

Prospect Reps Part 2

Case Handlers

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 organiser should set up training for the dedicated officer to deliver whenever possible. If pitch can't run the training, the National Education Programme will always pick up Reps 2 requests (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 2 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 2 Template Letter 2** and Zoom link/dates) are sent out two weeks beforehand. Reps 2 also receive two **homework sheets** and pre-reading.

6

Reps attend the course and complete two homework sheets to be marked by tutors before the next session. Guidance and homework sheets are provided on the **tutor resource page**. Reps also complete **action plan** following the course.

7

The tutor sends feedback and completed homework sheets to **education@prospect.org.uk**. KS then sends tutor feedback to the dedicated officer with **follow-up sheet/action plan** for guidance.

8

The dedicated officer 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 case handlers on the system.

10

New case handlers who have completed both **Part 1** and **Part 2** will then receive their **accreditation letters**.

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