



# 2010 EDUCATION PROGRAMME

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November 2009

Dear Colleague

**RE: TRAINING AND EDUCATION PROGRAMME 2010**

Firstly, I would like to take this opportunity to thank all of you who have attended courses over the last twelve months and for the feedback you have given.

I am pleased to be able to provide you with the Education Programme for 2010 and hope that many of you will decide to take the opportunity to enrol on a course or courses. Your position as a GMB representative is vital to the organisation and I firmly believe that to be able to properly carry out your role, education and training is of great value. Whether you have been a post holder for a few months or a few years I would encourage you to take a look at the enclosed programme and see what courses may be of interest to you. Thompsons Solicitors will also be holding a series of short briefings on various topics aimed at our more experienced Convenors and Branch Secretaries and long standing Shop Stewards.

As you will see, included in this programme is a follow on stage II Equality Representatives course and also a stage II Environmental course. Our Legal Department will also be delivering a one day redundancy course within the annual programme. The new look progression route has been re-designed to further clarify the separate training pathways for both new and existing post holders

A pre-paid envelope is included for you to return your application forms.

The training pack is also available on our regional website ([www.gmbyorkshire.org.uk](http://www.gmbyorkshire.org.uk)), so that application forms can be downloaded direct from there. Alternatively you can contact the education department for further supplies.

If you have any queries in respect of your training or you would like to give us your feedback we would be happy to hear from you, please feel free to ring my office on 0845 337 7777.

Yours sincerely

*Colin Kirkham*

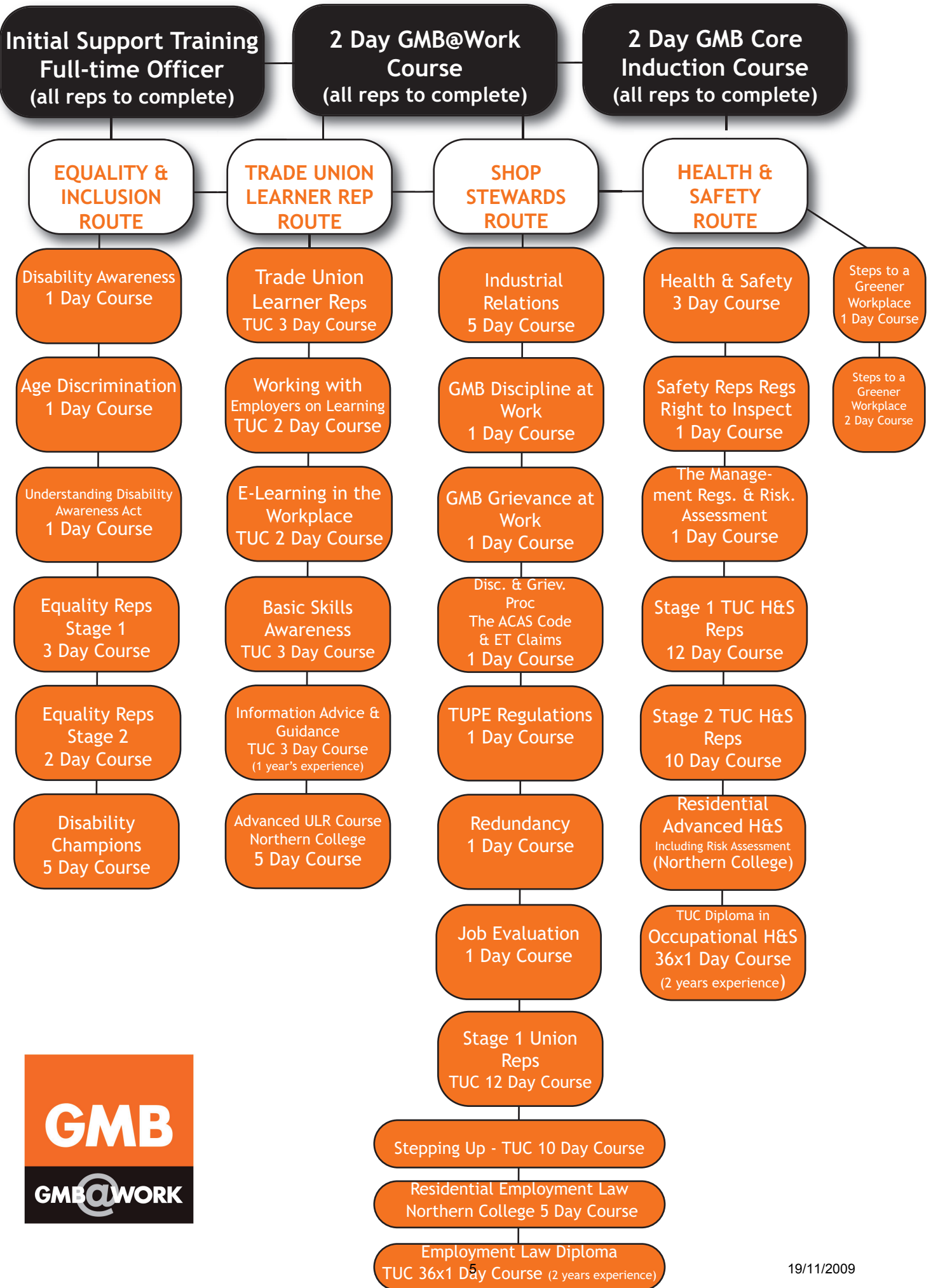
Colin Kirkham  
Regional Education Officer

*Tim Roache*

Tim Roache  
Regional Secretary

# **GMB EDUCATION PROGRESSIONAL ROUTE**

# GMB EDUCATION PROGRESSIONAL ROUTE FOR 2010





# **GMB POSTHOLDERS ANNUAL INDUCTION TRAINING**

**2-DAY GMB@WORK, 2-DAY INDUCTION, 5-DAY INDUCTION, 3-DAY HEALTH & SAFETY COURSES FOR REPRESENTATIVES 2010**

CODE	COURSE	VENUE	DATE
001	2-day GMB@Work	Wakefield Office	Thu 7 & Fri 8 January
	2-day Induction	Wakefield Office	Mon 25 & Tues 26 January
	5-day Industrial Relations	Bradford TUC	Thursdays 4,11,18, 25 February & 4 March
	3-day Health & Safety	Bradford TUC	Mon 19, Tues 20 & Wed 21 April
002	2-day GMB@Work	Sheffield Office	Thu 21 - Fri 22 January
	2-day Induction	Sheffield Office	Thu 11 - Fri 12 February
	5-day Industrial Relations	Sheffield TUC	Thursdays 22, 29 April & 6, 13, 20 May
	3-day Health & Safety	Sheffield TUC	Wed 30 June, Thur 1 & Fri 2 July
003	2-day GMB@Work	Sheffield Office	Thu 25 - Fri 26 February
	2-day Induction	Sheffield Office	Thu 11 - Fri 12 March
	5-day Industrial Relations	Sheffield TUC	Thursdays 22, 29 April & 6, 13, 20 May
	3-day Health & Safety	Sheffield TUC	Wed 30 June, Thur 1 & Fri 2 July
004	2-day GMB@Work	Wakefield Office	Thu 4 & Fri 5 March
	2-day Induction	Wakefield Office	Mon 15 - Tues 16 March
	5-day Industrial Relations	Bradford TUC	Thursdays 1, 8, 15 22 & 29 April
	3-day Health & Safety	Bradford TUC	Mon 14, Tues 15 & Wed 16 June
005	2-day GMB@Work	Wakefield Office	Thu 6 - Fri 7 May
	2-day Induction	Wakefield Office	Mon 24 - Tues 25 May
	5-day Industrial Relations	Bradford TUC	Thursdays 24 June & 1, 8, 15, 22 July
	3-day Health & Safety	Bradford TUC	Mon 20, Tues 21 & Wed 22 September
006	2-day GMB@Work	Sheffield Office	Thu 22 - Fri 23 July
	2-day Industrial Relations	Sheffield Office	Thurs 2 & Fri 3 September
	5-day Induction	Sheffield TUC	Thursdays 4, 11, 18, 25 November & 2 December
	3-day Health & Safety	Sheffield TUC	Wed 8, Thurs 9 & Fri 10 December
007	2-day GMB@Work	Sheffield Office	Thurs 16 & Fri 17 September
	2-day Induction	Sheffield Office	Thurs 7 & Fri 8 October
	5-day Industrial Relations	Sheffield TUC	Thursdays 4, 11, 18, 25 November & 2 December
	3-day Health & Safety	Sheffield TUC	Wed 8, Thurs 9 & Fri 10 December
008	2-day GMB@Work	Wakefield Office	Thurs 29 & Fri 30 July
	2-day Induction	Wakefield Office	Mon 6 & Tues 7 September
	5-day Industrial Relations	Bradford TUC	Mondays 16, 23, 30 September & 7 & 14 October
	3-day Health & Safety	Bradford TUC	Mon 22, Tues 23 & Wed 24 November

009	2-day GMB@Work	Wakefield Office	Thurs 14 - Fri 15 October
	2-day Induction	Wakefield Office	Mon 25 & Tues 26 October
	5-day Industrial Relations	Bradford TUC	Thursdays 11, 18, 25 November & 2, 9 December
	3-day Health & Safety	Bradford TUC	Mon 13, Tues 14 & Wed 15 December

# **GMB INTERNAL ANNUAL TRAINING PROGRAMME**

## GMB PROVIDED TRAINING 2010

<b>COURSE</b>	<b>DATE</b>	<b>OFFICE</b>	<b>TRAINER</b>
The Management Regs & Risk Assess	Mon 11 January	Wakefield	Colin Kirkham
Grievance Procedures Best Practice	Tues 12 January	Wakefield	Colin Kirkham
Discipline & Grievance ACAS ET	Tues 19 January	Wakefield	Bill Innes
Equality Reps Stage I	Wed 27 Thu 28 & Fri 29 Jan	Wakefield	Catharyn Lawrence
3 day ULR	Mon 1, Tues 2 & Wed 3 Feb	Wakefield	Chris Murphy
Variation of Contract & Comp. Agrmnt	Tues 2 February	Wakefield	Thompsons
The Safety Reps Regs & Right to Inspect	Mon 8 February	Wakefield	Colin Kirkham
Disciplinary Procedures Best Practice	Tues 9 February	Wakefield	Colin Kirkham
Equality Reps Stage II	Mon 1 & Tues 2 March	Wakefield	Joan Keane
DDA Disability	Wed 3 March	Wakefield	Tony Fletcher
The Management Regs & Risk Assess	Mon 8 March	Wakefield	Colin Kirkham
Grievance Procedures Best Practice	Tues 9 March	Wakefield	Colin Kirkham
Equality Reps Stage I	Wed 10, Thu 11, Fri 12 March	Wakefield	Catharyn Lawrence
Constructive Dismissal Law	Wed 17 March	Wakefield	Thompsons
Redundancy	Tues 6 April	Wakefield	Bill Innes
Job Evaluation	Mon 12 April	Wakefield	Mick Hubbard
Disciplinary Procedures Best Practice	Tues 13 April	Wakefield	Colin Kirkham
Steps to a Greener Workplace	Wed 14 April	Wakefield	Colin Kirkham
Equality Reps Stage II	Mon 19 & Tues 20 April	Wakefield	Joan Keane
Discrimination Law	Fri 23 April	Wakefield	Thompsons
The Safety Reps Regs & Right to Inspect	Mon 26 April	Wakefield	Colin Kirkham
Equality Reps Stage I	Wed 28, Thu 29 & Fri 30 April	Wakefield	Catharyn Lawrence
Grievance Procedures Best Practice	Tues 11 May	Wakefield	Colin Kirkham
Environment in the Workplace Stage II	Mon 17 & Tues 18 May	Wakefield	Chris Murphy
Disciplinary Procedures Best Practice	Tues 15 June	Wakefield	Colin Kirkham
The Safety Reps Regs & Right to Inspect	Mon 21 June	Wakefield	Colin Kirkham
3 day ULR	Mon 21, Tues 22, Wed 23 June	Wakefield	Chris Murphy
Equality Reps Stage I	Wed 23, Thu 24, Fri 25 June	Wakefield	Catharyn Lawrence
Asbestos - Protection for Employees	Friday 9 July	Wakefield	Thompsons
Equality Reps Stage II	Mon 19 & Tues 20 July	Wakefield	Joan Keane
Grievance Procedures Best Practice	Wed 8 September	Wakefield	Colin Kirkham
3 day ULR	Mon 13, Tues 14, Wed 15 Sept	Wakefield	Chris Murphy
Equality Reps Stage I	Wed 15, Thu 16 & Fri 17 Sept	Wakefield	Catharyn Lawrence
Disciplinary & Grievance ACAS ET	Tues 21 September	Wakefield	Bill Innes
Unfair Dismissal Remedies & U/D Law	Fri 24 September	Wakefield	Thompsons
The Management Regs & Risk Assess	Mon 4 October	Wakefield	Colin Kirkham
Disciplinary Procedures Best Practice	Wed 6 October	Wakefield	Colin Kirkham
Job Evaluation	Mon 11 October	Wakefield	Mick Hubbard
Age Discrimination	Tues 12 October	Wakefield	Bill Innes
Environment in the Workplace Stage II	Tues 12 & Wed 13 October	Wakefield	Chris Murphy
Advanced Health & Safety	Fri 22 October	Wakefield	Colin Kirkham
Equality Reps Stage II	Mon 25 & Tues 26 October	Wakefield	Joan Keane

The Safety Reps Regs & Right to Inspect	Mon 1 November	Wakefield	Colin Kirkham
Grievance Procedures Best Practice	Tues 2 November	Wakefield	Colin Kirkham
TUPE	Tues 9 November	Wakefield	Thompsons
Redundancy	Wed 10 November	Wakefield	Bill Innes
DDA Disability	Mon 15 November	Wakefield	Tony Fletcher
The Management Regs & Risk Assess	Wed 17 November	Wakefield	Colin Kirkham
3 day ULR	Mon 29, Tues 30 Nov & 1 Dec	Wakefield	Chris Murphy
Disciplinary Procedures Best Practice	Tues 30 November	Wakefield	Colin Kirkham
Steps to a Greener Workplace	Mon 6 December	Wakefield	Colin Kirkham

### APPLICATION FORM FOR GMB COURSES

<b>COURSE DETAILS</b>	
Course Title:	
Course Date:	
Venue:	<b>GMB, GROVE HALL, WAKEFIELD</b>
<b>YOUR DETAILS</b>	
Name:	
Address:	
Post Code:	
Telephone Number:	
GMB Membership Number:	
GMB Post/s Held:	
Do you have any special needs or dietary requirements?	
If so, please give details:	
Employers Name:	
Employers Address:	
Has your employer agreed to paid release for you to attend this course?	
Please return this form to: Colin Kirkham Regional Education Officer GMB, Grove Hall 60 College Grove Road Wakefield WF1 3RN	
You will be notified by return if you have been allocated a place on the course	

# **LEGAL INTERNAL ANNUAL TRAINING PROGRAMME**

**GMB INTERNAL TRAINING AIMED AT**  
**CONVENORS / BRANCH SECRETARIES / LONG STANDING**  
**REPRESENTATIVES**

COURSE	DATE	TRAINER
Variation of Contract & Compromise Agreement	Tuesday 2 February	Thompsons
Constructive Dismissal Law	Wednesday 17 March	Thompsons
Discrimination Law	Friday 23 April	Thompsons
Asbestos - Protection for Employees	Friday 9 July	Thompsons
Unfair Dismissal Remedies & Unfair Dismissal Law	Friday 24 September	Thompsons
TUPE	Tuesday 9 November	Thompsons

ALL THE ABOVE COURSES WILL BE HELD AT WAKEFIELD

**APPLICATION FORM FOR GMB / THOMPSONS' COURSES**

<b>COURSE DETAILS</b>	
Course Title:	
Course Date:	
Venue:	<b>GMB, GROVE HALL, WAKEFIELD</b>
<b>YOUR DETAILS</b>	
Name:	
Address:	
Post Code:	
Telephone Number:	
GMB Membership Number:	
GMB Post/s Held:	
Do you have any special needs or dietary requirements?	
If so, please give details:	
Employers Name:	
Employers Address:	
Has your employer agreed to paid release for you to attend this course?	
Please return this form to: Colin Kirkham Regional Education Officer GMB, Grove Hall 60 College Grove Road Wakefield WF1 3RN	
You will be notified by return if you have been allocated a place on the course	

**GMB  
NORTHERN  
COLLEGE  
ANNUAL  
TRAINING  
PROGRAMME**

# GMB COURSES DURING 2010 AT NORTHERN COLLEGE



Date	Course
15 - 19 February	Day to Day Negotiations
22 - 26 March	Employment Law Update
26 - 28 April	Understanding Pensions
10 - 14 May	Branch Secretaries
14 - 18 June	Advanced Health & Safety
28 - 30 June	Understanding the Disability Discrimination Act
26 - 30 July	ULR Advanced Course
6 - 10 September	Practical Employment Law
20 - 24 September	Bargaining Skills
4 - 6 October	Achieving Equality
25 - 29 October	Greening the Workplace - Tackling Environmental Issues at Work
22 - 26 November	Stewards Refresher
6 - 10 December	Advanced Health & Safety

All courses will give learners access to ICT and the Library and Learning Centre at the College. Learning materials and resources are also provided by the College; learners should bring with them writing paper, pen and a calculator (if specified).

## GMB COURSES DURING 2010 AT NORTHERN COLLEGE

Course Title        Day to Day Negotiations  
Dates                15 - 19 February 2010  
                          20 - 24 September 2010  
Venue                Northern College  
Start Time          1.00pm (lunch available from 12 noon)

This course is suitable for new and experienced stewards. It will help you to develop a range of negotiating skills including dealing informally with day to day problems; preparing your case; understanding the process of negotiating; different bargaining styles; working effectively as part of a negotiating team. The course will help you to improve your workplace organisation.

**IMPORTANT:** You should bring with you copies of workplace agreements about recognition, negotiation and consultation. Bring a notebook, a pen and a calculator.

Course Title        Employment Law UPDATE  
Dates                22 - 26 March 2010  
Venue                Northern College  
Start Time          1.00pm (lunch available from 12 noon)

This course is for reps that have already done the "Practical Employment Law" (or an equivalent) course at least one year ago. It will give you the opportunity to look at recent changes in employment law through new legislation, ACAS codes or case law.

The focus will be looking at how the law impacts on real workplace issues, e.g. negotiating with employers, discipline and grievance procedures; equal opportunities; redundancy consultation.

**IMPORTANT:** You should bring your contract of employment, including terms and conditions, grievance and discipline procedures, and any other agreements you wish to look at during the course and your GMB Law at Work book, if you have one. Also bring a notebook and pen.

Course Title        Understanding Pensions  
Dates                26 - 28 April 2010  
Venue                Northern College  
Start Time          1.00pm (lunch available from 12 noon)

This course will look at the current State Pension schemes and the recent changes brought in via the Pension Act 2007. It will assist you to understand final salary, stakeholder and personal pensions - their advantages and disadvantages and look at your own company scheme.

**IMPORTANT:** You should bring with you copies of your workplace pension agreement, your national insurance number and other information you have related to your workplace pension. Bring a notebook and pen and calculator.

Course Title        Branch Secretaries  
Dates                10 - 14 May 2010  
Venue                Northern College  
Start Time          1.00pm (lunch available from 12 noon)

This NEW course has been designed to help Branch Secretaries and other Branch officers to develop ways of working and strategies to run an effective, active branch.

It looks at all the practical skills needed to run the branch including office systems, prioritising work, delegation and leadership skills and using communications technology.

Throughout the course the emphasis will be in growing the organisation and servicing the branch membership.

Course Title        Advanced Health & Safety  
Dates                14 - 18 June 2010  
                             6 - 10 December 2010  
Venue                Northern College  
Start Time          1.00pm (lunch available from 12 noon)

This course is aimed at those Health and Safety Representatives who have already progressed through the initial H&S courses provided by the GMB in the Regions. The course will enable you to examine an issue from your own workplace and support you to prepare a project or negotiation position to raise within the workplace. It will enable you to look at the types of workplace hazards you face everyday and help you to deal with H&S issues with your members and your management. You will develop your knowledge and understanding of the Health and Safety Law and the related Codes of Practice.

**IMPORTANT:** You should bring with you copies of your workplace health and safety policy, risk assessment sheets, details of any H&S issues that you may have dealt with or know about from your workplace. Bring a notebook and pen.

Course Title        Understanding the Disability Discrimination Act  
Dates                28 - 30 June 2010  
Venue                Northern College  
Start Time          1.00pm (lunch available from 12 noon)

This course will support stewards to understand legal requirements and effects of the DDA on the workplace, employers, employees and trade unions. It will assist you to represent and support those members within the workplace who already have a disability or may become disabled. You will have time to reflect on your own workplace and what needs to be done to comply with the law. It will link into the training for those wishing to be Disability Champions.

**IMPORTANT:** You should bring with you copies of any agreements you have linked to disability, health and safety and equality. Bring a notebook and pen.

Course Title            ULR Advanced Course  
Dates                    26 - 30 July 2010  
Venue                    Northern College  
Start Time              1.00pm (lunch available from 12 noon)

This course is aimed at ULRs who have already completed the ULR Stage 1 and Stage 2 courses provided by the GMB/TUC in your Region. The course will focus on your workplace issues and is also designed to explore the wider context of the ULR role. It will help you to develop your knowledge and understanding of the lifelong learning agenda in the UK and how you can use this to improve learning opportunities for your members. This course will also help you to develop your negotiation and communication skills.

**IMPORTANT:** You should bring with you copies of any Learning Agreements you have and other relevant agreements you wish to use during the course. Bring a notebook and pen.

Course Title            Practical Employment Law  
Dates                    6 - 10 September 2010  
Venue                    Northern College  
Start Time              1.00pm (lunch available from 12 noon)

This course will support you in your role as a trade union representative in the workplace. It will introduce you to the range of general employment law that affects you and your members' rights at work. You will also have an opportunity to research the law around a real workplace issue, e.g. contract of employment, rights to pay and conditions, rights to recognition, discrimination, rights for working parents, dismissal and grievance rules and equal opportunities.

**IMPORTANT:** You should bring your contract of employment, including terms and conditions, grievance and discipline procedures, and any other agreements you wish to look at during the course and your GMB Law at Work book, if you have one. Also bring a notebook and pen.

Course Title            Achieving Equality  
Dates                    4 - 6 October 2010  
Venue                    Northern College  
Start Time              1.00pm (lunch available from 12 noon)

This course will look in detail at wider issues of equality and discrimination in the workplace, their causes and effects. You will look at how well the law might help unions and members to overcome discrimination. You will also develop your skills in using equality to challenge behaviour and discrimination at work and to organise members around these issues.

**IMPORTANT:** You should bring with you copies of any agreements you have related to equal opportunities, discrimination, bullying and harassment and dignity at work. Bring a notebook and pen.

Course Title            Greening the Workplace  
Dates                    25 - 29 October 2010  
Venue                    Northern College  
Start Time              1.00pm (lunch available from 12 noon)

This course is for any union representative concerned about environmental issues and their impact in the workplace. Climate change presents a challenge to everybody and the time has come when we must act. Unions have to be involved - winning workplace commitment, encouraging reluctant employers and making sure that far-reaching change is fairly negotiated.

**IMPORTANT:** You should bring with you copies of your workplace environmental policies if you have any. Bring a notebook and pen.

Course Title            Stewards' Refresher Course  
Dates                    22 - 26 November 2010  
Venue                    Northern College  
Start Time              1.00pm (lunch available from 12 noon)

This course is for experienced branch officers and stewards. It will give you an opportunity to update your knowledge around key issues such as health and safety and the new rules on grievance and disciplinaries. It will be most helpful to you if you did your stewards training a few years ago.

**IMPORTANT:** Bring with you your workplace contract of employment including terms and conditions, grievance and discipline procedures, and any other agreements you wish to look at during the course and your GMB Law at Work book, if you have one. Also bring a notebook and pen.

## **About Northern College**

Northern College provides educational opportunities both nationally and internationally for people over the age of 19. In November 2006, Northern College was awarded a Grade 1 for its high standard of teaching and learning and has since been identified as 'Outstanding' by OFSTED. As well as the courses we offer through the Trade Union Programme, we also offer courses for community activists and courses in areas such as ICT, literature, history, environmental studies and many others through our Pathways Programme.

The College is a residential college housed in a Grade II building set in the extensive grounds and gardens of Stainborough Park near Barnsley in South Yorkshire and is a site of outstanding historical, botanical and environmental interest.

To find out more about Northern College, our courses and where we are, visit our website [www.northern.ac.uk](http://www.northern.ac.uk).

### **Library and Learning Resources**

Whilst you are attending a course at the College you will be encouraged to use the Library and Learning Resources Centre. You are able to borrow books and DVDs; use the facilities which include areas for private study, including access to the internet and word processing, photocopying etc and read some of the daily newspapers; you will need to bring your own writing paper and pens.

### **Student Support Services**

The college welcomes applications from disabled students, and aims to ensure that their participation in all aspects of college life is full and successful, and that they are able to reach their full potential. The college is committed to achieving an inclusive learning environment and adheres to the social model of disability.

If you have a disability, health issue or learning difficulty you may want to contact John Rowley, the Additional Support Co-ordinator, prior to coming to Northern College. You can contact him by phoning 01226 776043 or by email [j.rowley@northern.ac.uk](mailto:j.rowley@northern.ac.uk).

We encourage you to contact the Additional Support Co-ordinator before you arrive so that you can find out more about what specific support you might need, what accommodation you require, and what support there is in the college. You can ask for an assessment of your own particular needs at any time even if you have not declared your disability and/or learning difficulties at the beginning of the course. The opportunity to discuss your own personal needs is on an individual basis, confidential and in a supportive environment.

More information is available on the Northern College website [www.northern.ac.uk](http://www.northern.ac.uk).

### **Childcare**

Some adults find it difficult to attend courses if they are responsible for young children. It is our policy to try to help overcome this by offering facilities to a limited number of children aged over 6 months and under 14 years at the College. Places for children at the College are limited. Students wishing to bring children must apply in advance on the course application form. Schools should be notified so that teachers can (where possible) arrange for older children to bring their own schoolwork with them. In line with current legislation, the Northern

College Children's Centre will not accept children who have been withdrawn from school for more than 10 days in any academic year.

### **General College Facilities**

The college has a no smoking policy, smoking is not allowed in any buildings. There are designated smoking areas in the grounds around the college campus.

Student bedrooms are in Wentworth Court or Home Farm. Some rooms are designed to be accessible for students with restricted mobility. Guest towels, teas and coffee facilities are in the bedrooms. Please vacate the rooms before 10.00 am on the morning of departure and hand keys back in to reception.

Internal telephones in the accommodation areas, dial 0 for reception, dial 6303 for evening caretaker and night security (please wait 40 seconds to be connected).

Meals are served at pre-arranged times in the College dining room. Please inform the college if you have any dietary requirements. There is also a vending machine selling a small selection of soft drinks and snacks.

The College Bar is in the Long Barn in Home Farm from Monday to Friday, opening at 7.30pm and provides easy access for students with restricted mobility. The bar is governed by the same laws as apply to a public house regarding hours and children.

There are pubs in the local villages - the nearest is the Strafford Arms in Stainborough (15 minutes walk - and it's up hill on the way back to College!).

There is no shop on the College campus - the nearest is a short drive away in Dodworth, near to M1 J37. There is usually a cash machine in Reception but it is only available between 9am and 4.30pm.

### **Reception Opening Times**

Monday - Thursday 8.00 am to 5.30 pm

Friday 8.00 am to 7.00 pm

Saturday 9.00 am to 2.00 pm

Sunday 9.00 am to 1.00 pm

There is a large, free car park at the College for all College users, barrier tokens are available from reception.

A list of First Aiders is on the notice boards around the college campus.

Should you have any questions before you come to the College, please do not hesitate to contact Helen Hart on 01226 776000 [h.hart@northern.ac.uk](mailto:h.hart@northern.ac.uk).

We hope you have an educational and pleasant stay!

## **Directions to Northern College**

If you prefer to do your own search, the college post code is S75 3ET.

### **By Car**

#### **From the north via the M1**

Take first exit from J37 roundabout. There are two lanes, keep in right hand lane you will pass a set of pedestrian controlled lights, turn right at the main traffic lights. Continue along road (approx 1 mile) until it changes into a dual carriage way, stay in the right hand lane until you reach the filter road to turn right across the dual carriage way, at the traffic lights. After turning right, continue down the hill, over the motorway bridge and then first left into Gilroyd village. Follow winding road through Gilroyd, over small bridge and sharp bend to the T Junction. Turn right up Stainborough Lowe hill, and continue for approx ½ mile. The College entrance is on the left hand side at the top of the hill.

#### **From the South via M1**

Exit junction 36, take third exit (A61 Barnsley South), at the small (second) roundabout take the first exit (still A61 Barnsley South). After approx 500 yards take the left turning, by the obelisk, into The Walk (signposted Pilley). Stay on this road for three miles, passing under the motorway and through Stainborough village. Halfway up the hill turn left into the College drive which is clearly signposted.

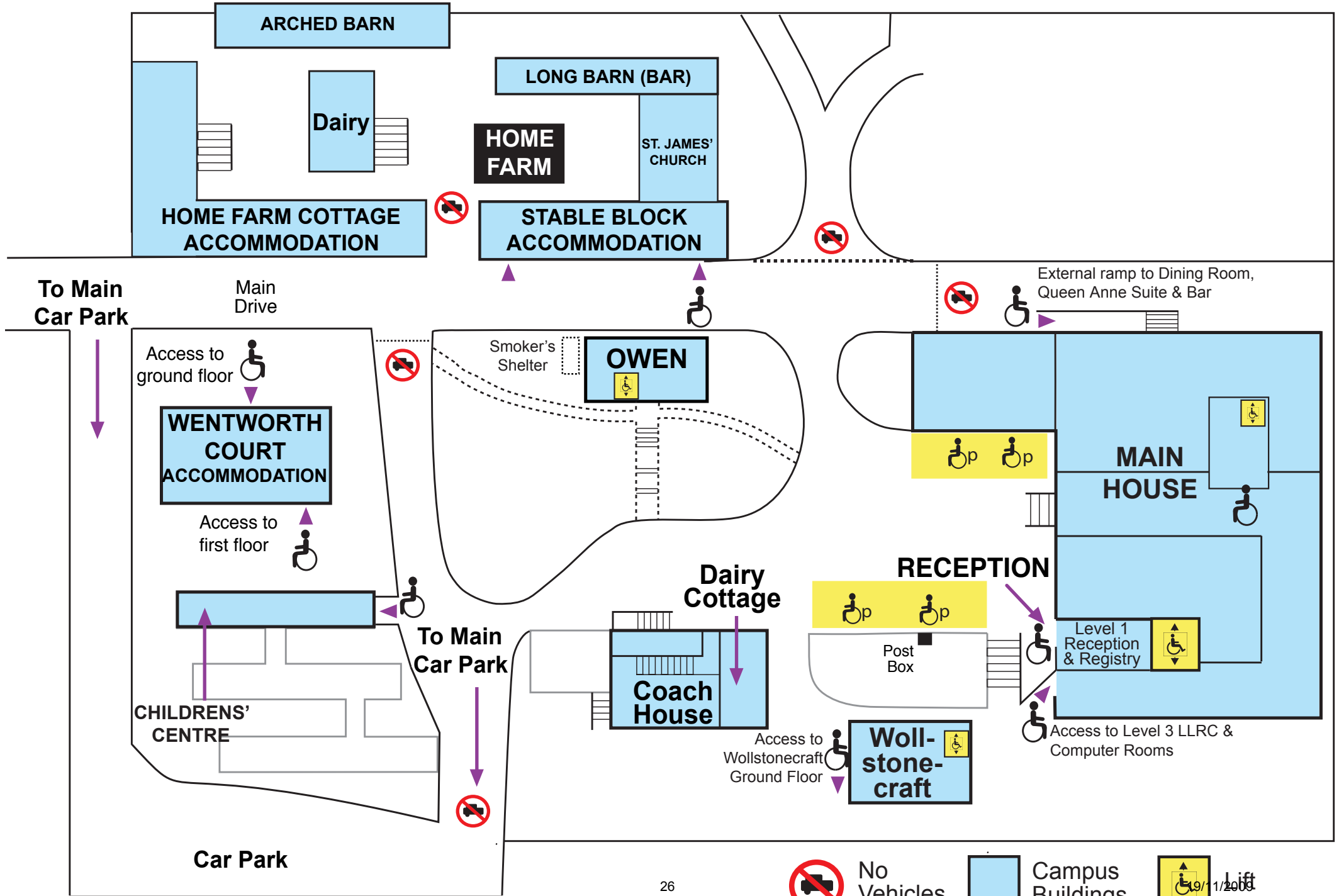
#### **From Sheffield / Huddersfield via A629**

Upon arrival in Thurgoland you should turn right (from Sheffield) or left (from Huddersfield) at the traffic lights - one set in the village. Stay on this road approx two miles, through Hood Green village and find the College drive on your right as you descend a hill.

### **By Rail or Coach**

Upon arriving in Barnsley interchange you can either take a taxi (fare approx £5.50) or bus.

# CAMPUS MAP



# Application Form Northern College GMB Education

Name of Course			
Date(s) of Course			
Venue of Course	Northern College		
Do you require residential accommodation?	<b>YES</b>	<b>NO</b>	
Your Name			
Your Address			
Post Code		Telephone Home	
Membership No.		Telephone Work	
Name of branch			

## Please notify your Branch Secretary of your application

GMB post(s) held			
Name of employer			
Employers address			

My employer has agreed to my attending this course without loss of earnings

Please indicate appropriate line manager with authority to grant paid release

Do you require pre-payment of travel expenses (weekend courses)

**YES NO**

Do you consider yourself to be disabled?

**YES NO**

Please give details of any disability or serious medical condition:

Do you have any special dietary needs?

**YES NO**

For example: Vegetarian / Vegan / Fat free / Gluten free / Halal / Other

If yes, please describe

Cont.../

Do you have any difficulties with learning (e.g. reading, writing, maths)? **YES/NO**

If YES, please give details:

Signature.....

Date.....

Return this form to: **Colin Kirkham**  
**GMB Yorkshire & North Derbyshire Region**  
**Grove Hall**  
**60 College Grove Road**  
**Wakefield**  
**WF1 3RN**

Please photocopy this form to keep details of your application

**GFTU  
ANNUAL EXTERNAL  
PROVISION  
TRAINING PROGRAMME**

# GFTU Courses and Seminars 2010

CODE	DATE	TITLE	VENUE	CLOSING DATE
01	29 Jan	Introductory course for representatives	Basingstoke	8 Jan
02	29 Jan	Employment law	Basingstoke	8 Jan
03	16 Feb	Managing successful projects	London	22 Jan
04	19 Feb	Dealing with bullying, harassment and stress	Derby	22 Jan
05	19 Feb	Building self esteem and assertiveness	Derby	22 Jan
44	19 Feb	ILM Leadership and Management award Level 3 - weekend 1	Northern College	29 Jan
06	5 Mar	Dealing with redundancy issues	Leeds	5 Feb
07	8 Mar	Basics of health and safety	Northern College	5 Feb
44	19 Mar	ILM Leadership and Management award Level 3 – weekend 2	Northern College	29 Jan
08	22 Mar	Union learning reps stage 1	Northern College	19 Feb
09	26 Mar	Trade unions and international development	Northern College	26 Feb
10	26 Mar	Contemporary trade union and labour history	Ruskin College	26 Feb
11	16 Apr	How to represent your members	Derby	19 Mar
12	16 Apr	Building active leadership	Derby	19 Mar
13	21 Apr	Time management	London	26 Mar
14	14 May	Equality representatives stage 1	Warrington	16 Apr
15	17 May	Union learning reps stage 1	Northern College	23 Apr
16	19 May	Employment law	Crewe	23 Apr
17	21 May	Organising migrant and vulnerable workers	Chatham	23 Apr
18	4 Jun	Train the trainers	Ruskin College	7 May
19	7 Jun	Risk assessment	Northern College	7 May
20	11 Jun	Preparation for retirement	Telford	14 May
21	11 Jun	Self management and personal effectiveness	Telford	14 May
44	18 Jun	ILM Leadership and Management award Level 3 – weekend 3	Northern College	29 Jan
22	23 Jun	Dealing with stressful situations	London	28 May
23	25 Jun	Public speaking	Cheltenham	28 May
24	25 Jun	Equality reps stage 3	Cheltenham	28 May
25	2 July	Introduction to economic theory	Northern College	4 June
26	10 Sep	Equality reps stage 2	Leeds	13 Aug
27	10 Sep	Negotiating and influencing skills for the workplace	Leeds	13 Aug
45	10 Sep	ILM Leadership and Management certificate Level 3 – weekend 1	Northern College	13 Aug
28	16 Sep	Handling workplace conflict	London	20 Aug
29	17 Sep	Train the trainers	Ruskin College	20 Aug
30	23 Sep	Introductory course for representatives	Derby	27 Aug
31	24 Sep	Dealing with bullying, harassment and stress	Carlisle	27 Aug
32	1 Oct	Effective communication	Chatham	3 Sep
45	1 Oct	ILM Leadership and Management certificate Level 3 – weekend 2	Northern College	13 Aug
33	8 Oct	Emotional intelligence	Nottingham	10 Sep
34	8 Oct	Equality reps stage 3	Nottingham	10 Sep
35	11 Oct	Union learning reps stage 2	Northern College	17 Sep
36	29 Oct	Understanding company accounts	Warrington	1 Oct
37	29 Oct	Train the trainers	Ruskin College	1 Oct
38	5 Nov	Advanced negotiating behaviour	Crewe	8 Oct
45	5 Nov	ILM Leadership and Management certificate Level 3 – weekend 3	Northern College	13 Aug
39	8 Nov	Tackling workplace hazard	Northern College	8 Oct
40	12 Nov	Advanced course	Basingstoke	15 Oct
41	18 Nov	Getting assertive at work	London	29 Oct
42	19 Nov	Health and safety update	Ruskin College	29 Oct
43	23 Nov	How to represent your members	Stratford upon Avon	29 Oct

**GFTU - COURSE NOMINATION FORM**

**PART A: to be completed by member**

**ALL SECTIONS MUST BE COMPLETED - PLEASE USE BLOCK CAPITALS**

**COURSE TITLE:**

**COURSE REF:**

**COURSE DATES:**

Forename:	Union:
Surname:	Section (if any):
Address:	Male/Female:
	Employer/Company:
	Unions Position(s):
Post Code:	Time in Union Post(s):
Tel No. (home):	Special Needs see # below:
Tel No: (work):	
E-mail:	

**Why do you want to attend this particular course? Continue overleaf if necessary**

**PART B: to be completed by union office.**

Signed:	Position:
PRINT NAME:	
Union:	Date:

NB. Part B must be signed by the union's General Secretary or a senior official notified to the GFTU as having responsibility for making nominations.

# Special needs - eg vegetarian, large print, tape, Braille, disabled access, etc. for child care please phone our Education Officer (020 7388 0852) to discuss options.

Educational Trust, Central House, Upper Woburn Place, London WC1H 0HY or fax to (020 7383 0820)  
email: [gftuhq@gftu.org.uk](mailto:gftuhq@gftu.org.uk) Website: [www.gftu.org.uk](http://www.gftu.org.uk)

# **TUC EXTERNAL PROVISION TRAINING PROGRAMME**

## COLLEGE/WEA CONTACT DETAILS

<p><b>John Botterill</b>                  Head of Department                  Leeds City College                  Department of Trade Union Studies                  Horsforth Centre, Calverley Lane                  Leeds LS18 4RQ                  Telephone: 0113 216 2330                  Email: <a href="mailto:Tustudies@parklanecol.ac.uk">Tustudies@parklanecol.ac.uk</a>                  Web: <a href="http://parklane.ac.uk/home.php?_id=915">http://parklane.ac.uk/home.php?_id=915</a></p>	<p><b>George Pope</b>                  Course co-ordinator                  Trade Union Programme                  Northern College                  Wentworth Castle                  Stainborough                  Barnsley S75 3ET                  Telephone: 01226 776000                  Email: <a href="mailto:g.pope@northern.ac.uk">g.pope@northern.ac.uk</a>                  Web: <a href="http://www.northern.ac.uk">www.northern.ac.uk</a></p>
<p><b>Steve Davison</b>                  Trade Union Studies Centre                  Bradford College                  Old Building                  Great Horton Road                  Bradford BD7 1AY                  Telephone: 01274 436115 or 01274 433316                  Email: <a href="mailto:F.Khan@bradfordcollege.ac.uk">F.Khan@bradfordcollege.ac.uk</a>                  And <a href="mailto:j.reid@bradfordcollege.ac.uk">j.reid@bradfordcollege.ac.uk</a></p>	<p><b>Dave Parr</b>                  Course co-ordinator                  Trade Union Studies Centre                  East Riding College                  24 - 30 St James Street                  Hull HU3 2DH                  Telephone: 01482 382545/38526                  Email: <a href="mailto:angela@tradeunionstudies.com">angela@tradeunionstudies.com</a>                  Web: <a href="http://www.tradeunionstudies.com">www.tradeunionstudies.com</a></p>
<p><b>Brian Chadwick</b>                  Unionlearn Course co-ordinator                  Workers' Education Association                  Yorkshire &amp; the Humber Region                  Regional Office                  6 Woodhouse Square                  Leeds LS3 1AD                  Telephone: 0845 398 3242                  Email: <a href="mailto:bchadwick@wea.org.uk">bchadwick@wea.org.uk</a>                  Web: <a href="http://www.wea.org.uk">www.wea.org.uk</a></p>	<p><b>Tony Fletcher</b>                  Trade Union Studies Centre                  Sheffield College                  Skills for Business                  Learoyd Way                  Hillsborough Barracks                  Sheffield S6 2LR                  Telephone: 0114 2602404                  Email: <a href="mailto:tony.fletcher@sheffcol.ac.uk">tony.fletcher@sheffcol.ac.uk</a></p>

### An Introduction to TUC Education qualifications for trade union representatives

Unionlearn has, with the Qualifications and Curriculum Authority (QCA) and the National Open College Network (NOCN), worked to develop qualifications from the existing TUC Education Programme

What this means to trade union representatives is that the trade union courses that they attend via the TUC Education Programme can gain them units of qualifications, which can be built up to gain qualifications. These units of accreditation are held on the new Qualifications and Credit Framework (QCF), which will eventually hold a bank of qualifications.

These qualifications and their units of learning are fully funded and are therefore free to all trade union representatives.

The grid below illustrates how many credits reps will need to gain in order to achieve Awards, Certificates and Diplomas at different levels.

	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>
<b>Award</b>	6 credits	9 credits	12 credits
<b>Certificate</b>	21 credits	24 credits	30 credits
<b>Diploma</b>		45 credits	60 credits

There are four pathways leading to qualifications for trade union reps:

1. Union Representatives - union reps short courses can now lead to Awards; the TUC Union Reps Stage 1 and Stepping Up programmes can lead to Certificates. The old Access Certificates in Employment Law and Contemporary Trade Unionism now become Diplomas.
2. Safety Representatives - health and safety short courses can now lead to Awards. TUC Stage 1 Health and Safety and Next Steps for Safety Reps can lead to Certificates. The Access Certificate in Occupational Health and Safety now becomes a Diploma.
3. Union Learning Representatives - contains the current ULR units and now can lead to Awards and Certificates at Levels 2 & 3.
4. Trade Unions Today - for use by affiliates' education programmes that are accredited by TUC Education, and the TUC Education short course programme - can lead to Awards and Certificates.

**WEST YORKSHIRE**

Venue: Leeds City College, Leeds

Applications to: John Botterill, Leeds City College, Horsforth, Leeds

Hours: 9.00 a.m. to 4.30 p.m.

<b>AUTUMN TERM</b>	
Union representatives stage 1	12 Wednesdays from 23 September
Stepping Up, the advanced course for union reps	12 Wednesdays from 23 September
Health & Safety stage 1	12 Mondays from 21 September
Next Steps for safety reps, TUC stage 2 course	12 Tuesdays from 22 September
TUC Diploma in Occupational Safety and Health	36 Thursdays from 24 September
TUC Diploma in Employment Law	36 Tuesdays from 22 September
Union Learning Representatives	5 Thursdays from 24 September
Disability Champions at Work	5 Mondays from 21 September
<b>SPRING TERM</b>	
Union representatives stage 1	12 Wednesdays from 6 January
Stepping Up, the advanced course for unions reps	12 Thursdays from 7 January
Health & Safety stage 1	12 Mondays from 4 January
Next Steps for Safety Reps, TUC stage 2 course	12 Wednesdays from 6 January
TUC Diploma in Occupational Safety & Health	36 Thursdays from 7 January
TUC Diploma in Employment Law	36 Tuesdays from 5 January
Union Learning Representatives	5 Tuesdays from 5 January
<b>SUMMER TERM</b>	
Union representatives stage 1	12 Wednesdays from 21 April
Stepping Up, the advanced course for union reps	12 Thursdays from 22 April
Health & Safety stage 1	12 Mondays from 19 April
Next Steps for Safety Reps, TUC stage 2 course	12 Wednesdays from 21 April
Union Learning Representatives	5 Tuesdays from 20 April
TUC Diploma in Occupational Safety & Health	36 Tuesdays from 22 April
TUC Diploma in Employment Law	36 Tuesdays from 20 April

Venue: The CWU Learning Centre, 63 Gillygate, York

Applications to: John Botterill, Leeds City College

Hours: 9.00 a.m. to 4.30 a.m.

<b>AUTUMN TERM</b>	
Health & Safety stage 1	12 Mondays from 21 September
<b>SPRING TERM</b>	
Union representatives stage 1	12 Mondays from 4 January
<b>SUMMER TERM</b>	
Union representatives stage 1	12 Mondays from 19 April

Venue: Bradford College  
 Applications to: Steve Davison, Bradford College  
 Hours: 9.00 a.m. to 4.30 p.m.

<b>AUTUMN TERM</b>	
Union representatives stage 1	12 Tuesdays from 22 September
Stepping Up, the advanced course for union reps	12 Thursdays from 24 September
Health & Safety stage 1	12 Mondays from 21 September
Next stage for Safety Reps - TUC stage 2 course	12 Mondays from 21 September
TUC Diploma in Occupational Safety & Health	36 Fridays from 25 September
TUC Diploma in Employment Law	36 Fridays from 25 September
Union Learning Representatives	5 Fridays - 6, 13, 27 November & 4, 11 December
<b>SPRING TERM</b>	
Union representatives stage 1	12 Wednesdays from 13 January
Stepping Up, the advanced course for union reps	12 Thursdays from 14 January
Health & Safety stage 1	12 Mondays from 11 January
Next Steps for Safety Reps - TUC stage 2 course	12 Mondays from 11 January
TUC Diploma in Occupational Safety & Health	36 Fridays from 8 January
TUC Diploma in Employment Law	36 Fridays from 8 January
Union Learning Representatives	5 Fridays from 26 February

Venue: Castleford Community Learning Centre, Castleford, WF10 1JS  
 Applications to: Brian Chadwick, Unionlearn Course co-ordinator  
 Hours: 9.00 a.m. to 4.00 p.m.

<b>AUTUMN TERM</b>	
Union representatives stage 1	12 Mondays from 28 September
Stepping Up, the advanced course for union reps	12 Wednesdays from 30 September
Health & Safety course stage 1	12 Thursdays from 1 October
Next Steps for Safety reps, TUC stage 2 course	12 Tuesdays from 29 September
Union Learning Representatives	5 Wednesdays from 23 September
Disability Champions at Work	5 Thursdays from 5 November
TUC Diploma in Occupational Safety and Health	36 Wednesdays from 23 September
<b>SPRING TERM</b>	
Union representatives stage 1	12 Mondays from 11 January
Stepping Up, the advanced course for union reps	12 Wednesdays from 13 January
Health & Safety stage 1	12 Thursdays from 14 January
Next Steps for Safety reps, TUC stage 2 course	12 Tuesdays from 12 January
Union Learning representatives	5 Wednesdays from 17 February
Disability Champions at Work	5 Thursdays from 4 February
TUC Diploma in Occupational Safety & Health	36 Wednesdays from 13 January

<b>SUMMER TERM</b>	
Union representatives stage 1	12 Mondays from 26 April
Stepping Up, the advanced course for union reps	12 Wednesdays from 28 April
Health & Safety stage 1	12 Thursdays from 29 April
Next Steps for Safety Reps, TUC stage 2 course	12 Tuesdays from 27 April
Union Learning Representatives	5 Wednesdays from 26 May
TUC Diploma in Occupational Safety & Health	36 Wednesdays from 28 April

### **SOUTH YORKSHIRE**

Venue: Sheffield College

Applications to: Tony Fletcher, Sheffield College

<b>AUTUMN TERM</b>	
Union representatives stage 1	12 Tuesdays from 15 September
Stepping Up, the advanced course for union reps	12 Mondays from 14 September
Health & Safety stage 1	12 Mondays from 14 September
Next Steps for Safety Reps, TUC stage 2 course	12 Wednesdays from 16 September
TUC Diploma in Occupational Safety & Health	35 Thursdays from 17 September
TUC Diploma in Employment Law	35 Fridays from 18 September
Union Learning Representatives	5 Thursdays from 24 September

### **SPRING TERM**

Union representatives stage 1	12 Wednesdays from 6 January
Stepping Up, the advanced course for union reps	12 Mondays from 4 January
Health & Safety stage 1	12 Tuesdays from 5 January
Next Steps for Safety Reps, TUC stage 2 course	12 Mondays from 4 January
Union Learning Representatives	5 Tuesdays from 14 January

### **SUMMER TERM**

Union representatives stage 1	12 Tuesdays from 20 April
Stepping Up, the advanced course for union reps	12 Mondays from 19 April
Health & Safety stage 1	12 Wednesdays from 21 April
Next Steps for Safety Reps, TUC stage 2 course	12 Mondays from 19 April
Union Learning Representatives	5 Thursdays from 29 April

### **THE HUMBER**

Venue: Trade Union Studies Centre, East Riding College, Hull

Applications to: Dave Parr, East Riding College

Hours: 9.00 a.m. to 4.00 p.m.

<b>AUTUMN TERM</b>	
Union Representatives stage 1	12 Tuesdays from 15 September
Next Steps for Safety Reps	12 Thursdays from 17 September
Health & Safety stage 1	12 Mondays from 14 September
TUC Diploma in Occupational Safety & Health	36 Wednesdays from 16 September
TUC Diploma in Employment Law	36 Thursdays from 17 September
Union Learning Representatives	5 Wednesdays from 4 November
Disability Champions at Work	5 Mondays from 2 November

SPRING TERM	
Union Representatives stage 1	12 Tuesdays from 5 January
Health & Safety stage 1	12 Tuesdays from 4 January
Stepping Up, the advanced course for union reps	12 Thursdays from 7 January
Disability Champions at Work	5 Mondays from 22 February
Union Learning Representatives	5 Wednesdays from 13 January
Union Learning Representatives	5 Wednesdays from 3 March
SUMMER TERM	
Union representatives stage 1	12 Tuesdays from 13 April
Health & Safety stage 1	12 Mondays from 12 April
Next Steps for Safety Reps, TUC stage 2 course	12 Thursdays from 15 April
Disability Champions at Work	5 Mondays from 7 June
Union Learning Representatives	5 Wednesdays from 14 April
Union Learning Representatives	5 Wednesdays from 9 June

### SHORT COURSE PROGRAMME - SEPTEMBER TO DECEMBER 2009

Applications to: please contact the local trade union studies centre indicated for further information

Course hours: Days: 9.00 a.m. to 4.30 p.m. Evenings: 6.00 p.m. to 9.00 p.m.

LOCATION	COURSE NAME	DATES	CONTACT
Bradford	Handling Disciplinarys & Grievances	7, 8 & 9 December	Bradford College
Bradford	Health & Safety Update	19, 20 & 21 October	Bradford College
Bradford	TUC training for Equality Reps	3 Fridays from 2 October	Bradford College
Hull	Activists Academy	6 day course: 4 & 5 November 20 & 21 January 2010 17 & 18 March 2010	East Riding College
Hull	Skills for Life & the Union role	3 Wednesdays from 2 December	East Riding College
Hull	TUC training for Equality Reps	3 Wednesdays from 23 September	East Riding College
Leeds	Activists Academy	7 day course: 30 September to 2 October 5 & 6 November 10 & 11 December	Leeds City College
Leeds	Risk Assessment	3 Wednesdays from 4 November	Leeds City College
Leeds	COSHH	3 Wednesdays from 2 December	Leeds City College
Leeds	TUC training for Equality Reps	3 Fridays from 20 November	Leeds City College
WEA Castleford	Climbing Frame for Union Learning Representatives	2 Wednesdays from 4 November	WEA Castleford

WEA Castleford	Pensions Champions at Work	3 Mondays from 2	WEA Castleford
		November	

Further details of all courses can be found on the unionlearn website: [www.unionlearn.org.uk](http://www.unionlearn.org.uk)

### ON-LINE COURSE PROGRAMME

If it's impossible to get to a TUC course they are also available online. No advanced skills are needed but a short 'Getting Ready for E-Learning' preparatory course is required.

Courses available include:

- Countering the Far Right
- Introduction to Pensions
- General union rep training

# APPLICATION FORM FOR TUC COURSES

Name of Course			
Date(s) of Course			
Venue of Course	TUC-		
Your Name			
Your Address			
Post Code		Telephone Home	
Membership No.		Telephone Work	
Trade Union			
Union Position Held			
Previous TUC Courses			

Name of employer			
Your Occupation			
Employers address			

*Please tick appropriate boxes*

Number of employees:                      † Less than 50                      † Less than 250  
    † More than 50

Work pattern:                                   † Full time                                   † Part-time  
    † Days                                   † Shift work

Please state your age:                       † Female                                   † Male

Do you define yourself as disabled?    † Yes                                   † No

All access needs will be met where reasonably practicable. You should inform the appropriate course providers of any specific requirements at the earliest opportunity.

The TUC is anxious to encourage greater ethnic minority participation in trade union education. To assist us to achieve this aim it would be helpful if you could provide details of your ethnic origin by ticking the appropriate box. This information is for monitoring purposes only and will be treated confidentially.

Ethnic monitoring: please indicate the category that best describes your ethnic background

- |  |  |                                      |
|--|--|--------------------------------------|
| Anglo Caribbean <input type="checkbox"/> | Black Caribbean <input type="checkbox"/> | Pakistani <input type="checkbox"/>   |
| Anglo Chinese <input type="checkbox"/>   | Black Other <input type="checkbox"/>     | White <input type="checkbox"/>       |
| Bangladesh <input type="checkbox"/>      | Chinese <input type="checkbox"/>         | Other Asian <input type="checkbox"/> |
| Black African <input type="checkbox"/>   | Indian <input type="checkbox"/>          | Other <input type="checkbox"/>       |

Signature: ..... Date: .....

Signature of full time union official: .....

Return this 

GMB Grove Hall 60 College Grove Road Wakefield WF1 3RN
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Please photocopy this form to keep details of your application
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