3

The reps are sent **Reps 1 Template Letter 1** to ascertain interest and commitment and dates.

4

The interested reps are then offered training dates.

5

The workbook and course details, video link (including **Reps 1 Template Letter 2** and Zoom link/dates) are sent out two weeks beforehand.

6

Reps attend the course and complete the action plan. If a rep is a no-show/no-contact, they will receive one mark against them. **Three marks and we will no longer consider them to be a rep.**

7

The tutor sends feedback with the appropriate action plan/follow-up sheet to the dedicated organiser for that rep.

8

The dedicated organiser completes the follow-up sheet with the rep and then updates Education (including a copy of the action plan/follow up) at **education@prospect.org.uk**.

9

Education then centrally update the records for individual reps. These will be added as branch representatives on the system.

10