

**TUC  
EXTERNAL  
PROVISION  
TRAINING  
PROGRAMME**

## COLLEGE/WEA CONTACT DETAILS

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### 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
<b>Award</b>	6 credits	9 credits	12 credits
<b>Certificate</b>	21 credits	24 credits	30 credits
<b>Diploma</b>		45 credits	60 credits

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

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

**WEST YORKSHIRE**

Venue: Leeds City College, Leeds

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

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

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

Venue: The CWU Learning Centre, 63 Gillygate, York

Applications to: John Botterill, Leeds City College

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

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

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

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

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

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

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

## SOUTH YORKSHIRE

Venue: Sheffield College

Applications to: Tony Fletcher, Sheffield College

<b>AUTUMN TERM</b>	
Union representatives stage 1	12 Tuesdays from 15 September
Stepping Up, the advanced course for union reps	12 Mondays from 14 September
Health & Safety stage 1	12 Mondays from 14 September
Next Steps for Safety Reps, TUC stage 2 course	12 Wednesdays from 16 September
TUC Diploma in Occupational Safety & Health	35 Thursdays from 17 September
TUC Diploma in Employment Law	35 Fridays from 18 September
Union Learning Representatives	5 Thursdays from 24 September
<b>SPRING TERM</b>	
Union representatives stage 1	12 Wednesdays from 6 January
Stepping Up, the advanced course for union reps	12 Mondays from 4 January
Health & Safety stage 1	12 Tuesdays from 5 January
Next Steps for Safety Reps, TUC stage 2 course	12 Mondays from 4 January
Union Learning Representatives	5 Tuesdays from 14 January
<b>SUMMER TERM</b>	
Union representatives stage 1	12 Tuesdays from 20 April
Stepping Up, the advanced course for union reps	12 Mondays from 19 April
Health & Safety stage 1	12 Wednesdays from 21 April
Next Steps for Safety Reps, TUC stage 2 course	12 Mondays from 19 April
Union Learning Representatives	5 Thursdays from 29 April

## THE HUMBER

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

Applications to: Dave Parr, East Riding College

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

<b>AUTUMN TERM</b>	
Union Representatives stage 1	12 Tuesdays from 15 September
Next Steps for Safety Reps	12 Thursdays from 17 September
Health & Safety stage 1	12 Mondays from 14 September
TUC Diploma in Occupational Safety & Health	36 Wednesdays from 16 September
TUC Diploma in Employment Law	36 Thursdays from 17 September

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

#### SHORT COURSE PROGRAMME - SEPTEMBER TO DECEMBER 2009

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

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

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

Leeds	TUC training for Equality Reps	3 Fridays from 20 November	Leeds City College
WEA Castleford	Climbing Frame for Union Learning Representatives	2 Wednesdays from 4 November	WEA Castleford
WEA Castleford	Pensions Champions at Work	3 Mondays from 2 November	WEA Castleford

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

#### ON-LINE COURSE PROGRAMME

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

Courses available include:

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

# APPLICATION FORM FOR TUC COURSES

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

Name of employer			
Your Occupation			
Employers address			

*Please tick appropriate boxes*

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

Work pattern:                       Full time                       Part-time  
 Days                               Shift work

Please state your age:        Female                       Male

Do you define yourself as disabled?       Yes                       No

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

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

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

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

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

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

Return this 

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