

# GFTU Educational Trust Course Programme



2010



**Pictures courtesy of speakingintongues limited.  
Joe Marino courtesy of BFAWU.**

# A MESSAGE FROM THE PRESIDENT

## Dear Colleagues

Knowledge is power-so the saying goes. And the route to that power is education. I saw a sign once in a school that stated "One good teacher is worth a million books". As an avid reader I like my books. But it is difficult to argue with the sentiment. Either way education is good for you!

Our movement has a long and proud record in the education process. It was the early trades unions that brought education to the families of working people in the days before universal education. Sometimes we forget the role played by our predecessors in this area - in some ways we take it for granted. Yet our movement has never taken education for granted. Nor should we now! Since its foundation the General Federation of Trade Unions has been at the forefront of union education. A proud past the Federation keeps up today.

Training of activists and members is a central part of the movements work and the General Federation of Trade Unions can be proud of its historic record in this field. The Federation has been running training courses since 1955 and continues to deepen and strengthen its vital role in this area of trade union work. Even where affiliates carry out their own training programmes the education provisions of the Federation are an essential part of their overall training package. The programme for the coming year builds on past success and shows that this is still a vital part of the Federations role. Last year some 680 students participated in the Federations educational programme, an excellent result but a target we aim to beat in the coming year.

The Federation greatly values our Partnership arrangements with Ruskin and Northern Colleges. These enable us to maintain excellent service to affiliates and to work jointly to ensure the first class educational facilities.

We have been through some difficult economic times. Recessions are normally a time when employers cut back on training. A self-defeating and non productive step! That is a big mistake and not one unions themselves make. Training is an essential part of our role and we need to protect it from the ravages of recession. Once again taking the lead in promoting education as a right!



*Joe Marino*

GFTU President 2009-11

# Who we are

The General Federation of Trade Unions (GFTU) is an independent federation of specialist unions. The Federation was set up by the TUC in 1899 and we provide a range of services to our affiliates including information, research and education.

In 1971, we set up the GFTU Educational Trust. This finances additional educational activities for trade unionists in the fields of Industrial Relations, Law, Health and Safety and other topics of interest. The Trust has continued to expand its services, offering a wide range of residential courses and other activities.

## About GFTU Educational Trust Courses

A number of our courses are residential.

Weekend courses are held in good quality hotels/conference centres or at our partner colleges. All hotels used have good conference facilities and some have leisure facilities.

Midweek five day courses are held at Northern College and the College provides en-suite accommodation. Midweek two day courses are held in various venues around the country.

One-day seminars are held at the GFTU offices in Central London.

### Course fees and expenses

All our residential and one-day seminars courses are free to delegates. Accommodation, travel, meals and all course fees are paid for by the Trust.

For one-day seminars travel costs (where not paid by delegates' own organisation), usually lunch and course time refreshments only will be provided by the GFTU, however if you have a need for accommodation please speak to Judith Jackson or Joan Amory and each case will be decided individually on personal circumstances.

### Length of courses

Unless otherwise stated they are:

**Weekend Residential Courses:** These start at 6.30 pm on Friday evening and finish at 1.00 pm on Sunday.

**Midweek Five Day Residential Courses:** There are 3 midweek health and safety courses that are held at Northern College. These courses start at 12 noon on Monday and finish at 4.30 pm on Friday. There are also 3 midweek ULR courses and they commence at 1.30pm on Monday and finish at 1.00pm on Friday.

**Midweek Two Day Residential Courses:** These courses will start at 11.00am on the first day and finish at 4.00pm on the second day.

**One-day seminars:** All one day seminars will start at 10.30 am and finish between 4.30 and 5.00 pm. This is to allow participants to get there on the day as accommodation is not usually provided for one-day seminars.

# Help and Advice

If you need any advice or information on any aspect of the Trust's activities, please contact Judith Jackson, Head of Educational Services at the GFTU office:

## **General Federation of Trade Unions**

**4th Floor**

**Headland House**

**308-312 Gray's Inn Road**

**London**

**WC1X 8DP**

**Telephone: 0207 520 8340**

**Fax: 0207 520 8350**

**E-mail: [judith@gftu.org.uk](mailto:judith@gftu.org.uk) or [joan@gftu.org.uk](mailto:joan@gftu.org.uk)**

If the Head of Educational Services is unavailable our other members of staff are always ready to help with any enquiries.

## How do I know if my union is an affiliate?

A full up to date (at time of printing) list of GFTU affiliates is available at the back of this brochure.



*Paid time off is normally available for Safety Reps, Shop Stewards and Union Learning Reps who are attending a union approved course. If you have any problems or questions about your rights to paid time off for training ring Judith at the GFTU on 020 7250 8340, alternatively refer to the ACAS code of practice 3, time off for trade union duties and activities.*

## Accreditation

Most GFTU courses have been accredited by either the National Open College Network or by Open College Network Oxford, Thames and Chiltern (OCNOTC). This means that all students on our accredited courses have been awarded with nationally recognised qualifications for the work they do both before the course and during the course. Both students and affiliated unions have warmly welcomed this initiative. As students have gained OCN qualifications and built up a portfolio of educational credits, they have, in certain circumstances, been able to access other forms of further or higher education.

However due to changes in the funding regime for further education after July 2010 we will be unable to offer this option for all courses provided by Ruskin College. Those provided by Northern College (Health and Safety, ULR courses) under the NOCN will be unaffected at this time.

We are changing our accreditation partner to EDI (Education and Development International). EDI are an international education company and accredited awarding body that supports the learning and performance of individuals. EDI's vocational qualifications are developed in collaboration with industry and trade unions and are used by students and employers as a benchmark for practical skills and quality.

EDI is working in partnership with GFTU to deliver qualifications to support the skills development of its reps and members and raise their performance.

A full suite of qualifications is currently being developed for GFTU reps and members. The qualifications will be structured into units and each unit will retain a credit value, credits from each unit can be built up over time, and where appropriate credits gained from one unit can be transferred between qualifications to avoid any repetition. Studying members can benefit from the flexibility of these new qualifications when they are introduced in 2010.

Full details of the new qualification offer will be available in due course.

As a result of the National Partnership between Ruskin College and Northern College and the GFTU, all students who enrol on accredited GFTU courses also become students of Ruskin or Northern Colleges and they can expect help and support from these organisations whilst on our courses.

The GFTU is also continuing to support union reps who want to study for an Institute of Leadership and Management (ILM) Qualification. Please see subsequent pages for more details.

## New for 2010

The GFTU constantly strives to keep our accreditation systems and courses up to date and we are always looking to provide the best possible trade union education. As a result of this we are able to offer 2 awards in 2010 that are accredited by the Institute of Leadership and Management (ILM). More details can be found on subsequent pages of this booklet.

# Travelling expenses

With the exception of students on the advanced course and ILM programmes, the GFTU Educational Trust in accordance with the Trust's policy pays travelling expenses for all residential and one day courses.

For students who are travelling by train a rail warrant or ticket will be sent a few days prior to the course, once attendance has been confirmed. Students where possible will be expected to use public transport at all times. If a taxi is used between the railway station and the venue, fares will only be re-imbursed on production of receipts.

## **We do not pay taxi fares between your home and the station.**

For those students who choose to travel to the course by car, a cheque will be sent after the completion of the course for mileage (subject to verification by our computer software). Please note the mileage rate from January 2010 is 20p per mile. Whilst the GFTU endeavours to keep any student costs to a minimum we are not responsible for any parking costs at the venue.

For those travelling from either Northern Ireland or the Republic of Ireland, flights will be arranged by GFTU staff a minimum of 2 weeks prior to the course upon confirmation of acceptance. For NI and ROI students only travelling expenses to and from the airports by public transport will be paid by GFTU. Students will only be re-imbursed taxi fares where there is no public transport alternative and on production of receipts.

For those students who are travelling long distances (excluding those covered by the above paragraph) and who wish to fly to the venue may do so, however they are responsible for making their own flight bookings and will only be re-imbursed for standard class saver rail travel or the flight cost (whichever is less) on production of receipts.

## **Travel costs to and from airports are not normally payable.**

# Students on ILM programmes

All students on ILM programmes at Northern College will receive £30 or actual costs incurred (whichever is lower) per weekend attended. All claims except mileage between your home and the venue (which is checked on GFTU software) must be supported by receipts.

## ***The Trust reserves the right to alter its policy on travel expenses and the method of payment of expenses at any time.***

# Bringing a guest

If you wish, you can bring a guest or partner with you to some of the venues, but you are responsible for all additional costs including travel and any room supplement. This is usually only available in our hotel venues. The GFTU does its best to minimise the costs of bringing a guest but cannot, under any circumstances, be held responsible for any of the costs (including rooms) incurred by a delegate's guest.

All guest bookings should be made through Joan Amory at the GFTU. Please phone for further details.

# How to apply

All our core programme of courses and seminars are free to participants who are members of affiliated trade unions (see list at back of this booklet). For ILM students please see relevant page for any fees payable.

To apply for a place on any of the courses or seminars outlined in this programme you should complete a nomination form and have this counter-signed and returned to the GFTU by your General Secretary (Education Officer or other appropriate official).

We do not operate a "first come, first served" approach to allocation of course places; all selections are done on merit.

## **Always remember to quote the course number and title**

Nomination forms can be obtained from your union's Head Office, the GFTU Head Office or you can download one from the GFTU website education page ([www.gftu.org.uk](http://www.gftu.org.uk)). On completion they should be returned to the GFTU before the course closing date that is usually 4-5 weeks before the commencement of the course.

If you have difficulty in obtaining a form please contact Judith Jackson or Joan Amory at the GFTU office.

*Please note. If nomination forms are not signed by your General Secretary or appropriate official, they will be returned to your union for completion.*

You may be entitled to have paid release from work to attend a course. Recognised workplace representatives have a legal right to attend union approved courses. If you require any further information about this, please contact Judith Jackson.

***It is entirely up to you how many courses you apply for each year. The GFTU will do its best to ensure you can attend those you want, but numbers are usually limited to about 12/14 delegates per course.***

# Equal Opportunities

The Trust aims to promote diversity in all of its activities. It is committed to provide services that are free from discrimination in respect of gender, race, disability, religion, age, sexuality or HIV status.

## Positive action measures on Trust courses

To help achieve this commitment, we will try to meet the special needs of individuals if told about them in advance. We will where possible:

- Provide tape, large print or sign language for students with disabilities attending GFTU courses;
- Use venues that are easily accessible to wheelchair users;
- Pay the residential accommodation costs for a carer or guide who accompanies a student with disabilities attending a trust course;
- Provide childcare costs for parents on GFTU courses, during course sessions;
- Meet the special dietary requirements of students.

If you need any further information about any of these measures, please ring Judith or Joan at the GFTU.

## Harassment and Bullying

As part of our commitment, we aim to provide an environment on Trust courses that is free from any form of bullying or harassment. Students and tutors are expected to give this commitment their full support.

**Bullying or Harassment on Trust courses will not be tolerated.**

## Design and delivery of Trust courses

It is our intention to provide courses that are accessible and enabling. We encourage our tutors to create an atmosphere in which everyone feels valued and able to participate. We always seek to use training methods that are participative rather than inhibiting or elitist. We also aim to promote diversity therefore avoiding stereotypes.

***In line with legislation all GFTU venues are smoke free in all public areas and some of the hotels and venues used are completely smoke free.***

## Other Trust Activities

# Publications

*Federation News* is the Trust's own academic journal. It is produced twice a year in association with the Institute of Employment Rights. It contains topical articles by invited contributors on industrial relations and the law.

If you have difficulties obtaining these publications contact Judith or Joan at the GFTU.

# Grants

For students who are undertaking study at a college or a university and are nominated by their union, grants of up to £150 per annum can be made to full-time students and £50 to part time students. Similarly, Open University students nominated by their union, can obtain a grant of up to £100 after one years study. Please contact Joan Amory at the GFTU for a grant application form.

Please note that grants are only paid to students who are studying subjects linked to Industrial Relations.

# Reference Library

At Headland House in London the Trust maintains a small library covering economic history, industrial relations, and many other subjects. This library is open by appointment only to people who are nominated by recognised organisations.

# GFTU on the Internet

The GFTU is fully on line. You can visit our website on [www.gftu.org.uk](http://www.gftu.org.uk) where you can find a wealth of information about the history and activities of the GFTU.



# GFTU Education and Project Management Solutions

## Let us do your work for you!

Over the last few years the GFTU Educational Trust has been able to successfully bid for money from various different funding bodies and manage subsequent projects. These have included

- 4 Union Learning Fund supported projects
- 3 Department for International Development projects
- 1 Department for Trade and Industry partnership project
- 2 European funded projects
- 1 Pensions Education Fund project
- 4 Union Modernisation Fund Projects

This has given us a wealth of experience in bid writing and project management. As a result of this experience we are able offer a wide range of additional services to GFTU affiliates and also to the wider trade union movement and voluntary sector.



### ***Our additional services include:***

- Writing and submitting project proposals
- Education development, accreditation and delivery
- Project management and consultancy
- Training needs analysis
- Project monitoring and evaluation

If you want any further information about any of these services please contact Judith Jackson on 0207 520 8340 or 07818 421930.

# Institute of Leadership and Management 2010

## More progression available for GFTU students

As a result of our partnership with Northern College the GFTU are able to continue to offer ILM qualifications to members of affiliates.

Due to the success of the pilot courses in 2009 we are able to further develop our ILM provision and offer both an award and a certificate in Leadership and Management in 2010.

These courses will support, develop and inform trade union managers and leaders at every stage. The ILM programmes are built on in-depth research and are put together to meet the skills requirements of professions or industries in which they are used. Therefore they can be tailored to meet the unique needs of GFTU students.

The GFTU firmly believes that all our students should be given the chance to progress educationally if they wish. We see this as a great opportunity for many members. These courses will considerably benefit reps and members both in their union role and in their role in the workplace.

The ILM offers awards constitute approximately 30 hours formal learning and certificates approximately 80 hours learning with about 60 in a formal setting. For 2010 the GFTU intends to run

- Leadership and management – Level 3 Award
- Leadership and management – Level 3 Certificate

All students who want to go forward to take the Certificate must have successfully completed the Leadership and Management Level 3 Award. For those 2009 students who successfully completed the Leadership Level 3 there will be an opportunity to do the additional Management module to enable them to go forward to the certificate.

During the 2010 pilot these courses will continue to run at Northern College and the GFTU will pay the all tuition fees for each student who completes the award. **However for 2010 students will be responsible for paying their own ILM registration fees.** The costs of this are show below. However once a student has registered with ILM all further registrations for ILM study are reduced.

We will also make a contribution towards expenses of up to £30 per weekend attended or actual costs based on GFTU expenses policy if these are less than £30.

Students must attend each taught session to be able to attain the awards. If students fail to complete the award or the certificate they will be responsible for their own tuition fees (£149 per qualification) as well as registration fees. Where students cannot attend for a genuine reason and who wish to complete we will endeavour to offer a later suitable module.

# Institute of Leadership and Management Qualifications on offer for 2010

## Level 3 Award – Leadership and Management

Course code 44/10

The ILM Level 3 award/certificate in Leadership and Management has been designed to develop the leadership and management skills of practising and aspiring union or workplace managers. This course would be especially suitable for those who have become full time officials or who hope to be and also for those who have a managing role in the workplace or union.

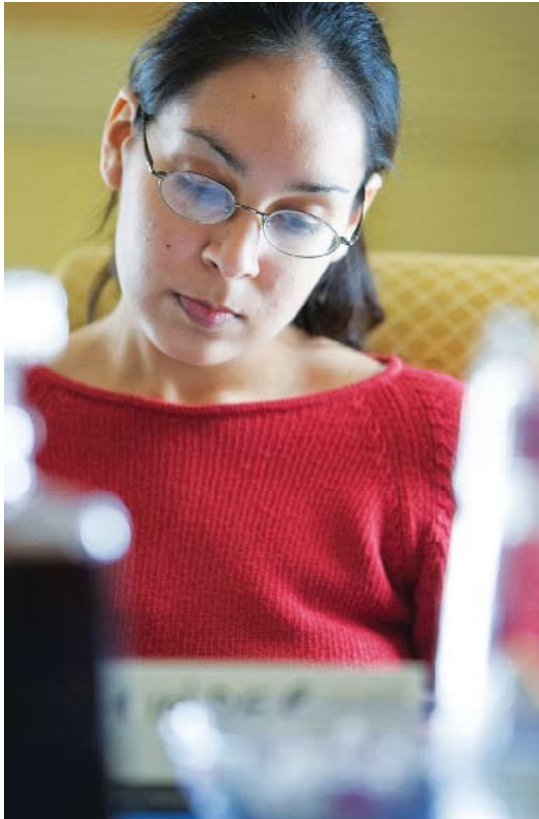
This award is a concise qualification consisting of 3 mandatory units (worth 6 credits) taken over 3 weekends. Learners will be taken through problem solving and decision making techniques in the first unit, explore leadership styles in the second and finally in the third unit of this qualification learners look at motivating and developing teams.

**Dates; 19 – 21 February, 19 – 21 March, 18 – 20 June**

Please note that all taught units must be completed to attain the award and/or progress to the certificate.

**Closing date for applications is 29th January 2009**

ILM registration fee to be paid directly to Northern College is £73 per student on enrolment.



## Level 3 Certificate – Leadership and Management Course code 45/10

All applicants for this follow on certificate must have successfully completed the Level 3 award.

The certificate follows on from the award by covering new and different areas for leaders and managers. These optional units will be worth at least 9 credits and will be covered in 3-4 weekends. Topics covered could include managing conflict, dealing with stress, managing projects, working with budgets, improved communication and effective meeting skills.

**Dates; 10 – 12 September,  
1 – 3 October, 5 – 7 November**

**Closing date for applications is  
13 August 2009**

ILM registration fee to be paid directly to Northern College is £46.50 per student on enrolment.

# Courses for 2010

This year we are able to offer over 40 courses that include our traditional residential weekends and 5-day courses, a range of one-day seminars and also midweek 2 day reps courses.

In addition, we are also able to offer longer Institute of Leadership and Management Awards and Certificates that will take place over a number of linked weekends (up to 6).

As we have been successful in obtaining funds from the Union Modernisation Fund to support the work of Equality reps we can offer equality reps courses again in 2010 with the addition of a new stage 3 course, which will deal the problems faced by vulnerable workers and look at ways equality reps can help workers like this in practice in the workplace.

Potential students can apply for as many courses or seminars as they wish by filling in a course nomination form (available from unions, the GFTU or the GFTU website) having it countersigned by an appropriate official and sending it to the GFTU before the closing date. If you are unsure who should sign your form please forward directly to the GFTU and we will get it signed for you.

As the economic climate has worsened it has made it more difficult for unions to organise effectively in the workplace so this year the programme has taken "Skills for Representatives" as the core theme.



# Course and seminar list 2010

## 01/10 Introductory course for reps

### Who is this course for?

This course is for recently elected reps and stewards or for those who have not had any training. It is also suitable for reps who have not had training for a significant amount of time as a refresher. Follow on courses covering representing members and negotiating and influencing are available later in the year.

### What will this course cover?

- The role of the rep/ steward
- Facilities for reps and stewards
- Interviewing members
- Dealing with members problems
- Gaining the practical skills to do the job as a rep/steward

**Venue; Hampshire Court Hotel, Basingstoke**

**Date; 29 – 31 January**

**Duration; weekend**

**Closing Date; 8 January**



## 02/10 Employment law

### Who is this course for?

This course is for all reps and stewards who want to build up their knowledge of UK employment law.

### What will this course cover?

- The latest developments case law
- Any changes in legislation
- Key current legal issues
- An overview of current employment law
- How the law is made

**Venue; Hampshire Court Hotel, Basingstoke**

**Date; 29 – 31 January**

**Duration; weekend**

**Closing Date; 8 January**

## 03/10 Managing successful projects

### Who is this course for?

This course is aimed at any trade unionist activist or member who may be involved in project management. This would include paid officials, union learner reps, project managers and staff and those involved in workplace projects.

### What will this course cover?

- 5-steps to successful project management
- Project management principles
- Using Gantt charts for project organisation and governance
- Effective project management

**Venue; Headland House,  
Central London**

**Date; 16 February**

**Duration; 1 day**

**Closing Date; 22 January**

## 04/10 Dealing with bullying, harassment and stress

Who is this course for?

This course is primarily for reps and stewards who may have to deal with these problems in the workplace. It is also suitable for members who may be experiencing these problems.

What will this course cover?

- The causes of stress
- The definitions of bullying and harassment
- Developing a systematic trade union approach to these issues
- Using practical skills to deal with members problems
- What the law says

**Venue; Hallmark Hotel, Derby**

**Date; 19 - 21 February**

**Duration; weekend**

**Closing Date; 22 January**

## 05/10 Building self esteem and assertiveness

Who is this course for?

This is for any trade union reps or members who want to overcome the invisible barriers that they feel are holding them back.

What will this course cover?

- Identifying assertive behaviour
- Developing responses to aggressive and submissive behaviour
- Building and maintaining self-image
- How to handle criticism confidently
- Communicating on an equal footing with others

**Venue; Hallmark Hotel, Derby**

**Date; 19 - 21 February**

**Duration; weekend**

**Closing Date; 22 January**



## 06/10 Dealing with redundancy issues

Who is this course for?

This course is for reps and stewards who may have to deal with redundancies in their workplaces.

What will this course cover?

- The law on redundancy
- Alternatives to job loss
- How to negotiate with the employers
- Methods of redundancy selection – how to get the best
- Statutory rights

**Venue; Park Plaza Hotel, Leeds**

**Date; 5 - 7 March**

**Duration; weekend**

**Closing Date; 5 February**

## 07/10 Basics of health and safety

Who is this course for?

This course is for new or prospective health and safety reps or, as a refresher for those who have not recently had any training

What will this course cover?

- The rights and functions of a safety rep
- The safety reps and safety committees regulations
- Other relevant health and safety legislation
- Workplace health and safety issues
- Organising for health and safety

**Venue; Northern College, South Yorkshire**

**Date; 8 - 12 March**

**Duration; 5 days Monday - Friday**

**Closing Date; 5 February**



## 08/10 Union learning reps stage 1

Who is this course for?

This course is for new ULR's who have not had any training and for ULR's who had their initial training over 3 years ago.

What will this course cover?

- The role of the ULR
- How to promote learning and skills in the workplace
- Supporting members in managing learning
- Working with other unions on learning issues
- Developing learning opportunities with your employer
- Developing learning strategies incorporating equality for all your members

**Venue; Northern College, South Yorkshire**

**Date; 22 - 26 March**

**Duration; 5 days Monday - Friday**

**Closing Date; 19 February**

## 09/10 Trade unions and international development

Who is this course for?

This course is for trade union reps who are interested in international development issues or who may work for a multinational company.

What will this course cover?

- Unions working with NGOs
- How globalisation affects us all
- Negotiating with multinationals
- Fairtrade
- How can unions promote internationalism?

**Venue; Northern College, South Yorkshire**

**Date; 26 - 28 March**

**Duration; weekend**

**Closing Date; 26 February**



## 10/10 Contemporary trade union and labour history

### Who is this course for?

This course is for any trade union member who is interested in how unions are formed today. It will allow learner to develop their own analytical skills by reflecting upon how and why trade unions have continued to develop in the way that they have.

### What will this course cover?

- Trade unionism in the UK from post war to the Warwick Agreement
- Review of the post war “Keynesian Economic Consensus”
- The establishment of the free market during the Thatcher years
- How new labour has evolved
- Trade unions and the political process

**Venue; Stoke House, Ruskin College, Headington, Oxford**  
**Date; 26 – 28 March**  
**Duration; weekend**  
**Closing Date; 26 February**

## 11/10 How to represent your members

### Who is this course for?

This course is for recently elected reps and stewards or for those who have not had any training. It is also suitable for reps who have not had training for a significant amount of time as a refresher. Follow on courses covering negotiating and influencing skills are available later in the year.

### What will this course cover?

- Dealing with member’s problems
- Handling grievance and disciplinary cases
- Understanding the law around disciplinary and grievances
- Understand the rights of trade union representatives

**Venue; Hallmark Hotel, Derby**  
**Date; 16 – 18 April**  
**Duration; weekend**  
**Closing Date; 19 March**

## 12/10 Building active leadership

### Who is this course for?

This course is for reps and stewards who want to be able to lead from the front and bring members along with them. It is also suitable for members who may be taking on new workplace roles or who are community activists. This can also be a starting point for those interested in taking the Institute of Leadership and Management (ILM) in subsequent years.

### What will this course cover?

- Identify key skills for good leadership
- Effective speaking, listening and communication skills
- Reviewing personal effectiveness
- Advocacy skills
- Building consensus

**Venue; Hallmark Hotel, Derby**  
**Date; 16 – 18 April**  
**Duration; weekend**  
**Closing Date; 19 March**

## 13/10 Time management

### Who is this course for?

This course is suitable for paid officials, reps and members who need to try to put structure into their working life to be more efficient and less stressed.

### What will this course cover?

- Establishing and setting priorities
- Controlling distractions
- Using technology to reduce time wastage
- Planning for effective time management

**Venue; Headland House Central London**

**Date; 21 April**

**Duration; 1 day**

**Closing Date; 26 March**

## 15/10 Union learning reps stage 1

### Who is this course for?

This course is for new ULR's who have not had any training and for ULR's who had their initial training over 3 years ago.

### What will this course cover?

- The role of the ULR
- How to promote learning and skills in the workplace
- Supporting members in managing learning
- Working with other unions on learning issues
- Developing learning opportunities with your employer
- Developing learning strategies incorporating equality for all your members

**Venue; Northern College, South Yorkshire**

**Date; 17 – 21 May**

**Duration; 5 days Monday - Friday**

**Closing Date; 23 April**



## 14/10 Equality reps stage 1

### Who is this course for?

This is a newly updated course for equality reps in the workplace and also for those who may want to take up the role in the near future. It is also suitable for those who deal with equality issues already. This course has been developed as part of a Union Modernisation Fund project and is followed by stages 2 and 3.

### What will this course cover?

- The course will cover the new role of equality rep
- How to deal with equalities in the workplace
- Developing practical skill to work within the equalities framework
- The law on equality

**Venue; Park Royal Hotel, Warrington**

**Date; 14 – 16 May**

**Duration; weekend**

**Closing Date; 16 April**



## 16/10 Employment law

Who is this course for?

This course is the first this year in our new format of midweek trade union reps courses. These courses start at 11.30am day one and complete at about 4.00pm on day two with one overnight stay. There may be a short taught session in the evening if required. This course is for all reps and stewards who want to build up their knowledge of UK employment law.

What will this course cover?

- The latest developments case law
- Any changes in legislation
- Key current legal issues
- An overview of current employment law
- How the law is made

**Venue; Crewe Hall Hotel, Crewe**

**Date; 19 - 20 May**

**Duration; 2 days**

**Closing Date; 23 April**

## 17/10 Organising migrant and vulnerable workers

Who is this course for?

This course is for trade union representatives with little or no experience of recruiting and organising migrant and vulnerable workers, and who want to find out more.

What will this course cover?

- Why do workers migrate
- What makes workers vulnerable
- Patterns of migration into the UK
- Employment law and vulnerable workers
- What can trade unions do to stop worker exploitation
- Reviewing good organising practice

**Venue; Bridgewood Manor, Chatham**

**Date; 21 – 23 May**

**Duration; weekend**

**Closing Date; 23 April**



## 18/10 Train the trainers

Who is this course for?

This course has been developed as part of our Union Modernisation Fund project and is aimed at experienced learners who want to develop their skills at delivering information to groups. It will give learners the skills required to run small training sessions informally in the workplace or in other forums. The focus for this session is delivering information to groups of vulnerable workers.

What will this course cover?

- An introduction to adult learning theory
- Lesson planning
- Supporting learners
- Handling differentiation
- Effective evaluation
- Micro-teaching session

**Venue; Stoke House, Ruskin College, Headington, Oxford**

**Date; 4 – 6 June**

**Duration; weekend**

**Closing date; 7 May**

## 19/10 Risk assessment

Who is this course for?

This course is for experienced health and safety reps who have previously the GFTU basic of health and safety course (or TUC or union equivalent).

What will this course cover?

- The trade union approach to risk assessment
- Understanding key regulations
- How the law should be applied in practical work situations

**Venue; Northern College, South Yorkshire**

**Date; 7 - 11 June**

**Duration; 5 days Monday - Friday**

**Closing Date; 7 May**



## 20/10 Preparation for retirement

Who is this course for?

This course is for reps and trade union members who are over 50 and/or within 5 years of retirement. Participants will be able to bring their partner along, who will take part in the course, at an extra cost of £40 (includes all accommodation and meals) for the weekend. Please indicate clearly on your form if you wish to bring your partner. Individual travel costs for partners are not paid.

What will this course cover?

- Pension arrangements
- Lifestyle change
- Living on a fixed income
- What to do with your time
- Keeping fit and nutrition

**Venue; Telford Hotel and Golf Resort**

**Date; 11 - 13 June**

**Duration; weekend**

**Closing Date; 14 May**

## 21/10 Self-management and personal effectiveness

Who is this course for?

This course is for trade union members and reps who want to maximise their personal effectiveness. It will also help participants to develop strategies to deal with pressures at work.

What will this course cover?

- Strategies to retain control over work
- Developing tools to handle stress and pressure
- Further developing self-esteem and self-image
- Developing positive strategies to take control of your life and work
- Action planning to raise personal performance levels

**Venue; Telford Hotel and Golf Resort**

**Date; 11 - 13 June**

**Duration; weekend**

**Closing Date; 14 May**



## 23/10 Public speaking

### Who is this course for?

This course is for trade union reps and members who want to improve their public speaking skills and who want to prepare for speaking in any trade union meeting or conference.

### What will this course cover?

- Preparing a speech
- Controlling your nerves
- Delivering a speech within time constraints
- Speaking in meetings

**Venue; Barcelo Hotel, Cheltenham**

**Date; 25 – 27 June**

**Duration; weekend**

**Closing Date; 28 May**

## 22/10 Dealing with stressful situations

### Who is this course for?

This course is for paid officials, reps and members who are suffering from stress themselves or dealing with the problems of stress through their members.

### What will this course cover?

- How to harness good stress and do away with bad stress
- Health and safety law surrounding stress
- Tools to handle stress and pressure
- Understanding the effects of stress on performance and personality

**Venue; Headland House, Central London**

**Date; 23 June**

**Duration; 1 day**

**Closing Date; 28 May**

## 24/10 Equality reps stage 3

### Who is this course for?

This is a new course that has been developed as part of our new Union Modernisation fund bid. The focus of this bid is vulnerable workers and how unions can work to improve rights for these workers by using the skills of the trained equality reps. Please complete Stage 1 and Stage 2 before applying for this course.

### What will this course cover?

- How to practically assist vulnerable workers
- Basic employment rights
- Developing links with employers/agencies
- Taking up members cases
- Developing lasting organisation for vulnerable workers

**Venue; Barcelo Hotel, Cheltenham**

**Date; 25 – 27 June**

**Duration; weekend**

**Closing Date; 28 May**

## 25/10 Introduction to economic theory

Who is this course for?

This course is open to all trade union members and reps with an interest in economics and the causes of the global recession. You do not need prior knowledge of economics to enjoy this course.

What will this course cover?

- An explanation and comparison of different economic doctrines
- An introduction to key economic theory and theorists
- Economic theory in a modern context
- Global recession and the credit crunch
- How differing economic factors influence policy making

**Venue; Northern College, near Barnsley, South Yorkshire**

**Date; 2 – 4 July**

**Duration; weekend**

**Closing Date; 4 June**

## 26/10 Equality reps stage 2

Who is this course for?

This course is a higher level follow on to the Stage 1 Equality Reps course which ran earlier in the year. A Stage 3 course is also now available for Equality Reps.

What will this course cover?

- Developing the role of equality reps
- In depth legal updates
- Recent case law
- Presentation by Thompson's solicitors
- Statutory rights

**Venue; Park Plaza Hotel, Leeds**

**Date; 10 – 12 September**

**Duration; weekend**

**Closing Date; 13 August**

## 27/10 Negotiating and influencing skills for the workplace

Who is this course for?

This course is for all reps and follows on from the introductory course and the how to represent members course. It is also suitable for experienced reps who want to brush up their skills. There is a follow-on advanced negotiating skills course and an understanding company accounts course later in the year.

What will this course cover?

- Negotiating skills
- Theories behind negotiating styles
- Practical skills and techniques
- How to negotiate effectively
- Learning to influence others
- Gaining consensus

**Venue; Park Plaza Hotel, Leeds**

**Date; 10 – 12 September**

**Duration; weekend**

**Closing Date; 13 August**



## 28/10 Handling workplace conflict

Who is this course for?

This course is for trade union reps who want to positively approach resolving workplace conflict between trade union members and/or employers.

What will this course cover?

- Key causes of workplace conflict
- Understanding the process of conciliation and arbitration
- An outline of the law on dispute resolution

**Venue; Headland House, Central London**

**Date; 16 September**

**Duration; 1 day**

**Closing Date; 20 August**

## 29/10 Train the trainers

Who is this course for?

This course has been developed as part of our Union Modernisation Fund project and is aimed at experienced learners who want to develop their skills at delivering information to groups. It will give learner the skills required to run small training sessions informally in the workplace or in other forums. The focus for this session is delivering information to groups of vulnerable workers.

What will this course cover?

- An introduction to adult learning theory
- Lesson planning
- Supporting learners
- Handling differentiation
- Effective evaluation
- Micro-teaching session

**Venue; Stoke House, Ruskin College, Headington, Oxford**

**Date; 17 – 19 September**

**Duration; weekend**

**Closing date; 20 August**



## 30/10 Introductory course for reps

Who is this course for?

This course is for recently elected reps and stewards or for those reps who have not had any training. It is also suitable for reps who have not had training for a significant amount of time as a refresher. This course runs in our new 2 day midweek format.

What will this course cover?

- The role of the rep/ steward
- Facilities for reps and stewards
- Interviewing members
- Dealing with members problems
- Gaining the practical skills to do the job as a rep/ steward

**Venue; Hallmark Hotel, Derby**

**Date; 23 – 24 September**

**Duration; 2 days**

**Closing Date; 27 August**



### **31/10 Dealing with bullying, harassment and stress**

#### **Who is this course for?**

This course is primarily for reps and stewards who may have to deal with these problems in the workplace. It is also suitable for members who may be experiencing these problems.

#### **What will this course cover?**

- The causes of stress
- The definitions of bullying and harassment
- Developing a systematic trade union approach to these issues
- Using practical skills to deal with members problems
- What the law says

**Venue; Hallmark Hotel, Carlisle**

**Date; 24 – 26 September**

**Duration; weekend**

**Closing Date; 27 August**



### **32/10 Effective communication**

#### **Who is this course for?**

This course is for reps, stewards and members who want to improve their communication skills with members and managers. It will help you get what you want by looking at different behaviour traits.

#### **What will this course cover?**

- How to put your point across effectively
- Active listening
- Body language and how people are perceived
- Other practical techniques

**Venue; Bridgewood Manor, Chatham**

**Date; 1 – 3 October**

**Duration; weekend**

**Closing Date; 3 September**

### **33/10 Emotional intelligence**

#### **Who is this course for?**

This course is for those trade union reps or workplace managers who want to improve their own interpersonal skills.

#### **What will this course cover?**

- Handling inter-personal relationships
- Understanding other people's behaviour
- Developing empathy
- Adapting your own behaviour to achieve better relations at work

**Venue; Nottingham Belfry Hotel**

**Date; 8 – 10 October**

**Duration; weekend**

**Closing Date; 10 September**



### 34/10 Equality reps stage 3

#### Who is this course for?

This is a new course that has been developed as part of our new Union Modernisation fund bid. The focus of this bid is vulnerable workers and how unions can work to improve rights for these workers by using the skills of the trained equality reps. Please complete Stage 1 and Stage 2 before applying for this course.

#### What will this course cover?

- How to practically assist vulnerable workers
- Basic employment rights
- Developing links with employers/agencies
- Taking up members cases
- Developing lasting organisation for vulnerable workers

**Venue; Nottingham Belfry Hotel**

**Date; 8 – 10 October**

**Duration; 5 days, weekend**

**Closing Date; 10 September**

### 35/10 Union learning reps stage 2

#### Who is this course for?

This course is a new course for GFTU and is aimed any those Union Learning Reps who have completed the Stage 1 course.

#### What will this course cover?

- Understanding the importance of Skills for Life for members
- Developing the role of the ULR
- ULR's and Information, Advise and Guidance (IAG) delivery
- Using the Climbing frame to both enhance the role of the ULR and provide detailed and structured support for learners

**Venue; Northern College, South Yorkshire**

**Date; 11 – 15 October**

**Duration 5 days; Monday - Friday**

**Closing date; 17 September**

### 36/10 Understanding company accounts

#### Who is this course for?

This course is paid officials and experienced reps who are/ or will be involved in negotiating pay and conditions either locally or nationally.

#### What will this course cover?

- How to understand a company balance sheet
- How to cost pay claims
- Determining the company's ability to pay
- Developing strategies for negotiation based on financial information

**Venue; Park Royal Hotel, Warrington**

**Date; 29 – 31 October**

**Duration; weekend**

**Closing Date; 1 October**

### 37/10 Train the trainers

#### Who is this course for?

This course has been developed as part of our Union Modernisation Fund project and is aimed at experienced learners who want to develop their skills at delivering information to groups. It will give learner the skills required to run small training sessions informally in the workplace or in other forums. The focus for this session is delivering information to groups of vulnerable workers.

#### What will this course cover?

- An introduction to adult learning theory
- Lesson planning
- Supporting learners
- Handling differentiation
- Effective evaluation
- Micro-teaching session

**Venue; Stoke House, Ruskin College, Headington, Oxford**

**Date; 29 – 31 October**

**Duration; weekend**

**Closing Date; 1 October**

### 38/10 Advanced negotiating behaviour

#### Who is this course for?

This is a challenging course aimed at reps who have completed the negotiating and influencing course and at paid officials who negotiate on a regular basis.

#### What will this course cover?

- Identifying and developing effective negotiating styles
- Building consensus
- Developing your own technique
- How to reach positive outcomes
- Collaboration as an effective negotiating behaviour

**Venue; Crewe Hall Hotel, Crewe**

**Date; 5 – 7 November**

**Duration; weekend**

**Closing Date; 8 October**

### 39/10 Tackling workplace hazards

#### Who is this course for?

This is the third GFTU health and safety course and is open to all reps who have attended GFTU stages 1 and 2, or TUC equivalent.

#### What will this course cover?

- How to deal with everyday health and safety problems in the workplace
- Specific problems e.g. noise, slips, trips and falls etc.
- Workplace stress

**Venue; Northern College, South Yorkshire**

**Date; 8- 12 November**

**Duration; 5 days, Monday - Friday**

**Closing Date; 8 October**



## 40/10 Advanced course for paid officials and senior reps

Who is this course for?

This course is for paid officials and senior lay officials.

What will this course cover?

- Key developments in industrial relations
- Topical labour law issues
- An in-depth legislative up-date
- Sessions led by top labour law barristers
- Detailed seminars from Specialist solicitors

**Venue; Hampshire Court Hotel, Basingstoke**

**Date; 12 - 14 November**

**Duration; weekend**

**Closing Date; 15 October**

Please note we do not pay expenses for delegates to this course.

## 41/10 Getting assertive at work

Who is this course for?

This is for trade union members and reps who want to become more confident and get their point across more effectively.

What will this course cover?

- Identifying barriers to effectiveness
- Developing positive communication skills
- Tackling stress
- Dealing with aggressive and challenging behaviour

**Venue; Headland House, Central London**

**Date; 18 November**

**Duration; 1 day**

**Closing Date; 29 October**



## 42/10 Health and safety update

Who is this course for?

This is an advanced course aimed at paid officials, experienced safety reps and those reps who have completed all 3 five day GFTU health and safety courses.

What will this course cover?

- The latest developments in health and safety
- Any changes in health and safety legislation
- Key current health and safety issues

**Venue; Stoke House, Ruskin College, Headington**

**Date; 19 - 21 November**

**Duration; weekend**

**Closing Date; 29 October**

## 43/10 How to represent your members

### Who is this course for?

This course is for recently elected reps and stewards or for those who have not had any training. It is also suitable for reps who have not had training for a significant amount of time as a refresher. This course runs in our new 2 day midweek format.

### What will this course cover?

- Dealing with member's problems
- Handling grievance and disciplinary cases
- Understanding the law around disciplinary and grievances
- Understand the rights of trade union representatives

**Venue; Stratford Manor Hotel,  
Stratford upon Avon  
Date; 23 – 24 November  
Duration; 2 days  
Closing Date; 29 October**



# 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

# GFTU Courses and Seminars 2010

CODE	DATE	TITLE	VENUE	CLOSING DATE
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

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UNITE (SCALEMAKERS CRAFT SECTION)  
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