

SFJES3

Plan and administer a canvass in order to gather information for the electoral register



Overview

This unit covers the competences required to plan and oversee a canvass, whether it be one conducted on an annual or periodic basis. In essence it describes a project management approach whereby aims, objectives and approaches are determined, risks are identified and managed, resources deployed, and monitoring and review undertaken. The aim is to ensure that the canvass is carried out efficiently and effectively and within the prescribed timescale. Note that this unit supports the ERO duties set out in the relevant sections of the RPA 1983.

Target Group

This unit is appropriate to the work of Electoral Registration Officers, Electoral Administrators and Area Electoral Officers (Northern Ireland).

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Performance criteria

Planning the canvass

You must be able to:

- P1 agree the aims and objectives of the canvass, and confirm the timescales within which the canvass must be conducted
- P2 evaluate the various methods by which the canvass can be conducted and select those most appropriate to the agreed aims and objectives
- P3 assess the risks associated with the planned canvass, and take the appropriate action to minimise or manage these risks
- P4 ensure that an appropriate number of canvassers have been recruited where they are required, to fulfil canvass and organisational requirements
- P5 liaise effectively with suppliers to ensure provision of all necessary printing and distribution services
- P6 arrange for the timely production and distribution of registration forms
- P7 liaise effectively with staff in other organisations where they contribute information and data relevant to the canvass
- P8 respond fully and promptly to enquiries or queries relating to the canvass

Administering the canvass

You must be able to:

- P9 monitor the effectiveness of the distribution of registration forms and take the necessary action to correct any deficits
- P10 issue timely reminders to households that confirm the timescales for return of completed registration forms
- P11 ensure that canvassers are appropriately trained and briefed before commencing their work
- P12 allocate properties to canvassers, and take steps to maintain their health, safety and security where they visit households
- P13 monitor the work of canvassers, undertake periodic quality checks to ensure that the canvass is progressing as required, and take appropriate action where there are concerns
- P14 take the appropriate action to follow-up with non-responding households
- P15 review and update canvass information on an on-going basis

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Knowledge and understanding

You need to know and understand:

Legislation, policy and practice

- K1 relevant legislation, codes of practice and guidance relating to canvassing
- K2 any relevant organisational policies and procedures relating to canvassing
- K3 your role, responsibilities and authority relating to planning and administering a canvass
- K4 the role, responsibility and authority of others relating to canvassing
- K5 the overall aims and objectives of the canvass, and the timescales within which it must be conducted

Planning the canvass

You need to know and understand:

- K6 the range of methods by which a canvass can be conducted and the importance of evaluating these and selecting those most appropriate
- K7 the range of risks associated with canvassing; how to assess and manage/minimise these risks; the importance of conducting a risk assessment
- K8 the number of canvassers that may be required, and methods for ensuring that they have been recruited properly
- K9 the types of suppliers with whom you will need to liaise in order to ensure provision of all necessary printing and distribution services; how to liaise with them effectively
- K10 the timescales within which registration forms must be produced and distributed, and how to ensure that these are met
- K11 the range of organisations that contribute information and data relevant to the canvass, and how to liaise with them effectively
- K12 the importance of responding fully and promptly to enquiries or queries relating to the canvass, from individuals internal and external to your organisation

Administering the canvass

You need to know and understand:

- K13 how to monitor the effectiveness of the distribution of registration forms, and the actions to take where deficits must be corrected
- K14 the most effective and efficient ways in which to issue reminders to households
- K15 the importance of ensuring that all canvassers are appropriately trained and briefed before commencing work
- K16 how to allocate properties to canvassers such that all areas are covered

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- K17 the health, safety and security issues that may be faced by canvassers, and the action to take where there are concerns
- K18 how to monitor the work of canvassers and conduct quality checks; the action to take where there are concerns, including the need for re-allocation
- K19 the range of ways in which it is possible to follow-up with non-responding households, and how to select an appropriate method
- K20 the circumstances in which it may be appropriate to prosecute individuals for non-return
- K21 the importance of reviewing and updating canvass information on an on-going basis

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Additional Information

**Scope/range
related to
performance
criteria**

This unit covers the following types of canvass:

- 1 Annual
- 2 Periodic

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Links to other NOS

- 1 ES18 – Recruit, brief and deploy staff for electoral services
- 2 ES19 – Establish, maintain and develop effective working relationships with stakeholders in electoral services
- 3 304 – Procure products and services
- 4 404 – Manage contracts
- 5 E1 – Manage a budget
- 6 F1 – Manage a project
- 7 E6 – Ensure health and safety requirements are met in your area of responsibility

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