

WalesTUC



TUC Education Courses for all union reps **Annual Programme**

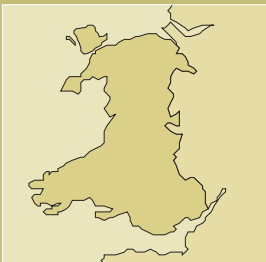
September 2009 - July 2010

Wales TUC Education Team

Julie Cook
Head of education
and training

Marion Burke
Administrator

Wales TUC Education
Transport House
1 Cathedral Road
Cardiff CF1 9SD
Tel: 02920 347010
Fax: 02920 221940
Email: mburke@tuc.org.uk



www.unionlearn.org.uk



Brendan Barber
TUC General Secretary

Welcome to learning with the TUC

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

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

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

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

This booklet gives details of the annual 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 for full details of key events, training, features and bulletin board discussions with other reps.

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

Aiming for success

Our courses are designed to achieve:

- improvements in the performance of union representatives at the workplace and in the union
- greater understanding of trade union policies and priorities
- enhanced study skills and personal confidence for all those who take part
- recognition of learning achievements through accreditation
- personal satisfaction and enrichment through learning.

Inclusive and welcoming

The TUC is committed to equal treatment regardless of sex, race, disability, sexuality or age.

The aims of the TUC programme include equal participation by all groups and delivering skills, knowledge and understanding to learners so they can assist all of their members.

The purpose of the programme is to deliver a quality learning experience, with a system of accreditation which points to future learning opportunities.



Widening choice

The TUC's programme of courses is popular and well attended.

As work and lifestyle patterns change, new ways of delivering accessible training to union representatives, as and when needed, are being developed. These include:

- more flexible delivery to accommodate shift patterns, workplace needs and family responsibilities
- open and online learning opportunities.

Those who find it difficult to access training, such as representatives from new industries and sectors, part-time workers and those from smaller workplaces, may benefit from this more flexible approach.

For further information contact your regional education and training officer.

Learning materials

TUC Education develops and provides student materials for all TUC courses. These are regularly reviewed, revised and rewritten with the active involvement of practicing trade union studies tutors and TUC policy experts. Evidence of learning achievement is recorded and students receive regular and appropriate feedback.

TUC tutors

Everyone knows the importance of a good teacher. TUC Education trains and develops its tutors on specially designed courses. Further briefings are provided as new and revised materials are brought on-stream. This helps keep tutors up-to-date with the accreditation process and with relevant subjects. The essential requirement for TUC tutors is that they are experienced trade unionists who understand the role of the union rep and its problems. TUC tutors are employed by local providing colleges, the WEA and institutions of higher and further education.

Accreditation

The TUC accredits its programme through the National Open College Network to provide clear national recognition of the quality of courses and the achievement of union representatives.

Registration for accreditation is voluntary. There are no tests or examinations. You will build up a file which shows the work you have completed during the course, and Open College Network (OCN) credits are awarded for achieving the learning outcomes for that course. The OCN will issue you a certificate too.

Credits can be built up over a number of years and are transferable throughout the country. They can be used to gain access to other courses in further and higher education. They also give unions and employers a clearer view of what representatives have learned and are able to do after attending a TUC course. New pathways for union representatives are opening up all the time. For further details contact your TUC regional education and training officer.

The pride and pleasure representatives take in their learning and achievements in the course of 'becoming a better rep' are a testament to the committed professionalism of TUC Education and tutors.

Learning that Works: Accrediting the TUC Programme



Union representatives

Stage 1: **60-72** hours of guided learning
Fifteen OCN credits at level 1/2
Course content includes: job of the union rep; building union membership; making and using agreements; representing members; grievance and discipline; your rights and negotiating at work

Stepping Up the advanced course
60-72 hours of guided learning
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

Level 3 Certificate for Trade Union Representatives

Representatives who complete Stepping Up and achieve fifteen credits at level 3 can also gain the Level 3 Certificate for Trade Union Representatives.

Further progression opportunities include: specialist courses, TUC Access programme and higher education programmes.

Health and safety representatives

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

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

Level 3 Certificate for Trade Union Health & Safety Representatives

Reps who complete Next Steps for Safety Reps and achieve fifteen credits at level 3 can also gain the Level 3 Certificate for Trade Union Health & Safety Representatives.

Further progression opportunities include: specialist courses, TUC Access programme and progression to IOSH qualifications.

The course was helpful in terms of understanding legislation – it gave me confidence to represent my members – it benefited me and the union by increasing the membership and it helped me to save my members' jobs.

Stage one participant

Union learning representatives

- Initial training:** Up to 30 hours of guided learning
 Nine OCN credits at level 2/3
Course content includes: the role of the learning rep; value of learning and skills in the workplace; identifying learning needs; developing learning strategies in the workplace; contacts and information networks; policies and programmes for learning and skills.
- Additional modules:** Fifteen credits at level 2/3
 Optional units can be taken depending on the needs of learners.
The units include: Skills for Life; key skills; workplace learning; national vocational qualifications; information, advice and guidance.

Level 3 Award for Trade Union Learning Representatives

Reps who complete the Union Learning Representative course and achieve nine credits at level 3 can also gain the Level 3 Award for Trade Union Learning Representatives.

Specialist and short course programmes

In addition to the core programme of courses described on the previous pages there are a variety of specialist and short courses available for union representatives.

Courses cover collective bargaining/industrial relations, employment law, equality, health and safety, pensions, information technology, partnership, and skills for reps.

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

Access programme

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

The recognised pathways are:

The Certificate in Contemporary Trade Unionism

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

The Certificate in Occupational Health and Safety

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

The Certificate in Employment Law

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

Each of these programmes is OCN accredited at 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 Course.



For more information on course content please contact your local trade union studies centre



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.

Redundancy & Retraining

The Wales TUC Learning Services offer support and advice and guidance regarding training and skills development opportunities to recognised trades unions at workplaces which are threatened with redundancy or closure.

Wales TUC have a small team of staff who have considerable experience of working with unions in redundancy situations.

The Wales TUC Learning Services development officers aim to speed up response time by providing union officers and workplace reps with the information regarding support available from government agencies e.g. Careers Wales, Job Centre plus and help available from training and education funding schemes.

Individuals facing redundancy should be provided the relevant support such as job search skills and CV writing support but also may need confidence building courses or help with basic skills.. The priority of trades unions during redundancy situations is to ensure that the relevant level of support, training and resources are made available to all workers.

It is a priority of the Wales TUC to provide accurate, specialist information and training to union officers and reps and we can assist with the following:

- Advice regarding ReAct and ProAct programmes
- Liaison with relevant agencies such as Careers Wales, Job Centre Plus
- Working with employers to identify appropriate training provision
- Negotiating release for training to take place
- Sign posting workers to appropriate training and learning opportunities

ReAct:

This programme is available to train/upskill an individual who has been made redundant. It is administered in partnership with Careers Wales and includes:

- Training costs to acquire new skills (to a max of £2500) to help improve an individuals chances of returning to work
- A subsidy of £2080, paid in 4 instalments over a 12 month period to an employer if they employ a redundant worker
- Re-imbusement of up to 70% of the cost of eligible training (to a maximum of £1000) needed for the employee to carry out their new job
- Advice and guidance on self employment

Individuals need to be interviewed by Careers Wales.

ProAct:

ProAct is one of the new initiatives announced by First Minister Rhodri Morgan at Wales's third economic summit in December 08. It is designed to support companies experiencing difficulties in the current climate and aims to reduce the need to make large scale redundancies and possibly the danger of total closure.

- Eligibility for funding is dependant on a company having introduced short-term working and being in a position of having to consider potential redundancies
- The funding available is £2000 per individual for training and a £2000 wage subsidy to cover the training period
- The funding will be granted on a selective basis and any business will be expected to produce a business plan which will be submitted to an industry related panel for consideration.
- Companies would then submit a training plan after confirmation that they qualify has been received and trades unions can assist in the development of this plan.



Wales TUC Learning Services

For information advice and guidance on workplace learning in your area and for advice on redundancy, REACT & PROACT please contact:

North Wales

Barbara Hale 07747 775393

Mid Wales

Mark Rees 07766 250082

West Wales

Roger Jones 07833 158627

South Wales

Kevin Williams 07747 775658

Deri Bevan 07769 971336

All Wales Project Workers

Linsey Shingles 07766 250827

Katrina Wood 07799 414843

WULF Project Support Officer

Marion Burke 07789 911367

Head of Learning Services

Sian Cartwright 02920 347010

Marketing & Promotion

Gareth Hathway 02920 347010

www.wtuclearn.org.uk



Learn with your union

BRIDGEND

Applications to: Trade Union Studies Unit, Bridgend College, Queens Road South,
Bridgend Industrial Estate, BRIDGEND, CF31 3UT

Tel: 01656 302511 (ask for Trade Union Studies)

Email: ryoung@bridgend.ac.uk

Venue: Bridgend College, Queens Road South, Industrial Estate, BRIDGEND

Hours: 9.15am to 4.45pm

Autumn Term 2009

Union Representatives 1	10 Mondays from 14 th Sept 2009
Health & Safety Reps 1	10 Tuesdays from 15 th Sept 2009
Union Representatives 2 (Stepping Up)	12 Wednesdays from 9 th Sept 2009
Health & Safety Reps 2 (Next Steps)	12 Thursdays from 10 th Sept 2009
Introduction to Computers	10 Fridays from 18 th Sept 2009
TUC Health & Safety Cert (Law Module)*	12 Mondays from 7 th Sept 2009
TUC Cert in Employment Law*	12 Tuesdays from 8 th Sept 2009
Union Learning Representative Stage 1	5 Wednesdays from 23 rd Sept 2009
Union Learning Representative Stage 2	5 Wednesdays from 4 th Nov 2009
Coping with the Economic Downturn	3 Thursdays from 1 st Oct 2009
Accident Investigations	3 Wednesdays from 4 th Nov 2009

* Part of a 36 week course over 3 terms

Spring Term 2010

Union Representatives 1.	10 Mondays from 11 th Jan 2010
Health & Safety Reps 1.	10 Tuesdays from 12 th Jan 2010
Union Representatives 2. (Stepping Up)	11 Wednesdays + 2 Evenings from 6 th Jan 2010
Health & Safety Reps 2. (Next Steps)	11 Thursdays + 2 Evenings from 7 th Jan 2010
Introduction to Computers	10 Fridays from 8 th Jan 2010
TUC Health & Safety Cert (Environment Module)*	11 Mondays + 2 Evenings from 4 th Jan 2010
TUC Cert in Employment Law (2nd Module)*	11 Tuesdays + 2 Evenings from 5 th Jan 2010
Union Learning Reps 1	5 Wednesdays from 13 th Jan 2010
Union Learning Reps 2	5 Wednesdays from 24 th Feb 2010
Coping with the Economic Downturn	2 Thursdays from 4 th Feb 2010
Equality Rep	3 Tuesdays from 26 th Jan 2010

Summer Term 2010

Union Representatives 1	10 Mondays from 19 th April 2010
Health & Safety Reps 1	10 Tuesdays from 20 th April 2010
Union Representatives 2 (Stepping Up)	12 Wednesdays from 14 th April 2010
Health & Safety Reps 2 (Next Steps)	12 Thursdays from 15 th April 2010
Introduction to Computers	10 Fridays from 16 th April 2010
TUC Health & Safety Cert (Organisation Module)*	11 Mondays + 2 Evenings from 12 th April 2010
TUC Cert in Employment Law (3rd Module)*	12 Tuesdays from 13 th April 2010
Union Learning Reps 1	5 Wednesdays from 28 th April 2010
Union Learning Reps 2	3 Wednesdays from 9 th June 2010
Leadership	2 Thursdays from 17 th June 2010

* Part of a 36 week course over 3 terms

BLAENAVON

Applications to: WEA, 73 Honeysuckle Close, Gurnos Estate, Merthyr Tydfil CF47 9DD

Tel: 01685 382710

Email: t.bishop@swales.wea.org.uk

Venue: TBA

Hours: 9am to 5pm

Autumn Term 2009

Union Reps Stage 1	10 Mondays from 14 th Sept 2009
--------------------	--

Spring Term 2010

Health & Safety Stage 1	10 Tuesdays from 12 th Jan 2010
-------------------------	--

CARDIFF

Applications to: WEA, 73 Honeysuckle Close, Gurnos Estate, Merthyr Tydfil CF47 9DD

Tel: 01685 382710

Email: t.bishop@swales.wea.org.uk

Venue: WEA Trade Union learning Centre, Cardiff

Hours: 9am to 5pm

Autumn Term 2009

Union Reps Stage 1	10 Mondays from 14 th Sept 2009
Health & Safety Stage 1	10 Tuesdays from 15 th Sept 2009
Stepping Up	12 Wednesdays from 16 th Sept 2009
Health & Safety Stage 2 (Next Steps)	12 Thursdays from 17 th Sept 2009
Union Learning Reps Stage 1	5 Fridays from 25 th Sept 2009
Union Reps Stage 2 (Stepping up)	5 Fridays from 30 th Oct 2009
Coping with the Economic Downturn	2 Days, 7 th & 8 th Sept 2009
Countering the Far Right	2 Days, 9 th & 10 th Sept 2009
Equality Reps	2 Days, 7 th & 8 th Dec 2009
Trade Unions & the Environment	3 Days, 9 th , 10 th & 11 th Dec 2009
Preparing to Teach in the Lifelong Learning Sector*	12 Tuesdays (Evening) from 15 th Sept 2009
Certificate in Occupational H&S	12 Wednesdays (Evening) from 16 th Sept 2009

Spring Term 2010

Union Reps Stage 1	10 Mondays from 11 th Jan 2010
Health & Safety Stage 1	10 Tuesdays from 12 th Jan 2010
Stepping Up	12 Wednesdays from 6 th Jan 2010
Health & Safety Stage 2 (Next Steps)	12 Thursdays from 7 th Jan 2010
Union Learning Reps Stage 1	5 Fridays from 22 nd Jan 2010
Union Reps Stage 2 (Stepping up)	5 Fridays from 26 th Feb 2010
Dealing with the Media	2 Days, 7 th & 8 th Jan 2010
Dealing with Mental Health Issues**	2 Days, 22 nd & 23 rd March 2010
Certificate in Occupational H&S	12 Wednesdays (Evening) from 6 th Jan 2010

*Charge of £53 for City & Guilds qualification

**For more information on the Preparing to teach or Mental Health courses please
 mailto:b.powell@swales.wea.org.uk or k.taylor@swales.wea.org.uk

Summer Term 2010

Union Reps Stage 1	10 Mondays from 19 th April 2010
Health & Safety Stage 1	10 Tuesdays from 20 th April 2010
Stepping Up	12 Wednesdays from 14 th April 2010
Health & Safety Stage 2 (Next Steps)	12 Thursdays from 15 th April 2010
Union Learning Reps Stage 1	5 Fridays from 23 rd April 2010
Union Reps Stage 2 (Stepping up)	5 Days from 28 th May 2010
Coping with the Economic Downturn	2 Days, 12 th & 13 th April 2010
Trade Unions & the Environment	3 Days, 14 th , 15 th & 16 th July 2010
Certificate in Occupational H&S	12 Wednesdays (Evening) from 14 th April 2010

SWANSEA

Applications to: Trade Union Studies Unit, Bridgend College, Queens Road South,
Bridgend Industrial Estate, BRIDGEND, CF31 3UT

Tel: 01656 302511 (ask for Trade Union Studies)

Email: ryoung@bridgend.ac.uk

Venue: Daniel James Community School, Treboeth, SWANSEA

Hours: 9.15am to 4.45pm

Autumn Term 2009

Union Representatives 1	10 Mondays from 14 th Sept 2009
Health & Safety Reprs 1	10 Tuesdays from 15 th Sept 2009
Union Representatives 2 (Stepping Up)	12 Wednesdays from 9 th Sept 2009
Health & Safety Reprs 2 (Next Steps)	12 Thursdays from 10 th Sept 2009

Spring Term 2010

Union Representatives 1	10 Mondays from 11 th Jan 2010
Health & Safety Reprs 1	10 Tuesdays from 12 th Jan 2010
Union Representatives 2 (Stepping Up)	11 Wednesdays + 2 Evenings from 6 th Jan 2010
Health & Safety Reprs 2 (Next Steps)	11 Thursdays + 2 Evenings from 7 th Jan 2010

Summer Term 2010

Union Representatives 1	10 Mondays from 19 th April 2010
Health & Safety Reprs 1	10 Tuesdays from 20 th April 2010
Union Representatives 2 (Stepping Up)	12 Wednesdays from 14 th April 2010
Health & Safety Reprs 2 (Next Steps)	12 Thursdays from 15 th April 2010

NEWPORT

Applications to: TU Education Centre, Coleg Gwent, City of Newport Campus,
Nash Road, NEWPORT, NP19 4TS

Tel: 01633 466 136

Email: roy.mccabe@coleggwent.ac.uk

Venue: Coleg Gwent, Newport Campus

Hours: 9am to 5pm

Autumn Term 2009

Union Reps Stage 1	10 Mondays from 14 th Sept 2009
Health & Safety Stage 1	10 Tuesdays from 15 th Sept 2009
Union Reps Stage 2 (Stepping up)	12 Wednesdays from 16 th Sept 2009
Health & Safety Stage 2 (Next Steps)	12 Thursdays from 17 th Sept 2009
Union Learning Reps Stage 1	5 Fridays from 25 th Sept 2009
Using Computers	10 Wednesdays (Evening 6-8pm) from 16 th Sept 2009
Countering the Far Right	2 Days, 1 st & 2 nd Oct 2009
Coping with the Economic Downturn	2 Days, 15 th & 16 th Oct 2009
Trade Unions & the Environment	3 Days, 12 th , 19 th & 26 th Nov 2009
Certificate in Occupational H&S	12 Wednesdays from 16 th Sept 2009
NEW Certificate in Employment Law	12 Tuesdays from 15 th Sept 2009

Spring Term 2010

Union Reps Stage 1	10 Mondays from 11 th Jan 2010
Health & Safety Stage 1	10 Tuesdays from 12 th Jan 2010
Union Reps Stage 2 (Stepping up)	12 Wednesdays from 6 th Jan 2010
Health & Safety Stage 2 (Next Steps)	12 Thursdays from 7 th Jan 2010
Union Learning Reps Stage 1	5 Fridays from 15 th Jan 2010
Using Computers	10 Wednesdays (Evening) from 6 th Jan 2010
Dealing with the Media	2 Days, 21 st & 22 nd Jan 2010
Coping with the Economic Downturn	2 Days, 4 th & 5 th Feb 2010
Dealing with Mental Health Issues	2 Days, 4 th & 5 th March 2010
Certificate in Occupational H&S	12 Wednesdays from 6 th Jan 2010
NEW Certificate in Employment Law	12 Tuesdays from 5 th Jan 2010

Summer Term 2010

Union Reps Stage 1	10 Mondays from 19 th April 2010
Health & Safety Stage 1	10 Tuesdays from 20 th April 2010
Union Reps Stage 2 (Stepping up)	12 Wednesdays from 14 th April 2010
Health & Safety Stage 2 (Next Steps)	12 Thursdays from 15 th April 2010
Union Learning Reps Stage 1	5 Fridays from 30 th April 2010
Using Computers	10 Wednesdays (Evening) from 21 st April 2010
Coping with the Economic Downturn	2 Days, 22 nd & 23 rd April 2010
Equality Reps	2 Days, 10 th & 11 th June 2010
Union Learning Reps & the Economic Downturn	2 Days, 23 rd & 24 th June 2010
Certificate in Occupational H&S	12 Wednesdays from 14 th April 2010
NEW Certificate in Employment Law	12 Tuesdays from 13 th April 2010

MERTHYR

Applications to: Trade Union Studies Unit, Bridgend College, Queens Road South,
Bridgend Industrial Estate, BRIDGEND, CF31 3UT

Tel: 01656 302511 (ask for Trade Union Studies)

Email: ryoung@bridgend.ac.uk

Venue: Merthyr Labour Club, Court Street

Hours: 9:15am to 4:45pm

Autumn Term 2009

Union Representatives 1	10 Mondays from 14 th Sept 2009
Health & Safety Reps 1	10 Tuesdays from 15 th Sept 2009

Spring Term 2010

Union Representatives 1	10 Mondays from 11 th Jan 2010
Health & Safety Reps 1	10 Tuesdays from 12 th Jan 2010

Summer Term 2010

Union Representatives 1	10 Mondays from 19 th April 2010
Health & Safety Reps 1	10 Tuesdays from 20 th April 2010

NORTH WALES

Applications to: Trade Union Studies, Coleg Harlech WEA (N), Caia Park Partnership,
Prince Charles Road, Wrexham, LL13 8TH

Tel: 01978 318866

Email: n.taylor@fc.harlech.ac.uk or a.wright@fc.harlech.ac.uk

Venue: To be arranged, please contact Coleg Halech WEA for more details

Hours: 9.15am to 4.45pm (Mornings only: 9am to 12pm, Afternoons only: 1pm to 4pm)

Autumn Term 2009

Union Reps 1	10 Thursdays from 24 th Sept 2009
Union Reps Stage 2 (Stepping up)	12 Tuesdays from 22 nd Sept 2009
H&S Reps 1	10 Wednesdays from 23 rd Sept 2009
Health & Safety Stage 2 (Next Steps)	12 Thursdays from 24 th Sept 2009
Union Learning Reps	5 Tuesdays from 3 rd Nov 2009
Certificate In Health & Safety	12 Fridays from 25 th Sept 2009
Using Computers 1	12 Fridays (Morning) from 25 th Sept 2009
Using Computers 2	12 Fridays (Afternoon) from 25 th Sept 2009
Economic Downturn	17 th & 18 th Sept 2009 - Possible Residential

Spring Term 2010

Union Reps 1	10 Thursdays from 7 th Jan 2010
Union Reps Stage 2 (Stepping up)	12 Tuesdays from 5 th Jan 2010
H&S Reps 1	10 Wednesdays from 6 th Jan 2010
Health & Safety Stage 2 (Next Steps)	12 Thursdays from 7 th Jan 2010
Certificate In Health & Safety	12 Fridays from 8 th Jan 2010
Using Computers 1	12 Fridays (Morning) from 8 th Jan 2010
Using Computers 2	12 Fridays (Afternoon) from 8 th Jan 2010
Economic Downturn	11 th & 12 th Jan 2010
Dealing With The Media	11 th & 12 th Feb 2010
Countering The Far Right	18 th & 19 th Feb 2010

Summer Term 2010

Union Reps 1	10 Thursdays from 22 nd April 2010
Union Reps Stage 2 (Stepping up)	12 Tuesdays from 20 th April 2010
H&S Reps 1	10 Wednesdays from 21 st April 2010
Health & Safety Stage 2 (Next Steps)	12 Thursdays from 22 nd April 2010
Certificate In Health & Safety	12 Fridays from 23 rd April 2010
Using Computers 1	12 Fridays (Morning) from 23 rd April 2010
Using Computers 2	12 Fridays (Afternoon) from 23 rd April 2010
Economic Downturn	15 th & 16 th April 2010
Dealing With Mental Health Issues	5 th & 6 th May 2010
Trade Union & The Environment	7 th , 8 th & 9 th June 2010 - Possible Residential

Wobr Ansawdd Quality Award



The Quality Award is a continuous improvement process and is awarded to providers whose programmes and courses meet the WTUC Cymru good practice criteria. The Quality Award will help direct ULR's to providers that are working successfully and flexibly with trade unions.

For more information on the Quality Award please contact Bernice Waugh

bwaugh@tuc.org.uk Tel 0794 838 9945

Y Rhydwaith Rhagoriaeth

Network of Excellence



*Rhwydwaith
Rhagoriaeth
Network of
Excellence*

A Network of Union Learning Representatives, education providers and other learning agencies that support, offer help, share ideas and exchange information and best practice.

You can join the Network for free and,

- Stay in touch with news and developments through our regular e-briefings
- Get involved in your regional Network
- Meet other ULR's, course organisers and learning agencies
- Contact the Network for advice and guidance

September 2009

South	Monday 7 th September	Newport
West	Tuesday 8 th September	Swansea
Mid	Wednesday 9 th September	Llandrindod Wells
North	Thursday 10 th September	Colwyn Bay

All Wales Network of Excellence meeting

Thursday 13th November at the ULR Conference, the Dragon Hotel, Swansea

Provisional dates and venues for 2010:

February 2010

South	Monday 1 st February	Merthyr
West	Tuesday 2 nd February	Llanelli
Mid	Thursday 4 th February	Machynlleth
North	Friday 5 th February	Mold

April 2010

South	Monday 26 th April	Bridgend
West	Tuesday 27 th April	Carmarthen
Mid	Thursday 29 th April	Newtown
North	Friday 30 th April	Caernarvon

September 2010

South	Monday 6 th September	Newport
West	Tuesday 7 th September	Swansea
Mid	Thursday 9 th September	Aberystwyth
North	Friday 10 th September	Wrexham

For more information or to join the Network of Excellence please contact Bernice Waugh
Bwaugh@tuc.org.uk Tel 079 4838 9945



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.

Time off to learn for distance or online learning

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

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

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

Course title

To be held at

Starting date

Your full name

Home address

Postcode

Daytime telephone number

Email

Trade union

Union posts held

Previous TUC courses

Your occupation

Name and address of employer

APPLICATION FORM

Please tick the relevant boxes

Number of employees

Less than 50

Less than 250

More than 250

Work pattern

Full-time

Part-time

Days

Shiftwork

Your Age

Male

Female

**Do you define yourself
as disabled?**

Yes

No

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

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

African

Asian/Pacific

Caribbean

UK/European

Other

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

Are you happy to receive future TUC communications?

Yes

No

Signature of applicant

Signature of full-time union official

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

**UNIONREPS.ORG.UK is
the UK's biggest online
resource for union reps**



It's a dedicated online network where reps offer other reps practical advice on handling day-to-day workplace issues. The site is used by over 13,000 union reps, bringing different perspectives and experiences from all the UK's unions, sectors and regions.

> LIVELY DISCUSSION BOARDS

Swap experiences, and receive feedback from other members, often within minutes of kicking off a new conversation.

> FREE BARGAINING NEWSLETTER

Written by LRD. Get the latest email roundup of developments for reps and negotiators.

> WHAT'S ON IN YOUR AREA

Use the unionreps.org.uk map to find upcoming events and training courses, local resources, and contacts who share your interests. Special features and give-aways. Get access to free resources, contests and offers from partner organisations.

/// The best site around, great for assistance and general union knowledge; the users are very friendly and always eager to help out or offer advice. ///
Ann Whitton, CWU rep

unionlearn
with TUC Education

Published by

Wales TUC Education Service
Transport House
1 Cathedral Road
Cardiff CF11 9SD

Typesetting by Word Up Design

Photos from www.JohnBirdsall.co.uk, Grant Lynch,
Paul Carter and Janina
Struk/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.**

Funded by
Welsh Assembly Government



Llywodraeth Cynulliad Cymru
Welsh Assembly Government

www.unionlearn.org.uk