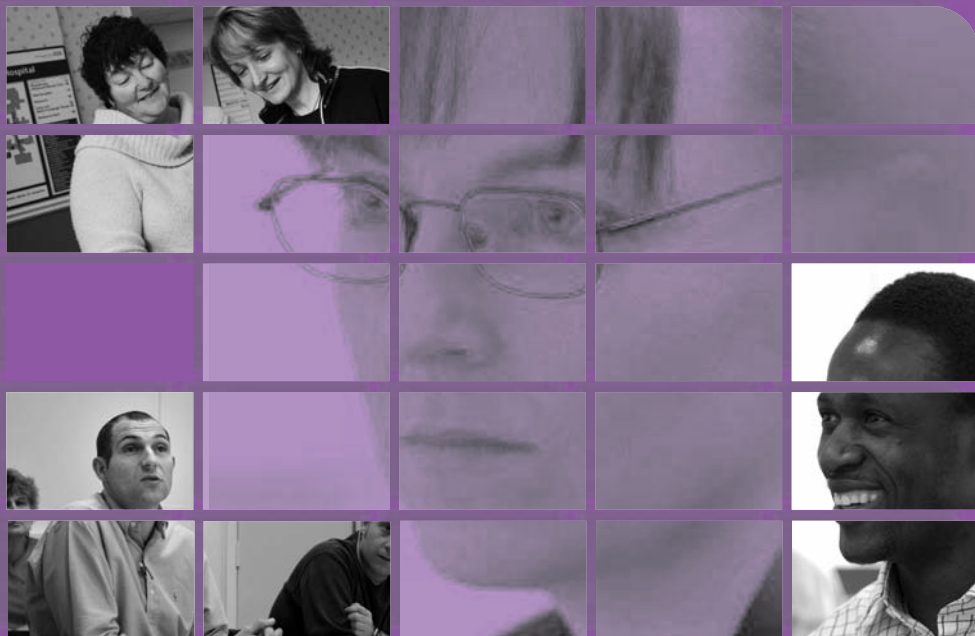


unionlearn

with TUC Education



January 2010 to December 2010

TUC Education courses for all union reps

NORTHERN REGION

**unionlearn
Northern TUC
Education Team**

Ian West

Regional education
and training officer

Ananthi Parkin

Administration

**Unionlearn
Northern Regional
TUC Office**

5th Floor
Commercial Union House
39 Pilgrim Street
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Tel: 0191 232 3175

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Email: enorthern@tuc.org.uk



www.unionlearn.org.uk



Brendan Barber
TUC General Secretary

Welcome to learning with the TUC

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

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

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

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

This booklet gives details of the next TUC course programme in your area, as well as extra information about learning with the TUC. As this additional information is only included in the September issue you may find it useful to keep this copy of the booklet for reference. 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.

A handwritten signature in purple ink that reads "Brendan Barber". The signature is written in a cursive, flowing style.

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 in the course of 'becoming a better rep' are a testament to the committed professionalism of TUC Education and tutors.

Learning that Works: Accrediting the TUC Programme

TUC Day-Release Course Pathway for Union Reps

Education that makes work a better and fairer place

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

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

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

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

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

Progression



Employment Law Diploma



Short specialist courses



Stepping Up



Union Reps Stage 1

TUC Course Pathway for Health & Safety Reps

Education That Makes Workplaces Safer

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

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

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

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

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

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

Continuing Safety Rep Development



Occupational Health and Safety Diploma



Short specialist courses



Next Steps for Safety Reps



Health and Safety Stage 1



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
Eighteen 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 twenty one 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
Eighteen 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 twenty one 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 one 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 twelve 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.

Diploma programme

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

The recognised pathways are:

The Diploma in Contemporary Trade Unionism

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

The Diploma in Occupational Health and Safety

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

The Diploma in Employment Law

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

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

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

For further information contact your regional education and training officer.



THE TUC ACTIVISTS ACADEMY

Play a bigger role in organising



A new 6-day activist's programme that aims to build membership and strengthen union organisations. 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. **See part 2 of this brochure for course details in the Northern Region.**

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Tel: 0191 200 4823

Email: newcastletuc@ncl-coll.ac.uk

Web: www.ncl-coll.ac.uk

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Garry Hunter

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City of Sunderland College
Shiney Row Centre
Success Road, Philadelphia
Houghton le Spring
DH4 4TL

Tel: 0191 511 6707/07825 305143

Email: garry.hunter@citysun.ac.uk

Web: www.citysun.ac.uk

Tracey Errington

Carlisle Trade Union Education Centre
Carlisle College
3-5 Victoria Place
Carlisle CA1 1HS

Tel: 01228 822815/07736 954723

Email: terrington@carlisle.ac.uk

Web: www.carlisle.ac.uk

TYNE & WEAR

Venue: Newcastle College, **Newcastle**

Applications to: Newcastle College, Trade Union Education Centre (see contact details on page 11)

Hours: 0900 to 1630

SPRING TERM (JANUARY TO MARCH 2010)

UNION REPRESENTATIVES STAGE 1	12 Thursdays from 7 January
STEPPING UP (FORMERLY KNOWN AS UNION REPS STAGE 2)	12 Thursdays from 7 January
HEALTH & SAFETY STAGE 1	12 Tuesdays from 12 January
NEXT STEPS FOR SAFETY REPS	12 Tuesdays from 12 January
UNION LEARNING REPRESENTATIVES – PART 1	5 Mondays from 11 January
UNION LEARNING REPRESENTATIVES – PART 2	5 Mondays from 1 March
TUC DIPLOMA IN EMPLOYMENT LAW	36 Wednesdays from 13 January
TUC DIPLOMA IN OCCUPATIONAL HEALTH & SAFETY	36 Wednesdays from 13 January

SUMMER TERM (APRIL TO JULY 2010)

UNION REPRESENTATIVES STAGE 1	12 Thursdays from 29 April
STEPPING UP (FORMERLY KNOWN AS UNION REPS STAGE 2)	12 Thursdays from 29 April
HEALTH & SAFETY STAGE 1	12 Tuesdays from 27 April
NEXT STEPS FOR SAFETY REPS	12 Tuesdays from 27 April
UNION LEARNING REPRESENTATIVES – PART 1	5 Wednesdays from 28 April
UNION LEARNING REPRESENTATIVES – PART 2	5 Mondays from 7 June
TUC DIPLOMA IN EMPLOYMENT LAW	36 Wednesdays from 28 April
TUC DIPLOMA IN OCCUPATIONAL HEALTH & SAFETY	36 Wednesdays from 28 April

AUTUMN TERM (SEPTEMBER TO DECEMBER 2010)

UNION REPRESENTATIVES STAGE 1	12 Mondays from 20 September
STEPPING UP (FORMERLY KNOWN AS UNION REPS STAGE 2)	12 Tuesdays from 21 September
HEALTH & SAFETY STAGE 1	12 Tuesdays from 21 September
NEXT STEPS FOR SAFETY REPS	12 Mondays from 20 September
UNION LEARNING REPRESENTATIVES – PART 1	5 Wednesdays from 22 September
UNION LEARNING REPRESENTATIVES – PART 2	5 Wednesdays from 27 October
TUC DIPLOMA IN EMPLOYMENT LAW	36 Wednesdays from 22 September

Venue: City of Sunderland College, **Sunderland**

Applications to: Garry Hunter, Trade Union Education Centre (see contact details on page 11)

Hours: 0900 to 1630

SPRING TERM (JANUARY TO MARCH 2010)

UNION REPRESENTATIVES STAGE 1	12 Tuesdays from 5 January
STEPPING UP (FORMERLY KNOWN AS UNION REPS STAGE 2)	12 Wednesdays from 6 January
HEALTH & SAFETY STAGE 1	12 Wednesdays from 6 January
NEXT STEPS FOR SAFETY REPS	12 Tuesdays from 5 January
UNION LEARNING REPRESENTATIVES – PART 1	5 Thursdays from 14 January
UNION LEARNING REPRESENTATIVES – PART 2	5 Thursdays from 18 February
TUC DIPLOMA IN EMPLOYMENT LAW	36 Mondays from 4 January
TUC DIPLOMA IN OCCUPATIONAL HEALTH & SAFETY	36 Wednesdays from 6 January

TYNE & WEAR Continued

Venue: City of Sunderland College, **Sunderland**

Applications to: Garry Hunter, Trade Union Education Centre (see contact details on page 11)

Hours: 0900 to 1630

SUMMER TERM (APRIL TO JULY 2010)

UNION REPRESENTATIVES STAGE 1	12 Tuesdays from 20 April
STEPPING UP (FORMERLY KNOWN AS UNION REPS STAGE 2)	12 Wednesdays from 21 April
HEALTH & SAFETY STAGE 1	12 Wednesdays from 21 April
NEXT STEPS FOR SAFETY REPS	12 Tuesdays from 20 April
UNION LEARNING REPRESENTATIVES – PART 1	5 Thursdays from 29 April
UNION LEARNING REPRESENTATIVES – PART 2	5 Thursdays from 10 June
TUC DIPLOMA IN EMPLOYMENT LAW	36 Mondays from 19 April
TUC DIPLOMA IN OCCUPATIONAL HEALTH & SAFETY	36 Wednesdays from 21 April

AUTUMN TERM (SEPTEMBER TO DECEMBER 2010)

UNION REPRESENTATIVES STAGE 1	12 Tuesdays from 21 September
STEPPING UP (FORMERLY KNOWN AS UNION REPS STAGE 2)	12 Wednesdays from 22 September
HEALTH & SAFETY STAGE 1	12 Wednesdays from 22 September
NEXT STEPS FOR SAFETY REPS	12 Tuesdays from 21 September
UNION LEARNING REPRESENTATIVES – PART 1	5 Thursdays from 30 September
UNION LEARNING REPRESENTATIVES – PART 2	5 Thursdays from 11 November
TUC DIPLOMA IN EMPLOYMENT LAW	36 Mondays from 20 September
TUC DIPLOMA IN OCCUPATIONAL HEALTH & SAFETY	36 Wednesdays from 22 September

CUMBRIA

Venue: WEA Cumbria, **Workington**

Applications to: Chris Thackrah, WEA Cumbria (see contact details on page 11)

Hours: 0900 to 1630

SPRING TERM (JANUARY TO MARCH 2010)

UNION REPRESENTATIVES STAGE 1	12 Wednesdays from 6 January
HEALTH & SAFETY STAGE 1	12 Tuesdays from 5 January
NEXT STEPS FOR SAFETY REPS	12 Thursdays from 7 January
UNION LEARNING REPRESENTATIVES – PART 1	5 Mondays from 11 January
TUC DIPLOMA IN OCCUPATIONAL HEALTH & SAFETY	36 Fridays from 8 January

SUMMER TERM (APRIL TO JULY 2010)

UNION REPRESENTATIVES STAGE 1	12 Wednesdays from 21 April
STEPPING UP (FORMERLY KNOWN AS UNION REPS STAGE 2)	12 Thursdays from 22 April
HEALTH & SAFETY STAGE 1	12 Tuesdays from 20 April
NEXT STEPS FOR SAFETY REPS	12 Wednesdays from 21 April
TUC DIPLOMA IN OCCUPATIONAL HEALTH & SAFETY	36 Thursdays from 22 April

AUTUMN TERM (SEPTEMBER TO DECEMBER 2010)

UNION REPRESENTATIVES STAGE 1	12 Wednesdays from 15 September
STEPPING UP (FORMERLY KNOWN AS UNION REPS STAGE 2)	12 Thursdays from 16 September
HEALTH & SAFETY STAGE 1	12 Tuesdays from 14 September
UNION LEARNING REPRESENTATIVES – PART 1	5 Mondays from 20 September

CUMBRIA Continued

Venue: WEA Cumbria, **Furness** – To be arranged

Applications to: Chris Thackrah, Cumbria (see contact details on page 11)

Hours: 0900 to 1630

SPRING TERM (JANUARY TO MARCH 2010)

UNION REPRESENTATIVES STAGE 1	12 Wednesdays from 6 January
HEALTH & SAFETY STAGE 1	12 Tuesdays from 5 January
NEXT STEPS FOR SAFETY REPS	12 Thursdays from 7 January
UNION LEARNING REPRESENTATIVES – PART 1	5 Mondays from 11 January
TUC DIPLOMA IN OCCUPATIONAL HEALTH & SAFETY	36 Fridays from 8 January

SUMMER TERM (APRIL TO JULY 2010)

UNION REPRESENTATIVES STAGE 1	12 Wednesdays from 21 April
STEPPING UP (FORMERLY KNOWN AS UNION REPS STAGE 2)	12 Thursdays from 22 April
HEALTH & SAFETY STAGE 1	12 Tuesdays from 20 April
NEXT STEPS FOR SAFETY REPS	12 Wednesdays from 21 April

AUTUMN TERM (SEPTEMBER TO DECEMBER 2010)

UNION REPRESENTATIVES STAGE 1	12 Wednesdays from 15 September
STEPPING UP (FORMERLY KNOWN AS UNION REPS STAGE 2)	12 Thursdays from 16 September
HEALTH & SAFETY STAGE 1	12 Tuesdays from 14 September
UNION LEARNING REPRESENTATIVES – PART 1	5 Mondays from 20 September
TUC DIPLOMA IN OCCUPATIONAL HEALTH & SAFETY	36 Thursdays from 16 September

Venue: Carlisle Trade Union Education Centre, **Carlisle**

Applications to: Tracey Errington, Carlisle Trade Union Education Centre (see contact details on page 11)

Hours: 0900 to 1630

SPRING TERM (JANUARY TO MARCH 2010)

UNION REPRESENTATIVES STAGE 1	12 Tuesdays from 5 January
STEPPING UP (FORMERLY KNOWN AS UNION REPS STAGE 2)	12 Mondays from 4 January
HEALTH & SAFETY STAGE 1	12 Wednesdays from 6 January
UNION LEARNING REPRESENTATIVES – PART 1	5 Mondays from 11 January
UNION LEARNING REPRESENTATIVES – PART 2	5 Mondays from 1 March
TUC DIPLOMA IN EMPLOYMENT LAW	36 Thursdays from 7 January
TUC DIPLOMA IN OCCUPATIONAL HEALTH & SAFETY	36 Wednesdays from 6 January

SUMMER TERM (APRIL TO JULY 2010)

UNION REPRESENTATIVES STAGE 1	12 Tuesdays from 20 April
STEPPING UP (FORMERLY KNOWN AS UNION REPS STAGE 2)	12 Tuesdays from 20 April
HEALTH & SAFETY STAGE 1	12 Thursdays from 22 April
NEXT STEPS FOR SAFETY REPS	12 Thursdays from 22 April
UNION LEARNING REPRESENTATIVES – PART 1	5 Mondays from 19 April
UNION LEARNING REPRESENTATIVES – PART 2	5 Mondays from 24 May
TUC DIPLOMA IN OCCUPATIONAL HEALTH & SAFETY	36 Wednesdays from 21 April
TUC DIPLOMA IN EMPLOYMENT LAW	36 Thursdays from 22 April

CUMBRIA Continued

Venue: Carlisle Trade Union Education Centre, **Carlisle**

Applications to: Tracey Errington, Carlisle Trade Union Education Centre (see contact details on page 11)

Hours: 0900 to 1630

AUTUMN TERM (SEPTEMBER TO DECEMBER 2010)

UNION REPRESENTATIVES STAGE 1	12 Tuesdays from 21 September
STEPPING UP (FORMERLY KNOWN AS UNION REPS STAGE 2)	12 Tuesdays from 21 September
HEALTH & SAFETY STAGE 1	12 Thursdays from 23 September
NEXT STEPS FOR SAFETY REPS	12 Thursdays from 23 September
UNION LEARNING REPRESENTATIVES – PART 1	5 Mondays from 27 September
UNION LEARNING REPRESENTATIVES – PART 2	5 Mondays from 15 November
TUC DIPLOMA IN OCCUPATIONAL HEALTH & SAFETY	36 Wednesdays from 15 September
TUC DIPLOMA IN EMPLOYMENT LAW	36 Tuesdays from 14 September

TEES VALLEY

Venue: Darlington College, **Darlington**

Applications to: Ken Smith, Trade Union Studies Centre (see contact details on page 11)

Hours: 0900 to 1630

SPRING TERM (JANUARY TO MARCH 2010)

UNION REPRESENTATIVES STAGE 1	12 Tuesdays from 12 January
STEPPING UP (FORMERLY KNOWN AS UNION REPS STAGE 2)	12 Thursdays from 14 January
HEALTH & SAFETY STAGE 1	12 Mondays from 11 January
NEXT STEPS FOR SAFETY REPS	12 Thursdays from 14 January
UNION LEARNING REPRESENTATIVES – PART 1	5 Mondays from 25 January
UNION LEARNING REPRESENTATIVES – PART 2	5 Mondays from 1 March
TUC DIPLOMA IN EMPLOYMENT LAW	36 Tuesdays from 12 January
TUC DIPLOMA IN OCCUPATIONAL HEALTH & SAFETY	36 Wednesdays from 13 January

SUMMER TERM (APRIL TO JULY 2010)

UNION REPRESENTATIVES STAGE 1	12 Mondays from 26 April
STEPPING UP (FORMERLY KNOWN AS UNION REPS STAGE 2)	12 Tuesdays from 27 April
HEALTH & SAFETY STAGE 1	12 Thursdays from 29 April
NEXT STEPS FOR SAFETY REPS	12 Tuesdays from 27 April
UNION LEARNING REPRESENTATIVES – PART 1	5 Fridays from 14 May
UNION LEARNING REPRESENTATIVES – PART 2	5 Fridays from 18 June
TUC DIPLOMA IN EMPLOYMENT LAW	36 Thursdays from 29 April
TUC DIPLOMA IN OCCUPATIONAL HEALTH & SAFETY	36 Wednesdays from 28 April

AUTUMN TERM (SEPTEMBER TO DECEMBER 2010)

UNION REPRESENTATIVES STAGE 1	12 Thursdays from 16 September
STEPPING UP (FORMERLY KNOWN AS UNION REPS STAGE 2)	12 Mondays from 13 September
HEALTH & SAFETY STAGE 1	12 Tuesdays from 14 September
NEXT STEPS FOR SAFETY REPS	12 Mondays from 13 September
UNION LEARNING REPRESENTATIVES – PART 1	5 Wednesdays from 13 October
UNION LEARNING REPRESENTATIVES – PART 2	5 Wednesdays from 17 November
TUC DIPLOMA IN EMPLOYMENT LAW	36 Tuesdays from 14 September
TUC DIPLOMA IN OCCUPATIONAL HEALTH & SAFETY	36 Wednesdays from 16 September

Coping in an Economic Downturn

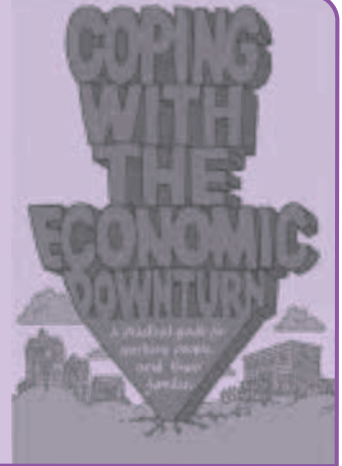
Defending members and their jobs

A 2-day updating course for all reps.

It will help you

- Plan to avoid job loss
- Strengthen union organisation
- Develop knowledge of redundancy and contract law
- Advise members effectively
- Negotiate with your employer

If you are interested in the course please contact the regional office for more information.



Online Course Programme

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

Courses available include:

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

For more details and how to apply go to

www.unionlearn.org.uk/online



Negotiating apprenticeships

Apprenticeships have always been a trade union issue

Unions and apprenticeships is a new 3-day updating course for all reps.

It will help you:

- Understand the new government apprenticeship offer
- Plan for high quality training
- Improve prospects for the future
- Negotiate effectively.

Please contact the regional office if you are interested in the above course.

Short Course Programme

Applications to: Please contact the local trade union studies centre indicated for further information (see contact details on page 11)

Hours: 0900 to 1630

Location	Course Name	Dates	Contact
Newcastle	Essential Computer Skills	12 Fridays from 8 January	Newcastle College
Newcastle	Risk Assessment	4 Mondays from 25 January	Newcastle College
Newcastle	Trade Unions and the Environment	3 Mondays from 22 February	Newcastle College
Newcastle	Public Speaking and Conference Skills	4 Mondays from 22 February	Newcastle College
Newcastle	Project Management	4 Fridays from 22 January	Newcastle College
Newcastle	Mentoring and Coaching Skills	4 Fridays from 19 February	Newcastle College
Newcastle	Supporting learners into Higher Education	2 Fridays from 19 March	Newcastle College
Newcastle	Activist Academy	2 days on Feb, March and April *	Newcastle College
Sunderland	Risk Assessment	2 Thursdays from 4 February	Sunderland College
Sunderland	Climbing Frame	2 Days – 18 & 19 February	Sunderland College
Sunderland	Disputes Resolution	2 Thursdays from 17 February	Sunderland College
Sunderland	Equality Reps	3 Thursdays from 18 March	Sunderland College
Carlisle	Trade Unions and the Environment	4 Mondays from 25 January	Carlisle College
Carlisle	Disputes Resolution	2 Wednesdays from 17 February	Carlisle College
Carlisle	Mental Health Awareness	4 Mondays from 8 March	Carlisle College

* To be confirmed but please send expressions of interest to Newcastle College.

Further details of all courses can also be found on the unionlearn website 'www.unionlearn.org.uk' and on the individual provider websites (please see contacts details on page 11).

TUC Courses for Union Learning Reps

Build towards a new Certificate

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

ULRs will be able to work towards the 18 credit level 2 NOCN Certificate for trade union learning representatives or the 21 credit level 3 Certificate by successfully completing courses within the TUC programme.

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

TUC Union Learning reps
5 Day Initial Course
9 mandatory NOCN credits at Level 2



Basic Skill and the Union Role
3 NOCN Credits at Level 2

ULR Climbing Frame
3 NOCN Credits at Level 2

Working with Employers
3 NOCN Credits at Level 2



NOCN Level 2 Certificate for
Union Learning Representatives
18 NOCN Credits

Time off to learn

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

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

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

For further information contact your regional education and training officer.

Time off to learn for distance or online learning

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

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





How to apply

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

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

Course title

To be held at

Starting date

Your full name

Home address

Postcode

Daytime telephone number

Email

Trade union

Union posts held

Previous TUC courses

Your occupation

Name and address of employer

APPLICATION FORM

Please tick the relevant boxes

Number of employees

Less than 50

Less than 250

More than 250

Work pattern

Full-time

Part-time

Days

Shiftwork

Your Age

Male

Female

Do you define yourself as disabled?

Yes

No

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

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

African

Asian/Pacific

Caribbean

UK/European

Other

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

Are you happy to receive future TUC communications?

Yes

No

Signature of applicant

Signature of full-time union official

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

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