

Application Information

How to apply for a TUC Education course:

- Complete your personal details on the form. Make sure that you give us your daytime telephone number and email address if you have one
- Complete your union details, sign and date the form
- Pass the form to the appropriate person within your union for approval and endorsement (failure to do this can result in a delay processing your application).
- Send your form in to the Trade Union Studies Centre running the course.
- Please note that the TUC does not provide accommodation or travel costs, these must be met by your union.
- Time-off for learning - Trade Union Representatives are entitled to reasonable paid time off to take part in education and training. If you need any support in respect of time-off please consult your branch.

The main features of the law are:

- the union must be recognised by the employer for the purpose of collective bargaining
- the training must be approved by your union or the TUC
- the training must be relevant to your duties as a representative
- if time off is unreasonably refused, or your employer does not pay you, then you can complain to an employment tribunal

What happens next...

- You will receive a letter a few weeks before the start of the course confirming your place on the course of your choice along with further course information
- If you have any questions about the details of the course please contact the Trade Union Studies centre running the course (see contact details overleaf).

Trade Union Studies Contact Information

Please send your completed application form to the centre running your course.

City of Bristol College
Contact for courses in:
Bath; Bristol; Taunton; Yeovil

Trade Union Education Centre
City of Bristol College
Room D1:18
Ashley Down Centre
PO Box 2887
Bristol BS2 2BB

Tel: 0117 312 5607
Fax: 0117 312 5052
email: TUEadmin@cityofbristol.ac.uk
www.cityofbristol.ac.uk

New College
Contact for courses in:
**Cheltenham; Gloucester;
Swindon and the Wiltshire area**

Trade Union Studies Centre
New College
New College Drive
Swindon
SN3 1AH

Tel: 01793 732 408
email: tustudies@newcollege.ac.uk
www.newcollege.ac.uk

Bournemouth & Poole College
Contact for courses in:
Poole and the Dorset area

Trade Union Studies Centre
Bournemouth & Poole College
North Road
Parkstone
Poole
Dorset BH14 0LS

Tel: 01202 205 659
Fax: 01202 205 441
Email: hermans@bpc.ac.uk
www.thecollege.co.uk

City College Plymouth
Contact for courses in:
Exeter; Plymouth; St Austell

Trade Union Studies Centre
City College Plymouth
Goschen Centre
Saltash Road
Keyham
Plymouth PL2 2DP

Tel: 01752 305 278
Email: jterry@cityplym.ac.uk
www.cityplym.ac.uk

Application Form

Please use BLOCK LETTERS

Course title:

Starting date:

To be held at:

Your full name :

Home address (including postcode):

Daytime telephone number:

Email address:

Trade union:

Union posts held:

Previous TUC courses:

Your occupation:

Name and address of employer:

Number of employees (please tick) : Less than 50 50-250 More than 250

Please tick the relevant boxes below:

Your work pattern: Full Time Part Time Days Shiftwork

Date of Birth 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.

White European	<input type="checkbox"/>	White Other	<input type="checkbox"/>	Black Caribbean	<input type="checkbox"/>	Black African	<input type="checkbox"/>
Black Other	<input type="checkbox"/>	Indian	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>	Bangladeshi	<input type="checkbox"/>
Chinese	<input type="checkbox"/>	Mixed	<input type="checkbox"/>	Other	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>

I am a fully paid-up member of my union and my employer has agreed to my attending this course without loss of earnings. *(Please tick to confirm)*

Are you happy to receive further TUC communications? Yes No

Signature of applicant:

Date:

This form must be authorised by an appropriate union official, who must be someone other than the applicant. If you are unsure who should authorise it please contact your union's local or regional office for advice.

Signature of full-time union official:

Print Name:

Position:

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