

Bectu Reps Part 1

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.

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 or Reps 1 Freelancer.

2

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>

3

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/Training-superheroes>

4

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.

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://bectu.org.uk/course-resources-bectu>

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 (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