

**unionlearn**  
with TUC Education



January to December 2010

# **TUC Education courses for all union reps**

**SOUTH WEST REGION**

## Contents

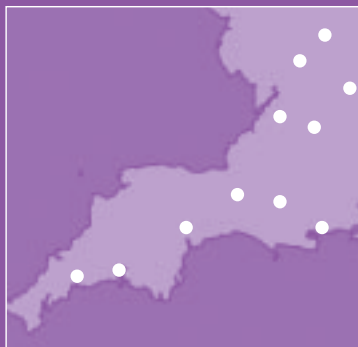
Welcome from Brendan	2
Learning with the TUC	3
Course guide	5
TUS centre contacts	9
Core course listings	10
ULR courses	17-18
Short courses	19-21
Time off to learn	22
How to apply	23
Application form	25

## South West TUC Education Team

Marie Hughes  
Regional education  
and training officer

Jo Rees  
Secretary/ Administrative  
assistant

South West TUC  
Church House  
Church Road  
Filton  
Bristol BS34 7BD  
Tel: 0117 947 0521  
Fax: 0117 947 0523  
Email: jrees@tuc.org.uk



[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 more than 50,000 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. 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.

## 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.

## New qualification framework

We have been working hard for some years to get reps' achievements in learning appropriately recognised. During 2007-9, TUC Education moved into the new qualification system in England and Wales, the Qualification and Credit Framework (QCF).

This means that all credits achieved on courses will now build towards awards, certificates and diplomas, issued through our awarding body, NOCN. Your tutor will advise you on how to build the credits you will achieve on your course into a recognised trade union qualification.

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 core programme and awards



## 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  
Fifteen 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

## Further progression opportunities include:

Specialist and short 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  
**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

### Further progression opportunities include:

Specialist and short courses, TUC diploma programme and progression to IOSH qualifications.

## 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; Supporting Learners; Mentoring and Coaching; Climbing Frame.

### Further progression opportunities include:

Reps who complete the Union Learning Representative course can do the additional follow on modules (described above) and other specialist and short courses.

Please see pages 17 - 18 for full details of the ULR course programme.

## 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.

Examples of some courses available in the South West this year include: Trade Unions & the Environment, Equality Reps, Organising Migrant Workers, Mental Health Awareness and many more. Please see page 19 - 21 for full listings.

Courses vary in length between 12 and 72 hours of guided learning. OCN credits are available for all courses.

## Online course programme

Unionlearn with TUC Education has developed a programme of online training courses for union reps. Courses are delivered online and reps learn in groups, supported by experienced TUC tutors. No advanced IT skills are necessary to do online courses but learners are required to complete a short 'Getting Ready for E-Learning' course before starting their chosen course.

Courses available online include: Countering the Far Right, Disability Champions @ Work, Tackling Racism, Diploma in Occupational Health & Safety, Union Learning Reps, Work/Life Balance, Diploma in Contemporary Trade Unionism and more.

For full details of the online programme and how to apply online, visit [www.unionlearn.org.uk/online](http://www.unionlearn.org.uk/online) or contact Craig Hawkins, TUC Online Learning Officer by emailing [chawkins@tuc.org.uk](mailto:chawkins@tuc.org.uk)

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

## 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 up to level 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 Stage 2 Union Representatives (now known as ‘Stepping Up’) or Stage 2 Health and Safety Representatives (Next Steps) course.

For further information contact your regional education and training officer.

**Richard Musgrove and Steve Lamprey**

Contact for courses in: Bath, Bristol,  
Taunton and Yeovil

c/o Jeff Kemble  
Trade Union Education Centre  
**City of Bristol College**  
Room D1:18  
Ashley Down Centre  
PO Box 2887  
Bristol BS2 2BB

**Tel:** 0117 312 5607

**Fax:** 0117 312 5052

**Email:** TUEadmin@cityofbristol.ac.uk  
www.tuedwest.org.uk

**Dave James**

Contact for courses in Cheltenham and the  
Gloucestershire area

Trade Union Studies Centre  
**Gloucestershire College**  
Cheltenham Campus  
Princess Elizabeth Way  
Cheltenham GL51 7SJ

**Tel:** 01242 532 037 or 01452 563 295

**Fax:** 01242 532 196

**Email:** david.james@gloscol.ac.uk  
www.gloscol.ac.uk

**Mary Scott**

Contact for courses in: Swindon and the  
Wilshire area and for the Trade Union U-Net  
learning centres (see page 14)

Trade Union Studies Centre  
**New College**  
Lucena House, Ramleaze Drive  
Shaw Village Centre  
Swindon SN5 5PY

**Tel:** 01793 886 219

**Email:** mary.scott@newcollege.ac.uk  
www.newcollege.ac.uk

**Nick Friend**

Contact for courses in: Poole and the Dorset  
area

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

**Tel:** 01202 205 659

**Fax:** 01202 205 441

**Email:** friendn@bpc.ac.uk  
www.thecollege.co.uk

**John Terry**

Contact for courses in: Exeter, Plymouth and  
St Austell

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

**Tel:** 01752 305 278

**Email:** jterry@cityplym.ac.uk  
www.cityplym.ac.uk

**BATH**

**Venue:** Various Bath venues (contact college for details- see below)

**Applications to:** Jeff Kemble, City of Bristol College (see contact details on page 9)

**Course Hours:** 9 am - 4.30 pm

**SPRING TERM**

UNION REPS STAGE 1

10 Mondays from 18 January 2010

HEALTH & SAFETY STAGE 1

10 Tuesdays from 19 January 2010

**SUMMER TERM**

UNION REPS STAGE 1

10 Mondays from 10 May 2010

HEALTH & SAFETY STAGE 1

10 Tuesdays from 11 May 2010

**AUTUMN TERM**

UNION REPS STAGE 1

10 Tuesdays from 28 September 2010

HEALTH & SAFETY STAGE 1

10 Mondays from 27 September 2010

**BRISTOL**

**Venue:** Mainly Ashley Down Centre, but also use College Green and other City of Bristol College sites.

**Applications to:** Jeff Kemble, City of Bristol College (see contact details on page 9)

**Course Hours:** 9 am - 4.30 pm (Evening courses 6 pm - 9 pm)

**SPRING TERM**

UNION REPS STAGE 1

10 Mondays from 18 January 2010

STEPPING UP - THE ADVANCED COURSE FOR UNION REPS

10 Thursdays from 21 January 2010

HEALTH & SAFETY STAGE 1

10 Tuesdays from 19 January 2010

NEXT STEPS FOR SAFETY REPS STAGE 2

10 Thursdays from 21 January 2010

DIPLOMA IN EMPLOYMENT LAW

36 Mondays from 11 January 2010

DIPLOMA IN OCCUPATIONAL HEALTH & SAFETY

36 Wednesdays from 13 January 2010

SUPPORTING LEARNERS (RESIDENTIAL)

2 days - 4-5 February 2010

**SUMMER TERM**

UNION REPS STAGE 1

10 Mondays from 10 May 2010

STEPPING UP - THE ADVANCED COURSE FOR UNION REPS

10 Thursdays from 13 May 2010

HEALTH & SAFETY STAGE 1

10 Tuesdays from 11 May 2010

NEXT STEPS FOR SAFETY REPS STAGE 2

10 Thursdays from 13 May 2010

SKILLS FOR LIFE (FOR ULRs)

3 Wednesdays from 12 May 2010

**AUTUMN TERM**

UNION REPS STAGE 1

10 Tuesdays from 28 September 2010

STEPPING UP - THE ADVANCED COURSE FOR UNION REPS

10 Wednesdays from 29 September 2010

HEALTH & SAFETY STAGE 1

10 Mondays from 27 September 2010

NEXT STEPS FOR SAFETY REPS STAGE 2

10 Thursdays from 30 September 2010

UNION LEARNING REPS

5 Wednesdays from 15 September 2010

DIPLOMA IN CONTEMPORARY TRADE UNIONISM

72 Monday EVENINGS from 6 September 2010

**CHELTENHAM**

**Venue:** Gloucestershire College - Cheltenham Campus

**Applications to:** Dave James, Gloucestershire College - Cheltenham Campus (see contact details on page 9)

**Course Hours:** Days 9 am - 4.30 pm (except diploma courses which run from 9.30 am - 5 pm)

**SPRING TERM**

UNION REPS STAGE 1	10 Tuesdays from 12 January 2010
STEPPING UP - THE ADVANCED COURSE FOR UNION REPS	12 Tuesdays from 5 January 2010
HEALTH & SAFETY STAGE 1	10 Wednesdays from 13 January 2010
NEXT STEPS FOR SAFETY REPS STAGE 2	10 Mondays from 11 January 2010
DIPLOMA IN OCCUPATIONAL HEALTH & SAFETY	36 Thursdays from 7 January 2010

**SUMMER TERM**

UNION REPS STAGE 1	10 Mondays from 19 April 2010
STEPPING UP - THE ADVANCED COURSE FOR UNION REPS	12 Tuesdays from 20 April 2010
HEALTH & SAFETY STAGE 1	10 Mondays from 19 April 2010
NEXT STEPS FOR SAFETY REPS STAGE 2	10 Thursdays from 22 April 2010

**AUTUMN TERM**

UNION REPS STAGE 1	10 Tuesdays from 28 September 2010
NEXT STEPS FOR SAFETY REPS STAGE 2	10 Mondays from 27 September 2010
DIPLOMA IN EMPLOYMENT LAW	36 Wednesdays from 8 September 2010

**EXETER**

**Venue:** Exeter Community Centre, St David's Hill

**Applications to:** John Terry, City College Plymouth (see contact details on page 9)

**Course Hours:** Days 9 am - 4.30 pm

**SPRING TERM**

STEPPING UP - THE ADVANCED COURSE FOR UNION REPS	12 Mondays from 11 January 2010
HEALTH & SAFETY STAGE 1	10 Wednesdays from 13 January 2010
DIPLOMA IN OCCUPATIONAL HEALTH & SAFETY	36 Fridays from 15 January 2010

**SUMMER TERM**

HEALTH & SAFETY STAGE 1	10 Tuesdays from 20 April 2010
NEXT STEPS FOR SAFETY REPS STAGE 2	10 Wednesdays from 21 April 2010

**AUTUMN TERM**

UNION REPS STAGE 1	10 Mondays from 20 September 2010
HEALTH & SAFETY STAGE 1	10 Tuesdays from 21 September 2010
NEXT STEPS FOR SAFETY REPS STAGE 2	10 Wednesdays from 22 September 2010

**GLOUCESTER**

**Venue:** Gloucester - venue tbc

**Applications to:** Dave James, Gloucestershire College - Cheltenham Campus (see contact details on page 9)

**Course Hours:** Days 9 am - 4.30 pm (except diploma courses which run from 9.30 am - 5 pm)

**SPRING TERM**

SKILLS FOR LIFE (FOR ULRs)

3 Fridays from 5 February 2010

**SUMMER TERM**

UNION LEARNING REPS

5 Fridays from 7 May 2010

**AUTUMN TERM**

HEALTH & SAFETY STAGE 1

10 Thursdays from 30 September 2010

**PLYMOUTH**

**Venue:** Goschen Centre - City College Plymouth

**Applications to:** John Terry, City College Plymouth (see contact details on page 9)

**Course Hours:** Days 9 am - 4.30 pm

**SPRING TERM**

STEPPING UP - THE ADVANCED COURSE FOR UNION REPS

12 Mondays from 11 January 2010

HEALTH & SAFETY STAGE 1

10 Wednesdays from 13 January 2010

UNION LEARNING REPS

5 Tuesdays from 16 February 2010

**SUMMER TERM**

HEALTH & SAFETY STAGE 1

10 Tuesdays from 20 April 2010

NEXT STEPS FOR SAFETY REPS STAGE 2

10 Wednesdays from 21 April 2010

**AUTUMN TERM**

UNION REPS STAGE 1

10 Mondays from 20 September 2010

HEALTH & SAFETY STAGE 1

10 Tuesdays from 21 September 2010

NEXT STEPS FOR SAFETY REPS STAGE 2

10 Wednesdays from 22 September 2010

DIPLOMA IN OCCUPATIONAL HEALTH & SAFETY

36 Fridays from 24 September 2010

## POOLE

**Venue:** Bournemouth & Poole College (North Road Campus, Poole)

**Applications to:** Nick Friend, Bournemouth & Poole College (see contact details on page 9)

**Course Hours:** 9 am - 4.30 pm

### SPRING TERM

UNION REPS STAGE 1

HEALTH & SAFETY STAGE 1

UNION LEARNING REPS

10 Thursdays from 14 January 2010

10 Mondays from 11 January 2010

5 Tuesdays from 2 February 2010

### SUMMER TERM

NEXT STEPS FOR SAFETY REPS STAGE2

10 Mondays from 12 April 2010

### AUTUMN TERM

UNION REPS STAGE 1

HEALTH & SAFETY STAGE 1

10 Wednesdays from 22 September 2010

10 Mondays from 20 September 2010



**ST AUSTELL****Venue:** St Austell Learning Centre, Daniels Lane, St Austell**Applications to:** John Terry, City College Plymouth (see contact details on page 9)**Course Hours:** Days 9 am - 4.30 pm**SPRING TERM**

UNION LEARNING REPS

5 Tuesdays from 16 February 2010

**SUMMER TERM**

HEALTH &amp; SAFETY STAGE 1

10 Mondays from 19 April 2010

**AUTUMN TERM**

UNION LEARNING REPS

5 Tuesdays from 2 November 2010



## St Austell U-Net Learning Centre



Trade union reps, members and their families are now able to access online, flexible courses from the new U-Net Centre at Daniels Lane, St Austell, Cornwall PL25 3HG.

Courses have flexible start dates and learners can access individual support from experienced and friendly tutors. Courses available include:

- ICT Courses (including the new 'ITQ' and other computer courses)
- Skills for Life Courses (courses to improve home and business skills)

**For further information contact Les Kennedy, St Austell Centre Co-ordinator on 01726 75141**



## Swindon U-Net Learning Centre



Trade union members and their families can also access online flexible courses at the U-Net learning centre at New College, Swindon. Courses include:

- ICT Courses (including the new 'ITQ' and other computer courses)
- Skills for Life Courses (courses to improve home and business skills)

Courses can also be accessed remotely from your local area or workplace in the following areas:

- Wiltshire ■ Somerset ■ Gloucestershire ■ Dorset
- West of England (former Avon area) ■ Devon ■ Cornwall



**For information on courses available in your area please contact:**

**Elaine Dobson, U-Net Support Officer tel: 0117 933 4440 email: edobson@tuc.org.uk**

## SWINDON

**Venue:** New College - Lucena House, Swindon

**Applications to:** Mary Scott, New College Swindon (see contact details on page 9)

**Course Hours:** 9 am - 4.30 pm

### SPRING TERM

UNION REPS STAGE 1

10 Mondays from 11 January 2010

HEALTH & SAFETY STAGE 1

10 Tuesdays from 12 January 2010

NEXT STEPS FOR SAFETY REPS STAGE 2

10 Thursdays from 14 January 2010

UNION LEARNING REPS

5 Fridays from 15 January 2010

### SUMMER TERM

UNION REPS STAGE 1

10 Tuesdays from 20 April 2010

STEPPING UP - THE ADVANCED COURSE FOR UNION REPS

12 Thursdays from 22 April 2010

HEALTH & SAFETY STAGE 1

10 Fridays from 23 April 2010

### AUTUMN TERM

UNION REPS STAGE 1

10 Fridays from 17 September 2010

HEALTH & SAFETY STAGE 1

10 Mondays from 13 September 2010

NEXT STEPS FOR SAFETY REPS STAGE 2

10 Tuesdays from 14 September 2010

DIPLOMA IN OCCUPATIONAL HEALTH & SAFETY

36 Thursdays from 16 September 2010



**TAUNTON**

**Venue:** Various Taunton venues (contact college for details - see below)

**Applications to:** Jeff Kemble, City of Bristol College (see contact details on page 9)

**Course Hours:** 9 am - 4.30 pm

**SPRING TERM**

UNION REPS STAGE 1	10 Mondays from 18 January 2010
STEPPING UP - THE ADVANCED COURSE FOR UNION REPS	10 Thursdays from 21 January 2010
HEALTH & SAFETY STAGE 1	10 Tuesdays from 19 January 2010
NEXT STEPS FOR SAFETY REPS STAGE 2	10 Thursdays from 21 January 2010
DIPLOMA IN EMPLOYMENT LAW	36 Thursdays from 14 January 2010
DIPLOMA IN OCCUPATIONAL HEALTH & SAFETY	36 Wednesdays from 13 January 2010

**SUMMER TERM**

UNION REPS STAGE 1	10 Mondays from 10 May 2010
STEPPING UP - THE ADVANCED COURSE FOR UNION REPS	10 Thursdays from 13 May 2010
HEALTH & SAFETY STAGE 1	10 Tuesdays from 11 May 2010
NEXT STEPS FOR SAFETY REPS STAGE 2	10 Thursdays from 13 May 2010
UNION LEARNING REPS	5 Wednesdays from 9 June 2010

**AUTUMN TERM**

UNION REPS STAGE 1	10 Tuesdays from 28 September 2010
STEPPING UP - THE ADVANCED COURSE FOR UNION REPS	10 Wednesdays from 29 September 2010
HEALTH & SAFETY STAGE 1	10 Mondays from 27 September 2010
NEXT STEPS FOR SAFETY REPS STAGE 2	10 Thursdays from 30 September 2010
SUPPORTING LEARNERS (RESIDENTIAL)	2 days - 28th & 29th October 2010

**YEOVIL**

**Venue:** Yeovil Labour Institute

**Applications to:** Jeff Kemble, City of Bristol College (see contact details on page 9)

**Course Hours:** 9 am - 4.30 pm

**SPRING TERM**

UNION REPS STAGE 1	10 Mondays from 18 January 2010
STEPPING UP - THE ADVANCED COURSE FOR UNION REPS	10 Wednesdays from 20 January 2010
HEALTH & SAFETY STAGE 1	10 Tuesdays from 19 January 2010
NEXT STEPS FOR SAFETY REPS STAGE 2	10 Thursdays from 21 January 2010
DIPLOMA IN OCCUPATIONAL HEALTH & SAFETY	36 Wednesdays from 13 January 2010

**SUMMER TERM**

UNION REPS STAGE 1	10 Mondays from 10 May 2010
HEALTH & SAFETY STAGE 1	10 Tuesdays from 11 May 2010
NEXT STEPS FOR SAFETY REPS STAGE 2	10 Thursdays from 13 May 2010

**AUTUMN TERM**

UNION REPS STAGE 1	10 Tuesdays from 28 September 2010
STEPPING UP - THE ADVANCED COURSE FOR UNION REPS	10 Wednesdays from 29 September 2010
HEALTH & SAFETY STAGE 1	10 Mondays from 27 September 2010

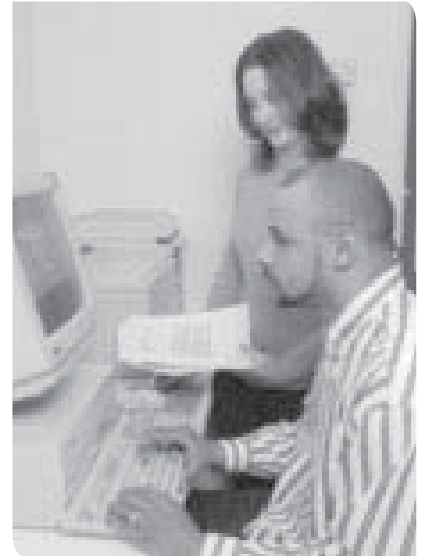
# Spotlight on: Union Learning Reps Training Programme

## What is a Union Learning Rep?

A Union Learning Representative or 'ULR' is a trade union rep who promotes training and learning in the workplace on behalf of their members.

## Who can be a Union Learning Rep?

ULRs are elected or appointed according to the rules of their union. Some will be experienced union reps but most unions are keen to encourage members without previous history of union activity to take up the role.



## What do Union Learning Reps do?

The duties undertaken by each ULR will be guided by their union's own policy and collective agreement with their employer. These could include:

- Promoting the value of training and learning to members
- Providing information about training and learning to members
- Arranging training and learning opportunities
- Analysing training needs
- Consulting with the employer about training and learning
- Promoting union policies on training and learning

## Can ULRs get time off to attend training?

The Employment Act 2002 entitles ULRs to paid time off to train and carry out their duties and these could include any or all of the activities outlined in the section on the left.



## How are ULRs trained and developed?

Union Learning Reps (Initial Training - 5 day course)

This is the initial ULR training course that all ULRs should attend either through their own union or through unionlearn. This course looks at:

- the role of the ULR within the union
- the value of learning and skills at work
- identifying learning needs
- developing learning strategies at work
- contacts and information networks
- policies and programmes for learning and skills

# Union Learning Reps Training Programme: Course Details and Dates

## Initial 5-day courses for ULRs: Two ways to learn

### Classroom based ULR courses

The ULR 5-day initial training course can be studied one day a week for 5 weeks at your local trade union studies centre, and is available on the following dates:

Venue	Start Date
Swindon	5 Fridays from 15 Jan '10
Poole	5 Tuesdays from 2 Feb '10
Plymouth	5 Tuesdays from 16 Feb '10
St Austell	5 Tuesdays from 16 Feb '10
Gloucester	5 Fridays from 7 May '10
Taunton	5 Weds from 9 June '10
Bristol	5 Weds from 15 Sept '10
St Austell	5 Tuesdays from 2 Nov '10

### Online ULR course

The ULR 5-day initial training course is available to study as an online course. For further information about how the online course works and how to apply visit:

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

### How to apply?

Please apply using the form at the back of this booklet. Send your form to the college running your course. Please see page 9 for details of which college is running the course at your preferred venue. Full details of where to send you form can also be found on page 9 of this booklet.

## Follow-on courses for experienced ULRs

### Supporting Learners

A 2-day residential course to explore the role of ULRs in supporting learners at work.

Venue	Dates
Bristol	4-5th February '10
Taunton	28-29th October '10

**Contact unionlearn on 0117 947 0521 for further information about these residential courses.**

### Who are the follow-on courses for?

These modules are for experienced ULRs and allow them to build on the skills and knowledge developed during the initial ULR training course. The modules focus in-depth on a specific aspect of the ULR role & usually take 3 days to complete.

### Skills for Life

A 3-day course on Skills for Life - identifying learning needs - barriers to progression - the role of ULRs - working with employers & providers.

Venue	Dates
Gloucester	3 Fridays from 5 Feb '10
Bristol	3 Weds from 12 May '10

### Further info ?

To discuss any aspect of ULR training please contact Alan Shearn on 07899 966384 or email [ashearn@tuc.org.uk](mailto:ashearn@tuc.org.uk)

# Green Reps Training Programme

## A trade union environmental course?

The environment is everyone's concern, and trade unions have a critical role to play in changing employer attitudes towards 'greening' the workplace.

Workplaces burn energy, consume resources and generate waste - they are the most obvious starting point to tackle climate change and sustainable development issues.

The TUC's 3-day *Trade Unions and the Environment* course aims to develop a new union role of environmental champion or 'green' rep in the workplace.

## Who is the course for?

The course is aimed at:

- existing union reps & shop stewards
- existing health & safety reps
- existing union learning reps
- to develop new or potential green reps

The course is for union reps from across all sectors including manufacturing, retail, public services, private and commercial services, construction, infrastructure and the power and energy sectors.

## Trade Unions & the Environment course dates for 2010

Venue	Start Date	Applications/enquiries to
Exeter	3 Tuesdays from 16 February '10	City College Plymouth
Poole	3 Wednesdays from 14 April '10	Bournemouth & Poole
Bristol	3 Wednesdays from 21 April '10	City of Bristol College
Plymouth	3 Mondays from 7 June '10	City College Plymouth
St Austell	3 Mondays from 5 July '10	City College Plymouth
Swindon	3 Wednesdays from 3 November '10	New College
Taunton	3 Wednesdays from 10 November '10	City of Bristol College

## Further info?

To find out more about support for Green Reps contact the Green Workplaces Project at South West TUC on 0117 947 0521.

## The course covers:

Key environmental concerns - how green issues change over time - trade union concerns with regard to environmental issues - information gathering - a trade union approach to green issues - trade union environmental policies - employers' environmental policies and practices - green issues in the workplace - future action plans.



# Apprenticeships courses & Equality Reps courses



## NEW! Apprenticeships courses for union reps

The TUC's *Apprenticeships are Union Business* project and TUC Education have developed 2 new courses to help reps support apprenticeships in their workplaces.

### Apprenticeships Awareness

**Bristol - 3 Wednesdays from 13th January 2010 - applications to City of Bristol College**

This course is for all union representatives and covers negotiating terms and conditions, working with employers on apprenticeship schemes and equal opportunities issues.

### Apprenticeships Mentoring

**Bristol - 2 Mondays from 19th April 2010 - applications to City of Bristol College**

This course is for all union representatives, especially ULRs, and covers supporting apprentices in the workplace, training and development and equal opportunities.

For further information contact contact City of Bristol College - see page 9 for contact details.

## Equality Reps training

This 3-day training course is aimed existing, new or potential equality reps who want to find more about dealing with issues such as flexible working; reasonable adjustments; equal pay; bullying and harassment; discrimination; equality impact assessments.

### Course availability

Venue	Dates (2010)	Contact
Swindon	3 Mons from 10 May	New College
Taunton	3 Fridays from 10 Sept	City of Bristol College

Full contact details can be found on page 9.

## Equality Reps - course aims

The course will help reps:

- understand the role of the equality rep
- find out more about discrimination legislation
- improve equality policies and agreements
- find out about good practice and share success stories
- promote equality in the workplace and the union
- develop tools and techniques for raising equality issues
- keep updated with current legislation
- develop equality networks
- sharpen negotiating skills

# Spotlight on: Short and Specialist Course Programme

**Applications to:** Please contact the local trade union studies centre indicated for further information

**Course hours:** Days 9 am - 4.30 pm (full contact details on page 9)

Location	Course Name	Start Date	Contact TUS at:
Bristol	Workplace Accident Investigation	2 Weds from 6 Jan '10	City of Bristol College
Bristol	Introduction to COSHH	3 Mons from 11 Jan '10	City of Bristol College
Bristol	Apprenticeships Awareness	3 Weds from 13 Jan '10	City of Bristol College
Bristol	Apprenticeships Mentoring	2 Mons from 19 April '10	City of Bristol College
Bristol	Trade Unions & the Environment	3 Weds from 21 April '10	City of Bristol College
Chelt'ham	Occupational Health	3 Fridays from 5 Feb '10	Gloucestershire College
Chelt'ham	Health & Safety Update	3 Tues from 20 April '10	Gloucestershire College
Chelt'ham	Body Mapping	3 Tues from 4 May '10	Gloucestershire College
Exeter	Health & Safety Update	3 Tues from 19 Jan '10	City College Plymouth
Exeter	Trade Unions & the Environment	3 Tues from 16 Feb '10	City College Plymouth
Exeter	Health & Safety Update	3 Fridays from 7 May '10	City College Plymouth
Plymouth	Health & Safety Update	3 Tues from 19 Jan '10	City College Plymouth
Plymouth	Health & Safety Update	3 Fridays from 7 May '10	City College Plymouth
Plymouth	Trade Unions & the Environment	3 Mons from 7 June '10	City College Plymouth
Poole	Introduction to COSHH	3 Tues from 5 Jan '10	Bournemouth & Poole
Poole	Trade Unions & the Environment	3 Weds from 14 April '10	Bournemouth & Poole
St Austell	Trade Unions & the Environment	3 Mons from 5 July '10	City College Plymouth
Swindon	Equality Reps	3 Mons from 10 May '10	New College Swindon
Swindon	Trade Unions & the Environment	3 Weds from 3 Nov '10	New College Swindon
Taunton	Tackling Stress in the Workplace	3 Fridays from 15 Jan '10	City of Bristol College
Taunton	Tackling Bullying in the Workplace	3 days - 15-17 Feb '10	City of Bristol College
Taunton	Equality Reps	3 Fridays from 10 Sept '10	City of Bristol College
Taunton	Trade Unions & the Environment	3 Weds from 10 Nov '10	City of Bristol College

## 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

- 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  African Caribbean  Asian  
 White  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

This form must be authorised by an appropriate union official, who must be someone other than the applicant. Please speak to your union's local or regional office for advice if unsure.

Signature of full-time union official

Print Name

Position

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



# unionlearn

with TUC Education

Published by  
South West TUC  
Church House  
Church Road  
Filton  
Bristol BS34 7BD

Printed on recycled paper using Ecotricity renewable energy by  
Severnprint Limited [www.severnprint.co.uk](http://www.severnprint.co.uk)  
Photos from [www.JohnBirdsall.co.uk](http://www.JohnBirdsall.co.uk), Grant Lynch,  
Paul Carter and Janina Struk/[www.reportdigital.co.uk](http://www.reportdigital.co.uk)

**All TUC publications may be made available for dyslexic or visually impaired readers, on request, in an agreed electronic format or in accessible formats such as Braille, audiotape and large print, at no extra cost.**

**Equal**



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