

NORTH WEST REGION



● TUC EDUCATION COURSES FOR ALL

union reps

SEPTEMBER 2015–JULY 2016

TUC

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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 BIS report showed how union representatives significantly improve labour retention and reduce absenteeism and estimated that this could result in savings to employers of between £72m and £143m.

TUC Education provides high quality training for 40,000 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 Tony Saunders.

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, 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 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

TUC CORE PROGRAMME

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.

Employment Law Certificate

The TUC Certificate in Employment Law is designed for union representatives who have already completed the TUC Stage 1 Union Representatives Course or its union equivalent. This is a practical training course, designed for trade union workplace reps. It approaches the law from this perspective and its principal concern is how knowledge of and confidence in using employment law can improve workplace bargaining. It is not aimed at legal professionals or the finer points of technical interpretation of the law.

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.

TUC CORE PROGRAMME

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.

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

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.

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



JESS HURO / REPORTAGE.CO.UK

Certificate programme

These core programmes usually take place over 10 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.

COURSE PROGRAMME

September 2015–July 2016

CHESHIRE

CHESTER

Venue: Riverside Innovation Centre, University of Chester, Castle Drive, **Chester** CH1 1SL

Applications to: Bob Kelly, WMC, Suite 520, The Cotton Exchange, Old Hall Street, **Liverpool** L3 9LQ

Tel: 0151 237 2750 **Fax:** 0151 237 2755

Email: bob.kelly@wmc.ac.uk

AUTUMN TERM

Union Representatives Stage 1	10 Tues from 6 October 2015
TUC Certificate in Employment Law	10 Wed from 7 October 2015
Health & Safety Stage 1	10 Wed from 7 October 2015
Next Steps for Safety Reps (Stage 2)	10 Tues from 6 October 2015

SPRING TERM

Union Representatives Stage 1	10 Tues from 12 January 2016
TUC Certificate in Employment Law	10 Wed from 13 January 2016
Health & Safety Stage 1	10 Wed from 13 January 2016
Next Steps for Safety Reps (Stage 2)	10 Tues from 12 January 2016

SUMMER TERM

Union Representatives Stage 1	10 Tues from 3 May 2016
TUC Certificate in Employment Law	10 Wed from 4 May 2016
Health & Safety Stage 1	10 Wed from 4 May 2016
Next Steps for Safety Reps (Stage 2)	10 Tues from 3 May 2016

COURSE PROGRAMME SEPTEMBER 2015–JULY 2016

WARRINGTON

Venue/Applications to: Rick Cayzer, Warrington Collegiate, Trade Union Education Unit,
Museum Street, **Warrington** WA1 1HU

Tel: 01925 494637/01925 4944268

Email: rcayzer@warrington.ac.uk

AUTUMN TERM

Union Representatives Stage 1	10 Tues from 6 October 2015
TUC Certificate in Employment Law	10 Thurs from 8 October 2015
Health & Safety Stage 1	10 Mon from 5 October 2015
Next Steps for Safety Reps (Stage 2)	10 Wed from 7 October 2015
Union Learning Reps Stage 1	On request
Union Learning Reps Stage 2	On request

SPRING TERM

Union Representatives Stage 1	10 Tues from 12 January 2016
TUC Certificate in Employment Law	10 Thurs from 14 January 2016
Health & Safety Stage 1	10 Mon from 11 January 2016
Next Steps for Safety Reps (Stage 2)	10 Wed from 13 January 2016
Union Learning Reps Stage 1	On request
Union Learning Reps Stage 2	On request

SUMMER TERM

Union Representatives Stage 1	10 Tues from 10 May 2016
TUC Certificate in Employment Law	10 Thurs from 12 May 2016
Health & Safety Stage 1	10 Mon from 9 May 2016
Next Steps for Safety Reps (Stage 2)	10 Wed from 11 May 2016
Union Learning Reps Stage 1	On request
Union Learning Reps Stage 2	On request

COURSE PROGRAMME SEPTEMBER 2015–JULY 2016

CREWE**SOUTH CHESHIRE COLLEGE****Venue/Applications to:** Les Doherty, South Cheshire College, TU Ed Unit SCC, Dane Bank Avenue,**Crewe** CW2 8AB**Tel:** 01270 654654 Ext. 518 **Fax:** 01270 651515 **Mobile:** 07827 971003**Email:** l-doherty@s-cheshire.ac.uk**AUTUMN TERM**

Union Representatives Stage 1	10 Tues from 6 October 2015
TUC Certificate in Employment Law	10 Wed from 7 October 2015
Health & Safety Stage 1	10 Mon from 5 October 2015
Next Steps for Safety Reps (Stage 2)	10 Thurs from 8 October 2015
Union Learning Reps Stage 1	5 Fri from 9 October 2015
Union Learning Reps Stage 2	5 Fri from 13 November 2015

SPRING TERM

Union Representatives Stage 1	10 Tues from 12 January 2016
TUC Certificate in Employment Law	10 Wed from 13 January 2016
Health & Safety Stage 1	10 Mon from 11 January 2016
Next Steps for Safety Reps (Stage 2)	10 Thurs from 14 January 2016
Union Learning Reps Stage 1	5 Fri from 15 January 2016
Union Learning Reps Stage 2	5 Fri from 19 February 2016

SUMMER TERM

Union Representatives Stage 1	10 Tues from 10 May 2016
TUC Certificate in Employment Law	10 Wed from 11 May 2016
Health & Safety Stage 1	10 Mon from 9 May 2016
Next Steps for Safety Reps (Stage 2)	10 Thurs from 12 May 2016
Union Learning Reps Stage 1	5 Fri from 13 May 2016
Union Learning Reps Stage 2	5 Fri from 17 June 2016

COURSE PROGRAMME SEPTEMBER 2015–JULY 2016

GREATER MANCHESTER

THE MANCHESTER COLLEGE

Venue/Applications to: Kevin Duffy, TU Education Unit, The Manchester College,
St John's Centre, 2 New Quay Street, **Manchester** M3 3BE **Tel:** 0161 920 2835/2261

Email: MDearing@themanchestercollege.ac.uk

Name of TUC Course Co-ordinator: Kevin Duffy/Vicky Knight

AUTUMN TERM

Union Representatives Stage 1	10 Wed from 23 September 2015
TUC Certificate in Employment Law	10 Thurs from 24 September 2015
Health & Safety Stage 1	10 Mon from 21 September 2015
Next Steps for Safety Reps (Stage 2)	10 Tues from 22 September 2015
Union Learning Reps Stage 1	5 Fri from 25 September 2015
Union Learning Reps Stage 2	5 Fri from 6 November 2015
Union Learning Reps Certificate	10 Fri from 25 September 2015
Diploma in Employment Law (Blended Learning)	One evening per week from Mon 14 September 2015 5.30pm to 8.30pm, remainder online
Diploma in Occupational Health & Safety (Blended Learning)	One evening per week from Thurs 17 September 2015 5.30pm to 8.30pm, remainder online
Diploma in Employment Law (Blended Learning)	36 Mon from 14 September 2015 (12 days classroom based)
Diploma in Occupational Health & Safety (Blended Learning)	36 Thurs from 17 September 2015 (12 days classroom based)

SPRING TERM

Union Representatives Stage 1	10 Thurs from 21 January 2016
TUC Certificate in Employment Law	10 Mon from 18 January 2016
Health & Safety Stage 1	10 Tues from 19 January 2016
Next Steps for Safety Reps (Stage 2)	10 Wed from 20 January 2016
Union Learning Reps Stage 1	5 Fri from 15 January 2016
Union Learning Reps Stage 2	5 Fri from 19 February 2016
Union Learning Reps Certificate	10 Fri from 15 January 2016

SUMMER TERM

Union Representatives Stage 1	10 Tues from 19 April 2016
TUC Certificate in Employment Law	10 Wed from 20 April 2016
Health & Safety Stage 1	10 Thurs from 21 April 2016
Next Steps for Safety Reps (Stage 2)	10 Mon from 18 April 2016
Union Learning Reps Stage 1	5 Fri from 22 April 2016
Union Learning Reps Stage 2	5 Fri from 27 May 2016
Union Learning Reps Certificate	10 Fri from 22 April 2016

COURSE PROGRAMME SEPTEMBER 2015–JULY 2016

STOCKPORT COLLEGE OF FURTHER & HIGHER EDUCATION**Venue/Applications to:** John Handley, Trade Union Education Unit, Stockport College,Wellington Road South, **Stockport** SK1 3UQ**Tel:** 0161 296 5728 **Fax:** 0161 286 5728**Email:** john.handley@stockport.ac.uk**AUTUMN TERM**

Union Representatives Stage 1	10 Tues from 29 September 2015
TUC Certificate in Employment Law	10 Thurs from 1 October 2015
Health & Safety Stage 1	10 Wed from 30 September 2015
Next Steps for Safety Reps (Stage 2)	10 Thurs from 1 October 2015
Union Learning Reps Stage 1 & 2 (Blended Learning)	10 Fri from 2 October 2015
Diploma in Employment Law (Blended Learning)	Starting 28 October 2015, including 1 classroom day per month

SPRING TERM

Union Representatives Stage 1	10 Tues from 12 January 2016
Health & Safety Stage 1	10 Wed from 13 January 2016
Next Steps for Safety Reps (Stage 2)	10 Thurs from 14 January 2016
Union Learning Reps Stage 1 & 2	10 Fri from 8 January 2016

SUMMER TERM

Union Representatives Stage 1	10 Tues from 26 April 2016
Health & Safety Stage 1	10 Wed from 27 April 2016
Next Steps for Safety Reps (Stage 2)	10 Thurs from 28 April 2016
Union Learning Reps Stage 1 & 2	10 Fri from 29 April 2016

COURSE PROGRAMME SEPTEMBER 2015–JULY 2016

LANCASHIRE

BLACKBURN

Venue/Applications to: John Murphy, Trade Union and Health & Safety Education Centre,
1st Floor, 313 Victoria Building, Blakey Moor, **Blackburn** BB2 1LH
Tel: 01254 677712/677756/292268 **Fax:** 01254 677712
Email: john.murphy@blackburn.ac.uk

AUTUMN TERM

Union Representatives Stage 1	10 Mon from 5 October 2015
Union Representatives Stage 1	10 Wed from 7 October 2015
Certificate in Employment Law	10 Thurs from 8 October 2015
Health & Safety Stage 1	10 Tues from 6 October 2015
Health & Safety Stage 1	10 Thurs from 8 October 2015
Next Steps for Safety Reps (Stage 2)	10 Wed from 7 October 2015
Union Learning Reps Stage 1	5 Mon from 5 October 2015
Union Learning Reps Stage 2	5 Mon from 9 November 2015
Diploma in Occupational Health & Safety	36 Mon from 21 September 2015
Diploma in Employment Law	36 Tues from 22 September 2015
Diploma in Contemporary Trade Unionism	36 Wed from 23 September 2015
Getting to Grips with Computers	10 Mon from 5 October 2015

SPRING TERM

Union Representatives Stage 1	10 Mon from 18 January 2016
Union Representatives Stage 1	10 Wed from 20 January 2016
Certificate in Employment Law	10 Thurs from 21 January 2016
Health & Safety Stage 1	10 Tues from 19 January 2016
Health & Safety Stage 1	10 Thurs from 21 January 2016
Next Steps for Safety Reps (Stage 2)	10 Wed from 20 January 2016
Union Learning Reps Stage 1	5 Mon from 18 January 2016
Union Learning Reps Stage 2	5 Mon from 22 February 2016
Getting to Grips with Computers	10 Mon from 18 January 2016

SUMMER TERM

Union Representatives Stage 1	10 Mon from 9 May 2016
Union Representatives Stage 1	10 Wed from 11 May 2016
Certificate in Employment Law	10 Thurs from 12 May 2016
Health & Safety Stage 1	10 Tues from 10 May 2016
Health & Safety Stage 1	10 Thurs from 12 May 2016
Next Steps for Safety Reps (Stage 2)	10 Wed from 11 May 2016
Union Learning Reps Stage 1	5 Mon from 9 May 2016
Union Learning Reps Stage 2	5 Mon from 13 June 2016
Getting to Grips with Computers	10 Thurs from 12 May 2016

COURSE PROGRAMME SEPTEMBER 2015–JULY 2016

BLACKPOOL**Venue:** New Blackpool Enterprise Centre, Lytham Road, **Blackpool** FY4 1EW**Applications to:** TU Education Unit, The Manchester College, St John's Centre,
2 New Quay Street, **Manchester** M3 3BE**Tel:** 0161 920 2835/2261 **Fax:** 0161 953 2259**Email:** MDearing@themanchestercollege.ac.uk**Name of TUC Course Co-ordinator:** Kevin Duffy/Vicky Knight**AUTUMN TERM**

Union Representatives Stage 1	10 Wed from 23 September 2015
TUC Certificate in Employment Law	10 Thurs from 24 September 2015
Health & Safety Stage 1	10 Mon from 21 September 2015
Next Steps for Safety Reps (Stage 2)	10 Tues from 22 September 2015
Union Learning Reps Stage 1	5 Fri from 25 September 2015
Union Learning Reps Stage 2	5 Fri from 6 November 2015
Union Learning Reps Certificate	10 Fri from 25 September 2015
Diploma in Employment Law (Blended Learning)	One evening per week from Mon 14 September 2015 5.30pm to 8.30pm, remainder online
Diploma in Occupational Health & Safety (Blended Learning)	One evening per week from Thurs 17 September 2015 5.30pm to 8.30pm, remainder online
Diploma in Employment Law (Blended Learning)	36 Mon from 14 September 2015 (12 days classroom based)
Diploma in Occupational Health & Safety (Blended Learning)	36 Thurs from 17 September 2015 (12 days classroom based)

SPRING TERM

Union Representatives Stage 1	10 Thurs from 21 January 2016
TUC Certificate in Employment Law	10 Mon from 18 January 2016
Health & Safety Stage 1	10 Tues from 19 January 2016
Next Steps for Safety Reps (Stage 2)	10 Wed from 20 January 2016
Union Learning Reps Stage 1	5 Fri from 15 January 2016
Union Learning Reps Stage 2	5 Fri from 19 February 2016
Union Learning Reps Certificate	10 Fri from 15 January 2016

SUMMER TERM

Union Representatives Stage 1	10 Tues from 19 April 2016
TUC Certificate in Employment Law	10 Wed from 20 April 2016
Health & Safety Stage 1	10 Thurs from 21 April 2016
Next Steps for Safety Reps (Stage 2)	10 Mon from 18 April 2016
Union Learning Reps Stage 1	5 Fri from 22 April 2016
Union Learning Reps Stage 2	5 Fri from 27 May 2016
Union Learning Reps Certificate	10 Fri from 22 April 2016

COURSE PROGRAMME SEPTEMBER 2015–JULY 2016

BURNLEY

Venue/Applications to: Paul Summerscales, Burnley College, TUC Education Unit,
Princess Way, **Burnley** BB12 0AN

Tel: 01282 733049 **Mobile:** 07774 721476

Email: p.summerscales@burnley.ac.uk

AUTUMN TERM

Diploma in Occupational Health & Safety	36 Wed from 30 September 2015
Certificate in Employment Law	28 September for 12 consecutive Mon
Certificate for Trade Union Reps Stage 1	1 October for 12 consecutive Thurs

SPRING TERM

Union Representatives Stage 1	12 Mon from 25 January 2016
Health & Safety Stage 1	12 Mon from 1 February 2016
Next Steps for Safety Reps (Stage 2)	12 Thurs from 28 January 2016

SUMMER TERM

Union Representatives Stage 1	12 Mon from 11 April 2016
TUC Certificate in Employment Law	12 Mon from 11 April 2016
Next Steps for Safety Reps (Stage 2)	12 Thurs from 14 April 2016

COURSE PROGRAMME SEPTEMBER 2015–JULY 2016

PRESTON**Venue:** TBC**Applications to:** TU Education Unit, The Manchester College, St John's Centre, 2 New Quay Street, Manchester M3 3BE**Tel:** 0161 920 2835/2261 **Fax:** 0161 953 2259**Email:** MDearing@themanchestercollege.ac.uk**Name of TUC Course Co-ordinator:** Kevin Duffy/Vicky Knight**AUTUMN TERM**

Union Representatives Stage 1	10 Wed from 23 September 2015
TUC Certificate in Employment Law	10 Thurs from 24 September 2015
Health & Safety Stage 1	10 Mon from 21 September 2015
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Union Learning Reps Stage 1	5 Fri from 25 September 2015
Union Learning Reps Stage 2	5 Fri from 6 November 2015
Union Learning Reps Certificate	10 Fri from 25 September 2015
Diploma in Employment Law (Blended Learning)	One evening per week from Mon 14 September 2015 5.30pm to 8.30pm, remainder online
Diploma in Occupational Health & Safety (Blended Learning)	One evening per week from Thurs 17 September 2015 5.30pm to 8.30pm, remainder online
Diploma in Employment Law (Blended Learning)	36 Mon from 14 September 2015 (12 days classroom based)
Diploma in Occupational Health & Safety (Blended Learning)	36 Thurs from 17 September 2015 (12 days classroom based)

SPRING TERM

Union Representatives Stage 1	10 Thurs from 21 January 2016
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Health & Safety Stage 1	10 Tues from 19 January 2016
Next Steps for Safety Reps (Stage 2)	10 Wed from 20 January 2016
Union Learning Reps Stage 1	5 Fri from 15 January 2016
Union Learning Reps Stage 2	5 Fri from 19 February 2016
Union Learning Reps Certificate	10 Fri from 15 January 2016

SUMMER TERM

Union Representatives Stage 1	10 Tues from 19 April 2016
TUC Certificate in Employment Law	10 Wed from 20 April 2016
Health & Safety Stage 1	10 Thurs from 21 April 2016
Next Steps for Safety Reps (Stage 2)	10 Mon from 18 April 2016
Union Learning Reps Stage 1	5 Fri from 22 April 2016
Union Learning Reps Stage 2	5 Fri from 27 May 2016
Union Learning Reps Certificate	10 Fri from 22 April 2016

COURSE PROGRAMME SEPTEMBER 2015–JULY 2016

MERSEYSIDE

LIVERPOOL

Venue/Applications to: Bob Kelly, WMC, Suite 520, The Cotton Exchange,
Old Hall Street, **Liverpool** L3 9LQ

Tel: 0151 237 2750 **Fax:** 0151 237 2755

Email: bob.kelly@wmc.ac.uk

AUTUMN TERM

Union Representatives Stage 1	10 Mon from 5 October 2015
Union Representatives Stage 1	10 Tues from 6 October 2015
TUC Certificate in Employment Law	10 Wed from 7 October 2015
Health & Safety Stage 1	10 Mon from 5 October 2015
Health & Safety Stage 1	10 Wed from 7 October 2015
Next Steps for Safety Reps (Stage 2)	10 Tues from 6 October 2015
Union Learning Reps Stage 1 & 2	10 Thurs from 8 October 2015
Diploma in Employment Law	36 Thurs from 24 September 2015
Diploma in Occupational Health	36 Fri from 25 September 2015

SPRING TERM

Union Representatives Stage 1	10 Mon from 11 January 2016
Union Representatives Stage 1	10 Tues from 12 January 2016
TUC Certificate in Employment Law	10 Wed from 13 January 2016
Health & Safety Stage 1	10 Mon from 11 January 2016
Health & Safety Stage 1	10 Wed from 13 January 2016
Next Steps for Safety Reps (Stage 2)	10 Tues from 12 January 2016
Union Learning Reps Stage 1 & 2	10 Thurs from 14 January 2016

SUMMER TERM

Union Representatives Stage 1	10 Mon from 9 May 2016
Union Representatives Stage 1	10 Tues from 3 May 2016
TUC Certificate in Employment Law	10 Wed from 4 May 2016
Health & Safety Stage 1	10 Mon from 9 May 2016
Health & Safety Stage 1	10 Wed from 4 May 2016
Next Steps for Safety Reps (Stage 2)	10 Tues from 3 May 2016
Union Learning Reps Stage 1 & 2	10 Thurs from 5 May 2016

COURSE PROGRAMME SEPTEMBER 2015–JULY 2016

ST HELENS**Venue:** St Helens College, Brook Street, **St Helens****Applications to:** Bob Kelly, WMC, Suite 520, The Cotton Exchange, Old Hall Street, **Liverpool** L3 9LQ**Tel:** 0151 237 2750 **Fax:** 0151 237 2755**Email:** bob.kelly@wmc.ac.uk**AUTUMN TERM**

Union Representatives Stage 1	10 Tues from 6 October 2015
TUC Certificate in Employment Law	10 Wed from 7 October 2015
Health & Safety Stage 1	10 Wed from 7 October 2015
Next Steps for Safety Reps (Stage 2)	10 Tues from 6 October 2015

SPRING TERM

Union Representatives Stage 1	10 Tues from 12 January 2016
TUC Certificate in Employment Law	10 Wed from 13 January 2016
Health & Safety Stage 1	10 Wed from 13 January 2016
Next Steps for Safety Reps (Stage 2)	10 Tues from 12 January 2016

SUMMER TERM

Union Representatives Stage 1	10 Tues from 3 May 2016
TUC Certificate in Employment Law	10 Wed from 4 May 2016
Health & Safety Stage 1	10 Wed from 4 May 2016
Next Steps for Safety Reps (Stage 2)	10 Tues from 3 May 2016

SPOTLIGHT

SPOTLIGHT ON...

Flexible learning

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

Classroom-based learning

The majority of our programmes are offered as classroom-based learning taught by a professionally qualified TUC tutor. This type of course will be offered either as day- or block-release over the period of the course. The course could also include some form of workplace study.

Online learning

An increasing number of programmes in the TUC Education programme are being offered online. To access these courses reps will need to secure at least three hours per week release from their employer for the duration of the course. Reps will need to be able to access the internet and have basic ICT skills. The programmes will be taught by professionally qualified TUC tutors.

For further information please go to www.unionlearn.org.uk or email Craig Hawkins, TUC Online Learning Officer: chawkins@tuc.org.uk



Blended learning

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

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

Online learning

Over the past eight 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.tuceducation.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.

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.

SPOTLIGHT

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 31. If you would like to register your interest for a programme not currently being offered in the region please contact the Regional Education Officer.

Union Rep Awards	Location	Dates	Contact
Advanced Health & Safety	Cheshire	10 Fri from 9 Oct 2015	Les Doherty
Advanced Health & Safety	Cheshire	10 Fri from 15 Jan 2016	Les Doherty
Advanced Health & Safety	Cheshire	10 Fri from 13 May 2016	Les Doherty
Combating Bullying in the Workplace	Blackburn	21/22/23 Sept 2015	John Murphy
Combating Bullying in the Workplace	Blackburn	18/19/20 April 2016	John Murphy
Domestic Violence	Manchester	3 Thurs from 22 Oct 2015	Mike Dearing
Domestic Violence	Blackpool	3 Thurs from 22 Oct 2015	Mike Dearing
Domestic Violence	Preston	3 Thurs from 22 Oct 2015	Mike Dearing
Experienced Reps Employment Law Update	Blackburn	10 Mon from 5 Oct 2015	John Murphy
Experienced Reps Employment Law Update	Blackburn	10 Mon from 18 Jan 2016	John Murphy
Experienced Reps Employment Law Update	Blackburn	10 Mon from 9 May 2016	John Murphy
Employment Law Update	Blackburn	9/10/11 Sept 2015	John Murphy
Employment Law Update	Blackburn	13/14/15 Jan 2016	John Murphy
Employment Law Update	Blackburn	13/14/15 April 2016	John Murphy

SPOTLIGHT

Union Rep Awards	Location	Dates	Contact
Employment Law Update	Manchester	18/19/20 May 2016	Mike Dearing
Employment Law Update	Blackpool	18/19/20 May 2016	Mike Dearing
Employment Law Update	Preston	18/19/20 May 2016	Mike Dearing
Ensuring Adequate Risk Assessment	Blackburn	14/15/16 Sept 2015	John Murphy
Equality Representative	Manchester	3 Mon from 28 Sept 2015	Mike Dearing
Equality Representative	Blackpool	3 Mon from 28 Sept 2015	Mike Dearing
Equality Representative	Preston	3 Mon from 28 Sept 2015	Mike Dearing
Experienced Safety Reps Update	Blackburn	10 Thurs from 8 Oct 2015	John Murphy
Experienced Safety Reps Update	Blackburn	10 Thurs from 21 Jan 2016	John Murphy
Experienced Safety Reps Update	Blackburn	10 Thurs from 12 May 2016	John Murphy
Gender and Occupational Health & Safety	Manchester	3 Tues from 29 Sept 2015	Mike Dearing
Gender and Occupational Health & Safety	Blackpool	3 Tues from 29 Sept 2015	Mike Dearing
Gender and Occupational Health & Safety	Preston	3 Tues from 29 Sept 2015	Mike Dearing
Hazardous Substances – COSHH & REACH	Blackburn	25/26/27 April 2016	John Murphy
Health & Safety Update	Manchester	3 day block 28/29/30 Oct 2015	Mike Dearing
Health & Safety Update	Blackpool	3 day block 28/29/30 Oct 2015	Mike Dearing
Health & Safety Update	Preston	3 day block 28/29/30 Oct 2015	Mike Dearing

SPOTLIGHT

Union Rep Awards	Location	Dates	Contact
Introduction to Employment Law	Manchester	3 Fri from 26 Feb 2016	Mike Dearing
Introduction to Employment Law	Blackpool	3 Fri from 26 Feb 2016	Mike Dearing
Introduction to Employment Law	Preston	3 Fri from 26 Feb 2016	Mike Dearing
Introduction to Pensions	Liverpool	4/5/6 Nov 2015	Bob Kelly
Introduction to Pensions	Liverpool	3/4/5 Feb 2016	Bob Kelly
Introduction to Pensions	Liverpool	1/2/3 June 2016	Bob Kelly
Mental Health Awareness	Liverpool	2/3/4 Dec 2015	Bob Kelly
Mental Health Awareness	Liverpool	2/3/4 March 2016	Bob Kelly
Mental Health Awareness	Liverpool	6/7/8 June 2016	Bob Kelly
Mental Health Awareness	Manchester	3 Tues from 3 Nov 2015	Mike Dearing
Mental Health Awareness	Manchester	3 Fri from 29 Jan 2016	Mike Dearing
Mental Health Awareness	Manchester	3 Wed from 27 April 2016	Mike Dearing
Mental Health Awareness	Blackpool	3 Tues from 3 Nov 2015	Mike Dearing
Mental Health Awareness	Blackpool	3 Fri from 29 Jan 2016	Mike Dearing
Mental Health Awareness	Blackpool	3 Wed from 27 April 2016	Mike Dearing
Mental Health Awareness	Preston	3 Tues from 3 Nov 2015	Mike Dearing
Mental Health Awareness	Preston	3 Fri from 29 Jan 2016	Mike Dearing
Mental Health Awareness	Preston	3 Wed from 27 April 2016	Mike Dearing
Organising & Learning	Cheshire	3 Wed from 21 Oct 2015	Les Doherty
Organising & Learning	Cheshire	3 Wed from 27 Jan 2016	Les Doherty
Organising & Learning	Cheshire	3 Wed from 8 June 2016	Les Doherty
Organising Projects	Cheshire	3 Tues from 20 Oct 2015	Les Doherty
Organising Projects	Cheshire	3 Tues from 26 Jan 2016	Les Doherty
Organising Projects	Cheshire	3 Tues from 7 June 2016	Les Doherty
Organising to Win	Cheshire	3 Thurs from 22 Oct 2015	Les Doherty
Organising to Win	Cheshire	3 Thurs from 28 Jan 2016	Les Doherty
Organising to Win	Cheshire	3 Thurs from 9 June 2016	Les Doherty

SPOTLIGHT

Union Rep Awards	Location	Dates	Contact
Public Speaking & Communication Skills	Manchester	3 Thurs from 17 Sept 2015	Mike Dearing
Public Speaking & Communication Skills	Manchester	3 day block 4–6 May 2016	Mike Dearing
Public Speaking & Communication Skills	Blackpool	3 Thurs from 17 Sept 2015	Mike Dearing
Public Speaking & Communication Skills	Blackpool	3 day block 4–6 May 2016	Mike Dearing
Public Speaking & Communication Skills	Preston	3 Thurs from 17 Sept 2015	Mike Dearing
Public Speaking & Communication Skills	Preston	3 day block 4–6 May 2016	Mike Dearing
Social Networking & Surveillance	Manchester	3 Tues from 15 Sept 2015	Mike Dearing
Social Networking & Surveillance	Blackpool	3 Tues from 15 Sept 2015	Mike Dearing
Social Networking & Surveillance	Preston	3 Tues from 15 Sept 2015	Mike Dearing
Tackling Stress in the Workplace	Blackburn	7/8/9 Sept 2015	John Murphy
Tackling Stress in the Workplace	Blackburn	11/12/13 Jan 2016	John Murphy
Working Women	Manchester	3 Thurs from 1 Oct 2015	Mike Dearing
Working Women	Blackpool	3 Thurs from 1 Oct 2015	Mike Dearing
Working Women	Preston	3 Thurs from 1 Oct 2015	Mike Dearing

TUC EDUCATION

HOW TO APPLY

- 1** Choose a suitable programme from this brochure.
- 2** Fill in the application form and get it approved by your union full-time officer or branch.

You may be able to register online in your region – check at www.unionlearn.org.uk

- 3** Ask your employer for paid release from work to attend the programme. 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 programme, 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** There are no course fees on the TUC Education programme. However, you will need to speak to your employer or union about travelling and other associated costs.
- 7** If you need any advice regarding programmes 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 union official

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

CONTACTS

Rick Cayzer

Warrington Collegiate
Trade Union Education Unit
Museum Street, WARRINGTON WA1 1HU

Tel: 01925 494637

Email: rcayzer@warrington.ac.uk

John Murphy

Blackburn Trade Union &
H&S Education Centre,
1st Floor, Victoria Building, Blakey Moor
BLACKBURN BB2 1LH

Tel: 01254 677756 / 677712

Email: john.murphy@blackburn.ac.uk

Blackpool

The Manchester College
Trade Union Education Unit
St. Johns Centre, 2 New Quay Street
MANCHESTER M3 3BE

Tel: 0161 920 2835/2261

Fax: 0161 953 2259

Email:

MDearing@themanchestercollege.ac.uk

Paul Summerscales

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Kevin Duffy/Vicky Knight

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Trade Union Education Unit
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MANCHESTER M3 3BE

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Email:

MDearing@themanchestercollege.ac.uk

Bob Kelly

Wirral Metropolitan College
Suite 520, The Cotton Exchange
Bixteth Street, LIVERPOOL L3 9LQ

Tel: 0151 237 2750

Email: bob.kelly@wmc.ac.uk

Chester College – contact above

St Helens College – contact above

John Handley

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STOCKPORT SK1 3UQ

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Les Doherty

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