

## Bectu Reps Part 1

Key Skills/  
Freelancers

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

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

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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.**

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

The interested reps are then offered training dates.

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

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.**

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

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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**.

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

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