

unionlearn

with TUC Education



January 2010 to December 2010

TUC Education courses for all union reps

YORKSHIRE AND THE HUMBER REGION

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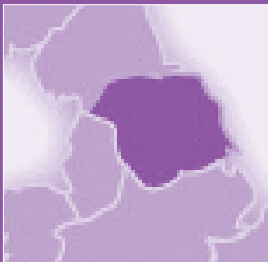
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www.unionlearn.org.uk



Brendan Barber
TUC General Secretary

Welcome to learning with the TUC

TUC Education provides training for more than 40,000 union representatives, health and safety representatives and union learning representatives each year.

We offer high quality training through a network of TUC approved providers across the UK where learners achieve nationally recognised educational credits and awards.

TUC courses encourage everyone to learn in a friendly, supportive environment, usually in surroundings designated for trade union courses. Courses are offered flexibly to suit the needs of union representatives and through the traditional day release model.

For many reps this is a second chance to learn. A range of learning pathways has been established offering all reps the opportunity to achieve their full potential.

This booklet gives details of the next TUC course programme in your area, as well as extra information about learning with the TUC. If you are unable to find a course to suit your needs or you have any queries please do not hesitate to contact us.

Union reps should also visit www.UNIONREPS.org.uk for full details of key events, training, features and bulletin board discussions with other reps.



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Core Programme – by location

This includes:

- 12 day courses for union reps and safety reps
- Initial 5 day course for union learning representatives
- Diploma courses
- Disability Champions at Work courses

Course Programme Part 2
Short specialist programme – by location 14

This includes supplementary and updating courses on:

- TUC Activists Academy
- Apprenticeships
- Dyslexia
- Health and Safety
- Equality
- Representing union members
- Pensions
- Follow-on courses for Union Learning Representatives

Course application form 21

If you don't see what you need please contact the unionlearn Regional Education Officer.

Aiming for success

Our courses are designed to achieve:

- improvements in the performance of union representatives at the workplace and in the union
- greater understanding of trade union policies and priorities
- enhanced study skills and personal confidence for all those who take part
- recognition of learning achievements through accreditation
- personal satisfaction and enrichment through learning.

Inclusive and welcoming

The TUC is committed to equal treatment regardless of sex, race, disability, sexuality or age.

The aims of the TUC programme include equal participation by all groups and delivering skills, knowledge and understanding to learners so they can assist all of their members.

The purpose of the programme is to deliver a quality learning experience, with a system of accreditation which points to future learning opportunities.

Widening choice

The TUC's programme of courses is popular and well attended.

As work and lifestyle patterns change, new ways of delivering accessible training to union representatives, as and when needed, are being



developed. These include:

- more flexible delivery to accommodate shift patterns, workplace needs and family responsibilities
- open and online learning opportunities.

Those who find it difficult to access training, such as representatives from new industries and sectors, part-time workers and those from smaller workplaces, may benefit from this more flexible approach.

For further information contact your regional education and training officer.

Learning materials

TUC Education develops and provides student materials for all TUC courses. These are regularly reviewed, revised and rewritten with the active involvement of practicing trade union studies tutors and TUC policy experts. Evidence of learning achievement is recorded and students receive regular and appropriate feedback.

TUC tutors

Everyone knows the importance of a good teacher. TUC Education trains and develops its tutors on specially designed courses. Further

briefings are provided as new and revised materials are brought on-stream. This helps keep tutors up-to-date with the accreditation process and with relevant subjects. The essential requirement for TUC tutors is that they are experienced trade unionists who understand the role of the union rep and its problems. TUC tutors are employed by local providing colleges, the WEA and institutions of higher and further education.

Accreditation

The TUC accredits its programme through the National Open College Network to provide clear national recognition of the quality of courses and the achievement of union representatives.

Registration for accreditation is voluntary. There are no tests or examinations. You will build up a file which shows the work you have completed during the course, and Open College Network (OCN) credits are awarded for achieving the learning outcomes for that course. The OCN will issue you a certificate too.

Credits can be built up over a number of years and are transferable throughout the country. They can be used to gain access to other courses in further and higher education. They also give unions and employers a clearer view of what representatives have learned and are able to do after attending a TUC course. New pathways for union representatives are opening up all the time. For further details contact your TUC regional education and training officer.

Time off to learn

Union representatives who wish to attend TUC courses in working time should first ask their

employer for time off with pay. The Trade Union and Labour Relations (Consolidation) Act 1992 section 168 and the Safety Representatives & Safety Committee Regulations 1977 give accredited union and safety representatives a legal right to reasonable time off with pay to attend courses approved by the TUC or their union. Guidance towards establishing what constitutes reasonable time off can be found in the ACAS Code of Practice.

The role of the union learning representative has been boosted by new legal rights to time off for training contained in the Employment Relations Act 2001. Nearly 7,000 union learning representatives have already been trained.

Representatives who find difficulty in obtaining paid time off to attend TUC courses should seek assistance from their senior union representative or full time union officer.

For further information contact your regional education and training officer.

Time off to learn for distance or online learning

Online learning should not be seen as an alternative to paid release from work. The law still applies, whether learning takes place away from work or in work, at a workstation or in a company learning centre. For details of TUC courses that are available online contact Craig Hawkins on 020 7079 6947 or email chawkins@tuc.org.uk

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



Union representatives

Stage 1:

60-72 hours of guided learning

Available at level 1/2

Course content includes: job of the union rep; building union membership; making and using agreements; representing members; grievance and discipline; your rights and negotiating at work

Stepping Up

the advanced course

60-72 hours of guided learning

Available at level 2/3

Course content includes: trade union context; planning; organising; campaigning; rights at work; collective bargaining; leading on the collective agenda

Further progression opportunities include: specialist courses, TUC Diploma programme and higher education programmes.

Health and safety representatives

Stage 1: 60-72 hours of guided learning
Available at level 1/2
Course content includes: role and functions of the health and safety rep; organising for health and safety; preventing accidents and ill health; skills for the health and safety rep.

Next Steps for Safety Reps 60-72 hours of guided learning
Available at level 2/3
Stage 2 course **Course content includes:** building a safe and healthy workplace; building health and safety organisation at the workplace; keeping up-to-date on health and safety; effecting change on health and safety

Further progression opportunities include: specialist courses, TUC Diploma programme and progression to IOSH qualifications.

Union learning representatives

Initial training: Up to 30 hours of guided learning
Available at level 2/3
Course content includes: the role of the learning rep; value of learning and skills in the workplace; identifying learning needs; developing learning strategies in the workplace; contacts and information networks; policies and programmes for learning and skills.

Additional modules: Available at level 2/3
Optional units can be taken depending on the needs of learners.
The units include: Skills for Life; Supporting Learners; Mentoring and Coaching; Climbing Frame.

Specialist and short course programmes

In addition to the core programme of courses described on the previous pages there are a variety of specialist and short courses available for union representatives.

Courses cover collective bargaining/industrial relations, employment law, equality, health and safety, pensions, information technology, partnership, and skills for reps.

Courses vary in length between 12 and 72 hours of guided learning. OCN credits are available for all courses.

Diploma programme

The Diploma programme provides opportunities for progression into other programmes in higher education.

The recognised pathways are:

The Diploma in Contemporary Trade Unionism

- Development of trade unions in Britain
- Trade unions today
- The future of trade unions

The Diploma in Occupational Health and Safety

- Health, safety, welfare and environmental issues
- Health and safety organisation
- Health and safety law

The Diploma in Employment Law

- Individual rights
- Collective rights
- Advocacy and legal research skills

Each of these programmes is OCN accredited at level 2/3. Programmes can be delivered on a day-release or evening basis. Some are offered on a modular basis, providing flexible access.

Participants will normally be expected to have completed Stepping Up (Stage 2 for union reps) or Next Steps for Safety Reps (Stage 2 for safety reps).

For further information contact your regional education and training officer.



Build a stronger union where you work with the TUC ACTIVIST ACADEMY



A new 7-day activist's programme, split into 3 modules, is available which aims to build membership and strengthen union organisations. You will need to:

- be nominated by your union
- attend college for 7 days over about 3 months
- work on an agreed organising project
- work with a union appointed mentor

Please see the Short Course Programme for Leeds.

Successful completion will entitle you to an interview for admission to the full-time national TUC Organising Academy.

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WEST YORKSHIRE

Venue: Leeds City College, **Leeds**

Applications to: John Botterill, Leeds City College, Horsforth, Leeds (see contact details on page 9)

Hours: 0900 to 1630

SPRING TERM

UNION REPRESENTATIVES STAGE 1	12 Wednesdays from 6 January
STEPPING UP – THE ADVANCED COURSE FOR UNION 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
DISABILITY CHAMPIONS AT WORK	5 Mondays from 22 February

SUMMER TERM

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 Thursdays from 22 April
TUC DIPLOMA IN EMPLOYMENT LAW	36 Tuesdays from 20 April

AUTUMN TERM

UNION REPRESENTATIVES STAGE 1	12 Wednesdays from 22 September
STEPPING UP – THE ADVANCED COURSE FOR UNION REPS	12 Thursdays from 23 September
HEALTH & SAFETY STAGE 1	12 Mondays from 20 September
NEXT STEPS FOR SAFETY REPS-TUC STAGE 2 COURSE	12 Wednesdays from 22 September
TUC DIPLOMA IN OCCUPATIONAL SAFETY & HEALTH	36 Thursdays from 23 September
TUC DIPLOMA IN EMPLOYMENT LAW	36 Tuesdays from 21 September
UNION LEARNING REPRESENTATIVES	5 Tuesdays from 2 November

Venue: Fairfax House, University of York, **York**

Applications to: John Botterill, Leeds City College (see contact details on page 9)

Hours: 0900 to 1630

SPRING TERM

UNION REPRESENTATIVES STAGE 1	12 Mondays from 4 January
UNION LEARNING REPRESENTATIVES	5, 12, 26 February & 19 & 26 March

SUMMER TERM

HEALTH & SAFETY STAGE 1	12 Mondays from 19 April
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AUTUMN TERM

UNION REPRESENTATIVES STAGE 1	12 Mondays from 20 September
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WEST YORKSHIRE Continued

Venue: Bradford College, **Bradford**

Applications to: Steve Davison, Bradford College (see contact details on page 9)

Hours: 0900 to 1630

SPRING TERM

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 AND HEALTH	36 Fridays from 8 January
TUC DIPLOMA IN EMPLOYMENT LAW	36 Fridays from 8 January
UNION LEARNING REPRESENTATIVES	5 Fridays from 26 February

SUMMER TERM

UNION REPRESENTATIVES STAGE 1	12 Mondays from 26 April
STEPPING UP THE ADVANCED COURSE FOR UNION REPS	12 Tuesdays from 27 April
HEALTH & SAFETY STAGE 1	12 Thursdays from 29 April
NEXT STEPS FOR SAFETY REPS- TUC STAGE 2 COURSE	12 Mondays from 26 April
TUC DIPLOMA IN OCCUPATIONAL SAFETY & HEALTH	36 Fridays from 23 April
TUC DIPLOMA IN EMPLOYMENT LAW	36 Fridays from 23 April
UNION LEARNING REPRESENTATIVES	to be confirmed

AUTUMN TERM

UNION REPRESENTATIVES STAGE 1	12 Mondays from 20 September
STEPPING UP THE ADVANCED COURSE FOR UNION REPS	12 Thursdays from 23 September
HEALTH & SAFETY STAGE 1	12 Tuesdays from 21 September
NEXT STEPS FOR SAFETY REPS- TUC STAGE 2 COURSE	12 Wednesdays from 22 September
TUC DIPLOMA IN OCCUPATIONAL SAFETY & HEALTH	36 Fridays from 24 September
TUC DIPLOMA IN EMPLOYMENT LAW	36 Fridays from 24 September
UNION LEARNING REPRESENTATIVES	to be confirmed

Venue: Castleford Community Learning Centre, **Castleford** WF10 1JS

Applications to: Brian Chadwick, Unionlearn Course Co-ordinator (see contact details on page 9)

Hours: 0900 to 1600

SPRING TERM

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

WEST YORKSHIRE Continued

Venue: Castleford Community Learning Centre, **Castleford** WF10 1JS

Applications to: Brian Chadwick, Unionlearn Course Co-ordinator (see contact details on page 9)

Hours: 0900 to 1600

SUMMER TERM

UNION REPRESENTATIVES STAGE 1	12 Mondays from 19 April
STEPPING UP – THE ADVANCED COURSE FOR UNION REPS	12 Wednesdays from 21 April
HEALTH & SAFETY STAGE 1	12 Thursdays from 22 April
NEXT STEPS FOR SAFETY REPS-TUC STAGE 2 COURSE	12 Tuesdays from 20 April
UNION LEARNING REPRESENTATIVES	5 days 10 to 14 May

AUTUMN TERM

UNION REPRESENTATIVES STAGE 1	12 Mondays from 13 September
STEPPING UP – THE ADVANCED COURSE FOR UNION REPS	12 Wednesdays from 15 September
HEALTH & SAFETY STAGE 1	12 Thursdays from 16 September
NEXT STEPS FOR SAFETY REPS-TUC STAGE 2 COURSE	12 Tuesdays from 14 September
UNION LEARNING REPRESENTATIVES	5 days 4 to 8 October
DISABILITY CHAMPIONS AT WORK	5 Thursdays from 4 November
TUC DIPLOMA IN OCCUPATIONAL SAFETY & HEALTH	36 Fridays from 17 September

SOUTH YORKSHIRE

Venue: Sheffield College, **Sheffield**

Applications to: Tony Fletcher, Sheffield College (see contact details on page 9)

SPRING TERM

UNION REPRESENTATIVES STAGE 1	12 Wednesdays from 6 January
STEPPING UP – THE ADVANCED COURSE FOR UNION REPS	12 Mondays from 4 January
HEALTH & SAFETY STAGE 1	12 Tuesdays from 5 January
NEXT STEPS FOR SAFETY REPS-TUC STAGE 2 COURSE	12 Mondays from 4 January
UNION LEARNING REPRESENTATIVES	5 Thursdays from 14 January

SUMMER TERM

UNION REPRESENTATIVES STAGE 1	12 Tuesdays from 20 April
STEPPING UP – THE ADVANCED COURSE FOR UNION REPS	12 Mondays from 19 April
HEALTH & SAFETY STAGE 1	12 Wednesdays from 21 April
NEXT STEPS FOR SAFETY REPS-TUC STAGE 2 COURSE	12 Mondays from 19 April
UNION LEARNING REPRESENTATIVES	5 Thursdays from 29 April

AUTUMN TERM

UNION REPRESENTATIVES STAGE 1	12 Tuesdays from 14 September
STEPPING UP – THE ADVANCED COURSE FOR UNION REPS	12 Mondays from 13 September
HEALTH & SAFETY STAGE 1	12 Mondays from 13 September
NEXT STEPS FOR SAFETY REPS-TUC STAGE 2 COURSE	12 Wednesdays from 15 September
TUC DIPLOMA IN OCCUPATIONAL SAFETY & HEALTH	35 Fridays from 17 September
TUC DIPLOMA IN EMPLOYMENT LAW	35 Thursdays from 16 September
UNION LEARNING REPRESENTATIVES	to be confirmed

THE HUMBER

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

Applications to: Dave Parr, East Riding College (see contact details on page 9)

Hours: 0900 to 1600

SPRING TERM

UNION REPRESENTATIVES STAGE 1

12 Tuesdays from 5 January

HEALTH & SAFETY STAGE 1

12 Mondays 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

TUC DIPLOMA IN OCCUPATIONAL SAFETY & HEALTH

36 Wednesdays from 6 January

UNION LEARNING REPRESENTATIVES

5 Wednesdays from 10 February

SUMMER TERM

UNION REPRESENTATIVES STAGE 1

12 Tuesdays from 13 April

HEALTH & SAFETY STAGE 1

12 Mondays from 12 April

NEXT STEPS FOR SAFETY REPS – TUC STAGE 2 COURSE

12 Thursdays from 15 April

DISABILITY CHAMPIONS AT WORK

5 Mondays from 7 June

UNION LEARNING REPRESENTATIVES

5 Wednesdays from 14 April

UNION LEARNING REPRESENTATIVES

5 Wednesdays from 9 June

AUTUMN TERM

UNION REPRESENTATIVES STAGE 1

12 Tuesdays from 14 September

STEPPING UP –THE ADVANCED COURSE FOR UNION REPS

12 Thursdays from 16 September

HEALTH & SAFETY STAGE 1

12 Mondays from 13 September

TUC DIPLOMA IN OCCUPATIONAL SAFETY & HEALTH

36 Wednesdays from 15 September

TUC DIPLOMA IN EMPLOYMENT LAW

36 Thursdays from 16 September

UNION LEARNING REPRESENTATIVES

5 Wednesdays from 22 September

DISABILITY CHAMPIONS AT WORK

5 Tuesdays from 21 September

Venue: East Riding College, **Bridlington**

Applications to: Dave Parr, East Riding College (see contact details on page 9)

Hours: 1700 to 2100

SPRING TERM

TUC DIPLOMA IN EMPLOYMENT LAW

36 Tuesdays from 5 January

Short Course Programme

January to March 2010

APPLICATIONS TO: Please contact the local trade union studies centre indicated for further information (see contact details on page 9)
COURSE HOURS: Days: 9am – 4:30pm Evenings: 6pm – 9pm, indicated by (pm)

LOCATION	COURSE NAME	DATES	CONTACT
Barnsley	Northern College runs 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.		Northern College
Sheffield	Please contact the TU Centre for further short course details		Sheffield College
LOCATION	COURSE NAME	DATES	CONTACT
Bradford	Handling Disciplinarys & Grievances	9, 10 & 11 March	Bradford College
Bradford	Health & Safety Update	23, 24 & 25 March	Bradford College
Bradford	TUC Training for Equality Reps	3 Fridays from 12 March	Bradford College
Hull	Apprenticeship Awareness	3 Fridays from 29 January	East Riding College
Hull	Apprenticeship Mentoring	2 Fridays from 12 March	East Riding College
Hull	Skills for Life and the Union Role	3 Wednesdays from 17 March	East Riding College
Hull	TUC Training for Equality Reps	3 Fridays from 5 March	East Riding College
Leeds	Activist Academy	7 Day Course: 3 to 5 February & & 11 to 12 March & 22 to 23 April	Leeds City College
Leeds	Apprentices Awareness	3 Fridays from 15 January	Leeds City College
Leeds	Apprentices Mentoring	8 & 9 February	Leeds City College
Leeds	Risk Assessment	3 Tuesdays from 23 February	Leeds City College
Leeds	COSHH	3 Tuesdays from 16 March	Leeds City College
Leeds	TUC Training for Equality Reps	5 Day Course: 3 to 5 February & 18 to 19 March	Leeds City College
York	TUC Training for Equality Reps	8, 15 & 22 February	Leeds City College
WEA Castleford	Climbing Frame for Union Learning Representatives	15 & 16 February	WEA Castleford
WEA Castleford	Pensions Champions at Work	22, 23 & 24 February	WEA Castleford
WEA Castleford	Dyslexia Awareness at Work	1 & 2 March	WEA Castleford

Further details of all courses can also be found on the unionlearn website 'www.unionlearn.org.uk' and on the individual provider websites (please see contacts details on page 9).

TUC Day-Release Course Pathway for Union Reps

Education that makes work a better and fairer place

The Activist Academy and the Organising Academy are progression routes within the TUC programme. Beyond the TUC programme union reps go on to higher education through university degree programmes. Further information can be obtained from unionlearn.

The Employment Law Diploma is a 36 week grounding in the law relating to employment and work. You will learn about collective and individual law, the pressures and influences there are and how it all affects your workplace and the people you represent. You will also develop the skills and knowledge that will help you progress to higher level learning.

2 or 3 day short courses help you to keep up to date with changes in law, the economy or industrial relations practice. Coping with the Economic Downturn, and Unions and Apprenticeships are current examples.

Stepping Up is the TUC Stage 2 course for union reps. There are 5 modules. The Trade Union Context will help you fully understand where you are in relation to your union and employer. Planning Organising and Campaigning does what it says on the tin. Rights at Work and Collective Bargaining will help you to become a more effective negotiator. Leading on the Collective Agenda addresses reps' roles as key decision makers.

TUC Union Reps Stage 1 is your starting point course. Find out what it means to be a union rep. How union democracy works, how to represent your members effectively, how to work in teams and how to take up both collective and individual issues with your employer. You will also think about the future and how to influence where it is taking you and those you represent.

Progression



Employment Law Diploma



Short specialist courses



Stepping Up



Union Reps Stage 1

TUC Course Pathway for Health & Safety Reps

Education That Makes Workplaces Safer

Union Safety Reps who have IOSH Technician membership can use TUC short health and safety courses to maintain their membership professional development requirements as well as keep up-to-date on key knowledge.

This popular one year day-release course will help safety reps to develop their in-depth understanding of health and safety law, occupational health and work-related environmental issues.

Completion at level 3 will entitle union safety reps to apply for Institute of Occupational Health and Safety technician membership (Tech IOSH).

TUC Short 2 or 3 day courses bring safety reps up-to-date with new issues and provide more opportunity to understand key processes such as risk assessment and managing workplace hazards.

Next Steps is the TUC Stage 2 course for trade union safety reps. It helps to build skills, knowledge and confidence in practical issues such as researching problems, report writing and speaking up on workplace health and safety problems.

TUC Health and Safety Stage 1 is an essential course for union reps. It provides an understanding of the health and safety at legal framework, trade union safety rep functions and the union approach to health and safety. The course is linked directly to the workplace making it practical and relevant.

Continuing Safety Rep Development



Occupational Health and Safety Diploma



Short specialist courses



Next Steps for Safety Reps



Health and Safety Stage 1

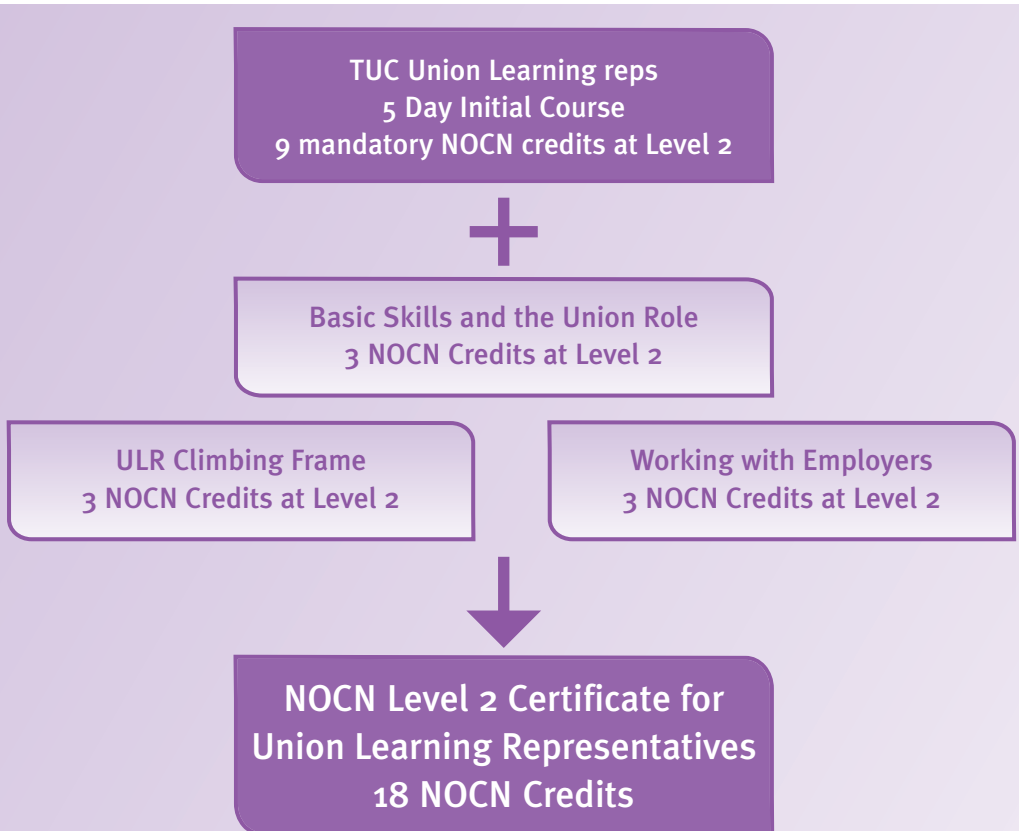
TUC Courses for Union Learning Reps

Build towards a new Certificate

TUC courses now sit alongside hundreds of other courses within the new national Qualifications and Credit Framework.

ULRs will be able to work towards the 18 credit NOCN Certificate for trade union learning representatives or the 21 credit level 3 Certificate by successfully completing courses within the TUC programme.

You always need to start with the 5 day ULR course. Here is a typical course progression towards the level 2 certificate – but other options are available.



Apprenticeships are Union Business

Our short course programme is offering 2 new courses:

- Apprenticeship Awareness – a 3 day course which covers negotiating terms and conditions, working with employers on apprenticeships schemes and equal opportunities issues aimed at all union reps.
- Apprenticeship Mentoring – a 2 day course covering supporting apprentices in the workplace, training and development and equal opportunities aimed at all reps, but ULRs in particular.

Please see our short course programme for further details.

Online Course Programme

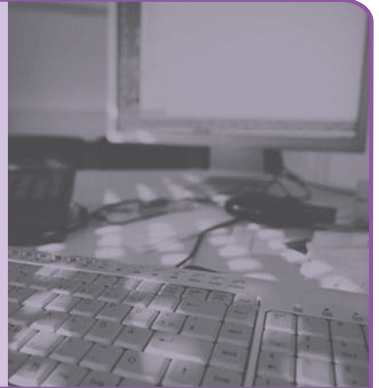
If it's impossible to get to a TUC course they are also available online. No advanced skills are needed but a short 'Getting ready for E-learning' preparatory course is required.

Courses available include:

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

For more details and how to apply go to

www.unionlearn.org.uk/online



Equality Rep training from the TUC

Union reps often have to handle complex equality issues at work. Equal pay, bullying and harassment and discrimination issues are just some of them. That's why unions are building the role of equality reps to make workplaces fairer.

TUC education is piloting a new course for equality reps to establish the role and help reps get to grips with the equality agenda. In the Yorkshire and Humber region this course will be held at:

- East Riding College, Trade Union Studies Centre, Hull
- Leeds City College, Dept. of Trade Union Studies
- Bradford College, Trade Union Studies Centre.

Please see the short course programme for forthcoming dates.



How to apply

- Choose a suitable course from the list.
- Fill in the application form and get it approved by your union full time officer or branch.
- Ask your employer for paid release from work to attend the course. Please ensure you follow the procedures agreed between your union and your employer.
- Return the form as soon as possible to the trade union studies centre responsible for providing your course.
- Please apply as early as possible in order to allow your trade union studies centre enough time to send you full joining instructions.
- The TUC will pay your course fee. You will need to speak to your employer or union about travelling and other associated costs.
- If you need any advice regarding courses please contact your regional education and training officer.

I wish to apply for a place on the course listed below. Please use BLOCK LETTERS

Course title

To be held at

Starting date

Your full name

Home address

Postcode

Daytime telephone number

Email

Trade union

Union posts held

Previous TUC courses

Your occupation

Name and address of employer

APPLICATION FORM

Please tick the relevant boxes

Number of employees

Less than 50

Less than 250

More than 250

Work pattern

Full-time

Part-time

Days

Shiftwork

Your Age

Male

Female

**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.

African

Asian/Pacific

Caribbean

UK/European

Other

I am a fully paid-up member of my union and my employer has agreed to my attending this course without loss of earnings.

Are you happy to receive future TUC communications?

Yes

No

Signature of applicant

Signature of full-time union official

Please send this application form to the Trade Union Studies Centre running your course, not to the TUC.

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Published by

unionlearn with TUC Education
Yorkshire & The Humber Region
3rd Floor
33 Park Place
Leeds LS1 2RY

Printed by Wheelden Print Limited

Photos from www.JohnBirdsall.co.uk, Grant Lynch,
Paul Carter and Janina Struk/www.reportdigital.co.uk

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