

Bectu Reps Part 1

Key Skills/ Freelancers

Before embarking on any Prospect or Bectu training course, we advise prospective reps to read/watch the following as part of a consistent induction process:

Reps' welcome letter

bit.ly/welcome-rep

Reps' handbook

bit.ly/rep-handbook

Prospect General Secretary Mike Clancy on being a rep

bit.ly/new-rep-video

1

Dedicated organiser/officer to contact Education with request for **Reps 1** or **Freelancer Reps 1** course.

2

The reps for Part 1 will be offered the next available Bectu reps training date.

3

Dedicated organiser/officer can and should set up and deliver the training wherever possible. **Bespoke/freelance course requests must have at least five reps in attendance to run in the most time-efficient way.**

4

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

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 Education will no longer consider them eligible for rep training.**

7

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

8

The dedicated organiser/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 branch representatives on the system.

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