



COURSES

● TUC EDUCATION COURSES FOR ALL

union reps

SEPTEMBER 2013–JULY 2014



WalesTUC



WELCOME

to learning with the TUC

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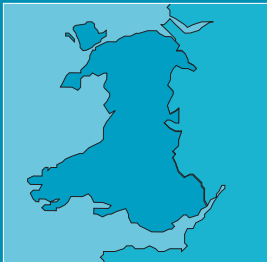
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www.unionlearn.org.uk

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 the Wales TUC Education Team.

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, religion, sexuality 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 Wales TUC subscribes to the social model of disability and we endeavour to enable disabled people to have full access to all of our courses.

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

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
- open and online learning opportunities.

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 please contact the Wales TUC Education Team.

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.

Accreditation

The TUC accredits its programme through the National Open College Network (Agored Cymru in Wales) with the new Qualifications and Credit Framework providing clear national recognition of the quality of courses and the achievement of union representatives.

Registration for accreditation is voluntary. There are no tests or examinations. You will build up a file which shows the work you have completed during the course, and Agored Cymru awards credits for achieving the learning outcomes for that course's qualification units, which are recorded on a certificate issued by Agored Cymru.

Credits can be built up over a number of years to gain qualifications and are transferable. They can be used to gain access to other courses in further and higher education. They also give unions and employers a clearer view of what representatives have learned and are

able to do after attending a TUC course. For further details contact your TUC regional education and training officer.

Union representatives attending TUC courses will gain National Open College Network accreditation for units of qualifications that are held on the Qualifications and Credit Framework. The Framework will eventually hold all national qualifications. These units of accreditation can be built up to gain Awards, Certificates and Diplomas at various levels. Below is a chart showing qualifications, their levels and the number of credits needed to gain the qualification.

All units used on the TUC Education programme are mapped to the Scottish and Welsh qualifications frameworks.

Please contact your nearest TUC Centre or TUC Regional Education and Training Officer for further information about how credits can be built up to gain qualifications.

Award	Level 1	Level 2	Level 3
	<p>All short courses, including those for: Union Reps Safety Reps Union Learning Reps</p> <p>6 credits</p>	<p>All short courses, including those for: Union Reps Safety Reps Union Learning Reps</p> <p>6 credits</p>	<p>All short courses, including those for: Union Reps Safety Reps Union Learning Reps</p> <p>6 credits</p>
Certificate	<p>Union Reps (Stage 1) Health & Safety (Stage 1)</p> <p>15 credits</p>	<p>Union Reps (Stage 1) Employment Law Certificate Health & Safety (Stage 1) Next Steps for Safety Reps (Stage 2) Union Learning Reps (Stages 1 & 2)</p> <p>18 credits</p>	<p>Employment Law Certificate Next Steps for Safety Reps (Stage 2)</p> <p>21 credits</p>
Diploma		<p>Diploma in Occupational Health & Safety Diploma in Employment Law Diploma in Contemporary Trade Unionism</p> <p>48 credits</p>	<p>Diploma in Occupational Health & Safety Diploma in Employment Law Diploma in Contemporary Trade Unionism</p> <p>48 credits</p>

TUC CORE PROGRAMME

TUC Education Pathway for Union Reps

5 – 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 unionlearn.

4 – Employment Law Diploma

The Employment Law Diploma is a 36-week 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 your workplace and the people you represent. You will also develop the skills and knowledge that will help you progress to higher level learning.

3 – Short specialist courses

Two or three-day short courses help you to keep up-to-date with changes in the law, the economy or industrial relations practice. Coping with the Economic Downturn, and Unions and Apprenticeships are current examples.

2 – Employment Law Certificate

(12 days; 18 credits at level 2; 21 credits at level 3)

The Employment Law Certificate is designed for reps who have already completed the TUC Union Reps Stage 1 course or its union equivalent. It covers the contract of employment, workplace agreements, statutory rights to equality and reviews changes and challenges to workplace rights. The course will help reps to apply representational, organising and collective bargaining skills to make the most of law at work.

1 – Union Reps Stage 1

(12 days; 15 credits at level 1; 18 credits at level 2)

TUC Union Reps Stage 1 is your starting point course. Find out what it means to be a union rep, how union democracy works, how to represent your members effectively, how to work in teams 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.

TUC Education Pathway for Health and Safety Reps

5 – Continuing Safety Rep Development

Union safety reps who have IOSH Technician membership can use TUC short health and safety courses to maintain their membership professional development requirements as well as keep up-to-date on key knowledge.

4 – Occupational Health and Safety Diploma

This popular one year day-release course will help safety reps to develop their in-depth understanding of health and safety law, occupational health and work-related environmental issues. Completion at level 3 will entitle union safety reps to apply for Institute of Occupational Safety and Health technician membership (Tech IOSH).

3 – Short specialist courses

TUC short two or three-day courses bring safety reps up-to-date with new issues and provide greater opportunity to understand key processes such as risk assessment and managing workplace hazards.

2 – Next Steps for Safety Reps

(12 days; 18 credits at level 2; 21 credits at level 3)

Next Steps is the TUC Stage 2 course for trade union safety reps. It helps to build skills, knowledge and confidence in practical issues such as researching problems, report writing and speaking up on workplace health and safety problems.

1 – Health and Safety Stage 1

(12 days; 15 credits at level 1; 18 credits at level 2)

TUC Health and Safety Stage 1 is an essential course for union reps. It provides an understanding of the health and safety framework, trade union safety rep functions and the union approach to health and safety. The course is linked directly to the workplace, making it practical and relevant.

TUC Education Pathway for Union Learning Reps

5 – 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 the Wales TUC.

4 – Diploma Courses

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.

3 – Short specialist courses

Two or three-day short courses help you to keep up-to-date with changes in learning and skills. Courses available include: supporting members into higher learning; workforce development; communication skills; engaging learners in a trade union learning centre; negotiating with employers on learning; and learning and organising.

2 – Union Learning Reps Stage 2 (6 days; nine credits at level 2)

Union Learning Reps Stage 2 builds on ULR Stage 1. It looks in more depth at: working with partners, providers and employers on learning; exploring government and union learning initiatives and priorities; education systems and accessing learning; education assessment tools; developing ICT skills; collection and process of data; tools and systems for supporting learners with information and guidance; and getting involved in adult learners' week.

1 – Union Learning Reps Stage 1 (6 days; nine credits at level 1 and level 2)

Union Learning Reps Stage 1 is your starting point course. Find out about: ULR functions and facilities, union structures and organisation; union learning and workplace organisation; value of learning and skills in the workplace; identifying learning needs; promoting learning – the trade union approach; reviewing your membership; learning – barriers and incentives; strategies for problem solving; finding and using information; policies; and learning opportunities and provision.

!NEW!

TUC Employment Law Certificate

The new 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.

The focus of the Stage 1 training is on the workplace, and the skills and knowledge needed to support new union reps. It covers some of the concepts that are explored further in this course – the contract of employment, workplace agreements and statutory rights to equality.

The course will help you:

- **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 what needs to be done in relation to your union and workplace situation**
- **apply representational, organising and collective bargaining skills to make the most of the law at work**
- **work collectively in planning collective action**
- **prepare for/facilitate progression to advanced work on union issues, including advanced courses and union roles**

Course dates

■ Newport	12 Tuesdays from 10 th September 2013	contact Coleg Gwent
■ North Wales	12 Tuesdays from 17 th September 2013	contact Coleg Harlech
■ Bridgend	12 Tuesdays from 14 th January 2014	contact Bridgend College
■ Ebbw Vale	12 Tuesdays from 14 th January 2014	contact WEA South Wales
■ Swansea	12 Tuesdays from 14 th January 2014	contact Bridgend College
■ North Wales	12 Tuesdays from 14 th January 2014	contact Coleg Harlech

Short courses and briefings 2013 – 14

In addition to the core programme of courses described on the previous pages, the Wales TUC also offer a variety of short courses and briefings to union reps. Short courses and briefings are a great opportunity to update skills and find out about changes and new issues in the workplace. Topics covered include employment law, health and safety and equality.

Short courses vary in length between 2 – 5 days and are accredited by OCN. Please see the course listings on pages 14 – 20 for full details of available courses, venues and dates. Available short courses this year include:

- Cancer in the Workplace
- Mental Health Awareness
- New! Dyslexia Awareness
- Using Computers
- Handling Disciplinarys and Grievances
- Tackling Bullying in the Workplace
- Tackling Stress in the Workplace
- Dealing with Domestic Violence in the Workplace
- Dealing with Redundancy
- Trade Unions and the Environment (Green Reps)



The Wales TUC also offer a series of unaccredited 1-2 day briefings and events for trade union reps throughout the year to help reps keep up to date. These events feature a mixture of expert speakers and workshops. Forthcoming events this year include:

■ Health and Safety Reps Conference	24 th October 2013	Cardiff venue tbc
■ Reps' Update Conference	13 th March 2014	North Wales venue tbc
■ Equality Conference	Spring 2014	venue tba
■ BME Weekend School	Spring 2014	venue tba
■ Women's Summer School	Summer 2014	venue tba

For updates on dates and venues and details of how to register for Wales TUC briefings and events please visit our website www.wtuc.org.uk or subscribe to our email alert service at <https://www.surveymonkey.com/s/DSM82Y2>.

Cancer in the Workplace

This course is aimed at a wide range of union reps, union learning reps, project workers, union professionals, organisers and activists to help them deal with the increasingly common situation of employees who are diagnosed with cancer.

Course outline

- Introductions and aims for the course
- Introduction to Macmillan Cancer Support and Working Through the Cancer Toolkit
- Using the Learnzone
- So what exactly is cancer?
- How does cancer affect people?
- Assessing your own sickness and absence policy
- The Disability Discrimination Act - case studies
- Role of occupational health
- Supporting members
- Help with the cost of cancer
- Understanding rights and responsibilities
- Organising a cancer support project, campaign or event
- Course review

Course dates

■ Cardiff	3 Mondays from 9 th September 2013	contact WEA South Wales
■ North Wales	3 Tuesdays from 11 th February 2014	contact Coleg Harlech
■ Bridgend	3 Mondays from 17 th March 2014	contact Bridgend College
■ Newport	3 Mondays from 2 nd June 2014	contact Coleg Gwent

If your union can organise 10 or more students the course can also be run on a bespoke basis on alternative dates or at other venues contact jrees@tuc.org.uk or 029 2034 7011 for further information. The course runs for 2 or 3 days, either weekly or in a block.

**HELP
WITH THE
COSTS OF
CANCER
MADE IT A
GOOD
DAY**

For cancer support at home, over the phone, call the **Macmillan Support Line** free **0808 808 00 00**
(Monday to Friday, 9am–8pm)
macmillan.org.uk

**WE ARE
MACMILLAN.
CANCER SUPPORT**



Wales TUC Union Green Representatives (UGRs)

Have you been wondering?

- **What union members can do about climate change?**
- **Why everyone is talking about ‘carbon footprints’?**
- **How workplaces can reduce their energy usage?**

If the answer to any of these questions is yes, then read on.

The role of the UGR has been increasing within the union movement over the last few years. Numbers of UGRs are growing and are starting to make a real difference in workplaces.

Wales is one of only three countries in the world whose government has put sustainable development into its constitution. For this reason a new TUC Union Green Reps (Trade Unions and the Environment) course has been specifically developed for Wales.

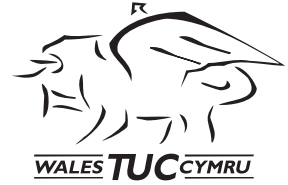
The course is designed for any union member who would like to represent their branch on the environment. You do not need any previous experience or knowledge, just enthusiasm about making a difference.

The course will help you to develop skills and knowledge needed to be a UGR. It will be offered throughout Wales in the following locations:

■ Bridgend	3 Mondays from 11 th November 2013	contact Bridgend College
■ North Wales	3 day block – 19 th , 20 th and 21 st March 2014	contact Coleg Harlech
■ Newport	3 Mondays - 28 th April, 12 th and 19 th May 2014	contact Coleg Gwent

If your union can organise 10 or more students the course can also be run on a bespoke basis on alternative dates or at other venues contact jrees@tuc.org.uk or 029 2034 7011 for further information. The course runs for 2 or 3 days, either weekly or in a block.

Mental Health Awareness



The course will help reps to:

- **Develop a better understanding of Mental Health in general.**
- **Develop a better understanding of work related Mental Health issues.**
- **Develop a better understanding of Disability Discrimination Law and how it applies to people with Mental Health issues.**
- **Develop through the use of case studies and role play, some practical skills for dealing with Mental Health related issues.**
- **Produce an action plan to work with members and employers to develop a strategy for Mental Health issues.**

The course will cover:

Images and Impacts of Mental Health; Mental Health Problems Their Symptoms, Treatments and Impacts; Discrimination in the Workplace; Disability Discrimination Law Mental Health Case Studies; Issues for Trade Union Representatives when Representing Members with Mental Health Problems; Trade Unions and Employers Working Together to Create a Mentally Healthy Workplace

■ Cardiff	3 Mondays from 30 th September 2013	contact South Wales WEA
■ North Wales	3 Mondays from 11 th November 2013	contact Coleg Harlech
■ North Wales	3 day block – 11 th , 12 th and 13 th June 2014	contact Coleg Harlech

If your union can organise 10 or more students the course can also be run on a bespoke basis on alternative dates or at other venues contact jrees@tuc.org.uk or 029 2034 7011 for further information. The course runs for 2 or 3 days, either weekly or in a block.

Diploma programme

The Diploma programme provides opportunities for progression into other programmes in higher education.

The recognised pathways are:

The Diploma in Contemporary Trade Unionism

- Development of trade unions in Britain
- Trade unions today
- The future of trade unions

The Diploma in Occupational Health and Safety

- Health, safety, welfare and environmental issues
- Health and safety organisation
- Health and safety law

The Diploma in Employment Law

- Individual rights
- Collective rights
- Advocacy and legal research skills

The Diploma in Equalities

- Equality issues at work
- Equality and the law
- Working for equality

Each of these programmes is OCN accredited up to level 3. Programmes can be delivered on a day-release or evening basis. Some are offered on a modular basis, providing flexible access.

Depending on which Diploma is applied for, participants will normally be expected to have completed the Stage 2 Union Representatives (now known as 'Stepping Up'), Stage 2 Health and Safety Representatives (now known as 'Next Steps'), the Equalities Award or equivalent union course programmes. Your tutor is likely to interview you before acceptance on the programme to make an assessment of suitability for the Diploma.



BRIDGEND

Applications to: Terri Bishop, WEA Heads of the Valleys Office, The Innovation Centre, Festival Drive, Ebbw Vale NP23 8XA

Tel: 01495 369 869

Email: wplcourseinfo@weasouthwales.org.uk

Venue: Bridgend venue tbc - contact college for more info

Hours: **Days** 9.15am to 4.45pm **Evenings** 6pm to 9pm

Autumn Term 2013

Union Reps Stage 1	12 Tuesdays from 10 th September 2013
Health and Safety Stage 1	12 Thursdays from 5 th September 2013
Next Steps for Safety Reps – Stage 2	12 Wednesdays from 11 th September 2013
Union Learning Reps Stage 1	6 Fridays from 20 th September 2013
Union Learning Reps Stage 2	6 Wednesdays from 6 th November 2013
Diploma in Occupational Health and Safety*	12 Tuesdays from 10 th September 2013
Handling Disciplinarys and Grievances	3 Mondays from 30 th September 2013
Green Reps (Trade Unions and the Environment)	3 Mondays from 11 th November 2013

Spring Term 2014

Certificate in Employment Law	12 Tuesdays from 14 th January 2014
Health and Safety Stage 1	12 Thursdays from 16 th January 2014
Union Learning Reps Stage 1	6 Wednesdays from 5 th March 2014
Diploma in Occupational Health and Safety*	12 Tuesdays from 14 th January 2014
Cancer in the Workplace	3 Mondays from 17 th March 2014
Tackling Bullying in the Workplace	3 Mondays from 3 rd February 2014

Summer Term 2014

Health and Safety Stage 1	10 Thursdays from 1 st May 2014 plus 4 evenings
Union Learning Reps Stage 2	6 Wednesdays from 7 th May 2014
Diploma in Occupational Health and Safety*	10 Tuesdays from 29 th April 2014 plus 4 evenings
Tackling Stress in the Workplace	3 Mondays from 23 rd June 2014
Dealing with Domestic Violence in the Workplace	3 Mondays from 2 nd June 2014

* Part of a 36 week course over 3 terms

CARDIFF

Applications to: Terri Bishop, WEA Heads of the Valleys Office, The Innovation Centre, Festival Drive, Ebbw Vale NP23 8XA

Tel: 01495 369 869

– please ask for Terri Bishop or Bill Powell

Email: wplcourseinfo@weasouthwales.org.uk

Venue: WEA Trade Union Learning Centre, Cardiff
or other Cardiff Venue tbc - contact WEA for details

Hours: Days 9am to 4.30pm

Evenings 6pm to 9pm

Autumn Term 2013

Health and Safety Stage 1

Cancer in the Workplace

Mental Health Awareness

12 Thursdays from 5th September 2013

3 Mondays from 9th September 2013

3 Mondays from 30th September 2013

Spring Term 2014

Union Learning Reps Stage 1

Union Learning Reps Stage 2

Dealing with Domestic Violence

(Green Reps) Trade Unions and the Environment

6 Fridays from 17th January 2014

6 Fridays from 7th March 2014

3 Mondays from 13th January 2014

3 Mondays from 3rd February 2014

Summer Term 2014

Next Steps for Safety Reps (Stage 2)

Dyslexia Awareness

12 Thursdays from 1st May 2014

3 Mondays from 7th July 2014

“I must admit that I felt daunted by the thought of returning to education as I had not done any learning since I left school. Going on the courses has definitely made me feel more confident as a union rep, as a branch secretary/convenor and now as an H&S facilitator”.

Course participant

EBBW VALE

Applications to: Terri Bishop, WEA Heads of the Valleys Office, The Innovation Centre, Festival Drive, Ebbw Vale NP23 8XA

Tel: 01495 369 869

Email: wplcourseinfo@weasouthwales.org.uk

– please ask for Terri Bishop or Bill Powell

Venue: WEA Heads of the Valleys Office, The Innovation Centre, Festival Drive, Ebbw Vale NP23 8XA

Hours: Days 9am to 4.30pm

Evenings 6pm to 9pm

Autumn Term 2013

Union Learning Reps Stage 1

6 Fridays from 20th September 2013

Spring Term 2014

Certificate in Employment Law

12 Tuesdays from 14th January 2014

Summer Term 2014

Union Reps Stage 1

12 Tuesdays from 29th April 2014

Introduction to Computers

10 Tuesday evenings from 6th May 2014

The pride and pleasure representatives take in their learning and achievements in the course of ‘becoming a better rep’ are a testament to the committed professionalism of TUC Education and tutors.

Learning that Works: Accrediting the TUC Programme

MERTHYR TYDFIL

Applications to: Terri Bishop, WEA Heads of the Valleys Office, The Innovation Centre, Festival Drive, Ebbw Vale NP23 8XA

Tel: 01495 369 869

Email: wplcourseinfo@weasouthwales.org.uk

Venue: Merthyr Tydfil venue tbc - contact college for more info **Hours: Days** 9:15am to 4:45pm
Evenings 6pm to 9pm

Autumn Term 2013

Union Reps Stage 1

12 Tuesdays from 10th September 2013

Health and Safety Stage 1

12 Thursdays from 5th September 2013

Spring Term 2014

Health and Safety Stage 1

12 Thursdays from 16th January 2014

Summer Term 2014

Health and Safety Stage 1

10 Thursdays from 1st May 2014 plus 4 evenings

NEWPORT

Applications to: Roy McCabe, Trade Union Studies Centre, Coleg Gwent, City of Newport Campus, Nash Road, Newport NP19 4TS

Tel: 01633 466061 or 01633 466136

Email: roy.mccabe@coleggwent.ac.uk

Venue: Trade Union Studies Centre, Coleg Gwent, City of Newport Campus, Nash Road, Newport

Hours: Days 9am to 5pm

Evenings 6pm to 9pm

Autumn Term 2013

Certificate in Employment Law

12 Thursdays from 12th September 2013

Health and Safety Stage 1

12 Thursdays from 5th September 2013

Union Learning Reps Stage 1

6 Fridays from 20th September 2013

Union Learning Reps Stage 2

6 Wednesdays from 6th November 2013

Diploma in Employment Law*

12 Tuesdays from 10th September 2013

Diploma in Occupational Health and Safety*

12 Wednesdays from 11th September 2013

Introduction to Computers

10 Monday EVENINGS from 23rd September 2013

Tackling Bullying in the Workplace

3 Mondays from 7th October 2013

Dealing with Domestic Violence in the Workplace

3 Mondays from 11th November 2013

* Part of a 36 week course over 3 terms

Spring Term 2014

Union Reps Stage 1	12 Mondays from 13 th January 2014
Health and Safety Stage 1	12 Thursdays from 16 th January 2014
Next Steps for Safety Reps Stage 2	12 Tuesdays from 14 th January 2014
Union Learning Reps Stage 1	6 Wednesdays from 5 th March 2014
Diploma in Employment Law*	12 Tuesdays from 14 th January 2014
Diploma in Occupational Health and Safety*	12 Wednesdays from 15 th January 2014
Using Computers	10 Monday EVENINGS from 13 th January 2014
Tackling Stress in the Workplace	3 Mondays from 3 rd February 2014
Handling Disciplinarys and Grievances	3 Mondays from 10 th March 2014

Summer Term 2014

Health and Safety Stage 1	10 Thursdays from 1 st May 2014 plus 4 evenings
Union Learning Reps Stage 2	6 Fridays from 9 th May 2014
Diploma in Employment Law*	10 Tuesdays from 29 th April 2014 plus 4 evenings
Diploma in Occupational Health and Safety*	10 Wednesdays from 30 th April 2014 plus 4 evenings
Green Reps (Trade Unions and the Environment)	3 Mondays – 28 th April, 12 th & 19 th May 2014
Cancer in the Workplace	3 Mondays from 2 nd June 2014

* Part of a 36 week course over 3 terms

“Since doing the TUC courses I have a better understanding of the role of a union rep and how to bargain for improvements in the workplace. The courses are excellent and specifically aimed at the needs of union reps. The learn by doing methods of teaching and learning are brilliant in getting the best out of you and crucial in building confidence in your abilities.”

Course participant

NORTH WALES

Applications to: Nick Taylor, Trade Union Studies, Coleg Harlech WEA (N), Caia Park Partnership,
Prince Charles Road, Wrexham, LL13 8TH

Tel: 01978 318866

Email: ntaylor@harlech.ac.uk

Venue: To be arranged, please contact Coleg Halech WEA for more details

Hours: 9.15am to 4.45pm (Evenings – contact centre for details of times)

Autumn Term 2013

Union Reps Stage 1	12 Mondays from 16 th September 2013
Certificate in Employment Law	12 Tuesdays from 17 th September 2013
Health and Safety Stage 1	12 Wednesdays from 18 th September 2013
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Diploma in Employment Law*	12 Wednesdays from 18 th September 2013
Diploma in Occupational Health and Safety*	12 Fridays from 13 th September 2013
Computers for Trade Unionists	12 Fridays from 20 th September 2013
Mental Health Awareness	3 Mondays from 11 th November 2013
Dealing with Redundancy	2 days – 18 th & 19 th September 2013

Spring Term 2014

Union Reps Stage 1	12 Mondays from 13 th January 2014
Certificate in Employment Law	12 Tuesdays from 14 th January 2014
Health and Safety Stage 1	12 Wednesdays from 15 th January 2014
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* Part of a 36 week course over 3 terms

Summer Term 2014

Union Reps Stage 1	12 Mondays from 28 th April 2014
Health and Safety Stage 1	12 Wednesdays from 30 th April 2014
Next Steps for Safety Reps – Stage 2	12 Thursdays from 8 th May 2014
Union Learning Reps Stage 1	6 Tuesdays from 6 th May 2014
Union Learning Reps Stage 2	6 Tuesdays from 17 th June 2014
Diploma in Employment Law*	12 Wednesdays from 7 th May 2014
Diploma in Occupational Health and Safety*	12 Fridays from 9 th May 2014
Mental Health Awareness	3 days – 11 th , 12 th & 13 th June 2014

* Part of a 36 week course over 3 terms

SWANSEA

Applications to: Terri Bishop, WEA Heads of the Valleys Office, The Innovation Centre, Festival Drive, Ebbw Vale NP23 8XA

Tel: 01495 369 869

Email: wplcourseinfo@weasouthwales.org.uk

Venue: Swansea venue tbc - contact college for more info

Hours: Days 9.15am to 4.45pm

Evenings 6pm to 9pm

Autumn Term 2013

Union Reps Stage 1	12 Tuesdays from 10 th September 2013
Health and Safety Stage 1	12 Thursdays from 5 th September 2013
Next Steps for Safety Reps – Stage 2	12 Wednesdays from 11 th September 2013

Spring Term 2014

Certificate in Employment Law	12 Tuesdays from 14 th January 2014
Health and Safety Stage 1	12 Thursdays from 16 th January 2014

Summer Term 2014

Health and Safety Stage 1	10 Thursdays from 1 st May 2014 plus 4 evenings
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Online learning and the Wales TUC Education Service Review

At the Wales TUC we are committed to offering an effective online course programme of TUC Education courses able to meet the needs of reps in Wales. We want to explore non-traditional, convenient and flexible ways to offer courses. As part of a wider review of TUC Education in Wales, we are currently working with our providers to look at ways of developing new 'blended learning' methods of course delivery, which will include elements of online learning.

We hope to announce the findings of the review in the coming year. If you would like to take part in the review we would be very pleased to hear from you. You can let us know your views by taking part in our online survey. Please visit www.surveymonkey.com/s/RRN9QFQ to complete the survey.



If you would like any further information or advice regarding TUC Education online learning with the Wales TUC, please contact jrees@tuc.org.uk or tel 029 2034 7011

Keep up to date with eNotes from TUC Education

It's hard to keep up to date with the key issues facing your members in the workplace. That's why TUC Education developed eNotes - they're a great new resource to help keep you up to speed with key workplace issues.

Facility Time, Vulnerable Employment and Equality Law are just some of the subjects you can get to grips with.

Each eNote is a mix of text, video and quizzes. In not much more time than it takes to have a cuppa you will gain a good understanding of the subject. Plus you can share thoughts and ideas with other users online.

Register now at www.tuceducation.org.uk/login and you'll have everything you need at your fingertips.



Wales TUC Learning Services

For information advice and guidance on workplace learning in your area and for advice on redundancy and REACT II please contact:

North Wales

Barbara Hale 07747 775393

Mid Wales

Mark Rees 07766 250082

West Wales

Roger Jones 07833 158627

South Wales

Kevin Williams 07747 775658

Deri Bevan 07769 971336

All Wales Project Workers

Linsey Imms 07766 250827

Katrina Wood 07799 414843

Head of Learning Services

Sian Cartwright 02920 347010

Essential Skills Project Workers

Anne Jenkins (South Wales) 07827 321 725

Angela Baugh (North Wales) 07717 307 265

Marketing & Promotion

Gareth Hathway 02920 347010



www.facebook.com/WLWYUH

Twitter [@WLWYUH](https://twitter.com/#!/WLWYUH)

Learn with your union

Redundancy & Retraining

The Wales TUC Learning Services offer support, advice and guidance regarding training and skills development opportunities to recognised trades unions at workplaces which are threatened with redundancy or closure.

Wales TUC have a small team of staff who have considerable experience of working with unions in redundancy situations.

The Wales TUC Learning Services development officers aim to speed up response time by providing union officers and workplace reps with the information regarding support available from government agencies e.g. Careers Wales, Job Centre plus and help available from training and education funding schemes.

Individuals facing redundancy should be provided the relevant support such as job search skills and CV writing support but also may need confidence building courses or help with essential skills. The priority of trades unions during redundancy situations is to ensure that the relevant level of support, training and resources are made available to all workers.

It is a priority of the Wales TUC to provide accurate, specialist information and training to union officers and reps and we can assist with the following:

- Advice regarding ReActII
- Liaison with relevant agencies such as Careers Wales, Job Centre Plus
- Working with employers to identify appropriate training provision
- Negotiating release for training to take place
- Sign posting workers to appropriate training and learning opportunities

ReActII:

This programme is available to train/upskill an individual who has been made redundant. It is administered in partnership with Careers Wales and includes:

- Training costs to acquire new skills (to a max of £1500 to help improve an individual's chances of returning to work).
- A subsidy of up to £3000 over a 12 month period to an employer if they employ a redundant worker for 25 hours per week or more.
- A subsidy of up to £1500 over a 12 month period to an employer if they employ a redundant worker for 16 to 24 hours per week.
- Reimbursement of up to 50% of the cost of eligible training (to a maximum of £1000) needed for the employee to carry out their new job.
- Advice and guidance on self employment.

Individuals need to be interviewed by Careers Wales.



Wales TUC Learning Services

Apprenticeships and union learning

Apprenticeships are union business. It is a key priority of Welsh Government over the coming years and there is plenty of funding and support available for apprenticeship schemes. The Wales TUC is working in partnership with Welsh Government to support union officials and representatives in the workplace to enable them to:

- Negotiate with employers on apprenticeships
- Expand the number of apprentices in the workplace
- Develop union/employer agreements on apprenticeships
- Have the information and tools to support apprentices in your workplace

If you would like further information on available funding and support for apprenticeship schemes in your workplace or would like us to send you a copy of our union toolkit then please contact us at the Wales TUC office on: 029 2034 7010 and ask for a member of the Learning Services team



Learn with your union



The Wales TUC Cymru Quality Award

Changing lives through learning

The Quality Award is a continuous improvement process and is awarded to education providers whose programmes and courses meet the WTUC Cymru good practice criteria. The Quality Award will help direct Union Learning Reps (ULRs) to providers that are working successfully and flexibly with trade unions.

Providers who have achieved the Wales TUC Cymru Quality Award

- ✓ **Trade Union Studies Unit at Bridgend College**
Contact: Richard Young Ryoung@bridgend.ac.uk
- ✓ **Workplace Learning Department at Coleg Harlech WEA North**
Contact: Tudur Evans workplace@fc.harlech.ac.uk
- ✓ **Workplace Learning at WEA South Wales**
Contact: Katrina Taylor K.taylor@swales.wea.org.uk
- ✓ **Openings Programme Open University in Wales**
Contact: Kevin Pascoe K.p.pascoe@open.ac.uk
- ✓ **Trade Union Studies Centre at Coleg Gwent**
Contact: Roy McCabe Roy.McCabe@coleggwent.ac.uk

For further information about the award or to make an application please contact Bernice Waugh; Bwaugh@tuc.org.uk Tel: 07917 415601 or Linsey Imms, Anne Jenkins or Gareth Hathway at the Wales TUC: wtuc@tuc.org.uk Tel: 029 2034 7010

Wales TUC Cymru, Transport House, 1 Cathedral Road, Cardiff CF11 9SD

Y Rhydwaith Rhagoriaeth

Network of Excellence



Rhwydwaith
Rhagoriaeth
Network of
Excellence

A Network of Union Learning Representatives, education providers and other learning agencies that support, offer help, share ideas and exchange information and best practice.

The Network and networking can help you to:

- Get ideas and leads for courses and funding
- Share ideas and solve problems
- Raise awareness of local workplace learning
- Update and develop your own skills
- Meet training and learning providers

September 2013

West	Tuesday 3 rd September	Milford Haven
West	Wednesday 4 th September	Swansea
South	Friday 6 th September	Newport
Mid	Tuesday 10 th September	Machynlleth
North	Wednesday 11 th September	Wrexham

November 2013

The Union Learning Reps Conference 14th & 15th November in Swansea.
Look out for the details in Net News.

February 2014 *(These are the provisional dates and venues for 2014)*

North	Tuesday 4 th February	Deeside
North	Wednesday 5 th February	Holyhead
Mid	Friday 7 th February	Lampeter
West	Tuesday 11 th February	Llanelli
South	Wednesday 12 th February	Bridgend

June 2014

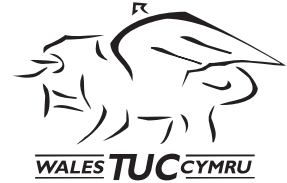
South	Tuesday 17 th June	Pontypridd
West	Wednesday 18 th June	Neath
Mid	Friday 20 th June	Brecon
Mid	Tuesday 24 th June	Harlech
North	Wednesday 25 th June	Colwyn Bay

September 2014

Mid	Tuesday 9 th September	Aberystwyth
South	Wednesday 10 th September	Newport
West	Friday 12 th September	Milford Haven
West	Tuesday 16 th September	Gorseinon
North	Wednesday 17 th September	Wrexham

You can join the Network of Excellence for free.

For more information or to join the Network of Excellence please contact Bernice Waugh
Bwaugh@tuc.org.uk Tel 07917 415601



All Wales Equality Network

Join an expanding network of Trade Union Equality Representatives in Wales. Currently growing throughout the Welsh public sector, they provide help and information on all issues relating to equality at work whilst ensuring that equality within the workplace is high on the agenda. Trade Union Equality Reps help organise campaigns and can make a real difference.

What will the Network do for you?

The Network and networking can help you to:

- **Share ideas and best practice**
- **Discuss and solve problems**
- **Review updates to equality legislation and practice**
- **Raise awareness through engaging in local workplace campaigns**
- **Develop new professional relationships**
- **Meet potential funders**

How do I become a Trade Union Equality Representative?

- Contact your union
- Contact the Wales TUC to find out when the next course will be held
- Join online

Dates of meetings

■ 11 th July	Cardiff	1 Cathedral Road, Suite 1, 10am
■ 15 th July	Aberystwyth	National Library for Wales – Presidents room, 2pm
■ 16 th July	Wrexham	Glyndwr University – Room B28, 10am

You can join the All Wales Equality Network for free. For more information or to join the All Wales Equality Network please contact Rhianydd Williams, Trade Union Equality Representative Network Officer.

Email: rwilliams@tuc.org.uk

Tel: 029 2078 7014



Right now, 1 in 6 workers is experiencing depression, anxiety or stress.

That's the elephant in the room.



Let's talk about mental health at work
visit mind.org.uk/work

For better
mental health

Make your workplace more mentally healthy with our simple checklist:

- Connect** – do something simple for your colleagues, make a cup of tea or get them a drink
- Be active** – go for a walk at lunchtime, or take a moment to grab some fresh air
- Take notice** – be aware of how your colleagues are feeling, ask how they are and chat with them

- Learn** – take a few minutes to expand your mind – read the news, a book or do a crossword
- Give** – get to know your colleagues better, host a 'Wake up your Mind' fundraising breakfast to kick start your day – visit our website to find out how

Let's talk about mental health at work – tell us what you could do to make your workplace more mentally healthy, visit mind.org.uk/work

If you want mental health advice and support, find your local Mind at mind.org.uk

If you want information about mental health call the Mind infoline 0300 123 3393.

For more information please contact: Rachel Bowen, Mind Cymru
Tel/Ffon: 029 2034 6588 Mob: 07799 728 996 E-mail/E-bost: r.bowen@mind.org.uk

Mary Macarthur Holiday Trust

REGISTERED CHARITY No. 209989



The Mary Macarthur Holiday Trust is a trade union managed Trust. Mary Macarthur was an active trade unionist who fought tirelessly for working women who had no paid holidays. The Mary Macarthur Holiday Trust was created in 1922 to offer a period of rest or holiday to women in desperate need.

Whether that need stems from age, poverty, infirmity, disablement or social circumstances, the Trust aims to offer a welcome respite from the traumas of life.

Do I qualify?

- Under the terms of the Trust, grants are limited to women.
- You must be eighteen years of age or over to qualify.
- You must not have had a holiday in recent years.
- You must not have received a grant from the Trust for at least three years. Consideration will be given to those re-applying after three years only after applications from women who have not had a holiday for a longer period of time have been dealt with.
- A sponsoring body or person must support your application with a letter explaining why they feel you are eligible for a holiday grant. The sponsoring body or person must be involved with you on a professional basis E.g. GP; Social Worker; Support Worker; Trade Union Official, but not friends or family.
- Preference is given to women who are, or have been normally in employment. Women in work are considered as well as those who are not, the criteria being that the Trust provides for the woman in need. The Trust recognises that a holiday may not be financially possible even for those in work.

For further information please contact: Cheryl Andrews, Unite House,

1 Cathedral Road, Cardiff CF11 9SD Tel: 02920 359091

Email: cheryl.andrews@mmht.org.uk or visit www.mmht.org.uk



Your local credit union **working for you**

Credit unions are financial co-operatives owned and managed by the members who use them.

They offer a convenient way to save and the opportunity to access low cost loans and a range of other benefits.

At present, there are 22 credit unions covering the whole of Wales providing services to more than 55,000 adults and young savers.

Whether you want the flexibility to save what you can when you can, or save regularly to build that 'nest egg', then credit unions may be the sensible option for you.

Being a member of your local credit union brings many advantages: knowing that your money is safe and secure, backed by the Financial Services Compensation Scheme; the idea of your money is staying within your community to benefit your local area.

Many credit unions now offer a range of services, such as pre payment debit cards, Individual Savings Accounts (ISAs) and insurance products. Some offer basic bank accounts.

How to join a credit union?

Many public sector employers offer the facility of payroll deduction so that should you decide to become a member of a Credit Union, you can accumulate savings in a simple way. You can leave your savings to grow until you either want to withdraw them or use them as a basis for borrowing up to three times their value.

Credit unions exist throughout Wales; you can join a credit union near to where you live or work.

To find your nearest credit union, visit www.wales.gov.uk/creditunions or contact the All Wales credit union Helpline on 03000 123456 (Monday to Friday during normal working hours) or email creditunions@wales.gsi.gov.uk. Alternatively use the findyourcreditunion website (External site).





Time off to learn

Union representatives who wish to attend TUC courses in working time 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.

The role of the union learning representative has been boosted by new legal rights to time off for training contained in the Employment Relations Act 2001. Nearly 7,000 union learning representatives have already been trained.

Representatives who find difficulty in obtaining paid time off to attend TUC courses should seek assistance from their senior union representative or full time union officer.

For further information contact the Wales TUC Education Team.



Inclusive and accessible learning experiences:

Reps attending courses may have a range of different learning requirements, whether this is from having been out of a formal learning environment for a long time, or due to barriers arising from disability or difficulty with literacy and other skills.

On our courses, we do our best to ensure that everybody is able to take part and gain the full benefit of the training. We will make reasonable adjustments to our venues, teaching methods and materials to provide access for disabled reps. Please give us as much notice as possible so that we can meet your requirements.

Requirements may include, having materials or forms provided before the course starts, being given large print or alternative format materials, having an adjustable chair, wheelchair access, loop systems, recording

classes or bringing communication support. Please take the opportunity to speak to the trade union studies course coordinator or to staff at the Wales TUC if you are unsure about what it will be like to attend one of our courses.

Reps will also come from many different backgrounds, workplaces and communities and we value this diversity. We aim to create a learning environment that is friendly and positive and improves the confidence of all learners. We will not tolerate any form of discrimination, harassment or bullying.

How to apply

- Choose a suitable course from the list.
- Fill in the application form and get it approved by your union full time officer or branch.
- 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.
- Return the form as soon as possible to the trade union studies centre responsible for providing your course.
- Please apply as early as possible in order to allow your trade union studies centre enough time to send you full joining instructions.
- The TUC will pay your course fee. You will need to speak to your employer or union about travelling and other associated costs.
- 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

APPLICATION FORM

Please tick the relevant boxes

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

Work pattern Full-time Part-time
 Days Shiftwork

Date Of Birth / / Male Female

Do you define yourself as disabled? Yes No

Do you have access requirements? Yes No

All access needs will be met where reasonably practicable - see page 24 for more details. 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.

**UNIONREPS.ORG.UK is
the UK's biggest online
resource for union reps**



It's a dedicated online network where reps offer other reps practical advice on handling day-to-day workplace issues. The site is used by over 13,000 union reps, bringing different perspectives and experiences from all the UK's unions, sectors and regions.

> LIVELY DISCUSSION BOARDS

Swap experiences, and receive feedback from other members, often within minutes of kicking off a new conversation.

> FREE BARGAINING NEWSLETTER

Written by LRD. Get the latest email roundup of developments for reps and negotiators.

> WHAT'S ON IN YOUR AREA

Use the unionreps.org.uk map to find upcoming events and training courses, local resources, and contacts who share your interests. Special features and give-aways.

Get access to free resources, contests and offers from partner organisations.

/// The best site around, great for assistance and general union knowledge; the users are very friendly and always eager to help out or offer advice. ///

Ann Whitton, CWU rep

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with TUC Education

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