

# unionlearn

with TUC Education



April 2010 to March 2011

# TUC Education courses for all union reps

**SCOTLAND**

## TUC SCOTLAND EDUCATION TEAM

**Harry Cunningham**  
Regional Education  
and Training Officer

**Stuart Bell**  
Secretary/Administrative  
Assistant

### TUC Education in Scotland

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[www.unionlearn.org.uk](http://www.unionlearn.org.uk)



**Brendan Barber**  
TUC General Secretary

## Welcome to learning with the TUC

TUC Education provides training for nearly 60,000 union representatives, health and safety representatives and union learning representatives each year. This means that one in four of the UK's 220,000 union representatives receive training through the TUC Education Programme'.

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

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

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

We have revised the scope of this booklet to give details of courses for the whole of the year to come. If you are unable to find a course to suit your needs or you have any queries please do not hesitate to contact us.

Union reps should also visit [www.UNIONREPS.org.uk](http://www.UNIONREPS.org.uk) for full details of key events, training, features and bulletin board discussions with other reps.

A handwritten signature in orange ink that reads "Brendan Barber".

## 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*



### 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 the 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 Diploma programme and higher education programmes.

## Health and safety representatives

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

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

### Level 3 Certificate for Trade Union Health & Safety Representatives

Representatives who complete the 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 Diploma 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 nine credits at level 3 may 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 diplomas are:

- The Union Reps Diploma in Contemporary Trade Unionism
- The Safety Reps Diploma in Occupational Health and Safety
- The Union Reps Diploma in Employment Law

Each of these Diplomas 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 the Union Representatives Stepping Up Course or Next Steps for Safety Representatives Course

**For further information contact your regional education and training officer.**



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**Brian Corrigan**

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**Student Services**

Reid Kerr College  
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 Paisley, PA3 4DR  
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**Jim Walker**

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## ABERDEEN

**Venue:** Aberdeen College, **Aberdeen**

**Applications to:** Brian Corrigan, Stow College (see contact details on page 9)

**Hours:** 09.00 to 16.00

### APRIL TO JUNE 2010

#### UNION REPS STAGE 1 (2 x 5 DAY BLOCKS)

(N.B Both blocks must be attended)

1st Block: Monday 10 – Friday 14 May 2010

2nd Block: Monday 7 – Friday 11 June 2010

#### HEALTH & SAFETY STAGE 1 (2 x 5 DAY BLOCKS)

(N.B Both blocks must be attended)

1st Block: Monday 17 – Friday 21 May 2010

2nd Block: Monday 14 – Friday 18 June 2010

### SEPTEMBER TO DECEMBER 2010

#### HEALTH & SAFETY STAGE 1 (2 x 5 DAY BLOCKS)

(N.B Both blocks must be attended)

1st Block: Monday 25 – Friday 29 October 2010

2nd Block: Monday 22 – Friday 26 November 2010

#### UNION REPS STAGE 1 (2 x 5 DAY BLOCKS)

(N.B Both blocks must be attended)

1st Block: Monday 15 – Friday 19 November 2010

2nd Block: Monday 13 – Friday 17 December 2010

## DUMFRIES

**Venue:** Dumfries & Galloway College, Crichton Campus, Bankend Road, **Dumfries**

**Applications to:** Brian Corrigan, Stow College (see contact details on page 9)

**Hours:** 09.00 to 16.00

### APRIL TO JUNE 2010

#### UNION REPS STAGE 1 (2 x 5 DAY BLOCKS)

(N.B Both blocks must be attended)

1st Block: Monday 26 – Friday 30 April 2010

2nd Block: Monday 17 – 21 May 2010

#### HEALTH & SAFETY STAGE 1 (2 x 5 DAY BLOCKS)

(N.B Both blocks must be attended)

1st Block: Monday 10 – Friday 14 May 2010

2nd Block: Monday 7 – Friday 11 June 2010

#### NEXT STEPS FOR SAFETY REPS – STAGE 2 (2 x 5 DAY BLOCKS)

(N.B Both blocks must be attended)

1st Block: Monday 10 – Friday 14 May 2010

2nd Block: Monday 7 – Friday 11 June 2010

### SEPTEMBER TO DECEMBER 2010

#### UNION REPS STAGE 1 (2 x 5 DAY BLOCKS)

(N.B Both blocks must be attended)

1st Block: Monday 1 – Friday 5 November 2010

2nd Block: Monday 29 November – 3 December 2010

#### HEALTH & SAFETY STAGE 1 (2 x 5 DAY BLOCKS)

(N.B Both blocks must be attended)

1st Block: Monday 8 – Friday 12 November 2010

2nd Block: Monday 6 – Friday 10 December 2010

**DUNDEE**

**Venue:** Dundee College, Constitution Campus, 30 Constitution Road, **Dundee**

**Hours:** 09.30 to 16.30

FOR FURTHER INFORMATION ON TUC COURSES IN THE DUNDEE AREA PLEASE CONTACT TUC REGIONAL EDUCATION OFFICE (CONTACT DETAILS ON PAGE 2).

**EDINBURGH**

**Venue:** Stevenson College Edinburgh, Bankhead Avenue, **Edinburgh**

**Applications to:** Colin Arthur, Stevenson College (see contact details on page 9)

**Hours:** 09.00 to 16.30

**APRIL TO JUNE 2010**

<b>HEALTH &amp; SAFETY STAGE 1</b>	10 Thursdays from 29 April 2010
<b>NEXT STEPS FOR SAFETY REPS – STAGE 2</b>	10 Tuesdays from 27 April 2010
<b>UNION REPS STAGE 1</b>	10 Wednesdays from 28 April 2010
<b>STEPPING UP – ADVANCED COURSE FOR UNION REPS</b>	10 Fridays from 30 April 2010
<b>UNION LEARNING REPS STAGE 1*</b>	5 Fridays from 14 May 2010

**SEPTEMBER TO DECEMBER 2010**

<b>HEALTH &amp; SAFETY STAGE 1</b>	10 Thursdays from 30 September 2010
<b>NEXT STEPS FOR SAFETY REPS – STAGE 2</b>	10 Wednesdays from 29 September 2010
<b>UNION REPS STAGE 1</b>	10 Tuesdays from 28 September 2010
<b>STEPPING UP – ADVANCED COURSE FOR UNION REPS</b>	10 Fridays from 1 October 2010
<b>TUC DIPLOMA IN OCCUPATIONAL HEALTH AND SAFETY</b>	36 Mondays from 13 September 2010
<b>TUC DIPLOMA IN EMPLOYMENT LAW</b> (2 Year Evening Class)	Thursday Evenings from 23 September 2010 (5.30pm to 9.00pm)
<b>UNION LEARNING REPS STAGE 1*</b>	5 Fridays from 5 November 2010

**JANUARY TO MARCH 2011**

<b>UNION REPS STAGE 1</b>	10 Mondays from 24 January 2011
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\* Applications for ULR courses should be sent to the TUC Regional Education office, Glasgow

**EDINBURGH CONT'D**

<b>STEPPING UP – ADVANCED COURSE FOR UNION REPS</b>	10 Tuesdays from 25 January 2011
<b>HEALTH &amp; SAFETY STAGE 1</b>	10 Wednesdays from 26 January 2011
<b>NEXT STEPS FOR SAFETY REPS – STAGE 2</b>	10 Thursdays from 27 January 2011

**FALKIRK**

**Venue:** CVS Falkirk, Unit 6, The Courtyard, Callendar Business Park, Callendar Road, **Falkirk**

**Applications to:** Colin Arthur, Stevenson College (see contact details on page 9)

**Hours:** 09.00 to 16.30

**APRIL TO JUNE 2010**

<b>UNION REPS STAGE 1</b>	10 Thursdays from 29 April 2010
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**SEPTEMBER TO DECEMBER 2010**

<b>NEXT STEPS FOR SAFETY REPS – STAGE 2</b>	10 Tuesdays from 7 September 2010
<b>STEPPING UP – ADVANCED COURSE FOR UNION REPS</b>	10 Thursdays from 9 September 2010

**GLASGOW**

**Venue:** Stow College, Stow West Campus, 75 Hotspur Street, Maryhill, **Glasgow**

**Applications to:** Brian Corrigan, Stow College (see contact details on page 9)

**Hours:** 09.00 to 16.30

**APRIL TO JUNE 2010**

<b>HEALTH &amp; SAFETY STAGE 1</b>	10 Tuesdays from 20 April 2010
<b>HEALTH &amp; SAFETY STAGE 1</b>	10 Wednesdays from 21 April 2010
<b>HEALTH &amp; SAFETY STAGE 1 (2 x 5 DAY BLOCKS)</b> (N.B Both blocks must be attended)	1st Block: Monday 26 – Friday 30 April 2010 2nd Block: Monday 17 – Friday 21 May 2010
<b>NEXT STEPS FOR SAFETY REPS – STAGE 2</b>	10 Thursdays from 22 April 2010
<b>NEXT STEPS FOR SAFETY REPS – STAGE 2 (2 x 5 DAY BLOCKS)</b> (N.B Both blocks must be attended)	1st Block: Monday 19 – Friday 23 April 2010 2nd Block: Monday 10 – Friday 14 May 2010

**GLASGOW CONT'D**

<b>TUC DIPLOMA IN OCCUPATIONAL HEALTH &amp; SAFETY</b>	36 Thursdays from 22 April 2010
<b>UNION REPS STAGE 1</b>	10 Tuesdays from 20 April 2010
<b>UNION REPS STAGE 1 (2 x 5 DAY BLOCKS)</b> (N.B Both blocks must be attended)	1st Block: Monday 10 – Friday 14 May 2010 2nd Block: Monday 7 – Friday 11 June 2010
<b>STEPPING UP – ADVANCED COURSE FOR UNION REPS</b>	10 Wednesdays from 21 April 2010
<b>TUC DIPLOMA IN EMPLOYMENT LAW</b>	36 Wednesdays from 21 April 2010
<b>UNION LEARNING REPS STAGE 1*</b>	5 Mondays from 10 May 2010
<b>UNION LEARNING REPS STAGE 1 (5 DAY BLOCK)*</b>	5 Day Block: Monday 14 – Friday 18 June 2010
<b>UNION LEARNING REPS STAGE 1 (3 + 2 DAY BLOCK) *</b> (N.B Both blocks must be attended)	1st Block: 1 – 3 June 2010 (3 Days) 2nd Block: 21 – 22 June 2010 (2 Days)
<b>UNION LEARNING REPS STAGE 2 (2 + 3 DAY BLOCK)*</b> (N.B Both blocks must be attended)	1st Block: 4 – 5 May 2010 (2 Days) 2nd Block: 24 – 26 May 2010 (3 Days)
<b>SEPTEMBER TO DECEMBER 2010</b>	
<b>HEALTH &amp; SAFETY STAGE 1</b>	10 Tuesdays from 28 September 2010
<b>HEALTH &amp; SAFETY STAGE 1</b>	10 Wednesdays from 29 September 2010
<b>HEALTH &amp; SAFETY STAGE 1 (2 x 5 DAY BLOCKS)</b> (N.B Both blocks must be attended)	1st Block: Monday 1 – Friday 5 November 2010 2nd Block: Monday 29 November – Friday 3 December 2010
<b>NEXT STEPS FOR SAFETY REPS</b>	10 Thursdays from 30 September 2010
<b>NEXT STEPS FOR SAFETY REPS - STAGE 2 (2 x 5 DAY BLOCKS)</b> (N.B Both blocks must be attended)	1st Block: Monday 25 – Friday 29 October 2010 2nd Block: Monday 22 – Friday 26 November 2010
<b>TUC DIPLOMA IN OCCUPATIONAL HEALTH &amp; SAFETY</b>	36 Thursdays from 30 September 2010
<b>UNION REPS STAGE 1</b>	10 Tuesdays from 28 September 2010
<b>UNION REPS STAGE 1 (2 x 5 DAY BLOCKS)</b> (N.B Both blocks must be attended)	1st Block: Monday 8 – Friday 12 November 2010 2nd Block: Monday 6 – Friday 10 December 2010
<b>STEPPING UP – ADVANCED COURSE FOR UNION REPS</b>	10 Wednesdays from 29 September 2010

\* Applications for ULR courses should be sent to the  
TUC Regional Education office, Glasgow

**GLASGOW CONT'D**

<b>STEPPING UP – ADVANCED COURSE FOR UNION REPS (2 x 5 DAY BLOCKS)</b> (N.B Both blocks must be attended)	1st Block: Monday 15 – Friday 19 November 2010 2nd Block: Monday 13 – Friday 17 December 2010
<b>TUC DIPLOMA IN EMPLOYMENT LAW</b>	36 Wednesdays from 29 September 2010
<b>UNION LEARNING REPS STAGE 1*</b>	5 Mondays from 27 September 2010
<b>UNION LEARNING REPS STAGE 1 (5 DAY BLOCK)*</b>	5 Day Block: Monday 15 – Friday 19 November 2010
<b>UNION LEARNING REPS STAGE 1 (3 + 2 DAY BLOCK)*</b> (N.B Both blocks must be attended)	1st Block: 4 – 6 October 2010 (3 Days) 2nd Block: 2 – 3 November 2010 (2 Days)

**INVERNESS**

**Venue:** Inverness College, Longman Campus, 3 Longman Road, Longman South, **Inverness**

**Applications to:** Andrew Chatterton, Inverness College (see contact details on page 9)

**Hours:** 09.00 to 16.00

**MARCH 2010**

<b>UNION LEARNING REPS STAGE 1 (3 + 2 DAY BLOCK)*</b> (N.B Both blocks must be attended)	1st Block: 29 – 31 March 2010 (3 Days)* 2nd Block: 27 – 28 April 2010 (2 Days)*
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\*Venue: Block 1 – Unison Office, Inverness      Block 2 – Inverness College (Longman Campus)

**APRIL TO JUNE 2010**

<b>UNION REPS STAGE 1</b>	10 Wednesdays from 21 April 2010
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**SEPTEMBER TO DECEMBER 2010**

<b>NEXT STEPS FOR SAFETY REPS – STAGE 2</b>	10 Wednesdays from 22 September 2010
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**KIRKCALDY**

**Venue:** The Adam Smith College, Nairn Building, Priory Campus, **Kirkcaldy** (opposite the harbour)

**Applications to:** Jim Walker, Adam Smith College (see contact details on page 9)

**Hours:** 09.00 to 16.00

**MARCH TO JUNE 2010**

<b>UNION REPS STAGE 1</b>	10 Thursdays from 25 March 2010
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**SEPTEMBER TO DECEMBER 2010**

<b>UNION REPS STAGE 1</b>	10 Mondays from 6 September 2010
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\* Applications for ULR courses should be sent to the  
TUC Regional Education office, Glasgow

**KIRKCALDY CONT'D**

**NEXT STEPS FOR SAFETY REPS – STAGE 2** 10 Thursdays from 9 September 2010

**JANUARY TO MARCH 2011**

**HEALTH & SAFETY STAGE 1** 10 Thursdays from 13 January 2011

**TUC DIPLOMA IN OCCUPATIONAL HEALTH & SAFETY** 36 Wednesdays from 5th January 2011

**PAISLEY**

**Venue:** Trade Union Studies Centre, Reid Kerr College, Renfrew Road, **Paisley**

**Applications to:** Student Services (see contact details on page 9)

**Hours:** 09.00 to 16.30

**MARCH TO JUNE 2010**

**HEALTH & SAFETY STAGE 1** 10 Tuesdays from 20 April 2010

**NEXT STEPS FOR SAFETY REPS – STAGE 2** 10 Wednesdays from 21 April 2010

**TUC DIPLOMA IN EMPLOYMENT LAW** 36 Thursdays from 25 March 2010

**SEPTEMBER TO DECEMBER 2010**

**UNION REPS STAGE 1** 10 Mondays from 13 September 2010

**HEALTH & SAFETY STAGE 1** 10 Tuesdays from 14 September 2010

**TUC DIPLOMA IN OCCUPATIONAL HEALTH & SAFETY** 36 Wednesdays from 8 September 2010

**TUC DIPLOMA IN EMPLOYMENT LAW** 36 Thursdays from 9 September 2010

**JANUARY TO MARCH 2011**

**HEALTH & SAFETY STAGE 1** 10 Mondays from 10 January 2010

**NEXT STEPS FOR SAFETY REPS – STAGE 2** 10 Tuesdays from 11 January 2010

**TUC DIPLOMA IN OCCUPATIONAL HEALTH & SAFETY** 36 Wednesdays from 12 January 2010

**TUC DIPLOMA IN EMPLOYMENT LAW** 36 Thursdays from 13 January 2010

**SHETLAND**

**Venue:** The Isleburgh Centre, King Herald Street, Lerwick, **Shetland**

**Applications to:** Brian Corrigan, Stow College (see contact details on page 9)

**Hours:** 09.00 to 16.30

**HEALTH & SAFETY STAGE 1 (2 x 5 DAY BLOCKS)**  
(N.B Both blocks must be attended) 1st Block: Monday 10 - Friday 14 May 2010  
2nd Block: Monday 31 May – Friday 4 June 2010

A photograph of a man with short dark hair, wearing a light-colored checkered button-down shirt, smiling and looking towards the left. He is seated at a table. In the background, another person is visible but out of focus. The entire image has a warm, orange-toned overlay.

**Selected  
short courses  
for all union reps**

## Spotlight on: Short and Specialist Course Programme

APRIL 2010-MARCH 2011

**Applications to:** Please contact the local trade unions studies centre indicated for further information and applications. (Contact details on page 9).  
**Hours:** 09.00 to 16.30

LOCATION	COURSE NAME	START DATE	CONTACT
Falkirk	Dealing with Intimidating Behaviour	2 Mondays from 17 May	Stevenson College
Glasgow	Working with Employers (ULRs)	3 Tuesdays from 27 April 2010	Stow College
Glasgow	Working with Providers (ULRs)	3 Tuesdays from 18 May 2010	Stow College
Glasgow	IT for Organising	3 Tuesdays from 27 April 2010	Stow College
Glasgow	Introduction to Pensions	3 Tuesdays from 27 April 2010	Stow College
Glasgow	Disability Champions	5 Thursdays from 29 April 2010	Stow College
Glasgow	Accident Investigation & Reporting	5 Tuesdays from 25 May 2010	Stow College
Glasgow	Negotiating Skills	3 Tuesdays from 25 May 2010	Stow College
Glasgow	Risk Assessment	3 Tuesdays from 25 May 2010	Stow College
Glasgow	Trade Unions & the Environment	3 Wednesdays from 26 May 2010	Stow College
Glasgow	Equality Reps	3 Thursdays from 27 May 2010	Stow College



**Online courses  
for all union reps**

## ONLINE COURSES

**Provided by:** Stow College, Stow West Campus, 75 Hotspur Street, Glasgow

**Applications to:** Brian Corrigan, Trade Union Education Department, Stow College (see contact details on page 9)

**Hours:** Please see course listings for further information.

### Getting Ready for E-Learning

This course introduces learners to the world of online learning. It covers both the technical aspects involved and the way learning takes place online. The course covers, logging on, using discussion forums, downloading documents, working with others online including group working, using web based resources and responding to tutor led educational sessions. The course also covers aspects of roles and responsibilities online including time management. It will last approximately 4 weeks and demand around 3 hours per week of online work.

### COMMENCING APRIL 2010

#### Getting Ready for E-Learning

Run over a 4 week period (Approximately 3 hours per week online work)

Start Date: Monday 26 April 2010

#### Going Global Online

Run over a 3 month period (Approximately 3 hours per week online work)

Start Date: Monday 26 April 2010

#### Introduction to Pensions Online

Run over a 3 month period (Approximately 3 hours per week online work)

Start Date: Monday 26 April 2010

#### Tackling Racism Online

Run over a 3 month period (Approximately 3 hours per week online work)

Start Date: Monday 26 April 2010

#### Trade Unions & the Environment Online

Run over a 3 month period (Approximately 3 hours per week online work)

Start Date: Monday 26 April 2010

#### Union Learning Reps Stage 1 Online

Run over a 3 month period (Approximately 3 hours per week online work)

Start Date: Monday 26 April 2010

### Commencing Autumn 2010

#### Getting Ready for E-Learning

Run over a 4 week period (Approximately 3 hours per week online work)

Start Date: Monday 13 September 2010

#### Health and Safety Stage 1 Online

Run over a 6 month period (Approximately 3 hours per week online)

Start Date: Monday 18 October 2010

#### Next Steps for Safety Reps Online

Run over a 6 month period (Approximately 3 hours per week online)

Start Date: Monday 18 October 2010

#### TUC Diploma in Occupational Health and Safety Online

(Pre-Requisites – TUC Health and Safety Stages 1 & 2)  
Run over a 18 month period (Approximately 3 hours per week online)

Start Date: Monday 18 October 2010

#### Union Reps Stage 1 Online

Run over a 6 month period (Approximately 3 hours per week online)

Start Date: Monday 18 October 2010

#### Stepping Up – Advanced Course for Union Reps Online

Run over a 6 month period (Approximately 3 hours per week online)

Start Date: Monday 18 October 2010

#### TUC Diploma in Employment Law Online

(Pre-Requisites – TUC Union Representatives Stages 1 & 2)  
Run over a 18 month period (Approximately 3 hours per week online)

Start Date: Monday 18 October 2010

#### Union Learning Reps Stage 1 Online

Run over a 3 month period (Approximately 3 hours per week online)

Start Date: Monday 18 October 2010

#### Trade Unions & the Environment Online

Run over a 3 month period (Approximately 3 hours per week online)

Start Date: Monday 18 October 2010

#### Going Global Online

Run over a 3 month period (Approximately 3 hours per week online)

Start Date: Monday 1 November 2010

#### Introduction to Pensions Online

Run over a 3 month period (Approximately 3 hours per week online)

Start Date: Monday 1 November 2010

#### Tackling Racism Online

Run over a 3 month period (Approximately 3 hours per week online)

Start Date: Monday 1 November 2010

## TUC Day-Release Course Pathway for Union Reps

Education that makes work a better and fairer place

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

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

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

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

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



## 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. Its 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**





### 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](mailto: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

- Chose a suitable course from this course brochure.
- Ask your employer for paid release to attend the course. Please ensure that you follow the procedures agreed between your union and your employer.
- Fill in the application form (found at the rear of this brochure) and get your application approved by your full-time union officer or branch official.
- Return your completed form to the Trade Union Studies Centre running your course and NOT to the TUC, contact details for each centre are given on page 3.

### Applying for a course, what happens next?

- The Trade Union Studies Centre running the course will then confirm your place on the course. Normally you will receive written confirmation and joining instructions in plenty time before the due start date
- The TUC will pay your course fees. You will need to speak to your employer or union about travelling or other associated costs.
- If the course starting date is approaching and you have not had any confirmation of your place then in the first instance contact the Trade Union Studies Centre running the course and not the TUC.

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.

**GMB Applications - Please ensure that all applications for TUC Courses from GMB Reps are sent for authorisation to Marion Mooney, GMB, Fountain House, 1-3 Woodside Crescent, Charing Cross, Glasgow G3 7UL.**



# unionlearn

with TUC Education

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**Equal**



[www.unionlearn.org.uk](http://www.unionlearn.org.uk)