**Putting what you’ve learnt into practice**

Following on from the **Reps Part 2 (Case Handler)** training, complete this form to assess what you need to do the role effectively, highlight anything you may need to check, what you would like to do when you get back to your workplace and what you need to help achieve this.

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| **Task** |
| Has your employer been informed you are now an elected rep? **Y / N** |
| Do you wish to have your membership status changed to case handler? **Y / N** |
| Do you feel ready to take on your first case? **Y / N**If not, what else can we do to support you? |
| Find out about your GDPR requirements and which resources you’ll have access to as a case handler.Ensure you’re familiar with the grievance/disciplinary procedures of your workplace.Do you have access to/know where to find your workplace policies? **Y / N**Are you able to be present in investigation meetings? **Y / N** |
| What kind of case would you always need to raise with your Prospect/Bectu officer? |
| After attending this course, what will you stop doing? |
| After attending this course, what will you continue to do? |
| Based on your new knowledge, what will you start to do? |