

Courses for all union reps

**September 2020 -
July 2021**

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Welcome to the 2020-21 Wales TUC learning programme

Trade union reps and activists are our most precious and vital resource in helping build, grow and win in our union movement. A proud trade union movement of 400,000 members in Wales alone, tells us that workers understand the need for their voices to be heard and be treated as equal social partners in all decisions made by employers that impact them in the workplace.

Union reps ensure we have organised, safe and strong workplaces that are delivering fair work, equal and better pay for all.

Supporting and training reps through trade union education and learning is a core function of the Wales TUC work.

Wales TUC education provides high quality training for all workplace union reps and activists in Wales. Our training is delivered through our providers at Coleg Gwent and Addysg Oedolion Cymru | Adult Learning Wales.

Whatever your experience, we offer a wide range of courses that provide training opportunities for both the newly elected and experienced representative.

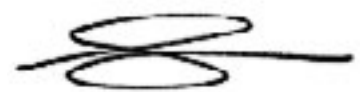
Our courses give union reps:

- Skills
- Knowledge and confidence needed to continue doing a great job.

Upon successful completion of our courses, reps will get nationally recognised educational credits. This booklet gives details of our latest courses, 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.



In solidarity

A stylized, handwritten signature in black ink.

Shavanah Taj
General Secretary
Wales TUC

Aiming for success

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

- union rep
- health & safety rep
- learning rep
- equality rep
- environmental 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, religion/belief or age.

Widening choice

Sometimes life gets in the way, so if you can't attend a 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, the law has entitled union reps to facilities time. Which is paid time off to attend TUC or union training courses whether that's in a classroom or online. If you are a:

- union rep
- union health and safety rep or a
- union learning rep

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>



Sources of legal rights to facility time are:

- The Trade Union and Labour Relations Act 1992 (section 168)
- The Safety Representatives and Safety Committees Regulations 1977
<http://bit.ly/SRSCregs77>
- 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>

If you are having difficulty in obtaining approved time off to attend training you should seek assistance from an experienced union rep or a full time official in your union.

Union learning reps (ULR)

Alongside union reps and health & safety reps, Union learning reps are entitled to paid release;

- to complete their training
- to provide information, advice and guidance to colleagues on learning and skills and in-work progression
- to promote learning and skills in the workplace
- to work with employers to develop and improve workplace policies and practices on learning and skills
- to improve access to training and raise awareness of issues relating to learning in the workplace
- to work with providers and other relevant stakeholders to develop workplace learning programmes

Specialist reps

These reps specialise in certain areas. These can include:

- equality reps
- environment 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*.

Release for online learning

Our online learning has been put in place as a temporary measure while we're not able to offer classroom based courses due to Covid-19 social distancing and Welsh Government guidelines.

This will be under constant review and as soon as we're in a position to safely return to the classroom environment we will do.

For now, reps wishing to undertake our courses online will need to obtain release permission as you would do if you were going to physically attend a classroom based course.

The courses are offered online for ease of access and enable you to start or continue your learning journey. The online courses are tutor led courses and will help you through your learning journey.

Online learning should not be an alternative to paid release from work. The law still applies, whether learning takes place away from work or in work. It could be more convenient both for reps and employers for learning to take place at work.

But reps will still need time allocated at work to complete their learning.

You can use the [Facility Time eNote](#) to help you understand what the ACAS guidance provides for.

Code of conduct

The TUC is committed to organising activities at which everyone can participate in an inclusive, respectful and safe environment.



The TUC has zero tolerance for any type of harassment, including sexual harassment. Aggressive, offensive, intimidatory, disrespectful or unacceptable behaviour or comments will not be tolerated.



This supports the commitment set out in the TUC's rules to promote equality for all and to eliminate all forms of harassment, including sexual harassment, prejudice and unfair discrimination.



This policy applies to all aspects of communication at or in connection with an event, including postings on social media.

If you have any concerns about behaviour that you want to raise then please contact us by email: wtuc@tuc.org.uk



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 reps.

Union rep pathway

Union reps part 1

As a new union 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

If you have completed the union reps part 1 or your union equivalent, this course will help you advance within your trade union role. The course covers:

- Leadership roles in the branch structure
i.e. Chair, Secretary and Treasurer,
- how trade union makes decisions and
how you can shape it's policies,
- undertake effective negotiations,
- organise successful campaigns.

The best protection in the workplace is effective organised trade unions however understanding what our rights are and how to make best use of them is essential to your role. You will learn about:

- Contracts of employment
- Fair or unfair dismissal
- Equality and diversity
- Industrial action

Diploma in Employment Law

If you have completed the union reps parts 1 and 2 or your union equivalent and want to increase your skills and knowledge, then the Diploma in Employment Law is your next course. You will learn about the changing nature of employment law, individual rights and collective bargaining legislation and how it all affects the workplace and the people you represent. You will also gain legal, study and research skills equipping you with the tools to progress to higher level learning and professional qualifications.

Health and safety rep pathway

Health and safety part 1

As a new Health and safety rep, this course is essential. You'll find out :

- what it means to be a health and safety rep
- how health and safety is organised in your workplace
- and how to deal with health and safety issues at work.

You will look at the health and safety law, safety inspections, risk assessments and preventative measures. This course will provide a thorough grounding in health and safety issues and give you the skills, knowledge and confidence to undertake your role effectively.

Health and safety part 2

If you have completed the health and safety part 1 or your union equivalent, this course will help you to deal with those bigger issues. The course will cover:

- Effective health & safety organisation and planning,
- how and when to use it,
- negotiating a better deal for members,
- analysing risk assessments,
- health and safety training.

While we try to ensure safer workplaces for our members, we must also recognise the need for equality and diversity. Throughout the course, you will explore equality based issues such as:

- Gender and PPE
- Sexual harassment
- Hidden disabilities
- Menopause

Diploma in Occupational Health and Safety

If you have completed the Health and Safety Reps parts 1 and 2 or your union equivalent and want to increase your skills and knowledge, then this is your next course. This popular Diploma will help you develop your understanding of health and safety principles and practice. The course will give you the opportunity to explore the development of health and safety law. You will learn how to use health and safety to help improving your trade union organisation and tackle some of the health, safety, welfare and environmental problems within the workplace and beyond. You will also gain study and research skills equipping you with the tools to progress to higher level learning and professional qualifications.

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 that you need to be an effective ULR. The role of a ULR is much more than simply setting up courses in your workplace. It is about working within your branch, with your employer and with providers and funder to widen access to learning and ensure equality of opportunity in your workplace. The course will teach you:

- The role of trade unions in learning and skills
- The role of the ULR
- Trade union approaches to workplace learning and relevant best practice models
- Key policies and programmes relevant to the adult skills system in Wales
- How to promote learning in your workplace
- How to identify learning needs
- How to work with your branch and your employer to remove barriers to learning and in-work progression

Making Wales a Fair Work Nation

We're campaigning to make Wales a Fair Work Nation – where workers get a better deal. We need to act now to:

- Raise wages, terms and conditions
- Stamp out illegal and unsafe employment practices and labour exploitation
- Mainstream a union-led approach to lifelong learning
- Make sure employers that get public money allow unions access to their workforce

What can we do to make Wales a fairer place to work? The best way to achieve this is through collective bargaining – workers and employers negotiating for fairer pay, terms and conditions. Around a third of Welsh workers already benefit from a collective agreement in their workplace, but we want to see it become standard practice across Wales.

It's not just trade unions that champion collective bargaining – international organisations like the (Organization for Economic Cooperation and Development and International Labour Organization agree, it's

standard practice in countries like Norway, the Netherlands and Germany, and it's been endorsed by the Welsh Government's Fair Work Commission.

A Social Partnership Act

Workers' interests don't just need to be heard by their employer, but by the government too. When politicians are making decisions that affect us as workers, they should listen to us as well as our employers. This is why we've welcomed Welsh Government's plans for a Social Partnership Act. They've proposed to:

- Establish a Social Partnership Council (made up of unions, employers and government) at the heart of Welsh Government to take forward the Fair Work Commission's recommendations.
- Place a duty on public bodies to work in social partnership and promote Fair Work.
- Require public bodies to produce a procurement strategy with Fair Work at its heart.

Stronger unions mean safer, more productive workplaces.



Wales TUC course contacts and listings

Covid-19 and our courses

How Covid-19 affected our courses. In March, we needed to postpone all our classroom based courses due to:

- the severe health impact of Covid-19
- ensuring the health, safety & wellbeing of our reps and tutors
- being unable to maintain social distancing guidelines in the classroom

What have we done to overcome this? The Wales TUC together with our course providers Addysg Oedolion Cymru | Adult Learning Wales and Coleg Gwent have been working hard to develop tutor led online course for our reps.

Over the next 2 pages you'll see a list of the online provision that will be offered by our training providers. The courses on offer will

all be tutor led. Each course will have online classrooms through MS Teams, interactive sessions, individual learning, group work, Q&A sessions and more.

We recognise how important having trained reps is and will continue to work hard to offer more courses online. As we move forward we will continue to assess the situation with the potential to return to the classroom, if this seems unlikely we will be working to release more online courses.

Our aim is to get back to the classroom as soon as is safely possible. In the meantime we hope you find the online provision useful.

COLEG GWENT

Applications to: John James, Trade Union Studies Centre, Coleg Gwent

Tel: 07527 450276

Email: John.James@coleggwent.ac.uk

Venue: online

Hours: 9.15am to 16.45pm

Autumn Term 2020	Start Date	End Date	Pattern
Union reps part 1	28 Sept	7 Dec	10 Mon
Health & safety reps part 1	29 Sept	8 Dec	10 Tues
Mental health awareness	14 Oct	21 Oct	2 days
Risk assessments	4 Nov	11 Nov	2 days
Union learning rep part 1	7 Oct	28 Oct	4 days

Please note: due to the impact of Covid-19, we're unable to offer classroom based courses. This is under constant review and we will revise the course listings accordingly.

Please also 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.

If you are interested in undertaking one of the tutor led online courses above, please email your enquiry to [John James](mailto:John.James@coleggwent.ac.uk). John, or a member of his team, will be in touch to discuss the course outline and what's needed to complete the course.

ADDYSG OEDOLION CYMRU | ADULT LEARNING WALES

Applications to: Terri Bishop, Addysg Oedolion Cymru | Adult Learning Wales

Tel: 07943 591083

Email: terry.bishop@adultlearning.wales
mair.owen@adultlearning.wales

Venue: online

Hours: 9.15am to 16.45pm

Autumn Term 2020	Start Date	End Date	Pattern
Assessing risk & Covid19 in the workplace	14 Aug	17 Aug	2 days
Equalities the impact of Covid19 on protected characteristics	7 Sept	9 Sept	2 days
Redundancy – Covid19 & the law	15 Sept	17 Sept	2 days
Tackling the far right	16 Sept	18 Sept	2 days
Health & safety reps part 1	21 Sept	30 Nov	10 days
Union reps part 1	23 Sept	2 Dec	10 days
Mental Health awareness	13 Oct	15 Oct	2 days
Menopause awareness	20 Oct	22 Oct	2 days
Discrimination and the law	10 Nov	12 Nov	2 days
Bullying and Harassment - the law	8 Dec	10 Dec	2 days

Please note: due to the impact of Covid-19, we're unable to offer classroom based courses. This is under constant review and we will revise the course listings accordingly.

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

If you are interested in undertaking one of the tutor led online courses above, please email your enquiry to [Terri Bishop](mailto:terry.bishop@adultlearning.wales) or [Mair Owen](mailto:mair.owen@adultlearning.wales). Terri or Mair will be in touch to discuss the course outline and what's needed to complete the course.

Exciting news

The TUC Diploma in Occupational Health and Safety is going digital!

The Wales TUC together with our learning providers have been working hard to get our classroom provision online for our reps during this time of social distancing. We're pleased to announce that we're making our Diploma in Occupational Health and Safety ready for online learning and this work is nearing completion. We'll be ready for recruitment in the Autumn term.

This Diploma will

- help you develop your understanding of health and safety principles and practice
- give you the opportunity to explore the development of health and safety law
- learn how to use health and safety to help improving your trade union organisation and tackle some of the health, safety, welfare and environmental problems within the workplace and beyond.

- gain study and research skills equipping you with the tools to progress to higher level learning and professional qualifications.

You will need to have completed the Health and Safety Reps parts 1 and 2 or your union equivalent to undertake this course.

So, if you're as excited as we are about this course going online, completed the Health and Safety Reps parts 1 and 2 or your union equivalent and you want to increase your skills and knowledge, then this is your next course.

Watch out for our announcements on our website or newsletter about when this course is being run. Not on our subscribed list? Sign up [here](#) not to miss out.



Have you got everything you need?

On our courses, we do our best to ensure that everybody is able to take part and gain the full benefit of the learning experience.

If you have any access requirements or need reasonable adjustments please let your local Trade Union Study Centre know as soon as possible. (See pages 17 & 18 for contact details)

How to apply

- Choose a course from the list (see pages 17 & 18).
- Contact your local Trade Union Studies Centre which is running your course.
- 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.
- Your local Trade Union Studies Centre which is running your course will contact you to discuss further.
- There are no course fees for the Wales TUC Education programme. You will need to speak to your employer or union about travelling and other associated costs.

Trade unions and the climate and nature emergency

The climate and nature emergency is the greatest challenge of our time. Even greater than the challenge we face with Covid-19.

Climate and nature breakdown will increase the risk posed by threats such as extreme weather and the incidence of new viruses. And just as the Coronavirus crisis has worsened existing inequalities, climate change will also hit the poorest in our society hardest. We must take action now to ensure that the poorest and most vulnerable are protected.

Over half of carbon emissions are work related. Workplaces and working people are key to bringing about the change that needs to happen. But unions must have a central voice in how the transition to a net-zero economy is achieved if we are to have a truly 'just transition'.

What is happening in Wales?

In 2019, the Welsh Government declared a climate emergency. It has stated its ambition to reach net-zero carbon emissions by 2050 and to make the Welsh public sector carbon neutral by 2030. It has also brought in the Well-being of Future Generations Act which places

a sustainable development duty in the decision making and actions of public bodies in Wales.

As a result, more employers are bringing in additional environmental measures. But changes need to be developed in consultation with unions and workers if they are to be fair, fit for purpose and have the full support of people in the workplace. Many jobs and industries will be changing, and it is important that change is something that is done with, not to workers. This must happen if we are to avoid the mistakes of the past, when communities were left behind by industrial change.

Workers across all sectors will be affected by changes and will be part of the efforts to decarbonise and move Wales to a more sustainable, zero-waste, circular economy. And trade union members have the knowledge and ideas to help deliver the changes needed. Their voices must be heard at a workplace, regional, sectoral and national level to ensure this happens.

What are trade unions doing?

The climate emergency has been rising up the trade union agenda. The trade union movement in Wales supports the fight to protect our planet for future generations.

The Wales TUC has launched a campaign for '[a green recovery and a just transition](#)' in Wales. You can read more about the campaign here www.tuc.org.uk/green or watch our [campaign video here](#)

We know that many trade unionists in Wales are already finding ways to cut carbon and reduce waste in their workplaces. And many are campaigning for cleaner air and creating green spaces to support nature.

New training coming soon

This summer we are busy working with our TUC tutors to develop new online training courses to help support reps in this important work and in the campaign for a just transition. We will be piloting some new online training courses this coming Autumn.

These will be focussed on:

- green skills for trade unionists (for those interested in becoming green/environmental reps or taking action on environmental issues at work as part of another union role)
- negotiating for a just transition in the workplace (looking at the transition as a collective bargaining issue and the role of workplace transition agreements)

More details will be published soon.

In the meantime you can find more details about the campaign at: www.tuc.org.uk/green

Or contact: Jo Rees
jrees@tuc.org.uk

02920 34 7010

Shwmae pawb Hello everyone



Wales TUC is on a journey towards becoming a bilingual organisation. We aspire to become a bilingual organisation that works within a nation that has two official languages.

We want to become more bilingual so that we can:

- Meet the expectations and requirements of the 562,000 Welsh speakers who live in Wales
- Communicate better with Welsh speakers, especially younger workers
- Be a role model and leader for unions and employers

In order to achieve our goal of becoming a bilingual organisation we have committed to treating the Welsh and English languages equally within Wales TUC.

We recognise that a commitment to the Welsh Language is a component of our commitment to equality and diversity.

Our current Welsh language offer

When communicating with Wales TUC you can expect to:


- Find parts of the Wales TUC website are bilingual
- Be able to speak to member of staff wearing the laith Gwaith badge in Welsh
- Email or write to us in Welsh – we will respond in the same language
- See us using Welsh on social media and

responding to your Welsh language comments in Welsh

What's next

As we become a more bilingual organisation you should see:

- All printed publications being available bilingually
- An increase the amount of online content we publish bilingually
- An increase the amount of Welsh spoken at events by speakers and reception desk staff
- Written elements of materials on reps training courses available in Welsh



eNotes, webinars and more

Having a break? Why not visit [our website](#) and take an eNote, watch a webinar or read a blog?

We know it's hard to keep up to date with the key issues facing your members in the workplace. That's why we've 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.

All our webinars are delivered by leading experts in their field. Covering a broad range of topics, they're informative, insightful and each video ranges from 30 minutes to an hour.

We have something for everyone and with 24/7 access, you can read, watch and learn at your own pace whenever and wherever's convenient for you - all the content has been designed to work equally well on your smartphone, tablet or desktop computer.

So why not grab a cuppa and get started.



Tackling the far-right

Far-right extremism is on the rise in Wales and across the UK.

The far right wants to divide workers according to their race, religion or nationality, undermining the trade union movement to gain power for themselves. But they do not represent working people in Britain.

Trade unions must take the lead in standing up to the far right. We need to challenge their activities in our workplaces and our communities.

Far right groups use social media to spread half-truths, misinformation and outright lies. We need to challenge these lies in our workplaces by listening to our colleagues, encouraging them to look beyond the propaganda.

Our eNote helps learners tackle the far right in their workplaces and communities.

This eNote will:

- Explain who the far right are and why we oppose them
- Give you practical tips on how to campaign against the far right
- Equip you to have difficult conversations with your colleagues

Our Tackling the far right eNote is available in both Welsh and English.

www.tuc.org.uk/farright

Wales TUC equality and diversity

The Wales TUC exists to make the working world a better place for everyone and we campaign for fairness and equality. We support unions to grow and thrive, and we stand up for everyone who works for a living. We work with Welsh trade unions to provide research, resources and useful events for their reps and members. We have produced several different toolkits, briefings and e-notes which are available to download.

If you want to become a trade union equality rep, or attend an equality related course, join us on our specific training programme for equality reps. We also hold training courses throughout the year and across Wales. These are open to all reps on a diverse range of workplace issues including:

- Invisible disability
- The menopause

- Cancer awareness
- Mental health awareness
- Tackling racism

Wales TUC Equality Committee

Every two years we hold a congress where we elect people to lead our Equality Committee. You can find out more about this work and join in by looking at our website

Contact

If you would like to know more about our equalities work, please contact Rhianydd Williams, Equality and Policy Officer for more information.

e: rwilliams@tuc.org.uk

t: 02920 34 7010

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 March 2021. Redundancy support and the ReAct programme is going to form part of 'Job Support Wales' (likely to come into effect from April 2021). 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 www.dyingtowork.co.uk. If they haven't the website sets out how your union can help protect you and your colleagues.



A close-up photograph of a person's hands interacting with a silver laptop. The person is wearing a blue and white striped shirt. Their left hand, adorned with a silver ring, rests on their lap. Their right hand, wearing several thin bracelets, is positioned on the laptop's trackpad. The laptop keyboard is visible in the foreground. An orange semi-transparent banner is overlaid at the bottom of the image.

**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

Wales TUC materials

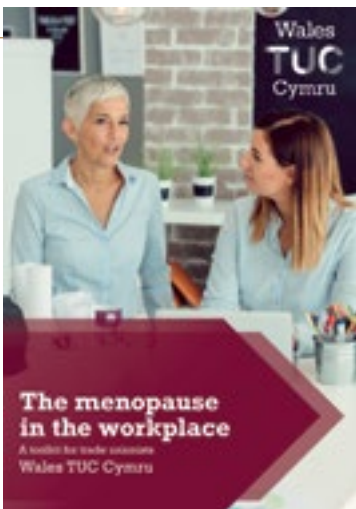


Disability and 'hidden' Impairments in the workplace

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-and-hidden-impairments-workplace>



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/news/menopause-workplace>



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 eNote and workplace course.

<https://www.tuc.org.uk/autism-awareness-workplace>



Quick Reads Toolkit for ULRs

A toolkit to help union learning reps in Wales to use Quick Reads books in an effective way to promote reading for pleasure in the workplace.

Developed in partnership by the Welsh Books Council and the Wales TUC after consultation with ULRs across Wales who either already use or wish to use Quick Reads as a supporting tool to their work as well as a recruitment tool to attract new members through reading activities.

<https://www.tuc.org.uk/sites/default/files/Quick%20Reads%20Toolkit%20Eng.pdf>

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,
- Carers toolkit,
- Older workers toolkit,
- Young workers toolkit
- Green representatives

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

Keep up to date with the 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



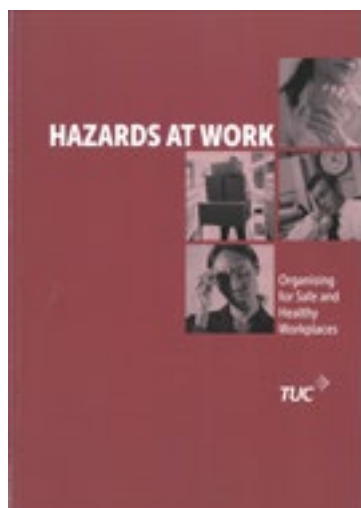
@WalesTUC



@WalesTUC



@WalesTUCCymru



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.

<https://www.tuc.org.uk/research-analysis/reports/hazards-work-%E2%80%93-get-your-copy-now>

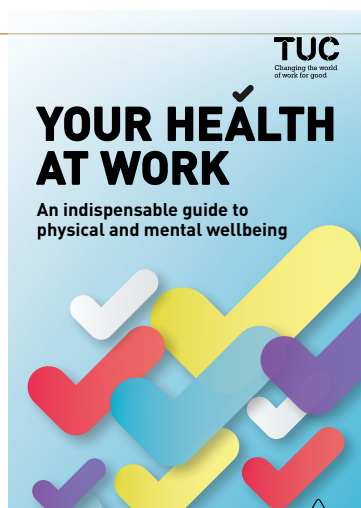


Safety representatives and safety committees

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

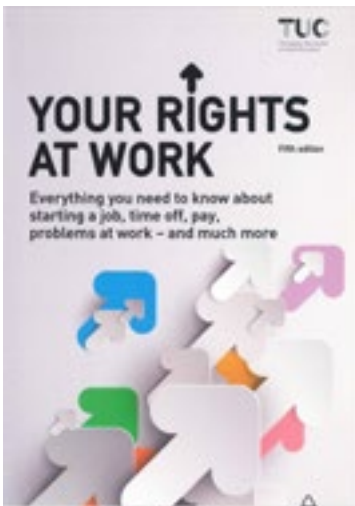


TUC Workplace Manual: Third Edition

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.

<https://www.tuc.org.uk/publications/tuc-workplace-manual-third-edition>



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.

<https://www.tuc.org.uk/publications/your-rights-work-tuc-guide-5th-edition>



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 <https://www.tuc.org.uk/know-your-rights>



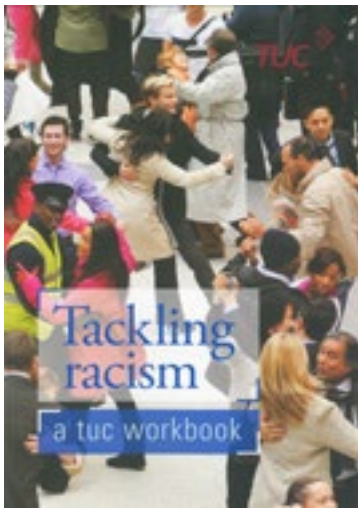
Protection from Sexual Harassment - Revised 2018

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/research-analysis/reports/protection-sexual-harassment-women>

Equalities



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>



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>