

YORKSHIRE AND THE HUMBER REGION

TUC EDUCATION COURSES FOR ALL

union reps

Courses

January 2017 — 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 £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 Ian West, Regional Education and Training Officer.

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



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.

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 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 the National Open College Network (NOCN) with the new Qualifications and Credit Framework (QCF) providing clear national recognition of the quality of courses and the achievements of union reps.

Union reps attending TUC programmes will gain Open College Network (OCN) credits for units of qualifications that are held on the QCF. These credits can be built up to gain Award, Certificate and Diploma qualifications at various levels.

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.

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.

Award programme

In addition to the core programme described on the previous pages there are a variety of specialist programmes available for union representatives. Short linked programmes cover collective bargaining/ industrial relations, employment law, equality, health and safety, pensions, information technology, and skills for reps. The average length of programme is 5/6 days. OCN credits are available for all programmes. Award qualifications in the programme are made up of six credits

Certificate programme

These core programmes usually take place over 10–12 days during one term on a day-release basis. They can also run as block release or online programmes. OCN credits are available for all programmes. Certificate qualifications are made up of 15 credits at Level 1, 18 credits at Level 2 and 21 credits at Level 3.

Diploma programme

Programmes can be delivered on a day-release or evening basis. Various methods of delivery are offered, providing flexible access. The Diploma programme provides opportunities for progression into other higher learning programmes. Diploma qualifications in the programme are made up of 48 credits.

The recognised Diplomas are:

Contemporary Trade Unionism Diploma

- » development of trade unions
- » trade unions today
- » the future of trade unions

Occupational Health and Safety Diploma

- » health, safety, welfare and environmental issues
- » health and safety organisation
- » health and safety law

Employment Law Diploma

- » individual rights
- » collective rights
- » advocacy and legal research skills

Equalities Diploma

- » equality issues at work
- » equality and the law
- » working for equality

Each of these Diplomas includes skills development units relevant to the area of study.



SPOTLIGHT ON...

TUC Education eNotes



eNotes are a great resource to help reps keep up to date on key workplace issues. Each eNote is a self-contained module that contains a mixture of text, video and quizzes. They last between 20 and 45 minutes and can be returned to as many times as you like.

Available eNotes

- **NEW:** Working With Figures
- **NEW:** Mental Health in the Workplace
- Cancer in the Workplace
- Pregnancy and maternity discrimination
- Mentoring - a guide for union representatives
- Union Learning Representatives - introduction
- Supporting Learners into Higher Learning
- Migration
- Fit for Work
- Industrial Partnerships
- Work-related Upper Limb Disorders
- Domestic Violence
- Building a Stronger Workplace Union
- Facility Time
- Bargaining for Skills
- A Living Wage
- Apprenticeships
- A Living Wage
- Equality Law
- Supporting Mid-life development
- Additional Paternity Leave
- Understanding Universal Credit
- Climbing Frame
- Supporting Learners
- Vulnerable Employment
- The Sick Note
- European Works Councils

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

COURSE PROGRAMME

January 2017 to July 2017

WEST YORKSHIRE, LEEDS

Venue: Leeds City College, **Leeds**

Applications to: Julie Heselwood, Leeds City College, Horsforth, Leeds (see contact details on page 19)

Hours: 0900 to 1630

Updates on Leeds City College courses are available on the college website:

www.tradeunionstudiesleeds.org.uk

Spring Term (half term 13-17 Feb)

Union representatives stage 1

Health & safety stage 1 certificate

Next steps for safety reps certificate

Union learning representatives certificate

Occupational health & safety diploma

Employment law diploma

10 Tues from 3 January 2017
10 Weds from 4 January 2017
10 Thurs from 5 January 2017
10 Mon from 9 January 2017
36 Thurs from 5 January 2017
36 Tues from 3 January 2017

Summer Term (half term 29 May to 3 June)

Union representatives stage 1 certificate

Employment law certificate

Health & safety stage 1 certificate

Next Steps for safety reps certificate

Union learning representatives certificate

Occupational health & safety diploma

Employment law diploma

April to be confirmed
April to be confirmed
April to be confirmed
April to be confirmed
April to be confirmed
April to be confirmed
April to be confirmed

THE HUMBER, HULL

Venue: Trade Union Studies Centre, East Riding College, **Hull**

Applications to: Dave Prodham, East Riding College (see contact details on page 19)

Hours: 09.00 to 16.00

Spring Term (half-term 20-24 February)

Union representatives stage 1 certificate

Employment law certificate

Health & safety stage 1 certificate

Next steps for safety reps certificate

12 Tues from 10 January 2017

12 Thurs from 12 January 2017

12 Mon from 9 January 2017

12 Thurs from 12 January 2017

Summer Term (half-term 29 May-2 June)

Union representatives stage 1 certificate

Employment law certificate

Health & safety stage 1 certificate

Next steps for safety reps certificate

12 Tues from 25 April 2017

12 Thurs from 27 April 2017

12 Mon from 24 April 2017

12 Thurs from 27 April 2017

SOUTH YORKSHIRE, BARNSELY

Venue: Trade Union Programme, Northern College, **Barnsley**

Application to: Pete Kilbane / George Pope, Northern College (see contact details on page 19)

Hours: residential

Northern College has a range of TUC short courses for both new and experienced trade union representatives. The courses are residential and are of 3 to 5 days duration. Please contact the TU Centre for course details.

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

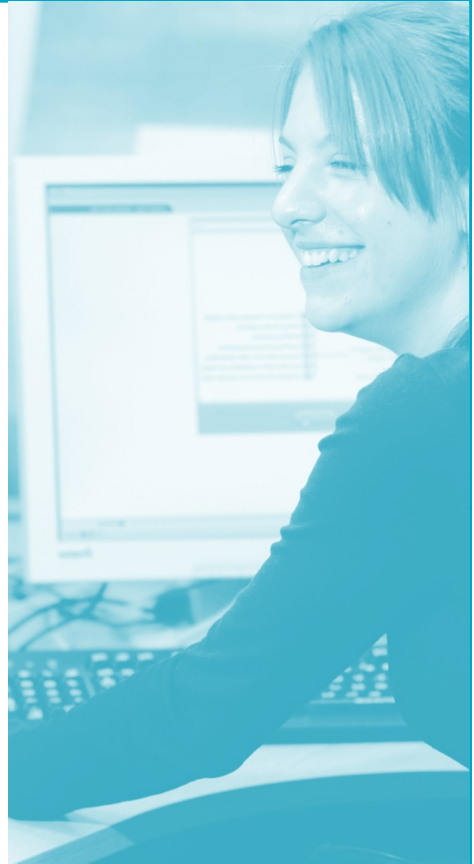
The majority of our programmes are offered as classroom-based learning taught by a professionally qualified TUC tutor. This type of course will be offered either as day- or block-release over the period of the course. The course could also include some form of workplace study.

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/online-learning or email Craig Hawkins, TUC Online Learning Officer: chawkins@tuc.org.uk

For a list of course dates and an online application form go to: www.tuceducation.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 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 userfriendly learning environment.

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

How does online learning work?

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

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

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

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

Getting ready for e-learning (GReL)

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

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

Don't forget that the law states that trade union reps are entitled to reasonable time off for education and training and this applies to online courses as well. See page 5 for more details

HOW TO APPLY

- 1** Choose a suitable course from this brochure.
- 2** Fill in the application form and get it approved

by your union full-time officer or branch.
- 3** Ask your employer for paid release from work to attend the course. Please ensure you follow the procedures agreed between your union and your employer.
- 4** Return the form as soon as possible to the trade union studies centre responsible for providing your course, not the TUC.
- 5** Please apply as early as possible in order to allow your trade union studies centre enough time to send you full joining instructions.
- 6** The Tuc will pay your course fee. You will need to speak to your employer or union about travelling and other associated costs.
- 7** If you need any advice regarding courses please contact your regional education and training officer.



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

Union Rep Awards**Location****Dates****Contact**

APPLICATION FORM

Please tick the relevant boxes

Number of employees ☐ Less than 50 ☐ 50-250
 ☐ More than 250

Work pattern ☐ Full-time ☐ Part-time
 ☐ Days ☐ Shiftwork

D.o.B ☐ Male ☐ Female

Do you define yourself as disabled? ☐ Yes ☐ No

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

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

☐ White European	☐ White Other	☐ Black Caribbean	☐ Black African
☐ Black Other	☐ Indian	☐ Pakistani	☐ Bangladeshi
☐ Chinese	☐ Mixed	☐ Other	☐ Prefer not to say

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

Are you happy to receive future TUC communications? ☐ Yes ☐ No

Signature of applicant

Signature of full-time official

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

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