



The Educational Team

APPLICATION TO FUND A TRAINING EVENT

This form should be completed by anyone considering organising a branch/regional training event. It is important that you obtain approval for funding from Prospect/BECTU Educational Team prior to making arrangements.

Application for:

Branch Training Regional Training

Tell Us About The Course:

Name Of Course:

Date of Course:

Course Location:

Number of Members Attending Course:

Please Explain How This Learning/Development Need Was Identified:

Please provide a fully itemised estimate of the funding you require (e.g. accommodation, meals, travel/subsistence, venue costs etc.):

Do any of the reps who will attend this course have any additional needs? If so, please state: Not known. Further information will be provided as and when.

Tell Us About Yourself:

Branch/Region - Code/Name

Name of Person Making Application:

Branch/Regional Position:

Contact Telephone Number:

Email Address:

Name of Prospect Officer/Organiser Supporting Your Application:

# Frequently Asked Questions (FAQS)

## **Who can apply to fund?**

Applications to fund to organise branch or section training courses can be submitted by representatives or Prospect/BECTU officials. If the application is submitted by a representative, it must be supported by the relevant Prospect/BECTU full-time officer (FTO)

***What sort of training do you fund?***

We fund:

* Delivery of our standard courses to a branch-specific audience
* Delivery of TUC/unionlearn courses to a branch-specific audience
* Development and delivery of bespoke trade union courses not otherwise available from either Prospect/BECTU or TUC/unionlearn

We are very flexible in our approach to training solutions. If in doubt, it’s

always best to get in touch.

***What do I need to do BEFORE I submit my funding application?***

## Discuss and agree your proposed training dates with your potential trainees and the relevant Prospect/BECTU FTO. This may be your Negotiations/National Officer or your Prospect/BECTU Organiser. You will need to make sure that the appropriate FTO is willing and available to deliver the course for you on the dates that you have proposed.

## You should have obtained costed estimates for any venue hire, equipment hire, accommodation and catering that you will require in order to run your course. We expect you to have compared at least 3 different potential venues and to have selected that which provides best value for Prospect/BECTU’s money. Applications submitted without estimates will be returned to the applicant.

***Who will administer my course?***

Unless otherwise agreed in advance, the Education Team expects that the branch/section applying for funding will carry out the administration of the course to include

* Sourcing a venue and a confirmed tutor
* Processing applications
* Issuing joining instructions
* Providing learner data to the Educational Team

***If I want to run a training event around the same time as a branch/section meeting, who will pay for the training?***  
The Educational team will pay the direct costs incurred in the delivery of the training event. We will also reimburse subsistence incurred by delegates whilst undertaking training. Travel costs will normally be borne by branches/sections.  
  
***How many trainees do I need to make a training course viable?***  
  
Generally we will not consider funding a course with fewer than 8 confirmed applicants. However, please contact us if special circumstances exist.

***Can you help us to source a venue?***  
Yes. We have established working relationships with a host of venues nationwide and can advise you on possible venues.

Please return to the Education Department, BECTU, 373-377 Clapham Rd, London SW9 9BT

**T 020 7346 0900**

**E [education@prospect.org.uk](mailto:POLAeducation@prospect.org.uk)**

**For online applications go to** [**http://www.prospect.org.uk/education**](http://www.prospect.org.uk/education)