

Bectu Reps Part 2

Case Handlers

Dedicated organiser/officer to contact Education with request for **Reps 2 (Case Handler)** course.

The reps for Part 2 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 2 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 2 Template Letter 2** and Zoom link/dates) are sent out two weeks beforehand. Reps 2 also receive two **homework sheets** and pre-reading.

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.

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.

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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**.

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

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

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