



COURSES

● TUC EDUCATION COURSES FOR ALL

union reps

SEPTEMBER 2016–JULY 2017



WalesTUC



WELCOME

to learning with the TUC

Contents

Welcome from Frances	2
Guide to paid release	4
Core Course Programme	7
Short Course Programme	10
eNotes	17
Course contacts	22
Course listings	23
Equality	29
Learning Services	30
WTUC Networks	31
Services from other orgs	32
How to apply	36
Application form	37

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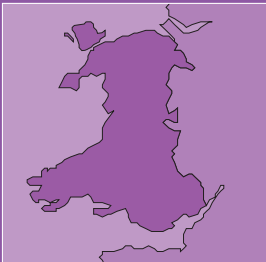
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We know what a difference to workers a trained union rep can make. But they bring benefits to employers and the wider community too. A 2007 report showed how union representatives significantly improve labour retention and reduced absenteeism and estimated that this could result in savings to employers of between £72 and £143 million.

TUC Education provides high quality training for 48,000 union representatives each year through a network of TUC approved providers across the UK. Learners achieve nationally recognised educational credits and qualifications and courses are offered flexibly to suit the needs of union reps and through the traditional day release model. And there is a dedicated site for continuing rep development through eNotes, TUC Education's web-based programme of updates. Register at www.tuceducation.org.uk/eNotes

This booklet gives details of courses for the whole of the year to come. The information is intended to be as accurate as possible. If you are unable to find a course to suit your needs or you have any queries please do not hesitate to contact us. If you need to confirm any information or if you have any queries please contact the Wales TUC Education Team.

Union reps should also visit www.UNIONREPS.org.uk for full details of key events, training, features and bulletin board discussions with other reps.

Frances O' Grady

TUC General Secretary



@wtuceducation

Aiming for success

Our courses are designed to achieve:

- improvements in the performance of union representatives at the workplace and in the union
- greater understanding of trade union policies and priorities
- enhanced study skills and personal confidence for all those who take part
- recognition of learning achievements through accreditation
- personal satisfaction and enrichment through learning.

Inclusive and welcoming

The TUC is committed to equal treatment regardless of sex, race, disability, religion, sexuality or age.

The aims of the TUC programme include equal participation by all groups and delivering skills, knowledge and understanding to learners so they can assist all of their members.

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

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

Widening choice

The TUC's programme of courses is popular and well attended. As work and lifestyle patterns change, new ways of delivering accessible training to union representatives, as and when needed, are being developed.

These include:

- more flexible delivery to accommodate shift patterns, workplace needs and family responsibilities – e.g. evening courses
- ‘blended’ learning opportunities which offer a mix of online learning and class attendance.

Those who find it difficult to access training, such as representatives from new industries and sectors, part-time workers and those from smaller workplaces, may benefit from this more flexible approach.

For further information please contact the Wales TUC Education Team.

Learning materials

TUC Education develops and provides student materials for all TUC courses. These are regularly reviewed, revised and rewritten with the active involvement of practicing trade union studies tutors and TUC policy experts. Evidence of learning achievement is recorded and students receive regular and appropriate feedback.

TUC tutors

Everyone knows the importance of a good teacher. TUC Education trains and develops its tutors on specially designed courses. Further briefings are provided as new and revised materials are brought on-stream. This helps keep tutors up-to-date with the accreditation process and with relevant subjects. The essential requirement for TUC tutors is that they are experienced trade unionists who understand the role of the union rep and its problems. TUC tutors are employed by local providing colleges, the WEA and institutions of higher and further education.

Guidance on paid release

Representatives need appropriate time and facilities to undertake training. From 1975 there has been legislation on paid release for union training. This has since been extended and amended and now covers:

- union workplace representatives
- health and safety representatives
- union learning representatives

Although the legislation can be complex, useful official guidance on rights to union training for these representatives has been published by Acas and the Health and Safety Executive. Both these bodies include employers and trade union members and both issue codes of practice, which have legal status. The guidance is practical and based on experience of what works.

■ **Time off for Trade Union Duties and Activities**
Acas Code of Practice 3. Available from www.acas.org.uk/CHttpHandler.ashx?id=274

■ **Trade Union Representation in the Workplace**
Acas Guide. Available from <http://www.acas.org.uk/media/pdf/s/r/Trade-Union-Representation-in-the-Workplace-accessible-version.pdf>

■ **Consulting Employees on Health and Safety**
HSE guide and safety representative's regulations. Available from <http://www.hse.gov.uk/pubns/indg232.pdf>



Union reps and safety reps

Union reps and safety reps should first ask their employer for time off with pay. The Trade Union and Labour Relations (Consolidation) Act 1992 section 168 and the Safety Representatives and Safety Committee Regulations 1977 give ‘accredited’ union and safety representatives a legal right to reasonable time off with pay to attend courses approved by the TUC or their union. Please note, in this context ‘accredited’ does not refer to academic qualifications, but means a union or safety representative whom a union has confirmed is their appointed or elected representative. This definition has been confirmed by Acas.

Guidance towards establishing what constitutes reasonable time off can be found in the Acas Code of Practice.

Union learning reps

To qualify for time off to carry out their duties, union learning reps must be sufficiently trained. If they do not have the required training when they are appointed or elected, then the union should write to the employer to secure time off with pay for the ULR to attend training within the first 6 months.

Specialist reps

Unions may have representatives who specialise in certain areas. They include:

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

These representatives are covered by legislation on time off for union activities, but not specifically for union training. However, training recommendations are included in the Acas guide ***Trade Union Representation in the Workplace***. The guide points out that:

“ ... in practice all union representatives have to gain approved time off from their work to carry out their duties... and they need at least some training.. if only to communicate with management and their constituents.”

Any specialist rep who finds difficulty in obtaining approved time off to attend training should seek assistance from their senior union rep or a full time official from their union.

Time off for online/blended learning

Studying online or ‘blended’ learning courses entitles you to the same paid release arrangements as for a classroom-based course. Securing release arrangements which are convenient for both the rep and the employer is one of the great benefits of flexible learning. Reps that secure paid release find their training more manageable and productive.

The law states that trade union reps are entitled to reasonable time off for education and training. This law applies to online and blended learning courses, whether learning takes place at work, in your home, at a workstation or in a learning centre. Talk to your employer about what makes sense for both you and them.

Reps who find difficulty in obtaining paid time off to attend TUC courses should seek assistance from their senior union rep or a full time official from their union.

Accreditation

The Wales TUC accredits its programme through Agored Cymru (part of the National Open College Network). The Credit and Qualification Framework in Wales provides clear national recognition of the quality of courses and the achievements of union representatives.

Union reps attending Wales TUC courses will gain Agored Cymru accreditation for units of qualifications that are held on the Credit and Qualification Framework in Wales. These can be built up to gain Awards, Certificates and Diplomas at various levels. Below is a chart showing qualifications, their levels and the number of credits needed to gain the qualification.

All the units used on the Wales TUC Education programme are mapped to the Scottish and English qualification frameworks.



Qualifications

The TUC programme is divided into a number of pathways for union reps. Each pathway contains different combinations of qualifications made up of Awards, Certificates and Diplomas. Each qualification is made of TUC units of learning (credit).

Award	Level 1	Level 2	Level 3
	A selection of 2 -3 day short courses can be combined to make up an Award. 6 credits	A selection of 2 – 3 day short courses can be combined to make up an Award. 6 credits	
Certificate	Union Reps Stage 1 Health and Safety Stage 1 15 credits	Certificate in Employment Law (UR Stage 2) Next Steps for Safety Reps (H&S Stage 2) Union Learning Reps Stage 1 and Union Learning Reps Stage 2 (if both stages completed) 18 credits	
Diploma		Diploma in Employment Law Diploma in Occupational Health and Safety 48 credits	Diploma in Employment Law Diploma in Occupational Health and Safety 48 credits

Union Rep Pathway

Union Reps Stage 1

12 days; 15 credits at Level 1

This is the essential basic course for workplace union reps and stewards. Find out what it means to be a union rep, how to represent your members effectively and how to take up both collective and individual issues with your employer. You will also think about the future and how to influence where it is taking you and those you represent. The course helps union reps to understand their role and responsibilities as a rep. 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 about wider union concerns and needs; promoting learning – the trade union approach; reviewing your membership; learning – barriers and incentives; learning opportunities and provision; union structures and organisation.

Certificate in Employment Law (Stage 2)

12 days; 18 credits at Level 2

This course is designed for union representatives who have already completed the TUC Union Reps Stage 1 course or its union equivalent. It replaces the old Union Reps Stage 2/Stepping Up course. It is a practical training course, designed for trade union workplace reps and it approaches the law from this perspective. Its principal concern is how knowledge of and confidence in using employment law can improve workplace bargaining. It is not aimed at legal professionals or the finer points of technical interpretation of law. It will help reps to understand the full range of the law that affects working people including facility time, equality, dismissal, employment tribunals, redundancy and TUPE, amongst others.

Diploma in Employment Law

36 days; 48 Credits at Level 2 or 3

This Diploma gives an in-depth grounding in the law relating to employment and work. Participants will normally be expected to have completed Union Reps Stage 1 and the Certificate in Employment Law or equivalent courses and you may be asked to attend an interview to assess your suitability before joining this course. You will learn about collective and individual law, the pressures and influences there are and how it all affects the workplace and the people you represent. The course will help develop your advocacy and legal research skills. You will also develop the skills and knowledge that will help you progress to higher level learning.

Continuing development

WTUC Education offers a series of accredited short 2-3 day courses to help reps keep their skills and knowledge up-to-date. Current short courses available this year include Negotiation Skills, Cancer in the Workplace, Tackling Bullying and Mental Health Awareness. There are also a range of IT and Social Media training courses available to help reps communicate more effectively with members. All of these courses are accredited at Level 1 or 2 and can be combined to create Awards. The Wales TUC also organise a range of 1-day (non-accredited) briefings and updates for reps to help them keep up to date on current issues.

Progression

The TUC Activist Academy and the Organising Academy are progression routes within the TUC programme. Beyond the TUC programme, union reps go on to higher education through university degree programmes. Union reps can continue to update their knowledge by attending short courses and briefings. Please contact the Wales TUC Education Team for further information.

Safety Rep Pathway

Health and Safety Stage 1

12 days; 15 credits at Level 1

If you are a newly appointed safety rep, this is the essential basic course for you. Health and safety at work is a major issue for all employees. Research shows that workplaces that have trade union health and safety reps have a significantly lower rate of accidents. This course will provide a thorough grounding in health and safety issues and give new reps an opportunity to discuss issues around health and safety at work.

Next Steps for Safety Reps (Stage 2)

12 days; 18 credits at Level 2

This course is designed for health and safety reps who have already completed the TUC Health and Safety Stage 1 course or union equivalent. The course helps reps identify, prevent and control risks helping to build a safer and healthier workplace. It encourages reps to involve members in safety issues by developing a collective approach to health and safety. It outlines the most recent health and safety law and information, enabling reps to effect real change in the workplace.

Diploma in Occupational Health and Safety

36 days; 48 credits at Level 2 or 3

This popular Diploma will help experienced safety reps develop their understanding of health and safety principle and practice. Participants will normally be expected to have completed the Health and Safety Stage 1 and Next Steps for Safety Reps courses or union equivalents and you may be asked to attend an interview to assess your suitability before joining this course. The course gives learners the opportunity to question the development and function of health and safety law, discover how to build trade union organisation for health and safety and tackle some of the health, safety, welfare and environmental problems that workers currently face. Completion of all 48 credits at Level 3 will entitle union safety reps to apply for Institution of Occupational Safety and Health technician membership (Tech IOSH). You will also develop the skills and knowledge that will help you progress to higher level learning.

Continuing development

WTUC Education offers a series of accredited short 2-3 day courses to help reps keep their skills and knowledge up-to-date. Current short courses available this year include Cancer in the Workplace, Tackling Bullying and Mental Health Awareness. There are also a range of IT and Social Media training courses available to help reps communicate more effectively with members. All of these courses are accredited at Level 1 or 2 and can be combined to create Awards. The Wales TUC also organise a range of 1-day (non-accredited) briefings and updates for reps to help them keep up to date on current issues.

Progression

The TUC Activist Academy and the Organising Academy are progression routes within the TUC programme. Beyond the TUC programme, safety reps go on to higher education through university degree programmes. Safety reps can continue to update their knowledge by attending short courses and briefings. Please contact the Wales TUC Education Team for further information.

Union Learning Rep Pathway

Union Learning Reps Stage 1

6 days; 9 credits at Level 2

Union Learning Reps Stage 1 introduces the role of the Union Learning Rep (ULR), the importance of learning and skills at work and provides the tools and knowledge that will enable ULRs to carry out their role successfully. Find out about: ULR functions and facilities; union learning and workplace organisation; the value of learning and skills in the workplace; identifying learning needs; promoting learning – the trade union approach; reviewing your membership; learning – barriers and incentives; learning opportunities and provision; union structures and organisation.

Union Learning Reps Stage 2

6 days; 9 credits at Level 2

This course provides Union Learning Reps with the opportunity to develop exiting essential knowledge and skills in areas that are fundamental to their role, as well as undertaking a workplace specific learning project in an area of study relevant to their members' learning needs. It looks in depth at: working with partners, providers and employers on learning; exploring government and union learning initiatives and priorities; education systems and accessing learning; education assessment tools; developing ICT skills; data collection; tools and systems for supporting learners with information and guidance; getting involved in adult learners' week.

Continuing development

WTUC Education offers accredited short 2-3 day courses to help reps keep their skills and knowledge up-to-date. Current short courses available this year for union learning reps include Dyslexia Awareness. There are also a range of IT and Social Media training courses available to help reps communicate more effectively with members. All of these courses are accredited at Level 1 or 2 and can be combined to create Awards. The Wales TUC Learning Services team also organise a range of 1-day (non-accredited) briefings and updates for ULRs to help them keep up to date on current issues. Please contact the Wales TUC Learning Services team for more information (see page 25).

Progression

The TUC Activist Academy and the Organising Academy are progression routes within the TUC programme. Beyond the TUC programme, ULRs go on to higher education through university degree programmes. ULRs can continue to update their knowledge by attending short courses and briefings. Please contact the Wales TUC Education Team for further information.

Short courses for continuing development

Please see the courses listings section for details of dates and venues for these courses.

Tackling Bullying in the Workplace

The course will help participants to:

- define and recognise bullying
- identify work organisation and staffing issues that contribute to workplace bullying
- understand how employment law principles and health and safety legislation apply to workplace bullying
- make employers aware of what they can do to recognise and eliminate workplace bullying
- develop a workplace strategy to inform members about what to do if they witness or suffer bullying
- develop a workplace policy on bullying at work
- understand that bullying affects everyone and can be seen in a wider context beyond that of a health and safety issue.

Cancer in the Workplace

Cancer is a workplace issue. It now affects one in three people, and each year in the UK there are approximately 90,000 people of working age who receive a cancer diagnosis. The chances are that people in your workplace will be affected - either directly through being ill themselves or through a close relative having the disease.

This course will help union reps to: explore issues to be faced if a union member is diagnosed with cancer; find out more about cancer in the workplace, its causes and effects; become familiar with employment rights and benefits and how they can be used to advise and inform members who may be diagnosed with cancer or who are carers; build up the support of work



colleagues and the employer towards a positive attitude that values the person; look at best practice to improve policies and procedures to support employees from diagnosis to rehabilitation and for carers; develop a plan to organise a cancer support project, campaign or event; find out about key contacts and sources of information to be able to support and refer members to useful organisations.

Mental Health Awareness

This course will help reps to: develop a better understanding of mental health in general; develop a better understanding of work related mental health issues; develop a better understanding of equality law and how it applies to people with mental health issues; develop through the use of case studies and role play, some practical skills for dealing with mental health related issues; produce an action plan to work with members and employers to develop a strategy for mental health issues.

Dyslexia Awareness

This course will cover the key elements of dyslexia awareness and the key legislation relating to dyslexia. It will help union learning reps and other reps to: learn how to support individuals with dyslexia inside and outside of the workplace; understand the impact on employers & organisations; recognise key issues affecting those with dyslexia and be able to provide advice and practical support.

Accident and Investigation

This course is designed to help reps understand and implement an accident investigation.

The course is split into 6 main activities, which will concentrate on the main aims below with practical activities that will help

the reps to have a fuller understanding of the following:

- Current legislation and Current workplace practices
- Understanding the different perspectives of management, union and the workforce.
- The range of information needed to be collated in the aftermath of an accident
- The differences between immediate and underlying/root causes of accidents
- How to prevent similar accidents occurring again
- The implementation of risk control measures

Domestic Violence

This course has been developed to raise awareness of domestic violence and its impact on members in the workplace.

This is not a course to train reps to counsel members but will sign post the reps to those that can.

More specifically, the aims of the course are to enable union representatives to:

- consider how it can affect members at work
- determine how they can work with employers to create an environment in which those experiencing domestic violence can speak up and be supported. develop an understanding of domestic violence
- identify their role, and the roles of others, in supporting members

The vast majority of those who experience domestic violence are women, where it is necessary to be gender specific this course will refer to women. But in all workplaces it should be remembered that men can experience domestic violence and that it occurs in same-sex as well as heterosexual relationships.

Dealing with Sickness and Absence Management

The need of a good sick pay scheme and a fair absence management policy is crucial in the modern workplace. This course brings together elements that most union reps may be expected to deal with Sickness and Absence Management Procedures. There is growing pressure on members who are being disciplined in a target driven workplace that attempts to tackle sickness rates. This leads to discrimination and unfair practices. Reps will be asked to look at schemes such as the “Bradford Factor etc.” and work through case studies to find practical ways in representing members. Growing recognition of mental health as a workplace issue may make it easier to manage one of the top causes of long-term sickness absence — stress.



Grievance and Disciplinary

This course will help reps:

- Understand discipline and grievance procedures
- Understand the ACAS code of Practice
- Identify some of the reasons for discipline and grievance issues arising at work
- Identify a structured approach to note-taking and interviewing
- Practice building cases
- Use a prepared strategy appropriately

Stress for Reps

The course will cover the following objectives, which will help reps to support members in their workplace to:

- Identify the main causes and symptoms of stress in the workplace
- Identify legal requirements of stress management
- Develop ideas of what could be in an employer's stress management policy
- Review the HSE Stress Management Standards Toolkit
- Identify sources of support for members

Autism Awareness in the Workplace

This two-day course has been designed to generate awareness of autism spectrum conditions (ASC) and neurodiversity within the workplace. The course is aimed at workplace reps from all unions who wish to gain greater understanding of autism spectrum conditions, understand how workplace practices and environments can impact on people with ASC and find out more about support and resources available in Wales. No prior experience or knowledge of autism spectrum conditions or neurodiversity is necessary to take part in the course. Participants will be provided with a toolkit to take back to the workplace.

The course aims to:

- Create awareness of neurodiversity and autism spectrum conditions (ASC)
- Help reps consider various workplace factors that may negatively impact on workers with ASC and on workers who may be carers for people with ASC.
- Consider practices and environments within the workplace that may be direct or indirect discrimination against workers with ASC or workers who are carers for people with ASC.
- Consider best practice for workplaces and unions when tackling issues associated with ASC

This course has been co-developed by Wales TUC Education with the support of Autism Spectrum Connections (ASC) Cymru.

Community Reps (specifically for all workplace reps but especially union learning reps)

This one day course will introduce existing reps to the concept of utilising their existing skills to benefit their geographical community as they have done within their workplace.

The topics that will be covered are:

- Similarities and differences between workplace and Community Learning
- Transferable skills from Union Reps to Community Reps
- Inequalities that cause barriers to learning
- Community partners
- Sharing workplace and community resources

Risk Assessment

A central requirement of the regulations is that employers must carry out a risk

assessment. The TUC guide, Risk assessment – a guide for safety representatives, warns that although there is no single correct way of doing risk assessments, whatever process is used, the risk assessments must be “systematic and thorough” and must look at “what actually happens in the real workplace, rather than just at what the employer thinks happens”. This course will provide safety reps with the skills and knowledge to relate risk assessment to strategies for improving health & safety at work.

TUPE

The Transfer of Undertaking (Protection of Employment) Regulations 2006 (TUPE) were introduced to protect the rights of employees on the transfer of the business in which they are employed. Significant changes to TUPE became law in January 2014, which amend the existing law and affect all transfers taking place on or after 31 January 2014. This course provides reps what they need to know about the key features of the new TUPE regulations. It will cover how TUPE applies to transfers before and after 31 January 2014. Working through cases studies, we will offer a practical trade union perspective for reps who are dealing with TUPE.

Out at Work

Despite this considerable positive change in equality law and public attitudes towards LGBT people, the incidence of homophobic bullying in workplaces and schools is one of the most pressing forms of inequality and disadvantage in the UK. The Out at Work course is about the lives of lesbian, gay, bisexual and trans (LGBT) people at work and in the trade union movement. It is written for all reps and aims to equip them with advice, information and reference points to deal with LGBT issues in the workplace.



Gender and Health and Safety

The Gender and Health & Safety course is designed for both male and female H&S reps. The TUC believes that women, who make up half the workforce, often do not have their concerns about health and safety properly addressed. For example: most of the maximum exposure limits were set based on men; PPE is generally designed for men etc. This course builds on prior health & safety training and provides a closer insight to an area that is still unappreciated enabling the modern H&S rep to deal with gender sensitive issues in the workplace. As risk assessments at the core of health & safety in the workplace, so are risk assessments at the core of the course.

Essential Skills

This course is designed to update ULRs on the new Welsh Essential Skills Standards including the new 'Wales Essential Skills Toolkit'. Reps will explore the need to address essential skills issues in the workplace and describe the role of the rep in promoting training. We will look at strategic ways we can work with employers and providers to improve standards in the workplace.

Word Processing for Trade Unionists

As our workplaces develop so must the skills of a trade union rep. This course is designed for reps who wish to produce leaflets, newsletters and posters as part of the duties. You will learn how to format documents, how to add pictures and use different methods to enhance your work. This short course is designed to take you through the basics to improve your work within your branch.

Spreadsheets for Trade Union Activities

Keeping up to date with membership records, case work and branch mapping is made easier when using spreadsheets. This short course will guide you through the basics of creating a spreadsheet to producing graphs to enhance presentations. The focus of the course will be on mapping, which will be vital for all branches if the Trade Union Bill comes into force.

ICT Presentations for Trade Unionist

Making presentations can be a daunting exercise especially in front of a large number of people. Using computer presentational software can help calm the nerves and off a professional look. During this course, you will produce a multi-slide presentation with animations and graphs. Looking at the do's and don'ts of presentations should help with your public presentational skills.

Other courses are available on request

Do you have a group of reps in your branch/workplace who need training in a place or on a date or topic not listed above? Please note that we are able to organise additional courses on request for groups of reps. **Please contact the Wales TUC Education Team for further information and to discuss your training requirements.**

Examples of other 2-3 day short courses that can be run for unions/groups of reps on request:

Union reps skills

- Handling Casework
- Handling Disciplinarys and Grievances
- Dealing with Redundancies
- TUPE
- Organising Vulnerable Workers (agency and migrant workers)
- Introduction to Pensions

Promoting Learning

- Climbing Frame for Union Learning Reps
- Essential Skills – Supporting Learners
- Apprenticeships
- Dealing with Redundancies for Union Learning Reps

Health and safety

- Green Reps (Trade Unions and the Environment)
- Dealing with Domestic Violence in the Workplace
- Introduction to the Control of Substances Hazardous to Health
- Risk Assessment
- Manual Handling
- Musculoskeletal Disorders
- Tackling Stress in the Workplace

Equality

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



New course available for Trade Union Equality Reps in the devolved public sector in Wales

The Wales TUC has developed a new 6-day training course specifically for those working in the devolved public sector in Wales who would like to become trade union equality reps. The role of the trade union equality rep in the public sector is supported by the Welsh Government and all devolved public sector workplaces and as such has been allocated additional facility time to allow trade union equality reps to carry out their role effectively.

This new course is available at venues across Wales, and is offered one day per week over six weeks.

It covers:

- The role of the public sector equality rep in Wales
- The Equality Act
- Protected Characteristics
- Direct and indirect discrimination
- Equality Impact Assessments
- General Duties of the Equality Act
- Specific Equality Duties in Wales
- Equalities case studies
- Recent changes to the Equality Act

For details of the dates and venues of upcoming courses, please see the course listings pages overleaf.



Alternatively if you have a group of reps in your branch or workplace who would like to receive the training we can organise additional courses on request at a date/venue to suit your needs. Please contact us on wtuceducation@tuc.org.uk for further information.

Having a break?

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



The new [tuceducation.org.uk](http://www.tuceducation.org.uk) website is invaluable to union reps as a one stop shop for all their training needs. The site includes information about all TUC Education courses across the UK; links to TUC campaign resources, information and publications; and provides up-to-date briefings for union reps via TUC eNotes.

What are eNotes?

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

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

Register now at www.tuceducation.org.uk to start using eNotes.

Available eNotes

- **NEW:** Union Learning Representatives - introduction
- **NEW:** Supporting Learners into Higher Learning
- **NEW:** Migration
- **NEW:** Fit for Work
- Industrial Partnerships
- Work-related Upper Limb Disorders
- Domestic Violence
- Building a Stronger Workplace Union
- Facility Time
- Bargaining for Skills
- A Living Wage
- Apprenticeships
- Equality Law
- Supporting Mid-life development
- Additional Paternity Leave
- Understanding Universal Credit
- Climbing Frame
- Supporting Learners
- Vulnerable Employment
- The Sick Note
- European Works Councils



Wales TUC Learning Services

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

North Wales

Barbara Hale 07747 775393

Mid Wales

Mark Rees 07766 250082

West Wales

Roger Jones 07833 158627

South Wales

Kevin Williams 07747 775658

Deri Bevan 07769 971336

All Wales Project Workers

Linsey Imms 07766 250827

Katrina Wood 07799 414843

Jo Rees 07786 515 897

Head of Learning Services

Sian Cartwright 02920 347010

Essential Skills Project Workers

Anne Jenkins (South Wales) 07827 321 725

Angela Baugh (North Wales) 07717 307 265

Administrative Support

Gavin Pearce 029 2034 7010



www.facebook.com/WLWYUH

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Learn with your union



The Wales TUC Cymru Quality Award

Changing lives through learning

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

Providers have achieved the Wales TUC Cymru Quality Award for the following programmes:

- ✓ **Workplace Learning - WEA Cymru**
- ✓ **Trade Union Education - WEA Cymru**
South Wales contact: Katrina Taylor Katrina.Taylor@weacymru.org.uk
North Wales contact: Katrina Taylor Katrina.Taylor@weacymru.org.uk
- ✓ **Trade Union Education - Coleg Gwent**
Contact: John James John.James@coleggwent.ac.uk
- ✓ **Essential Skills in Dŵr Cymru/Welsh Water at Arfon Dwyfor Training (ADT) Ltd**
Contact: Alan Roberts alan@adt-ltd.com
- ✓ **Essential Skills in the Workplace - Cardiff and Vale College**
Contact: June Jenkins Jjenkins@cavc.ac.uk
- ✓ **Leading Change Programme - The Professional Development Centre**
Contact: Arthur Turner Arthur@pd-centre.com

For more information about the award or to make an application please contact, Bernice Waugh Bwaugh@tuc.org.uk Tel: 07917 415601 or, Linsey Imms, Jo Rees or Anne Jenkins at Wales TUC: wtuc@tuc.org.uk
Wales TUC Cymru Transport House, 1 Cathedral Road, Cardiff CF11 9SD
Tel: 02920 347010

‘Wales can’t prosper
while the valleys
struggle.’

**Better
Jobs
Closer to
Home**

Our Valleys communities need Better Jobs; Closer to Home. Brand new powers for the Welsh Government offer a fresh chance to make that happen. WALES TUC - powered by Welsh trades unions is campaigning to make this opportunity a reality.

Join us
Today!



www.betterjobswales.org



WALES TUC CYMRU

Powered by Welsh Trades Unions

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

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

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

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



Cynnwys eich sefydliad

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

Cewch wybod mwy yma: bit.ly/aincaddewid

Get your organisation involved

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

Find out more here: bit.ly/ttcwpledge

rhown ddiwedd ar wahaniaethu ar sail iechyd meddwl

amser i newid
Cymru

Gofal
Taking Diversity

hafal

Mind Cymru
Mental Health Wales

CRIME RELIEF
Wales

South Wales
Mental Health

let's end mental health discrimination

time to change
Wales

Contacts for course enquiries and sending in application forms

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

Course Coordinator: Katrina Taylor
Tel: 01495 369 869
Email: tucourseinfo@weacymru.org.uk

Applications to:

Terri Bishop
Trade Union Studies
WEA Cymru
Innovation Centre
Festival Drive
Ebbw Vale NP23 8XA

For courses listed in Wrexham, Bangor and Aberystwyth:

Course Coordinator: Katrina Taylor
Tel: 01495 369 869
Email: tucourseinfo@weacymru.org.uk

Applications to:

Terri Bishop
Trade Union Studies
WEA Cymru
Innovation Centre
Festival Drive
Ebbw Vale NP23 8XA

For courses listed in Newport:

Tel: 01633 466030 or 07527 450276
Email: tuc@colegwent.ac.uk

Applications to:

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

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

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

WTUC Education Service
1 Cathedral Road
Cardiff
CF11 9SD

NEWPORT

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

Tel: 01633 466030 or 07527 450276

Email: tuc@coleggwent.ac.uk

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

Hours: Days 9am to 5pm

Autumn Term 2016

Union Reps stage 1

12 Tuesdays from 13th September 2016

Out @ Work

2 Thursdays from 22nd September 2016

Sickness, Absence Management

2 Thursdays from 13th October 2016

Word for Reps

2 Thursdays from 17th November 2016

Spring Term 2017

Gender & Health & Safety

6 Tuesdays from 31st January 2017

Stress for Reps

2 Thursdays from 19th January 2017

Using spreadsheets for trade union activities

2 Thursdays from 9th February 2017

Essential Skills

2 Thursdays from 9th March 2017

Summer Term 2017

Union Reps stage 2 (Cert in Employment Law)

12 Tuesdays from 25th April 2017

Risk Assessments

2 Thursdays from 11th May 2017

TUPE

2 Thursdays from 8th June 2017

Presenting Trade Union Information to Members Using ICT

2 Thursdays from 6th July 2017

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

“This course has encouraged me to use my knowledge in the workplace to make my workplace safe and have a better environment to work in”.

Course participant

CARDIFF

Applications to: Terri Bishop, WEA Cymru, Innovation Centre, Festival Drive, Ebbw Vale NP23 8XA

Tel: 01495 369 869

Email: tucourseinfo@weacymru.org.uk

Venue: Cardiff

Hours: Days 9.30am to 5pm

Autumn Term 2016

Health & Safety stage 1

12 Mondays from 12th September 2016

Equality Reps

6 Tuesdays from 13th September 2016

Mental Health Awareness

2 Thursdays from 15th September 2016

Tackling Bullying in the workplace

2 Fridays 16th September 2016

Spring Term 2017

Domestic Violence

2 Mondays from 9th January 2017

Accident & Investigation

2 Mondays from 30th January 2017

Grievance & Disciplinary

2 Mondays from 27th February 2017

Union learning Reps stage 1

6 Tuesdays from 10th January 2017

Summer Term 2017

Health & Safety stage 2

12 Tuesdays from 11th April 2017

Union Learning Reps stage 2

6 Thursdays from 13th April 2017

Cancer in workplace

3 Fridays from 14th April 2017

Community Learn reps

(1 Day) Thursday 1st June 2017

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

“It’s a course I looked forward to and really enjoyed, thought provoking and I would recommend to all workplace reps”.

Course participant

MAESTEG

Applications to: Terri Bishop, WEA Cymru, Innovation Centre, Festival Drive, Ebbw Vale NP23 8XA

Tel: 01495 369 869

Email: tucourseinfo@weacymru.org.uk

Venue: Maesteg venue TBC

Hours: Days 9.30am to 5pm

Autumn Term 2016

Union Reps stage 1

12 Mondays from 19th September 2016

Dyslexia Awareness

(1 Day) Wednesday 14th September 2016

Community learn reps

(1 Day) Wednesday 21st September 2016

Spring Term 2017

Tackling bullying in the workplace

2 Wednesdays from 18th January 2017

Summer Term 2017

Union Reps stage 2

12 Wednesdays from 12th April 2017

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

PONTYPRIDD

Applications to: Terri Bishop, WEA Cymru, Innovation Centre, Festival Drive, Ebbw Vale NP23 8XA

Tel: 01495 369 869

Email: tucourseinfo@weacymru.org.uk

Venue: Pontypridd venue TBC

Hours: Days 9.30am to 5pm

Autumn Term 2016

Accident & Investigation

2 Wednesdays from 14th September 2016

Spring Term 2017

Dyslexia Awareness

(1 Day) Monday 9th January 2017

Summer Term 2017

Mental Health Awareness

2 Mondays from 10th April 2017

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

PORT TALBOT

Applications to: Terri Bishop, WEA Cymru, Innovation Centre, Festival Drive, Ebbw Vale NP23 8XA

Tel: 01495 369 869

Email: tucourseinfo@weacymru.org.uk

Venue: Port Talbot venue TBC

Hours: Days 9.30am to 5pm

Autumn Term 2016

Handling Members problems

2 Mondays from 3rd October 2016

Union Learning reps stage 1

6 Wednesdays from 5th October 2016

Spring Term 2017

Grievance & Disciplinary

2 Tuesdays from 17th January 2017

Social media

(1 Day) Wednesday 11th January 2017

Stress for Reps

2 Fridays from 13th January 2017

Summer Term 2017

Union Learning reps stage 2

6 Thursdays from 13th April 2017

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

“I was able to learn about the course in a friendly environment and learn of experiences from my other colleagues from different working & life backgrounds”.

Course participant

BANGOR

Applications to: Terri Bishop, WEA Cymru, Innovation Centre, Festival Drive, Ebbw Vale NP23 8XA

Tel: 01495 369 869

Email: tucourseinfo@weacymru.org.uk

Venue: WEA Cymru, Workplace Learning, Bryn Menai,
Ffordd Caergybi, Bangor LL57 2JA

Hours: 9.15am to 4.45pm

Autumn Term 2016

Health & Safety stage 1

12 Mondays from 12th September 2016

Equality Reps

6 Tuesdays from 13th September 2016

Domestic Violence

2 Thursdays from 15th September 2016

Risk Assessment

2 Wednesdays from 14th September 2016

Union Learning reps

6 Fridays from 16th September 2016

Spring Term 2017

Tackling bullying in the workplace

2 Mondays from 9th January 2017

Accident & Investigation

2 Tuesdays from 10th January 2017

Cancer awareness

3 Wednesdays from 11th January 2017

Grievance & Disciplinary

2 Thursdays from 19th January 2017

Summer Term 2017

Health & Safety stage 2

12 Mondays from 10th April 2017

Union Learning Reps stage 2

6 Tuesdays from 11th April 2017

Negotiating Skills

2 Wednesdays from 12th April 2017

IT Skills for Reps

2 Thursdays from 13th April 2017

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

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

Course participant

WREXHAM

Applications to: Terri Bishop, WEA Cymru, Innovation Centre, Festival Drive, Ebbw Vale NP23 8XA

Tel: 01495 369 869

Email: tucourseinfo@weacymru.org.uk

Venue: The Memorial Centre, Quarry Road, Brynteg, LL11 6AB

Hours: 9.15am to 4.45pm

Autumn Term 2016

Health & Safety stage 1	12 Tuesdays from 13 th September 2016
Equality Reps	6 Mondays from 12 th September 2016
Domestic Violence	2 Wednesdays from 14 th September 2016
Mental Health awareness	2 Fridays from 16 th September 2016
Union Learning reps	6 Thursdays from 15 th September 2016
Union Reps Stage 1	12 Thursdays from 15 th September 2016
Union Reps Stage 2	12 Mondays from 12 th September 2016
Diploma Occupational Health & Safety	36 Fridays from 16 th September 2016

Spring Term 2017

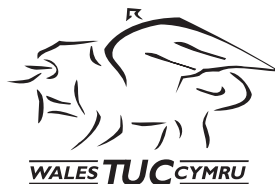
Tackling bullying in the workplace	2 Fridays from 13 th January 2017
Accident & Investigation	2 Thursdays from 12 th January 2017
Cancer awareness	3 Tuesdays from 10 th January 2017
Grievance & Disciplinary	2 Wednesdays from 18 th January 2017
Health & Safety level 1	12 Tuesdays from 10 th January 2017
Health & Safety level 2	12 Thursdays from 12 th January 2017
Union Reps level 1	12 Mondays from 9 th January 2017

Summer Term 2017

Health & Safety stage 2	12 Tuesdays from 11 th April 2017
Union Learning Reps stage 2	6 Mondays from 10 th April 2017
Negotiating Skills	2 Fridays from 14 th April 2017
Dyslexia awareness	(1 Day) Wednesday 12 th April 2017
Health & Safety level 1	12 Thursdays from 13 th April 2017
Union Reps level 1	12 Thursdays from 13 th April 2017

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

Wales TUC Equality



Wales TUC Making Work Fairer

The Wales TUC is leading the way in making work fairer. We highlight discrimination and injustices in the workplace and wider community and we campaign to create a more equal Wales. The Wales TUC works in partnership with organisations representing each protected characteristic to develop learning resources, guides and reports. This enables reps from all affiliated unions to upskill and be aware of the latest developments in the equalities field. Unions have long been at the heart of the drive for equality and reps work alongside us to utilize our resources and tackle inequality in the workplace. We aim to make work accessible, fairer, more productive and enjoyable for workers across Wales.

Equality campaigns and events

The Wales TUC is constantly looking at the latest issues affecting people at work in Wales. We provide updates, briefings and reports on equality issues. We work to cover the wide spectrum of equalities issues. In the 2016-2017 period, some of the subjects that will be covered in more depth by the Wales TUC include;

- Dementia**
- Age friendly workplaces**
- Apprenticeships**
- The menopause**
- Mental health**
- Invisible disability**

Wales TUC Equality Committee

The Equality Committee is elected every two years at the biennial conference. Details of the current members can be found on our website www.tuc.org.uk/wales

Network of Trade Union Equality Reps

Trade Union Equality Reps are trained to tackle equality issues in the workplace and work towards ensuring the workplace is a fairer place for all. They receive training from their Trade Union or from the Wales TUC and carry out a valuable role.

If you would like to become a Trade Union Equality Representative please contact your union for more information. If you would like to receive the online equality newsletter update please sign up via the Wales TUC website.

Contact

If you would like to know more about our equalities work, contact Rhianydd Williams for more information. Email rwilliams@tuc.org.uk Tel: 02920 347010

Redundancy and Retraining

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

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

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

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

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

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

ReAct:

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

- Training costs to acquire new skills (to a max of £1500 to help improve an individual's chances of returning to work).
- A 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.

or

- A subsidy of up to £1500 over a 12 month period to an employer if they employ a redundant worker for 16 to 24 hours per week.
- Reimbursement of up to 50% of the cost of eligible training (to a maximum of £1000) needed for the employee to carry out their new job.
- Advice and guidance on self employment.

Individuals need to be interviewed by Careers Wales.



Wales TUC Learning Services

Apprenticeships and union learning

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

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

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



Learn with your union

www.wtuc.org.uk

We're here for you

Macmillan Cancer Support's mobile service travels across the UK to offer free, confidential information and support to people affected by cancer.

When you have cancer, you don't just worry about what will happen to your body, you worry about what will happen to your life.

At Macmillan, we know how a cancer diagnosis can affect everything and we're here to support you through. From help with money worries and advice about work, to someone who'll listen if you just want to talk, we'll be there.

We'll help you make the choices you need to take back control, so you can start to feel like yourself again.

For more information, visit
www.macmillan.org.uk

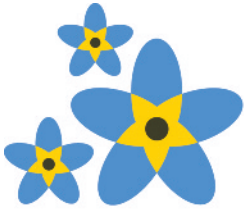
For cancer support, call the Macmillan Support Line for free on 0808 808 0000 (9am to 8pm Monday to Friday)

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

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

**WE ARE
MACMILLAN.
CANCER SUPPORT**





Working to become
**Dementia
Friendly**
2015-2016

**Alzheimer's
Society** | Leading the
fight against
dementia

Dementia Friendly Communities -how you can help:

A Dementia Friendly Community is any community that shows a high level of public awareness and understanding of dementia. Such communities are more inclusive of people with dementia, and improve their ability to remain independent and have choice and control over their lives.

Creating Dementia Friendly Communities requires a social movement: one that mobilises all sections of society (for example, a local or national organisation such as a shop, bank or corporation, or a village, town or city, as well as individual citizens) to act, respond and give their time, inspired by the ambition to make their community more dementia friendly.

To help achieve this, people with dementia and their carers would be encouraged to talk about the everyday challenges they face in living well with dementia. This can include difficulty using technology, getting appropriate service in shops, banks and post offices and in using transport, going on holiday, maintaining social contact and hobbies.

Although help from health and care services is vitally important, making it possible for people affected by dementia to live well requires help from people and organisations across society – hence the vital role of Dementia Friendly Communities.

One way you can help to create a Dementia Friendly Community is by becoming a Dementia Friend...

What is Dementia Friends?

Dementia Friends aims to give people a better understanding of dementia and the small things we can all do to make a difference to the lives of people affected by dementia. Dementia Friends is led by the Alzheimer's Society and is one strand of its work to create Dementia Friendly Communities. By attending a Dementia Friends Information Session you have the opportunity to join this national social action movement to change the way people think, speak and act about dementia.

What to expect from the Information Session

Information Sessions are led by Dementia Friends Champions and last 45-60 minutes. Each session cover 5 things everyone should know about dementia through some fun activities. At the end of an Information Session participants have the opportunity to turn their understanding into action by committing to a dementia friendly action. No action is too big or small – from wearing a Dementia Friends badge to spreading the word on social media. Everyone who has attended an Information Session and has committed to an action becomes a Dementia Friend and will receive a badge, info-card and action mailer.

If you would like to find out how you can become involved in the Dementia Friendly Communities work in your area and/or you would like to receive a free Dementia Friends session then please contact your local Coordinator Rhia Jones on either rhia.jones@alzheimers.org.uk or on 07885 225613.





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

40% of employers say the number of your colleagues off sick because of stress increased last year.

What do you do when one of your members says they can't cope?

Sign up now for free webinars and practical guides, information and training.

Mary Macarthur Holiday Trust

REGISTERED CHARITY No. 209989



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

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

Do I qualify?

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

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

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

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



Inclusive and accessible learning experiences:

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

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

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

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

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

How to apply

- Choose a suitable course from the list.
- Fill in the application form and get it approved by your union full time officer or branch.
- Ask your employer for paid release from work to attend the course. Please ensure you follow the procedures agreed between your union and your employer.
- Return the form as soon as possible to the trade union studies centre responsible for providing your course.
- Please apply as early as possible in order to allow your trade union studies centre enough time to send you full joining instructions.
- There are no course fees on the Wales TUC Education programme. You will need to speak to your employer or union about travelling and other associated costs.
- If you need any advice regarding courses please contact the Wales TUC Education Team.

I wish to apply for a place on the course listed below. Please use BLOCK LETTERS

Course title

To be held at

Starting date

Your full name

Home address

Postcode

Daytime telephone number

Mobile number

Email

Trade union

Union posts held

Previous TUC courses

Your occupation

Name and address of employer

Postcode

APPLICATION FORM

Please tick the relevant boxes

Date Of Birth / / Male Female

Do you require any additional support in order to complete this course Yes No

If Yes please give details below

Do you define yourself as disabled? Yes No

Do you have access requirements? Yes No

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

I am a fully paid-up member of my union and my employer has agreed to my attending this course without loss of earnings.

Are you happy to receive future TUC communications? Yes No

Signature of applicant

Signature of full-time union official

Please send this application form to the Trade Union Studies Centre running your course, not to the TUC.



Supported by
Grŵp Gwallia

Work It out!



Having a job and a good salary doesn't mean that you
can't have housing or money worries.

Would you know where to turn for help if you were
experiencing difficulties?

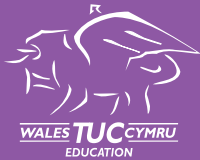
Shelter Cymru's **work it out!** service provides access to independent,
specialist advice within the workplace, online or face-to-face.

Check out the vast Advice Online resource for help with housing or money
concerns.

sheltercymru.org.uk
0345 075 5005

Shelter
Cymru

Registered charity no. 515902



www.wtuclearn.org.uk

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Welsh Government



Llywodraeth Cymru
Welsh Government

www.tuceducation.org.uk

www.wtuc.org.uk