



TUC Education

courses for all union reps

Southern and Eastern Region

September 2016 to July 2017



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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 £72m and £143m.

TUC Education provides high-quality training for 30,000 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. There is also 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, however it is sometimes necessary to amend course information. The TUC Education course directory www.tuceducation.org.uk/findacourse/ contains

the latest course information and application details. 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 Rob Hancock, Regional Education Officer.

Union reps should also visit www.UNIONREPS.org.uk for full details of key events, features and bulletin board discussions with other reps.



Frances O'Grady

TUC General Secretary



Aiming for success

TUC Education 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.

Courses that are inclusive and welcoming

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

Our approach to learning encourages equal participation. Skills, knowledge and understanding is developed that will help union reps assist all of their members whatever their background.

Widening choice

The TUC programme is already high quality and popular. As work and lifestyle patterns change new ways of accessing union rep training are being developed to make TUC courses available to even more union reps. We are working with our partners in further education to create more:

- flexibility to accommodate shift patterns and family responsibilities
- online learning and e-learning opportunities
- blended learning - a mix of distance and attendance-based study.

Learning materials

TUC Education develops and provides student materials for all TUC courses. To make sure they are up-to-date, courses are regularly revised and rewritten with the active involvement of trade union studies tutors and TUC policy experts.

TUC tutors

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 also adult education professionals who are trained and supported in their specialist work by TUC Education.

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 those 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 www.hse.gov.uk/pubns/indg232.pdf

There is also a useful TUC eNote briefing on facility time that can be found at www.tuceducation.org.uk

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.”

Face-to-face and blended learning

Traditionally the majority of TUC Education courses have been delivered in classrooms, on a familiar face-to-face basis. But that is changing. As increasing numbers of reps find it harder to commit to time away from work TUC Education is blending face-to-face courses with online and e-learning elements to reduce the number of days reps need to spend in the classroom. For further information contact your TUC Regional Education Officer. Please note that these delivery methods do not affect your rights to time off for union training.

Paid release and 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 law 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, providing clear national recognition of the quality of courses and the achievements of union reps.

Union Reps Stage 1 course

This is the essential course for workplace union reps and stewards. You will 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 course

This course is designed for union representatives who have already completed the TUC Union Reps Stage 1 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 intended for legal professionals or those concerned with a technical interpretation of the law.

Health and Safety Stage 1 course

If you are a newly appointed safety rep, this is the essential 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 course

This course is designed for health and safety reps who have already completed the TUC Health and Safety Stage 1 course 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 also outlines the most recent health and safety law and information, enabling reps to effect real change in the workplace.

Union Learning Reps course

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 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 course also allows ULRs to undertake a workplace specific learning project in an area of study relevant to their members' learning needs.

Diploma courses

TUC Diploma courses are for experienced union reps and will develop your reasoning and writing skills as well as your knowledge. They are intended to prepare you for more responsibility at work or the challenge of further learning. Beyond the TUC programme union reps go on to higher education through university degree programmes. Prior to application you should have already completed other appropriate TUC or trade union courses.

Employment Law Diploma

Moving on from the TUC Employment Law course this course looks at the development of industrial relations and employment law in detail. In examining the law on such issues as job transfers and union recognition you will see trade unionism in a wider legal context. An understanding of the legal system's strengths and weaknesses will help you with trade union decision-making and make you a more confident negotiator.

Occupational Health and Safety Diploma

This course will help experienced safety reps gain an understanding of underpinning health and safety principles 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.

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.

Equalities Diploma

This diploma is for experienced trade union representatives whose role would benefit from a wider understanding of equality issues. It is intended to help reps understand equality issues in the workplace, current equality legislation and how it can be applied to their own organisation. It brings together all the threads of the equality agenda giving union reps a thorough grounding in union policy, best practice and equality law.



BEDFORDSHIRE

Venue: Luton Hat Factory, 65-67 Bute Street, **Luton** LU1 2EY

Applications: To apply for courses below click on <http://bit.ly/1T8BXYS> or for further information contact Martin Donohue, West Thames College (see contact details on page 18)

Hours: 09.30 to 16.30

All courses will be delivered on a face-to-face basis. Face-to-face will require attendance in the classroom throughout the course.

SPRING TERM

Health & Safety Stage 1 10 Mon from 23 Jan 2017

BERKSHIRE

Venue: New Directions, Archway Road, Caversham, **Reading** RG4 8HX

Applications: To apply for courses below click on <http://bit.ly/1NrJWTR> or for further information contact Martin Donohue, West Thames College (see contact details on page 18)

Hours: 09.30 to 16.30

All courses will be delivered on a face-to-face basis. Face-to-face will require attendance in the classroom throughout the course.

SUMMER TERM

Health & Safety Stage 1 10 Wed from 3 May 2017

CAMBRIDGESHIRE

Venue: Huntingdonshire Regional College, **Huntingdon**

Applications: To apply for courses below click on <http://bit.ly/22OKVNg> or for further information contact Julie Weekes, Huntingdonshire Regional College (see contact details on page 18)

Hours: 09.30 to 16.30

Courses will be delivered on a face-to-face or blended basis. Face-to-face will require attendance in the classroom throughout the course. Blended will require attendance on days 1, 3, 7 and 10, the rest of the course will be completed online.

AUTUMN TERM

<u>Health & Safety Stage 1 (face-to-face)</u>	10 Mon from 26 Sept 2016
<u>Health & Safety Stage 1 (blended)</u>	10 Mon from 26 Sept 2016
<u>Union Reps Stage 1 (face-to-face)</u>	10 Tues from 27 Sept 2016
<u>Union Reps Stage 1 (blended)</u>	10 Tues from 27 Sept 2016

SPRING TERM

<u>Employment Law (face-to-face)</u>	10 Mon from 23 Jan 2017
<u>Employment Law (blended)</u>	10 Mon from 23 Jan 2017
<u>Next Steps for Safety Reps (face-to-face)</u>	10 Tues from 24 Jan 2017
<u>Next Steps for Safety Reps (blended)</u>	10 Tues from 24 Jan 2017

CAMBRIDGESHIRE (CONTINUED)

SUMMER TERM

Health & Safety Stage 1 (face-to-face)	10 Tues from 2 May 2017
Health & Safety Stage 1 (blended)	10 Tues from 2 May 2017
Union Reps Stage 1 (face-to-face)	10 Wed from 3 May 2017
Union Reps Stage 1 (blended)	10 Wed from 3 May 2017
Employment Law (face-to-face)	10 Thurs from 4 May 2017
Employment Law (blended)	10 Thurs from 4 May 2017
Next Steps for Safety Reps (face-to-face)	10 Fri from 5 May 2017
Next Steps for Safety Reps (blended)	10 Fri from 5 May 2017

Venue: PCS Offices, Crescent House, 46 Priestgate, **Peterborough**

Applications: To apply for courses below click on

<http://bit.ly/1T7PVgV> or for further information contact Julie Weekes, Huntingdonshire Regional College (see contact details on page 18)

Hours: 09.30 to 16.30

All courses will be delivered on a face-to-face basis. Face-to-face will require attendance in the classroom throughout the course.

AUTUMN TERM

Health & Safety Stage 1	10 Mon from 26 Sept 2016
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SPRING TERM

Union Reps Stage 1	10 Thurs from 26 Jan 2017
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SUMMER TERM

Health & Safety Stage 1	10 Tues from 2 May 2017
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ESSEX

Venue: Chelmsford (venue to be confirmed)

Applications: To apply for courses below click on <http://bit.ly/1UYF22m> or for further information contact Tony Holding, College Of Haringey Enfield and North East London (see contact details on page 18)

Hours: 09.30 to 16.30

All courses will be delivered on a face-to-face basis. Face-to-face will require attendance in the classroom throughout the course.

AUTUMN TERM

Employment Law	10 Thurs from 29 Sept 2016
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SPRING TERM

Union Reps Stage 1	10 Tues from 17 Jan 2017
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SUMMER TERM

Health & Safety Stage 1	10 Wed from 3 May 2017
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GREATER LONDON

Venue: College of Haringey Enfield and North East London, **London N15**

Applications: To apply for courses below click on <http://bit.ly/1TcVQQv> or for further information contact Tony Holding, College Of Haringey Enfield and North East London (see contact details on page 18)

Hours: 09.30 to 16.30

Courses will be delivered on a face-to-face or blended basis. Face-to-face will require attendance in the classroom throughout the course. Blended will require attendance on days 1, 3, 7 and 10, the rest of the course will be completed online.

AUTUMN TERM

Health & Safety Stage 1 (face-to-face)	10 Mon from 26 Sept 2016
Health & Safety Stage 1 (blended)	10 Mon from 26 Sept 2016
Union Reps Stage 1 (face-to-face)	10 Tues from 27 Sept 2016
Union Reps Stage 1 (blended)	10 Tues from 27 Sept 2016
Next Steps for Safety Reps (face-to-face)	10 Wed from 28 Sept 2016
Next Steps for Safety Reps (blended)	10 Wed from 28 Sept 2016
Employment Law (face-to-face)	10 Thurs from 29 Sept 2016
Employment Law (blended)	10 Thurs from 29 Sept 2016
Union Learning Reps (face-to-face)	5 Fri from 30 Sept 2016
Union Learning Reps (blended)	5 Fri from 30 Sept 2016

SPRING TERM

Health & Safety Stage 1 (face-to-face)	10 Mon from 16 Jan 2017
Health & Safety Stage 1 (blended)	10 Mon from 16 Jan 2017
Union Reps Stage 1 (face-to-face)	10 Tues from 17 Jan 2017
Union Reps Stage 1 (blended)	10 Tues from 17 Jan 2017
Next Steps for Safety Reps (face-to-face)	10 Wed from 18 Jan 2017
Next Steps for Safety Reps (blended)	10 Wed from 18 Jan 2017
Employment Law (face-to-face)	10 Thurs from 19 Jan 2017
Employment Law (blended)	10 Thurs from 19 Jan 2017

SUMMER TERM

Union Learning Reps (face-to-face)	5 Mon from 24 Apr 2017
Union Learning Reps (blended)	5 Mon from 24 Apr 2017
Union Reps Stage 1 (face-to-face)	10 Tues from 2 May 2017
Union Reps Stage 1 (blended)	10 Tues from 2 May 2017
Health & Safety Stage 1 (face-to-face)	10 Wed from 3 May 2017
Health & Safety Stage 1 (blended)	10 Wed from 3 May 2017
Employment Law (face-to-face)	10 Thurs from 4 May 2017
Employment Law (blended)	10 Thurs from 4 May 2017
Next Steps for Safety Reps (face-to-face)	10 Fri from 5 May 2017
Next Steps for Safety Reps (blended)	10 Fri from 5 May 2017

GREATER LONDON (CONTINUED)

Venue: West Thames College, **Isleworth, West London**

Applications: To apply for courses below click on <http://bit.ly/1xZOgkP> or for further information contact Martin Donohue, West Thames College (see contact details on page 18)

Hours: 09.30 to 16.30

Courses will be delivered on a face-to-face or blended basis. Face-to-face will require attendance in the classroom throughout the course. Blended will require attendance on days 1, 3, 7 and 10, the rest of the course will be completed online.

AUTUMN TERM

Union Reps Stage 1 (face-to-face)	10 Tues from 27 Sept 2016
Union Reps Stage 1 (blended)	10 Tues from 27 Sept 2016
Next Steps for Safety Reps (face-to-face)	10 Wed from 28 Sept 2016
Next Steps for Safety Reps (blended)	10 Wed from 28 Sept 2016
Union Learning Reps (face-to-face)	5 Fri from 30 Sept 2016
Union Learning Reps (blended)	5 Fri from 30 Sept 2016

SPRING TERM

Health & Safety Stage 1 (face-to-face)	10 Mon from 23 Jan 2017
Health & Safety Stage 1 (blended)	10 Mon from 23 Jan 2017
Employment Law (face-to-face)	10 Thurs from 26 Jan 2017
Employment Law (blended)	10 Thurs from 26 Jan 2017

SUMMER TERM

Health & Safety Stage 1 (face-to-face)	10 Wed from 3 May 2017
Health & Safety Stage 1 (blended)	10 Wed from 3 May 2017
Employment Law (face-to-face)	10 Thurs from 4 May 2017
Employment Law (blended)	10 Thurs from 4 May 2017
Next Steps for Safety Reps (face-to-face)	10 Fri from 5 May 2017
Next Steps for Safety Reps (blended)	10 Fri from 5 May 2017

Venue: Light Project Pro International, 1st Floor, Orkney House, 195-199 Caledonian Road, **London N1 0AF**

Applications: To apply for courses below click on <http://bit.ly/1EsbBOF> or for further information contact Peter Martin, Ruskin College (see contact details on page 18)

Hours: 09.30 to 16.30

All courses will be delivered on a face-to-face basis. Face-to-face will require attendance in the classroom throughout the course.

AUTUMN TERM

Health & Safety Stage 1	10 Mon from 26 Sept 2016
Union Reps Stage 1	10 Tues from 27 Sept 2016
Next Steps for Safety Reps	10 Wed from 28 Sept 2016
Employment Law	10 Thurs from 29 Sept 2016
Union Learning Reps	5 Fri from 30 Sept 2016

SPRING TERM

Health & Safety Stage 1	10 Mon from 23 Jan 2017
Union Reps Stage 1	10 Tues from 24 Jan 2017
Next Steps for Safety Reps	10 Wed from 25 Jan 2017
Employment Law	10 Thurs from 26 Jan 2017
Union Learning Reps	5 Fri from 27 Jan 2017

GREATER LONDON (CONTINUED)

SUMMER TERM

Union Learning Reps	5 Mon from 24 Apr 2017
Union Reps Stage 1	10 Tues from 2 May 2017
Health & Safety Stage 1	10 Wed from 3 May 2017
Employment Law	10 Thurs from 4 May 2017
Next Steps for Safety Reps	10 Fri from 5 May 2017

Venue: South Thames College, Tooting, **London SW17**

Applications: To apply for courses below click on <http://bit.ly/23Kzjxl>
or for further information contact Lesley Hibberd, South Thames College
(see contact details on page 18)

Hours: 09.30 to 16.30

Courses will be delivered on a face-to-face or blended basis. Face-to-face will require attendance in the classroom throughout the course. Blended will require attendance on days 1, 3, 7 and 10, the rest of the course will be completed online.

AUTUMN TERM

Health & Safety Stage 1 (face-to-face)	10 Mon from 26 Sept 2016
Health & Safety Stage 1 (blended)	10 Mon from 26 Sept 2016
Employment Law (face-to-face)	10 Thurs from 29 Sept 2016
Employment Law (blended)	10 Thurs from 29 Sept 2016

SPRING TERM

Union Learning Reps (face-to-face)	5 Mon from 23 Jan 2017
Union Learning Reps (blended)	5 Mon from 23 Jan 2017
Union Reps Stage 1 (face-to-face)	10 Tues from 24 Jan 2017
Union Reps Stage 1 (blended)	10 Tues from 24 Jan 2017
Next Steps for Safety Reps (face-to-face)	10 Wed from 25 Jan 2017
Next Steps for Safety Reps (blended)	10 Wed from 25 Jan 2017

SUMMER TERM

Union Reps Stage 1 (face-to-face)	10 Tues from 2 May 2017
Union Reps Stage 1 (blended)	10 Tues from 2 May 2017
Health & Safety Stage 1 (face-to-face)	10 Wed from 3 May 2017
Health & Safety Stage 1 (blended)	10 Wed from 3 May 2017

HAMPSHIRE

Venue: Southampton City College, **Southampton**

Applications: To apply for courses below click on <http://bit.ly/23KzuJ9> or for further information contact Sucha Singh, Southampton City College (see contact details on page 18)

Hours: 09.30 to 16.30

Courses will be delivered on a face-to-face or blended basis. Face-to-face will require attendance in the classroom throughout the course. Blended will require attendance on days 1, 3, 7 and 10, the rest of the course will be completed online.

AUTUMN TERM

Health & Safety Stage 1 (face-to-face)	10 Mon from 26 Sept 2016
Health & Safety Stage 1 (blended)	10 Mon from 26 Sept 2016
Union Reps Stage 1 (face-to-face)	10 Tues from 27 Sept 2016
Union Reps Stage 1 (blended)	10 Tues from 27 Sept 2016
Union Learning Reps (face-to-face)	5 Wed from 28 Sept 2016
Union Learning Reps (blended)	5 Wed from 28 Sept 2016

SPRING TERM

Next Steps for Safety Reps (face-to-face)	10 Wed from 25 Jan 2017
Next Steps for Safety Reps (blended)	10 Wed from 25 Jan 2017
Employment Law (face-to-face)	10 Thurs from 26 Jan 2017
Employment Law (blended)	10 Thurs from 26 Jan 2017

SUMMER TERM

Union Reps Stage 1 (face-to-face)	10 Tues from 2 May 2017
Union Reps Stage 1 (blended)	10 Tues from 2 May 2017
Health & Safety Stage 1 (face-to-face)	10 Wed from 3 May 2017
Health & Safety Stage 1 (blended)	10 Wed from 3 May 2017
Employment Law (face-to-face)	10 Thurs from 4 May 2017
Employment Law (blended)	10 Thurs from 4 May 2017
Next Steps for Safety Reps (face-to-face)	10 Fri from 5 May 2017
Next Steps for Safety Reps (blended)	10 Fri from 5 May 2017

HERTFORDSHIRE

Venue: Step Up Learning Centre, 39 Oxhey Drive, South Oxhey, **Watford WD19 7SD**

Applications: To apply for courses below click on <http://bit.ly/1TcWgqf> or for further information contact Martin Donohue, West Thames College (see contact details on page 18)

Hours: 09.30 to 16.30

All courses will be delivered on a face-to-face basis. Face-to-face will require attendance in the classroom throughout the course.

AUTUMN TERM

Union Reps Stage 1	10 Tues from 27 Sept 2016
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KENT

Venue: Maritime House, Dover

Applications: To apply for courses below click on <http://bit.ly/1TB6r5k> or for further information contact Vicki Gibbs, Sussex Downs College (see contact details on page 18)

Hours: 09.30 to 16.30

All courses will be delivered on a face-to-face basis. Face-to-face will require attendance in the classroom throughout the course.

AUTUMN TERM

Union Reps Stage 1 10 Tues from 27 Sept 2016

SUMMER TERM

Health & Safety Stage 1 10 Wed from 3 May 2017

NORFOLK

Venue: Norwich (venue to be confirmed)

Applications: To apply for courses below click on <http://bit.ly/224q1wQ> or for further information contact Tony Holding, College Of Haringey Enfield and North East London (see contact details on page 18)

Hours: 09.30 to 16.30

All courses will be delivered on a face-to-face basis. Face-to-face will require attendance in the classroom throughout the course.

AUTUMN TERM

Health & Safety Stage 1 10 Mon from 26 Sept 2016

SPRING TERM

Union Reps Stage 1 10 Tues from 17 Jan 2017

SUMMER TERM

Health & Safety Stage 1 10 Wed from 3 May 2017

OXFORDSHIRE

Venue: Ruskin College, Stoke House, Headington, Ruskin College, **Oxford**

Applications: To apply for courses below click on <http://bit.ly/1THPFRG>

or for further information contact Peter Martin, Ruskin College

(see contact details on page 18)

Hours: 09.30 to 16.30

Courses will be delivered on a face-to-face or blended basis. Face-to-face will require attendance in the classroom throughout the course. Blended will require attendance on days 1, 3, 7 and 10, the rest of the course will be completed online.

AUTUMN TERM

<u>Health & Safety Stage 1 (face-to-face)</u>	10 Mon from 26 Sept 2016
<u>Health & Safety Stage 1 (blended)</u>	10 Mon from 26 Sept 2016
<u>Union Reps Stage 1 (face-to-face)</u>	10 Tues from 27 Sept 2016
<u>Union Reps Stage 1 (blended)</u>	10 Tues from 27 Sept 2016

SPRING TERM

<u>Next Steps for Safety Reps (face-to-face)</u>	10 Wed from 25 Jan 2017
<u>Next Steps for Safety Reps (blended)</u>	10 Wed from 25 Jan 2017
<u>Employment Law (face-to-face)</u>	10 Thurs from 26 Jan 2017
<u>Employment Law (blended)</u>	10 Thurs from 26 Jan 2017
<u>Union Learning Reps (face-to-face)</u>	5 Fri from 27 Jan 2017
<u>Union Learning Reps (blended)</u>	5 Fri from 27 Jan 2017

SUMMER TERM

<u>Union Reps Stage 1 (face-to-face)</u>	10 Tues from 2 May 2017
<u>Union Reps Stage 1 (blended)</u>	10 Tues from 2 May 2017
<u>Health & Safety Stage 1 (face-to-face)</u>	10 Wed from 3 May 2017
<u>Health & Safety Stage 1 (blended)</u>	10 Wed from 3 May 2017
<u>Employment Law (face-to-face)</u>	10 Thurs from 4 May 2017
<u>Employment Law (blended)</u>	10 Thurs from 4 May 2017
<u>Next Steps for Safety Reps (face-to-face)</u>	10 Fri from 5 May 2017
<u>Next Steps for Safety Reps (blended)</u>	10 Fri from 5 May 2017

SUFFOLK

Venue: Co-Op Education Centre, **Ipswich**

Applications: To apply for courses below click on <http://bit.ly/1ROdMtd> or

for further information contact Tony Holding, College Of Haringey Enfield and North East London (see contact details on page 18)

Hours: 09.30 to 16.30

All courses will be delivered on a face-to-face basis. Face-to-face will require attendance in the classroom throughout the course.

AUTUMN TERM

<u>Next Steps for Safety Reps</u>	10 Wed from 28 Sept 2016
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SPRING TERM

<u>Union Reps Stage 1</u>	10 Tues from 17 Jan 2017
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SUMMER TERM

<u>Health & Safety Stage 1</u>	10 Wed from 3 May 2017
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SUSSEX

Venue: Sussex Downs College, Newhaven

Applications: To apply for courses below click on <http://bit.ly/1ZJogn1> or for further information contact Vicki Gibbs, Sussex Downs College (see contact details on page 18)

Hours: 09.30 to 16.30

Courses will be delivered on a face-to-face or blended basis. Face-to-face will require attendance in the classroom throughout the course. Blended will require attendance on days 1, 3, 7 and 10, the rest of the course will be completed online.

AUTUMN TERM

<u>Next Steps for Safety Reps (face-to-face)</u>	10 Mon from 26 Sept 2016
<u>Next Steps for Safety Reps (blended)</u>	10 Mon from 26 Sept 2016
<u>Union Reps Stage 1 (face-to-face)</u>	10 Tues from 27 Sept 2016
<u>Union Reps Stage 1 (blended)</u>	10 Tues from 27 Sept 2016

SPRING TERM

<u>Health & Safety Stage 1 (face-to-face)</u>	10 Wed from 25 Jan 2017
<u>Health & Safety Stage 1 (blended)</u>	10 Wed from 25 Jan 2017
<u>Employment Law (face-to-face)</u>	10 Thurs from 26 Jan 2017
<u>Employment Law (blended)</u>	10 Thurs from 26 Jan 2017
<u>Union Learning Reps (face-to-face)</u>	5 Fri from 27 Jan 2017
<u>Union Learning Reps (blended)</u>	5 Fri from 27 Jan 2017

SUMMER TERM

<u>Union Reps Stage 1 (face-to-face)</u>	10 Tues from 2 May 2017
<u>Union Reps Stage 1 (blended)</u>	10 Tues from 2 May 2017
<u>Health & Safety Stage 1 (face-to-face)</u>	10 Wed from 3 May 2017
<u>Health & Safety Stage 1 (blended)</u>	10 Wed from 3 May 2017
<u>Employment Law (face-to-face)</u>	10 Thurs from 4 May 2017
<u>Employment Law (blended)</u>	10 Thurs from 4 May 2017
<u>Next Steps for Safety Reps (face-to-face)</u>	10 Fri from 5 May 2017
<u>Next Steps for Safety Reps (blended)</u>	10 Fri from 5 May 2017

Online Learning

Over recent years thousands of trade union reps 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, meet development needs and enhance reps' effectiveness in the workplace and within the union.

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 activities and involve sub-groups of the class. They are facilitated by a TUC Education tutor.

Although reps are not required to log in a 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.

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

eNotes

TUC Education has produced a series of informative and interactive learning modules for reps to use outside the classroom. Starting with an introduction to new rights for fathers to take additional paternity leave, these short self-study briefings, called eNotes, will help union representatives to develop and update their knowledge of key issues that may impact upon their workplace.

Current eNotes include:

- **NEW** Pregnancy and Maternity Discrimination
- **NEW** Mentoring - a Guide for Union Representatives
- Union Learning Representatives - Introduction
- Migration
- Fit for Work
- Building a Stronger Workplace Union
- Facility Time
- Apprenticeships
- Equality Law

 **Notes**
FOR UNION REPS

Blended courses in the Southern and Eastern Region

This year TUC Education in the Southern and Eastern Region will offer a full range of courses, delivered on a blended basis. As mentioned elsewhere blended courses are those where part of the course will take place online and part in a classroom. Normally with blended courses the majority of the learning would take place online, but that can vary with the demands of each course.

With blended learning you get all the benefits of the classroom, for example getting to know the other reps on the course and the tutor, combined with the flexibility of online learning. This combination really works but don't forget that union reps are legally entitled to reasonable time off for training regardless of where and how that training takes place.

These are the courses that offer blended learning. To apply for any of the courses listed on this page follow this link <http://bit.ly/1TxYde5> and complete the online form.

Union Reps Stage 1

Starts week commencing 26 September 2016

Week commencing 16 January 2017

Week commencing 1 May 2017

Employment Law

Starts week commencing 26 September 2016

Week commencing 16 January 2017

Week commencing 1 May 2017

Health and safety stage 1

Starts week commencing 26 September 2016

Week commencing 16 January 2017

Week commencing 1 May 2017

Next Steps for Safety Reps

Starts week commencing 26 September 2016

Week commencing 16 January 2017

Week commencing 1 May 2017

Union Learning Reps

Starts week commencing 26 September 2016

Week commencing 16 January 2017

Week commencing 1 May 2017



How to apply

- 1 Choose a suitable programme from this brochure.
- 2 Go to the TUC Education Directory www.tuceducation.org.uk/findacourse/ and confirm your course dates.
- 3 Ask your employer for paid release from work to attend the programme. Please ensure you follow the procedures agreed between your union and employer.
- 4 Apply online using the TUC Education course directory.
- 5 There are no course fees on the TUC Education programme. However, you will need to speak to your employer or trade union about travelling and other associated costs.
- 6 If you need any advice regarding programmes please contact your TUC Regional Education Officer.

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July 2016

Design: www.design-mill.co.uk

Photography: Jess Hurd/reportdigital.co.uk (Page 2),
istockphoto.com (Page 5, 6), Duncan Phillips/reportdigital.co.uk (Page 17).