

Bectu Reps Part 2

Case Handlers

Once a rep has completed Reqs Part 1 and received follow up with their dedicated organiser, they can be added to the Reqs Part 2/other training area of the spreadsheet at **V:\National Education Programme\SUPERHEROES SPREADSHEET**

1

The reps for Part 2 will be offered the next available Bectu reps training date.

2

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.**

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. Reqs 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**. Reqs 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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