

Courses for all Union Reps

**September 2019 -
July 2020**

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Welcome to learning with the Wales TUC

We know what a difference a trained union rep can make to workers. Union reps make sure working people get a voice at work.

Organised workplaces where workers are involved in decisions have:

- better training opportunities
- better pay
- and are safer and fairer.

Wales Trades Union Congress (Wales TUC) Education provides high quality training for all workplace union reps in Wales. Our training is delivered through our providers at Coleg Gwent and Adult Learning Wales.

Our courses give union reps the

- skills,
- knowledge,
- and confidence

needed to continue doing a great job. On successful completion of our courses, reps will get nationally recognised educational credits.

This booklet gives details of our courses for the whole year to come, but if you're unable to find a course to suit your needs or you have any queries please don't hesitate to contact one of the Wales TUC Education Team.

Martin Mansfield



Martin Mansfield
General Secretary
Wales TUC

Aiming for success

Our union reps training programme is designed to deliver a great learning experience, whether you are a:

- shop steward
- workplace rep
- health & safety rep
- learning rep
- equality rep or
- green rep
- other trade union rep.

You'll find training available that will give you the skills you need to make a real difference in your workplace.

Inclusive and welcoming

We want you to get the most out of our courses and to feel, that whatever your background, you are comfortable and safe. That's why we're committed to equal treatment regardless of sex, race, disability, sexual orientation or age.

Widening choice

Sometimes life gets in the way, so if you can't attend a classroom course contact us and we'll do our best to help.

Wales TUC tutors

Everyone knows the importance of a good tutor. All our tutors are experienced trade unionists who understand the role of a rep. Our tutors keep up-to-date with everything they need to know about workplace issues. So you'll have the best learning experience from the people who know.



Guidance on paid release

Guidance on Paid Release

Being a union rep is important and rewarding but it isn't always easy. Unions, government and employers know that training reps is essential. That's why, since 1979, the law has entitled union reps to facilities time. This involves paid time off to attend TUC or union training courses. If you are a:

- union workplace rep/shop steward
- union health and safety rep or a
- union learning rep

the core sources of those legal rights to facility time are:

- The Trade Union and Labour Relations Act 1992 (section 168)
- The Safety Representatives and Safety Committees Regulations 1977
- **Time off for Trade Union Duties and Activities**
ACAS Code of Practice 3. Available from http://bit.ly/ACAS_CoP3
- **Trade Union Representation in the Workplace**
ACAS Guide. Available from <http://bit.ly/UnionRep>
- **Consulting Employees on Health and Safety**
HSE guide and Safety Reps regulations. Available from <http://bit.ly/ConsultHS>

Union Reps and Health & Safety Reps

Union Reps and Health & Safety Reps should first ask their employer for time off with pay.

More information can be found here:

- Union Reps
<http://bit.ly/UnionReps>
- Health & Safety Reps
<http://bit.ly/SRSC1977>

Union Learning Reps (ULR)

Alongside Union Reps and Health & Safety reps, Union Learning Reps are entitled to paid release to complete their training.

Specialist Reps


These reps specialise in certain areas. These can include:

- equality representatives
- green or environmental reps
- disability champions
- mental health champions
- pensions champions

Specialist reps 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.”

If you're a specialist rep and you're having difficulty in obtaining approved time off to attend training you should seek assistance from your senior (workplace) union rep or a full time official in your union.



"I really enjoy Wales TUC courses, all are very informative and useful, I learn a lot of new information and it's good to meet up with other trade union colleagues".

Course participant

Accreditation

The Wales TUC accredits its programme. The Credit and Qualification Framework in Wales provides clear national recognition of the quality of courses and the achievements of union representatives.

Union Rep Pathway

Union Reps part 1

As a new union workplace rep this course is essential. You'll find out:

- what it means to be a rep,
- how to represent your members effectively and
- how to take up both collective and individual issues with your employer.

You'll understand the role and responsibilities. These 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.

Union Reps part 2

Completed the Union Reps part 1 or your union equivalent? Then this is your next step. This course looks at employment law from a union workplace rep perspective. It equips you with the knowledge and gives you confidence in using employment law to improve workplace bargaining. It's not aimed at legal professionals or the finer points of technical interpretation of law. It will help reps to understand the full range of the law that affects working people including:

- facility time,
- equality,
- dismissal,
- employment tribunals,
- redundancy and TUPE,
- amongst others.

Diploma in Employment Law

If you've completed the Union Reps parts 1 and 2 or your union equivalent and looking to further your skills and knowledge then this is your next course. The Diploma in Employment Law gives you an in-depth grounding in employment law. You'll have completed Union Reps parts 1 and 2 or equivalent courses and you may be asked to attend an interview to assess your suitability before joining this course. 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. This course will help develop your advocacy and legal research skills. You will also develop the skills and knowledge that will help you progress to higher level learning.

Safety Rep Pathway

Health and Safety part 1

As a newly appointed union Health and Safety rep, this is the essential first course for you. Here we'll help you to understand your role and responsibility as a union Health and Safety rep.

You will look at the health and safety law and standards, the role of inspections and risk assessments. You will also have an opportunity to

- look at your own workplace health and safety policies,
- learn how to resolve health and safety issues and
- how to deal with sickness and ill health at work.

This course will provide a thorough grounding in health and safety issues and give you the skills, knowledge and confidence to undertake their role effectively.

Health and Safety part 2

Here's the next course for you. Having completed the Wales TUC Health and Safety part 1 this course builds on what you'll have already learnt. This course helps reps

- identify, prevent and control risks
- build a safer workplace
- build a healthier workplace

It encourages reps to involve members in safety issues by developing a collective approach to health and safety. It outlines most recent health and safety law and information, enabling reps to make real change in the workplace.

Diploma in Occupational Health and Safety

This popular Diploma will help experienced safety reps develop their understanding of health and safety principle and practice. Participants will normally be expected to have completed the Health and Safety Stage 1 and Next Steps for Safety Reps course or union equivalents and you may be asked to attend an interview to assess your suitability before joining this course. 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. You will also develop the skills and knowledge that will help you progress to higher level learning.

Union Learning Rep Pathway

Union Learning Reps part 1

If you're a new Union Learning Rep (ULR), this course is essential. It will give you the skills and knowledge you need to be an effective ULR. The course will teach you:

- The role of the ULR
- The trade union approach to learning and skills in the workplace
- How to promote the value of learning
- How to identify learning needs
- How to remove barriers to learning

Union Learning Reps part 2

To continue your development as a ULR, we will be offering **Getting Organised to Promote Learning** and **Workplace Learning and the ULR** two day courses, please see course listing for dates.

“All trade union courses I've attended have been interesting and informative, it's good to take back what I've learned back into the workplace.”

Course participant



Wales TUC Short Courses

Short Courses

Wales TUC Education offers a series of accredited short 1 or 2 day courses to help reps keep their skills and knowledge up-to-date. The Wales TUC also organise a range of 1-day (non-accredited) briefings and updates (see page 23) for reps to help them keep informed on current issues. This list is not exhaustive, if you don't see what you want then get in touch.

Examples of 1-2 day short courses that can be run for unions/groups of reps on request:

Union Reps Skills

- Grievance and Disciplinary
- Negotiation Skills
- TUPE
- Menopause in the Workplace
- Autism Awareness in the Workplace
- Sexual Harassment in the Workplace
- Domestic Abuse
- Tackling Bullying in the Workplace
- Dealing with Redundancies

Promoting Learning

- Climbing Frame for Union Learning Reps
- Dyslexia Awareness
- Community Learning Reps
- Getting Organised to Promote Learning
- Workplace Learning and the ULR
- Equalities and Learning

Health and Safety

- Green Reps (Trade Unions and the Environment)
- Introduction to the Control of Substances Hazardous to Health
- Risk Assessment
- Manual Handling
- Musculoskeletal Disorders
- Tackling Stress in the Workplace
- Mental Health Awareness
- Cancer in the Workplace
- Accident Investigation
- Stress Management for Reps
- Gender and Health and Safety
- Menopause in the Workplace

Equality

- Tackling Racism
- Disability Champions @ Work
- Countering the Far Right
- Out at Work
- Menopause in the Workplace

Menopause Awareness in the Workplace

Around 1 in every 3 women is currently going through or has experienced the menopause. Women make up nearly half of the Welsh workforce and with increasing numbers of older workers, many more women are now working through and well beyond the menopause. The Wales TUC recently carried out a major survey of around 4000 people looking at the menopause as a workplace issue. It found that many women want to see a change in the way the menopause is treated at work. The menopause is a key issue for trade unions because it is both an important workplace equality issue and an occupational health and safety issue.

This two-day course has been designed for trade union reps and aims to create greater awareness of the menopause as a workplace issue.

The course is for all union reps and aims to:

- Create awareness of the menopause and the symptoms women can experience
- Help reps consider various workplace factors that may negatively impact on workers experiencing the menopause
- Consider practices and environments with the workplace that may put the health and safety of menopausal women at risk and/or may be considered discrimination against workers experiencing the menopause
- Consider best practice for workplaces and unions to tackle the workplace issues facing workers experiencing the menopause.

See pages 17 - 22 for course dates and venue details.

Alternatively email wtuc@tuc.org.uk for more information.





**Wales TUC
Course Contacts
and Listings**

Contacts for Course Enquiries and Sending in Application Forms

For courses listed in Cardiff, Maesteg, Pontypridd and Port Talbot:

Course Coordinator: Betty Mason
Tel: 01495 369869

Email: tuccourseinfo@adultlearning.wales

Applications to:

Terri Bishop
Trade Union Studies
Adult Learning Wales
Innovation Centre
Festival Drive
Ebbw Vale NP23 8XA

For courses listed in Bangor and Wrexham:

Course Coordinator: Betty Mason
Tel: 01248 363942

Email: tuccourseinfo@adultlearning.wales

Applications to:

Mair Owen
Trade Union Studies
Adult Learning Wales
Bryn Menai
Holyhead Road
Bangor LL57 2JA

For courses listed in Newport:

Course Coordinator: John James
Tel: 01633 466030 or 07527 450276

Email: John.James@coleggwent.ac.uk

Applications to:

John James
Trade Union Studies Centre
Coleg Gwent
City of Newport Campus
Nash Road
Newport NP19 4TS

For any other course enquiries or if you cannot find the course that you need listed, please contact the Wales TUC Education Team:

Tel: 029 2034 7010
Email: wtuceducation@tuc.org.uk

WTUC Education Service
1 Cathedral Road
Cardiff
CF11 9SD

NEWPORT

Applications to: John James

Trade Union Studies Centre, Coleg Gwent, City of Newport Campus, Nash Road, Newport
NP19 4TS

Tel: 01633 466030 or 07527 450276

Email: John.James@coleggwent.ac.uk

Venue: Newport Campus

Hours: 9.15am to 16.45pm

Autumn Term 2019	Start Date	End Date	Pattern
Diploma in Occupational Health & Safety*	16 Sept	20 Jul 2020	36 Mon
Diploma in Employment Law*	18 Sept	22 Jul 2020	36 Wed
Health & Safety part 1	1 Oct	10 Dec	10 Tues
Menopause in the Workplace	3 Oct	10 Oct	2 Thurs
Autism in the Workplace	31 Oct	7 Nov	2 Thurs

Spring Term 2020			
Union Reps part 1	14 Jan	24 Mar	10 Tues
Union Learning Reps part 1	23 Jan	13 Feb	4 Thurs
Gender Based Health & Safety	27 Feb	26 Mar	4 Thurs

Summer Term 2020			
Health & Safety part 2	28 Apr	7 Jul	10 Tues
Union Reps part 2	30 Apr	9 Jul	10 Thurs

* Part of a 36 week course over 3 terms.

Please note that the number of weeks set out above may be extended to incorporate breaks for bank holidays or half-term, please contact Coleg Gwent for further advice.

CARDIFF

Applications to: Terri Bishop, Adult Learning Wales, Innovation Centre, Festival Drive,
Ebbw Vale NP23 8XA

Tel: 01495 369869

Email: tuccourseinfo@adultlearning.wales

Venue: Cardiff

Hours: 9.15am to 16.45pm

Autumn Term 2019	Start Date	End Date	Pattern
Union Reps part 1	9 Sept	11 Nov	10 Mon
Union Learning Rep part 1	10 Sept	1 Oct	4 Tues
Autism Awareness	3 Oct	17 Oct	3 Thurs
Mental Health Awareness	13 Nov	20 Nov	2 Wed
Sexual Harassment in the Workplace	11 Oct	18 Oct	2 Fri
Dealing with Redundancies	8 Nov	15 Nov	2 Fri

Spring Term 2020			
Menopause Awareness	13 Jan	27 Jan	3 Mon
Getting Organised to Promote Learning	14 Jan	21 Jan	2 Tues
Accident & Investigation	12 Mar	19 Mar	2 Thurs
Negotiating Skills	10 Feb	17 Feb	2 Mon
Equality Reps	21 Feb	27 Mar	6 Fri

Summer Term 2020			
Union Reps part 2	21 Apr	23 Jun	10 Tues
Risk Assessments	22 Apr	29 Apr	2 Wed
Grievance & Disciplinary	7 May	21 May	3 Thurs
TUPE	11 May	18 May	2 Mon
Mental Health Awareness	5 Jun	12 Jun	2 Fri

Please note that the number of weeks set out above may be extended to incorporate breaks for bank holidays or half-term, please contact Adult Learning Wales for further advice.

PORT TALBOT

Applications to: Terri Bishop, Adult Learning Wales, Innovation Centre, Festival Drive, Ebbw Vale NP23 8XA

Tel: 01495 369869

Email: tuccourseinfo@adultlearning.wales

Venue: Port Talbot venue TBC

Hours: 9.15am to 16.45pm

Autumn Term 2019	Start Date	End Date	Pattern
Union Learning Rep part 1	12 Sept	3 Oct	4 Thurs
Accident & Investigation	15 Nov	22 Nov	2 Fri

Spring Term 2020	Start Date	End Date	Pattern
Dyslexia Awareness	21 Feb		1 Fri
Mental health Awareness	10 Jan	17 Jan	2 Fri

Summer Term 2020	Start Date	End Date	Pattern
Workplace Learning and the ULR	8 May	15 May	2 Fri

"I thought I knew quite a bit prior to this course but in comparison I have learnt a lot! An eye opener".

Course participant

MAESTEG

Applications to: Terri Bishop, Adult Learning Wales, Innovation Centre, Festival Drive,
Ebbw Vale NP23 8XA

Tel: 01495 369869

Email: tuccourseinfo@adultlearning.wales

Venue: Maesteg venue TBC

Hours: 9.15am to 16.45pm

Autumn Term 2019	Start Date	End Date	Pattern
Mental Health Awareness	16 Sept	23 Sept	2 Mon
Negotiating Skills	9 Oct	16 Oct	2 Wed
Tackling Bullying in the Workplace	8 Nov	15 Nov	2 Fri

Spring Term 2020			
Risk Assessments	14 Jan	21 Jan	2 Tues
Domestic Abuse	8 Jan	15 Jan	2 Wed

Summer Term 2020			
Manual Handling	1 June		Mon
Dyslexia Awareness	6 May		Wed
Digital Skills	15 May	22 May	2 Fri

PONTYPRIDD

Applications to: Terri Bishop, Adult Learning Wales, Innovation Centre, Festival Drive,
Ebbw Vale NP23 8XA

Tel: 01495 369869

Email: tuccourseinfo@adultlearning.wales

Venue: Pontypridd venue TBC

Hours: 9.15am to 16.45pm

Autumn Term 2019	Start Date	End Date	Pattern
Tackling Bullying	16 Sept	23 Sept	2 Mon

Spring Term 2020			
Mental Health Awareness	16 Jan	23 Jan	2 Thurs

Summer Term 2020			
Handling Members Problems	8 Jun	15 Jun	2 Mon

Please note that the number of weeks set out above may be extended to incorporate breaks for bank holidays or half-term, please contact Adult Learning Wales for further advice.

Applications to: Mair Owen, Trade Union Studies, Adult Learning Wales, Bryn Menai, Holyhead Road, Bangor LL57 2JA

Tel: 01248 363942

Email: tuccourseinfo@adultlearning.wales

Venue: Bangor

Hours: 9.15am to 16.45pm

Autumn Term 2019	Start Date	End Date	Pattern
Union Reps part 1	9 Sept	11 Nov	10 Mon
Union learning Rep part 1	10 Sept	1 Oct	4 Tues
Health & Safety part 1	12 Sept	21 Nov	10 Thurs
Mental Health Awareness	13 Nov	20 Nov	2 Wed
Sexual Harassment in the Workplace	11 Oct	18 Oct	2 Fri
Dealing with Redundancies	8 Nov	15 Nov	2 Fri
Digital Skills	9 Oct	16 Oct	2 Wed

Spring Term 2020			
Menopause Awareness	13 Jan	27 Jan	3 Mon
Getting Organised to Promote Learning	14 Jan	21 Jan	2 Tues
Accident & Investigation	12 Mar	19 Mar	2 Thurs
Negotiating Skills	10 Feb	17 Feb	2 Mon
Equality Reps	21 Feb	27 March	6 Fri

Summer Term 2020			
Union Reps part 2	21 Apr	23 Jun	10 Tues
TUPE	11 May	18 May	2 Mon
Risk Assessments	22 Apr	29 Apr	2 Wed
Grievance & Disciplinary	7 May	21 May	3 Thurs
Mental Health Awareness	10 Jul	17 Jul	2 Fri
Health & Safety Rep part 2	17 Apr	3 Jul	10 Fri

Please note that the number of weeks set out above may be extended to incorporate breaks for bank holidays or half-term, please contact Adult Learning Wales for further advice.

WREXHAM

Applications to: Mair Owen, Trade Union Studies, Adult Learning Wales, Bryn Menai, Holyhead Road, Bangor LL57 2JA

Tel: 01248 363942

Email: tuccourseinfo@adultlearning.wales

Venue: Adult Learning Wales Office, Wrexham

Hours: 9.15am to 16.45pm

Autumn Term 2019	Start Date	End Date	Pattern
Union Reps part 2	9 Sept	11 Nov	10 Mon
Union learning Rep part 1	10 Sept	1 Oct	4 Tues
Health & Safety part 1	12 Sept	21 Nov	10 Thurs
Mental Health Awareness	13 Nov	20 Nov	2 Wed
Sexual Harassment in the Workplace	11 Oct	18 Oct	2 Fri
Dealing with Redundancies	8 Nov	15 Nov	2 Fri
Digital Skills	9 Oct	16 Oct	2 Wed

Spring Term 2020			
Menopause Awareness	13 Jan	27 Jan	3 Mon
Workplace Learning and the ULR	14 Jan	21 Jan	2 Tues
Accident & Investigation	12 Mar	19 Mar	2 Thurs
Negotiating Skills	10 Feb	17 Feb	2 Mon
Equality Reps	21 Feb	27 March	6 Fri

Summer Term 2020			
Union Reps part 1	21 Apr	23 Jun	10 Tues
TUPE	11 May	18 May	2 Mon
Risk Assessments	22 Apr	29 Apr	2 Wed
Grievance & Disciplinary	7 May	21 May	3 Thurs
Mental Health Awareness	10 Jul	17 Jul	2 Fri
Health & Safety Rep part 2	17 Apr	3 Jul	10 Fri

Please note that the number of weeks set out above may be extended to incorporate breaks for bank holidays or half-term, please contact the Adult Learning Wales for further advice.

Wales TUC Diploma Courses with Adult Learning Wales

Adult Learning Wales offers the Diploma in Occupational Health & Safety and the Diploma in Employment Law courses, although they're not currently advertised. There's a minimum requirement in the number of people attending the course in order for them to run. If you have completed the Wales TUC Union Reps or Health & Safety parts 1 & 2 or union equivalent and wish to undertake the Diploma in Occupational Health & Safety or the Diploma in Employment Law please get in touch via the contact details below to express your interest.

North Wales

FAO: Mair Owen

Tel: 01248 363942

Email: tuccourseinfo@adultlearning.wales

South Wales

FAO: Terri Bishop

Tel: 01495 369869

Email: tuccourseinfo@adultlearning.wales





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 staff at your trade union studies centre or 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.
- There are no course fees on the Wales TUC Education programme. 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 the Wales TUC Education Team.

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
Mobile number
Email
Trade union
Union posts held
Previous TUC courses attended
Your occupation
Name and address of employer
Postcode

APPLICATION FORM

Please tick the relevant boxes

Date Of Birth / /

☐ Male

☐ Female

Do you require any additional ☐ Yes

☐ No

support in order to complete this course? If Yes, please give details below:

Are you a disabled person? ☐ Yes

☐ No

Do you have access requirements? ☐ Yes

☐ No

All access needs will be met where reasonably practicable - see page 36 for more details. You should inform the appropriate course providers of any specific requirements at the earliest opportunity.

☐ 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 Wales TUC communications on:

Wales TUC Education and Training ☐ Yes

☐ No

Wales TUC Campaigns ☐ Yes

☐ No

TUC Campaigns ☐ 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.



CALENDAR OF EVENTS 2019/20



AUGUST

26 Summer Bank Holiday

OCTOBER

Black History Month

23 Health & Safety Reps Update
St Fagans - Museum of Welsh Life, Cardiff

24 Essential Reps Update
St Fagans - Museum of Welsh Life, Cardiff

NOVEMBER

UK Disability Month

tbc Union Learning Reps Conference - South Wales

tbc Union Learning Reps Conference - North Wales

25 International Day for the Eradication of Violence Against Women

14-15 Professional Women's Autumn School

DECEMBER

1 World HIV/AIDS Day

3 International Day of Persons with Disabilities

10 International Human Rights Day

18 International Migrants Day

25-26 Christmas Bank Holidays

JANUARY 2020

1 Bank Holiday

27 Holocaust Memorial Day

FEBRUARY

11-17 Heart Unions Week

LGBT History Month

MARCH

tbc Health & Safety Reps Update

tbc Essential Reps Update

APRIL

tbc Wales TUC Equalities briefing

10 Good Friday

13 Easter Monday

28 International Workers Memorial Day

MAY

19-21 Wales TUC Congress

tbc Mental Health

Having a break?

**Why not visit
www.tuceducation.org.uk
and take an eNote?**



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

Each module 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 to start using eNotes.

- Menopause Support in the workplace
- Supporting exploited workers
- Migration

Featured eNotes

- Sexual Harassment
- Facility Time
- The Trade Union Act

Health, safety and well-being

- Mental health in the workplace
- Cancer in the Workplace
- Health and Safety and Organising
- Fit for Work

Equalities

- Migration: the fight against exploitation
- Pregnancy and maternity discrimination
- Religion or belief
- Domestic Violence
- Equality Law

Building unions

- Tackling Vulnerable Employment
- European Works Councils
- Building a Stronger Workplace Union

Employment law and rights at work

- Apprenticeships - Know Your Rights
- Supporting exploited workers

Union learning

- The Union Learning Advantage
- Union Learning Reps: an introduction
- Language support for workers
- Supporting Mid-life Development
- Supporting Learners
- Apprenticeships - a guide for union representative...
- Bargaining for Skills



NEW eNote: Tackling the far right

Far right extremism is on the rise, both on and offline, in workplaces and within communities. Unions and union reps can help tackle these issues by using solidarity, trust and by talking to people about their concerns.

Over the last few years there has been a spike in racist attacks and far-right activity across the UK.

Far-right activists have been mobilising in our streets and online, often seeking recruits in communities which have suffered years of neglect, under-funding and de-industrialisation. But they do not represent working people in Britain.

In this eNote you can find out who the far right are and gives you practical tips on how to campaign against them. You can also practice answering difficult conversations you may encounter.

Who's this enote for?

This eNote is for trade union reps who

want to learn about ways to tackle the far right in their workplace and community.

How will it help me?

This eNote will:

- explain who the far right is and why we oppose them
- give you practical tips on how to campaign against the far right
- let you practice answering difficult questions you may encounter.

How do I complete it?

All you need is an internet-enabled mobile device (a phone or tablet) or a computer. Do as little or as much as you like each time you log on — your progress will always be saved. Next time you log on just pick up where you left off.

How do I start?

Go to http://bit.ly/TUC_TFR to register

Wales TUC Cymru Equality

Wales TUC - Equality Issues

Wales TUC campaigns for fairer and more equal workplaces. We work with unions to provide research, resources and useful events for their reps and members.

Unions have always been at the forefront of the drive for equality at work, whether through the struggle for equal pay, tackling racism or working for equal access to learning and skills. Wales TUC continues the campaign to create a more equal Wales.

Wales TUC Education Services offers a specific training programme for equality reps, as well as training courses open to all reps on issues such as:

- Invisible impairments
- The menopause and the workplace

- Cancer awareness
- Mental health awareness
- Tackling racism

Wales TUC Equality Committee

Wales TUC elects the Equality Committee every two years at its biennial congress. For more details or information please contact Rhianydd Williams, Wales TUC's Policy & Equality Officer.

Contact

If you would like to know more about our equalities work, contact Rhianydd Williams for more information.

Email: rwilliams@tuc.org.uk

Tel: 02920 347010

Redundancy and Retraining

The Wales TUC Learning Services team offer support, advice and guidance regarding training and skills development opportunities to recognised trades unions at workplaces which are threatened with redundancy or closure. Our small team of staff have considerable experience of working with unions in redundancy situations.

Our specialist team aims to improve response time to workplace redundancy support by providing union officers and workplace reps with all the relevant information from stakeholders, partners and support agencies such as Careers Wales, Job Centre plus and local providers. The aim is to provide access to help available for re-training and re-employment.

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 ReAct and other available funding for re-training
- Liaison with relevant agencies such as Careers Wales, Job Centre Plus and local providers
- Working with employers to identify appropriate training provision
- Negotiating release for training to take place
- On-site signposting for workers to appropriate training and support

ReAct:

This Welsh Government 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 wage subsidy of up to £3000 over a 12-month period to an employer if they employ a redundant worker, who qualifies for ReAct, 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.
- or

Important: The above information is only accurate until the end of 2019. Redundancy support and the ReAct programme is going to form part of 'Working Wales' (likely to come into effect from January 2020). Working Wales is the wider employability programme that will encompass all funded employability support in Wales. Therefore, the actual funding and support available for people facing redundancy will depend on an individual assessment process from then on.

As a union rep, If you require any advice on redundancy re-training and support then contact the Wales TUC on 02920347010

Many workers get seriously ill at some time in their lives. They may need time off, sometimes for months, to get treatment or to get well.

There are times however when there is no effective treatment. In those cases, the worker and their families face huge emotional stress, fear, and possible financial concerns. The Dying To Work Charter can help elevate some of that stress and sets out an agreed way in which an employee should be treated and supported in the event of a terminal diagnosis.

The charter is about choice. Its about giving an individual options around how they want to proceed at work. In some cases, an individual will want to continue to work for as long as they can, for financial security or because work can be a helpful distraction from their illness. In other cases a person may decide that they do not want to work anymore and would rather spend their remaining time with their family and friends, getting their affairs in order, or simply doing what they want, whatever choice a person makes they should expect help and support from their employer.

Many employers across Wales have already signed the Dying to Work charter, demonstrating their commitment to support staff when they need it most.

Local authorities such as Newport, Cardiff, Neath Port Talbot, Carmarthenshire and Caerphilly have signed up, as well as the likes of Santander, The Co-operative group and the Royal mail.

You can see if your workplace has signed up by visiting the www.dyingtowork.co.uk and if they haven't the website sets out how your union can help protect you and your colleagues.





Useful Toolkits & Resources for Reps

Useful Toolkits & Resources for Reps

We've been hard at work producing some helpful toolkits and resources to assist you in your reps role. Over the next couple of pages we've included some of the more regularly used toolkits and resources but more can be found by visiting the TUC shop via www.tuc.org.uk

Health & Safety



Hazards at Work

This Fifth edition of the best selling TUC's guide to health and safety at work is used by reps, officers, employers, professionals in the field and even enforcement officers. This ever popular book is at 368 pages an invaluable resource, which incorporates at it's core a 24 chapter section on the common hazards and cause of ill health at work, and how to assess and prevent them.

The book also contains HSE and other guidance, extensive checklists, case studies and web resources.

<http://bit.ly/hazardsatwork>



Safety representatives and safety committees

The Regulations, Codes of Practice and guidance relating to the Safety Representatives and Safety Committees Regulations, 1977.

This booklet also lists all other health and safety legislation that requires employers to consult with employees or safety representatives.

<http://bit.ly/SRSC1977>



Your Health at Work

This book completely updates the TUC's publication, Keeping Well at Work from the early 2000's. It covers the most common physical and mental health risks at work and how you can tackle them.

Ideal for reps and officers advising members and negotiating with employers.

This 240-page soft back handbook is a valuable reference book, and a must-have for all trade unionists.

<http://bit.ly/HatWork>

Workplace Guidance

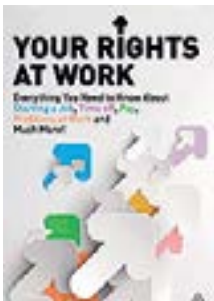


TUC Workplace Manual: Third Edition

After the success of the first edition back in 2012, the TUC has revised this popular manual to include recent legal changes in employment law and employee rights.

Invaluable not only for stewards, equality, green or health and safety reps but for anyone who represents, advises or supports members.

<http://bit.ly/WorkplaceManual>



Your Rights at Work

This jargon-free guide to the legal rights of the employee and the responsibilities of the employer is written by employment experts at the TUC.

The 5th edition (2016) contains new information on parental and adoptive leave, zero-hours contracts, and grievance procedures. All the original material, which included contracts of employment, working time, dismissal, health and safety, bullying, wages and discrimination have been updated.

'Every worker has something to gain from dipping into this simply written guide.' The Observer.

<http://bit.ly/TUCrightswork>



Working time, breaks and holidays - Know Your Rights booklet

The law relating to your working time is complicated. Some bad employers take advantage of this to deny staff their rights. Others may not understand what the law requires.

Step by step, this leaflet explains weekly hours limits and night working limits; and your rights to breaks, rest periods and paid holiday.

This publication is just a short guide, not a full statement of the law. If your rights are being ignored get advice from your trade union about taking action to enforce them. For further information on other rights at work, visit www.tuc.org.uk/know-your-rights



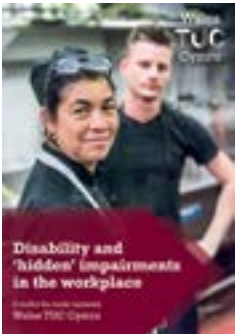
Protection from Sexual Harassment - Revised 2018

It does not matter how long you have worked for your employer or whether you are an apprentice, a trainee or agency worker, you are protected from sexual harassment in the workplace by the Equality Act 2010.

This booklet describes the offence, its impact and the rights you have to fight back if it happens.

<https://www.tuc.org.uk/publications/protection-sexual-harassment-revised-2018>

Equalities



Disability and 'hidden' Impairments in the Workplace

A toolkit for trade unionists developed by Wales TUC Cymru to provide information to help union officers and reps in Wales to improve disability equality in the workplace and represent disabled members.

It aims to help reps to address workplace issues and barriers by providing tools and ideas to help union reps tackle discrimination as well as examples of good practice.

<https://www.tuc.org.uk/disability-at-work>



Menopause in the workplace

A toolkit for trade unionists developed by Wales TUC Cymru to provide information to help union officers and reps in Wales to represent members affected by the menopause.

It aims to help reps in recognising and addressing the workplace issues that can worsen women's symptoms. It provides tools and ideas to help union reps to campaign on the health and safety and equality issues surrounding the menopause.

<https://www.tuc.org.uk/menopause-at-work>



Autism awareness in the workplace

The aim of this toolkit is to provide information to help union officers and reps in Wales to represent members with autism or those who have close family with autism.

The toolkit will help reps to recognise the workplace issues that can impact on people with autism and will give them the information and guidance they need to help tackle those issues. It is also a resource for the Wales TUC's Autism E-Note and Workplace course.

<https://www.tuc.org.uk/autism>



Getting By and Getting On

A briefing for reps and officers to help them bargain and create campaigns on issues that young workers care and are concerned about, so that no young person is left behind, and the union movement thrives.

<https://www.tuc.org.uk/publications/getting-and-getting>



Tackling Racism: a TUC Workbook

This book is a tool to assist union reps in vigorously opposing racism and promoting race equality in the workplace.

Originally produced in 2000, this edition was published in 2011, but is still a useful workbook.

<https://www.tuc.org.uk/publications/tackling-racism-tuc-workbook>

Keep up to date

Wales TUC are in the process of developing some new resources, toolkits and guides for union reps. Some resources in development are:

- Mental Health Toolkit
- Quick Reads Toolkit for ULRs
- Carers Toolkit
- Older Workers Toolkit

Be sure to visit our website at www.tuc.org.uk/wales and keep up to date.

Keep up to date with Wales TUC

We've been hard at work in the background redesigning our look, our website and how we communicate with you. Now you can keep up to date with us through multiple channels. Whether you prefer email, a traditional website or would rather social media, we've got a way you can keep in touch with us or follow our activities.



Way's to keep in touch:

- Web: www.tuc.org.uk/wales
- Email: wtuc@tuc.org.uk
- Phone: 02920 34 7010

Or why not follow us through one of our social media pages.



@WalesTUCCymru



@WalesTUC



@WalesTUC



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**Doedd Catherine
ddim yn siŵr sut
i drafod iselder ei
chydweithiwr.**

Er mwyn dofi anifail gwyllt,
byddai bod yn ddofwr llewod
yn helpu, ond dim ond siarad
mae Mark eisiau ei wneud.

**Catherine was unsure
how to discuss her
colleague's depression.**

For training a wild beast,
being a lion tamer would help,
but Mark just wants to talk.



Cynnwys eich sefydliad

Mae cannoedd o sefydliadau eisoes yn camu ymlaen i herio'r stigma sy'n gysylltiedig ag lechyd meddwl. Dangos ymrwymiad eich sefydliad i herio'r stigma drwy lofnodi ein haddewid sefydliadol.

Cewch wybod mwy yma: bit.ly/aincaddewid

Get your organisation involved

Hundreds of organisations are already stepping up to challenge mental health stigma. Demonstrate your organisation's commitment to challenging stigma by signing our organisational pledge.

Find out more here: bit.ly/ttcwpledge

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amser i newid
Cymru

timetochangewales.org.uk



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time to change
Wales



www.mind.org.uk/work
trainingwales@mind.org.uk
029 2039 5123

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This publication is also available in the Welsh Language.

All TUC publications can be provided for dyslexic or visually impaired readers in an agreed format, on request, at no extra cost.

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