

SCOTLAND

COURSES

● TUC EDUCATION COURSES FOR ALL

union reps

AUGUST 2011–JUNE 2012



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TUC Scotland Education Team

Harry Cunningham
Regional Education
and Training Officer

Stuart Bell
Secretary/Administrative
Assistant

TUC Education in Scotland

4th Floor,
John Smith House
145 - 165 West Regent St.
Glasgow G2 4RZ

Tel: 0141 221 8545
Fax: 0141 221 8575
Email: tucedsotland@tuc.org.uk



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 and institutions of further and higher 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

Scottish Credit & Qualifications Framework (SCQF)

For reps completing their TUC Training in Scotland, Levels 1, 2 & 3 are equivalent to SCQF Levels 4, 5 & 6.

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...

New certificate qualifications

TUC Education is offering reps in your region the opportunity to gain level 1, 2 and 3 certificates when attending the following programmes:

- **Union Reps Stage 1 Certificate**
- **Stepping Up Stage 2 Certificate**
- **Health & Safety Reps Stage 1 Certificate**
- **Next Steps for Safety Reps Stage 2 Certificate**

See page 5 for more information about accreditation.

Most TUC centres in the region will offer certificate qualifications from September 2011, though centres may have different approaches as to how certificates are offered. For more information, contact your college provider or workers' educational association.

Most centres will offer certificates as day release programmes over a 12-week period, or longer if the programme is run as a block course. Programmes will be a mix of course attendance and tutor-supported workplace activities, known as blended learning. The amount of days required for programme attendance will vary depending on the amount of distance learning each centre has built in. For more information, contact your local TUC centre.

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 HURO / 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 your TUC Regional Education Officer, or your local TUC Course Coordinator.

COURSE PROGRAMME

August 2011–June 2012

ABERDEEN

Venue: Aberdeen Arts Centre, 33 King Street, **Aberdeen**

Applications to: Brian Corrigan, Stow College (see contact details on page 24)

Hours: 09.00 to 16.00

August to December 2011

Health & Safety Stage 1 (2 x 5 Day Blocks) (N.B Both blocks must be attended)	1st Block: Monday 24 – Friday 28 October 2011 2nd Block: Monday 21 – Friday 25 November 2011
Next Steps for Health & Safety (2 x 5 Day Blocks) (N.B Both blocks must be attended)	1st Block: Monday 31 October – Friday 4 Nov 2011 2nd Block: Monday 28 Nov – Friday 2 Dec 201
Union Reps Stage 1 (2 x 5 Day Blocks) (N.B Both blocks must be attended)	1st Block: Monday 14 – Friday 18 November 2011 2nd Block: Monday 12 – Friday 16 December 2011

January to March 2012

Health & Safety Stage 1 (2 x 5 Day Blocks) (N.B Both blocks must be attended)	1st Block: Monday 16 – Friday 20 January 2012 2nd Block: Monday 6 – Friday 10 February 2012
Union Reps Stage 1 (2 x 5 Day Blocks) (N.B Both blocks must be attended)	1st Block: Monday 30 January – Friday 3 Feb 2012 2nd Block: Monday 27 Feb – Friday 2 March 2012

April to June 2012

Health & Safety Stage 1 (2 x 5 Day Blocks)	1st Block: Monday 16 – Friday 20 April 2012 2nd Block: Monday 14 – Friday 18 May 2012
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DUMFRIES

Venue: The Aston Hotel, 'The Crichton', Bankend Road, **Dumfries**

Applications to: Brian Corrigan, Stow College (see contact details on page 24)

Hours: 09.00 to 16.00

August to December 2011

Union Reps Stage 1 (2 x 5 Day Blocks) (N.B Both blocks must be attended)	1st Block: Monday 31 Oct – Friday 4 Nov 2011 2nd Block: Monday 28 Nov – Friday 2 Dec 2011
Health & Safety Stage 1 (2 x 5 Day Blocks) (N.B Both blocks must be attended)	1st Block: Monday 7 – Friday 11 November 2011 2nd Block: Monday 5 – Friday 9 December 2011

January to March 2012

Health & Safety Stage 1 (2 x 5 Day Blocks) (N.B Both blocks must be attended)	1st Block: Monday 23 – Friday 27 January 2012 2nd Block: Monday 20 – Friday 24 February 2012
Union Reps Safety Stage 1 (2 x 5 Day Blocks) (N.B Both blocks must be attended)	1st Block: Monday 30 January – 3 February 2012 2nd Block: Monday 27 Feb – Friday 2 March 2012

April to June 2012

Health & Safety Stage 1 (2 x 5 Day Blocks) (N.B Both blocks must be attended)	1st Block: Monday 14 – Friday 18 May 2012 2nd Block: Monday 4 – Friday 8 June 2012
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DUNDEE

Venue: 'River Rooms', Tower Building, Nethergate, University of Dundee, **Dundee**

Applications to: Stuart Bell, TUC Education (see contact details on page 24)

Hours: 09.00 to 16.00

August to December 2011

Health & Safety Stage 1 10 Thursdays from 22 September 2011

Health & Safety Stage 1 (2 x 5 Day Blocks) 1st Block: Monday 31 October – Friday 2 Nov 2011

(N.B Both blocks must be attended) 2nd Block: Monday 28 Nov – Friday 2 Dec 2011

January to March 2012

Union Reps Stage 1 10 Thursdays from 19 January 2012

April to June 2012

Next Steps for Safety Reps 10 Thursdays from 19 April 2012

For further information on TUC Education courses in the Dundee area, please contact the TUC Regional Education Office. Contact details on page 2.

EDINBURGH

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

Applications to: Colin Arthur, Stevenson College (see contact details on page 24)

Hours: 09.00 to 16.30

August to December 2011

Health & Safety Stage 1 10 Thursdays from 29 September 2011

Next Steps for Safety Reps 10 Tuesdays from 27 September 2011

Union Reps Stage 1 10 Wednesdays from 28 September 2011

Stepping Up – Advanced Course for Union Reps 10 Fridays from 30 September 2011

TUC Diploma in Occupational Health & Safety 36 Mondays from 5 September 2011

Union Learning Reps Stage 1 (3 + 2 Day Block) 1st Block (3 Days): Tues 20 – Thurs 22 Sept 2011

2nd Block: (2 Days): Thurs 13 – Friday 14 Oct 2011

January to March 2012

Health & Safety Stage 1 10 Wednesdays from 25 January 2012

Next Steps for Safety Reps 10 Thursdays from 26 January 2012

Union Reps Stage 1 10 Tuesdays from 24 January 2012

Stepping Up – Advanced Course for Union Reps 10 Mondays from 23 January 2012

April to June 2012

Health & Safety Stage 1 10 Tuesdays from 17 April 2012

Next Steps for Safety Reps 10 Wednesdays from 18 April 2012

Union Reps Stage 1 10 Thursdays from 19 April 2012

Stepping Up – Advanced Course for Union Reps 10 Fridays from 20 April 2012

SHORT COURSE PROGRAMME

Below is a selection of short courses available for union reps. For further information about short course provision please contact your local provider or the TUC Regional Education Office .

LOCATION	COURSE NAME	START DATE	APPLICATIONS TO
August to December 2011			
Edinburgh	Control of Substances Hazardous to Health (COSHH)	3 Day Block: 23 – 25 August 2011	Colin Arthur, Stevenson College
Edinburgh	Accident Investigation & Reporting	5 Fridays from 26 August 2011	Colin Arthur, Stevenson College
Edinburgh	Handling Disciplinary & Grievances	3 Day Block: 30 August – 1 September 2011	Colin Arthur, Stevenson College
Edinburgh	Trade Unions & Mental Health Awareness	3 Day Block: 5 – 7 September 2011	Colin Arthur, Stevenson College
Edinburgh	Risk Assessment	3 Day Block: 6 – 8 September 2011	Colin Arthur, Stevenson College
Edinburgh	Negotiating Skills	2 Day Block: 20 – 21 September 2011	Colin Arthur, Stevenson College
Falkirk	Handling Disciplinary & Grievances	3 Wednesdays from 24 August 2011	Colin Arthur, Stevenson College
Falkirk	How to Organise in the Economic Downturn	3 Tuesdays from 6 September 2011	Colin Arthur, Stevenson College
Glasgow	Trade Unions & Mental Health Awareness	3 Mondays from 3 October 2011	Brian Corrigan, Stow College
Glasgow	Accident Investigation & Reporting	5 Wednesdays from 12 October 2011	Brian Corrigan, Stow College
Glasgow	Risk Assessment	3 Fridays from 4 November 2011	Brian Corrigan, Stow College
Glasgow	Trade Unions & The Environment	3 Fridays from 25 November 2011	Brian Corrigan, Stow College
Glasgow	Equality Reps	3 Fridays from 2 December 2011	Brian Corrigan, Stow College
Kirkcaldy	Risk Assessment	3 Day Block: 29 – 31 August 2011	Jim Walker, Adam Smith College
Kirkcaldy	Accident Investigation & Reporting	5 Day Block: 5 – 9 September 2011	Jim Walker, Adam Smith College
January to March 2012			
Glasgow	Risk Assessment	3 Fridays from 20 January 2012	Brian Corrigan, Stow College
Glasgow	Equality Reps	3 Mondays from 30 January 2012	Brian Corrigan, Stow College
Glasgow	Trade Unions & The Environment	3 Fridays from 10 February 2012	Brian Corrigan, Stow College
Glasgow	Accident Investigation & Reporting	5 Wednesdays from 29 February 2012	Brian Corrigan, Stow College
Glasgow	Trade Unions & Mental Health Awareness	3 Mondays from 5 March 2012	Brian Corrigan, Stow College
Kirkcaldy	Trade Unions & The Environment	5 Day Block: 9 – 13 January 2012	Jim Walker, Adam Smith College
Kirkcaldy	Trade Unions & Mental Health Awareness	3 Day Block: 26 – 28 March 2012	Jim Walker, Adam Smith College

ONLINE COURSE PROGRAMME

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.

Online Course Programme from August 2011

Getting Ready for E-Learning (Online)	Run over a 4 week period from 29 August 2011	(Approximately 3 hours per week of online study)
Health and Safety Stage 1 (Online)	Run over a 6 month period from 24 October 2011	(Approximately 3 hours per week of online study)
Next Steps for Safety Reps (Online)	Run over a 6 month period from 24 October 2011	(Approximately 3 hours per week of online study)
TUC Diploma in Occupational Health & Safety (Online)	Run over a 12 month period from 24 October 2011	(Approximately 3 hours per week of online study)
Union Reps Stage 1 (Online)	Run over a 6 month period from 24 October 2011	(Approximately 3 hours per week of online study)
Stepping Up: Advanced Course for Union Reps (Online)	Run over a 6 month period from 24 October 2011	(Approximately 3 hours per week of online study)
Trade Unions & the Environment (Online)	Run over a 3 month period from 24 October 2011	(Approximately 3 hours per week of online study)
Equality Reps (Online)	Run over a 3 month period from 24 October 2011	(Approximately 3 hours per week of online study)
Introduction to Pensions (Online)	Run over a 3 month period from 24 October 2011	(Approximately 3 hours per week of online study)
Going Global (Online)	Run over a 3 month period from 24 October 2011	(Approximately 3 hours per week of online study)
Online Course Programme from January 2012		
Getting Ready for E-Learning (Online)	Run over a 4 week period from 9 January 2012	(Approximately 3 hours per week of online study)
Health & Safety Stage 1 (Online)	Run over a 6 month period from 24 January 2012	(Approximately 3 hours per week of online study)
Next Steps for Safety Reps (Online)	Run over a 6 month period from 24 January 2012	(Approximately 3 hours per week of online study)
Union Reps Stage 1 (Online)	Run over a 6 month period from 24 January 2012	(Approximately 3 hours per week of online study)
Stepping Up – Advanced Course for Union Reps (Online)	Run over a 6 month period from 24 January 2012	(Approximately 3 hours per week of online study)
TUC Diploma in Employment Law (Online)	Run over a 12 month period from 6 February 2012	(Approximately 3 hours per week of online study)
Equality Reps (Online)	Run over a 3 month period from 24 January 2012	(Approximately 3 hours per week of online study)
Going Global (Online)	Run over a 3 month period from 24 January 2012	(Approximately 3 hours per week of online study)
Introduction to Pensions (Online)	Run over a 3 month period from 24 January 2012	(Approximately 3 hours per week of online study)
Trade Unions & the Environment (Online)	Run over a 3 month period from 24 January 2012	(Approximately 3 hours per week of online study)

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 24)

Hours: 09.00 to 16.30

August to December 2011

Stepping Up – Advanced Course for Union Reps	10 Tuesdays from 27 September 2011
TUC Diploma in Occupational Health & Safety	36 Wednesdays from 14 September 2011

January to March 2012

Health & Safety Stage 1	10 Tuesdays from 10 January 2012
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April to June 2012

Union Reps Stage 1	10 Tuesdays from 24 April 2012
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Future Courses

Health & Safety Stage 1	10 Wednesdays from 26 September 2012
Next Steps for Safety Reps	10 Tuesdays from 25 September 2012
Union Reps Stage 1	10 Tuesdays from 15 January 2013

GLASGOW

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

Applications to: Brian Corrigan, Stow College (see contact details on page 24)

Hours: 09.00 to 16.30

August to December 2011

Health & Safety Stage 1	10 Thursdays from 27 September 2011
Health & Safety Stage 1	10 Wednesdays from 28 September 2011
Health & Safety Stage 1 (2 x 5 Day Blocks) (N.B Both blocks must be attended)	1st Block: Monday 31 Oct to Friday 4 Nov 2011 2nd Block: Monday 28 Nov to Friday 2 Dec 2011
Next Steps for Safety Reps	10 Thursdays from 29 September 2011
Next Steps for Safety Reps (2 x 5 Day Blocks) (N.B Both blocks must be attended)	1st Block: Monday 24 – Friday 28 October 2011 2nd Block: Monday 21 – Friday 25 November 2011
Union Reps Stage 1	10 Tuesdays from 27 September 2011
Union Reps Stage 1 (2 x 5 Day Blocks) (N.B Both blocks must be attended)	1st Block: Monday 7 – Friday 11 November 2011 2nd Block: Monday 5 – Friday 9 December 2011
Stepping Up – Advanced Course for Union Reps	10 Wednesdays from 28 September 2011
Stepping Up – Advanced Course for Union Reps (2 x 5 Day Blocks) (N.B Both blocks must be attended)	1st Block: Monday 14 – Friday 18 November 2011 2nd Block: Monday 12 – Friday 16 December 2011
Union Learning Reps Stage 1	5 Mondays from 3 October 2011
Union Learning Reps Stage 1 (5 Day Block)	5 Day Block; Monday 14 – Friday 18 Nov 2011
Union Learning Reps Stage 1 (3 + 2 Day Block)	Block A (3 Days): Mon 10 – Wed 12 Oct 2011 Block B: (2 Days): Tues 1 – Wed 2 Nov 2011

GLASGOW continued

Union Learning Reps Stage 2	5 Mondays from 3 October 2011
Union Learning Reps Stage 2	5 Fridays from 11 November 2011
TUC Diploma in Contemporary Trade Unionism	36 Mondays from 26 September 2011
TUC Diploma in Equalities for Trade Unionists	36 Tuesdays from 27 September 2011
TUC Diploma in Employment Law	36 Wednesdays from 28 September 2011
TUC Diploma in Occupational Health & Safety	36 Thursdays from 29 September 2011
TUC Diploma in Occupational Health & Safety (7 x 5 Day Blocks)	
(N.B. All seven blocks must be attended)	Block 1: Monday 10 – Friday 14 October 2011
	Block 2: Monday 5 – Friday 9 December 2011
	Block 3: Monday 30 Jan – Friday 3 Feb 2012
	Block 4: Monday 26 – Friday 30 March 2012
	Block 5: Monday 21 – Friday 25 May 2012
	Block 6: Monday 27 - Friday 31 August 2012
	Block 7: Monday 29 Oct – Friday 2 Nov 2012

January to March 2012

Health & Safety Stage 1	10 Tuesdays from 17 January 2012
Health & Safety Stage 1	10 Wednesdays from 18 January 2012
Health & Safety Stage 1 (2 x 5 Day Blocks)	1st Block: Monday 5 – Friday 9 March 2012
(N.B Both blocks must be attended)	2nd Block: Monday 26 – Friday 30 March 2012
Next Steps for Safety Reps	10 Thursdays from 19 January 2012
Next Steps for Safety Reps (2 x 5 Day Blocks)	1st Block: Monday 20 – Friday 24 February 2012
(N.B Both blocks must be attended)	2nd Block: Monday 19 – Friday 23 March 2012
Union Reps Stage 1	10 Tuesdays from 17 January 2012
Union Reps Stage 1 (2 x 5 Day Blocks)	1st Block: Monday 30 Jan to Friday 3 Feb 2012
(N.B Both blocks must be attended)	2nd Block: Monday 27 Feb to Friday 2 March 2012
Stepping Up – Advanced Course for Union Reps	10 Wednesdays from 18 January 2012
Union Learning Reps Stage 1	5 Mondays from 30 January 2012
Union Learning Reps Stage 1 (5 Day Block)	5 Day Block: Monday 16 – Friday 20 January 2012
Union Learning Reps Stage 1 (3 + 2 Day Block)	Block A (3 Days): Tues 7 – Thurs 9 February 2012
	Block B: (2 Days): Wed 28 – Thurs 29 March 2012
Union Learning Reps Stage 2	5 Tuesdays from 31 January 2012
TUC Diploma in Contemporary Trade Unionism	36 Mondays from 16 January 2012
TUC Diploma in Equalities for Trade Unionists	36 Tuesdays from 17 January 2012
TUC Diploma in Employment Law	36 Wednesdays from 18 January 2012
TUC Diploma in Occupational Health & Safety	36 Thursdays from 19 January 2012

GLASGOW continued

April to June 2012

Health & Safety Stage 1	10 Tuesdays from 17 April 2012
Health & Safety Stage 1	10 Wednesdays from 18 April 2012
Health & Safety Stage 1 (2 x 5 Day Blocks)	1st Block: Monday 30 April – Friday 4 May 2012
(N.B Both blocks must be attended)	2nd Block: Monday 4 – Friday 8 June 2012
Next Steps for Safety Reps	10 Thursdays from 19 April 2012
Union Reps Stage 1	10 Tuesdays from 17 April 2012
Union Reps Stage 1 (2 x 5 Day Blocks)	1st Block: Monday 23 – Friday 27 April 2012
(N.B Both blocks must be attended)	2nd Block: Monday 14 – Friday 18 May 2012
Stepping Up – Advanced Course for Union Reps	10 Wednesdays from 18 April 2012
Union Learning Reps Stage 1 (3 + 2 Day Block)	Block A (3 Days): Tues 24 – Thurs 26 April 2012
	Block B: (2 Days): Tues 22 – Wed 23 May 2012
Union Learning Reps Stage 2	5 Mondays from 23 April 2012

INVERNESS

TUC Education welcomes applications from Union Reps in the Inverness area. Therefore we ask you to get in touch directly with the TUC Regional Education Office about your training requirements. Contact details on page 2.

KIRKCALDY

Venue: The Adam Smith College, Nairn Building, Priory Campus, Victoria Road, **Kirkcaldy**

Applications to: Jim Walker, Adam Smith College (see contact details on page 24)

Hours: 09.00 to 16.00

August to December 2011

Health & Safety Stage 1	10 Mondays from 19 September 2011
TUC Diploma in Employment Law	36 Tuesdays from 20 September 2011
TUC Diploma in Occupational Health & Safety	36 Wednesdays from 21 September 2011

January to March 2012

Next Steps for Safety Reps	10 Mondays from 16 January 2012
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April to June 2012

Health & Safety Stage 1	10 Mondays from 16 April 2012
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PAISLEY

Venue: Reid Kerr College, Renfrew Road, **Paisley**

Applications to: Stuart Bell, TUC Education (see contact details on page 24)

Hours: 09.00 to 16.30

TUC Education welcomes applications from Union Reps in the Paisley and surrounding areas.

Therefore we ask you to get in touch directly with the TUC Regional Education Office about your training requirements. Contact details on page 2.

SHETLAND ISLES

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

Applications to: Brian Corrigan, Stow College (see contact details on page 24)

Hours: 09.00 to 16.30

August to December 2011

Health & Safety Stage 1 (2 x 5 Day Blocks)

(N.B Both blocks must be attended)

1st Block: Monday 3 – Friday 7 October 2011

2nd Block: Monday 31 Oct – Friday 4 Nov 2011

Union Reps Stage 1 (2 x 5 Day Blocks)

(N.B Both blocks must be attended)

1st Block: Monday 7 – Friday 11 November 2011

2nd Block: Monday 5 – Friday 9 December 2011

January to March 2012

Health & Safety Stage 1 (2 x 5 Day Blocks)

(N.B Both blocks must be attended)

1st Block: Monday 23 – Friday 27 January 2012

2nd Block: Monday 20 – Friday 24 February 2012

Next Steps for Safety Reps (2 x 5 Day Blocks)

(N.B Both blocks must be attended)

1st Block: Monday 5 – Friday 9 March 2012

2nd Block: Monday 26 – Friday 30 March 2012

April to June 2012

Next Steps for Safety Reps (2 x 5 Day Blocks)

(N.B Both blocks must be attended)

1st Block: Monday 30 April – Friday 4 May 2012

2nd Block: Monday 4 – Friday 8 June 2012

STORNOWAY

Venue: Lewis Voluntary Resource Centre, 30 Francis Street, Stornoway, **Isle of Lewis**

Applications to: Brian Corrigan, Stow College (see contact details on page 24)

Hours: 09.00 to 16.30

August to December 2011

Health & Safety Stage 1 (2 x 5 Day Blocks)

(N.B Both blocks must be attended)

1st Block: Monday 31 Oct – Friday 4 Nov 2011

2nd Block: Monday 28 Nov – Friday 2 Dec 2011

Union Learning Reps Stage 2 (5 Day Block)

5 Day Block: Monday 14 – Friday 18 Nov 2011

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/education/index.cfm?mins=13**

SPOTLIGHT ON...

Flexible learning

We want our programmes to be accessible to all union representatives, and so TUC centres offer a range of learning 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

Blended learning mixes classroom-based, online and distance learning to provide a more flexible approach. The distance learning aspect of the programme will be offered either as online learning or as tutor-supported learning via email, post, telephone and or tutorials.

For more information how flexible learning can support your own or your union's needs please contact your local TUC centre or 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.

HOW TO APPLY

- 1** Chose a suitable course from this course brochure.
- 2** Ask your employer for paid release to attend the course. Please ensure that you follow the procedures agreed between your union and your employer.
- 3** 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.
- 4** 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 24.

Applying for a course, what happens next?

- 1** 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.
- 2** The TUC will pay your course fees. You will need to speak to your employer or union about travelling or other associated costs.
- 3** 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.



JUSTIN TALLIS

CONTACTS

Colin Arthur

Management & Labour Studies Department
Stevenson College Edinburgh
Bankhead Avenue
Edinburgh
EH11 4DE

Tel: 0131 535 4600 x 2142

E-Mail: tuceducation@stevenson.ac.uk

www.stevenson.ac.uk

Billy Caldwell

Business School
Reid Kerr College
Renfrew Road
Paisley, PA3 4DR

Tel: 0141 581 2222

Email: tuceducation@reidkerr.ac.uk

www.reidkerr.ac.uk

Brian Corrigan

Trade Union Education Department
Stow College
Stow West Campus
75 Hotspur Street
Maryhill
Glasgow, G20 8LJ

Tel: 0141 564 7500

E-Mail: tuceducation@stow.ac.uk

www.stow.ac.uk

Stuart Bell

TUC Education in Scotland
4th Floor, John Smith House
145-165 West Regent Street
Glasgow,
G2 4RZ

Tel: 0141 221 8545

E-Mail: sbell@tuc.org.uk

www.unionlearn.org.uk

Andrew Chatterton

Inverness College
Longman Campus
3 Longman Road
Longman South
Inverness, IV1 5HA

Tel: 01463 273247

E-Mail: tuceducation@inverness.uhi.ac.uk

www.inverness.uhi.ac.uk

Jim Walker

Adam Smith College
Nairn Building
Priory Campus
Victoria Road
Kirkcaldy
Fife, KY1 1QT

Tel: 01592 268591

E-Mail: jimwalker@adamsmith.ac.uk

www.adamsmith.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

APPLICATION FORM

Please tick the relevant boxes

Number of employees

Less than 50

50–250

More than 250

Work pattern

Full-time

Part-time

Days

Shiftwork

D.o.B

 / /

Male

Female

Do you define yourself
as disabled?

Yes

No

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

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

White European

White Other

Black Caribbean

Black African

Black Other

Indian

Pakistani

Bangladeshi

Chinese

Mixed

Other

Prefer not to say

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.

Unite Reps at Tullis Russell Papermakers receive prestigious 2011 STUC Health and Safety Award



Eight Unite Safety Representatives, who work at Glenrothes-based papermakers Tullis Russell, have been recognised for their hard work and commitment after completing a TUC Education course delivered in partnership with Adam Smith College.

TUC tutor is Jim Walker pictured with students: (Left to Right): Grant Hemphill, Derek Simpson, Bob Driscoll, Iain Roper, Cameron Page, Mike Foster (Front Row): Paul Reilly, David Wotherspoon.

Having completed their TUC Diploma in Occupational Health and Safety qualification, all eight employees were awarded the STUC Safety Award at the STUC Congress in Ayr, April 2011.

Speaking on behalf of the Safety Representatives, Paul Reilly said: “At Tullis Russell we are committed to having high standards of health and safety above and

beyond the minimum required by law and this course is helping us to improve our skills while individually gaining a qualification.”

“The course has been running since September last year and involves us coming into class one day per week plus extra study. It’s been a lot of hard work but we have all learnt a great deal thanks to our Lecturer, Jim Walker, and to be recognised by receiving an award is the icing on the cake for us.”

Adam Smith Lecturer, Jim Walker, said: “This group have worked extremely hard over the last year and are very deserving of this award.”

“As a group they have put together an excellent joint strategy and approach to health, safety and environmental issues and have always shown a willingness to make a difference within their workplace. I am delighted to see them receive this recognition for their efforts.”

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TUC Education

4th Floor, John Smith House
145 - 165 West Regent Street
Glasgow
G2 4RZ

Tel: 0141 221 8545

Fax: 0141 221 8575

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