

Prospect Reps Part 1

Key Skills

Ahead of any Prospect or Bectu training course, we advise prospective reps to read/watch the following as part of a consistent induction process:

Induction page

<https://prospect.org.uk/course-resources/#induction>

New reps should be added to the membership system either as holding reps or holding Health & Safety reps.

1

New reps to be added by the organiser on their appropriate pitch/division **superheroes spreadsheet**. This can only be for Reps 1 or the Health & Safety course.

2

All existing reps who've completed either of these courses can be added to any appropriate Level 2 course: <https://prospect.org.uk/training-for-reps/level2>
Spreadsheets can be found here: <https://bit.ly/Training-superheroes>

3

Once up to eight new reps are added, the dedicated organiser should set up and deliver the training, wherever possible, online. Education will pick up the remaining reps. The spreadsheet must be updated in the 'date offered' column.

4

Education will pass all other training course details from the spreadsheet to the appropriate course tutor/team e.g. Pensions, H&S etc.

5

The reps are sent **Reps 1 Template Letter 1** to ascertain interest and commitment. The interested reps are then offered training dates.

6

The course resources (including **Reps 1 Template Letter 2** and Zoom link/dates) are sent out two weeks beforehand: <https://prospect.org.uk/course-resources>

7

Reps attend the course and complete the action plan.
If a rep is a no-show/no-contact, they will receive one mark against them. **Three marks and Education will no longer consider them eligible for rep training.**

8

The tutor returns the feedback to education@prospect.org.uk (if they have set up/delivered training). Education will share any tutor feedback from NEP training sessions with the relevant organisers.

9

These reps will be added to the system as either H&S or branch/section/sub reps and Reps 1 will be added to their training record.

10