



Wales  
**TUC**  
Cymru

# Courses for all union reps

Sept 2022 - July 2023

# Welcome to the 2022-23 Wales TUC learning programme

Trade union reps and activists are our most important and vital resource in ensuring we can better protect workers and jobs across the whole of Wales. This is despite the devastating impact of the crisis on workers and their families, the surge in violations of health and safety that in some cases sadly led to the loss of workers lives and introduction of shameful bad work practices, such as fire and rehire that seek to divide workers and create anti-union hostility.

In Wales we have a proud tradition of working in Social Partnership. We remain committed to the Welsh Government introducing the new legislation of Social Partnership and Procurement which gives us a framework in which we can develop dedicated new learning programmes to address the challenges of achieving a green, equitable and just economic recovery, with worker voices and green reps at its heart. Our congress this year reaffirmed commitments to focus our efforts on strengthening occupational safety and health systems, reaching universal social protection for all, equality and inclusion for minoritised and marginalised groups, digitalisation and a just transition to environmentally sustainable economies with better paid, fair work - unionised jobs, 'closer to home'.

In tackling these issues, the Covid-19 pandemic has been an opportunity for trade union revitalisation. We have seen union membership grow across many sectors, including hospitality, retail and the taxi trade. We have won some good outcomes and better protections at work for many.

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, to be at the negotiating table and be treated as equal social partners in all decisions made by employers that impact them in the workplace and community.

Supporting and training reps through trade union education and learning is an important function of the Wales TUC work. Wales TUC education provides high quality, targeted training for all workplace union reps and activists in Wales. Our training is delivered through our providers at Coleg Gwent and Addysg Oedolion Cymru I Adult Learning Wales.

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

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 interests/needs or you have any queries please don't hesitate to contact one of the Wales TUC education team.



**Shavanah Taj**  
General Secretary  
Wales TUC

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## **Your Wales TUC education team**

Julie Cook - National Officer

Marion Burke - Policy Officer (Education)

Gavin Pearce - Policy & Communications Support Officer

Wales TUC 1 Cathedral Road, Cardiff CF11 9SD  
Tel: 029 2034 7010

Email: [wtuc@tuc.org.uk](mailto:wtuc@tuc.org.uk)



# 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
- green/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.







**Section 1**

# **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>

## Union learning reps (ULRs)

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

### 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](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.**

### **Specialist reps**

These reps specialise in certain areas. These can include:

- equality reps
- green/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.

### **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](mailto:wtuc@tuc.org.uk)



# 2



## Section 2

# Accreditation and pathways

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 make decisions and how you can shape their 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 improve 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 colleges and providers 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



**Section 3**

# **Courses**

# Covid-19 and our courses

During the Covid-19 pandemic, we needed to postpone all our classroom-based courses. So, the Wales TUC together with our course providers Addysg Oedolion Cymru | Adult Learning Wales and Coleg Gwent worked hard to develop tutor led online courses for our reps.

## What will happen now Covid-19 restrictions are being relaxed?

As we emerge from the pandemic and return to the 'new normal', we will be aiming to move to a more blended way of course delivery. We've worked hard on our online provision and continue to do so with the hope that more courses will become available for online learning. But most importantly we are now also preparing for a return back to the classroom too.

## How do I know whether a course will be classroom based or online?

At present, our courses are being delivered online but we will be gradually moving back to the classroom from September. If you see a course you are interested in and would like to attend in person or if you want to attend but can't come to the class please contact our course providers and we will do our best to help. You can find the contact details for Addysg Oedolion Cymru | Adult Learning Wales and Coleg Gwent on the following page

Our aim is to get back to the classroom safely as soon as possible. In the meantime, we hope you find the online provision useful. And be sure to sign up to our mailing list to keep up to date and for future announcements.





# Contacts for course enquiries and sending in application forms

## Addysg Oedolion Cymru | Adult Learning Wales

Course Coordinator: Betty Mason  
Tel: 01495 369869

Email: [tucourseinfo@adultlearning.wales](mailto:tucourseinfo@adultlearning.wales)

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

## Coleg Gwent

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

Email: [John.James@coleggwent.ac.uk](mailto: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: [wtuc@tuc.org.uk](mailto:wtuc@tuc.org.uk)

Wales TUC Education Service  
1 Cathedral Road  
Cardiff  
CF11 9SD

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

**Tel:** 07527 450276

**Email:** [John.James@coleggwent.ac.uk](mailto:John.James@coleggwent.ac.uk)

**Venue:** online **Hours:** 9.15am to 16.45pm

# Coleg Gwent

<b>Autumn Term 2022</b>	<b>Start Date</b>	<b>End Date</b>	<b>Pattern</b>
Diploma in occupational health & safety*	12 Sept	11 Jul 2023	36 days
Union reps part 1	26 Sept	12 Dec	10 days
Health & safety reps part 1	27 Sept	13 Dec	10 days
Union learning reps part 1	28 Sept	19 Oct	4 days
Greening our workplaces - 'green skills' for trade unionists	6 Sept	20 Sept	3 days
Negotating for a Just Transition	3 Oct	17 Oct	3 days

<b>Spring Term 2023</b>	<b>Start Date</b>	<b>End Date</b>	<b>Pattern</b>
Union reps part 1	16 Jan	27 Mar	10 days
Health & safety reps part 2	17 Jan	28 Mar	10 days
Union reps part 2	18 Jan	29 Mar	10 days
Union learning reps part 1	26 Jan	17 Feb	4 days
Union learning reps part 2	3 Mar	10 Mar	2 days
Greening our workplaces - 'green skills' for trade unionists	30 Jan	13 Feb	3 days
Negotating for a Just Transition	6 Mar	20 Mar	3 days

<b>Summer Term 2023</b>	<b>Start Date</b>	<b>End Date</b>	<b>Pattern</b>
Union reps part 1	17 Apr	3 Jul	10 days
Health & safety reps part 2	18 Apr	27 Jun	10 days
Health & safety reps part 1	19 Apr	28 Jun	10 days
Union learning reps part 1	20 Apr	11 May	4 days
Union learning reps part 2	8 Jun	15 Jun	2 days
Greening our workplaces - 'green skills' for trade unionists	24 Apr	15 May	3 days
Negotating for a Just Transition	5 Jun	19 Jun	3 days

# Adult Learning Wales

Autumn Term 2022	Start Date	End Date	Pattern
Health & safety reps part 1	12 Sept	21 Nov	10 days
Health & safety reps part 2	13 Sept	22 Nov	10 days
Union reps part 1	15 Sept	24 Nov	10 days
Union reps part 2	16 Sept	25 Nov	10 days
Mental health awareness	5 Oct	19 Oct	3 days
Equality and diversity	2 Nov	30 Nov	3 days

Spring Term 2023	Start Date	End Date	Pattern
Health & safety reps part 1	16 Jan	27 Mar	10 days
Health & safety reps part 2	17 Jan	28 Mar	10 days
Union reps part 1	19 Jan	30 Mar	10 days
Union reps part 2	20 Jan	31 Mar	10 Days
Stress management for reps	8 Feb	8 Feb	1 day
Union learning reps part 1	11 Jan	1 Feb	4 days

Summer Term 2023	Start Date	End Date	Pattern
Health & safety reps part 1	17 Apr	3 Jul	10 days
Health & safety reps part 2	18 Apr	4 Jul	10 days
Union reps part 1	20 Apr	6 Jul	10 days
Union reps part 2	21 Apr	7 Jul	10 days
Grievance and disciplinary	19 Apr	26 Apr	3 days
Union learning reps part 2	3 May	24 May	4 days

# 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. We're pleased to announce that our Diploma in Occupational Health and Safety is now ready for online learning.

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. The course is **starting on 13th September**. To apply contact [john.james@coleggwent.ac.uk](mailto:john.james@coleggwent.ac.uk)

The **TUC Diploma in Employment Law**. We are currently working to update and adapt the Diploma in Employment Law to get it ready for online learning.

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.





# 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. 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 Violence
- 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

# Have you got everything you need?

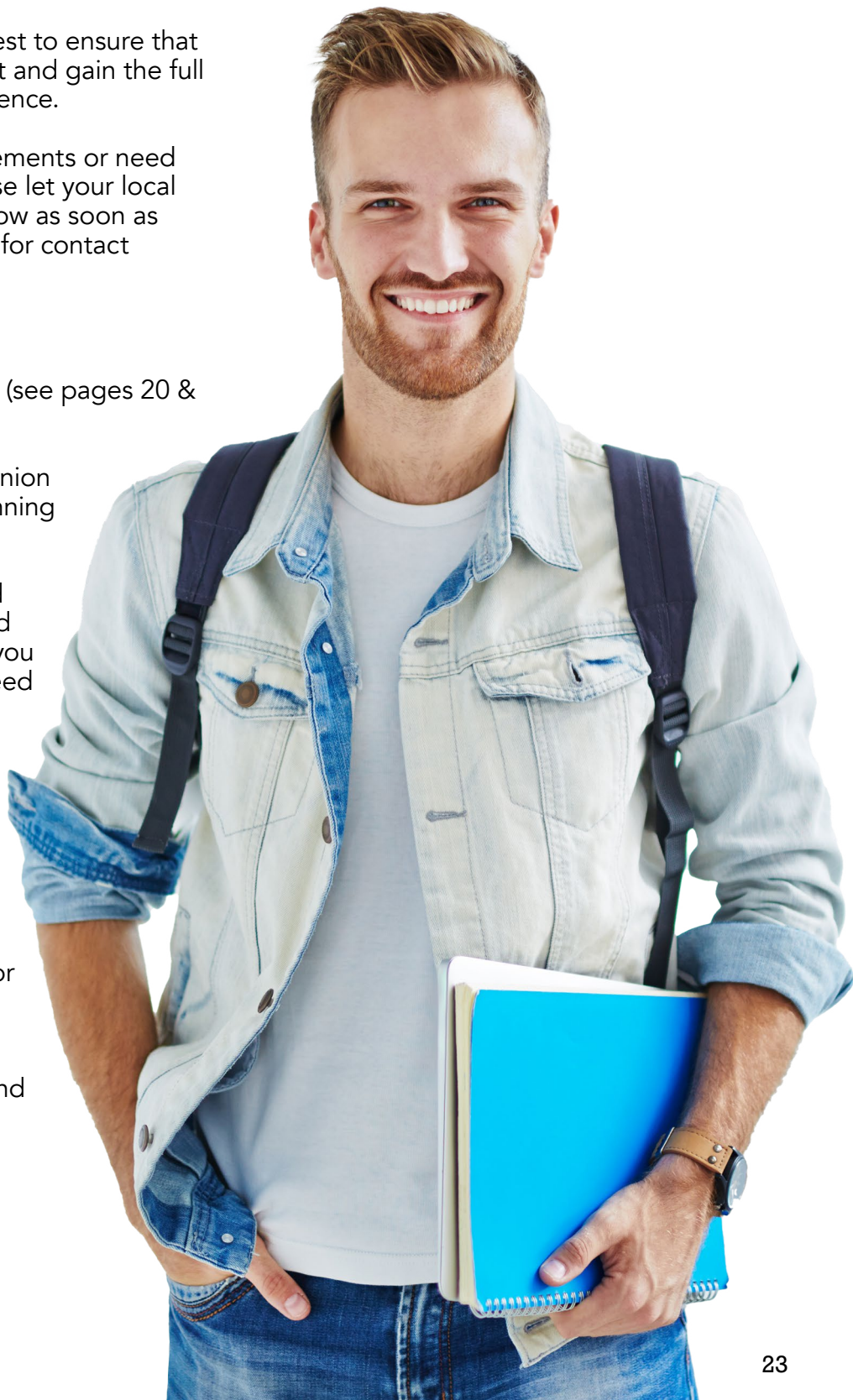
On our courses, we do our best to ensure that everybody is able to take part and gain the full benefit of the learning experience.

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 20 & 21 for contact details)

## How to apply

Choose a course from the list (see pages 20 & 21).

- 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.









## Section 4

# Useful toolkits & resources for reps

# Young workers

Young workers are most likely to be in insecure work, in low paid jobs and without opportunities to progress at work than any other age group. Unions mean better pay, secure jobs and training on the job, yet very few young workers are in unions.

Unlike previous generations, current young workers are not turning to unions in the same numbers. Young workers' absence from trade unionism has many interrelating causes and challenges:

- how unions organise the next generation of workers
- young people's perception of collectivism
- low levels of unionisation in the private sector
- Younger workers thinking unions aren't for them - believing that we exist for older people

**But we know different.**

**This toolkit is now available for download**



Unions are for everyone. They've had a tremendously positive impact on millions of people's lives and can continue to do so. To meet the challenges facing young workers today, we've created a Young Workers toolkit to help you organise young people in your workplace.

The toolkit will help you:

- Understand the challenges facing young workers today
- Think about how you engage with younger workers with an offer that's compelling to them
- Create meaningful space in your branch that gives younger workers the space to make a difference.



# Problem gambling

**There are an estimated 30,000 people in Wales who experience problem/harmful gambling. Many more are at risk of developing gambling harms, which extend beyond the gambler to affected others such as families, friends, and colleagues.**

The impacts of gambling harms on individuals and their loved ones can be severe - with an estimated one gambling related suicide every day in the UK. It can also lead to unemployment, huge debts and family break ups.

The damage is caused not just by the addictiveness of some gambling products, but also the stigma that surrounds gambling addictions – which stops those that need support from reaching out for help.

This is where unions come in. Much in the same way that unions have been key in reducing the stigma around mental health in the workplace, we are now looking to play a similar role in relation to problem gambling.

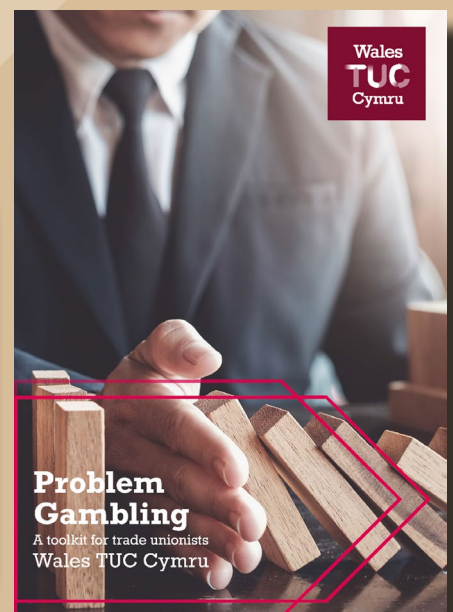
Trade unions, working with enlightened employers, can play an important part in tackling problem gambling in the workplace and supporting members along that road to recovery.

The Wales TUC's new Problem Gambling toolkit has been designed to help union reps be more informed on the subject and to give them the confidence to support their members effectively. The aim is to allow the gambler the space they need to reach out and get the support when they need it without fear of judgment.

The toolkit will help you:

- Understand what problem gambling is and some of the factors that can accelerate it
- Prepare you to have a meaning full conversation with someone who needs your help
- Give help and advice on signposting to appropriate support services

**This toolkit is now available for download**



# 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](http://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>



## Mental health and the workplace

A toolkit to provide information to help union officers and reps in Wales to represent members affected by mental health.

It aims to help reps in recognising and addressing workplace issues that can worsen people's mental health and provides tools and ideas to help union reps campaign on the health and safety and equality issues surrounding mental health in the workplace. This toolkit also acts as a resource providing activities that can be run with colleagues to educate them and others.

<https://www.tuc.org.uk/mental-health-workplace>



## Supporting older workers

A toolkit for trade unionists to help union officers and reps in Wales raise awareness of how workplaces can provide better support and opportunities for older workers.

It provides ideas and resources to help trade union reps press employers for more age-friendly workplaces, tackle discrimination against older workers and create more inclusive, healthy and sustainable workplaces for everyone as they grow older.

[https://www.tuc.org.uk/sites/default/files/2020-08/olderworkers11\\_3.pdf](https://www.tuc.org.uk/sites/default/files/2020-08/olderworkers11_3.pdf)



## Reaching younger workers

A toolkit for trade unionists to communicate the need for unions to actively engage with young workers, and to give them the platform to speak for themselves. We know that for unions to still be relevant in the future, they need to be relevant to young workers now.

Young workers are more than tomorrow's members, they are part of today's fight, and if we as a movement want to build and grow, we need to be engaging with them with a compelling offer in a language they can relate to. This toolkit is aimed to help you do just that.

<https://www.tuc.org.uk/sites/default/files/2021-05/Young%20Workers%20toolkit%20v3.pdf>



## Greener workplaces for a just transition

A toolkit for trade unionists aimed to provide information to help union officers and reps in Wales who want to take action on the climate emergency and negotiate for greener and fairer workplaces. It is designed to support the voice of workers and their unions.

It provides information, tools and ideas to help union reps to campaign, organise and raise awareness. It also includes negotiating and bargaining checklists on different areas of workplace sustainability. It aims to ensure that workers, through their unions, have a central voice in the changes that will be needed in every workplace to ensure Wales can achieve a just transition to a greener and fairer Wales.

[https://www.tuc.org.uk/sites/default/files/2021-06/greenerworkplaces\\_may21\\_2.pdf](https://www.tuc.org.uk/sites/default/files/2021-06/greenerworkplaces_may21_2.pdf)



## Problem gambling

The aim of this toolkit is to raise awareness and provide information to help union officers and reps in Wales to represent and support members who are, or may be, affected by gambling harms. Gambling harms can affect anyone.

This guide will highlight the 'hidden harms' of problem gambling and its far reaching effect on families, friends, colleagues and the community. This toolkit will enable you to give appropriate information and guidance aimed to signpost individuals for referral to external support agencies for more specialist interventions.

[https://www.tuc.org.uk/sites/default/files/2021-06/greenerworkplaces\\_may21\\_2.pdf](https://www.tuc.org.uk/sites/default/files/2021-06/greenerworkplaces_may21_2.pdf)

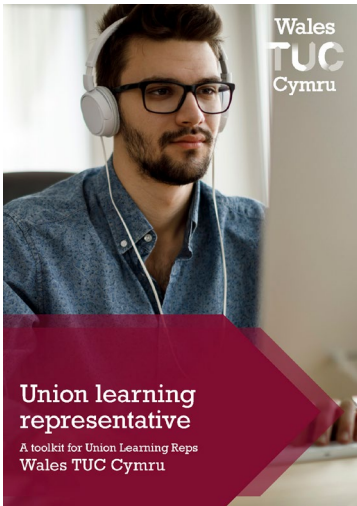


## Quick Reads Toolkit for ULRs

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>



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## Union learning representative

The new edition of the Union Learning Reps Toolkit!

Wales TUC recognises the sterling work that ULRs carry out in their workplaces and are committed to providing advice and information as well as practical support to make your job just that little bit easier.

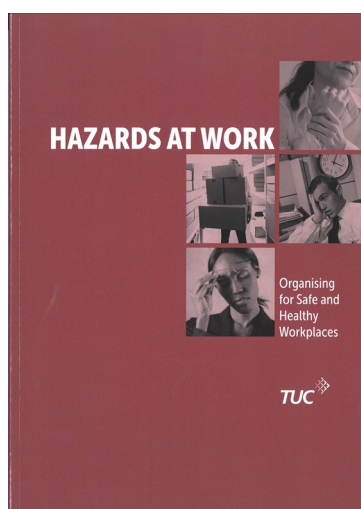
A toolkit for trade unionists containing tried and tested practical aids and tools for you to use as you go about the business of bringing learning and reskilling to your members.

<https://www.tuc.org.uk/sites/default/files/2020-11/ENG%20final%20ULR%20toolkit.pdf>

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## Keep up to date

Wales TUC are in the process of developing some new resources, toolkits and guides for union reps. Be sure to visit our website at [www.tuc.org.uk/wales](http://www.tuc.org.uk/wales) and keep up to date or sign up [here](#) to our mailing list.



### 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>

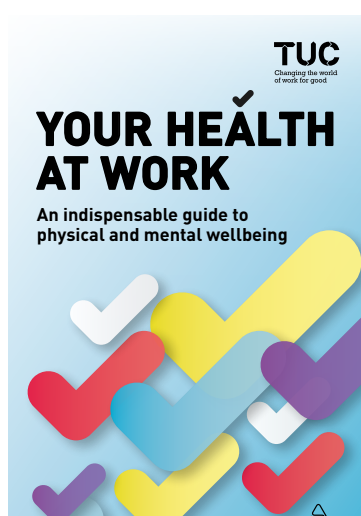


### Safety representatives and safety committees

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 2000s. 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>



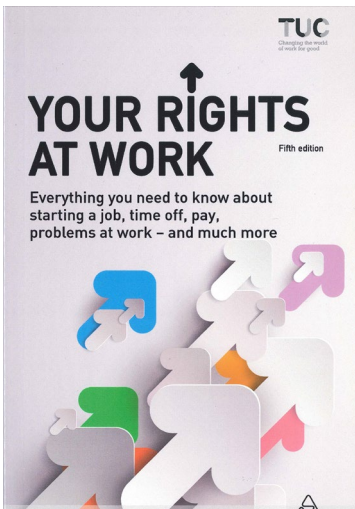


### TUC Workplace Manual: Third Edition

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>



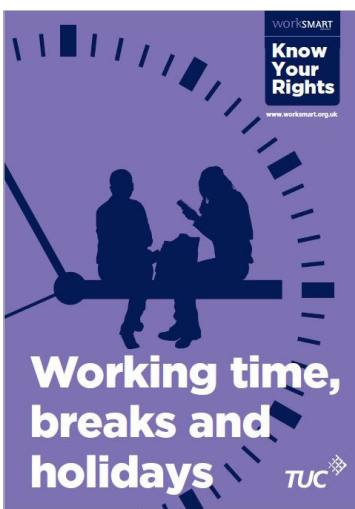
### Your Rights at Work

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 has 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>

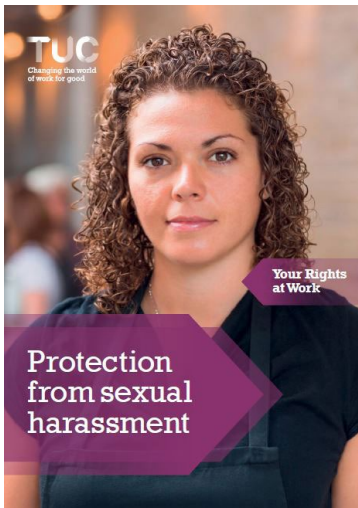


### Working time, breaks and holidays - Know Your Rights booklet

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>



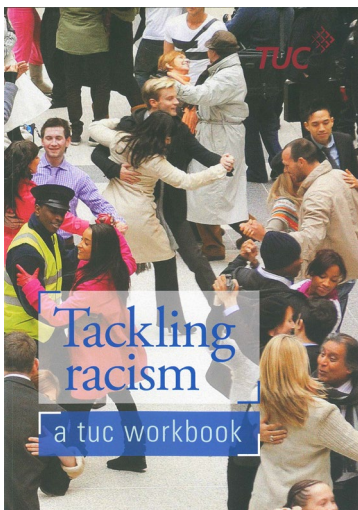
## Protection from Sexual Harassment - Revised 2018

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>

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