

unionlearn

with TUC Education



January to December 2007

TUC Education courses for all union reps

SOUTHERN AND EASTERN REGION

TUC Southern and Eastern Education Team

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www.unionlearn.org.uk

Equal



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.

We have revised the scope of this booklet to give details of courses for the whole of the year to come. 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.

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.

The pride and pleasure representatives take in their learning and achievements whilst ‘becoming a better rep’ are a testament to the committed professionalism of TUC Education and tutors.

Learning that Works: Accrediting the TUC Programme



Union representatives

Stage 1: **60-72** hours of guided learning
Fifteen OCN credits 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
Fifteen OCN credits at level 2/3
Course content includes: trade union context; planning; organising; campaigning; rights at work; collective bargaining; leading on the collective agenda

Level 3 Certificate for Trade Union Representatives

Representatives who complete Stepping Up and achieve fifteen credits at level 3 can also gain the Level 3 Certificate for Trade Union Representatives.

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

Health and safety representatives

Stage 1: 60-72 hours of guided learning
Fifteen OCN credits 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
Fifteen OCN credits at level 2/3
Stage 2 course **Course content includes:** building a safe and healthy workplace; building health and safety organisation; keeping up-to-date on health and safety; effecting change on health and safety

Level 3 Certificate for Trade Union Health & Safety Representatives

Reps who complete Next Steps for Safety Reps and achieve fifteen credits at level 3 can also gain the Level 3 Certificate for Trade Union Health & Safety Representatives.

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

The course was helpful in terms of understanding legislation – it gave me confidence to represent my members – it benefited me and the union by increasing the membership and it helped me to save my members' jobs.

Stage 1 participant

Union learning representatives

- Initial training:** **Up to 30 hours** of guided learning
 Nine OCN credits 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:** Fifteen credits at level 2/3
 Optional units can be taken depending on the needs of learners.
The units include: Skills for Life; key skills; workplace learning; national vocational qualifications; information, advice and guidance.

Level 3 Award for Trade Union Learning Representatives

Reps who complete the Union Learning Representative course and achieve nine credits at level 3 can also gain the Level 3 Award for Trade Union Learning Representatives.

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.

Access programme

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

The recognised pathways are:

The Certificate in Contemporary Trade Unionism

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

The Certificate in Occupational Health and Safety

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

The Certificate in Employment Law

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

Each of these programmes is OCN accredited at level 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 the Stage 2 Union Course Representatives (now known as 'Stepping Up') or Stage 2 Health and Safety Representatives Course.

For further information contact your regional education and training officer.



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BEDFORDSHIRE

Venue: Dunstable College, **Dunstable**

Applications to: Mushtaq Arain, Dunstable College (see contact details on page 9)

Hours: 0900 to 1600

CERTIFICATE IN EMPLOYMENT LAW (12 weeks)	12 Tues from 16 January (Term 2)
CERTIFICATE IN OCCUPATIONAL HEALTH & SAFETY (12 weeks)	12 Thurs from 18 January (Term 2)
UNION REPS STAGE 1	10 Mon from 22 January
HEALTH & SAFETY STAGE 1	10 Tues from 23 January
NEXT STEPS FOR SAFETY REPS**	10 Wed from 24 January
STEPPING UP – ADVANCED COURSE FOR UNION REPS*	10 Thurs from 25 January
UNION LEARNING REPS	5 Thurs from 25 January
CERTIFICATE IN EMPLOYMENT LAW (12 weeks)	12 Tues from 17 April (Term 3)
CERTIFICATE IN OCCUPATIONAL HEALTH & SAFETY (12 weeks)	12 Thurs from 19 April (Term 3)
UNION REPS STAGE 1	10 Mon from 23 April
HEALTH & SAFETY STAGE 1	10 Tues from 24 April
NEXT STEPS FOR SAFETY REPS**	10 Tues from 24 April
STEPPING UP – ADVANCED COURSE FOR UNION REPS*	10 Thurs from 26 April
UNION LEARNING REPS	5 Thurs from 26 April
CERTIFICATE IN OCCUPATIONAL HEALTH & SAFETY (36 weeks)	12 Tues from 18 September (Term 1)
CERTIFICATE IN EMPLOYMENT LAW (36 weeks)	12 Thurs from 20 September (Term 1)
UNION REPS STAGE 1	10 Mon from 1 October
HEALTH & SAFETY STAGE 1	10 Tues from 2 October
NEXT STEPS FOR SAFETY REPS**	10 Wed from 3 October
STEPPING UP – ADVANCED COURSE FOR UNION REPS*	10 Thurs from 4 October
UNION LEARNING REPS	5 Thurs from 4 October

*Previously known as Union Reps Stage 2.

**Previously known as Health & Safety Stage 2.

Venue: Kempston Youth Centre, Hillground Road, Kempston, **Bedford**

Applications to: Mushtaq Arain, Dunstable College (see contact details on page 9)

Hours: 0900 to 1600

UNION REPS STAGE 1	10 Mon from 22 January
HEALTH & SAFETY STAGE 1	10 Tues from 23 January
UNION REPS STAGE 1	10 Mon from 23 April
HEALTH & SAFETY STAGE 1	10 Tues from 24 April
UNION REPS STAGE 1	10 Mon from 1 October
HEALTH & SAFETY STAGE 1	10 Tues from 2 October

Venue: Learning Warehouse, Leighton & Linslade, **Leighton Buzzard**

Applications to: Mushtaq Arain, Dunstable College (see contact details on page 9)

Hours: 0900 to 1600

UNION REPS STAGE 1	10 Mon from 22 January
HEALTH & SAFETY STAGE 1	10 Tues from 23 January
UNION LEARNING REPS	5 Thurs from 25 January
UNION REPS STAGE 1	10 Mon from 23 April
HEALTH & SAFETY STAGE 1	10 Tues from 24 April
UNION LEARNING REPS	5 Thurs from 26 April
UNION REPS STAGE 1	10 Mon from 1 October
HEALTH & SAFETY STAGE 1	10 Tues from 2 October
UNION LEARNING REPS	5 Thurs from 4 October

CAMBRIDGESHIRE

Venue: Huntingdonshire Regional College, **Huntingdon**

Applications to: Peter Kelly, Huntingdonshire Regional College (see contact details on page 9)

Hours: 0930 to 1630

UNION REPS STAGE 1	10 Mon from 22 January
HEALTH & SAFETY STAGE 1	10 Tues from 23 January
NEXT STEPS FOR SAFETY REPS**	10 Wed from 24 January
UNION LEARNING REPS	5 Thurs from 25 January
STEPPING UP – ADVANCED COURSE FOR UNION REPS*	10 Fri from 26 January
UNION REPS STAGE 1	10 Mon from 23 April
HEALTH & SAFETY STAGE 1	10 Tues from 24 April
NEXT STEPS FOR SAFETY REPS**	10 Wed from 25 April
UNION LEARNING REPS	5 Thurs from 26 April
STEPPING UP – ADVANCED COURSE FOR UNION REPS*	10 Fri from 27 April
UNION REPS STAGE 1	10 Mon from 24 September
CERTIFICATE IN EMPLOYMENT LAW (36 weeks)	12 Tues from 25 September (Term 1)
HEALTH & SAFETY STAGE 1	10 Tues from 25 September
NEXT STEPS FOR SAFETY REPS**	10 Wed from 26 September
UNION LEARNING REPS	5 Thurs from 27 September
CERTIFICATE IN OCCUPATIONAL HEALTH & SAFETY (36 weeks)	12 Thurs from 27 September (Term 1)
STEPPING UP – ADVANCED COURSE FOR UNION REPS*	10 Fri from 28 September

*Previously known as Union Reps Stage 2.

**Previously known as Health & Safety Stage 2.

ESSEX

Venue: **Barking**

Applications to: Susan Neal, College of North East London (see contact details on page 9)

Hours: 0930 to 1630

HEALTH & SAFETY STAGE 1	10 Mon from 22 January
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Venue: Thurrock & Basildon College, Nethermayne Campus, **Basildon**

Applications to: Mick Sullivan, Thurrock & Basildon College (see contact details on page 9)

Hours: 0930 to 1630

CERTIFICATE IN OCCUPATIONAL HEALTH & SAFETY (36 weeks)	12 Fri from 12 January (Term 2)
UNION REPS STAGE 1	10 Mon from 22 January
STEPPING UP – ADVANCED COURSE FOR UNION REPS*	10 Tues from 23 January
UNION LEARNING REPS	5 Tues from 23 January
HEALTH & SAFETY STAGE 1	10 Wed from 24 January
NEXT STEPS FOR SAFETY REPS**	10 Thurs from 25 January
UNION LEARNING REPS	5 Tues from 27 February
CERTIFICATE IN OCCUPATIONAL HEALTH & SAFETY (36 weeks)	12 Fri from 13 April (Term 3)
UNION REPS STAGE 1	10 Mon from 23 April
STEPPING UP – ADVANCED COURSE FOR UNION REPS*	10 Tues from 24 April
UNION LEARNING REPS	5 Tues from 24 April
HEALTH & SAFETY STAGE 1	10 Wed from 25 April
NEXT STEPS FOR SAFETY REPS**	10 Thurs from 26 April
UNION LEARNING REPS	5 Tues from 29 May
CERTIFICATE IN OCCUPATIONAL HEALTH & SAFETY (36 weeks)	12 Fri from 21 September (Term 1)
CERTIFICATE IN EMPLOYMENT LAW (36 weeks)	12 Mon from 24 September (Term 1)
UNION REPS STAGE 1	10 Mon from 24 September
STEPPING UP – ADVANCED COURSE FOR UNION REPS*	10 Tues from 25 September
UNION LEARNING REPS	5 Tues from 25 September
HEALTH & SAFETY STAGE 1	10 Wed from 26 September
NEXT STEPS FOR SAFETY REPS**	10 Thurs from 27 September
UNION LEARNING REPS	5 Tues from 30 October

*Previously known as Union Reps Stage 2.

**Previously known as Health & Safety Stage 2.

Venue: Colchester Institute, Centre for Trade Union Studies, **Colchester**

Applications to: Trish Alford, Centre for Trade Union Studies (see contact details on page 9)

Hours: 0930 to 1630

UNION REPS STAGE 1	10 Tues from 16 January
HEALTH & SAFETY STAGE 1	10 Wed from 17 January
NEXT STEPS FOR SAFETY REPS**	10 Thurs from 18 January
STEPPING UP – ADVANCED COURSE FOR UNION REPS*	10 Fri from 19 January
UNION LEARNING REPS	5 Mon from 19 February
UNION REPS STAGE 1	10 Tues from 24 April
HEALTH & SAFETY STAGE 1	10 Wed from 25 April
NEXT STEPS FOR SAFETY REPS**	10 Thurs from 26 April

STEPPING UP – ADVANCED COURSE FOR UNION REPS*	10 Fri from 27 April
UNION LEARNING REPS	5 Mon from 4 June
CERTIFICATE IN OCCUPATIONAL HEALTH & SAFETY (36 weeks)	12 Mon from 10 September (Term 1)
CERTIFICATE IN EMPLOYMENT LAW (36 weeks)	12 Tues from 11 September (Term 1)
UNION REPS STAGE 1	10 Tues from 25 September
HEALTH & SAFETY STAGE 1	10 Wed from 26 September
NEXT STEPS FOR SAFETY REPS**	10 Thurs from 27 September
STEPPING UP – ADVANCED COURSE FOR UNION REPS*	10 Fri from 28 September
UNION LEARNING REPS	5 Mon from 29 October

*Previously known as Union Reps Stage 2.

**Previously known as Health & Safety Stage 2..

Venue: Commercial Services Unit, Chelmsford College, Coppleston Court,
1 Well's Street (off Duke Street), **Chelmsford**

Applications to: Trish Alford, Centre for Trade Union Studies (see contact details on page 9)

Hours: 0930 to 1630

UNION REPS STAGE 1	10 Tues from 16 January
HEALTH & SAFETY STAGE 1	10 Wed from 17 January
NEXT STEPS FOR SAFETY REPS**	10 Thurs from 18 January
STEPPING UP – ADVANCED COURSE FOR UNION REPS*	10 Fri from 19 January
UNION LEARNING REPS	5 Mon from 19 February
UNION REPS STAGE 1	10 Tues from 24 April
HEALTH & SAFETY STAGE 1	10 Wed from 25 April
NEXT STEPS FOR SAFETY REPS**	10 Thurs from 26 April
STEPPING UP – ADVANCED COURSE FOR UNION REPS*	10 Fri from 27 April
UNION LEARNING REPS	5 Mon from 4 June
UNION REPS STAGE 1	10 Tues from 25 September
HEALTH & SAFETY STAGE 1	10 Wed from 26 September
NEXT STEPS FOR SAFETY REPS**	10 Thurs from 27 September
STEPPING UP – ADVANCED COURSE FOR UNION REPS*	10 Fri from 28 September
UNION LEARNING REPS	5 Mon from 29 October

*Previously known as Union Reps Stage 2.

**Previously known as Health & Safety Stage 2.

GREATER LONDON

Venue: College of North East London, **London N15**

Applications to: Susan Neal, College of North East London (see contact details on page 9)

Hours: 0930 to 1630

HEALTH & SAFETY STAGE 1	10 Mon from 22 January
HEALTH & SAFETY STAGE 1	10 Tues from 23 January
NEXT STEPS FOR SAFETY REPS**	10 Tues from 23 January
UNION REPS STAGE 1	10 Wed from 24 January
STEPPING UP – ADVANCED COURSE FOR UNION REPS*	10 Thurs from 25 January
UNION LEARNING REPS	5 Fri from 26 January
HEALTH & SAFETY STAGE 1	10 Mon from 30 April
HEALTH & SAFETY STAGE 1	10 Tues from 1 May
NEXT STEPS FOR SAFETY REPS**	10 Tues from 1 May
UNION REPS STAGE 1	10 Wed from 2 May
STEPPING UP – ADVANCED COURSE FOR UNION REPS*	10 Thurs from 3 May
UNION LEARNING REPS	5 Fri from 4 May
HEALTH & SAFETY STAGE 1	10 Mon from 1 October
HEALTH & SAFETY STAGE 1	10 Tues from 2 October
CERTIFICATE IN OCCUPATIONAL HEALTH & SAFETY (36 weeks)	12 Wed from 3 October (Term 1)
UNION REPS STAGE 1	10 Wed from 3 October
NEXT STEPS FOR SAFETY REPS**	10 Wed from 3 October
STEPPING UP – ADVANCED COURSE FOR UNION REPS*	10 Thurs from 4 October
CERTIFICATE IN EMPLOYMENT LAW (36 weeks)	12 Thurs afternoons from 4 October (Term 1) (1.30–7.30pm)
CERTIFICATE IN CONTEMPORARY TRADE UNIONISM (36 weeks)	12 Thurs afternoons from 4 October (Term 1) (1.30–7.30pm)
UNION LEARNING REPS	5 Fri from 5 October

*Previously known as Union Reps Stage 2.

**Previously known as Health & Safety Stage 2.

Venue: Luke Street, **London EC2**

Applications to: Peter Norfolk, WEA London (see contact details on page 9)

Hours: 0930 to 1630

CERTIFICATE IN EMPLOYMENT LAW(36 weeks)	12 Wed from 10 January (Term 1)
CERTIFICATE IN OCCUPATIONAL HEALTH & SAFETY (36 weeks)	12 Wed from 10 January (Term 2)
UNION REPS STAGE 1 (London Underground)	10 Mon from 15 January
UNION REPS STAGE 1	10 Mon from 15 January
STEPPING UP – ADVANCED COURSE FOR UNION REPS* (London Underground)	10 Tues from 16 January
STEPPING UP – ADVANCED COURSE FOR UNION REPS*	10 Tues from 16 January
HEALTH & SAFETY STAGE 1 (London Underground)	10 Thurs from 18 January
HEALTH & SAFETY STAGE 1	10 Thurs from 18 January
NEXT STEPS FOR SAFETY REPS** (London Underground)	10 Fri from 19 January

NEXT STEPS FOR SAFETY REPS**	10 Fri from 19 January
UNION LEARNING REPS	5 Wed from 7 February
CERTIFICATE IN EMPLOYMENT LAW (36 weeks)	12 Wed from 18 April (Term 2)
CERTIFICATE IN OCCUPATIONAL HEALTH & SAFETY (36 weeks)	12 Wed from 18 April (Term 3)
UNION REPS STAGE 1 (London Underground)	10 Mon from 23 April
UNION REPS STAGE 1	10 Mon from 23 April
STEPPING UP – ADVANCED COURSE FOR UNION REPS* (London Underground)	10 Tues from 24 April
STEPPING UP – ADVANCED COURSE FOR UNION REPS*	10 Tues from 24 April
HEALTH & SAFETY STAGE 1 (London Underground)	10 Thurs from 26 April
HEALTH & SAFETY STAGE 1	10 Thurs from 26 April
NEXT STEPS FOR SAFETY REPS** (London Underground)	10 Fri from 27 April
NEXT STEPS FOR SAFETY REPS**	10 Fri from 27 April
UNION LEARNING REPS	5 Wed from 16 May
CERTIFICATE IN EMPLOYMENT LAW (36 weeks)	12 Wed from 19 September (Term 3)
CERTIFICATE IN OCCUPATIONAL HEALTH & SAFETY (36 weeks)	12 Wed from 19 September (Term 1)
UNION REPS STAGE 1 (London Underground)	10 Mon from 8 October
UNION REPS STAGE 1	10 Mon from 8 October
STEPPING UP – ADVANCED COURSE FOR UNION REPS* (London Underground)	10 Tues from 9 October
STEPPING UP – ADVANCED COURSE FOR UNION REPS*	10 Tues from 9 October
HEALTH & SAFETY STAGE 1 (London Underground)	10 Thurs from 11 October
HEALTH & SAFETY STAGE 1	10 Thurs from 11 October
NEXT STEPS FOR SAFETY REPS** (London Underground)	10 Fri from 12 October
NEXT STEPS FOR SAFETY REPS**	10 Fri from 12 October
UNION LEARNING REPS	5 Wed from 31 October

*Previously known as Union Reps Stage 2.

**Previously known as Health & Safety Stage 2.

Venue: Lewisham College, Deptford Campus, **London SE8**

Applications to: Rossina Harris, Lewisham College (see contact details on page 9)

Hours: 0930 to 1630

CERTIFICATE IN EMPLOYMENT LAW (12 weeks)	12 Thurs from 4 January (Term 1)
CERTIFICATE IN OCCUPATIONAL HEALTH & SAFETY (12 weeks)	12 Fri from 5 January (Term 1)
UNION REPS STAGE 1	10 Mon from 15 January
STEPPING UP – ADVANCED COURSE FOR UNION REPS*	10 Tues from 16 January
HEALTH & SAFETY STAGE 1	10 Wed from 17 January
NEXT STEPS FOR SAFETY REPS**	10 Thurs from 18 January
UNION LEARNING REPS	5 Wed from 21 February
UNION REPS STAGE 1	10 Mon from 16 April
STEPPING UP – ADVANCED COURSE FOR UNION REPS*	10 Tues from 17 April
HEALTH & SAFETY STAGE 1	10 Wed from 18 April
NEXT STEPS FOR SAFETY REPS**	10 Thurs from 19 April

CERTIFICATE IN EMPLOYMENT LAW (12 weeks)	12 Thurs from 19 April (Term 1)
CERTIFICATE IN OCCUPATIONAL HEALTH & SAFETY (12 weeks)	12 Fri from 20 April (Term 1)
UNION LEARNING REPS	5 Wed from 25 April
UNION REPS STAGE 1	10 Mon from 17 September
STEPPING UP – ADVANCED COURSE FOR UNION REPS*	10 Tues from 18 September
HEALTH & SAFETY STAGE 1	10 Wed from 19 September
NEXT STEPS FOR SAFETY REPS**	10 Thurs from 20 September
CERTIFICATE IN EMPLOYMENT LAW (12 weeks)	12 Thurs from 20 September (Term 1)
CERTIFICATE IN OCCUPATIONAL HEALTH & SAFETY (12 weeks)	12 Fri from 21 September (Term 1)
UNION LEARNING REPS	5 Wed from 7 November

*Previously known as Union Reps Stage 2.

**Previously known as Health & Safety Stage 2.

Venue: South Thames College, Putney, **London SW15**

Applications to: Graham Petersen, South Thames College (see contact details on page 9)

Hours: 0930 to 1630

UNION REPS STAGE 1	10 Mon from 22 January
HEALTH & SAFETY STAGE 1	10 Tues from 23 January
NEXT STEPS FOR SAFETY REPS**	10 Wed from 24 January
STEPPING UP – ADVANCED COURSE FOR UNION REPS*	10 Thurs from 25 January
UNION LEARNING REPS	5 Fri from 26 January
UNION REPS STAGE 1	10 Mon from 23 April
HEALTH & SAFETY STAGE 1	10 Tues from 1 May
NEXT STEPS FOR SAFETY REPS**	10 Wed from 2 May
STEPPING UP – ADVANCED COURSE FOR UNION REPS*	10 Thurs from 3 May
UNION LEARNING REPS	5 Fri from 4 May
CERTIFICATE IN EMPLOYMENT LAW (12 weeks)	12 Wed from 26 September (Term 1)
CERTIFICATE IN OCCUPATIONAL HEALTH & SAFETY (12 weeks)	12 Fri from 28 September (Term 1)
UNION REPS STAGE 1	10 Mon from 1 October
HEALTH & SAFETY STAGE 1	10 Tues from 2 October
NEXT STEPS FOR SAFETY REPS**	10 Wed from 3 October
STEPPING UP – ADVANCED COURSE FOR UNION REPS*	10 Thurs from 4 October
UNION LEARNING REPS	5 Fri from 9 November

*Previously known as Union Reps Stage 2.

**Previously known as Health & Safety Stage 2.

Venue: West Thames College, Isleworth, **Middlesex**

Applications to: Pam Singer, West Thames College (see contact details on page 9)

Hours: 0930 to 1630

HEALTH & SAFETY STAGE 1

NEXT STEPS FOR SAFETY REPS**

CERTIFICATE IN OCCUPATIONAL HEALTH & SAFETY (36 weeks)

STEPPING UP – ADVANCED COURSE FOR UNION REPS*

UNION LEARNING REPS

UNION REPS STAGE 1

STEPPING UP – ADVANCED COURSE FOR UNION REPS*

NEXT STEPS FOR SAFETY REPS**

CERTIFICATE IN OCCUPATIONAL HEALTH & SAFETY (36 weeks)

HEALTH & SAFETY STAGE 1

UNION REPS STAGE 1

UNION LEARNING REPS

CERTIFICATE IN OCCUPATIONAL HEALTH & SAFETY (36 weeks)

CERTIFICATE IN EMPLOYMENT LAW (36 weeks)

HEALTH & SAFETY STAGE 1

NEXT STEPS FOR SAFETY REPS**

STEPPING UP – ADVANCED COURSE FOR UNION REPS*

UNION REPS STAGE 1

UNION LEARNING REPS

*Previously known as Union Reps Stage 2.

**Previously known as Health & Safety Stage 2.

10 Mon from 15 January

10 Tues from 16 January

12 Wed from 17 January

10 Thurs from 18 January

5 Thurs from 18 January

10 Fri from 19 January

10 Mon from 23 April

10 Tues from 24 April

12 Wed from 25 April

10 Thurs from 26 April

10 Fri from 27 April

5 Mon from 4 June

12 Wed from 19 September

12 Thurs from 20 September

10 Mon from 1 October

10 Tues from 2 October

10 Thurs from 4 October

10 Fri from 5 October

5 Thurs from 1 November

HAMPSHIRE

Venue: Southampton City College, **Southampton**

Applications to: Angela Perry, Southampton City College (see contact details on page 9)

Hours: 0900 to 1700

CERTIFICATE IN EMPLOYMENT LAW (36 weeks)

NEXT STEPS FOR SAFETY REPS**

UNION LEARNING REPS

UNION REPS STAGE 1

HEALTH & SAFETY STAGE 1

CERTIFICATE IN OCCUPATIONAL

HEALTH & SAFETY (36 weeks)

STEPPING UP – ADVANCED COURSE FOR UNION REPS*

NEXT STEPS FOR SAFETY REPS**

2x3 day blocks and 1x4 day block (all dates must be attended)

19–21 February, 19–22 March and 1–3 May

12 Mon from 8 January

10 Tues from 16 January

5 Wed from 17 January

10 Mon from 22 January

10 Wed from 24 January

2 Thursdays and Fridays each month from

25 and 26 January

10 Thur from 25 January

STEPPING UP – ADVANCED COURSE FOR UNION REPS*	2x3 day blocks and 1x4 day block (all dates must be attended)
UNION REPS STAGE 1	20–22 February, 20–22 March and 30 April–3 May
HEALTH & SAFETY STAGE 1	2x3 day blocks and 1x4 day block (all dates must be attended)
	26–28 February, 27–29 March and 8–11 May
NEXT STEPS FOR SAFETY REPS**	2x3 day blocks and 1x4 day block (all dates must be attended)
UNION LEARNING REPS	12–14 March, 24–26 April and 21–24 May
STEPPING UP – ADVANCED COURSE FOR UNION REPS*	10 Mon from 16 April
UNION REPS STAGE 1	5 Wed from 25 April
HEALTH & SAFETY STAGE 1	10 Tues from 1 May
STEPPING UP – ADVANCED COURSE FOR UNION REPS*	10 Thurs from 3 May
UNION REPS STAGE 1	10 Tues from 8 May
HEALTH & SAFETY STAGE 1	2x3 day blocks and 1x4 day block (all dates must be attended)
STEPPING UP – ADVANCED COURSE FOR UNION REPS*	4–6 June, 9–12 July and 10–12 September
NEXT STEPS FOR SAFETY REPS**	2x3 day blocks and 1x4 day block (all dates must be attended)
	4–6 June, 2–5 July and 5–7 September
UNION REPS STAGE 1	2x3 day blocks and 1x4 day block (all dates must be attended)
	11–13 June, 16–19 July and 5–7 September
HEALTH & SAFETY STAGE 1	2x3 day blocks and 1x4 day block (all dates must be attended)
	18–20 June, 16–18 July and 10–13 September
CERTIFICATE IN OCCUPATIONAL HEALTH & SAFETY (36 weeks)	12 Mon from 10 September
HEALTH & SAFETY STAGE 1	10 Tues from 11 September
UNION REPS STAGE 1	10 Wed from 12 September
CERTIFICATE IN EMPLOYMENT LAW (36 weeks)	12 Thurs from 13 September
CERTIFICATE IN CONTEMPORARY TRADE UNIONISM (36 weeks)	12 Thurs from 13 September
STEPPING UP – ADVANCED COURSE FOR UNION REPS*	10 Mon from 24 September
UNION LEARNING REPS	5 Thurs from 27 September
NEXT STEPS FOR SAFETY REPS**	10 Thurs from 27 September
HEALTH & SAFETY STAGE 1	10 Tues from 9 October
UNION REPS STAGE 1	10 Wed from 10 October
NEXT STEPS FOR SAFETY REPS**	2x3 day blocks and 1x4 day block (all dates must be attended)
	22–24 October, 26–28 November and 7–10 January 2008
UNION REPS STAGE 1	2x3 day blocks and 1x4 day block (all dates must be attended)
	5–7 November, 3–5 December and 14–17 January 2008
HEALTH & SAFETY STAGE 1	2x3 day blocks and 1x4 day block (all dates must be attended)
	6–8 November, 4–6 December and 7–10 January 2008
STEPPING UP – ADVANCED COURSE FOR UNION REPS*	2x3 day blocks and 1x4 day block (all dates must be attended)
	12–14 November, 10–12 December and 14–17 January 2008

*Previously known as Union Repts Stage 2.

**Previously known as Health & Safety Stage 2.

The above courses will also be held at:

Venue: Basingstoke College, BASINGSTOKE

Venue: Isle of Wight College, NEWPORT

Applications to: Angela Perry, Southampton City College, as above.

HERTFORDSHIRE

Venue: Herts Trade Union Learning Centre, **Watford**

Applications to: Ged Peck, c/o Dunstable College (see contact details on page 9)

Hours: 0930 to 1630

CERTIFICATE IN CONTEMPORARY TRADE UNIONISM (36 weeks)	12 Mon from 15 January (Term 2)
CERTIFICATE IN EMPLOYMENT LAW (36 weeks)	12 Tues from 16 January (Term 2)
CERTIFICATE IN OCCUPATIONAL HEALTH & SAFETY (36 weeks)	12 Thurs from 18 January (Term 2)
UNION REPS STAGE 1	10 Mon from 22 January
HEALTH & SAFETY STAGE 1	10 Tues from 23 January
NEXT STEPS FOR SAFETY REPS**	10 Wed from 24 January
STEPPING UP – ADVANCED COURSE FOR UNION REPS*	10 Thurs from 25 January
UNION LEARNING REPS	5 Fri from 26 January
CERTIFICATE IN CONTEMPORARY TRADE UNIONISM (36 weeks)	12 Mon from 16 April (Term 3)
CERTIFICATE IN EMPLOYMENT LAW (36 weeks)	12 Tues from 17 April (Term 3)
CERTIFICATE IN OCCUPATIONAL HEALTH & SAFETY (36 weeks)	12 Thurs from 19 April (Term 3)
UNION REPS STAGE 1	10 Mon from 23 April
HEALTH & SAFETY STAGE 1	10 Tues from 24 April
NEXT STEPS FOR SAFETY REPS**	10 Wed from 25 April
STEPPING UP – ADVANCED COURSE FOR UNION REPS*	10 Thurs from 26 April
UNION LEARNING REPS	5 Fri from 27 April
CERTIFICATE IN CONTEMPORARY TRADE UNIONISM (36 weeks)	12 Mon from 17 September (Term 1)
CERTIFICATE IN EMPLOYMENT LAW (36 weeks)	12 Tues from 18 September (Term 1)
CERTIFICATE IN OCCUPATIONAL HEALTH & SAFETY (36 weeks)	12 Thurs from 20 September (Term 1)
UNION REPS STAGE 1	10 Mon from 1 October
HEALTH & SAFETY STAGE 1	10 Tues from 2 October
NEXT STEPS FOR SAFETY REPS**	10 Wed from 3 October
STEPPING UP – ADVANCED COURSE FOR UNION REPS*	10 Thurs from 4 October
UNION LEARNING REPS	5 Fri from 5 October

*Previously known as Union Reps Stage 2.

**Previously known as Health & Safety Stage 2.

KENT

Venue: West Kent College, **Tonbridge**

Applications to: Frank Crompton, West Kent College (see contact details on page 9)

Hours: 0930 to 1630

UNION LEARNING REPS	5 Mon from 8 January
STEPPING UP – ADVANCED COURSE FOR UNION REPS*	10 Tues from 9 January
UNION REPS STAGE 1	10 Wed from 10 January
HEALTH & SAFETY STAGE 1	10 Thurs from 11 January
NEXT STEPS FOR SAFETY REPS**	10 Fri from 12 January
HEALTH & SAFETY STAGE 1	10 Mon from 23 April
NEXT STEPS FOR SAFETY REPS**	10 Tues from 24 April
UNION LEARNING REPS	5 Wed from 25 April
UNION REPS STAGE 1	10 Thurs from 26 April
STEPPING UP – ADVANCED COURSE FOR UNION REPS*	10 Fri from 27 April
CERTIFICATE IN OCCUPATIONAL HEALTH & SAFETY (36 weeks)	12 Wed from 19 September (Term 1)
CERTIFICATE IN EMPLOYMENT LAW (36 weeks)	12 Thurs from 20 September (Term 1)
UNION LEARNING REPS	5 Mon from 24 September
HEALTH & SAFETY STAGE 1	10 Tues from 25 September
STEPPING UP – ADVANCED COURSE FOR UNION REPS*	10 Wed from 26 September
NEXT STEPS FOR SAFETY REPS**	10 Thurs from 27 September
UNION REPS STAGE 1	10 Fri from 28 September

*Previously known as Union Reps Stage 2.

**Previously known as Health & Safety Stage 2.

Venue: Thannington Neighbourhood Resource Centre, **Canterbury**

*(Courses will be held at Thannington until July 2007;
from September to December 2007 courses will be held at Canterbury College)*

Applications to: Frank Crompton, West Kent College (see contact details on page 9)

Hours: 0930 to 1630

UNION LEARNING REPS	5 Mon from 8 January
STEPPING UP – ADVANCED COURSE FOR UNION REPS*	10 Tues from 9 January
UNION REPS STAGE 1	10 Wed from 10 January
HEALTH & SAFETY STAGE 1	10 Thurs from 11 January
NEXT STEPS FOR SAFETY REPS**	10 Fri from 12 January
HEALTH & SAFETY STAGE 1	10 Mon from 23 April
NEXT STEPS FOR SAFETY REPS**	10 Tues from 24 April
UNION LEARNING REPS	5 Wed from 25 April
UNION REPS STAGE 1	10 Thurs from 26 April
STEPPING UP – ADVANCED COURSE FOR UNION REPS*	10 Fri from 27 April
CERTIFICATE IN OCCUPATIONAL HEALTH & SAFETY (36 weeks)	12 Wed from 19 September (Term 1)

CERTIFICATE IN EMPLOYMENT LAW (12 weeks)	12 Thurs from 20 September (Term 1)
UNION LEARNING REPS	5 Mon from 24 September
HEALTH & SAFETY STAGE 1	10 Tues from 25 September
STEPPING UP – ADVANCED COURSE FOR UNION REPS*	10 Wed from 26 September
NEXT STEPS FOR SAFETY REPS**	10 Thurs from 27 September
UNION REPS STAGE 1	10 Fri from 28 September

*Previously known as Union Reps Stage 2.

**Previously known as Health & Safety Stage 2.

NORFOLK

Venue: Norwich Trade Union Studies Centre, **Norwich**

Applications to: Marion Maxwell, City College Norwich (see contact details on page 9)

Hours: 0930 to 1630

HEALTH & SAFETY STAGE 1	10 Mon from 8 January
NEXT STEPS FOR SAFETY REPS**	10 Tues from 9 January
CERTIFICATE IN OCCUPATIONAL HEALTH & SAFETY (36 weeks)	12 Fri from 12 January (Term 1)
UNION REPS STAGE 1	10 Fri from 26 January
UNION LEARNING REPS	5 Wed from 31 January
STEPPING UP – ADVANCED COURSE FOR UNION REPS*	10 Wed from 28 February
UNION LEARNING REPS	5 Fri from 13 April
HEALTH & SAFETY STAGE 1	10 Mon from 16 April
NEXT STEPS FOR SAFETY REPS**	10 Tues from 17 April
CERTIFICATE IN OCCUPATIONAL HEALTH & SAFETY (36 weeks)	12 Fri from 20 April (Term 2)
UNION REPS STAGE 1	10 Thurs from 10 May
STEPPING UP – ADVANCED COURSE FOR UNION REPS*	10 Fri from 11 May
UNION LEARNING REPS	5 Wed from 13 June
UNION LEARNING REPS	5 Thurs from 6 September
CERTIFICATE IN OCCUPATIONAL HEALTH & SAFETY (36 weeks)	12 Fri from 7 September (Term 3)
HEALTH & SAFETY STAGE 1	10 Mon from 17 September
NEXT STEPS FOR SAFETY REPS**	10 Tues from 18 September
UNION REPS STAGE 1	10 Thurs from 11 October
STEPPING UP – ADVANCED COURSE FOR UNION REPS*	10 Fri from 12 October

*Previously known as Union Reps Stage 2.

**Previously known as Health & Safety Stage 2.

The above courses will also be held at:

Venue: to be arranged, BURY ST EDMUNDS

Applications to: Marion Maxwell, City College Norwich, as above.

OXFORDSHIRE

Venue: Barton Neighbourhood Centre, Underhill Circus, **Oxford**

Applications to: Mushtaq Arain, Dunstable College (see contact details on page 9)

Hours: 0900 to 1600

UNION REPS STAGE 1**HEALTH & SAFETY STAGE 1****NEXT STEPS FOR SAFETY REPS******STEPPING UP – ADVANCED COURSE FOR UNION REPS*****UNION LEARNING REPS****UNION REPS STAGE 1****HEALTH & SAFETY STAGE 1****NEXT STEPS FOR SAFETY REPS******STEPPING UP – ADVANCED COURSE FOR UNION REPS*****UNION LEARNING REPS****UNION REPS STAGE 1****HEALTH & SAFETY STAGE 1****NEXT STEPS FOR SAFETY REPS******STEPPING UP – ADVANCED COURSE FOR UNION REPS*****UNION LEARNING REPS**

*Previously known as Union Reps Stage 2.

**Previously known as Health & Safety Stage 2.

10 Mon from 22 January
10 Tues from 23 January
10 Wed from 24 January
10 Thurs from 25 January
5 Thurs from 25 January
10 Mon from 23 April
10 Tues from 24 April
10 Tues from 24 April
10 Thurs from 26 April
5 Thurs from 26 April
10 Mon from 1 October
10 Tues from 2 October
10 Wed from 3 October
10 Thurs from 4 October
5 Thurs from 4 October

SUFFOLK

Venue: TBA, **Ipswich**

Applications to: Trish Alford, Centre for Trade Union Studies (see contact details on page 9)

Hours: 0930 to 1630

UNION REPS STAGE 1**HEALTH & SAFETY STAGE 1****NEXT STEPS FOR SAFETY REPS******STEPPING UP – ADVANCED COURSE FOR UNION REPS*****UNION LEARNING REPS****UNION REPS STAGE 1****HEALTH & SAFETY STAGE 1****NEXT STEPS FOR SAFETY REPS******STEPPING UP – ADVANCED COURSE FOR UNION REPS***

10 Tues from 16 January
10 Wed from 17 January
10 Thurs from 18 January
10 Fri from 19 January
5 Mon from 19 February
10 Tues from 24 April
10 Wed from 25 April
10 Thurs from 26 April
10 Fri from 27 April

UNION LEARNING REPS

UNION REPS STAGE 1

HEALTH & SAFETY STAGE 1

NEXT STEPS FOR SAFETY REPS**

STEPPING UP – ADVANCED COURSE FOR UNION REPS*

UNION LEARNING REPS

*Previously known as Union Reps Stage 2.

**Previously known as Health & Safety Stage 2.

5 Mon from 4 June
 10 Tues from 25 September
 10 Wed from 26 September
 10 Thurs from 27 September
 10 Fri from 28 September
 5 Mon from 29 October

SUSSEX

Venue: Sussex Downs College, **Newhaven**

Applications to: John Nothard, Sussex Downs College (see contact details on page 9)

Hours: 0930 to 1630

UNION LEARNING REPS

CERTIFICATE IN OCCUPATIONAL HEALTH & SAFETY (36 weeks)

STEPPING UP – ADVANCED COURSE FOR UNION REPS*

UNION REPS STAGE 1

HEALTH & SAFETY STAGE 1

CERTIFICATE IN EMPLOYMENT LAW (36 weeks)

NEXT STEPS FOR SAFETY REPS**

CERTIFICATE IN OCCUPATIONAL HEALTH & SAFETY (36 weeks)

CERTIFICATE IN EMPLOYMENT LAW (36 weeks)

HEALTH & SAFETY STAGE 1

NEXT STEPS FOR SAFETY REPS**

UNION LEARNING REPS

UNION REPS STAGE 1

STEPPING UP – ADVANCED COURSE FOR UNION REPS*

CERTIFICATE IN OCCUPATIONAL HEALTH & SAFETY (36 weeks)

CERTIFICATE IN EMPLOYMENT LAW (36 weeks)

UNION LEARNING REPS

HEALTH & SAFETY STAGE 1

STEPPING UP – ADVANCED COURSE FOR UNION REPS*

NEXT STEPS FOR SAFETY REPS**

UNION REPS STAGE 1

*Previously known as Union Reps Stage 2.

**Previously known as Health & Safety Stage 2.

5 Mon from 8 January
 12 Tues from 9 January (Term 1)
 10 Tues from 9 January
 10 Wed from 10 January
 10 Thurs from 11 January
 12 Fri from 12 January (Term 1)
 10 Fri from 12 January
 12 Tues from 17 April (Term 3)
 12 Fri from 20 April (Term 2)
 10 Mon from 23 April
 10 Tues from 24 April
 5 Wed from 25 April
 10 Thurs from 26 April
 10 Fri from 27 April
 12 Wed from 19 September (Term 1)
 12 Thurs from 20 September (Term 3)
 5 Mon from 24 September
 10 Tues from 25 September
 10 Wed from 26 September
 10 Thurs from 27 September
 10 Fri from 28 September



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 15,000 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.





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

50–250

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.

unionlearn

with TUC Education

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Equal



www.unionlearn.org.uk