

Training: Code of Practice



Key Skills/ Freelancers 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://bectu.org.uk/course-resources-bectu/#induction

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

New reps to be added by the official on their appropriate pitch/division **superheroes spreadsheet.** This can only be for Reps 1, Health & Safety or Reps 1 Freelancer. All existing reps who've completed Reps 1 (*not* Reps 1 Freelancer) can be added to any appropriate Level 2 course: **https://bectu.org.uk/ training-for-reps/#level2** Once new reps/activists are identified, the dedicated official should set up and deliver training either online or in person

Spreadsheets can be found here: https://bit.ly/Trainingsuperheroes

Education will pass all other training course details from the spreadsheet to the appropriate course tutor/ team e.g. Pensions, H&S etc. The spreadsheet must be updated in the 'date offered' column. The reps are sent **Reps 1 Template** Letter 1 to ascertain interest and commitment. The interested reps are then offered training dates. The course resources (including **Reps 1 Template Letter 2** and Zoom link/dates) are sent out two weeks beforehand. **https:// bectu.org.uk/course-resourcesbectu**

Reps attend the course and complete the action plan.

If a rep is a no-show/no-contact, the official should outline this and further support/training on the Tutor Feedback form.

Official completes tutor feedback form at https://library. prospect.org.uk/ download/2020/01353.



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. 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.

