

NORTHERN REGION



TUC EDUCATION COURSES FOR ALL

union reps

JANUARY 2012-DECEMBER 2012



CONTENTS

TUC Core Programme	12
Awards Programme	17
How to apply	21
Application form	22
Contacts	23

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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, the WEA and institutions of higher and further education.

TUC 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
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The trade unions today pathway contains:

Awards	at Levels 1 and 2
Certificates	at Levels 2 and 3

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.

TUC CORE PROGRAMME

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



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

January 2012–December 2012

NEWCASTLE, TYNE & WEAR

Venue: Newcastle College, **Newcastle**

Applications to: Newcastle College, Trade Union Education Centre (see contact details on page 23)

Hours: 0900 to 1630

Spring Term (January to March 2012)

Union representatives stage 1 certificate	12 Mon from 9 January 2012
Stepping up - the advanced course certificate	12 Tues from 10 January 2012
Health & safety stage 1 certificate 12	Tues from 10 January 2012
Next steps for safety reps certificate	12 Mon from 9 January 2012
Union learning representatives stage 1 award	5 Wed from 1 February 2012
Employment law diploma	36 Wed from 25 January 2012
Occupational health & safety diploma	36 Wed from 25 January 2012
Equalities Diploma	36 Thurs from 26 January 2012

Summer Term (April to July 2012)

Union representatives stage 1 certificate	12 Thurs from 26 April 2012
Stepping up (formerly known as union reps stage 2)	12 Tues from 24 April 2012
Health & safety stage 1 certificate	12 Tues from 24 April 2012
Next steps for safety reps certificate	12 Thurs from 26 April 2012
Union learning representatives stage 2 award	5 Mon from 7 May 2012
Employment law diploma	36 Wed from 2 May 2012
Occupational health & safety diploma	36 Wed from 2 May 2012
Contemporary trade unionism diploma (1500 to 2000 hrs)	36 Wed from 2 May 2012
Equalities Diploma	36 Thurs from 3 May 2012

Autumn Term (September to December 2012)

Union representatives stage 1 certificate	12 Mon from 10 September 2012
Health & safety stage 1 certificate	12 Tues from 11 September 2012
Next steps for safety reps certificate	12 Mon from 10 September 2012
Union learning representatives stage 1 award	5 Thurs from 11 October 2012
Employment law diploma	36 Wed from 19 September 2012
Occupational health and safety diploma	36 Wed from 19 September 2012
Equalities Diploma	36 Thurs from 20 September 2012

SUNDERLAND, TYNE & WEAR

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

Applications to: Garry Hunter, Trade Union Education Centre (see contact details on page 23)

Hours: 0900 to 1630

Spring Term (January to March 2012)

Union representatives stage 1 certificate	12 Tues from 3 January 2012
Stepping up – the advanced course certificate	12 Wed from 4 January 2012
Health & safety stage 1 certificate	12 Wed from 4 January 2012
Union learning representatives stage 1 certificate	5 Mon from 16 January 2012
Union learning representatives stage 2 certificate	5 Mon from 27 March 2012

Summer Term (April to July 2012)

Union representatives stage 1 certificate	12 Tues from 17 April 2012
Health & safety stage 1 certificate	12 Wed from 18 April 2012
Next steps for safety reps certificate	12 Wed from 18 April 2012
Union learning representatives stage 1 award	5 Mon from 11 June 2012

Autumn Term (September to December 2012)

Union representatives stage 1 certificate	12 Tues from 11 September 2012
Health & safety stage 1 certificate	12 Mon from 10 September 2012
Union learning representatives stage 1 award	5 Mon from 5 November 2012
TUC diploma in employment law	36 Thurs from 13 September 2012
TUC diploma in occupational health & safety	36 Wed from 12 September 2012

DARLINGTON, TEES VALLEY

Venue: Darlington College, **Darlington**

Applications to: ken Smith, Trade Union Studies Centre (see contact details on page 23)

Hours: 0900 to 1700

Spring Term (January to March 2012)

Stepping up – the advanced course certificate	12 Tues from 10 January 2012
Next steps for safety reps certificate	12 Thurs from 12 January 2012

Summer Term (April to July 2012)

Union representatives stage 1 certificate	12 Thurs from 10 May 2012
Health & safety stage 1 certificate	12 Tues from 8 May 2012

Autumn Term (September to December 2012)

Union representatives stage 1 certificate	12 Thurs from 27 September 2012
Stepping up—the advanced course certificate	12 Mon from 17 September 2012
Health & safety stage 1 certificate	12 Tues from 25 September 2012
Next Steps for safety reps certificate	12 Wed from 19 September 2012

COURSE PROGRAMME JANUARY 2012—DECEMBER 2012

WORKINGTON, CUMBRIA

Venue: WEA Cumbria, **Workington**

Applications to: Chris Thackrah, WEA Cumbria (see contact details on page 23)

Hours: 0900 to 1630

Spring Term (January to March 2012)

Health & safety stage 1 certificate 12 Tues from 10 January 2012

Stepping up – the advanced course certificate 12 Wed from 11 January 2012

Summer Term (April to July 2012)

Union representatives stage 1 certificate 12 Wed from 25 April 2012

Health & safety stage 1 certificate 12 Tues from 24 April 2012

Next steps for safety reps certificate 12 Thurs from 26 April 2012

Autumn Term (September to December 2012)

Union representatives stage 1 certificate 12 Tues from 18 September 2012

Health & safety stage 1 certificate 12 Wed from 19 September 2012

FURNESS, CUMBRIA

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

Applications to: Chris Thackrah, Cumbria (see contact details on page 23)

Hours: 0900 to 1630

Spring Term (January to March 2012)

Next steps for safety reps certificate 12 Tues from 10 January 2012

Union learning representatives stage 1 certificate 5 Wed from 18 January 2012

Union learning representatives stage 2 certificate 5 Wed from 22 February 2012

Summer Term (April to July 2012)

Union representatives stage 1 certificate 12 Wed from 25 April 2012

Health & safety stage 1 certificate 12 Tues from 24 April 2012

Next steps for safety reps certificate 12 Thurs from 26 April 2012

Autumn Term (September to December 2012)

Union representatives stage 1 certificate 12 Tues from 18 September 2012

Health & safety stage 1 certificate 12 Wed from 19 September 2012

Occupational health & safety diploma 36 Thur from 20 September 2012

CARLISLE, CUMBRIA

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

Applications to: Tracey Errington, Carlisle Trade Union Education Centre (see contact details on page 23)

Hours: 0900 to 1630

Spring Term (January to March 2012)

Union representatives stage 1 certificate	12 Thur from 12 January 2012
Health & safety stage 1 certificate	12 Tues from 10 January 2012
Next steps for safety reps certificate	12 Tues from 10 January 2012
Union learning representatives stage 1 award	5 Wed from 11 January 2012
Occupational health & safety diploma	36 Wed from 11 January 2012
Employment law diploma	36 Thurs from 12 January 2012

Summer Term (April to July 2012)

Union representatives stage 1 certificate	12 Tues from 17 April 2012
Health & safety stage 1 certificate	12 Thurs from 19 April 2012
Stepping up—the advanced course certificate	12 Tues from 17 April 2012
Union learning representatives stage 1 award	5 Wed from 18 April 2012
Occupational health & safety diploma	36 Wed from 18 April 2012
Employment law diploma	36 Thurs from 19 April 2012

Autumn Term (September to December 2011)

Union representatives stage 1 certificate	12 Thurs from 20 September 2012
Stepping up – the advanced course certificate	12 Tues from 18 September 2012
Health & safety stage 1 certificate	12 Tues from 18 September 2012
Occupational health & safety diploma	36 Wed from 19 September 2012
Employment law diploma	36 Thurs from 20 September 2012
Equalities diploma	36 Wed from 19 September 2012

SPOTLIGHT ON...

Awards programme

Below are some of the Award programmes that TUC centres are offering. Please contact centres for further information. Contact details can be found on page 23. If you would like to register your interest for a programme not currently being offered in the region please contact the Regional Education Officer.

Course Hours: Days: 9am – 4.30pm

	Location	Dates	Contact
Bullying and harassment in the workplace	Newcastle	4 Fri from 4 May 12	Margaret Stephenson
Dealing with redundancy	Newcastle	4 Fri from 1 June 12	Margaret Stephenson
Employment Law Update (Equality Act)	Newcastle	4 Thurs from 2 Feb 12	Margaret Stephenson
Equality representatives	Newcastle	4 Fri from 4 May 12	Margaret Stephenson
Handling disciplinaries and grievances	Newcastle	4 Fri from 2 March 12	Margaret Stephenson
Handling disciplinaries and grievances	Newcastle	4 Fri from 1 June 12	Margaret Stephenson
Introduction to conferencing skills	Newcastle	4 Fri from 2 March 12	Margaret Stephenson
Lights, camera and action	Newcastle	8 Tues from 7 Feb 12 (12 noon to 4pm)	Margaret Stephenson
Introduction to project management	Newcastle	4 Fri from 4 May 12	Margaret Stephenson
Negotiation skills (Dispute resolution)	Newcastle	4 Thurs from 2 Feb 12	Margaret Stephenson
Risk assessment	Newcastle	4 Fri from 2 March 12	Margaret Stephenson
Trade unions and mental health awareness	Newcastle	4 Thurs from 2 Feb 12	Margaret Stephenson

SPOTLIGHT

Location	Dates	Contact	
Trade unions and the environment	Newcastle	4 Fri from 1 June 12	Margaret Stephenson
Understanding the employment tribunal system	Newcastle	4 Fri from 4 May 12	Margaret Stephenson
Women & health & safety	Newcastle	4 Fri from 1 June 12	Margaret Stephenson
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Trade unions & mental health awareness	Sunderland	5 Thurs from 10 Nov 12	Garry Hunter
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Representing members	WEA Barrow	3 days from 9 Jan 12	Chris Thackrah
Cancer in the workplace	WEA Barrow	3 Mon from 23 April 12	Chris Thackrah
Risk assessment	WEA Barrow	3 Mon from 11 June 12	Chris Thackrah
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Representing members	WEA Workington	3 days from 9 Jan 12	Chris Thackrah
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Introduction to conferencing skills	Carlisle	4 Tues from 05 April 12	Tracey Errington
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Further details of all the courses can also be found on the unionlearn website under 'www.unionlearn.org.uk' and on the individual provider websites (see Contact Details page 23).

SPOTLIGHT

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**

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 subgroups 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** Choose a suitable course from this brochure.
- 2** Fill in the application form and get it approved
by your union full-time officer or branch.
- 3** 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.
- 4** Return the form as soon as possible to the trade union studies centre responsible for providing your course, not the TUC.
- 5** Please apply as early as possible in order to allow your trade union studies centre enough time to send you full joining instructions.
- 6** The TUC will pay your course fee. You will need to speak to your employer or union about travelling and other associated costs.
- 7** If you need any advice regarding courses please contact your regional education and training officer.



APPLICATION FORM

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 official

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

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