

SCOTLAND

courses

● TUC EDUCATION COURSES FOR ALL

union reps

JANUARY TO JUNE 2018

CONTENTS

TUC Education	3
Accreditation	5
TUC Core Programme	6
Your Legal Right	11
Course Programme	12
Short Course Programme	17
Online Course Programme	18
How to Apply	22
eNotes	23
Contacts	24
Application Form	25

TUC Scotland Education Team

Gus Grubb
Education Officer

Joanne Sullivan
Administrative Assistant

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

t: 0141 221 8545
f: 0141 221 8575
e: tucedsotland@tuc.org.uk
Follow us on Twitter on
[@TUCed_Scotland](https://twitter.com/TUCed_Scotland)



www.unionlearn.org.uk



WELCOME

to learning with the TUC

We know what a difference to workers a trained union rep can make. But they bring benefits to employers and the wider community too. A 2007 report showed how union representatives significantly improve labour retention and reduced absenteeism and estimated that this could result in savings to employers of between £72 and £143 million.

TUC Education provides high quality training for 48,000 union representatives each year through a network of TUC approved providers across the UK. Learners achieve nationally recognised educational credits and qualifications and courses are offered flexibly to suit the needs of union reps and through the traditional day release model. And there is a dedicated site for continuing rep development through eNotes, TUC Education's web-based programme of updates. Register at www.tuceducation.org.uk/eNotes

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 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.

Frances O'Grady
TUC General Secretary

Aiming for success

Our courses are designed to achieve:

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

Inclusive and welcoming

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

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

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

Widening choice

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

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

- » more flexible delivery to accommodate shift patterns, workplace needs and family responsibilities
- » online learning opportunities
- » blended learning opportunities, which consist of a mix of online and class attendance.

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

For further information contact your Regional Education and Training Officer.

Learning materials

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

TUC tutors

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

Guidance on paid release

Representatives need appropriate time and facilities to undertake training. From 1975 there has been legislation on paid release for union training. This has since been extended and amended and now covers:

- » union workplace representatives
- » health and safety representatives
- » union learning representatives.

Although the legislation can be complex, useful official guidance on rights to union training for these representatives has been published by ACAS and the Health and Safety Executive. Both these bodies include employers and trade union members and both issue codes of practice, which have legal status. The guidance is practical and based on experience of what works.

- » Time off for Trade Union Duties and Activities
ACAS Code of Practice 3. Available from <http://is.gd/dhsDP>
- » Trade Union Representation in the Workplace
ACAS Guide. Available from <http://is.gd/dhsNI>
- » Consulting Employees on Health and Safety
HSE guide and safety representative's regulations. Available from <http://www.hse.gov.uk/pubns/indg232.pdf>

Union reps and safety reps

Union reps and safety reps should first ask their employer for time off with pay. The Trade Union and Labour Relations (Consolidation) Act 1992 section 168 and the Safety Representatives & Safety Committee Regulations 1977 give accredited union and safety representatives a legal right to reasonable time off with pay to attend courses approved by the TUC or their

union. Guidance towards establishing what constitutes reasonable time off can be found in the ACAS Code of Practice.

Union learning reps

To qualify for time off to carry out their duties, union learning reps must be sufficiently trained. If they do not have the required training when they are appointed, then they must become trained within six months. In that case the union must inform the employer in writing that the rep is undergoing or has completed the training.

Specialist reps

Unions may have representatives who specialise in certain areas. They include:

- » equality representatives
- » pensions champions
- » environmental or green representatives
- » disability champions.

These representatives are covered by legislation on time off for union activities, but not specifically for union training. However, training recommendations are included in the ACAS guide Trade Union Representation in the Workplace. The guide points out that:

“...in practice all union representatives have to gain approved time off from their work to carry out their duties ... and they need at least some training ... if only to communicate with management and their constituents.”

Online learning

Studying online entitles you to the same paid release arrangements as for a classroom-based programme. Securing release arrangements which are convenient for both the rep and the employer is one of the great benefits of flexible learning. Reps that secure paid release find their training more manageable and productive.

The laws states that trade union reps are entitled to reasonable time off for education and training. This law applies to online courses, whether learning takes place at work, in your home, at a workstation or in a learning centre. Talk to your employer about what makes sense for both you and them.

Reps who find difficulty in obtaining paid time off to attend TUC courses should seek assistance from their senior union rep.

Accreditation

TUC Education accredits its programme through 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 NOCN credits for units of qualifications that are held on the QCF. These credits can be built up to gain Award, Certificate and Diploma qualifications at various levels.

Qualifications

The TUC programme is divided into a number of pathways for union reps. Each pathway contains different combinations of qualifications made up of Awards, Certificates and Diplomas. Each qualification is made of TUC units of learning (credit).

The union rep pathway contains:

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

The safety rep pathway contains:

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

The learning rep pathway contains:

Certificate at Level 2

The trade unions today pathway contains:

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

Scottish Credit & Qualifications Framework (SCQF)

For reps completing their TUC Training in Scotland, Levels 1, 2 & 3 are equivalent to SCQF Levels 5, 6 & 7.

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.

TUC Certificate in Employment Law *(Sometimes known as Union Reps Stage 2)*

New Course

The TUC Certificate in Employment Law (sometimes referred to as Union Reps Stage 2) is designed for union representatives who have already completed the TUC Stage 1 Union Representatives course or their unions equivalent. This is a practical training course, designed for trade union workplace reps and will cover important workplace issues such as: contracts of employment, workplace agreements and statutory rights to equality.

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 and revised courses

Union Reps Stage 1 Certificate

This Certificate is the corner stone of TUC Education programme for new union reps, or stewards. It will appeal to new union reps that may or may not have already completed their own union's induction programme. A new version of the Certificate was piloted in the spring of 2013 with the final version available in the autumn. The Certificate has existed in various forms for many decades and is the result of constant revision and improvement. The new version refreshes and updates various activities and sharpens the emphasis on union learning, equalities and future-proofing the union

Employment Law Certificate

As explained on page 6 this Certificate replaces the course called Stepping Up, which had replaced the old Union Reps Stage 2 course in 2005. The Employment Law Certificate has been designed to help reps understand the full range of law that effects working people including facility time, equality, dismissal, employment tribunals, redundancy and TUPE, amongst others. The Certificate was piloted in the summer of 2013 and will be widely available from the autumn. Any reps thinking of joining the Employment Law Diploma should complete the Certificate first.

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. NOCN credits are available for all programmes. Award qualifications in the programme are made up of six credits.



JESS HUND / REPORTDIGITAL.CO.UK

Certificate programme

These core programmes usually take place over 10–12 days during one term on a day-release basis. They can also run as block release or online programmes. NOCN 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.

YOUR LEGAL RIGHTS TO ATTEND TUC EDUCATION TRAINING COURSES

Union Workplace Reps, Health & Safety Reps and Union Learning Reps have a legal right to 'paid time-off' to attend TUC Education training courses.

Union Reps

Union Workplace Reps (sometimes known as shop stewards) have a legal right to reasonable time off with pay to attend TUC training under the Trade Union and Labour Relations (Consolidation) Act 1992 (Section 168). Further details can be found at: www.legislation.gov.uk/ukpga/1992/52/section/168

Health & Safety Reps

Health and Safety Reps have a legal right to reasonable time off with pay to attend TUC training under the Safety Representatives & Safety Committee Regulations 1977. Further details can be found at: www.hse.gov.uk/involvement/hsrepresentatives.htm

Union Learning Reps

Union Learning Reps have legal rights to attend TUC training under the Employment Relations Act 2001. Further details can be found at: www.dti.gov.uk/ER/employ/index.htm#Time

What is reasonable time?

Guidance towards establishing what constitutes reasonable time off for training can be found in the ACAS Code of Practice, available to download at: www.acas.org.uk/index.aspx?articleid=2391

How to apply for TUC training

Go to page 30 for details about how reps can access training.

In general, we advise that reps request training in plenty of time to allow for sufficient time to allow negotiations to take place with their employer. Senior experienced Workplace Reps and Full Time Union Officers can assist in securing release for training if the employer offers resistance to accessing paid time off for training.

TUC Education has produced a guide 'Training for Trade Union Workplace Reps – a Guide for Employers, A Useful Aid for Union Reps, which is available for download at:

www.unionlearn.org.uk/publications/training-trade-union-workplace-reps

Online Learning with the TUC

Online Learning with TUC Education is not an alternative to paid time off from work. The law still applies, whether the training takes place away from work or in work, at a workstation or learning centre.

COURSE PROGRAMME

JANUARY TO JUNE 2018

ABERDEEN

Venue: To be confirmed

Applications to: Brian Corrigan, City of Glasgow College (*see contact details on page 24*)

Winter Term 2018

Health & Safety Stage 1 (2 x 5 Day Blocks)	Block A: Monday 12 to Friday 16 Feb 2018
(N.B Both blocks must be attended)	Block B: Monday 19 to Friday 23 March 2018
Next Steps for Safety Reps (2 x 5 Day Blocks)	Block A: Monday 5 to Friday 9 February 2018
(N.B Both blocks must be attended)	Block B: Monday 5 to Friday 9 March 2018
Union Reps Stage 1 (2 x 5 Day Blocks)	Block A: Monday 22 to Friday 26 Jan 2018
(N.B Both blocks must be attended)	Block B: Monday 26 Feb to Friday 2 March 2018

Spring Term 2018

Health & Safety Stage 1 (2 x 5 Day Blocks)	Block A: Monday 30 April to Friday 4 May 2018
(N.B Both blocks must be attended)	Block B: Monday 4 to Friday 8 June 2018

DUNDEE

Venue: To be confirmed

Applications to: Brian Corrigan, City of Glasgow College (*see contact details on page 24*)

Winter Term 2018

Health & Safety Stage 1 (2 x 5 Day Blocks)	Block A: Monday 29 January to Friday 2 Feb 2018
(N.B Both blocks must be attended)	Block B: Monday 5 to Friday 9 March 2018
Next Steps for Safety Reps (2 x 5 Day Blocks)	Block A: Monday 29 Jan to Friday 2 Feb 2018
(N.B Both blocks must be attended)	Block B: Monday 5 to Friday 9 March 2018

EDINBURGH

Venue: Edinburgh College, "Sighthill Campus", Edinburgh

Applications to: Gus Grubb, TUC Education Officer (*see contact details on page 24*)

Winter Term 2018

Union Reps Stage 1	10 Thursdays from 18 January 2018
Health & Safety Stage 1	10 Tuesdays from 16 January 2018

EDINBURGH continued

Spring Term 2018

Union Reps Stage 2 (Employment Law Certificate)	10 Tuesdays from 17 April 2018
---	--------------------------------

Health and Safety Stage 2	10 Thursdays from 19 April 2018
---------------------------	---------------------------------

GLASGOW

Venue: City of Glasgow College, Riverside Campus, Glasgow

Applications to: Brian Corrigan, City of Glasgow College (*see contact details on page 24*)

Winter Term 2018

Health & Safety Stage 1	10 Tuesdays from 16 January 2018
-------------------------	----------------------------------

Health & Safety Stage 1	10 Wednesdays from 17 January 2018
-------------------------	------------------------------------

Health & Safety Stage 1 (2 x 5 Day Blocks) (N.B Both blocks must be attended)	Block A: Monday 22 to Friday 26 January 2018 Block B: Monday 26 Feb to Friday 2 March 2018
--	---

Next Steps for Safety Reps	10 Thursdays from 18 January 2018
----------------------------	-----------------------------------

Next Steps for Safety Reps (2 x 5 Day Blocks) (N.B: Both blocks must be attended)	Block A: Monday 29 Jan to Friday 2 February 2018 Block B: Monday 5 to Friday 9 March 2018
--	--

Union Reps Stage 1	10 Tuesdays from 16 January 2018
--------------------	----------------------------------

Union Reps Stage 1 (2 x 5 Day Blocks) (N.B: Both blocks must be attended)	Block A: Monday 5 to Friday 9 February 2018 Block B: Monday 12 to Friday 16 March 2018
--	---

Certificate in Employment Law	10 Wednesdays from 17 January 2018
-------------------------------	------------------------------------

Certificate in Employment Law (2 x 5 Day Blocks) (N.B: Both blocks must be attended)	Block A: Monday 12 to Friday 16 February 2018 Block B: Monday 19 to Friday 23 March 2018
---	---

GLASGOW continued

TUC Diploma in Employment Law	36 Wednesdays from 17 January 2018
Union Learning Reps Stage 1 (3 + 2 Day Blocks)	Block A: Tuesday 30 January to Thursday 1 February 2018 Block B: Wednesday 7 to Thursday 8 March 2018
Union Learning Reps Stage 1 (5 Day Block)	Monday 19 to Friday 23 February 2018
Union Learning Reps Stage 2 (3 + 2 Day Blocks)	Block A: Tuesday 22 to Thursday 24 January 2018 Block B: Wednesday 21 to Thursday 22 February 2018
Union Learning Reps Stage 1 (3+2 Day Blocks)	Block A: Tuesday 20 to Thursday 22 February 2018 Block B: Wednesday 21 to Thursday 22 March 2018

Spring Term 2018

Health & Safety Stage 1	10 Tuesdays from 24 April 2018
Health & Safety Stage 1	10 Wednesdays from 25 April 2018
Health & Safety Stage 1 (2 x 5 Day Blocks) (N.B: Both blocks must be attended)	Block A: Monday 30 April to Friday 4 May 2018 Block B: Monday 4 to Friday 8 June 2018
Next Steps for Safety Reps	10 Thursdays from 26 April 2018
Next Steps for Safety Reps (2 x 5 Day Blocks) (N.B: Both blocks must be attended)	Block A: Monday 14 to Friday 18 May 2018 Block B: Monday 18 to Friday 22 June 2018
Union Reps Stage 1	10 Tuesdays from 24 April 2018
Union Reps Stage 1 (2 x 5 Day Blocks) (N.B: Both blocks must be attended)	Block A: Monday 23 to Friday 27 April 2018 Block B: Monday 4 to Friday 8 June 2018
Certificate in Employment Law	10 Wednesdays from 25 April 2018
Certificate in Employment Law (2 x 5 Day Blocks) (N.B: Both blocks must be attended)	Block A: Monday 30 April to Friday 4 May 2018 Block B: Monday 4 to Friday 8 June 2018
TUC Diploma in Employment Law	36 Wednesdays from 25 April 2018
Union Learning Reps Stage 1 (3 + 2 Day Blocks)	Block A: Tuesday 8 to Thursday 10 May 2018 Block B: Wednesday 6 to Thursday 7 June 2018
Union Learning Reps Stage 2 (3 + 2 Day Blocks)	Block A: Tuesday 22 to Thursday 24 May 2018 Block B: Wednesday 20 to Thursday 21 June 2018

GLASGOW continued

Autumn Term 2018

TUC Diploma in Occupational Health and Safety

36 Thursdays from 18 September 2018

INVERNESS

For information on dates and venues for TUC Courses in Inverness please contact George Waldron at George.waldron@cityofglasgowcollege.ac.uk

KIRKCALDY

Venue: Fife College, St. Brycedale Campus, Kirkcaldy

Applications to: Jim Walker, Fife College (*see contact details on page 24*)

Winter Term 2018

Health and Safety Stage 1	10 Thursdays from 11 January 2018
---------------------------	-----------------------------------

Union Reps Stage 1	10 Mondays from 15 January 2018
--------------------	---------------------------------

Health and Safety Stage 2	10 Tuesdays from 16 January 2018
---------------------------	----------------------------------

Spring Term 2018

Union Reps Stage 2 (Employment Law Certificate)	10 Mondays from 16 April 2018
---	-------------------------------

Health & Safety Stage 1	10 Tuesdays from 17 April 2018
-------------------------	--------------------------------

Union Reps Stage 1	10 Wednesdays from 18 April 2018
--------------------	----------------------------------

SHORT COURSE PROGRAMME

Accident, Investigating & Reporting

This course is designed to give representatives accident investigations skills to effectively carry out their role and function in the workplace. The course investigates definitions of accidents and near misses, what to do at an accident site visit, interview skills, report writing skills and how to build an accident investigation toolkit. The course also explores accident and near miss reporting procedures and practices.

Bullying & Harassment

With many surveys now showing that two out of every five people employed suffer as a result of bullying and harassment in the workplace this course is designed to support representatives with an effective strategy for dealing with the problem. It looks at how bullying and harassment in the workplace has developed and will help representatives to have a greater awareness and understanding of what constitutes bullying and harassment, its effects on the individual and the organisation and the health and safety implications.

Fire Safety Risk Assessment

This course is suitable for safety representatives and other representatives with a health and safety function in the workplace. The course reviews the legal requirements on employers to carry out fire risk assessments under the Fire (Scotland) Act 2005 and the Fire Safety (Scotland) Regulations 2006, and the role of the trade union appointed safety representatives in the fire risk assessment process. The course also covers how the fire safety risk assessment should be constructed, and key skills such as risk rating and problem solving.

Handling Discipline & Grievances

This course will help safety reps to understand discipline and grievance procedure, identify some of the reasons for discipline and grievance issues arising at work, identify a structured approach to note-taking and interviewing, practice building cases and use a prepared strategy appropriately.

Public Speaking Course

This course will help trade union reps to: communicate more effectively, work out a systematic approach to planning and preparing speeches, practise public speaking, become familiar with union meetings and conference procedures.

Risk Assessment:

This course is suitable for safety representatives and other representatives with a health and safety function in the workplace. The course reviews the legal requirements on employers to carry out risk assessments under the Management of Health and Safety at Work Regulations (updated 1999), and the role of trade union appointed safety representatives in the risk assessment process. The course also covers TUC and trade union policies in relation to risk assessment, and key skills such as risk rating and problem solving.

Stress at Work

This course is designed to give representatives an overview and understanding of what causes occupational stress in the workplace, the symptoms and illnesses associated with occupational stress and how stress should be managed in the workplace. For a decade or more the biennial TUC survey of safety representatives has identified occupational stress as one of the highest issues that safety representatives are dealing with in the workplace. The course allows representatives to discuss an effective approach to dealing with what is now a long standing issue for trade union members.

Trade Unions and Mental Health Awareness

This course is designed to help representatives develop a better understanding of mental health in general, and will cover:

- a better understanding of work-related mental health issues
- a better understanding of disability discrimination law and how it applies to people with mental health issues
- case studies, role play and practical skills to deal with mental health related issues

SHORT COURSE PROGRAMME - AUTUMN TERM 2016

Spring Term 2018

GLASGOW

Venue: City of Glasgow College, Riverside Campus, Glasgow	
Applications to: Brian Corrigan, City of Glasgow College (<i>see contact details on page 24</i>)	
Risk Assessment	Monday 26 to Wednesday 28 March 2018
Trade Unions & Mental Health Awareness	Mon 29 to Wed 31 Jan 2018
Trade Unions & Mental Health Awareness	3 Mondays from 5 March 2018
Stress at Work	3 Mondays from 5 Feb 2018
Bullying & Harassment	Monday 26 to Wednesday 28 March 2018
Accident Investigation & Reporting	5 Fridays from 26 January 2018

TUC ONLINE COURSE PROGRAMME (CITY OF GLASGOW COLLEGE)

Venue: Online courses are provided in partnership with City of Glasgow College

Applications to: Brian Corrigan, City of Glasgow College (*see contact details on page 24*)

Learning Online with TUC Education

The TUC Online Course Programme in Scotland is provided in partnership with City of Glasgow College who run the courses through an online learning environment on our behalf. Online courses are fully accredited in the same way as traditional classroom based courses, further information will be provided by your online course tutor.

Getting Ready for e-Learning Course (GREL)

Reps who wish to undertake Online Learning with TUC Education should in the first instance complete this course. The course introduces learners to the world of online learning and covers both the technical aspects involved and the way learning takes place online. The course covers, logging on, using discussion forums, downloading documents, working with others online including group working, using web based resources and responding to tutor led educational sessions. The course also covers aspects of roles and responsibilities online including time management. The course will last approximately 4 weeks and demand around 3 hours per week of online work.

Getting Ready for e-Learning Course (GREL)

Commences Monday 15 January 2018

TUC Core Courses - Online Programme

The TUC Core Course Programme, consist of courses that are considered essential to the training needs of all Trade Union Workplace and Health & Safety Representatives. Online courses demand around three/four hours of online work per week and last six to twelve months, depending on your chosen course. The following core courses are now available to learn via the TUC Online Learning Programme.

Winter Term 2018

Health & Safety Stage 1

Commences Monday 12 February 2018

Union Learning Representatives Stage 1 (ULR)

Commences Monday 12 February 2018

Online learning

Over the past six years thousands of trade union representatives have taken part in and benefited from TUC Education's online learning programme. Each programme has been created using the same first-rate materials as their classroom-based equivalents.

Online learning allows union reps to network with other reps and study for nationally recognised qualifications that meet development needs and enhance reps' effectiveness in the workplace and within the union.

All TUC Education programmes are delivered by specialist tutors qualified in online delivery methods using Moodle, a reliable and user-friendly learning environment.

If you are interested in learning online please visit the online course directory at www.unionlearn.org.uk/online or contact Craig Hawkins, TUC Education Online Learning Officer chawkins@tuc.org.uk

How does online learning work?

Online programmes are run in a similar way to classroom programmes. They involve a mixture of discussion-based activities, workplace tasks and individual project work. Online discussions are based around the activities and involve sub-groups of the class. They are facilitated by a TUC Education tutor.

Although reps are not required to log in at specific times, they do need to complete activities on a regular basis in accordance with a timetable set by the tutor at the beginning of the programme. The programmes cannot be completed independently.

For all TUC Education's online programmes, we would expect you to:

- » study between five and seven hours a week
- » work with any groups you are asked to join
- » access the web and email at least three times a week
- » complete tasks, workplace activities and course work on time.

Getting ready for e-learning (GREL)

All successful applications to a TUC Education online programme are required to take a pre-course module before beginning their programme. This GREL module will help you understand the requirements and processes involved in online learning, familiarise you with the Moodle system and allow you to meet fellow learners.

Even if you have completed GREL on a previous online programme, you may still wish to join the new programme as it offers an invaluable opportunity to meet and get to know fellow learners.

Don't forget that the law states that trade union reps are entitled to reasonable time off for education and training and this applies to online courses as well. See page 4 for more details.

!!TUC EDUCATION COURSES NOW AVAILABLE IN PAISLEY!!

West College Scotland, Paisley*

*Formerly Reid Kerr College



TUC Education in Scotland has established a new partnership with “West College Scotland” to deliver TUC Education Courses at the Paisley Campus.

www.westcollegescotland.ac.uk

Union Reps & Health & Safety Reps who live and/or work in Paisley and surrounding areas now no longer need to travel into Glasgow City Centre to access TUC training courses.

West College Scotland, Paisley Campus is only a short distance (10 minute walk) from Paisley town centre with regular bus and train services serving the town and college. Alternatively for those travelling by car the college campus is located near the main artery in/out of Paisley Town Centre and close to the M8 Motorway (junction 27) with ample car parking on site.



TUC Education Courses @ Paisley Campus

It is our intention to build up the TUC Education programme at West College Scotland, Paisley to include the following courses:

TUC Health & Safety Stage 1 Certificate

TUC Next Steps for Safety Reps Certificate

TUC Union Reps Stage 1 Certificate

TUC Certificate in Employment Law

TUC Occupational Health & Safety Diploma

TUC Employment Law Diploma

TUC Short Courses e.g. Stress at Work, Trade Unions & the Environment, Risk Assessment etc.

Further information on TUC Education courses can be found at www.tuceducation.org.uk

Your Legal Right to Attend TUC Education Training Courses

Trade Union Reps & Health & Safety Reps have a legal right to reasonable time-off with pay to attend TUC training under the Safety Representatives and Safety Committee Regulations (SRSC) 1977.

Accreditation

As with other TUC Education Centres all TUC Education courses at the college will be fully accredited through NOCN (National Open College Network) and are fully mapped against the SCQF (Scottish Credit & Qualifications Framework). For example the Health & Safety Stage 1 course is accredited to NOCN Level 1/2 (SCQF Level 5/6).

Further Information

TUC Courses are open to newly appointed Trade Union Reps, Health & Safety Reps etc or union members who are about to take on such a role within their workplace. We would also welcome applications from experienced reps who simply want to update their skills & knowledge.

TUC Education Courses @ West College Scotland (Paisley Campus)

West College Scotland, Trade Union Studies is pleased to be able to offer a range of TUC Short & 10 Day Courses specifically for your Workplace or Union Branch. The courses can be tailored to your specialist requirements i.e. 'Risk Assessment' can be tailored specifically to 'Fire Risk Assessment'. Similarly we can also offer the TUC 10 Day Courses i.e. Health & Safety Stage 1 tailored to your requirements. The courses would take place at West College Scotland, Paisley Campus, Renfrew Road, Paisley or at your workplace by arrangement.

For further details and to organise a course then please contact us:

TUC Education in Scotland: t: 0141 221 8545

Education Officer: Gus Grubb

e: ggrubb@tuc.org.uk

Administrative assistant: Joanne Sullivan

e: jsullivan@tuc.org.uk

www.tuceducation.org.uk

West College Scotland, Paisley Campus: Billy Caldwell – t: 0141 581 2222

e: billy.caldwell@wcs.ac.uk www.westcollegescotland.ac.uk

We would ask that you fully support the TUC Education Programme at West College Scotland and help us to build up the provision by sending your reps along to the college.

HOW TO APPLY

- Choose a suitable course from this booklet, start off with an introductory course suitable for your needs.
- Ask your employer for paid release from work to attend the course.
- Workplace Reps, Shop Stewards, Health & Safety Reps and Union Learning Reps have a legal right to attend TUC and Trade Union approved training courses without loss of earnings under Employment Protection and Health & Safety legislation, see page 11.
- If you wish to apply for any of the courses then please apply for your chosen course online by selecting your chosen course(s) from the TUC Education Course Directory (<https://www.tuceducation.org.uk/fi ndacourse/>). You will receive an 'acknowledgement of your application' and your chosen TUC course provider will then contact you directly to confirm your place on the course and issue you with joining instructions etc. Please note you will still need to get your employers and trade unions' agreement for time off before applying for your chosen course.
- If you experience any difficulties with the online application service, a paper application form can be found on page 25. Please ensure your form has been approved by your union and return to the appropriate college contact on page 24.
- You will be sent all the course details and joining instructions before the course starts from the TUC Course Co-ordinator at the college, the TUC will pay your course fees.
- If the course start date is approaching and you haven't had any confirmation that the course is running, please contact the TUC Course Co-ordinator at the college, contact details on page 24.
- Should you require courses out with those listed in this brochure or for any specific courses, please contact TUC Education in Scotland - tucedsotland@tuc.org.uk / 0141 221 8545.



JUSTIN TALLIS

FURTHER INFORMATION / BRANCH VISITS

Branch Visits

Should your branch or workplace committee wish to discuss TUC training directly with TUC Education in Scotland or you would like to request a TUC speaker to attend your union or workplace meeting, then please contact us directly: t: 0141 221 8545 e: tucedsotland@tuc.org.uk

Keeping up to date with TUC Education in Scotland.

To ensure that you receive future editions and electronic updates of this course booklet and notification of other activities with TUC Education in Scotland please contact this office
t: 0141 221 8545 f: 0141 221 8575 e: tucedsotland@tuc.org.uk



TUC Education e-Notes

TUC Education has developed eNotes to help reps keep up to speed with key workplace issues.

Each eNote is an online mix of text, video and quizzes.

eNotes cover topics in a short and accessible format.

Discussion areas allow reps to share views and ideas online too.

eNotes Available

- Migration
- Domestic Violence
- Bargaining for Skills
- Climbing Frame
-and many more.
- Fit for Work
- Universal Credit
- Equality Law
- Supporting Learners
- Living Wage
- Facility Time
- Paternity Leave

New eNotes will be added throughout the year.

Register to use eNotes at www.tuceducation.org.uk

CONTACTS

Aberdeen, Dumfries, Dundee, Shetland & Thurso Courses (Outreach Courses)

Brian Corrigan
Trade Union Education Centre
City of Glasgow College
"Riverside Campus"
21 Thistle Street
Glasgow
G5 9XB

t: 0141 565 2500

e: TU_Education@cityofglasgowcollege.ac.uk
www.cityofglasgowcollege.ac.uk

Edinburgh College

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

t: 0141 221 8545

e: ggrubb@tuc.org.uk
www.tuceducation.org.uk

Fife College

Jim Walker
Fife College
"St. Brycedale Campus"
St. Brycedale Avenue
Kirkcaldy
Fife
KY1 1EX

t: 01592 223400

e: jimwalker@fife.ac.uk
www.fife.ac.uk

City of Glasgow College

Brian Corrigan
Trade Union Education Centre
City of Glasgow College
"Riverside Campus"
21 Thistle Street
Glasgow
G5 9XB

t: 0141 565 2500

e: TU_Education@cityofglasgowcollege.ac.uk
www.cityofglasgowcollege.ac.uk

TUC Education in Scotland

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

t: 0141 221 8545

e: jsullivan@tuc.org.uk
www.tuceducation.org.uk

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

t: 0141 221 8545

e: ggrubb@tuc.org.uk
www.tuceducation.org.uk



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

Course title

To be held at

Starting date

Your full name

Home address

Postcode

Daytime telephone number

Email

Trade union

Union post held

Previous TUC courses

Your occupation

Name and address of employer

APPLICATION FORM

Please tick the relevant boxes

Number of employees

☐

Less than 50

☐

50–250

☐

More than 250

Work pattern

☐

Full-time

☐

Part-time

☐

Days

☐

Shiftwork

D.o.B. / /

☐

Male

☐

Female

Do you define yourself
as disabled?

☐

Yes

☐

No

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

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

☐

White European

☐

White Other

☐

Black Caribbean

☐

Black African

☐

Black Other

☐

Indian

☐

Pakistani

☐

Bangladeshi

☐

Chinese

☐

Mixed

☐

Other

☐

Prefer not to say

☐

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

Are you happy to receive future TUC communications?

☐

Yes

☐

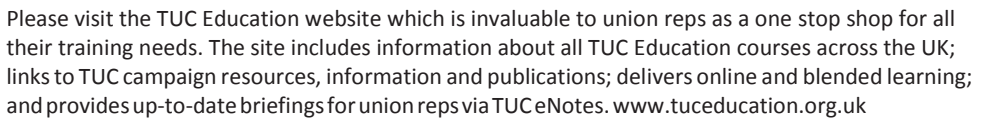
No

Signature of applicant

Signature of full-time union official

Please send this application form to the college running your course and not to TUC Education - see contact details on page 24

GMB Applications - GMB Reps should return all completed course application forms for authorisation to: GMB (Scotland), "Fountain House", 1 - 3 Woodside Crescent, Glasgow, G3 7UL



Notes

[illegible]

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

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

Design: www.design-mill.co.uk
Cover Photo: Mark Thompson



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.



The Scottish Government through its work with Scottish Union Learning makes a direct financial contribution to the delivery of TUC Education courses in Scotland.

