

SOUTH WEST REGION

● TUC EDUCATION COURSES FOR ALL

union reps

SEPTEMBER 2015–JULY 2016

TUC 

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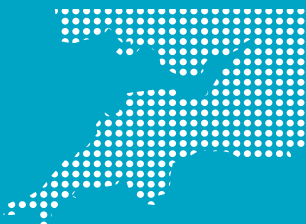
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WELCOME

to learning with the TUC

We know what a difference 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 £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 Marie Hughes, South West Regional Education Officer.

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

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.

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

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.

SPOTLIGHT ON...

New and revised courses

Union Reps Stage 1 Certificate

This certificate is the cornerstone of the TUC Education programme for new union reps and 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 the law that affects working people including facility time, equality, dismissal, employment tribunals, redundancy and TUPE, amongst others.

Any reps thinking of joining the Employment Law Diploma should complete the Union Reps Stage 1 Certificate first.

Award programme

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



JESS HURO / REPORTDIGITAL.CO.UK

Certificate programme

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

New Employment Law Certificate

The new Employment Law Certificate course will help reps who have previously completed the TUC Union Reps Stage 1 course to build and develop their skills, knowledge and their confidence in using employment law to improve workplace bargaining.

The course will help reps to:

- » Build confidence and knowledge in exploring, questioning and using employment law
- » Develop and consolidate research skills in finding out how legal provisions impact upon workplace rights

- » Review changes and challenges to workplace rights
- » Plan for their union and workplace situation
- » Apply representational, organising and collective bargaining skills to making the most of law at work
- » Prepare for further progression toward the TUC Diploma in Employment Law.

Courses are available across the South West - see the TUC Core Course programme on pages 12 to 17 for details of dates and locations. For more information contact your local Trade Union Studies Centre - contact details are on page 24.

TUC Education eNotes



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

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

eNotes cover topics in a short and accessible format.

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

eNotes available

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

...and many more. New eNotes will be added throughout the year.

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

COURSE PROGRAMME

September 2015–July 2016

BATH

Venue: to be confirmed

Applications to: Trade Union Studies, Weston College (see contact details on page 24)

Hours: 9.00 to 16.30

AUTUMN TERM

Union Reps Stage 1 Certificate	10 Tue from 29 September 2015
Health & Safety Stage 1 Certificate	10 Mon from 28 September 2015

SPRING TERM

Employment Law Certificate	10 Wed from 13 January 2016
Health & Safety Stage 1 Certificate	10 Tue from 12 January 2016

SUMMER TERM

Next Steps for Safety Reps Stage 2 Certificate	10 Thu from 28 April 2016
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BRISTOL

Venue: St Werburghs Community Centre, Horley Road, Bristol, BS2 9TJ.

Applications to: Trade Union Studies, Weston College (See contact details on page 24)

Hours: 9.00 to 16.30

AUTUMN TERM

Union Reps Stage 1 Certificate	10 Tue from 29 September 2015
Employment Law Certificate	10 Wed from 30 September 2015
Health & Safety Stage 1 Certificate	10 Mon from 28 September 2015
Next Steps for Safety Reps Stage 2 Certificate	10 Thu from 1 October 2015

Continued on page 13

BRISTOL (CONTINUED)

SPRING TERM

Union Reps Stage 1 Certificate	10 Mon from 11 January 2016
Employment Law Certificate	10 Wed from 13 January 2016
Health & Safety Stage 1 Certificate	10 Tue from 12 January 2016
Next Steps for Safety Reps Stage 2 Certificate	10 Thu from 14 January 2016

SUMMER TERM

Union Reps Stage 1 Certificate	10 Tue from 26 April 2016
Employment Law Certificate	10 Wed from 27 April 2016
Health & Safety Stage 1 Certificate	10 Tue from 26 April 2016

CHELtenham

Venue: to be confirmed

Applications to: Mary Scott, New College Swindon (see contact details on page 24)

Hours: 9.00 to 16.30

AUTUMN TERM

Union Reps Stage 1 Certificate	10 Tue from 22 September 2015
Next Steps for Safety Reps Stage 2 Certificate	10 Mon from 21 September 2015

SPRING TERM

Union Reps Stage 1 Certificate	10 Mon from 18 January 2016
Health & Safety Stage 1 Certificate	10 Wed from 20 January 2016

SUMMER TERM

Employment Law Certificate	10 Mon from 18 April 2016
Next Steps for Safety Reps Stage 2 Certificate	10 Wed from 20 April 2016

EXETER

Venue: to be confirmed

Applications to: Trade Union Studies, Weston College (see contact details on page 24)

Hours: 9.00 to 16.30

AUTUMN TERM

Union Reps Stage 1 Certificate	10 Mon from 14 September 2015
Employment Law Certificate	10 Fri from 18 September 2015
Health & Safety Stage 1 Certificate	10 Tue from 15 September 2015
Next Steps for Safety Reps Stage 2 Certificate	10 Wed from 16 September 2015

SPRING TERM

Employment Law Certificate	10 Mon from 11 January 2016
Health & Safety Stage 1 Certificate	10 Wed from 13 January 2016

SUMMER TERM

Courses to be confirmed

GLOUCESTER

Venue: to be confirmed

Applications to: Mary Scott, New College Swindon (see contact details on page 24)

Hours: 9.00 to 16.30

AUTUMN TERM

Union Reps Stage 1 Certificate	10 Tue from 22 September 2015
Next Steps for Safety Reps Stage 2 Certificate	10 Mon from 21 September 2015

SPRING TERM

Union Reps Stage 1 Certificate	10 Mon from 18 January 2016
Health & Safety Stage 1 Certificate	10 Wed from 20 January 2016

SUMMER TERM

Employment Law Certificate	10 Mon from 18 April 2016
Next Steps for Safety Reps Stage 2 Certificate	10 Wed from 20 April 2016

PLYMOUTH

Venue: to be confirmed

Applications to: Trade Union Studies, Weston College (see contact details on page 24)

Hours: 9.00 to 16.30

AUTUMN TERM

Union Reps Stage 1 Certificate	10 Mon from 14 September 2015
Employment Law Certificate	10 Fri from 18 September 2015
Health & Safety Stage 1 Certificate	10 Tue from 15 September 2015
Next Steps for Safety Reps Stage 2 Certificate	10 Wed from 16 September 2015
Occupational Health & Safety Diploma	36 Fri from 18 September 2015

SPRING TERM

Employment Law Certificate	10 Mon from 11 January 2016
Health & Safety Stage 1 Certificate	10 Wed from 13 January 2016

SUMMER TERM

Courses to be confirmed

DORSET

Venue: to be confirmed

Applications to: Trade Union Studies, Weston College (See contact details on page 24)

Hours: 9.00 to 16.30

AUTUMN TERM

Employment Law Certificate	10 Tue from 29 September 2015
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SPRING TERM

Health & Safety Stage 1 Certificate	10 Tue from 12 January 2016
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SUMMER TERM

Next Steps for Safety Reps Stage 2 Certificate	10 Thu from 28 April 2016
Employment Law Diploma	10 Wed from 27 April 2016

ST. AUSTELL

Venue: Wheal Martyn, Carthew, St. Austell, Cornwall, PL26 8XG.

Applications to: Trade Union Studies, Weston College (see contact details on page 24)

Hours: 9.00 to 16.30

AUTUMN TERM

Union Learning Reps Stage 1 Award	5 Mon from 2 November 2015
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SPRING TERM

Union Learning Reps Stage 2 Award	5 Mon from 1 February 2016
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SWINDON

Venue: New College, New College Drive, Swindon, SN3 1AH.

Applications to: Mary Scott, New College Swindon (see contact details on page 24)

Hours: 9.00 to 16.30

AUTUMN TERM

Health & Safety Stage 1 Certificate	10 Wed from 23 September 2015
Next Steps for Safety Reps Stage 2 Certificate	10 Mon from 21 September 2015
Employment Law Diploma	36 Thu from 17 September 2015

SPRING TERM

Union Reps Stage 1 Certificate	10 Mon from 18 January 2016
Health & Safety Stage 1 Certificate	10 Wed from 20 January 2016

SUMMER TERM

Employment Law Certificate	10 Mon from 18 April 2016
Next Steps for Safety Reps Stage 2 Certificate	10 Wed from 20 April 2016

TAUNTON

Venue: to be confirmed

Applications to: Trade Union Studies, Weston College (see contact details on page 24)

Hours: 9.00 to 16.30

AUTUMN TERM

Employment Law Certificate	10 Wed from 30 September 2015
Health & Safety Stage 1 Certificate	10 Mon from 28 September 2015

SPRING TERM

Employment Law Certificate	10 Wed from 13 January 2016
Health & Safety Stage 1 Certificate	10 Tue from 12 January 2016

SUMMER TERM

Next Steps for Safety Reps Stage 2 Certificate	10 Thu from 28 April 2016
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SPOTLIGHT ON...

Health and Safety Diploma

Health and safety is a trade union specialism, an area where union expertise and skills are unique and where we have a significant impact across UK workplaces.

Who is the Diploma for?

The Diploma is designed for experienced trade union health and safety representatives. It supports the development and practice of health and safety and enables safety reps to move to higher levels of study and activism.

How long is the Diploma?

Courses in the South West are organised as day release courses over one year (one day per week, for 36 weeks).

Location and Dates 2015/2016:

Plymouth, 36 Fridays from 18 September

What subjects will be studied?

The Diploma is accredited by the National Open College Network with reps achieving up to 48 credits at Levels 2 and 3. Three modules are studied:

- » occupational health, safety, welfare and environment
- » occupational health and safety organisation
- » occupational health and safety law

Entry requirements

Union representatives who wish to take this course should have:

- » previously achieved Health & Safety Stage 1 and Next Steps for Health and Safety Reps courses; or
- » alternatively, a suitable equivalent to the above through their own union's courses.

Your tutor is likely to contact you before acceptance on the programme to make an assessment of suitability for the Diploma.

Course fees

TUC Education will meet your course fees, provided that your nomination for the course is approved by an affiliated union. However, there are some publications which are important references. These may not be supplied and reps should talk to union officers for help in meeting the costs of these and other associated expenses.

Where can I find out more about the Diploma?

For more information please contact Marie Hughes, South West TUC Regional Education Officer, or your local TUC Course Coordinator.

Institution of Occupational Safety and Health

The TUC diploma at Level 3 is accredited to meet the academic requirement for safety technician (Tech IOSH) grade. Verifiable experience in a health and safety role and subsequent continuing professional development are also required. More at www.iosh.co.uk

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.

eNotes

A series of TUC Education eNotes are now available. These bitesize online briefings give union reps easily accessed subject specific information to support their workplace role. Register to access at www.tuceducation.org.uk

For further online learning 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 details of how flexible learning can support your own or your union's needs please contact your local TUC centre or 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 user-friendly learning environment.

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

How does online learning work?

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

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

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

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

Getting ready for e-learning (GReL)

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

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

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

See page 5 for more details.

SPOTLIGHT ON...

Awards programme

Below are some of the Award programmes that TUC centres are offering. Please contact centres for further information on these courses (contact details on page 24), or visit www.tuceducation.org.uk

Further courses may be added - visit www.tuceducation.org.uk/findacourse for up to date TUC Education course information.

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

	Location	Dates	Contact
Safety Rep Awards			
Health & Safety Update	Bristol Taunton	5 days, 5-9 October 2015 5 days, 5-9 October 2015	Shân Maidment Shân Maidment
Trade Unions Today Awards			
Union Learning Reps Stage 1	St. Austell	5 Mon from 2 November 2015	Shân Maidment
Union Learning Reps Stage 2	St. Austell	5 Mon from 1 February 2016	Shân Maidment
Union Rep Awards			
Employment Law Update	Bristol Taunton	5 days, 7-11 September 2015 5 days, 7-11 September 2015	Shân Maidment Shân Maidment
Dealing with Intimidating Behaviour	Bristol	5 days, 16-20 November 2015	Shân Maidment

SPOTLIGHT ON...

TUC ULR training

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.

ULR Stage 1

This course introduces the role of the ULR and the importance of learning and skills at work, and provides the tools and knowledge for ULRs to carry out their role. It is aimed at new ULRs who want to gain accreditation and develop their skills and knowledge.

ULR Stage 2

The Stage 2 course builds on Stage 1 in areas such as learning needs, equal opportunities and organising for learning at work. Tutors can tailor the course to individual reps' needs, and there is also the opportunity for self-study in areas relevant to the learning needs of members.

ULR course dates can be found within the core course programme and on page 21.

To find out more contact Andy Moss, South West TUC Education

tel: 0117 947 0521

email: tuceds@tuc.org.uk

New online coursefinder

TUC Education now has a new online course directory available at

www.tuceducation.org.uk

Union reps can now look for their nearest courses with a new postcode search.

Reps can also search for training by course subject, by course venue and by course date. Online, classroom-based and blended courses are all listed in the course directory.

Information on courses for union officials are available too.

Once union reps have registered for the site

they can apply for courses online as well as accessing TUC Education's growing range of eNotes.

A regional course booklet will continue to be available online, updated three times a year, and include all scheduled courses for the year ahead. Visit **www.bit.ly/swtued** to view the latest edition.

To receive updates from South West TUC Education, including an alert when an updated course booklet is available, send your details to **tuceds@tuc.org.uk**

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.tuceducation.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.



JUSTIN TALLIS

CONTACTS

Shân Maidment, Curriculum Manager.
Caron Newell, TU Education Administrator.
Weston College.

Contact for courses in Bath, Bristol, Dorset, Taunton and Weston-super-Mare.

Weston College will begin the delivery of TUC courses in Dorset from September 2015.

Trade Union Education
Business Enterprise Centre
South West Skills Campus
Weston College
Locking Road
Weston-super-Mare
BS22 8NL
Tel: 01934 411 714
Email: tuedadmin@weston.ac.uk
www.westoncollege.ac.uk

Mary Scott, Course Co-ordinator.
New College Swindon.
Contact for courses in Cheltenham, Gloucester and Swindon.

Trade Union Studies Centre
New College
New College Drive
Swindon
SN3 1AH
Tel: 01793 732 848
Email: tustudies@newcollege.ac.uk
www.newcollege.ac.uk

Shân Maidment, Curriculum Manager.
Caron Newell, TU Education Administrator.
Weston College.

Contact for courses in the Devon & Cornwall area.

These are temporary contact details pending confirmation of the new Trade Union Studies provider for reps courses in Devon and Cornwall.

Trade Union Education
Business Enterprise Centre
South West Skills Campus
Weston College
Locking Road
Weston-super-Mare
BS22 8NL
Tel: 01934 411 714
Email: tuedadmin@weston.ac.uk
www.westoncollege.ac.uk



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

Course title

To be held at

Starting date

Your full name

Home address

Postcode

Daytime telephone number

Email

Trade union

Union 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.

[illegible]

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