

MIDLANDS REGION

COURSES

● TUC EDUCATION COURSES FOR ALL

union reps

SEPTEMBER 2011 – JULY 2012

unionlearn
with TUC Education

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www.unionlearn.org.uk



WELCOME

to learning with the TUC

TUC Education provides training for more than 57,000 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 qualifications.

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 courses for the whole of the year to come. The information is intended to be as accurate as possible. If you are unable to find a course to suit your needs or you have any queries please do not hesitate to contact us, if you need to confirm any information or if you have any queries please contact the TUC Regional Education Officer.

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

Brendan Barber

TUC General Secretary

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, sexual orientation 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 provide a quality learning experience, with a system of accreditation which points to future learning opportunities and qualifications.

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
- » online learning opportunities
- » blended learning opportunities, which consist of a mix of online and class attendance.

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.

Guidance on paid release

Representatives need appropriate time and facilities to undertake training. From 1975 there has been legislation on paid release for union training. This has since been extended and amended and now covers:

- » union workplace representatives
- » health and safety representatives
- » union learning representatives.

Although the legislation can be complex, useful official guidance on rights to union training for these representatives has been published by Acas and the Health and Safety Executive. Both these bodies include employers and trade union members and both issue codes of practice, which have legal status. The guidance is practical and based on experience of what works.

- » *Time off for Trade Union Duties and Activities*
Acas Code of Practice 3. Available from <http://is.gd/dhsDP>
- » *Trade Union Representation in the Workplace*
Acas Guide. Available from <http://is.gd/dhsNI>
- » *Consulting Employees on Health and Safety*
HSE guide and safety representative's regulations. Available from <http://www.hse.gov.uk/pubns/indg232.pdf>

Union reps and safety reps

Union reps and safety reps 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.

Union learning reps

To qualify for time off to carry out their duties, union learning reps must be sufficiently trained. If they do not have the required training when they are appointed, then they must become trained within six months. In that case the union must inform the employer in writing that the rep is undergoing or has completed the training.

Specialist reps

Unions may have representatives who specialise in certain areas. They include:

- » equality representatives
- » pensions champions
- » environmental or green representatives
- » disability champions.

These representatives are covered by legislation on time off for union activities, but not specifically for union training. However, training recommendations are included in the Acas guide *Trade Union Representation in the Workplace*. The guide points out that:

“...in practice all union representatives have to gain approved time off from their work to carry out their duties ... and they need at least some training ... if only to communicate with management and their constituents.”

Online learning

Studying online entitles you to the same paid release arrangements as for a classroom-based programme. Securing release arrangements which are convenient for both the rep and the employer is one of the great benefits of flexible learning. Reps that secure paid release find their training more manageable and productive.

The laws states that trade union reps are entitled to reasonable time off for education and training. This law applies to online courses, whether learning takes place at work, in your home, at a workstation or in a learning centre. Talk to your employer about what makes sense for both you and them.

Reps who find difficulty in obtaining paid time off to attend TUC courses should seek assistance from their senior union rep.

Accreditation

TUC Education accredits its programme through the National Open College Network (NOCN) with the new Qualifications and Credit Framework (QCF) providing clear national recognition of the quality of courses and the achievements of union reps.

Union reps attending TUC programmes will gain Open College Network (OCN) credits for units of qualifications that are held on the QCF. These credits can be built up to gain Award, Certificate and Diploma qualifications at various levels.

Qualifications

The TUC programme is divided into a number of pathways for union reps. Each pathway contains different combinations of qualifications made up of Awards, Certificates and Diplomas. Each qualification is made of TUC units of learning (credit).

The union rep pathway contains:

Awards at Levels 1 and 2
Certificates at Levels 1, 2 and 3
Diplomas at Levels 2 and 3

The safety rep pathway contains:

Awards at Levels 1 and 2
Certificates at Levels 1, 2 and 3
Diplomas at Levels 2 and 3

The learning rep pathway contains:

Certificate at Level 2

The trade unions today pathway contains:

Awards at Levels 1 and 2
Certificates at Levels 2 and 3

TUC Education courses are now part of the new qualification system for England and Wales, the Qualification and Curriculum Framework (QCF). This means that all credits achieved on courses will build towards awards, certificates and diplomas, issued through our awarding body, NOCN. Your tutor will advise you on how to build the credits you will achieve on your course into a recognised trade union qualification

TUC CORE PROGRAMME

Union Rep Pathway

Union Rep Awards

TUC Education provides a number of programmes that link to make Awards. These include collective bargaining/industrial relations, employment law, equalities, disability champions, pensions, information technology, and skills for reps.

Union Reps Stage 1 Certificate

This is the essential basic course for workplace union reps and stewards. Find out what it means to be a union rep, how to represent your members effectively 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. The course helps union reps to understand their role and responsibilities as a rep. They include working together with members and other union reps; talking to members and dealing with their problems; recruiting members and getting them involved in the union; meeting management to discuss a range of issues at work and keeping members informed about wider union concerns.

Stepping Up Certificate – the advanced course for union reps

This course is designed for union reps who have already completed the Union Reps Stage 1 or its equivalent. Stepping Up builds upon your existing knowledge and experience by closely examining the role of representatives in changing work environments and taking an in-depth look at employment law, equality, discrimination and bargaining issues. Reps are required to complete a project of choice linked to the workplace or a trade union issue.

Employment Law Diploma

This Diploma gives a 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 the workplace and the people you represent. You will also develop the skills and knowledge that will help you progress to higher level learning.

Contemporary Trade Unionism Diploma

This Diploma helps experienced trade union representatives broaden their knowledge of the past, present and future role of trade unions. The programme will develop a greater understanding of trade union values, policies, and workplace issues enabling reps to become more effective as workplace representatives, and extend the capacity and skills of learners, while improving the confidence of learners to access higher education opportunities.

Equalities Diploma

This new Diploma is for experienced trade union representatives whose role would benefit from a wider understanding of equality issues. It is intended to help students understand equality issues in the workplace, current equality legislation and how it can be applied to their own organisation. You will also develop the values and skills needed for higher level study and activism.

Progression

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 your TUC Regional Education Officer. Union reps can continue to update their knowledge by attending further Award programmes.

Safety Rep Pathway

Safety Rep Awards

TUC Education provides a number of programmes that link to make Awards. These include health and safety updates, workplace investigations, and risk assessments.

Health and Safety Stage 1 Certificate

If you are a newly appointed safety rep, this is the essential basic course for you. Health and safety at work is a major issue for all employees. Research shows that workplaces that have trade union health and safety reps have a significantly lower rate of accidents. This course will provide a thorough grounding in health and safety issues and give new reps an opportunity to discuss issues around health and safety at work.

Next Steps for Safety Reps Stage 2 Certificate

This course is designed for health and safety reps that have already completed Health and Safety Stage 1 or its equivalent. The course helps reps identify, prevent and control risks helping to build a safer and healthier workplace. It encourages reps to involve members in safety issues by developing a collective approach to health and safety. It outlines the most recent health and safety law and information, enabling reps to effect real change in the workplace.

Occupational Health and Safety Diploma

This popular Diploma will help experienced safety reps develop their understanding of health and safety principle and practice. The course gives learners the opportunity to question the development and function of health and safety law, discover how to build trade union organisation for health and safety and tackle some of the health, safety, welfare and environmental problems that workers currently face. Completion at Level 3 will entitle union safety reps to apply for Institution of Occupational Safety and Health technician membership (Tech IOSH). Beyond the TUC programme, health and safety reps go on to higher education through university degree programmes.

Continuing Safety Rep Development Awards

Union safety reps who have IOSH Technician membership can use health and safety Awards to maintain their membership professional development requirements as well as keep up to date on key knowledge.

Union Learning Rep Pathway

Union Learning Rep Certificate

Union learning reps (ULRs) are helping to give people the skills and knowledge to improve their lives at work and beyond. They are making a real difference in workplaces up and down the country, raising the profile of training and development by providing advice, encouragement and information to members about a range of learning opportunities. As well as helping individual union members, ULRs have had a positive effect upon workplaces and organisations. The ULR Stage 1 course introduces the role of the ULR, the importance of learning and skills at work and provides the tools and knowledge that will enable ULRs to carry out their role successfully. The ULR Stage 2 course will provide ULRs with the opportunity to develop existing essential knowledge and skills in areas that are fundamental to their role, as well as undertaking a workplace specific learning project in an area of study relevant to their members' learning needs.

Awards

Union learning reps can undertake Awards in the Union Reps and Trade Unions Today pathways, these include equalities, coaching and mentoring, and supporting learners. The ULR Stage 1 and ULR Stage 2 programmes can also be achieved separately as Awards in the Trade Unions Today pathway.

Diplomas

Union learning reps can undertake Diplomas in the Union Reps pathway. The Diploma programme provides opportunities for progression into other higher education programmes. All diplomas include skills development relevant to the area of study. The Employment Law Diploma covers individual rights, collective rights, and advocacy and legal research skills. The Contemporary Trade Unionism Diploma covers development of trade unions, trade unions today, and the future of trade unions. The Equalities Diploma covers equality issues at work, equality and the law and working for equality.

Progression

The Activist Academy and the Organising Academy are progression routes within the TUC programme. Beyond the TUC programme, union learning reps go on to higher education through university degree programmes. Further information can be obtained from TUC Regional Education Officers. Union learning reps can continue to update their knowledge by attending further Award programmes.

Trade Unions Today Pathway

Trade Unions Today Awards

TUC Education provides a range of programmes and individual union programmes that link to make Awards. These include collective bargaining/industrial relations, employment law, equalities, disability champions, pensions, information technology and skills for reps. Union reps can go on TUC programmes as well as individual union programmes.

Trade Unions Today Certificate

TUC Education provides a range of programmes and individual union programmes that link to make Certificates. These include collective bargaining/industrial relations, employment law, equalities, organising, and health and safety. Union reps can go on TUC programmes as well as individual union programmes.

SPOTLIGHT ON...

The Midlands Region

The value of qualifications

TUC course participants should expect to achieve nationally recognised NOCN qualifications for successful completion of TUC programmes of learning. These are vocational qualifications based on occupational standards for union reps agreed with the trade union movement.

Achievement of a qualification shows that a union rep has achieved a level of understanding and competence that will enable them to carry out representation tasks more effectively. However, by taking part in training union reps will also gain wider transferable skills that will help them see solutions to problems, take on complex tasks and progress projects to successful conclusion.

Those wider abilities, consistently applied at work, will equip union reps to play a significant and positive part in the continual improvement of employment relations. Qualifications are therefore much more than a piece of paper; they represent a structured and supportive approach to the role of unions at workplace level.

Although all TUC centres in the Midlands offer our NOCN qualifications at the heart of everything there are different approaches in the way they are organised. For instance centres will offer certificates as day release over either a 10 or 12 week period.

Programmes will be a mix of attendance and tutor supported workplace activities. For more information about what is happening locally contact your college provider or WEA.

Award programme

In addition to the core programme described on the previous pages there are a variety of specialist programmes available for union representatives. Short linked programmes cover collective bargaining/ industrial relations, employment law, equality, health and safety, pensions, information technology, and skills for reps. The average length of programme is 5/6 days. OCN credits are available for all programmes. Award qualifications in the programme are made up of six credits.



JESS HURD / REPORTDIGITAL.CO.UK

Certificate programme

These core programmes usually take place over 10–12 days during one term on a day-release basis. They can also run as block release or online programmes. OCN credits are available for all programmes. Certificate qualifications are made up of 15 credits at Level 1, 18 credits at Level 2 and 21 credits at Level 3.

Diploma programme

Programmes can be delivered on a day-release or evening basis. Various methods of delivery are offered, providing flexible access. The Diploma programme provides opportunities for progression into other higher learning programmes. Diploma qualifications in the programme are made up of 48 credits.

The recognised Diplomas are:

Contemporary Trade Unionism Diploma

- » development of trade unions
- » trade unions today
- » the future of trade unions

Occupational Health and Safety Diploma

- » health, safety, welfare and environmental issues
- » health and safety organisation
- » health and safety law

Employment Law Diploma

- » individual rights
- » collective rights
- » advocacy and legal research skills

Equalities Diploma

- » equality issues at work
- » equality and the law
- » working for equality

Each of these Diplomas includes skills development units relevant to the area of study.

SPOTLIGHT ON...

The new Equalities Diploma

Unions have always been at the forefront of the drive for equality at work, whether through the struggle for equal pay, through tackling racism or working for equal access to learning and skills. This Diploma is designed to bring together all the threads of the equality agenda so that reps have a thorough grounding in union policy, best practice and equality law.

Who is the Diploma for?

The Diploma is designed primarily for experienced trade union representatives whose role would benefit from a wider understanding of equality issues. It is intended to help students understand equality issues in the workplace, current equality legislation and how it can be applied to their own organisation. The Diploma also develops values and skills needed for higher level study and activism.

How long is the Diploma?

- This Diploma is organised as a:
- » one-year, day-release course (one day per week, for 36 weeks spread over three terms); or
 - » one-year, half-day and evening course (for 36 weeks spread over three terms); or
 - » two-year evening course (one evening per week, for 72 weeks spread over six terms); or
 - » as a flexible course blending some online learning with some classroom learning.

What subjects will be studied?

The Diploma is accredited by the National Open College Network with reps achieving up to 48 credits at Levels 2 and 3.

Three modules are studied:

- » equality issues at work
- » equality and the law
- » working for equality.

Entry requirements

Union representatives who wish to take this course should have:

- » previously achieved an Equalities Award or the Union Reps Stage 1 and Stepping Up Stage 2 Certificates; or
- » alternatively, a suitable equivalent to the above through their own union's courses.

Your tutor is likely to interview you before acceptance on the programme to make an assessment of suitability for the Diploma.

Course fees

TUC Education will meet your course fees, provided that your nomination for the course is approved by an affiliated union. However, there are some publications which are important references. These may not be supplied, and reps should talk to union officers for help in meeting the costs of these and other associated expenses.

Where can I find out more about the Diploma?

For more information please contact the Regional Education Officer Pete Try, Julie Matthews (Solihull College) or Simon Ferrar (Derby College). You will find contact details elsewhere in this booklet.

COURSE PROGRAMME

September 2011–July 2012

BIRMINGHAM

Venue/Applications to: Birmingham Trade Union Education Centre, South Birmingham College, High Street Deritend, Digbeth, Birmingham B5 5SU **Tel:** 0121 694 6345/6 **Email:** rob.anderson@sbirmc.ac.uk

Hours: 0900 to 1630

September 2011 – December 2011

UNION REPRESENTATIVES STAGE 1	10 Mondays from 19 September
STEPPING UP – THE ADVANCED COURSE FOR UNION REPRESENTATIVES	10 Tuesdays from 20 September
HEALTH AND SAFETY STAGE 1	10 Mondays from 19 September
HEALTH AND SAFETY STAGE 1	10 Thursdays from 22 September
NEXT STEPS FOR SAFETY REPS – STAGE 2	10 Thursdays from 22 September
EMPLOYMENT LAW	10 Tuesdays from 20 September
UNION LEARNING REPRESENTATIVES	5 Wednesdays from 2 November
TUC DIPLOMA IN OCCUPATIONAL SAFETY AND HEALTH	36 Thursdays from 22 September
TUC DIPLOMA IN EMPLOYMENT LAW	36 Tuesdays from 20 September
TUC DIPLOMA IN CONTEMPORARY TRADE UNIONISM	36 Wednesdays from 21 September

January 2012 – March 2012

UNION REPRESENTATIVES STAGE 1	10 Mondays from 9 January
STEPPING UP – THE ADVANCED COURSE FOR UNION REPRESENTATIVES	10 Tuesdays from 10 January
HEALTH AND SAFETY STAGE 1	10 Mondays from 9 January
HEALTH AND SAFETY STAGE 1	10 Thursdays from 12 January
NEXT STEPS FOR SAFETY REPS – STAGE 2	10 Thursdays from 12 January
EMPLOYMENT LAW	10 Tuesdays from 10 January
UNION LEARNING REPRESENTATIVES	5 Wednesdays from 11 January
TUC DIPLOMA IN OCCUPATIONAL SAFETY AND HEALTH	36 Thursdays from 12 January
TUC DIPLOMA IN EMPLOYMENT LAW	36 Tuesdays from 10 January
TUC DIPLOMA IN CONTEMPORARY TRADE UNIONISM	36 Wednesdays from 11 January

April 2012 – July 2012

UNION REPRESENTATIVES STAGE 1	10 Mondays from 23 April
STEPPING UP – THE ADVANCED COURSE FOR UNION REPRESENTATIVES	10 Tuesdays from 24 April
HEALTH AND SAFETY STAGE 1	10 Mondays from 23 April
HEALTH AND SAFETY STAGE 1	10 Thursdays from 26 April
NEXT STEPS FOR SAFETY REPS – STAGE 2	10 Thursdays from 26 April
EMPLOYMENT LAW	10 Tuesdays from 24 April
UNION LEARNING REPRESENTATIVES	5 Wednesdays from 25 April
TUC DIPLOMA IN OCCUPATIONAL SAFETY AND HEALTH	36 Thursdays from 26 April
TUC DIPLOMA IN EMPLOYMENT LAW	36 Tuesdays from 24 April
TUC DIPLOMA IN CONTEMPORARY TRADE UNIONISM	36 Wednesdays from 25 April

BIRMINGHAM

Venue: UNISON Regional Centre, 24 Livery Street, Birmingham B3 2PA **Applications:** Birmingham Trade Union Education Centre, South Birmingham College, High Street Deritend, Digbeth, Birmingham B5 5SU

Tel: 0121 694 6345/6 **Email:** rob.anderson@sbirmc.ac.uk **Hours:** 0900 to 1630

September 2011 – December 2011

UNION REPRESENTATIVES STAGE 1 (PUBLIC SECTOR)	10 Wednesdays from 21 September
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January 2012 – March 2012

UNION REPRESENTATIVES STAGE 1 (PUBLIC SECTOR)	10 Wednesdays from 11 January
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April 2012 – July 2012

UNION REPRESENTATIVES STAGE 1 (PUBLIC SECTOR)	10 Wednesdays from 25 April
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COVENTRY

Venue: WEA, Koko, Unit 15, The Arches Industrial Estate, Spon End, Coventry

Applications to: WEA Office, 4th Floor, Lancaster House, 67 Newhall Street, Birmingham B3 1NQ

Tel: 0121 237 8120 **Fax:** 0121 237 8121 **Hours:** 0900 to 1630

September 2011 – December 2011

UNION REPRESENTATIVES STAGE 1	10 Wednesdays from 5 October
STEPPING UP – THE ADVANCED COURSE FOR UNION REPRESENTATIVES	10 Thursdays from 6 October
HEALTH AND SAFETY STAGE 1	10 Mondays from 3 October
NEXT STEPS FOR SAFETY REPRESENTATIVES – STAGE 2	10 Tuesdays from 4 October

January 2012 – March 2012

UNION REPRESENTATIVES STAGE 1	10 Wednesdays from 25 January
STEPPING UP – THE ADVANCED COURSE FOR UNION REPRESENTATIVES	10 Thursdays from 26 January
HEALTH AND SAFETY STAGE 1	10 Mondays from 23 January
NEXT STEPS FOR SAFETY REPRESENTATIVES – STAGE 2	10 Tuesdays from 24 January

April 2012 – July 2012

UNION REPRESENTATIVES STAGE 1	10 Wednesdays from 2 May
STEPPING UP – THE ADVANCED COURSE FOR UNION REPRESENTATIVES	10 Thursdays from 3 May
HEALTH AND SAFETY STAGE 1	10 Mondays from 30 April
NEXT STEPS FOR SAFETY REPRESENTATIVES – STAGE 2	10 Tuesdays from 1 May

DERBY

Venue/Applications to: Derby Trade Union Education Centre, Johnson Building, Locomotive Way, Pride Park, Derby DE24 8PU **Tel:** 01332 387491 **Email:** dtuec@derby-college.ac.uk

Web: www.dtuec.co.uk **Hours:** 0930 to 1630

September 2011 – December 2011

UNION REPRESENTATIVES STAGE 1	11 Mondays from 19 September
STEPPING UP – THE ADVANCED COURSE FOR UNION REPRESENTATIVES	10 Wednesdays from 21 September
HEALTH & SAFETY STAGE 1	12 Tuesdays from 20 September
NEXT STEPS FOR SAFETY REPRESENTATIVES (STAGE 2)	12 Thursdays from 22 September
UNION LEARNING REPRESENTATIVES 1	5 Fridays from 23 September
UNION LEARNING REPRESENTATIVES 2	5 Fridays from 4 November
TUC DIPLOMA IN OCCUPATIONAL HEALTH & SAFETY	36 Thursdays from 22 September
TUC DIPLOMA IN EMPLOYMENT LAW	36 Wednesdays from 21 September
TUC DIPLOMA IN EQUALITIES	36 Tuesdays from 20 September

January 2012 – March 2012

UNION REPRESENTATIVES STAGE 1	11 Mondays from 9 January
EMPLOYMENT LAW	12 Wednesdays from 11 January
HEALTH & SAFETY STAGE 1	12 Tuesdays from 10 January
NEXT STEPS FOR SAFETY REPRESENTATIVES (STAGE 2)	12 Thursdays from 12 January
UNION LEARNING REPRESENTATIVES 1	5 Fridays from 13 January
UNION LEARNING REPRESENTATIVES 2	5 Fridays from 24 February
TUC DIPLOMA IN OCCUPATIONAL HEALTH & SAFETY	36 Wednesdays from 11 January
TUC DIPLOMA IN EMPLOYMENT LAW	36 Thursdays from 12 January
TUC DIPLOMA IN EQUALITIES	36 Tuesdays from 10 January

April 2012 – July 2012

UNION REPRESENTATIVES STAGE 1	11 Mondays from 23 April
EMPLOYMENT LAW	12 Wednesdays from 25 April
HEALTH & SAFETY STAGE 1	12 Tuesdays from 24 April
NEXT STEPS FOR SAFETY REPRESENTATIVES (STAGE 2)	12 Thursdays from 26 April
UNION LEARNING REPRESENTATIVES 1	5 Fridays from 27 April
UNION LEARNING REPRESENTATIVES 2	5 Fridays from 1 June
TUC DIPLOMA IN OCCUPATIONAL HEALTH & SAFETY	36 Wednesdays from 25 April
TUC DIPLOMA IN EMPLOYMENT LAW	36 Thursdays from 26 April
TUC DIPLOMA IN EQUALITIES	36 Tuesdays from 24 April

LEICESTER

Venue: Trade Union Education Unit, Vaughan College, St Nicholas Circle, Leicester LE1 4LB

Applications to: Derby Trade Union Education Centre, Johnson Building, Locomotive Way, Pride Park, Derby DE24 8PU **Tel:** 01332 387491 **Email:** dtuec@derby-college.ac.uk **Web:** www.dtuec.co.uk **Hours:** 0930 to 1630

September 2011 – December 2011

UNION REPRESENTATIVES STAGE 1	11 Mondays from 19 September
STEPPING UP – THE ADVANCED COURSE FOR UNION REPRESENTATIVES	10 Wednesdays from 21 September
HEALTH & SAFETY STAGE 1	12 Tuesdays from 20 September
NEXT STEPS FOR SAFETY REPRESENTATIVES (STAGE 2)	12 Thursdays from 22 September
UNION LEARNING REPRESENTATIVES 1	5 Fridays from 23 September
UNION LEARNING REPRESENTATIVES 2	5 Fridays from 4 November

January 2012 – March 2012

UNION REPRESENTATIVES STAGE 1	11 Mondays from 9 January
EMPLOYMENT LAW	12 Wednesdays from 11 January
HEALTH & SAFETY STAGE 1	12 Tuesdays from 10 January
NEXT STEPS FOR SAFETY REPRESENTATIVES (STAGE 2)	12 Thursdays from 12 January
UNION LEARNING REPRESENTATIVES 1	5 Fridays from 13 January
UNION LEARNING REPRESENTATIVES 2	5 Fridays from 24 February

April 2012 – July 2012

UNION REPRESENTATIVES STAGE 1	11 Mondays from 23 April
EMPLOYMENT LAW	12 Wednesdays from 25 April
HEALTH & SAFETY STAGE 1	12 Tuesdays from 24 April
NEXT STEPS FOR SAFETY REPRESENTATIVES (STAGE 2)	12 Thursdays from 26 April
UNION LEARNING REPRESENTATIVES 1	5 Fridays from 27 April
UNION LEARNING REPRESENTATIVES 2	5 Fridays from 1 June

LINCOLN

Venue: TBC **Applications to:** TU Education, City Learning Centre, Norwich Union House, 8-12 South Parade, Nottingham NG1 2LH **Tel:** 0115 950 8154 **Email:** tuced@hotmail.com **Hours:** 0930 to 1630

September 2011 – December 2011

UNION REPRESENTATIVES STAGE 1	12 Mondays from 12 September
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January 2012 – March 2012

HEALTH AND SAFETY STAGE 1	11 Mondays from 9 January
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April 2012 – July 2012

UNION REPRESENTATIVES STAGE 1	12 Tuesdays from 17 April
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MANSFIELD

Venue: TBC **Applications to:** TU Education, City Learning Centre, Norwich Union House, 8-12 South Parade, Nottingham NG1 2LH **Tel:** 0115 950 8154 **Email:** tuced@hotmail.com **Hours:** 0930 to 1630

September 2011 – December 2011

HEALTH AND SAFETY STAGE 1	12 Tuesdays from 13 September
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January 2012 – March 2012

UNION REPRESENTATIVES STAGE 1	12 Thursdays from 5 January
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April 2012 – July 2012

HEALTH AND SAFETY STAGE 1	12 Thursdays from 19 April
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NORTHAMPTONSHIRE

Venue: TBC **Applications to:** Derby Trade Union Education Centre, Johnson Building, Locomotive Way, Pride Park, Derby DE24 8PU **Tel:** 01332 387491 **Email:** dtuec@derby-college.ac.uk **Web:** www.dtuec.co.uk **Hours:** 0930 to 1630

NORTHAMPTONSHIRE APPLICANTS

We have space for 1 course on a Monday and 1 on a Tuesday. According to which courses recruit – we may have to change the advertised day. 2 weeks before the courses start, we will notify you of the dates and times for your course in Kettering – or offer a place at an alternative venue. Please let your employer know this when applying for release.

September 2011 – December 2011

UNION REPRESENTATIVES STAGE 1	11 days from 19 or 20 September
EMPLOYMENT LAW	11 days from 19 or 20 September
HEALTH & SAFETY STAGE 1	11 days from 19 or 20 September
NEXT STEPS FOR SAFETY REPRESENTATIVES (STAGE 2)	11 days from 19 or 20 September
UNION LEARNING REPRESENTATIVES 1	5 days from 19 or 20 September
UNION LEARNING REPRESENTATIVES 2	5 days from 31 October or 1 November

January 2012 – March 2012

UNION REPRESENTATIVES STAGE 1	11 days from 9 or 10 January
EMPLOYMENT LAW	11 days from 9 or 10 January
HEALTH & SAFETY STAGE 1	11 days from 9 or 10 January
NEXT STEPS FOR SAFETY REPRESENTATIVES (STAGE 2)	11 days from 9 or 10 January
UNION LEARNING REPRESENTATIVES 1	5 days from 9 or 10 January
UNION LEARNING REPRESENTATIVES 2	5 days from 20 or 21 February

April 2012 – July 2012

UNION REPRESENTATIVES STAGE 1	11 days from 23 or 24 April
EMPLOYMENT LAW	11 days from 23 or 24 April
HEALTH & SAFETY STAGE 1	11 days from 23 or 24 April
NEXT STEPS FOR SAFETY REPRESENTATIVES (STAGE 2)	11 days from 23 or 24 April
UNION LEARNING REPRESENTATIVES 1	5 days from 23 or 24 April
UNION LEARNING REPRESENTATIVES 2	5 days from 28 or 29 May

NOTTINGHAM

Venue/applications to: TU Education, City Learning Centre, Norwich Union House, 8-12 South Parade, Nottingham NG1 2LH **Tel:** 0115 950 8154/8155 **Email:** tuced@hotmail.com **Hours:** 0930 to 1630

September 2011 - December 2011

UNION REPRESENTATIVES STAGE 1	12 Mondays from 12 September
STEPPING UP – THE ADVANCED COURSE FOR UNION REPRESENTATIVES	12 Thursdays from 15 September
HEALTH AND SAFETY STAGE 1	12 Tuesdays from 13 September
NEXT STEPS FOR SAFETY REPRESENTATIVES - STAGE 2	12 Wednesdays from 14 September
EMPLOYMENT LAW	12 Thursdays from 15 September
UNION LEARNING REPRESENTATIVES 1	5 Wednesdays from 21 September
UNION LEARNING REPRESENTATIVES 2	5 Wednesdays from 2 November
TUC DIPLOMA IN EMPLOYMENT LAW	36 Tuesdays from 6 September

January 2012 – March 2012

UNION REPRESENTATIVES STAGE 1	12 Thursdays from 5 January
STEPPING UP – THE ADVANCED COURSE FOR UNION REPRESENTATIVES	11 Tuesdays from 10 January
HEALTH AND SAFETY STAGE 1	11 Mondays from 9 January
NEXT STEPS FOR SAFETY REPRESENTATIVES - STAGE 2	12 Wednesdays from 4 January
EMPLOYMENT LAW	11 Tuesdays from 10 January
UNION LEARNING REPRESENTATIVES 1	5 Mondays from 9 January
UNION LEARNING REPRESENTATIVES 2	5 Mondays from 20 February
TUC DIPLOMA IN EMPLOYMENT LAW	36 Mondays from 9 January

April 2012 – July 2012

UNION REPRESENTATIVES STAGE 1	12 Tuesdays from 17 April
STEPPING UP – THE ADVANCED COURSE FOR UNION REPRESENTATIVES	12 Wednesdays from 18 April
HEALTH AND SAFETY STAGE 1	12 Thursdays from 19 April
NEXT STEPS FOR SAFETY REPRESENTATIVES - STAGE 2	12 Tuesdays from 17 April
EMPLOYMENT LAW	11 Wednesdays from 18 April
UNION LEARNING REPRESENTATIVES 1	5 Fridays from 20 April
UNION LEARNING REPRESENTATIVES 2	5 Fridays from 25 May
TUC DIPLOMA IN EMPLOYMENT LAW	36 Mondays from 16 April

SHREWSBURY

Venue/Applications to: Shrewsbury College of Arts and Technology, Trade Union Studies, London Road, Shrewsbury SY2 6PR **Tel:** 01743 342342 **Hours:** 0900 to 1600

September 2011 - December 2011

UNION REPRESENTATIVES STAGE 1	10 Mondays from 19 September
STEPPING UP – THE ADVANCED COURSE FOR UNION REPRESENTATIVES	10 Thursdays from 22 September
HEALTH AND SAFETY STAGE 1	10 Tuesdays from 20 September
NEXT STEPS FOR SAFETY REPRESENTATIVES - STAGE 2	10 Thursdays from 22 September
TUC DIPLOMA IN OCCUPATIONAL SAFETY & HEALTH	36 Thursdays from 15 September
TUC DIPLOMA IN EMPLOYMENT LAW	36 Wednesdays from 14 September

January 2012 – March 2012

UNION REPRESENTATIVES STAGE 1	10 Mondays from 16 January
STEPPING UP – THE ADVANCED COURSE FOR UNION REPRESENTATIVES	10 Thursdays from 19 January
HEALTH AND SAFETY STAGE 1	10 Tuesdays from 17 January
NEXT STEPS FOR SAFETY REPRESENTATIVES - STAGE 2	10 Thursdays from 19 January
TUC DIPLOMA IN OCCUPATIONAL SAFETY & HEALTH	36 Thursdays from 5 January
TUC DIPLOMA IN EMPLOYMENT LAW	36 Wednesdays from 4 January

April 2012 – July 2012

UNION REPRESENTATIVES STAGE 1	10 Mondays from 23 April
STEPPING UP – THE ADVANCED COURSE FOR UNION REPRESENTATIVES	10 Thursdays from 26 April
HEALTH AND SAFETY STAGE 1	10 Tuesdays from 24 April
NEXT STEPS FOR SAFETY REPRESENTATIVES - STAGE 2	10 Thursdays from 26 April
TUC DIPLOMA IN OCCUPATIONAL SAFETY & HEALTH	36 Thursdays from 19 April
TUC DIPLOMA IN EMPLOYMENT LAW	36 Wednesdays from 18 April

SOLIHULL

Venue/Applications: Solihull College, Trade Union Studies Centre, Blossomfield Road, Solihull B91 1SB
Tel: 0121 678 7180 **Hours:** 0900 to 1630

September 2011 – December 2011

UNION REPRESENTATIVES STAGE 1	10 Mondays from 19 September
STEPPING UP – THE ADVANCED COURSE FOR UNION REPRESENTATIVES	10 Thursdays from 22 September
UNION REPRESENTATIVES STAGE 3	5 or 10 Tuesdays from 20 September
HEALTH AND SAFETY STAGE 1	10 Tuesdays from 20 September
NEXT STEPS FOR SAFETY REPRESENTATIVES - STAGE 2	10 Thursdays from 22 September
UNION LEARNING REPRESENTATIVES 1	5 Fridays from 23 September
TUC DIPLOMA IN OCCUPATIONAL SAFETY AND HEALTH	36 Wednesdays from 14 September
TUC DIPLOMA IN EMPLOYMENT LAW	36 Thursdays from 15 September
TUC DIPLOMA IN EQUALITIES	36 Thursdays from 15 September

January 2012 – March 2012

UNION REPRESENTATIVES STAGE 1	10 Mondays from 9 January
STEPPING UP – THE ADVANCED COURSE FOR UNION REPRESENTATIVES	10 Thursdays from 12 January
HEALTH AND SAFETY STAGE 1	10 Tuesdays from 10 January
NEXT STEPS FOR SAFETY REPRESENTATIVES - STAGE 2	10 Thursdays from 12 January
UNION LEARNING REPRESENTATIVES 2	5 Fridays from 13 January
TUC DIPLOMA IN OCCUPATIONAL SAFETY AND HEALTH	36 Wednesdays from 4 January

April 2012 – July 2012

UNION REPRESENTATIVES STAGE 1	10 Mondays from 30 April
STEPPING UP – THE ADVANCED COURSE FOR UNION REPRESENTATIVES	10 Thursdays from 3 May
HEALTH AND SAFETY STAGE 1	10 Tuesdays from 1 May
NEXT STEPS FOR SAFETY REPRESENTATIVES - STAGE 2	10 Thursdays from 3 May
TUC DIPLOMA IN OCCUPATIONAL SAFETY AND HEALTH	36 Wednesdays from 25 April

STOKE-ON-TRENT

Venue/Applications: Stoke Trade Union Education Centre, 40 Trinity Street, Hanley, Stoke-on-Trent ST1 5LJ
Tel: 01782 227663 **Hours:** 0900 to 1630

September 2011 – December 2011

UNION REPRESENTATIVES STAGE 1	10 Mondays from 19 September
STEPPING UP – THE ADVANCED COURSE FOR UNION REPRESENTATIVES	10 Thursdays from 22 September
TRADE UNIONS - GLOBAL ECONOMY & CHANGE AT WORK	10 Tuesdays from 20 September
HEALTH AND SAFETY STAGE 1	10 Mondays from 19 September
NEXT STEPS FOR SAFETY REPRESENTATIVES - STAGE 2	10 Wednesdays from 21 September
AN INTRODUCTION TO PENSIONS	5 Fridays from 4 November
UNION LEARNING REPRESENTATIVES 1	5 Mondays from 24 October
UNION LEARNING REPRESENTATIVES 2	5 Mondays from 19 September
TUC DIPLOMA IN EMPLOYMENT LAW	36 Thursdays from 22 September
TUC DIPLOMA IN OCCUPATIONAL SAFETY & HEALTH	36 Tuesdays from 20 September

January 2012 – March 2012

UNION REPRESENTATIVES STAGE 1	10 Mondays from 9 January
STEPPING UP – THE ADVANCED COURSE FOR UNION REPRESENTATIVES	10 Tuesdays from 10 January
TRADE UNIONS - GLOBAL ECONOMY & CHANGE AT WORK	10 Thursdays from 12 January
HEALTH AND SAFETY STAGE 1	10 Mondays from 9 January
NEXT STEPS FOR SAFETY REPRESENTATIVES - STAGE 2	10 Wednesdays from 11 January
UNION LEARNING REPRESENTATIVES 1	5 Mondays from 20 February
UNION LEARNING REPRESENTATIVES 2	5 Mondays from 9 January
TUC DIPLOMA IN EMPLOYMENT LAW	36 Tuesdays from 10 January
TUC DIPLOMA IN OCCUPATIONAL SAFETY & HEALTH	36 Thursdays from 12 January

April 2012 – July 2012

UNION REPRESENTATIVES STAGE 1	10 Mondays from 23 April
STEPPING UP – THE ADVANCED COURSE FOR UNION REPRESENTATIVES	10 Wednesdays from 25 April
TRADE UNIONS - GLOBAL ECONOMY & CHANGE AT WORK	10 Tuesdays from 24 April
HEALTH AND SAFETY STAGE 1	10 Mondays from 23 April
NEXT STEPS FOR SAFETY REPRESENTATIVES - STAGE 2	10 Thursdays from 26 April
UNION LEARNING REPRESENTATIVES 1	5 Mondays from 11 June
UNION LEARNING REPRESENTATIVES 2	5 Mondays from 23 April
TUC DIPLOMA IN EMPLOYMENT LAW	36 Tuesdays from 24 April
TUC DIPLOMA IN OCCUPATIONAL SAFETY & HEALTH	36 Thursdays from 26 April

We also offer a range of Computer Courses from Level 1 – Web Design specifically for Union Members. There are offered during the day and evening to suit all needs. Contact the Trade Union Education Centre for more details.

WALSALL

Venue: WEA Study Room, Manor Farm Community Centre, King George Crescent, Rushall, Walsall WS4 1EG

Applications to: WEA Office, 4th Floor, Lancaster House, 67 Newhall Street, Birmingham B3 1NQ

Tel: 0121 237 8120 **Fax:** 0121 237 8121 **Hours:** 0900 to 1630

September 2011 – December 2011

UNION REPRESENTATIVES STAGE 1	10 Tuesdays from 4 October
STEPPING UP – THE ADVANCED COURSE FOR UNION REPRESENTATIVES	10 Thursdays from 6 October
HEALTH AND SAFETY STAGE 1	10 Wednesdays from 5 October
NEXT STEPS FOR SAFETY REPRESENTATIVES - STAGE 2	10 Mondays from 3 October

January 2012 – March 2012

UNION REPRESENTATIVES STAGE 1	10 Tuesdays from 24 January
STEPPING UP – THE ADVANCED COURSE FOR UNION REPRESENTATIVES	10 Thursdays from 26 January
HEALTH AND SAFETY STAGE 1	10 Wednesdays from 25 January
NEXT STEPS FOR SAFETY REPRESENTATIVES - STAGE 2	10 Mondays from 23 January

April 2012 – June 2012

UNION REPRESENTATIVES STAGE 1	10 Tuesdays from 1 May
STEPPING UP – THE ADVANCED COURSE FOR UNION REPRESENTATIVES	10 Thursdays from 3 May
HEALTH AND SAFETY STAGE 1	10 Wednesdays from 2 May
NEXT STEPS FOR SAFETY REPRESENTATIVES - STAGE 2	10 Mondays from 30 April

WOLVERHAMPTON

Venue: City of Wolverhampton College, Wellington Road, Bilston, Wolverhampton WV14 6BT

Applications to: Shrewsbury College of Arts and Technology, Trade Union Studies, London Road,

Shrewsbury SY2 6PR **Tel:** 01743 342342 **Hours:** 0900 to 1600

September 2011 – December 2011

UNION REPRESENTATIVES STAGE 1	10 Mondays from 19 September
STEPPING UP – THE ADVANCED COURSE FOR UNION REPRESENTATIVES	10 Mondays from 19 September
HEALTH AND SAFETY STAGE 1	10 Tuesdays from 20 September
NEXT STEPS FOR SAFETY REPRESENTATIVES - STAGE 2	10 Thursdays from 22 September

WORCESTER

Applications to: 30 Loves Grove, Worcester WR1 2BU Applications to: WEA Office, 4th Floor, Lancaster House, 67 Newhall Street, Birmingham B3 1NQ **Tel:** 0121 237 8120 **Fax:** 0121 237 8121 **Hours:** 0900 to 1630

September 2011 – December 2011

HEALTH AND SAFETY STAGE 1	10 Tuesdays from 27 September
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January 2012 – March 2012

UNION REPRESENTATIVES STAGE 1	10 Tuesdays from 24 January
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April 2012 – June 2012

HEALTH AND SAFETY STAGE 1	10 Tuesdays from 1 May
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SPOTLIGHT ON...

TUC ULR training has changed

The new Union Learning Representatives Stage 1 and Stage 2 programmes have replaced the TUC ULR 5-day course and the series of follow-on modules. The new programmes are intended to help reps to develop practical ULR skills and combine different learning activities, supported by a tutor. They are designed to run one day per week over several weeks, or over a longer period with a combination of class contact and tutor-supported distance learning.

Course structure and accreditation

Both programmes include workplace activities. Pre-course activities should be completed before the start of the course as

these will help you get the best out of the course. If you need support with this, speak to your workplace or branch rep, union learning project worker, union official or the course tutor. Reports, worksheets and notes from workplaces activities will be used to gain accreditation.

The ULR Stage 1 will lead to a ULR Stage 1 qualification Award at level 1 or 2. The ULR Stage 2 will lead to a ULR Stage 2 qualification Award at level 2. Reps completing both courses will gain a Certificate with a ULR Level 2 qualification.

NEW TUC ULR Stage 1

The ULR role forms part of the union team at work and plays a key part in the job of representing others. The role includes helping members learn by working closely with them and their union team, and with employers. To be able to work effectively, ULRs need to have a good understanding of education and training issues as well as how the union works and the workplace context.

The programme is aimed at new ULRs who want to gain accreditation and develop their skills and knowledge, as well as existing ULRs who want to refresh their skills.

NEW TUC ULR Stage 2

This programme will provide ULRs with the opportunity to build on knowledge and skills previously gained in areas that are fundamental to their role. It covers learning needs, equal opportunities and access to learning, as well as organising and working with others. Tutors can tailor the course to individual reps' needs, and there is also the opportunity for self-study in areas relevant to the learning needs of members.

The programme is for ULRs who have previously attended the ULR Stage 1 course or their own union ULR course.

To find out more, contact your **TUC Regional Education and Training Officer** or visit **www.unionlearn.org.uk**

SPOTLIGHT ON...

Flexible learning

We want TUC training to be accessible to all union representatives, and so our centres offer a range of options to suit different needs.

Classroom-based learning

The majority of our programmes are offered as classroom-based learning taught by a professionally qualified TUC tutor. This type of course will be offered either as day- or block-release over the period of the course. The course could also include some form of workplace study.

Online learning

An increasing number of programmes in the TUC Education programme are being offered online. To access these courses reps will need to secure at least three hours per week release from their employer for the duration of the course. Reps will need to be able to access the internet and have basic ICT skills. The programmes will be taught by professionally qualified TUC tutors.

For further information please go to www.unionlearn.org.uk or email Craig Hawkins, TUC Online Learning Officer: chawkins@tuc.org.uk

Blended learning

This is a developing option that offers a mix of classroom-based learning and distance learning to provide a more flexible approach.



The distance learning aspect of the programme can be offered either as online learning or tutor-supported learning via email, post, telephone and or tutorials.

For more information how flexible learning could support your union's needs please contact the TUC Regional Education and Training Officer.

Online learning

Over the past six years thousands of trade union representatives have taken part in and benefited from TUC Education's online learning programme. Each programme has been created using the same first-rate materials as their classroom-based equivalents.

Online learning allows union reps to network with other reps and study for nationally recognised qualifications that meet development needs and enhance reps' effectiveness in the workplace and within the union.

All TUC Education programmes are delivered by specialist tutors qualified in online delivery methods using Moodle, a reliable and user-friendly learning environment.

If you are interested in learning online please visit the online course directory at www.unionlearn.org.uk/online or contact Craig Hawkins, TUC Education Online Learning Officer chawkins@tuc.org.uk

How does online learning work?

Online programmes are run in a similar way to classroom programmes. They involve a mixture of discussion-based activities, workplace tasks and individual project work. Online discussions are based around the activities and involve sub-groups of the class. They are facilitated by a TUC Education tutor.

Although reps are not required to log in at specific times, they do need to complete activities on a regular basis in accordance with a timetable set by the tutor at the beginning of the programme. The programmes cannot be completed independently.

For all TUC Education's online programmes, we would expect you to:

- » study between five and seven hours a week
- » work with any groups you are asked to join
- » access the web and email at least three times a week
- » complete tasks, workplace activities and course work on time.

Getting ready for e-learning (GReL)

All successful applications to a TUC Education online programme are required to take a pre-course module before beginning their programme. This GReL module will help you understand the requirements and processes involved in online learning, familiarise you with the Moodle system and allow you to meet fellow learners.

Even if you have completed GReL on a previous online programme, you may still wish to join the new programme as it offers an invaluable opportunity to meet and get to know fellow learners.

Don't forget that the law states that trade union reps are entitled to reasonable time off for education and training and this applies to online courses as well. See page 5 for more details.

SPOTLIGHT ON...

Awards programme - putting your qualification together

Below is the Award programme that is on offer in the TUC Midlands Region. It is made up of shorter courses designed to both keep union reps up-to-date and deal with topics that aren't included in the TUC union reps main programme. Please contact the centres for further information. Contact details can be found on page 32.

Generally completion of any two of the following courses will result in achievement of an Award qualification. They have been grouped around areas of union rep activity to show how they can be linked together into an Award with a specific theme. You can also mix and match to meet your needs. If what you need isn't here then please contact the Regional Education Officer (See page 2 for details). Where an Award can be achieved by completing a single course it is highlighted as **Single course Award**

	Course	Venue	Dates	Contact		
Working with your employer	Introduction to pensions Single course Award	Stoke on Trent	5 Fridays from 4 November	Stoke Trade Union Education Centre		
	Greening the workplace	Leicester	14 and 21 March	Derby Trade Union Education Centre		
	Trade Unions and apprenticeships	Leicester	12, 13, 14 Sept			
		Birmingham	3 Fridays 7, 14, 21 October	Birmingham Trade Union Education Centre		
		Nottingham	3 Fridays from 4 November	South Nottingham College Trade Union Education Centre		
		Derby	6, 7 and 8 Feb	Derby Trade Union Education Centre		
		Leicester	2, 3, 4 July	Derby Trade Union Education Centre		
	Link with 'mentoring apprentices' to make a 5 day Award	Mentoring apprentices	Leicester	15, 16 Sept	Birmingham Trade Union Education Centre	
			Birmingham	Friday 28 October and 4 November		
			Derby	9, 10 Feb		Derby Trade Union Education Centre
			Leicester	5, 6 July		
	Negotiating workforce development and apprenticeships Single course Award	Nottingham	5 Thursdays from 23 February	South Nottingham College Trade Union Education Centre		
Facing organisational change for ULRs Single course Award	Leicester	23, 30 Sept and 7, 14, 21 Oct	Derby Trade Union Education Centre			
	Derby	13, 20, 27 Jan and 3, 10 Feb				

SPOTLIGHT ON...

Awards programme continued...

	Course	Venue	Dates	Contact
Improving Welfare at Work	Improving welfare at work Cancer in the workplace/ handling stress Single course Award	Nottingham	5 Weds from 22 February	South Nottingham College Trade Union Education Centre
	Stress at Work	Leicester	12, 13 Oct	Derby Trade Union Education Centre
		Derby	8, 9 Feb	
		Leicester	23, 24 May	
Sickness absence Single course Award	Derby	8, 15, 22, 29 Nov and 6 Dec (Tues)	Derby Trade Union Education Centre	
	Leicester	19, 26 June and 3, 10, 17 July (Tues)		

	Course	Venue	Dates	Contact	
Safer Workplaces	Union safety rep continuing professional development Single course Award	Nottingham	5 Mondays from 19 September	South Nottingham College Trade Union Education Centre	
		Solihull	5 Wednesdays from 30 April		Solihull College Trade Union Studies Centre
	Accident and incident investigation	Derby	26 Sept and 17 Oct	Derby Trade Union Education Centre	
		Birmingham	3 Fridays 3, 10, 17 February		Birmingham Trade Union Education Centre
		Leicester	21 May and 18 June		Derby Trade Union Education Centre
	Making the Business Case for Trades Unions: Health & Safety	Leicester	3 and 4 October	Derby Trade Union Education Centre	
	Tackling workplace hazards Single course Award	Derby	2 and 3 April		
Derby		24 Feb, 2, 9, 16, and 23 March			
	Leicester	15, 22, 29 June and 6, 13 July			

SPOTLIGHT ON...

Awards programme continued...

	Course	Venue	Dates	Contact
Essential Employment Law Updates	New Development in Employment Law Single course Award	Nottingham	5 Fridays from 4 November	South Nottingham College Trade Union Education Centre
			5 Mondays from 14 May	
	Understanding the contract of employment	Leicester	28 – 30 Sept	Derby Trade Union Education Centre
		Derby	31 Jan – 2 Feb	
Birmingham		3 Fridays from 27 April, 4, 11 May	Birmingham Trade Union Education Centre	
Employment law update - Facing organisational change	Derby	4, 11, 18 Oct	Derby Trade Union Education Centre	
	Leicester	13, 20, 27 Mar		
	Derby	15, 22, 29 May		

	Course	Venue	Dates	Contact
Promoting Equality at Work	Disability issues in the workplace Single course Award	Leicester	31 October and 7, 14, 21, 28 Nov	Derby Trade Union Education Centre
		Derby	11, 18, 25 June 2, 9 July	
	Disability champions Single course Award	Nottingham	5 Wednesdays from 2 November	Derby Trade Union Education Centre
	Equality issues in the workplace Single course Award	Leicester	20, 27 Feb and 5, 12, 19 March	
	Making the Business Case for Trades Unions: Equality	Derby	3 and 4 November	
	Leicester	20 and 21 June		

Essential skills for all union reps	Course	Venue	Dates	Contact
	Using computers for trade unionists	Derby	Starts 23 Sept	Derby Trade Union Education Centre
	Single course Award	Derby	Starts 13 Jan	Derby Trade Union Education Centre
	Computing skills for trade unionists (ICT)	Derby	Starts 27 April	Derby Trade Union Education Centre
	Single course Award	Nottingham	5 Mondays from 31 October	South Nottingham College Trade Union Education Centre
			5 Fridays from 4 May	South Nottingham College Trade Union Education Centre
	Communication skills for trade union reps	Solihull	5 Wednesdays from 11 January	Solihull College Trade Union Studies Centre
Making the Business Case for Trades Unions: Union Representation	Leicester	21 and 22 Feb	Derby Trade Union Education Centre	
	Derby	11, 12 July		
Making the Business Case for Trades Unions: Workplace learning	Derby	27 and 28 September		
	Leicester	17, 18 Jan		
	Derby	16, 17 May		

Play a bigger trade union role with TUC Activists Academy



A 6-day activist's programme that aims to build membership and strengthen the union in the workplace.

You will need to

- » be **nominated** by **your union**
 - » attend college for **6 days** over about **3 months**
 - » work on an agreed **organising project**
 - » work with a union **appointed mentor**
- Successful completion will entitle you to an interview for admission to the full-time national TUC Organising Academy.

If you are either

An individual interested in applying for a place on an Activist Academy course or a union officer who want to nominate someone for a course please contact the TUC Midlands Regional Education Officer on ptry@tuc.org.uk.



HOW TO APPLY

- 1** Choose a suitable programme from this brochure.
- 2** Fill in the application form and get it approved by your union full-time officer or branch.

You may be able to register online in your region – check at www.unionlearn.org.uk
- 3** Ask your employer for paid release from work to attend the programme. Please ensure you follow the procedures agreed between your union and your employer.
- 4** Return the form as soon as possible to the trade union studies centre responsible for providing your programme, not the TUC.
- 5** Please apply as early as possible in order to allow your trade union studies centre enough time to send you full joining instructions.
- 6** There are no course fees on the TUC Education programme. However, you will need to speak to your employer or union about travelling and other associated costs.
- 7** If you need any advice regarding programmes please contact your regional education and training officer.



JUSTIN TALUIS

CONTACTS

Birmingham

Bob Anderson

Birmingham Trade Union Education Centre
High Street Deritend
Digbeth, Birmingham B5 5SU

Tel: 0121 694 6345

Email: rob.anderson@sbirmc.ac.uk

Ian Geffen

WEA Office
4th Floor, Lancaster House
67 Newhall Street
Birmingham B3 1NQ

Tel: 0121 237 8120

Email: igeffen@wea.org.uk

Derby

Simon Ferrar

Derby Trade Union Education Centre, Johnson
Building
Locomotive Way, Pride Park
Derby DE24 8PU

Tel: 01332 387491

Email: dtuec@derby-college.ac.uk

Shrewsbury

Mike Edwards

Shrewsbury College
Trade Union Studies, London Road, Shrewsbury
SY2 6PR

Tel: 01743 342342

Email: mikee@shrewsbury.ac.uk

Solihull

Julie Matthews

Solihull College
Trade Union Studies Centre
Blossomfield Road
Solihull B91 1SB

Tel: 0121 678 7180

Email: julia.matthews@solihull.ac.uk

Nottingham

Colin Nolan

South Nottingham College
Trade Union Education Centre/City Learning
Centre, Norwich Union House, 8-12 South
Parade, Nottingham NG1 2LH

Tel: 0115 950 8154

Email: colin.nolan@snc.ac.uk

Stoke-on-Trent

John Urwin

Stoke Trade Union Education Centre, Stoke-on-
Trent College
Snowhill Building, 40 Trinity Street, Hanley
Stoke-on-Trent ST1 5LJ

Tel: 01782 227663

Email: jurwi1sc@stokecoll.ac.uk



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

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