

MIDLANDS REGION

COURSES

● TUC EDUCATION COURSES FOR ALL

union reps

SEPTEMBER 2014 – JULY 2015

unionlearn
with TUC Education

CONTENTS

INTRODUCTION	3
TUC PROGRAMME STRUCTURE	5
DEVELOP YOUR TRADE UNION EDUCATION	7
CORE & DIPLOMA COURSE PROGRAMME	8
SPOTLIGHT ON AWARDS PROGRAMME	20
CORE COURSES FOR TRADE UNION LEARNING REPS	21
CONTACTS	26
APPLICATION FORM	27
HOW TO APPLY	29
MAILING LIST UPDATE	30

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www.unionlearn.org.uk



WELCOME

to learning with the TUC

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 Pete Try - 0121 236 4454.

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

INTRODUCTION

Aiming for success

TUC courses are delivered in partnership with Further Education Colleges and branches of the Workers Educational Association. They are designed to:

- » Help union reps both in the workplace and in their union
- » Develop greater understanding of trade union policies and priorities
- » Enhance the personal confidence of everyone who takes part
- » Recognise learning achievement through accreditation and qualifications

Inclusive and welcoming

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

Our approach to learning encourages equal participation. Skills, knowledge and understanding is developed that will help union reps assist all of their members whatever their background.

Widening choice

The TUC programme is already high quality and popular. As work and lifestyle patterns change new ways of accessing union rep training are being developed to make TUC courses available to even more union reps. We are working with our partners in further education to create more:

- » Flexibility to accommodate shift patterns and family responsibilities
- » Online learning opportunities
- » Blended learning – a mix of distance and attendance-based study

For further information contact the TUC Regional Education and Training Officer

Learning materials

TUC Education develops and provides student materials for all TUC courses. To make sure they are up-to-date courses are regularly revised and rewritten with the active involvement of practising trade union studies tutors and TUC policy experts.

TUC tutors

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 also adult education professionals who are trained and supported in their specialist work by the TUC Education service.

Paid release for training for workplace union reps, union safety reps and learning reps

Being a union rep is important and rewarding but it isn't always easy. Unions, government and employers know that training can help a great deal. Since 1979 the law has entitled union reps to paid time-off to attend TUC or union training courses.

If you are a:

- » union workplace rep/shop steward
 - » union health and safety rep or a
 - » union learning rep
- the core sources of those legal rights to facility time are:
- » The Trade Union and Labour Relations Act 1992 (section 168)

- » The Safety Representatives and Safety Committees Regulations 1977

Official guidance on those rights can be found in *'Time off for Trade Union Duties and Activities'* <http://is.gd/dhsDP>

'Trade Union Representation in the Workplace'
<http://is.gd/dhsNI>

'Consulting Employees on Health and Safety'
<http://www.hse.gov.uk/pubns/indg232.pdf>

There is also a useful TUC online 'E-note' briefing on facility time that can be found at www.tuceducation.org.uk/login

Getting paid time off

Request paid time off for union rep training with sufficient notice to allow negotiation with your employer to take place. If there are problems and you would like more advice on agreeing time-off for your trade union work and the training associated with it talk to senior union reps in your workplace. Failing that ask your own union full-time officer for help and advice.

There are no additional costs to your employer other than agreeing time-off.

For other information the TUC Regional Education Officer's contact details are on the first page of this booklet.

How much time-off is needed?

Most TUC courses usually take place on the basis of one day per week over a period of time. That ensures a close connection between the course and current workplace issues. Check the

programme elsewhere in this booklet for dates and venues.

There are three different types of qualification:

- » Awards – usually the equivalent of 5 days learning
- » Certificates – achievable mainly through TUC 10 day courses
- » Diplomas – longer periods of learning through which reps can develop higher level skills and knowledge, usually 36 course days taken over an academic year.

Qualifications and pathways

When you opt for a TUC Education course you will be joining a high quality established programme of training that has benefited thousands of union reps.

Depending on your union work you can take courses at levels 1, 2 and 3 leading to qualifications in four different pathways:

- » Union Representatives
- » Health and Safety Representatives
- » Union Learning Representatives
- » Trade Unions Today

The TUC programme's awarding body is NOCN. Along with many other recognised vocational qualifications NOCN Awards, Certificates and Diplomas are part of the government approved Qualification Credit Framework.

It is possible that parts of your own union's training programme are also accredited under the TUC's arrangements with NOCN.

THE TUC PROGRAMME STRUCTURE

Core courses – key training for union reps

Stage 1 courses

Union Reps Stage 1 – Certificate in the Union Representatives pathway

The essential workplace-related toolkit for union reps. Find out how to represent your members effectively by taking up collective and individual issues with your employer. Building union organisation and dealing with members' problems will be key issues and you will be encouraged to be forward-looking in thinking about pay, benefits, skills and job security.

Health and Safety Reps Stage 1 – Certificate in the Health and Safety Reps pathway

You will gain a thorough and practical understanding of safety rep functions and the legal framework supporting them. Union safety rep training should take place 'as soon as possible' after appointment because workplaces that have trade union safety reps have a significantly lower rate of accidents.

Union Learning Reps Stage 1 - Award in the Trade Unions Today pathway

This course introduces the role of the union learning rep, the importance of learning and skills and the tools and knowledge needed to carry out the role successfully.

Stage 2 courses

TUC Certificate in Employment Law - Certificate in the Trade Unions Today pathway (pilot)

This course builds on the basic introduction to the law begun during your TUC Reps Stage 1 course. It is directly linked to the way the law affects your members. You will become acquainted with new legislation but also find out how your work as a negotiator affects your members' contracts of employment.

It is an opportunity to engage with the very practical aspects of employment law, providing a bridge to further training on Diploma courses such as Employment Law and Equalities.

Next Steps for Safety Reps - Certificate in the Health and Safety Reps pathway

Be more effective, carry out surveys, get organised around safety, understand workplace risk management, influence decision-making for the better, know how equality issues affect health and safety, and carry out a workplace improvement project.

Union Learning Reps Stage 2 – Certificate in Union Learning Rep pathway

Complete your ULR qualification, carry out a learning needs survey, develop a workplace learning project. You will study learning and equality, planning learning programmes, working with your employer and other partners

Diploma courses.

TUC Diploma courses are for experienced union reps and will develop your reasoning and writing skills as well as knowledge. They are intended to prepare you for more responsibility at work or the challenge of further learning. Beyond the TUC programme union reps go on to higher education through university degree programmes.

Prior to application you should have already completed other appropriate TUC or trade union courses.

Diploma in Employment Law

Moving on from the TUC Employment Law Certificate this course looks at the development of industrial relations and employment law in detail. In examining the law on such issues as job transfers and union recognition you will see trade unionism in a wider legal context. An understanding of the legal system's strengths and weaknesses will help you with trade union decision-making and make you a more confident negotiator.

Diploma in Occupational Health and Safety

This popular course will help union reps gain an understanding of underpinning health and safety principles and practice. Taking into account environmental issues, building safer and healthier workplaces is the aim. Completion at level 3 will entitle union safety reps to apply for Institution of Occupational Safety and Health technician membership (Tech IOSH).

Diploma in Equality

Unions have been at the forefront of struggles for a living wage, equal pay, challenging sexism or racism, or working for equal access to learning and skills. This important new course brings together all the threads of the equality agenda giving union reps a thorough grounding in union policy, best practice and equality law.

Diploma in Contemporary Trade Unionism

Broaden your knowledge of past and present trade unionism. Plan for what the future will bring. This course will help you see unions in a social and political context and develop a greater understanding of trade union values and policies. It will make you into a more confident and effective union rep.

USING THE TUC PROGRAMME TO DEVELOP YOUR OWN TRADE UNION EDUCATION

Become elected as a workplace union rep

Your own union's induction course

TUC Union Reps Stage One Certificate
TUC Core programme
Pages 8-17

TUC Diploma courses
e.g. Employment Law Diploma
Equalities Diploma
TUC Core programme
Pages 8-17

The TUC Education programme links training with workplace experience to develop the skills and knowledge union reps need to be effective.

Continuous development of workplace experience

TUC Awards programme
Additional skills and knowledge
e.g. Health and Safety Update
pages 21-24

Here is one example of a rep's education and training organised over a three year period. All of these courses can be done online too. Plan your health and safety or union learning rep training too.

TUC Awards programme
Additional skills and knowledge
e.g. Advance skills for union reps (negotiation and consultation)
pages 21-24

TUC Employment Law Certificate
This is the advanced course for union reps
TUC Core programme
Pages 8-17

TUC E-Notes
Keep up to date at any time by using these short online briefings
www.tuclearning.net

CORE AND DIPLOMA COURSE PROGRAMME

September 2014–July 2015

BIRMINGHAM

Venue/Applications to: Birmingham Trade Union Education Centre, South & City College, High Street Deritend, Digbeth, Birmingham B5 5SU **Tel:** 0121 694 6346 **Email:** claire.smith@sccb.ac.uk

Hours: 0900 to 1630

September – December 2014

<i>UNION REPRESENTATIVES STAGE 1</i>	10 Mondays from 22 September
<i>CERTIFICATE IN EMPLOYMENT LAW</i>	10 Thursdays from 25 September
<i>HEALTH AND SAFETY STAGE 1</i>	10 Wednesdays from 24 September
<i>NEXT STEPS FOR SAFETY REPRESENTATIVES – STAGE 2</i>	10 Thursdays from 25 September
<i>TUC DIPLOMA IN OCCUPATIONAL SAFETY AND HEALTH</i>	36 Fridays from 26 September
<i>TUC DIPLOMA IN EMPLOYMENT LAW</i>	36 Tuesdays from 23 September

January – March 2015

<i>UNION REPRESENTATIVES STAGE 1</i>	10 Mondays from 19 January
<i>CERTIFICATE IN EMPLOYMENT LAW</i>	10 Thursdays from 22 January
<i>HEALTH AND SAFETY STAGE 1</i>	10 Wednesdays from 21 January
<i>NEXT STEPS FOR SAFETY REPRESENTATIVES – STAGE 2</i>	10 Thursdays from 22 January
<i>TUC DIPLOMA IN OCCUPATIONAL SAFETY AND HEALTH</i>	36 Fridays from 23 January
<i>TUC DIPLOMA IN EMPLOYMENT LAW</i>	36 Tuesdays from 20 January

April – June 2015

<i>UNION REPRESENTATIVES STAGE 1</i>	10 Mondays from 20 April
<i>CERTIFICATE IN EMPLOYMENT LAW</i>	10 Thursdays from 23 April
<i>HEALTH AND SAFETY STAGE 1</i>	10 Wednesdays from 22 April
<i>NEXT STEPS FOR SAFETY REPRESENTATIVES – STAGE 2</i>	10 Thursdays from 23 April
<i>TUC DIPLOMA IN OCCUPATIONAL SAFETY AND HEALTH</i>	36 Fridays from 24 April
<i>TUC DIPLOMA IN EMPLOYMENT LAW</i>	36 Tuesdays from 21 April

COVENTRY

Venue: WEA, Koko, Unit 15, The Arches Industrial Estate, Spon End, Coventry

Applications to: WEA Office, 4th Floor, Lancaster House, 67 Newhall Street, Birmingham B3 1NQ

Tel: 0121 237 8120 **Fax:** 0121 237 8121 **Hours:** 0900 to 1630

September – December 2014

<i>UNION REPRESENTATIVES STAGE 1</i>	10 Wednesdays from 8 October
<i>CERTIFICATE IN EMPLOYMENT LAW</i>	10 Thursdays from 9 October
<i>HEALTH AND SAFETY STAGE 1</i>	10 Mondays from 6 October
<i>NEXT STEPS FOR SAFETY REPRESENTATIVES – STAGE 2</i>	10 Tuesdays from 7 October

January – March 2015

<i>UNION REPRESENTATIVES STAGE 1</i>	10 Wednesdays from 21 January
<i>CERTIFICATE IN EMPLOYMENT LAW</i>	10 Thursdays from 22 January
<i>HEALTH AND SAFETY STAGE 1</i>	10 Mondays from 19 January
<i>NEXT STEPS FOR SAFETY REPRESENTATIVES – STAGE 2</i>	10 Tuesdays from 20 January

April – June 2015

<i>UNION REPRESENTATIVES STAGE 1</i>	10 Wednesdays from 29 April
<i>CERTIFICATE IN EMPLOYMENT LAW</i>	10 Thursdays from 30 April
<i>HEALTH AND SAFETY STAGE 1</i>	10 Mondays from 27 April
<i>NEXT STEPS FOR SAFETY REPRESENTATIVES – STAGE 2</i>	10 Tuesdays from 28 April

DERBY

Venue: Derby College ICT Training Centre, 6-8 The Spot, Osmaston Road, Derby DE1 2HR

Applications to: Derby Trade Union Education Centre, Derby College, 6-8 The Spot, Osmaston Road, Derby

DE1 2HR **Tel:** 01332 387492 **Email:** dtuec@derby-college.ac.uk

Web: www.dtuec.co.uk **Hours:** 0930 to 1630

September – December 2014

<i>UNION REPRESENTATIVES STAGE 1</i>	10 Mondays from 15 September
<i>CERTIFICATE IN EMPLOYMENT LAW</i>	10 Wednesdays from 17 September
<i>HEALTH AND SAFETY STAGE 1</i>	10 Tuesdays from 16 September
<i>NEXT STEPS FOR SAFETY REPRESENTATIVES – STAGE 2</i>	10 Thursdays from 18 September

January – March 2015

<i>UNION REPRESENTATIVES STAGE 1</i>	10 Mondays from 12 January
<i>CERTIFICATE IN EMPLOYMENT LAW</i>	10 Wednesdays from 14 January
<i>HEALTH AND SAFETY STAGE 1</i>	10 Tuesdays from 13 January
<i>NEXT STEPS FOR SAFETY REPRESENTATIVES – STAGE 2</i>	10 Thursdays from 15 January

April – June 2015

<i>UNION REPRESENTATIVES STAGE 1</i>	10 Mondays from 27 April
<i>CERTIFICATE IN EMPLOYMENT LAW</i>	10 Wednesdays from 29 April
<i>HEALTH AND SAFETY STAGE 1</i>	10 Tuesdays from 28 April
<i>NEXT STEPS FOR SAFETY REPRESENTATIVES - STAGE 2</i>	10 Thursdays from 30 April

HALESOWEN

Venue: GMB, Will Thorne House, 2 Birmingham Road, Halesowen B63 3HP

Applications to: WEA Office, 4th Floor, Lancaster House, 67 Newhall Street, Birmingham B3 1NQ

Tel: 0121 237 8120 **Fax:** 0121 237 8121 **Hours:** 0900 to 1630

September – December 2014

<i>NEXT STEPS FOR SAFETY REPRESENTATIVES - STAGE 2</i>	10 Mondays from 6 October
<i>HEALTH AND SAFETY STAGE 1</i>	10 Wednesdays from 8 October

January – March 2015

<i>NEXT STEPS FOR SAFETY REPRESENTATIVES - STAGE 2</i>	10 Mondays from 19 January
<i>HEALTH AND SAFETY STAGE 1</i>	10 Wednesdays from 21 January

April – June 2015

<i>NEXT STEPS FOR SAFETY REPRESENTATIVES - STAGE 2</i>	10 Mondays from 27 April
<i>HEALTH AND SAFETY STAGE 1</i>	10 Wednesdays from 29 April

KETTERING

Venue: KCU – Kettering Centre for the Unemployed, 1 Stanier Close, Kettering NN16 9XW

Applications to: Derby Trade Union Education Centre, Derby College, 6-8 The Spot, Osmaston Road, Derby DE1 2HR **Tel:** 01332 387492 **Email:** dtuec@derby-college.ac.uk

Web: www.dtuec.co.uk **Hours:** 0930 to 1630

KETTERING APPLICANTS

We have space for 1 course on a Monday and 1 on a Tuesday. According to which courses recruit – we may have to change the advertised day. 2 weeks before the courses start, we will notify learners of the dates and times for their course in Kettering – or offer a place at an alternative venue.

Please let your employer know this when applying for release.

September – December 2014

UNION REPRESENTATIVES STAGE 1	10 Fridays from 26 September
HEALTH AND SAFETY STAGE 1	10 Fridays from 26 September
NEXT STEPS FOR SAFETY REPRESENTATIVES – STAGE 2	10 Fridays from 26 September

January – March 2015

UNION REPRESENTATIVES STAGE 1	10 Mondays from 12 January or 10 Tuesdays from 13 January
CERTIFICATE IN EMPLOYMENT LAW	10 Mondays from 12 January or 10 Tuesdays from 13 January
HEALTH AND SAFETY STAGE 1	10 Mondays from 12 January or 10 Tuesdays from 13 January
NEXT STEPS FOR SAFETY REPRESENTATIVES - STAGE 2	10 Mondays from 12 January or 10 Tuesdays from 13 January

April – June 2015

UNION REPRESENTATIVES STAGE 1	10 Mondays from 27 April or 10 Tuesdays from 28 April
CERTIFICATE IN EMPLOYMENT LAW	10 Mondays from 27 April or 10 Tuesdays from 28 April
HEALTH AND SAFETY STAGE 1	10 Mondays from 27 April or 10 Tuesdays from 28 April
NEXT STEPS FOR SAFETY REPRESENTATIVES - STAGE 2	10 Mondays from 27 April or 10 Tuesdays from 28 April

LEICESTER

Venue: To be confirmed

Applications to: Derby Trade Union Education Centre, Derby College, 6-8 The Spot, Osmaston Road, Derby DE1 2HR

Tel: 01332 387492 **Email:** dtuec@derby-college.ac.uk **Web:** www.dtuec.co.uk **Hours:** 0930 to 1630

September – December 2014

UNION REPRESENTATIVES STAGE 1	10 Mondays from 22 September
CERTIFICATE IN EMPLOYMENT LAW	10 Wednesdays from 24 September
HEALTH AND SAFETY STAGE 1	10 Tuesdays from 23 September
NEXT STEPS FOR SAFETY REPRESENTATIVES – STAGE 2	10 Thursdays from 25 September

January – March 2015

UNION REPRESENTATIVES STAGE 1	10 Mondays from 12 January
CERTIFICATE IN EMPLOYMENT LAW	10 Wednesdays from 14 January
HEALTH AND SAFETY STAGE 1	10 Tuesdays from 13 January
NEXT STEPS FOR SAFETY REPRESENTATIVES - STAGE 2	10 Thursdays from 15 January

April – June 2015

UNION REPRESENTATIVES STAGE 1	10 Mondays from 27 April
CERTIFICATE IN EMPLOYMENT LAW	10 Wednesdays from 29 April
HEALTH AND SAFETY STAGE 1	10 Tuesdays from 28 April
NEXT STEPS FOR SAFETY REPRESENTATIVES - STAGE 2	10 Thursdays from 30 April

LINCOLN

Venue: To be confirmed

Applications to: Trade Union Education, Central College Nottingham, Maid Marian Way, Nottingham NG1 6AB

Tel: 0115 914 6414 **Email:** tued@centralnottingham.ac.uk **Hours:** 0930 to 1630

September – December 2014

HEALTH AND SAFETY STAGE 1	12 Thursdays from 18 September
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January – March 2015

UNION REPRESENTATIVES STAGE 1	12 Tuesdays from 6 January
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April – June 2015

HEALTH AND SAFETY STAGE 1	12 Wednesdays from 22 April
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NOTTINGHAM

Venue and applications to: Trade Union Education, Central College Nottingham, Maid Marian Way, Nottingham NG1 6AB

Tel: 0115 914 6414 **Email:** tued@centralnottingham.ac.uk **Hours:** 0930 to 1630

September – December 2014

<i>UNION REPRESENTATIVES STAGE 1</i>	12 Wednesdays from 17 September
<i>CERTIFICATE IN EMPLOYMENT LAW</i>	12 Tuesdays from 16 September
<i>HEALTH AND SAFETY STAGE 1</i>	12 Thursdays from 18 September
<i>NEXT STEPS FOR SAFETY REPRESENTATIVES - STAGE 2</i>	12 Tuesdays from 16 September
<i>TUC DIPLOMA IN EMPLOYMENT LAW</i>	36 Mondays from 8 September
<i>TUC DIPLOMA IN OCCUPATIONAL SAFETY AND HEALTH</i>	36 Thursdays from 11 September
<i>TUC DIPLOMA IN CONTEMPORARY TRADE UNIONISM</i>	36 Wednesdays from 10 September (2pm-9pm)

January – March 2015

<i>UNION REPRESENTATIVES STAGE 1</i>	12 Tuesdays from 6 January
<i>CERTIFICATE IN EMPLOYMENT LAW</i>	12 Wednesdays from 7 January
<i>HEALTH AND SAFETY STAGE 1</i>	12 Tuesdays from 6 January
<i>NEXT STEPS FOR SAFETY REPRESENTATIVES - STAGE 2</i>	10 Mondays from 5 January
<i>TUC DIPLOMA IN EMPLOYMENT LAW</i>	36 Mondays from 5 January
<i>TUC DIPLOMA IN OCCUPATIONAL SAFETY AND HEALTH</i>	36 Thursdays from 8 January
<i>TUC DIPLOMA IN CONTEMPORARY TRADE UNIONISM</i>	36 Wednesdays from 7 January (2pm-9pm)

April – June 2015

<i>UNION REPRESENTATIVES STAGE 1</i>	12 Thursdays from 23 April
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<i>HEALTH AND SAFETY STAGE 1</i>	12 Wednesdays from 22 April
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<i>TUC DIPLOMA IN OCCUPATIONAL SAFETY AND HEALTH</i>	36 Thursdays from 23 April
<i>TUC DIPLOMA IN CONTEMPORARY TRADE UNIONISM</i>	36 Wednesdays from 22 April (2pm-9pm)

SHREWSBURY

Venue and applications to: Shrewsbury College of Arts and Technology, Trade Union Studies, London Road, Shrewsbury SY2 6PR

Tel: 01743 342342 **Hours:** 0900 to 1600

September – December 2014

UNION REPRESENTATIVES STAGE 1	10 Mondays from 22 September
CERTIFICATE IN EMPLOYMENT LAW	10 Mondays from 22 September
HEALTH AND SAFETY STAGE 1	10 Tuesdays from 23 September
NEXT STEPS FOR SAFETY REPRESENTATIVES - STAGE 2	10 Thursdays from 25 September
TUC DIPLOMA IN OCCUPATIONAL SAFETY AND HEALTH	36 Thursdays from 18 September
TUC DIPLOMA IN EMPLOYMENT LAW	36 Wednesdays from 17 September

January – March 2015

UNION REPRESENTATIVES STAGE 1	10 Mondays from 12 January
CERTIFICATE IN EMPLOYMENT LAW	10 Mondays from 12 January
HEALTH AND SAFETY STAGE 1	10 Tuesdays from 13 January
NEXT STEPS FOR SAFETY REPRESENTATIVES - STAGE 2	10 Thursdays from 15 January
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April – June 2015

UNION REPRESENTATIVES STAGE 1	10 Mondays from 20 April
CERTIFICATE IN EMPLOYMENT LAW	10 Mondays from 20 April
HEALTH AND SAFETY STAGE 1	10 Tuesdays from 21 April
NEXT STEPS FOR SAFETY REPRESENTATIVES - STAGE 2	10 Thursdays from 23 April
TUC DIPLOMA IN OCCUPATIONAL SAFETY AND HEALTH	36 Thursdays from 16 April
TUC DIPLOMA IN EMPLOYMENT LAW	36 Wednesdays from 15 April

SOLIHULL

Venue/Applications to: Solihull College, Trade Union Studies Centre, Blossomfield Road,
Solihull B91 1SB

Tel: 0121 678 7180 **Hours:** 0900 to 1630

September – December 2014

UNION REPRESENTATIVES STAGE 1	10 Mondays from 22 September
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January – March 2015

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TUC DIPLOMA IN OCCUPATIONAL SAFETY AND HEALTH	36 Wednesdays from 14 January

April – July 2015

UNION REPRESENTATIVES STAGE 1	10 Mondays from 27 April
CERTIFICATE IN EMPLOYMENT LAW	10 Thursdays from 30 April
HEALTH AND SAFETY STAGE 1	10 Tuesdays from 28 April
NEXT STEPS FOR SAFETY REPRESENTATIVES - STAGE 2	10 Thursdays from 30 April
TUC DIPLOMA IN OCCUPATIONAL SAFETY AND HEALTH	36 Wednesdays from 29 April

STOKE-ON-TRENT

Venue and applications to: Stoke Trade Union Education Centre, Cauldon Campus, Stoke Road, Shelton, Stoke-on-Trent ST4 2DG

Tel: 01782 603660 **Email:** rfoul1sc@stokecoll.ac.uk **Hours:** 0900 to 1630

September – December 2014

UNION REPRESENTATIVES STAGE 1	10 Mondays from 15 September
CERTIFICATE IN EMPLOYMENT LAW	10 Tuesdays from 16 September
HEALTH AND SAFETY STAGE 1	10 Mondays from 15 September
NEXT STEPS FOR SAFETY REPRESENTATIVES - STAGE 2	10 Wednesdays from 17 September
BUILDING WORKPLACE ORGANISATION	10 Tuesdays from 16 September
TUC DIPLOMA IN EMPLOYMENT LAW	36 Thursdays from 18 September
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January – March 2015

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TUC DIPLOMA IN CONTEMPORARY TRADE UNIONISM	36 Thursdays from 15 January

April – June 2015

UNION REPRESENTATIVES STAGE 1	10 Mondays from 20 April
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BUILDING WORKPLACE ORGANISATION	10 Wednesdays from 22 April
TUC DIPLOMA IN EMPLOYMENT LAW	36 Thursdays from 23 April
TUC DIPLOMA IN OCCUPATIONAL SAFETY AND HEALTH	36 Tuesdays from 21 April

WALSALL

Venue: WEA Study Room, Manor Farm Community Centre, King George Crescent, Rushall, Walsall WS4 1EG

Applications to: WEA Office, 4th Floor, Lancaster House, 67 Newhall Street, Birmingham B3 1NQ

Tel: 0121 237 8120 **Fax:** 0121 237 8121 **Hours:** 0900 to 1630

September – December 2014

<i>UNION REPRESENTATIVES STAGE 1</i>	10 Tuesdays from 7 October
<i>CERTIFICATE IN EMPLOYMENT LAW</i>	10 Thursdays from 9 October
<i>HEALTH AND SAFETY STAGE 1</i>	10 Wednesdays from 8 October
<i>NEXT STEPS FOR SAFETY REPRESENTATIVES - STAGE 2</i>	10 Mondays from 6 October

January – March 2015

<i>UNION REPRESENTATIVES STAGE 1</i>	10 Tuesdays from 20 January
<i>CERTIFICATE IN EMPLOYMENT LAW</i>	10 Thursdays from 22 January
<i>HEALTH AND SAFETY STAGE 1</i>	10 Wednesdays from 21 January
<i>NEXT STEPS FOR SAFETY REPRESENTATIVES - STAGE 2</i>	10 Mondays from 19 January

April – June 2015

<i>UNION REPRESENTATIVES STAGE 1</i>	10 Tuesdays from 28 April
<i>CERTIFICATE IN EMPLOYMENT LAW</i>	10 Thursdays from 30 April
<i>HEALTH AND SAFETY STAGE 1</i>	10 Wednesdays from 29 April
<i>NEXT STEPS FOR SAFETY REPRESENTATIVES - STAGE 2</i>	10 Mondays from 27 April

WOLVERHAMPTON

Venue: Beckminster House, Birches Barn Road, Pennfields, Wolverhampton WV3 7BT

Applications to: Shrewsbury College of Arts and Technology, Trade Union Studies, London Road, Shrewsbury SY2 6PR

Tel: 01743 342342 **Hours:** 0900 to 1600

September – December 2014

<i>UNION REPRESENTATIVES STAGE 1</i>	10 Mondays from 22 September
<i>HEALTH AND SAFETY STAGE 1</i>	10 Tuesdays from 23 September

January – March 2015

<i>UNION REPRESENTATIVES STAGE 1</i>	10 Mondays from 12 January
<i>HEALTH AND SAFETY STAGE 1</i>	10 Tuesdays from 13 January

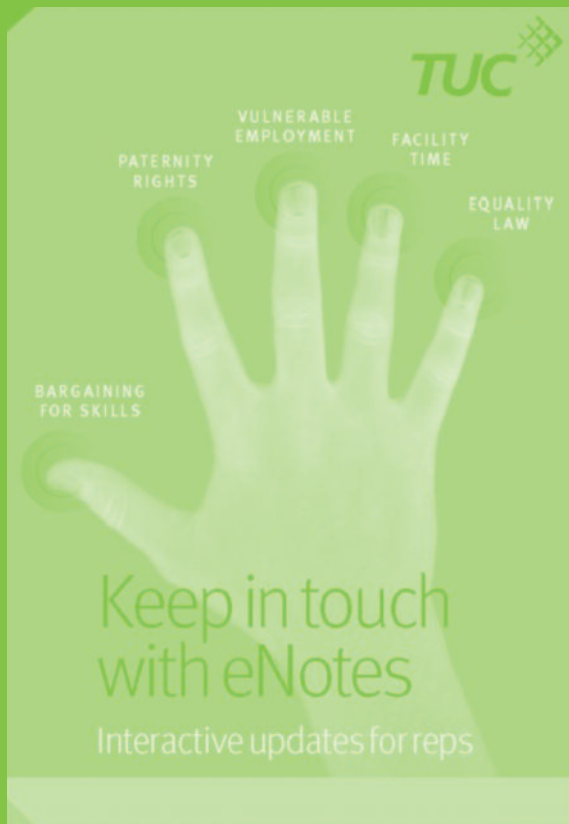
April – June 2015

<i>UNION REPRESENTATIVES STAGE 1</i>	10 Mondays from 20 April
<i>HEALTH AND SAFETY STAGE 1</i>	10 Tuesdays from 21 April

ENOTES

As part of the European Commission funded DeLTUE project, TUC Education have produced a series of informative and interactive learning modules. Starting with an introduction to the new rights for fathers to take additional paternity leave, these short self-study briefings, or eNotes, will help union representatives to develop and update their knowledge of key issues that may impact upon their workplace.

Each e-Note has been jointly developed by TUC policy experts and TUC Education tutors. The eNotes include short videos, quizzes and links to supporting information that make understanding key concepts accessible and effective.



Current Enotes include:

- » Equality Law
- » European Works Councils
- » The Fit Note
- » Additional paternity leave
- » Universal credit
- » Facility time
- » Bargaining for skills
- » Climbing frame
- » Supporting learners
- » Vulnerable workers

Find it at: TUCLearning.net

SPOTLIGHT ON...

Online Learning with TUC Education

Thousands of union reps have benefited from TUC Education's online learning programme. It is a convenient and effective solution for reps who cannot attend a conventional course but are looking to develop their knowledge and skills.

How does online learning work?

Online courses are free for union reps from TUC-affiliated unions and are delivered through a popular web-based learning environment called Moodle. Online courses are run in a similar way to classroom courses, involving a mixture of discussion-based activities, workplace tasks and individual project work that are facilitated by a TUC Education tutor. Group activities take place using an online forum, which learners use to keep in touch with one another.

How demanding is it to study online?

You should expect to:

- » Study between five and seven hours a week
- » Work with any groups you are asked to join
- » Access the web and email at least three times a week
- » Complete tasks, workplace activities and course work on time.

What IT skills are needed?

You will need basic keyboard and mouse skills and will be required to complete a short online course to prepare you for further online learning. This will help you to understand the requirements and processes involved, familiarise you with the Moodle system and allow you to meet fellow learners.

Can I get time off for online courses?

Studying online is not a reason to forget about obtaining agreement for paid release from work. Reps that secure paid release from their employer find their online course more manageable and successful. This applies whether learning takes place at work, in your home, or in a learning centre. Talk to your employer about what makes sense for you.

More advice about negotiating time off, including useful web links can be found on page 4 of this brochure.

For further information on the range of courses available please see the Unionlearn website <http://www.unionlearn.org.uk/online-courses>

or contact your TUC Regional Education and Training Officer

SPOTLIGHT ON THE MIDLANDS TUC AWARDS PROGRAMME

See pages 21-24 for dates and places

The TUC Awards programme in the midlands is made up of 5-day courses designed to keep union reps up to date and help them develop on the skills and knowledge gained in the core programme that you will see advertised elsewhere in this booklet.

For example

Take advantage of Nottingham's *'Advanced Representation Skills'* course to help you use consultation opportunities effectively, as well as recognising the importance of building and maintaining ways of negotiating with employers. Key problems, such as facility time, cannot be resolved with employers without negotiation.

To help play a more active part in union work The TUC *'Activists Academy'* course is designed to develop your project planning skills.

Far fewer women take on representative roles in unions yet nationally there are more women union members than men. *'Women in Trade Unions'* will help more women to get more involved in worker representation.

The WEA are also offering equality courses in the Black Country, Coventry and Worcester but for the first time a Negotiating Skills course is on offer in Coventry and Walsall.

See adjacent page for dates and venues.



JESS HURD / REPORTDIGITAL.CO.UK

Core Courses for Trade Union Learning Representatives

Trade Union Learning Representatives (ULR)			
Course	Start date	Venue	Apply to
ULR Stage 1	5 Mondays from 22 September 2014	Trade Union Education, Central College Nottingham, Maid Marian Way, Nottingham NG1 6AB	Trade Union Education, Central College Nottingham, Maid Marian Way, Nottingham NG1 6AB
ULR Stage 2	5 Mondays from 3 November 2014		
ULR Stage 1	5 Fridays from 16 January 2015		
ULR Stage 2	5 Fridays from 27 February 2015		
ULR Stage 1	5 Mondays from 20 April 2015		
ULR Stage 2	5 Mondays from 8 June 2015		
ULR Stage 1	5 Fridays from 19 September 2014	Stoke on Trent College Cauldon Campus	Stoke Trade Union Education Centre, Stoke-on-Trent College, Cauldon Campus Stoke Road, Shelton Stoke-on-Trent ST4 2DG
ULR Stage 2	5 Fridays from 7 November 2014		
ULR Stage 1	5 Fridays from 16 January 2015		
ULR Stage 2	5 Fridays from 27 February 2015		
ULR Stage 1	5 Fridays from 24 April 2015		
ULR Stage 2	5 Fridays from 5 June 2015		
ULR Stage 1	5 Fridays from 7 November 2014 5 Fridays from 27 February 2015 5 Fridays from 24 April 2015	Black Country Area	Workers Educational Association 4th Floor Lancaster House 67 Newhall Street Birmingham B3 1NQ

Trade Union Learning Representatives (ULR) continued			
Course	Start date	Venue	Apply to
ULR Stage 1	5 Fridays from 3 October 2014	South and City College Birmingham	Birmingham Trade Union Education Centre
ULR Stage 2	5 Fridays from 7 November 2014	Digbeth Campus	High Street Deritend Digbeth
ULR Stage 1	5 Fridays from 16 January 2015		Birmingham B5 5SU
ULR Stage 2	5 Fridays from 27 February 2015		
ULR Stage 1	5 Fridays from 8 May 2015		
ULR Stage 2	5 Fridays from 12 June 2015		

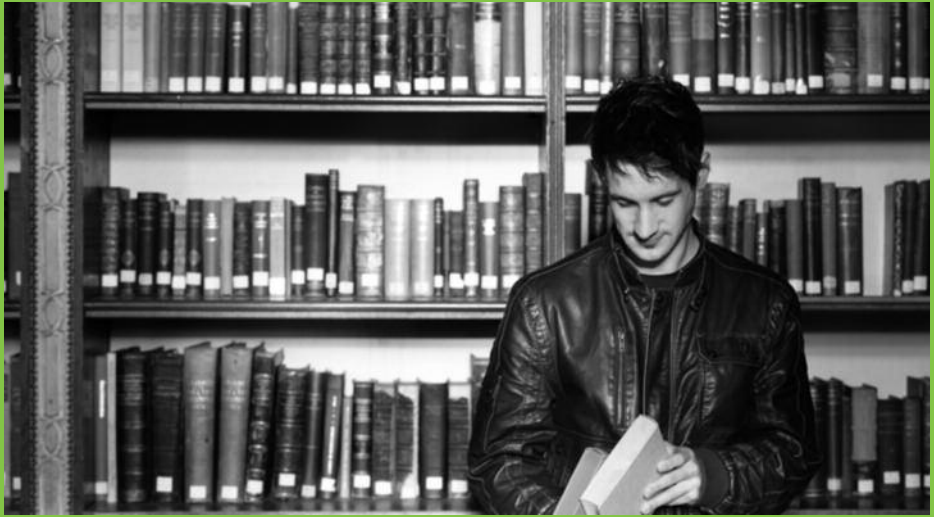
SPOTLIGHT ON...

Awards programme

Representing members and keeping workplaces safe			
Course	Venue	Start date	Apply to
Advanced Representation Skills	Central College Nottingham Maid Marion Way Campus	5 Mondays from 23 February 2015	Nottingham Trade Union Education Centre
Safety Reps Continuing Development	Central College Nottingham Maid Marion Way Campus	5 Fridays from 8 May 2015	Nottingham Trade Union Education Centre
TUC Activists Academy	Central College Nottingham Maid Marion Way Campus	6 Fridays from 30 January 2015	Nottingham Trade Union Education Centre
Developing negotiating and communication skills	Koko Centre Unit 15 The Arches Industrial Estate Spon End Coventry	5 Tuesdays commencing 4th Nov 2014	Workers Educational Association 4th Floor Lancaster House 67 Newhall Street Birmingham B3 1NQ
Developing negotiating and communication skills	Manor Farm Community Centre Rushall, Walsall	5 Tuesdays commencing 24th Feb 2015 5 Tuesdays commencing 2nd June 2015	

SPOTLIGHT ON AWARDS

Employment Law and Equality			
Course	Venue	Start date	Apply to
Women in Trade Unions	Central College Nottingham, Maid Marion Way Campus	5 Wednesdays from 12 November 2014 5 Mondays from 1 June 2015	Nottingham Trade Union Education Centre
Equality issues at Work	Central College Nottingham, Maid Marion Way Campus	5 Fridays from 7 November 2014	Nottingham Trade Union Education Centre
Disability Rights Awareness	Central College Nottingham, Maid Marion Way Campus	5 Fridays from 15 May 2015	Nottingham Trade Union Education Centre
Employment Law Update	Central College Nottingham, Maid Marion Way Campus	5 Fridays from 26 September 2014	Nottingham Trade Union Education Centre
Equality issues In the w/place	Manor Farm Community Centre Rushall, Walsall	5 Thursdays commencing 6th Nov 2014 5 Thursdays commencing 26th Feb 2015	Workers Educational Association 4th Floor Lancaster House 67 Newhall Street Birmingham B3 1NQ
Disability Rights Awareness		5 Thursdays from 26th Feb 2015	
Equality issues In the w/place	Koko Centre Unit 15, The Arches Industrial Estate Spon End Coventry	5 Thursdays from 6th Nov 2014 5 Thursdays from 26 February 2015	
Gender issues in the workplace	Worcester, UNISON Branch Office	5 Thursdays from 6th November 2014 5 Thursdays from 26th Feb 2015	



HAVE YOU THOUGHT ABOUT STUDYING FOR A HIGHER LEVEL QUALIFICATION WITH KEELE UNIVERSITY?

Many Midland trade unionists have gone on from the TUC programme to successfully complete Keele degree qualifications. Some are now union full-time officers or TUC Education tutors.

A starting point is The Certificate in Industrial Relations which normally takes a year to complete. That can lead on to one of the Keele's Postgraduate Diplomas or MA degree options.

The University has worked hard to keep costs down and you can study part-time while you are still working, no matter where you live.

Course fees for 2013/14 are £800 for the Certificate and £2,050 per year for the MA degree. A significant, but potentially life-changing investment.

Contact Course Administrator, Claire Butters, for more details:

Telephone: (01782) 734367

Email: c.l.butters@keele.ac.uk

CONTACTS

Birmingham

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Email: dtuec@derby-college.ac.uk

Shrewsbury

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Solihull

Julie Matthews

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Trade Union Studies Centre
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Solihull B91 1SB

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Email: julia.matthews@solihull.ac.uk

Nottingham

Colin Nolan

Trade Union Education, Central College
Nottingham, Maid Marian Way, Nottingham
NG1 6AB

Tel: 0115 914 6414

Email: tued@centralnottingham.ac.uk

Stoke-on-Trent

Ron Foulkes

Stoke Trade Union Education Centre
Stoke-on-Trent College, Cauldon Campus
Stoke Road, Shelton
Stoke-on-Trent ST4 2DG

Tel: 01782 603660

Email: rfoul1sc@stokecoll.ac.uk



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

Email

Trade union

Union posts held

Previous TUC courses

Your occupation

Name and address of employer

APPLICATION FORM

Please tick the relevant boxes

Number of employees

Less than 50

50–250

More than 250

Work pattern

Full-time

Part-time

Days

Shiftwork

D.o.B

 / /

Male

Female

Do you define yourself
as disabled?

Yes

No

All access needs will be met where reasonably practicable. You should inform the appropriate course providers of any specific requirements at the earliest opportunity.

The TUC is anxious to encourage greater ethnic minority participation in trade union education. To assist us to achieve this aim it would be helpful if you could provide details of your ethnic origin by ticking the appropriate box. This information is for monitoring purposes only and will be treated confidentially.

White European

White Other

Black Caribbean

Black African

Black Other

Indian

Pakistani

Bangladeshi

Chinese

Mixed

Other

Prefer not to say

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.

HOW TO APPLY

If you need any advice regarding TUC courses please speak to the TUC Regional Education and Training Officer. Contact details can be found on page 2 of this brochure.

Here is an outline of the process you should follow to make a course application.

- 1** Choose a suitable course from this brochure. Seek advice if necessary
- 2** Fill in the application form and get it approved by your trade union
- 3** Request paid release from work to attend the course from your employer. Do this as soon as you can.

Although you have a statutory right to reasonable time-off to attend TUC or union training you should be ready to explain to your employer why you want to access training. Take into account any agreements on time off between your union and your employer. If you need to follow a programme of linked courses let your employer know.

- 4** Return the form as early as possible as follows:

In the case of

- » Union learning rep courses
- » Equality courses
- » Apprenticeship courses
- » Pension courses

Send the form to: TUC Regional Office 24 Livery Street, Birmingham B3 2PA

In all other cases return your application the trade union studies centre responsible for providing your programme. See page: 32

- 5** You will not have to pay course fees for TUC Education courses. However the TUC is not able to meet travelling and other associated costs. If you have such concerns you will need to speak to your employer or trade union. Check with other union reps to find out what normally happens. If you expect to claim expenses from your union you should notify the person to whom you expect to make the claim as soon as possible, preferably before the course starts.

TUC EDUCATION IN THE MIDLANDS – MAILING LIST UPDATE

To make sure that you receive the information that you want from us, we would like to update our mailing list. Please let us know if you would like your details corrected or deleted.

If a new union rep, convenor or branch secretary has been appointed, please let us have their name so that they can receive information about training that will help them in carrying out their role.

Name

Workplace

Address

.....

.....

Organisation **Trade union**

Tick which one applies:

Please add the new union rep/convenor/branch secretary shown above

Please delete the address above from your mailing list.

Please remove my old address and details above, and add my new address and number of brochures as shown below:

New address

.....

.....

Number of brochures

Please return to: unionlearn, 24 Livery Street, Birmingham B3 2PA or;

email your amendments to us at: lpower@tuc.org.uk

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Birmingham B3 2PA

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