

TUC
Cymru



**Courses for all
union reps**

Sept 2025 - July 2026

Contents:

About TUC Cymru Education courses	3
Time off for training	5
Code of conduct	6
Accreditation and pathways	7
Course listings	17
How to apply	21

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About TUC Cymru Education courses

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

- union rep
- health and 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, age or gender reassignment.

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.

TUC Cymru 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.





Time off for training

Union reps have a right to reasonable paid time off to carry out union duties and undertake training. They also have the right to reasonable unpaid time off to undertake union activities. There are separate regulations covering union health and safety representatives, workplace representatives and Union Learning Representatives (ULRs). You can find more information about rights to time off for learning here: <https://www.tuc.org.uk/sites/default/files/Time%20Off%20for%20Union%20Training%20.pdf>



Fully updated courses

All our courses have been fully updated for 2025-26 and include specific information relevant for reps in Wales, including developments such as social partnership. We have also adapted our Stage 1 core courses to make them modular and easier to learn at a pace to suit you. All our courses remain fully tutor-led and provide opportunities to learn alongside other reps.

We now also offer a wider range of short courses, to help reps who want to refresh their skills or keep up to date with the latest workplace issues.

Accredited training

Our 'core' courses - our Stage 1 and 2 courses for union reps, health and safety reps and union learning reps are externally accredited by Agored Cymru and allow reps to receive nationally recognised qualifications through the award of units on the Qualifications and Credits Framework (QCF).

Accreditation is also available for our short courses - available options for accreditation for these courses includes TUC Cymru digital badges and Agored units of accreditation, depending on which course you do. Your tutor will be able to advise you about what is available on your course.

Learning online

The majority of our courses are now offered online via Microsoft (MS) Teams. This enables reps from all across Wales to participate.

What equipment and facilities will I need to join a course on MS Teams?

- A stable internet connection
- Access to a laptop or computer that is capable of running MS Teams effectively and has:
 - a working camera
 - a headset
 - a microphone
- Ideally, a private room or office (either at home or at work)

If you are unable to access any of the above, please contact TUC Cymru to discuss as we want all reps to be able to participate in our courses and may be able to provide assistance.

Code of conduct

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

TUC Cymru 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 Julie Cook or Jo Rees by email:

Julie Cook: jcook@tuc.org.uk

Jo Rees: jrees@tuc.org.uk





Accreditation and pathways

Our Stage 2 courses for union reps and health and safety reps are currently being fully refreshed and updated to make them available in a modular format. Please check our website for updates tuc.org.uk/WalesCourses

Union rep pathway

Union Reps Stage 1 (Part A)

This 5-day initial induction course is the first module of our Stage 1 course for union reps, which is delivered in two separate modules.

This course is essential for new union reps. It will help you to:

- understand the role of the union rep in the workplace and the wider union
- identify members' issues and represent members in discussions with employers
- build trade union recruitment and campaigns
- understand rights at work, contracts of employment and key legislation
- build confidence in your role and responsibilities as a union rep

To complete your Stage 1 initial training, once you complete part A you should enrol on part B of the course. This is another 5-day module and completes your initial induction training as a rep. Courses are offered on a modular basis so you can choose when you want to do the second part of the course.

Union Representatives Qualification Pathway

Reps who complete part A of the Union Reps Stage 1 course and submit the necessary evidence of achievement can receive an initial Level 1 Award for Trade Union Representatives. Once you successfully complete part B of the course you can receive the full Level 1 Certificate for Trade Union Representatives qualification. Agored Cymru is the awarding body for these qualifications.

Union Reps Stage 1 (Part B)

Part B is the second module of the Union Reps Stage 1 course and will complete your essential induction as a new rep. You must have completed Part A of the Union Reps Stage 1 course before starting Part B.

This 5-day course will help you to:

- understand how grievances, disciplinarys and other case work is handled and how to represent members effectively
- use and make agreements
- understand union and branch structures
- organise and map your workplace
- further develop communication and other skills you need to be an effective rep

Health and safety rep pathway

Health and Safety Reps Stage 1 (Part A)

This 5-day initial induction course is the first module of our Stage 1 course for trade union health and safety reps, which is delivered in two separate parts.

This course is essential for new health and safety reps. You will learn about:

- The key functions and rights of a health and safety rep
- The legal duties of employers under health and safety legislation
- Working with members to identify health and safety issues
- How to use and apply the law – key legislation and regulations
- Risk assessments
- Knowledge and information to help reduce accidents and ill health at work

Health and Safety Reps Stage 2 (Part B)

Part B is the second module of the Health and Safety Reps Stage 1 course and will complete your essential induction as a new health and safety rep. Please note you must have completed part A of the Health and Safety Reps Stage 1 course, before you start the part B.

This 5-day course will help you to:

- Understand the legal rights covering workplace inspections by health and safety reps
- Carry out workplace inspections
- Assess workplace health and safety policies
- Interview members and write health and safety reports
- Organise for health and safety
- Negotiate with employers to improve workplace health and safety

Health and Safety Representatives Qualification Pathway

Reps who complete part A of the Health and Safety Reps Stage 1 course and submit the necessary evidence of achievement can receive an initial Level 1 Award for Trade Union Health and Safety Representatives. Once you successfully complete part B of the course you can receive the full Level 1 Certificate for Trade Union Health and Safety Representatives qualification. Agored Cymru is the awarding body for these qualifications.

Union learning rep pathway

Union Learning Reps Stage 1

This 4-day initial induction course is for all new Union Learning Reps (ULRs) and any who have not previously done training. To be able to work effectively as a ULR you need to build a broad knowledge and understanding of education and training matters. A good understanding of your union and your workplace is even more important. Knowing who to talk to and when, who makes the decisions and how, and what policies and guidelines can help is fundamental to ULRs making a successful case for members.

This course will help you:

- understand union structures, and how your union organises around learning
- build a broad perspective of the ULR role
- find out about developments in learning and appreciate issues affecting learning
- work with members and other reps to define priorities
- take a planned approach to your own and your members' development
- develop the skills to put the union case on learning
- work collectively as part of the union team

Union Learning Reps Stage 2

This 4-day course has been designed for ULRs who have already completed the Union Learning Representatives Stage 1 course. It continues and extends the core essential training for ULRs. It builds on the knowledge and skills from the Stage 1 course, as well as your own experiences as a ULR in the workplace. It aims to provide you with further knowledge, confidence and skills in taking your role further and promoting union-led learning to all in your workplace.

This course will help you:

- develop a trade union approach to building equality and tackling inequality through learning
- understand neurodiversity in the context of learning
- understand and address specific barriers to learning faced by members
- prepare to negotiate union-led workplace learning, including learning agreements
- identify current and future changes in the workplace and their impacts on learning needs
- identify sources of funding for learning

Trade Union Learning Reps Qualification Pathway

Union Learning Reps who complete the Stage 1 Union Learning Reps course and submit the necessary evidence of achievement can receive a Level 1 Award for Trade Union Learning Representatives. Once you successfully complete Union Learning Reps Stage 2 you can receive a Level 1 Extended Award for Trade Union Learning Representatives qualification. Agored Cymru is the awarding body for these qualifications.



Continuing Professional Development - short courses

TUC Cymru Education offers a series of short courses to help reps keep their skills and knowledge up-to-date. As well as the courses listed below, we can also offer bespoke courses. If there is a course you would like to do and you don't see it listed please get in touch with us.

Making the Case for Insourcing

This new one day course will help equip trade union reps with the knowledge and confidence to make an effective case for insourcing within their workplaces. You will learn about:

→ the key features of 'insourcing' and 'outsourcing' and how these impact on workers and organisations

- the trade union case for campaigning for insourcing
- the current legal and policy framework and opportunities for insourcing
- the procurement/contracting process and information gathering
- overcoming barriers
- organising and campaigning on insourcing in your own workplace
- successful union campaigns – case studies and example policies



AI and Digital Technologies in the Workplace

This new three day course aims to help increase awareness of the current and potential impact of artificial intelligence (AI) and other digital technologies on workers. It will help you to consider what safeguards should be in place to ensure that the introduction of new technologies does not result in negative impacts and that potential positive benefits for workers can be realised.

This course will help you to:

- Understand the impact of AI and other digital technologies on the world of work
- Identify specific types of AI and digital technologies used within your own workplace and some of the potential consequences these might have on your members
- Understand how existing legislation, agreements and structures can effectively be used to challenge poor practice in the implementation of AI and digital technologies
- Develop an action plan for your own workplace

This course is aimed at all reps and no previous knowledge is required.

Greening our Workplaces – green rep skills

This course is aimed at new and experienced green/environmental reps and other trade unionists who wish to take practical action on the climate and nature emergency in their workplace.

The course covers:

- Understanding the climate and nature emergency and identifying workplace impacts

- Working with the branch and members to identify sustainability issues that need to be raised with management
- How to carry out environmental audits
- How to review and develop workplace environmental policies and agreements
- The role of unions in sustainable development
- Trade union approaches to ensuring workers have a fair say in shaping changes that affect them - including 'just transition' agreements
- How to build an action plan for your own workplace

Organising on Stress – from Resilience to Resistance

This 3-day course is designed to support reps to organise on the issue of work-related stress. Resilience is often used to imply that an individual needs to toughen up and simply withstand stress better. Unfortunately it can often be an example of organisations failing to tackle the problem of stress at its root cause. Employers' promoting the narrative of 'resilience' and related training initiatives must recognise that stress is often a result of work itself, requiring a change to work structures, rather than a shift in the behaviours and attitudes of individuals.

Stress does not tend to occur randomly but is triggered. TUC research indicates that the biggest causes of stress at work are:

- Workload (74%)
- Cuts in staff (53%)
- Change at work (44%)
- Long hours (39%)

This course will help you to:

- Identify the causes and impacts of excessive workplace stress
- Learn more about the links between stress and mental health
- Understand employers' legal duties
- Use available tools such as mapping, stress management audits and risk assessments
- Review relevant policies and standards and negotiate improvements in the workplace
- Develop an action plan for your workplace

Social Partnership

This 2-day course will empower reps to use the new Social Partnership and Public Procurement Act for the benefit of members.

It will help build the relevant knowledge, skills and confidence to take forward effective social partnership in your own workplace.

This course will explore the challenges and opportunities presented by social partnership working and reps will have the opportunity to develop a practical action plan for their own workplace.

Tackling and Preventing Sexual Harassment

This new 3-day course will help support reps in tackling and preventing sexual harassment in the workplace.

It will help you to:

- Identify sexual harassment and understand the impacts
- Understand employers' legal responsibilities (including the new preventative duty)
- Negotiate effective workplace policies
- Support members affected by sexual harassment
- Develop an action plan for your workplace



Introduction to Environmental Awareness (for reps)

This half-day, bite sized course offers trade union reps an essential introduction to environmental awareness. It's aimed at all union reps and no prior knowledge is required.

It offers an introduction to, and raises awareness of, the problems people have created with the environment, the impacts now and in the future, and considers positive steps we can take as trade unionists.

Disability in the Workplace

This 3-day course is for all reps who want to improve disability equality in the workplace and tackle discrimination.

It will cover:

- Disability discrimination and how it impacts on members
- The social model of disability

For a full list of course descriptions please check our website. The web page also includes details of additional courses and dates added after this booklet was produced. tuc.org.uk/WalesCourses

- Employers' legal responsibilities under the Equality Act 2010
- Reasonable adjustments
- Supporting members with 'hidden disabilities'
- Effective workplace policies
- Developing your own workplace action plan





Our courses

Contacts for course enquiries

Addysg Oedolion Cymru | Adult Learning Wales

Offers courses in Cardiff, Wrexham and online.

Course Coordinator: Michelle Kerswell

Contact: Nicholas Paul

Tel: 02922 746703

Email: Nicholas.Paul@adultlearning.wales

Address: Trade Union Studies, Adult Learning Wales
7 Coopers Yard, Curren Road, Cardiff CF10 5NB

Coleg Gwent

Offers courses in Newport and online.

Course Coordinator: John James

Contact: John James

Tel: 01633 466030 or 07527 450276

Email: John.James@coleggwent.ac.uk

Address: 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 TUC Cymru Education Team:

Tel: 029 2034 7010 **Email:** cymru@tuc.org.uk

Address: TUC Cymru Education Service, 1 Cathedral Road, Cardiff CF11 9SD

You can also check our website for new and updated courses listings:

tuc.org.uk/WalesCourses

Autumn term 2025

Standard course hours are 9am - 4.30pm. Where courses are marked as 'half-day' the hours are 9am - 1pm.

Course name	Duration and pattern	Dates	Provider	Closing date for applications
Union Reps Stage 1 (Part A)	5 Wed from 5 th Nov	05/11, 12/11, 19/11, 26/11, 03/12	Adult Learning Wales	Apply by 20/10/25
Health and Safety Reps Stage 1 (Part A)	5 Mon from 10 th Nov	10/11, 17/11, 24/11, 01/12, 08/12	Coleg Gwent	Apply by 20/10/25
Union Learning Reps Stage 1	4 Wed from 12 th Nov	12/11, 19/11, 26/11, 03/12	Coleg Gwent	Apply by 20/10/25
Union Learning Reps Stage 2	4 Thurs from 6 th Nov	06/11, 13/11, 20/11, 27/11	Adult Learning Wales	Apply by 20/10/25
Introduction to Environmental Awareness for Reps	Wed 15 th Oct	15/10 (half day)	Adult Learning Wales	Apply by 30/09/25
Greening our Workplaces - Green Rep Skills	3 Thurs from 13 th Nov	13/11, 20/11, 27/11	Adult Learning Wales	Apply by 20/10/25
Tackling and Preventing Sexual Harassment	3 Wed from 1 st Oct	01/10, 08/10, 15/10	Coleg Gwent	Apply by 15/09/25
Social Partnership	2 Tues from 11 th Nov	11/11, 18/11	Coleg Gwent	Apply by 20/10/25
AI and Digital Technology in the Workplace (PILOT)	3 Fri from 14 th Nov	14/11, 21/11, 28/11	Adult Learning Wales	Apply by 20/10/25
Organising on Stress - from Resilience to Resistance	3 Tues from 30 th Sept	30/09, 07/10, 14/10	Coleg Gwent	Apply by 15/09/25
Making the Case for Insourcing	Mon 24 th Nov	24/11 (1 day)	Adult Learning Wales	Apply by 07/11/25

Unless stated otherwise, all courses will be delivered online.

Spring term 2026

Standard course hours are 9am - 4.30pm. Where courses are marked as 'half-day' the hours are 9am - 1pm.

Course name	Duration and pattern	Dates	Provider	Closing date for applications
Union Reps Stage 1 (Part B)	5 Thurs from 26 th Feb	26/02, 05/03, 12/03, 19/03, 26/03	Adult Learning Wales	Apply by 09/02/26
Health and Safety Reps Stage 1 (Part B)	5 Mon from 23 rd Feb	23/02, 02/03, 09/03, 16/03, 23/03	Coleg Gwent	Apply by 09/02/26
Union Learning Reps Stage 1	4 Wed from 25 th Feb	25/02, 04/03, 11/03, 18/03	Coleg Gwent	Apply by 09/02/26
Union Learning Reps Stage 2	4 Fri from 27 th Feb	27/02, 06/03, 13/03, 20/03	Adult Learning Wales	Apply by 09/02/26
Disability in the Workplace	3 Tues from 13 th Jan	13/01, 20/01, 27/01	Adult Learning Wales	Apply by 18/12/25
Greening our Workplaces - Green Rep Skills	3 Mon from 26 th Jan	26/01, 02/02, 09/02	Adult Learning Wales	Apply by 08/01/26
Tackling and Preventing Sexual Harassment	3 Wed from 21 st Jan	21/01, 28/01, 04/02	Coleg Gwent	Apply by 05/01/26
Social Partnership	2 Tues from 3 rd Feb	03/02, 10/02	Adult Learning Wales	Apply by 15/01/26
AI and Digital Technology in the Workplace	3 Wed from 25 th Feb	25/02, 04/03, 11/03	Coleg Gwent	Apply by 06/02/26
Making the Case for Insourcing	Mon 9 th March	09/03 (1 day)	Adult Learning Wales	Apply by 26/02/26

Unless stated otherwise, all courses will be delivered online.

Summer term 2026

Standard course hours are 9am - 4.30pm. Where courses are marked as 'half-day' the hours are 9am - 1pm.

Course name	Duration and pattern	Dates	Provider	Closing date for applications
Union Reps Stage 1 (Part A)	5 Thurs from 16 th Apr	16/04, 23/04, 30/04, 07/05, 14/05	Adult Learning Wales	Apply by 23/03/26
Health and Safety Reps Stage 1 (Part A)	5 Tues from 14 th Apr	14/04, 21/04, 28/04, 05/05, 12/05	Coleg Gwent	Apply by 23/03/26
Union Learning Reps Stage 1	4 Wed from 3 rd Jun	03/06, 10/06, 17/06, 24/06	Coleg Gwent	Apply by 13/05/26
Union Learning Reps Stage 2	4 Wed from 10 th Jun	10/06, 17/06, 24/06, 01/07	Adult Learning Wales	Apply by 20/05/26
Introduction to Environmental Awareness for Reps	Wed 22 nd April	22/04 (half day)	Adult Learning Wales	Apply by 09/04/26
Greening our Workplaces - Green Rep Skills	3 Mon from 8 th Jun	08/06, 15/06, 22/06	Adult Learning Wales	Apply by 20/05/26
Tackling and Preventing Sexual Harassment	3 Thurs from 7 th May	07/05, 14/05, 21/05	Coleg Gwent	Apply by 17/04/26
Equality Reps	4 Wed from 6 th May	06/05, 13/05, 20/05, 27/05	Coleg Gwent	Apply by 17/04/26
Social Partnership	2 Mon from 11 th May	11/05, 18/05	Adult Learning Wales	Apply by 23/04/26
AI and Digital Technology in the Workplace	3 Fri from 19 th Jun	19/06, 26/06, 03/07	Adult Learning Wales	Apply by 01/06/26
Organising on Stress - from Resilience to Resistance	3 days tbc summer 2026	Dates to be confirmed	Coleg Gwent	
Neurodiversity in the Workplace	2 Wed from 1 st Jul	01/07, 08/07	Coleg Gwent	Apply by 12/06/26
Making the Case for Insourcing	Mon 6 th July	06/07 (1 day)	Adult Learning Wales	Apply by 17/06/26

Unless stated otherwise, all courses will be delivered online.

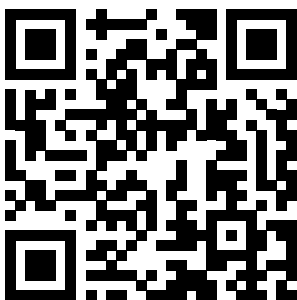
How to apply

We do our best to ensure that everybody can take part on our courses and gain the full benefit of the learning experience.

How to apply

When you have chosen the course you wish to undertake you will need to complete the expression of interest form.

Scan the QR code below and click on the 'apply now' link next to the course you are interested in to complete the application form.



Or visit:

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

Before Applying For A Course

Please ensure that you have secured time off to attend this course and that you have notified the appropriate union branch official or officer from your union that you intend to take the course. Guidance on time off for union training can be found on page 5.

Upon receipt of your application form, you will receive an automated email confirming that we have received your request. The trade union studies centre which is running your course will contact you with further course information.

PLEASE NOTE:

Due to funding restrictions these courses are for reps living or working in Wales. Please be aware that if you are not eligible to go on the course you apply for we will do our best to direct you to a suitable alternative course where available.

There are no course fees for the TUC Cymru Education programme. You will need to speak to your employer or union about travelling and other associated costs.



