



Reps' National Education – Frequently Asked Questions

How do I book onto a Union's National Education Reps course?

All places are subject to approval from your branch/Prospect Official/Organiser. We offer a variety of formats including in-person and online – via both teams and zoom.

Please speak to your [Prospect](#) or [Bectu](#) official about your preference as we plan our courses according to demand.

What happens after booking?

Once your request for reps training has been approved, you'll receive future dates for the specific training course. Please choose the date that suits you best and confirm, or if needed, request further dates. (For example, if you're on leave for all dates offered). The education team will offer alternative dates on receipt of your email advising that you cannot make any of the original dates offered.

If you don't respond to this email, you will not be allocated onto any reps training course and therefore this could hinder your rep progression and development.

If you work in a union recognised workplace, please ensure you have discussed with your employer/line manager taking time off to participate on the reps' course, agreeing the dates. Reps in recognised workplace should receive facility time to attend the course. If you are unsure, please speak to your Prospect/Bectu official.

What happens if I've booked, and I can no longer attend?

We appreciate life isn't always predictable and if you need to cancel your place, please contact the education team as soon as possible and we will offer you the next available space on a future course. Please note we have high demand for our Reps part 1 (Essential Skills), Effective health and safety course (for union reps) and Reps part 2 (handling personal cases) so availability can be limited.

By letting us know as early as possible if you are unable to attend, we will be able to offer your place to another rep to attend. Please contact education@prospect.org.uk

I have been a rep before at another union, do I still need training?

In short, yes. We absolutely value any training received; however, all unions are structured and operate differently. Prospect Reps training accreditation requires all Prospect Case handlers and H&S Reps to be signed by the General Secretary.

Do I need to complete both Reps part 1 and part 2, can I skip to part 2, if I have experience?

Our union accreditation is offered on completion of reps 1 and 2. Although they are separate courses, both are integral to your role as a rep. Many unions offer both courses together. However, we recognise that not every rep wants to be a case handler and so offer different pathways on completion of reps 1. We are also conscious of the time away from your work role and so offer both courses separately so you can complete in line with facility time.

If I no longer wish to be a rep, what should I do?

In the first instance, we would encourage you to talk to your Prospect/Bectu official. If you've already been offered and accepted a reps training course, please let the education team know education@prospect.org.uk you're no longer wishing to attend and want to step down as a rep. Unless you advise, you may well be contacted every time we run a specific course.

Can I train with my branch reps?

All our courses can be offered as bespoke to suit your branch needs. Please speak to your Prospect/Bectu official about a bespoke reps course.

If you have a place confirmed on a reps' course via the National Education Programme, we will endeavour to facilitate requests to move to a bespoke course but cannot guarantee.

I've completed my reps' part 1 and part 2 courses, when will I receive my Prospect accreditation letters?

Once your full-time officer/negotiations officer has followed up with you, they will advise the education team. Your status will then be amended to 'case handler' on the system and your accreditation letter is usually sent out within two weeks of this status change.

If, for any reason, you don't want to receive 'case handler' status, please let your Prospect/Bectu officer know.

If I've completed my Effective Health and Safety Representative training, when will I receive my accreditation?

We will send you your certificate of accreditation once the course tutor has confirmed you have completed all four sessions of the course. The membership team will subsequently update your details on the membership system to show that you are a health and safety rep, and your organiser or official will be informed you have completed the course.