



2012 EDUCATION PROGRAMME

GMB@WORK



THE MOST EXPERIENCED
TRADE UNION FIRM IN THE UK

www.thompsons.law.co.uk

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October 2011

Dear Colleague

RE: TRAINING AND EDUCATION PROGRAMME 2012

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 2012 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 courses on various topics aimed at our more experienced Convenors and Branch Secretaries and long standing Shop Stewards.

Included new for 2012 will be an extra day on the 2 day Mediation Skills course, and a stage II to the Political Trade Unionism pathway. The Health & Safety 2 day advanced course will now include Stress and Wellbeing in the Workplace. All these have been arranged on request from feedback, for example the 1 Day Basic IT Skills will be extended to cover 2 days.

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

The training pack is also available on our regional website (www.gmbbyorkshire.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

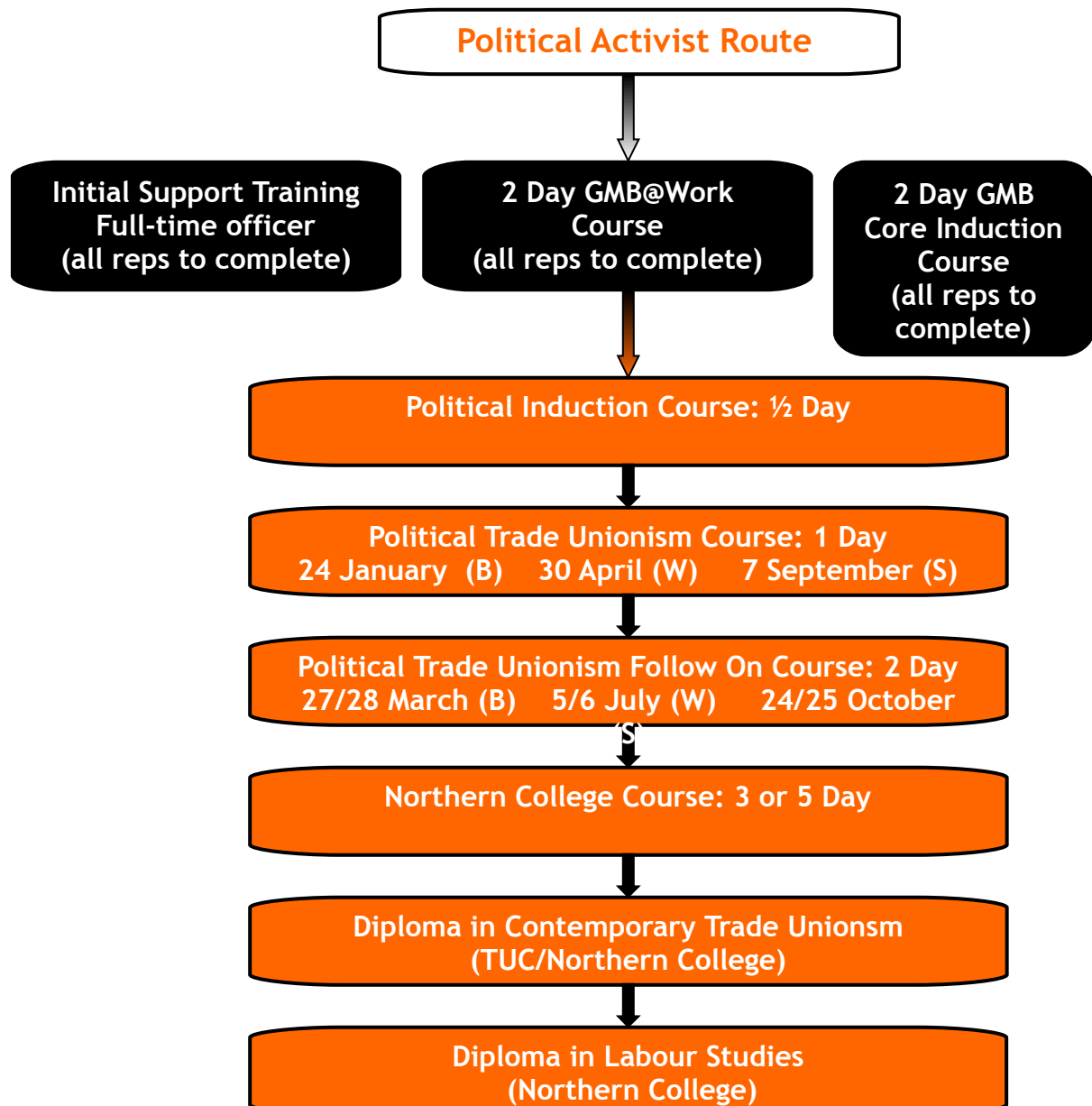
GMB EDUCATION PROGRESSIONAL ROUTE

**THE FOLLOWING PROGRESSIONAL ROUTE IS DESIGNED TO SUPPORT THE
PATHWAYS OF POST-HOLDERS WHO HOLD DIFFERENT POST-HOLDING
POSITIONS AND WORK IN CONJUNCTION WITH YOUR INDIVIDUAL LEARNING
PLAN AS AGREED WITH YOUR FULL-TIME OFFICER**

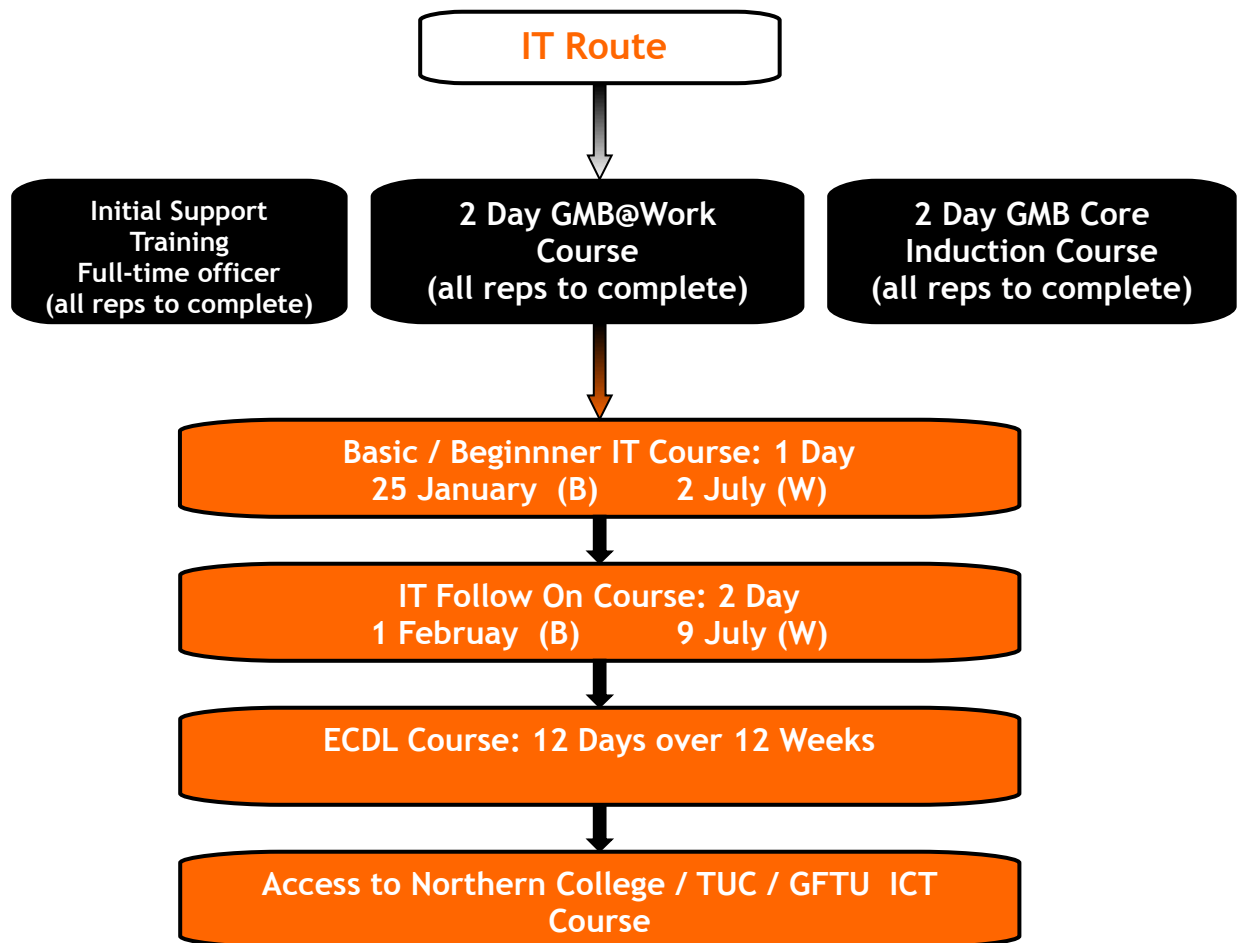
KEY:

**B = Brighouse
S = Sheffield
W = Wakefield**

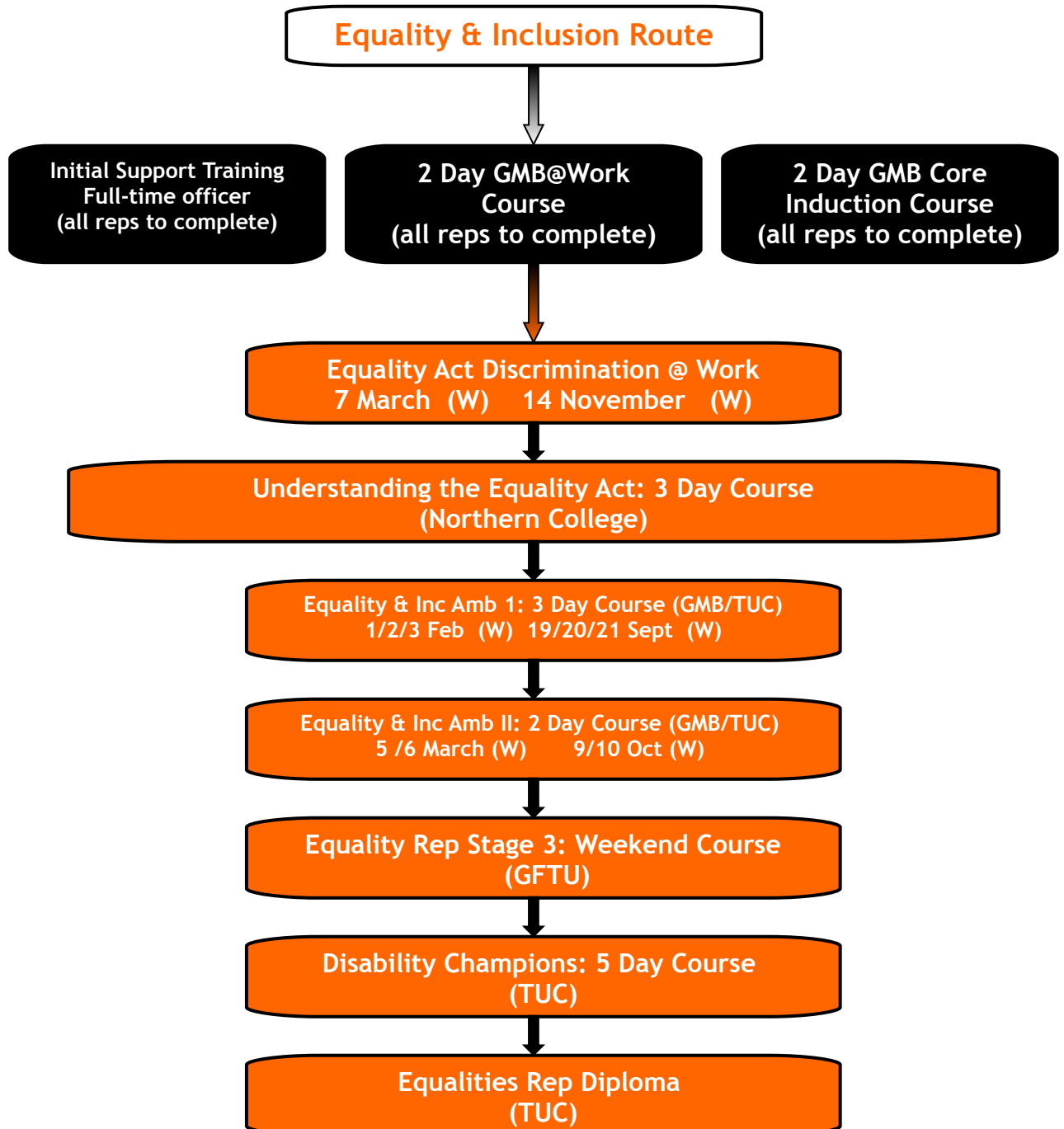
SHOP STEWARD, HEALTH & SAFETY AND TRADE UNION LEARNER REP



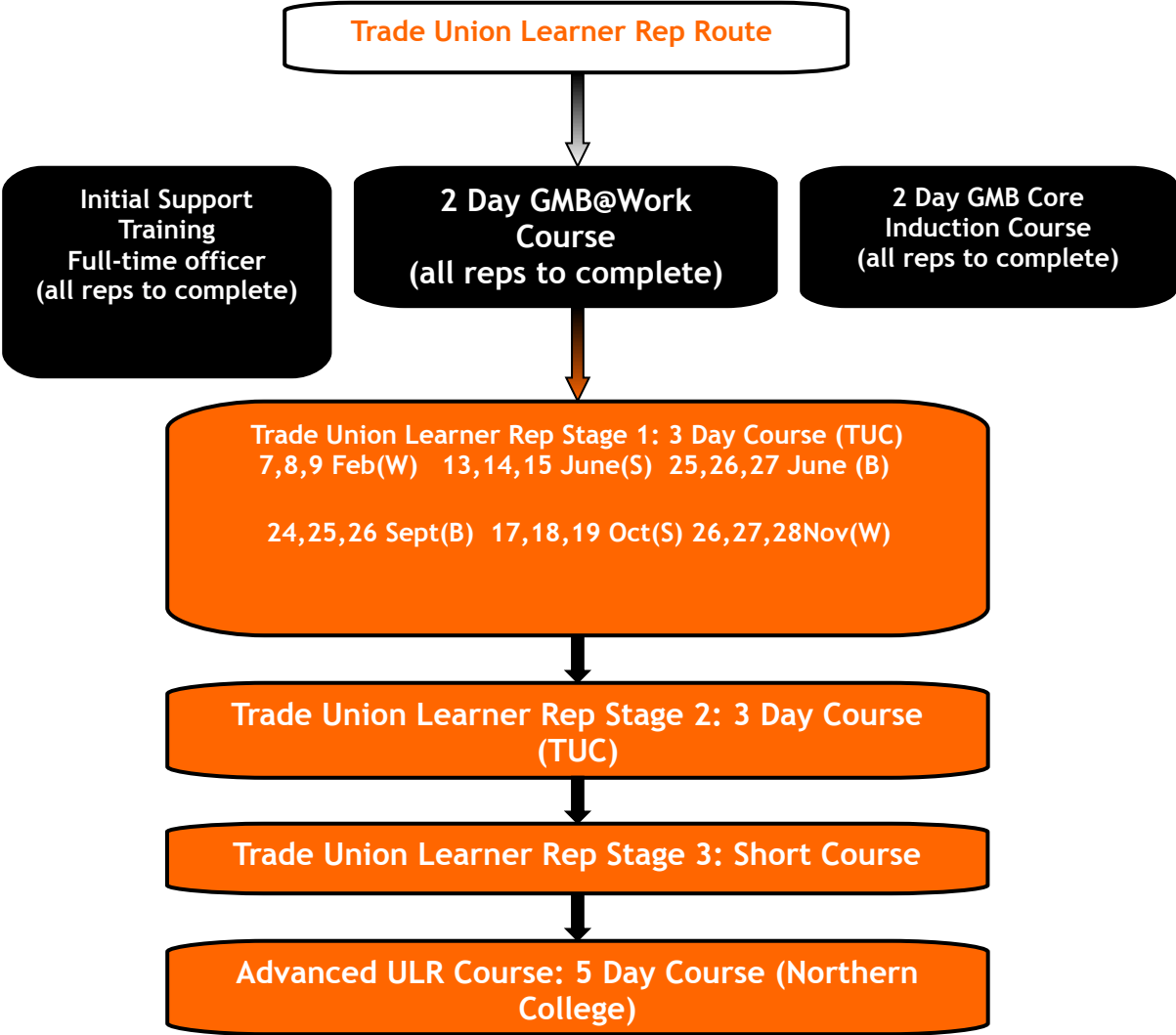
GMB POSTHOLDERS AND LAY MEMBERS



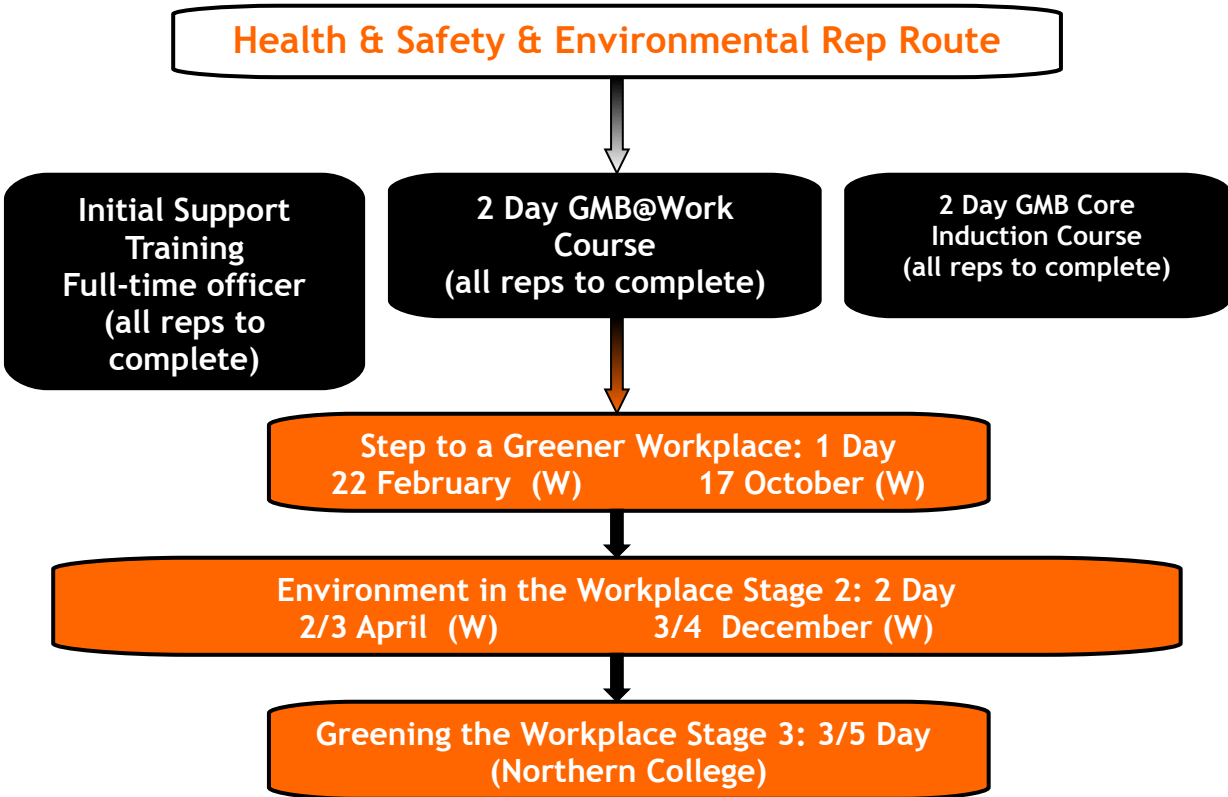
EQUALITY REPS



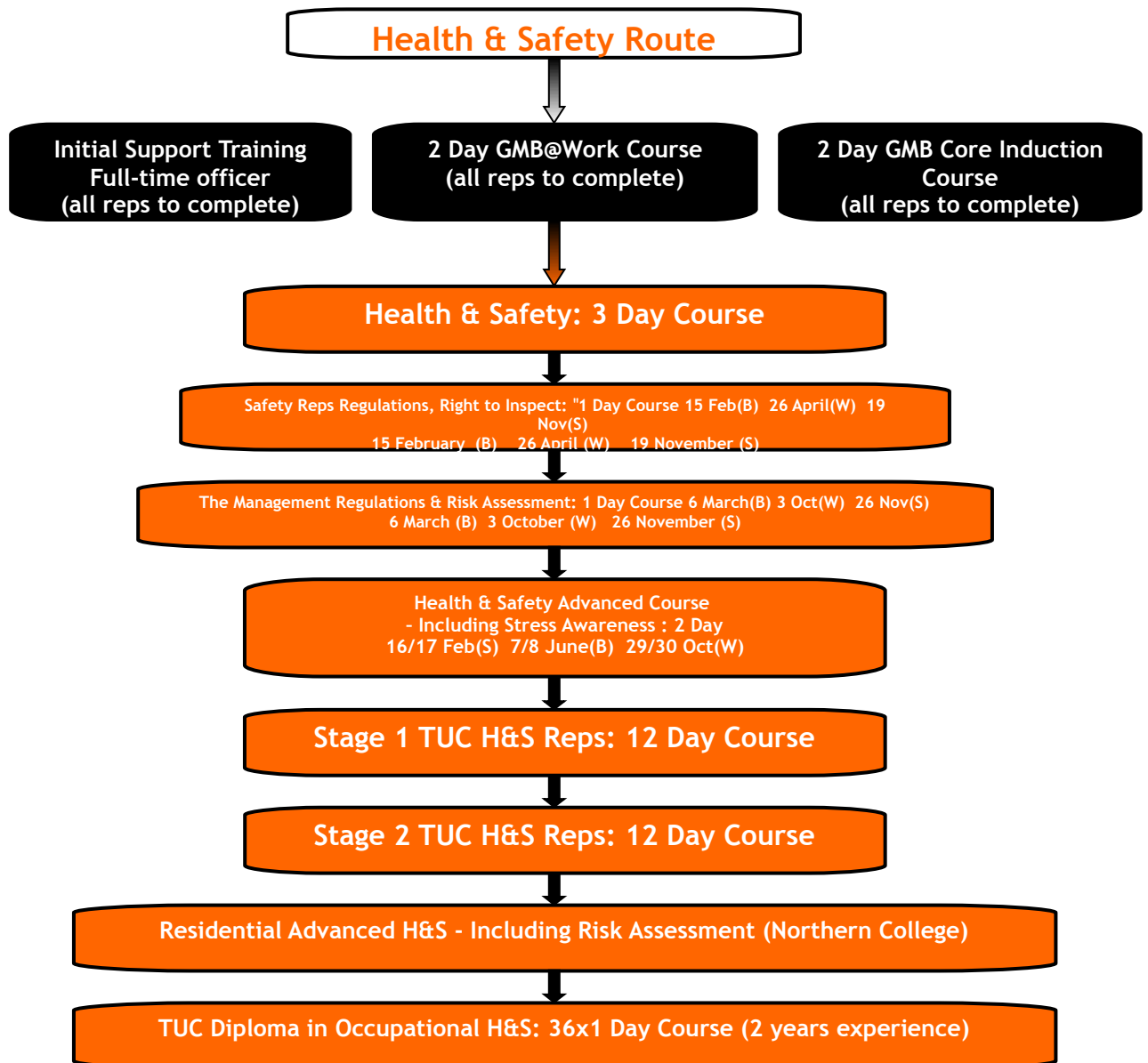
TRADE UNION LEARNER REPS



HEALTH & SAFETY & ENVIRONMENTAL REPS



HEALTH & SAFETY REPS



SHOP STEWARD

SHOP STEWARDS ROUTE

Initial Support Training
Full-time officer
(all reps to complete)

2 Day GMB@Work
Course
(all reps to complete)

2 Day GMB Core
Induction Course
(all reps to complete)

Industrial Relations: 5 Day Course

GMB Discipline at Work: 1 Day Course
21 March (W) 4 July (B) 1 November (S)

GMB Grievance at Work: 1 Day Course
24 April (B) 11 June (S) 1 October (W)

GMB Mediation Skills: 3 Day Course
9/10/11 May (W) 16/17/18 July (B) 14/15/16 Nov (S)

Disciplinary & Grievance Procedure, the ACAS Code & ET Claims: 1 Day Course
23 May (W) 20 June (B) 10 October (S)

TUPE Regulations: 1 Day Course
15 May (W)

Redundancy: 1 Day Course
4 April (B) 3 July (W) 5 November (S)

Job Evaluation: 1 Day Course
20 April (W)

Stage 1 Union Rep: 12 Day Course (TUC)

Stepping Up: 12 Day Course (TUC)

Residential Employment Law: 5 Day Course (Northern
College)

Employment Law Diploma: 36x1 Day Course (2 years
experience) (TUC)

GMB POSTHOLDERS ANNUAL INDUCTION TRAINING

**2-DAY GMB@WORK, 2-DAY INDUCTION, 5-DAY INDUCTION, 3-DAY HEALTH & SAFETY
COURSES FOR REPRESENTATIVES 2012**

CODE	COURSE	VENUE	DATE
001	2-day GMB@Work	Sheffield Office	Thu 5 & Fri 6 January
	2-day Induction	Sheffield Office	Thurs 26 & Fri 27 January
	5-day Industrial Relations	Sheffield TUC	Fridays 17,24 Feb 2,9,16 March
	3-day Health & Safety	Sheffield TUC	Wed18, Thur19,Fri 20 April
002	2-day GMB@Work	Wakefield Office	Thu 12 - Fri 13 January
	2-day Induction	Wakefield Office	Mon 20 - Tue 21February
	5-day Industrial Relations	Bradford TUC	Thursdays 1,8,15, 22,29 March
	3-day Health & Safety	Bradford TUC	Mon 16, Tues 17, Wed 18 April
003	2-day GMB@Work	Sheffield Office	Thu 23 - Fri 24 February
	2-day Induction	Sheffield Office	Thu 8 - Fri 9 March
	5-day Industrial Relations	Sheffield TUC	Fridays 20, 27 Apr & 4, 11, 18 May
	3-day Health & Safety	Sheffield TUC	Wed 23, Thur 24, Fri 25 May
004	2-day GMB@Work	Wakefield Office	Thu 1 & Fri 2 March
	2-day Induction	Wakefield Office	Mon 12 - Tues 13 March
	5-day Industrial Relations	Bradford TUC	Thursdays 19, 26 April 3,10,17 May
	3-day Health & Safety	Bradford TUC	Mon 11, Tues 12 & Wed 13 June
005	2-day GMB@Work	Brighouse Office	Thu 3 - Fri 4 May
	2-day Induction	Brighouse Office	Mon 21 - Tues 22 May
	5-day Industrial Relations	Brighouse Office	Thursdays 21,28 June & 5,12,19 July
	3-day Health & Safety	Brighouse Office	Mon 17, Tues 18 & Wed 19 September
006	2-day GMB@Work	Sheffield Office	Thu 21 - Fri 22 June
	2-day Induction	Sheffield Office	Thurs 12 July & Fri 13 July
	5-day Industrial Relations	Sheffield TUC	Fridays 21,28 Sept, 5,12,19 Oct
	3-day Health & Safety	Sheffield TUC	Wed 7,Thur 8, Fri 9 Nov
007	2-day GMB@Work	Wakefield Office	Thur 19 & Fri 20 July
	2-day Induction	Wakefield Office	Mon 10 & Tues 11 Sept
	5-day Industrial Relations	Bradford TUC	Thursdays 20, 27 Sept, 4,11, 18 Oct
	3-day Health & Safety	Bradford TUC	Mon 19, Tues 20 Wed 21 Nov
008	2-day GMB@Work	Sheffield Office	Thurs 13 & Fri 14 September
	2-day Induction	Sheffield Office	Thurs 4 & Tues 5 October
	5-day Industrial Relations	Sheffield TUC	Fridays 2,9,16,23,30 November
	3-day Health & Safety	Sheffield TUC	Wed 5, Thur 6, Fri 7 December
009	2-day GMB@Work	Wakefield Office	Thurs 11 - Fri 12 October
	2-day Induction	Wakefield Office	Mon 22 & Tues 23 October
	5-day Industrial Relations	Bradford TUC	Thursdays 8, 15 22 29 November & 6 December
	3-day Health & Safety	Bradford TUC	Mon 10, Tues 11 & Wed 12 December

GMB INTERNAL ANNUAL INDUCTION TRAINING

GMB PROVIDED TRAINING 2012			
COURSE	DATE	VENUE	TRAINER
Political Trade Unionism	Tues 24 January	Brighthouse	Colin Burgon
Introduction to Computers Stage I	Wed 25 January	Brighthouse	Michelle Bateson
Equality & Inclusion Ambassadors I	Wed 1, Thu 2 & Fri 3 Feb	Wakefield	Catharyn Lawrence
Introduction to Computers Stage II	Wed 1 February	Brighthouse	Michelle Bateson
3 day ULR	Tues 7, Wed 8 & Thur 9 Feb	Wakefield	Chris Murphy
Safety Reps Regs & Right to Inspect	Wed 15 Feb	Brighthouse	Colin Kirkham
Advanced Health & Safety	Thur 16 & Fri 17 Feb	Sheffield	Noel Ward/ Michelle Bateson
Steps to a Greener Workplace	Wed 22 Feb	Wakefield	Colin Kirkham
Variation of Contracts & Comp Agreements	Thurs 23 February	Wakefield	Thompsons
Advanced Consolidation Training	Mon 27 & Tues 28 February	Wakefield	Full-time Officer
Equality and Inclusion Ambassadors II	Mon 5 & Tues 6 March	Wakefield	Joan Keane
Management Regs & Risk Assessment	Tues 6 March	Brighthouse	Colin Kirkham
Equality Act Discrimination@Work	Wed 7 March	Wakefield	Paul Gibson
Constructive Dismissal Law	Thur 15 Mar	Wakefield	Thompsons
Disciplinary Procedures Best Practice	Mon 21 March	Wakefield	Colin Kirkham
Advanced Consolidation Training	Wed 21 Thurs 22 March	Sheffield	Full-time Officer
Political Trade Unionism II	Tues 27 & Wed 28 March	Brighthouse	Colin Burgon
Environment in the Workplace	Mon 2 Tues 3 April	Wakefield	Chris Murphy
Redundancy	Wed 4 April	Brighthouse	Bill Innes
Advanced Consolidation Training	Thurs 12 Fri 13 April	Brighthouse	Full-time Officer
Job Evaluation	Fri 20 April	Wakefield	Mick Hubbard
Discrimination Law	Tues 17 April	Wakefield	Thompsons
Grievance Procedures Best Practice	Tues 24 April	Brighthouse	Colin Kirkham
Safety Reps Regs & Right to Inspect	Thur 26 April	Wakefield	Colin Kirkham
Political Trade Unionism I	Mon 30 April	Wakefield	Colin Burgon
Asbestos - Protection for Employees	Wed 2 May	Wakefield	Thompsons
Mediation Skills	Wed 9, Thur,10 Fri 11 May	Wakefield	Michelle Bateson
TUPE	Tues 15 May	Wakefield	Thompsons
Advanced Consolidation Training	Thur 17 Fri 18 May	Wakefield	Full-time Officer
Disciplinary & Grievance ACAS ET	Wed 23 May	Wakefield	Bill Innes
Advanced Consolidation Training	Thur 7, Fri 8 June	Wakefield	Full-time Officer
Advanced Health & Safety	Thu 7, Fri 8 June	Brighthouse	Noel Ward/ Michelle Bateson
Grievance Procedures Best Practice	Mon 11 June	Sheffield	Colin Kirkham
3 day ULR	13,14,15 June	Sheffield	Paul Gibson
Unfair Dismissal & Unfair Dismissal Law	Thur 14 June	Wakefield	Thompsons
Disciplinary & Grievance ACAS ET	Wed 20 June	Brighthouse	Bill Innes
3 day ULR	Mon 25, Tues 26, Wed 27 June	Brighthouse	Chris Murphy
Introduction to Computers Stage I	Mon 2 July	Brighthouse	Michelle Bateson
Redundancy	Tues 3 July	Wakefield	Bill Innes
Disciplinary Procedures Best Practice	Wed 4 July	Brighthouse	Colin Kirkham
Political Trade Unionism II	Thur 5, Fri 6 July	Wakefield	Colin Burgon
Introduction to Computers Stage II	Mon 9 July	Brighthouse	Michelle Bateson
Mediation Skills	Mon 16, Tues 17, Wed 18 July	Brighthouse	Michelle Bateson
Advanced Consolidation Training	Wed 5, Thur 6 Sept	Sheffield	Full-time Officer
Equality & Inclusion Ambassadors I	Wed 19 Thur 20 Fri 21 Sept	Wakefield	Catharyn Lawrence
Political Trade Unionism I	Fri 7 Sept	Sheffield	Colin Burgon
3 day ULR	Mon 24, Tues 25, Wed 26 Sept	Brighthouse	Chris Murphy
Grievance Procedures Best Practice	Mon 1 October	Wakefield	Colin Kirkham
The Management Regs & Risk Assess	Wed 3 October	Wakefield	Colin Kirkham
Equality & Inclusion Ambassadors II	Tues 9 Wed 10 Oct	Wakefield	Joan Keane
Disciplinary & Grievance ACAS ET	Wed 10 Oct	Sheffield	Bill Innes
Asbestos - Protection for Employees	Tues 16 Oct	Wakefield	Thompsons

Steps to a Greener Workplace	Wed 17 October	Wakefield	Colin Kirkham
3 day ULR	17,18,19 October	Sheffield	Paul Gibson
Advanced Consolidation Training	Thurs 18, Fri 19 October	Wakefield	Full-time Officer
Political Trade Unionism II	Wed 24 Thur 25 October	Sheffield	Colin Burgon
Advanced Health & Safety	Mon 29 Tues 30 October	Wakefield	Noel Ward/ Michelle Bateson
Disciplinary Procedures Best Practice	Thurs 1 November	Sheffield	Colin Kirkham
Redundancy	Mon 5 November	Sheffield	Bill Innes
Equality Act & Agency Workers Regulations	Tues 6 November	Wakefield	Thompsons
The Safety Reps Regs & Right to Inspect	Mon 19 November	Sheffield	Colin Kirkham
Equality Act Discrimination@Work	Wed 14 Nov	Wakefield	Paul Gibson
Mediation Skills	Wed 14 Thur 15 Fri 16 Nov	Sheffield	Michelle Bateson
The Management Regs & Risk Assess	Mon 26 November	Sheffield	Colin Kirkham
3 day ULR	Mon 26 Tues 27 Wed 28 Nov	Wakefield	Chris Murphy
Advanced Consolidation Training	Tues 27 & Wed 28 Nov	Brighthouse	Full-time Officer
Environment in the Workplace	Mon 3 Tues 4 December	Wakefield	Chris Murphy

ADVANCED CONSOLIDATION TRAINING

GMB@WORK ADVANCED CONSOLIDATION TRAINING

DATES	VENUE	TUTOR
27 & 28 February	Brighouse	Full-time Officer
21 & 22 March	Sheffield	Full-time Officer
12 & 13 April	Brighouse	Full-time Officer
17 & 18 May	Wakefield	Full-time Officer
7 & 8 June	Wakefield	Full-time Officer
5 & 6 September	Sheffield	Full-time Officer
18 & 19 October	Wakefield	Full-time Officer
27 & 28 November	Brighouse	Full-time Officer

These courses will be delivered by full-time officers and are aimed at longstanding Shop Stewards and Safety Representatives and ULR's.

They are designed for Shop Stewards, Safety Representatives and ULR's who have not attended the 2 day GMB@Work course within the last 2 years.

APPLICATION FORM FOR GMB@Work ADVANCED CONSOLIDATION COURSE

COURSE DETAILS

Course Title:

Course Date:

Venue: **GMB OFFICE Wakefield** **60 College Grove Road, WF1 3RN**
Brighouse **Clifton Road, Brighouse HD6 1SL**
Sheffield **188/190 Norfolk St, Sheffield S1 1SY**

Name:

Address:

Post Code:

Telephone Number:

Email Address:

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



THE MOST EXPERIENCED
TRADE UNION FIRM IN THE UK

www.thompsons.law.co.uk

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

COURSE	DATE	TRAINER	VENUE
Variation of Contract & Compromise Agreement	Thursday 23 February	Thompsons	Wakefield
Constructive Dismissal Law	Thursday 15 March	Thompsons	Wakefield
Discrimination Law	Tuesday 17 April	Thompsons	Wakefield
Asbestos - Protection for Employees	Wednesday 2 May	Thompsons	Wakefield
TUPE	Tuesday 15 May	Thompsons	Wakefield
Unfair Dismissal & Unfair Dismissal Law	Thursday 14 June	Thompsons	Wakefield
Asbestos - Protection for Employees	Tuesday 16 October	Thompsons	Wakefield
Equality Act & Agency Workers Regulations	Tuesday 6 November	Thompsons	Wakefield

APPLICATION FORM FOR GMB/THOMPSONS' COURSES

COURSE DETAILS	
Course Title:	
Course Date:	
Venue:	GMB, GROVE HALL, WAKEFIELD
YOUR DETAILS	
Name:	
Address:	
Post Code:	
Telephone Number:	
Email Address:	
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 2012 AT NORTHERN COLLEGE



Date	Course
6 – 8 February	Tackling Bullying and Harassment at Work
19 - 23 March	Employment Law Update
2 - 4 April	Understanding the Equality Act
23 – 25 April	Tackling Disability Discrimination at Work
21 - 25 May	Branch Secretaries
18 – 22 June	Trade Unions & Political Involvement
23 - 27 July	ULR Advanced Course
3 - 7 September	Practical Employment Law
17 - 21 September	Negotiation Skills
15 - 17 October	Understanding Pensions
12 – 16 November	Greening the Workplace – Tackling Environmental Issues at Work
19 - 23 November	Stewards Refresher
3 - 7 December	Advanced Health & Safety

GMB COURSES DURING 2012 AT NORTHERN COLLEGE

Course Title **Tackling Bullying and Harassment**
Dates **6 - 8 February 2012**

A recent survey revealed over a third of union members had been bullied in the previous 6 months - double the rate of 10 years ago. This course is for stewards, health & safety reps and activists who wish to tackle cases of bullying and harassment in the workplace. We will look at how to deal with potential cases, how to negotiate with your employer on the issue, and developing effective policies.

PLEASE BRING details of any agreements or procedures you have dealing with bullying or harassment at work. Also bring your **GMB Law at Work** book, if you have one and a notebook and pen.

Course Title **Employment Law UPDATE**
Dates **19 - 23 March 2012**

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.

PLEASE BRING your contract of employment, 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....and a notebook and pen.

"The tutor made everything very interesting and easy to understand".

Course Title **Understanding the Equality Act**
Dates **2 - 4 April 2012**

This **NEW** 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 new Equality Act can help unions and members to overcome discrimination. You will also develop your skills in organising members around these issues.

PLEASE BRING with you copies of any agreements you have related to equal opportunities or discrimination....and a notebook and pen.

Course Title **Tackling Disability Discrimination at Work**
Dates **23 - 25 April 2012**

This course will support stewards to understand legal requirements around disability in the workplace. We'll look at the relevant parts of the Equality Act and the need to negotiate around disability issues.

The course will assist you to represent and support those members within the workplace who already have a disability or may become disabled.

PLEASE BRING with you copies of any agreements you have linked to disability, health and safety and equality and a notebook and pen.

“One of the best union courses I’ve ever been on. Really well delivered”

Course Title **Branch Secretaries**
Dates **21 - 25 May 2012**

This 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 prioritising work, delegation and leadership skills and using effective communications. Throughout the course the emphasis will be in growing the organisation and supporting the branch membership.

Course Title **Trade Unions & Political Involvement**
Dates **18 - 22 June 2012**

This **NEW** course gives you the chance to look at how trade unions engage with the political world, locally and nationally. It will look at why unions affiliate to political parties and campaigning organisations and how to pursue union objectives through political activity.

Participants will develop the skills, knowledge and confidence they will need to get involved in the political process and promote the GMB’s political priorities.

Course Title **ULR Advanced Course**
Dates **23 - 27 July 2012**

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 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.

PLEASE BRING with you copies of any Learning Agreements you have and other relevant agreements you wish to use during the course and a notebook and pen.

Course Title **Practical Employment Law**
Dates **3 - 7 September 2012**

This course 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.

PLEASE 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 and a notebook and pen.

“A great and valuable course taught by a pleasant and friendly tutor”.

Course Title **Negotiation Skills**
Dates **17 - 21 September 2012**

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

PLEASE BRING any workplace agreements you have about recognition, negotiating rights and consultation and a notebook and pen.

“This has been the best course I have been on since becoming a shop steward. The interaction between tutors and students was excellent”

Course Title **Understanding Pensions**
Dates **15 - 17 October 2012**

This course will look at the current State Pension and employer schemes. It will help you to understand final salary, stakeholder and personal pensions - their advantages and disadvantages and look at your own employer pension scheme.

PLEASE BRING with you copies of your workplace pension agreement, your national insurance number and other information you have related to your workplace pension and a notebook pen and calculator.

“I knew nothing about pensions when the course started. I now feel confident about dealing with members’ concerns”

Course Title **Greening the Workplace - Tackling Environmental Issues at Work**
Dates **24 - 28 October 2011**

Climate Change presents a challenge to everyone and the time has come to act. Unions have to be involved. This course will give you the chance to understand the issues and how they impact on you and your workplace. We will look at the impact of environmental issues in the workplace and what action we can take to push for change in the workplace and beyond.

PLEASE BRING any workplace agreements or policies you have about greening the workplace... and a notebook and pen.

“This subject needs a week’s course itself” (It now has!)

Course Title **Stewards' Refresher Course**
Dates **19 - 23 November 2012**

This course is for experienced stewards and branch officers. It will give you an opportunity to update your knowledge around key issues facing your members. It will be most helpful to you if you did your stewards training a few years ago.

PLEASE 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... and a notebook and pen.

“Very good course, well presented and deliveredGood mixture of reps and we all got on very well. Learnt a lot from great discussions with the group”

Course Title **Advanced Health & Safety**
Dates **3 - 7 December 2012**

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 issues from your own workplace and practical ways to deal with these. You will develop your knowledge and understanding of Health and Safety Law and related Codes of Practice.

PLEASE 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....and a notebook and pen.

“It was great to spend most of the course talking about tackling real problems”

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 Trade Union Programme, we also offer courses for community activists and courses in areas such as ICT, literature, history, environmental studies and many others.

The College is residential, 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.

“This is a very beautiful training facility – I’m looking forward to coming back”

“Staying over is just great –time to discuss with other students, no rushing back and forth, no work pressures and no cooking!”

“The college facilities were first class – food five star, rooms clean, staff first class”

Library and Learning Resources

Whilst you are attending a course, 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 access to the internet and word processing, photocopying etc and read some of the daily newspapers;

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.

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 the 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 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 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

Smoking - There are designated smoking areas in the college grounds.

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.

All meals are provided during your stay. Please inform the college if you have any dietary requirements.

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.

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.

There is a large, free car park at the College for all College users.

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.

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.

To find out more about Northern College, our courses and where we are, visit our website www.northern.ac.uk.

Application Form Northern College GMB Education

Name of Course			
Date(s) of Course			
Venue of Course	Northern College		
Do you require residential accommodation?	YES/NO (please highlight accordingly)		
Your Name		Date of Birth:	
Your Address			
Post Code		Telephone Home:	
Membership No.		Telephone Work:	
Name of branch:			
Your E-mail address:			

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

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
60 College Grove Road
Wakefield WF1 3RN

Please photocopy this form to keep details of your application

GFTU ANNUAL EXTERNAL PROVISION TRAINING PROGRAMME

FOR FULL DETAILS OF THE COURSES LISTED OVERLEAF VIEW THE WEBSITES:

www.gmbyorkshire.org.uk or www.gftu.org.uk

GFTU Courses, Seminars & Events 2012

GFTU Courses, Seminars & Events 2012

CODE	DATE	TITLE	VENUE	CLOSING DATE
01	13-15 Jan	Dealing with bullying, harassment and stress	Birmingham	9 Dec
02	27-29 Jan	Negotiating and influencing skills	Oxford	6 Jan
03	10-12 Feb	Tackling discrimination – Equality reps stage 1	Hull	13 Jan
04	10-12 Feb	Dealing with redundancy issues	Hull	13 Jan
05	17-19 Feb	Getting started – the role of the rep	Northampton	20 Jan
06	24-26 Feb	Handling cases	Buxton	27 Jan
07	24-26 Feb	Understanding human rights and the law	Buxton	27 Jan
08	1-2 Mar	Employment law	Basingstoke	3 Feb
09	2-4 Mar	Introduction to politics	Nottingham	3 Feb
10	5-9 Mar	Basics of health and safety	South Yorkshire	10 Feb
11	7 Mar	Introduction to mediation	London	10 Feb
12	15 Mar	Dealing with LGBT issues	London	17 Feb
13	16-18 Mar	Building self esteem and assertiveness	Oxford	17 Feb
14	20-21 Mar	Dealing with stress and conflict in the workplace	Cheltenham	24 Feb
15	23-25 Mar	Introduction to PowerPoint presentations	South Yorkshire	24 Feb
16	29 Mar	Participating effectively in meetings	Birmingham	2 Mar
17	30 Mar-1 Apr	Public speaking	Hinckley	2 Mar
18	30 Mar-1 Apr	Advanced negotiating behaviour	Oxford	2 Mar
19	20-22 Apr	Building the trade union future	Cardiff	23 Mar
20	20-22 Apr	Building active leadership	Cardiff	23 Mar
21	2-3 May	Negotiating and influencing skills in the workplace	Nottingham	2 Apr
22	17 May	Mental health issues in the workplace	London	20 Apr
23	18-20 May	Discrimination and the law – Equality reps stage 2	South Yorkshire	20 April
24	25-27 May	Alternative dispute resolution (ADR)	Leeds	27 April
25	31 May-1 Jun	Handling capability cases	Peterborough	4 May
26	11-15 Jun	Risk assessment	South Yorkshire	11 May
27	15-17 Jun	Introduction to desktop publishing	South Yorkshire	18 May
28	20 June	Managing successful projects	London	25 May
29	21-22 Jun	Getting started – the role of the rep	Leigh	25 May
30	29 Jun-1 Jul	Assertiveness and public speaking for women	Peterborough	1 June
31	6-8 Jul	Campaign and media organising	Blackpool	8 June
32	6-8 Jul	Self-management and personal effectiveness	Oxford	8 June
33	13-15 Jul	Dealing with stress and conflict in the workplace	Derby	15 June
34	14-16 Sep	Disability awareness	St Helens	17 Aug
35	20-21 Sep	Handling cases	Torquay	24 Aug
36	28-30 Sep	Employment law	Telford	31 Aug
37	28-30 Sep	Preparation for retirement and redundancy	Telford	31 Aug
38	5-7 Oct	Introduction to web design	South Yorkshire	7 Sep
39	8-12 Oct	Union learning reps – stage 1	South Yorkshire	7 Sep
40	12-14 Oct	Handling capability cases	Basingstoke	14 Sep
41	12-14 Oct	Building union capacity and strength	Basingstoke	14 Sep
42	16-17 Oct	Dealing with bullying, harassment and stress	Hull	14 Sep
43	26-28 Oct	Emotional intelligence	Hinckley	28 Sep
44	26-28 Oct	Understanding company accounts	Hinckley	28 Sep
45	30 Oct	Time management	London	5 Oct
46	5-9 Nov	Tackling workplace hazards	South Yorkshire	5 Oct
47	9-11 Nov	Advanced employment law and ADR	Bedford	12 Oct
48	23-25 Nov	Contemporary trade union and labour history	Cheltenham	26 Oct
49	23-25 Nov	Understanding the TUPE regulations	Cheltenham	26 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: Education/Health & Safety & Research Officer
PRINT NAME: Colin Kirkham	
Union: GMB Yorkshire & North Derbyshire	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 Website: www.gftu.org.uk

TUC EXTERNAL PROVISION TRAINING PROGRAMME

WEST YORKSHIRE

Venue: Leeds City College, **Leeds**

Applications to: John Botterill, Leeds City College, Horsforth, Leeds (see contact details on page)

Hours: 0900 to 1630, if evening 1800 to 2100

Updates on Leeds City College courses are available on the college website:
www.tradeunionstudiesleeds.org.uk

Autumn Term (half term 24 October–28 October)

Union learning representatives - stage 2 5 Mon from 7 November 2011

Spring Term (half-term 13 - 17 February)

Union representatives stage 1	12 Wed from 4 January 2012
Stepping up - the advanced course for union reps	12 Thurs from 5 January 2012
Health & safety stage 1	12 Tues from 3 January 2012
Next steps for safety reps - TUC stage 2 course	12 Wed from 4 January 2012
Disability champions at work	5 Mon from 9 January 2012
Union learning representatives - stage 1	5 Mon from 9 January 2012
Union learning representatives - stage 2	5 Mon from 27 February 2012
Diploma in occupational health & safety	36 Thurs from 5 January 2012
Diploma in employment law	36 Tues from 3 January 2012
Equalities diploma	36 Mon from 9 January 2012
Diploma in employment law	36 Tues from 3 January 2012

Summer Term (bank holiday 7 May, Half Term 4 – 8 June)

Union representatives stage 1	12 Wed from 25 April 2012
Stepping up - the advanced course for union reps	12 Thurs from 26 April 2012
Health & safety stage 1	12 Tues from 24 April 2012
Next steps for safety reps - TUC stage 2 course	12 Wed from 25 April 2012
Disability champions at work	5 Mon from 23 April 2012
Union learning representatives - stage1	5 Mon from 23 April 2012
Union learning representatives - stage 2	5 Mon from 11 June 2012
Diploma in occupational health & safety	36 Thurs from 26 April 2012
Diploma in employment law	36 Tues from 24 April 2012

Venue: Bradford College, **Bradford**

Applications to: Steve Davison, Bradford College (see contact details on page)

Hours: 09.00 to 16.30

Spring Term

Union representatives stage 1	12 Wed from 11 January 2012
Stepping up - the advanced course for union reps	12 Thurs from 12 January 2012
Health & safety stage 1	12 Mon from 9 January 2012
Next steps for safety reps - TUC stage 2 course	12 Mon from 9 January 2012
Diploma in occupational health & safety	36 Fri from 13 January 2012
Diploma in employment law	36 Fri from 13 January 2012
Equalities Diploma	36 Fridays from 13 January 2012

Summer Term

Union representatives stage 1	12 Tues from 24 April 2012
Stepping up - the advanced course for union reps	12 Wed from 25 April 2012
Health & safety stage 1	12 Mon from 23 April 2012
Next steps for safety reps - TUC stage 2 course	12 Thurs from 26 April 2012
Diploma in occupational health & safety	36 Fri from 27 April 2012
Diploma in employment law	36 Fri from 27 April 2012
Equalities Diploma	36 Fri from 27 April 2012

Venue: Castleford Community Learning Centre, 1 York Street, [Castleford](#), WF10 1JS

Applications to: Brian Chadwick, Unionlearn Course Co-ordinator (see contact details on page)

Hours: 09.00 to 16.00

Autumn Term

Union learning representatives - stage 1	5 days 7 to 11 November 2011
Union learning representatives - stage 2	5 days 21 to 25 November 2011

Spring Term

Union representatives stage 1	12 Mon from 9 January 2012
Stepping up - the advanced course for union reps	12 Wed from 11 January 2012
Health & safety stage 1	12 Thurs from 12 January 2012
Next steps for safety reps - TUC stage 2 course	12 Tues from 10 January 2012
Union learning representatives - stage 1	5 days 5 to 9 March 2012
Union learning representatives - stage 2	5 days 19 to 23 March 2012

Summer Term

Union representatives stage 1	12 Mon from 23 April 2012
Stepping up - the advanced course for union reps	12 Wed from 25 April 2012
Health & safety stage 1	12 Thurs from 26 April 2012
Next steps for safety reps - TUC stage 2 course	12 Tues from 24 April 2012
Union learning representatives - stage 1	5 days 14 to 18 May 2012
Union learning representatives - stage 2	5 days 21 to 25 May 2012

SOUTH YORKSHIRE

Venue: Sheffield college, [Sheffield](#)

Applications to: Paul Gibson (see contact details on page)

Hours: 09.00 to 16.30

Spring Term (no classes half-term week commencing 13 February 2012)	
Union representatives stage 1	12 Mon from 09 January 2012
Stepping up - the advanced course for union reps	12 Wed from 11 January 2012
Health & safety stage 1	12 Weds from 11 January 2012
Next steps for safety reps - TUC stage 2 course	12 Tues from 10 January 2012
Union learning representatives - stage 1	5 Thurs from 26 January 2012
Diploma in occupational health & safety	36 Tues from 10 January 2012
Diploma in employment law	36 Thurs from 12 January 2012

Summer Term (no classes 07 May or half-term week commencing 04 June)	
Union representatives stage 1	12 Wed from 18 April 2012
Stepping up - the advanced course for union reps	12 Tues from 17 April 2012
Health & safety stage 1	12 Mon from 16 April 2012
Next steps for safety reps - TUC stage 2 course	12 Thurs from 19 April 2012
Union learning representatives - stage 1	5 Mon from 11 June 2012
Diploma in employment Law	36 Thurs from 19 April 2012
Diploma in occupational health & safety	36 Tues from 17 April 2012

THE HUMBER

Venue: Trade Union Studies Centre, East Riding College, [Hull](#)

Applications to: Dave Parr, East Riding College (see contact details on page)

Hours: 09.00 to 16.00

Autumn Term (half-term 24 - 28 October)

Union learning representatives - stage 2 5 Wed from 9 November 2011

Spring Term (half-term 20 - 24 February)

Union representatives stage 1	12 Tues from 10 January 2012
Stepping up—the advanced course for union reps	12 Thurs from 12 January 2012
Health & safety stage 1	12 Mon from 09 January 2012
Disability champions at work	5 Tues from 17 January 2012
Union learning representatives - stage 1	5 Wed from 11 January 2012
Union learning representatives - stage 2	5 Wed from 29 February 2012

Summer Term (half term 4 - 8 June)

Union representatives stage 1	12 Tues from 24 April 2012
Health & safety stage 1	12 Mon from 23 April 2012
Next steps for safety reps - TUC stage 2 course	12 Thurs from 26 April 2012
Disability champions at work	5 Tues from 01 May 2012
Union learning representatives - stage 1	5 Wed from 25 April 2012
Union learning representatives - stage 2	5 Wed from 13 June 2012

Awards programme

Below are some of the Award programmes that TUC centres are offering. Please contact centres for further information. Contact details can be found on page 23. If you would like to register your interest for a programme not currently being offered in the region please contact the Regional Education Officer.

	Location	Dates	Contact
Safety Rep Awards			
Accident investigation and reporting in the workplace	Leeds City College	2 Mon from 7 Nov 11	John Botterill
Intro to COSHH	Leeds City College	3 Mon from 21 Nov 11	John Botterill
Trade Unions Today Awards			
Apprenticeship mentoring	Leeds City College	2 days 5 & 6 Dec 11	John Botterill
Introduction to Pensions	Bradford College	28, 29 & 30 Nov 11	Steve Davison
Trade unions and apprenticeships	Leeds City College	3 Mon from 7 Nov 11	John Botterill

Northern College has a range of TUC short courses for both new and experienced trade union representatives. The courses are residential and are of 3 to 5 days duration. Please contact the TU Centre for short course details.

Further details of all the courses can also be found on the unionlearn website under www.unionlearn.org.uk and on the individual provider websites (please see Contact Details page).

COLLEGE/WEA CONTACT DETAILS

<p>John Botterill Head of Department Leeds City College Department of Trade Union Studies Horsforth Centre, Calverley Lane Leeds LS18 4RQ Telephone: 0113 216 2330 Email: Tustudies@parklanecol.ac.uk Web: http://parklane.ac.uk/home.php?_id=915</p>	<p>George Pope Course co-ordinator Trade Union Programme Northern College Wentworth Castle Stainborough Barnsley S75 3ET Telephone: 01226 776000 Email: g.pope@northern.ac.uk Web: www.northern.ac.uk</p>
<p>Steve Davison Trade Union Studies Centre Bradford College Old Building Great Horton Road Bradford BD7 1AY Telephone: 01274 436115 or 01274 433316 Email: F.Khan@bradfordcollege.ac.uk And j.reid@bradfordcollege.ac.uk</p>	<p>Dave Parr Course co-ordinator Trade Union Studies Centre East Riding College 24 - 30 St James Street Hull HU3 2DH Telephone: 01482 382545/38526 Email: angela@tradeunionstudies.com Web: www.tradeunionstudies.com</p>
<p>Brian Chadwick Unionlearn Course co-ordinator Workers' Education Association Yorkshire & the Humber Region Regional Office 6 Woodhouse Square Leeds LS3 1AD Telephone: 0845 398 3242 Email: bchadwick@wea.org.uk Web: www.wea.org.uk</p>	<p>For Sheffield please contact: Paul Gibson South Yorkshire TU Studies Centre Sheffield College Hillsborough Barracks Hillsborough Sheffield S6 2LR Telephone: 0114 2602594 Email: Paul.Gibson@Sheffcol.ac.uk</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.

	Level 1	Level 2	Level 3
Award	6 credits	6 credits	6 credits
Certificate	15 credits	18 credits	21 credits
Diploma		48 credits	48 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.

