

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	Specialist Health & Safety and Environmental Impact
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 **Specialist Health & Safety and Environmental Impact**
Dates **25 – 29 October 2010**
Venue **Northern College**
Start Time **1.00pm (lunch available from 12 noon)**

This course is for experienced Health and Safety Reps. You must have completed an Advanced H&S course before applying. The course will focus on specialist areas of health and safety, for example risk assessment and impact of issues such as fire hazards.

In addition, students will examine environmental issues and their impact in the workplace. Students will have an opportunity to focus on a specialist area of particular interest in their workplaces.

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 **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.

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.

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.

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.

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 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.