Dear Reps,

I hope this email finds you and your families well.

We would like to invite you, as reps who have completed reps part 1, to apply for a place on reps part 2.

The training will run over 3 days.

**Please note;** due to the nature of the course there is a much larger commitment to complete all of the elements before we can then accredit you as a Prospect/BECTU case handler. Please read all of the below information before emailing your interest. Places are limited so please respond as soon as you are able and only commit if you can be sure of **attending and** **completing** the course. If you are unable to commit to the training at this current time and would prefer to be considered for later in the year, please confirm this by reply.

To help inform your decision here is some key information:

**What is it?**

* It is the Union’s Reps 2, Case Handler “face to face” course that has been converted for online delivery via Zoom – an interactive platform.
* Each training session will involve a union tutor and 5 members maximum.
* Each session is scheduled to last up to 2.5 hours, with 2 hours of active learning.
* Prior to the course each student will receive, via email, a copy of the Reps 2 handbook to refer to during each session and details of who will be the tutor for the duration of your course. **There will also be an expectation of up to an hour after each session to complete some ‘homework’ as well as some pre reading before the course starts.**

**What will it involve?**

* Up to 30 minutes of pre reading prior to the 1st session of the course commencing.
* Participating in three, 2.5 hour sessions, with a follow up action meeting facilitated by your organiser (scheduled up to 2-4 weeks later).
* Up to 60 mins “homework” between each session.

**What do I need?**

* A pc or laptop (not a phone) from which to participate in each of the sessions.
* Dedicated time and space to participate (2.5 hours; plus a minimum of 45 minutes in between to do the homework).
* Pen and paper (to make notes).

**When?**

**Completion of the course**

Completion of this course is designated by:

* Attending all 3 sessions,
* Completion of all relevant pieces of homework . Completion includes submission and sign off by your tutor.
* Participating in your follow up action meeting with your officer. This session is organised by your officer/organiser

Once you have completed all elements of the course, you will be recognised by the union as a case handler who will be able to support your wider branch membership, and also undertake personal cases within your branch. Your details will be shared with your officer/organiser, who will be in touch to organise the follow up session.

**Recognition as a union case handler**

In due course, you will receive a letter from the union, signed by Mike Clancy, Prospect General Secretary, to indicate that you are formally recognised as a Union case handler.

**Worried about using Zoom?**

We would suggest you download the zoom app (**if you are using your own computer/have owner’s permission**), as this will enhance the online quality as well as enable you to access the online feedback polls. If you can’t use zoom or would rather not to do this, you also have the option of accessing the session on your browser by rejecting the request to download the app and following a link at the bottom of the window.

Please get in touch if you feel unsure about using zoom.

**What happens if I start the course but cannot complete?**

Do not worry! We understand that during this unusual and unprecedented time, life intervenes, and your time may be needed elsewhere. All we ask is that, as soon as you are aware you can’t join a scheduled session, you let the designated tutor know and we will look to reschedule you – either for a 1 to 1, or to another group, whichever is convenient.

**What next?**

If you are interested in participating in this exciting new initiative for the union, please respond as soon as possible as places are limited.

Please contact;

Please note there is no guarantee we can honour you first request, we are accommodating as many reps as possible, so thank you for your understanding.

Yours sincerely