

## 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 official on their appropriate pitch/division **superheroes spreadsheet**. This can only be for Reps 1, Health & Safety and Greenfield activists courses.

Spreadsheets can be found here: <https://bit.ly/Training-superheroes>

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>

3

Once up to eight new reps/activists are identified, the official should set up and deliver training either online or in person. Education will pick up the remaining reps. The planned training must be updated in the 'date offered' column on the spreadsheet.

<https://forms.office.com/e/TjEeFGDuFv>

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, 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>

8

The tutor returns the feedback to [education@prospect.org.uk](mailto:education@prospect.org.uk)

*Education will share tutor feedback on Reps part 1 Prospect/Bectu teams channel. Any bespoke/greenfield feedback will be added to Bespoke channel*

9

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

*Unless we receive tutor feedback and list of attendees by the tutor of the course, the training will not be recorded centrally.*

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