A photograph of three people standing in a car manufacturing plant. On the left is a woman with brown hair wearing a green t-shirt and dark trousers, with a red lanyard. In the center is a man with a beard and tattoos wearing a maroon polo shirt with 'GROUP LEADER' on it and dark trousers. On the right is a woman with blonde hair wearing a maroon polo shirt and dark trousers, with a white lanyard. They are standing in front of a car with its hood open. The background shows yellow industrial equipment and other cars on the assembly line.

Wales
TUC
Cymru

COURSES FOR ALL UNION REPS'

September 2018 - July 2019

Contents

Welcome from Martin	3
Guide to Paid Release	5
Short Course Programme	12
Core Course Programme	15
Course Contacts	16
Course Listings	17
How to Apply	24
Application Form	25
eNotes	27
Equality	28
Services from Other Orgs	31

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WELCOME

to learning with the Wales TUC



We know what a difference to workers a trained union rep can make. Union reps make sure working people get a voice at work. Organised workplaces where workers are involved in decisions

have better training opportunities, better pay and are safer and fairer. Unions can help employers too. Union Reps significantly improve labour retention and reduce absenteeism and involving unions in decision making can help companies survive bad times

Wales TUC Education provides high quality training for all union workplace reps in Wales through our providers at Coleg Gwent and Adult Learning Wales. Our courses give union reps the skills, knowledge and confidence they need to do a great job and reps will also get nationally recognised educational credits.

This booklet gives details of courses for the whole of the year to come but if you are unable to find a course to suit your needs or you have any queries please do not hesitate to contact one of the Wales TUC Education Team.

A handwritten signature in black ink that reads "Martin Mansfield". The script is cursive and fluid.

Martin Mansfield

**General Secretary
Wales TUC Cymru**

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

The aims of the Wales 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 Wales 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

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

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

Wales TUC Tutors

Everyone knows the importance of a good teacher. Wales 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 Wales TUC tutors is that they are experienced trade unionists who understand the role of the union rep and its problems. Wales TUC tutors are employed by our approved providers, Coleg Gwent and Adult Learning Wales



Guidance on Paid Release

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

<http://bit.ly/2CJSnVV>

■ Trade Union Representation in the Workplace

ACAS Guide. Available from

<http://bit.ly/2t0O1tS>

■ Consulting Employees on Health and Safety

HSE guide and Safety Reps regulations . Available from

<http://bit.ly/2nwn8p>



"I really enjoy Wales TUC courses, all are very informative and useful, I learn a lot of new information and it's good to meet up with other trade union colleagues".

Course participant

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 (ULR)

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
- mental health 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.



Accreditation

The Wales TUC accredits its programme. The Credit and Qualification Framework in Wales provides clear national recognition of the quality of courses and the achievements of union representatives.

Union Rep Pathway

Union Reps stage 1

If you are a newly appointed union rep, this is the essential first course for you. 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

This course is designed for union representatives who have already completed the Wales TUC Union Reps Stage 1 course or its union equivalent. 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

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.

Safety Rep Pathway

Health and Safety stage 1

If you are a newly appointed union Health and Safety rep, this is the essential first course for you. This course helps you to understand your role and responsibility as a union Health and Safety Rep. You will look at the health and safety law and standards and the role of inspections and risk assessments. You will also have an opportunity to look at your own workplace health and safety policies, how to resolve health and safety issues and how to deal with sickness and ill health at work.

This course will provide a thorough grounding in health and safety issues and give new reps the skills, knowledge and confidence to undertake their role effectively.

Next Steps for Safety Reps

This course is designed for health and safety reps who have already completed the Wales 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

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 course 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. You will also develop the skills and knowledge that will help you progress to higher level learning.

Union Learning Rep Pathway

Union Learning Reps Introduction

Union Learning Reps Introduction is a short course which introduces the Union Learning Rep (ULR) to their role, functions and skills required in order to be effective in the workplace. The course will help the ULR learn how to identify learning needs, promote the value of learning, identify and access sources of support and adopt the trade union approach to learning and skills in the workplace.

Next Steps for Learning Reps

ULRs will be offered a series of 2 day courses aimed at further developing specific aspects of the ULR role. These will include

Getting Organised to Promote Learning

Workplace Learning and the ULR

Equalities and Learning

“All trade union courses I've attended have been interesting and informative, it's good to take back what I've learned back into the workplace.”

Course participant



Wales TUC Short Courses

Short Courses

Wales TUC Education offers a series of accredited short 1 or 2 day course 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. 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.

Examples of 1-2 day short courses that can be run for unions/groups of reps on request:

Union Reps Skills

- Handling Casework
- Dealing with Redundancies
- TUPE
- Organising Vulnerable Workers (agency and migrant workers)
- Introduction to Pensions
- Autism Awareness in the Workplace
- Negotiation Skills
- Tackling Bullying in the Workplace
- Domestic Violence
- Grievance and Disciplinary
- Digital Skills for Organising
- Menopause in the Workplace

Promoting Learning

- Climbing Frame for Union Learning Reps
- Apprenticeships
- Dealing with Redundancies for Union Learning Reps
- Dyslexia Awareness
- Community Learning Reps
- Essential Skills

Health and Safety

- Green Reps (Trade Unions and the Environment)
- Introduction to the Control of Substances Hazardous to Health
- Risk Assessment
- Manual Handling
- Musculoskeletal Disorders
- Tackling Stress in the Workplace
- Mental Health Awareness
- Cancer in the Workplace
- Accident Investigation
- Stress Management for Reps
- Gender and Health and Safety
- Menopause in the Workplace

Equality

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

Menopause Awareness in the Workplace

Around 1 in every 3 women is currently going through or has experienced the menopause. Women make up nearly half of the Welsh workforce and with increasing numbers of older workers, many more women are now working through and well beyond the menopause. The Wales TUC recently carried out a major survey of around 4000 people looking at the menopause as a workplace issue. It found that many women want to see a change in the way the menopause is treated at work. The menopause is a key issue for trade unions because it is both an important workplace equality issue and an occupational health and safety issue.

This two-day course has been designed for trade union reps and aims to create greater awareness of the menopause as a workplace issue.

The course is for all union reps and aims to:

- Create awareness of the menopause and the symptoms women can experience
- Help reps consider various workplace factors that may negatively impact on workers experiencing the menopause
- Consider practices and environments with the workplace that may put the health and safety of menopausal women at risk and/or may be considered discrimination against workers experiencing the menopause
- Consider best practice for workplaces and unions to tackle the workplace issues facing workers experiencing the menopause.

See pages 17 - 23 for course dates and venue details.

Alternatively email wtuc@tuc.org.uk for more information.





Wales TUC Course Contacts and Listings



Contacts for Course Enquiries and Sending in Application Forms

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

Course Coordinator: Betty Mason
Tel: 01495 369869

Email: tuccourseinfo@adultlearning.wales

Applications to:

Terri Bishop
Trade Union Studies
Adult Learning Wales
Innovation Centre
Festival Drive
Ebbw Vale NP23 8XA

For courses listed in Colwyn Bay, Bangor and Wrexham:

Course Coordinator: Betty Mason
Tel: 01248 363942

Email: tuccourseinfo@adultlearning.wales

Applications to:

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

For courses listed in Newport:

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

Email: John.James@coleggwent.ac.uk

Applications to:

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

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

Tel: 029 2034 7010
Email: 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: John.James@coleggwent.ac.uk

Venue: Newport Campus

Hours: Days 9am to 5pm

Autumn Term 2018

Diploma in Occupational Health & Safety*
Health and Safety Stage 1
Union Reps Stage 1

36 Mondays from 17th September 2018
10 Tuesdays from 18th September 2018
10 Thursdays from 27th September 2018

Spring Term 2019

Certificate in Employment Law

10 Tuesdays from 15th January 2019

Summer Term 2019

Next Steps for Safety Reps
Union Learning Reps Introduction

10 Tuesdays from 30th April 2019
4 Thursdays from 2nd May 2019

* Part of a 36 week course over 3 terms.

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

"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, Adult Learning Wales, Innovation Centre, Festival Drive, Ebbw Vale NP23 8XA

Tel: 01495 369869

Venue: Cardiff

Email: tuccourseinfo@adultlearning.wales

Hours: 9.15am to 16.45pm

Autumn Term 2018

Certificate in Employment Law
Union Learning Rep Introduction
Risk Assessments
Mental Health Awareness
Autism Awareness

10 Mondays from 10th September 2018
4 Tuesdays from 11th September 2018
2 Wednesdays from 12th September 2018
2 Thursdays from 13th September 2018
2 Fridays from 14th September 2018

Spring Term 2019

Menopause Awareness
Autism Awareness
Equality Reps
Negotiating Skills

3 Mondays from 14th January 2019
2 Wednesdays from 16th January 2019
6 Fridays from 18th January 2019
2 Tuesdays from 5th February 2019

Summer Term 2019

Union Reps stage 1
Next Steps for Learning Reps
Risk Assessments
Digi Skills
Mental Health First Aid

10 Wednesdays from 10th April 2019
2 Tuesdays from 9th April 2019
2 Mondays from 8th April 2019
3 Thursdays from 9th May 2019
2 Fridays from 7th June 2019

Please note that the number of weeks set out above may be extended to incorporate breaks for bank holidays or half-term, please contact Adult Learning Wales 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

PORT TALBOT

Applications to: Terri Bishop, Adult Learning Wales, Innovation Centre, Festival Drive, Ebbw Vale NP23 8XA

Tel: 01495 369869

Email: tuccourseinfo@adultlearning.wales

Venue: Port Talbot venue TBC

Hours: 9.15am to 16.45pm

Autumn Term 2018

Mental Health Awareness
Accident & Investigation

2 Thursdays from 18th October 2018
2 Thursdays from 15th November 2018

Spring Term 2019

Dyslexia
Cancer awareness

Friday 15th February 2019
2 Fridays from 8th March 2019

Summer Term 2019

Union Learning Reps Introduction

4 Thursdays from 4th April 2019

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

Course participant

MAESTEG

Applications to: Terri Bishop, Adult Learning Wales, Innovation Centre, Festival Drive, Ebbw Vale NP23 8XA

Tel: 01495 369869

Email: tuccourseinfo@adultlearning.wales

Venue: Maesteg venue TBC

Hours: 9.15am to 16.45pm

Autumn Term 2018

Dyslexia

Monday 1st October 2018

Grievance & Disciplinary

2 Wednesdays from 3rd October 2018

Menopause Awareness

2 Fridays from 5th October 2018

Spring Term 2019

Risk Assessments

2 Tuesdays from 15th January 2019

Domestic Violence

2 Weds from 23rd January 2019

Summer Term 2019

Autism Awareness

2 Tuesdays from 9th April 2019

Menopause Awareness

2 Tuesdays from 7th May 2019

Community Learning Rep

Monday 3rd June 2019

PONTYPRIDD

Applications to: Terri Bishop, Adult Learning Wales, Innovation Centre, Festival Drive, Ebbw Vale NP23 8XA

Tel: 01495 369869

Email: tuccourseinfo@adultlearning.wales

Venue: Pontypridd venue TBC

Hours: 9.15am to 16.45pm

Autumn Term 2018

Tackling Bullying

2 Fridays from 21st September 2018

Spring Term 2019

Cancer in the workplace

2 Thursdays from 10th January 2019

Summer Term 2019

Handling members problems

2 Fridays from 14th June 2019

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

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

Tel: 01248 363942

Venue: Bangor

Email: tuccourseinfo@adultlearning.wales

Hours: 9.15am to 16.45pm

Autumn Term 2018

Menopause Awareness	2 Thursdays from 6 th September 2018
Union Reps stage 1	10 Mondays from 10 th September 2018
Union Learning Reps Introduction	4 Tuesdays from 11 th September 2018
Health & Safety stage 1	10 Wednesdays from 19 th September 2018
Grievance & Disciplinary	2 Thursdays from 27 th September 2018
Mental Health Awareness	2 Fridays from 5 th October 2018
Dyslexia in the Workplace	2 Tuesdays from 9 th of October 2018
Intro to Redundancy and Redeployment	2 Fridays from 19 th of October 2018
Redundancy and Redeployment Part 2	2 Tuesdays from 6 th of November 2018
Part-Time Employment Rights	2 Fridays from 9 th of November 2018
Interview Skills for TU Reps	1 Day, Friday 23 rd November 2018
Negotiation Skills	2 Days 29 th and 30 th November 2018
Advocacy Skills	2 Mondays from 3 ^{rs} December 2018

Spring Term 2019

Union Learning Reps Introduction	4 Tuesdays from 8 th January 2019
Union Reps stage 1	10 Wednesdays from 9 th January 2019
Health & Safety stage 1	10 Thursdays from 10 th January 2019
Grievance & Disciplinary	2 Fridays from 25 th January 2019
Mental Health Awareness	2 Mondays from 4 th February 2019
Menopause Awareness	2 Fridays from 8 th February 2019
Intro to Redundancy and Redeployment	2 Mondays from 14 th January 2019
Redundancy and Redeployment Part 2	2 Tuesdays from 5 th February 2019
Interview Skills for TU Reps	1 Day Tuesday 5 th March 2019
Negotiation Skills	2 Days 12 th and 13 th March 2019
Advocacy Skills	2 Thursdays from 21 st March 2019

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

BANGOR CONTINUED

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

Tel: 01248 363942

Venue: Bangor

Email: tuccourseinfo@adultlearning.wales

Hours: 9.15am to 16.45pm

Summer Term 2019

Next Steps for Learning Reps
Certificate in Employment Law
Next Steps for Safety Reps
Mental Health Awareness
Grievance & Disciplinary
Menopause Awareness
Part-Time Employment Rights

2 Tuesdays from 9th April 2019
10 Wednesdays from 10th April 2019
10 Thursdays from 11th April 2019
2 Wednesdays from 8th May 2019
2 Fridays from 10th May 2019
2 Tuesdays from 4th June 2019
2 Days 13th and 14th May 2019

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

Tel: 01248 363942

Email: tuccourseinfo@adultlearning.wales

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

Hours: 9.15am to 16.45pm

Autumn Term 2018

Diploma in Occupational Health & Safety*

36 Fridays from 7th September 2018

Menopause Awareness

2 Thursdays from 6th September 2018

Union Reps stage 1

10 Mondays from 10th September 2018

Union Learning Reps Introduction

4 Tuesdays from 11th September 2018

Health & Safety stage 1

10 Wednesdays from 19th September 2018

Grievance & Disciplinary

2 Thursdays from 27th September 2018

Mental Health Awareness

2 Fridays from 5th October 2018

Spring Term 2019

Union Learning Reps Introduction

4 Tuesdays from 8th January 2019

Union Reps stage 1

10 Wednesdays from 9th January 2019

Health & Safety stage 1

10 Thursdays from 10th January 2019

Grievance & Disciplinary

2 Fridays from 25th January 2019

Mental Health Awareness

2 Mondays from 4th February 2019

Menopause Awareness

2 Fridays from 8th February 2019

Summer Term 2019

Next Steps for Learning Reps

2 Tuesdays from 9th April 2019

Certificate in Employment Law

10 Wednesdays from 10th April 2019

Next Steps for Safety Reps

10 Thursdays from 11th April 2019

Mental Health Awareness

2 Wednesdays from 8th May 2019

Grievance & Disciplinary

2 Fridays from 10th May 2019

Menopause Awareness

2 Tuesdays from 4th June 2019

* Part of a 36 week course over 3 terms.

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 Adult Learning Wales for further advice.

HOW TO APPLY



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? If Yes please give details below

☐ Yes

☐ No

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 Wales TUC communications on:

Wales TUC Education and Training ☐ Yes

☐ No

Wales TUC Campaigns ☐ Yes

☐ No

TUC Campaigns? ☐ 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.

Having a break?

Why not visit

www.tuceducation.org.uk

and take an eNote?



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 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.

■ **NEW:** Menopause Support in the workplace

■ **NEW:** Supporting exploited workers

■ **NEW:** Migration

Featured eNotes

- Sexual Harassment
- Facility Time
- The Trade Union Act

Health, safety and well-being

- Mental health in the workplace
- Cancer in the Workplace
- Health and Safety and Organising
- Fit for Work

Equalities

- Migration: the fight against exploitation
- Pregnancy and maternity discrimination
- Religion or belief
- Domestic Violence
- Equality Law

Building unions

- Tackling Vulnerable Employment

- European Works Councils

- Building a Stronger Workplace Union

Employment law and rights at work

- Apprenticeships - Know Your Rights
- Supporting exploited workers

Union learning

- The Union Learning Advantage
- Union Learning Reps: an introduction
- Language support for workers
- Supporting Mid-life Development
- Supporting Learners
- Apprenticeships - a guide for union representative...
- Bargaining for Skills

Wales TUC Cymru Equality

Wales TUC - Equality Issues

Wales TUC campaigns for fairer and more equal workplaces. We work with unions to provide research, resources and useful events for their reps and members.

Unions have always been at the forefront of the drive for equality at work, whether through the struggle for equal pay, tackling racism or working for equal access to learning and skills. Wales TUC continues the campaign to create a more equal Wales.

Wales TUC Education Services offers a specific training programme for equality reps, as well as training courses open to all reps on issues such as:

- Invisible impairments
- The menopause and the workplace

- Cancer awareness
- Mental health awareness
- Tackling racism

Wales TUC Equality Committee

Wales TUC elects Equality Committee every two years at its biennial congress. Details of the current elected members can be found at www.wtuc.org.uk

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.

The Wales TUC has 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
- Signposting 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.

The Dying to Work Campaign

Terminally ill employees

Many workers get a serious illness at some time in their working lives. They may require time off, often many months, to get treatment or recover. There is good guidance that has been produced by the TUC and others to deal with cases of long-term illness, or return to work for those who are disabled as a result of an illness or injury.

However, sometimes there is no effective treatment. In these cases the worker may face a time of huge emotional stress, fear and uncertainty. Trade unions can try to ensure that when that happens, they try to remove any additional stress and worry.

A terminal illness is a disease that cannot be cured or adequately treated and there is a reasonable expectation that the patient will die within a relatively short period of time. Usually, but not always, they are progressive diseases such as cancer or advanced heart disease.

UK Social Security legislation defines a terminal illness as: "a progressive disease where death as a consequence of that disease can reasonably be expected within 6 months", however many patients can have a terminal illness and survive much longer than 6 months.

Implications of a terminal diagnosis

Being told that you are to die as a result of a disease for which there is no cure or effective treatment and that you only have months, or at best a year or so to live is a traumatic event and everyone will react differently.

Sometimes the nature of the illness is such that the person is unlikely to be able to work again. In other cases, a person may decide that they do not want to work anymore and would rather spend their remaining time with their family and friends, getting their affairs in order, or simply doing what they want. However, a lot of workers with a terminal diagnosis decide that they want to continue working as long as they can, either because they need the financial security or because they find that their work can be a helpful distraction from their illness. Whichever choice a person makes, they should be able to expect help and support from their employer. Unfortunately the experience of many workers is that their employer is either unsympathetic or puts up barriers to them continuing in work.

If a worker with a terminal illness loses their job they lose their income. They can also lose any death in service payments they have earned through a life-time of work but are only payable to those that die while still in employment.

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**



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

Er mwyn dofi 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 ddifwedi ar wahaniaethu ar sail iechyd meddwl

amser i newid
Cymru

timetochangewales.org.uk

Gofal
Training University

hafal

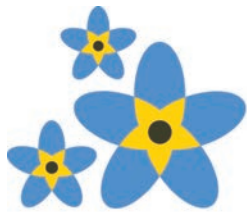
Mind Cymru
Mental Health Wales

CRIMIC RELIEF

United Kingdom
United Kingdom

let's end mental health discrimination

time to change
Wales



Working to become
**Dementia
Friendly**
2017-2018

**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.

Credit Union

Save, Borrow ...
Plan for tomorrow

Undebau Credyd
Cymru
Credit Unions
Wales



Payroll Deduction Savings Scheme

Join a Credit Union payroll deduction scheme. It's the smart way to manage your money.

With a small amount automatically deducted from your salary every payday, you'll soon have a handy sum tucked away in your personal Credit Union account.

Benefits of joining a payroll deduction scheme?

- Credit Unions offer ethical and secure investments.
- You can save as little or as much as you want on a regular basis.
- You can change the amount you save at any time.
- If you need to borrow money, Credit Unions offer flexible affordable loans.

Just like banks and building societies your savings with the Credit Union are fully protected by law, are easy to access and give you opportunity to apply for low cost, affordable loans.

What is a Credit Union?

- A responsible alternative source of savings and loans.
- 1.5 million people are Credit Union members in the UK
- Authorised and regulated in a similar way to banks and building societies.
- Your savings are protected by the Financial Services Compensation Scheme up to £75,000 per individual. For more information check out the website

www.fscs.org.uk

it all adds up to a simple, common sense way to look after your money. So simple, its genius.

If you have any queries or would like to join, please check out the website

www.findyourcreditunion.co.uk

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This publication is also available in the Welsh Language.

All TUC publications can be provided for dyslexic or visually impaired readers in an agreed format, on request, at no extra cost.

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