

YORKSHIRE AND THE HUMBER REGION



**Courses**

TUC EDUCATION COURSES FOR ALL

**union reps**

January 2015—December 2015



## CONTENTS

TUC Core Programme	6
Course Programme	12
How to apply	20
Application form	21
Contacts	23

### TUC Northern, Yorkshire and The Humber Education Team

#### Ian West

Regional Education  
and Training Officer

#### Linda Slattery

Regional Administrator

#### Dilys Beaumont

Regional Administrator

3rd Floor,  
33 Park Place,  
Leeds LS1 2RY

**Tel:** 0113 242 9296

**Fax:** 0113 244 1161

**Email:** [eyorkshire@tuc.org.uk](mailto:eyorkshire@tuc.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](http://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 Ian West, Regional Education and Training Officer.

Union reps should also visit [www.UNIONREPS.org.uk](http://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

## 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, sexual orientation 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 purpose of the programme is to provide a quality learning experience, with a system of accreditation which points to future learning opportunities and qualifications.

## 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
- » online learning opportunities
- » blended learning opportunities, which consist of a mix of online 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 contact your Regional Education and Training Officer.**

## 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 <http://is.gd/dhsDP>

» *Trade Union Representation in the Workplace*  
Acas Guide. Available from <http://is.gd/dhsNI>

» *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 & 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. 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, then they must become trained within six months. In that case the union must inform the employer in writing that the rep is undergoing or has completed the training.

## Specialist reps

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

- » equality representatives
- » pensions champions
- » environmental or green representatives
- » disability 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.”**

## Online learning

Studying online entitles you to the same paid release arrangements as for a classroom-based programme. 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 laws states that trade union reps are entitled to reasonable time off for education and training. This law applies to online 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.

## Accreditation

TUC Education accredits its programme through the National Open College Network (NOCN) with the new Qualifications and Credit Framework (QCF) providing clear national recognition of the quality of courses and the achievements of union reps.

Union reps attending TUC programmes will gain Open College Network (OCN) credits for units of qualifications that are held on the QCF. These credits can be built up to gain Award, Certificate and Diploma qualifications at various levels.

## 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).

### The union rep pathway contains:

Awards	at Levels 1 and 2
Certificates	at Levels 1, 2 and 3
Diplomas	at Levels 2 and 3

### The safety rep pathway contains:

Awards	at Levels 1 and 2
Certificates	at Levels 1, 2 and 3
Diplomas	at Levels 2 and 3

### The learning rep pathway contains:

Certificate	at Level 2
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### The trade unions today pathway contains:

Awards	at Levels 1 and 2
Certificates	at Levels 2 and 3

# TUC CORE PROGRAMME

## Union Rep Pathway

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### Union Rep Awards

TUC Education provides a number of programmes that link to make Awards. These include collective bargaining/industrial relations, employment law, equalities, disability champions, pensions, information technology, and skills for reps.

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### Union Reps Stage 1 Certificate

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. They 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.

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### Employment Law Certificate

The TUC Certificate in Employment Law is designed for union representatives who have already completed the TUC Stage 1 Union Representatives Course or its union equivalent. This is a practical training course, designed for trade union workplace reps. It approaches the law from this perspective and 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 the law.

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### Employment Law Diploma

This Diploma gives a grounding in the law relating to employment and work. 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. You will also develop the skills and knowledge that will help you progress to higher level learning.

### Contemporary Trade Unionism Diploma

This Diploma helps experienced trade union representatives broaden their knowledge of the past, present and future role of trade unions. The programme will develop a greater understanding of trade union values, policies, and workplace issues enabling reps to become more effective as workplace representatives, and extend the capacity and skills of learners, while improving the confidence of learners to access higher education opportunities.

### Equalities Diploma

This new Diploma is for experienced trade union representatives whose role would benefit from a wider understanding of equality issues. It is intended to help students understand equality issues in the workplace, current equality legislation and how it can be applied to their own organisation. You will also develop the values and skills needed for higher level study and activism.

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### Progression

The 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. Further information can be obtained from your TUC Regional Education Officer. Union reps can continue to update their knowledge by attending further Award programmes.

## Safety Rep Pathway

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### Safety Rep Awards

TUC Education provides a number of programmes that link to make Awards. These include health and safety updates, workplace investigations, and risk assessments.

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### Health and Safety Stage 1 Certificate

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.

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### Next Steps for Safety Reps Stage 2 Certificate

This course is designed for health and safety reps that have already completed Health and Safety Stage 1 or its 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.

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### Occupational Health and Safety Diploma

This popular Diploma will help experienced safety reps develop their understanding of health and safety principle and practice. 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 at Level 3 will entitle union safety reps to apply for Institution of Occupational Safety and Health technician membership (Tech IOSH). Beyond the TUC programme, health and safety reps go on to higher education through university degree programmes.

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### Continuing Safety Rep Development Awards

Union safety reps who have IOSH Technician membership can use health and safety Awards to maintain their membership professional development requirements as well as keep up to date on key knowledge.

## Union Learning Rep Pathway

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### Union Learning Rep Certificate

Union learning reps (ULRs) are helping to give people the skills and knowledge to improve their lives at work and beyond. They are making a real difference in workplaces up and down the country, raising the profile of training and development by providing advice, encouragement and information to members about a range of learning opportunities. As well as helping individual union members, ULRs have had a positive effect upon workplaces and organisations. The ULR Stage 1 course introduces the role of the 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. The ULR Stage 2 course will provide ULRs with the opportunity to develop existing 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.

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### Awards

Union learning reps can undertake Awards in the Union Reps and Trade Unions Today pathways, these include equalities, coaching and mentoring, and supporting learners. The ULR Stage 1 and ULR Stage 2 programmes can also be achieved separately as Awards in the Trade Unions Today pathway.

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### Diplomas

Union learning reps can undertake Diplomas in the Union Reps pathway. The Diploma programme provides opportunities for progression into other higher education programmes. All diplomas include skills development relevant to the area of study. The Employment Law Diploma covers individual rights, collective rights, and advocacy and legal research skills. The Contemporary Trade Unionism Diploma covers development of trade unions, trade unions today, and the future of trade unions. The Equalities Diploma covers equality issues at work, equality and the law and working for equality.

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### Progression

The Activist Academy and the Organising Academy are progression routes within the TUC programme. Beyond the TUC programme, union learning reps go on to higher education through university degree programmes. Further information can be obtained from TUC Regional Education Officers. Union learning reps can continue to update their knowledge by attending further Award programmes.

## Trade Unions Today Pathway

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### Trade Unions Today Awards

TUC Education provides a range of programmes and individual union programmes that link to make Awards. These include collective bargaining/industrial relations, employment law, equalities, disability champions, pensions, information technology and skills for reps. Union reps can go on TUC programmes as well as individual union programmes.

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### Trade Unions Today Certificate

TUC Education provides a range of programmes and individual union programmes that link to make Certificates. These include collective bargaining/industrial relations, employment law, equalities, organising, and health and safety. Union reps can go on TUC programmes as well as individual union programmes.

## SPOTLIGHT ON...

### New and revised courses

#### Union Reps Stage 1 Certificate

This certificate is the corner stone of the TUC Education Programme for new union reps, or stewards. It will appeal to new union reps that may or may not have already completed their own union's induction programme. A new version of the Certificate was rolled out in the autumn of 2013 and was very well received by reps. The certificate has existed in various forms for many decades and is the result of constant revision and improvement. The new version refreshes and updates various activities and sharpens the emphasis on union learning, equalities and future-proofing the union.

#### Employment Law Certificate

As explained on page 6 this Certificate replaces the course called Stepping Up, which had replaced the old Union Reps Stage 2 course in 2005. The Employment Law Certificate has been designed to help reps understand the full range of law that affects working people including facility time, equality, dismissal, employment tribunals, redundancy and TUPE, amongst others. The Certificate was piloted in the summer of 2013 and has been in use and much valued since the autumn of that year. Any reps thinking of joining the Employment Law Diploma should complete the Certificate first.

## Award programme

In addition to the core programme described on the previous pages there are a variety of specialist programmes available for union representatives. Short linked programmes cover collective bargaining/ industrial relations, employment law, equality, health and safety, pensions, information technology, and skills for reps. The average length of programme is 5/6 days. OCN credits are available for all programmes. Award qualifications in the programme are made up of six credits

## Certificate programme

These core programmes usually take place over 10–12 days during one term on a day-release basis. They can also run as block release or online programmes. OCN credits are available for all programmes. Certificate qualifications are made up of 15 credits at Level 1, 18 credits at Level 2 and 21 credits at Level 3.

## Diploma programme

Programmes can be delivered on a day-release or evening basis. Various methods of delivery are offered, providing flexible access. The Diploma programme provides opportunities for progression into other higher learning programmes. Diploma qualifications in the programme are made up of 48 credits.

The recognised Diplomas are:

### **Contemporary Trade Unionism Diploma**

- » development of trade unions
- » trade unions today
- » the future of trade unions

### **Occupational Health and Safety Diploma**

- » health, safety, welfare and environmental issues
- » health and safety organisation
- » health and safety law

### **Employment Law Diploma**

- » individual rights
- » collective rights
- » advocacy and legal research skills

### **Equalities Diploma**

- » equality issues at work
- » equality and the law
- » working for equality

Each of these Diplomas includes skills development units relevant to the area of study.



# SPOTLIGHT ON...

## The new Equalities Diploma

Unions have always been at the forefront of the drive for equality at work, whether through the struggle for equal pay, through tackling racism or working for equal access to learning and skills. This Diploma is designed to bring together all the threads of the equality agenda so that reps have a thorough grounding in union policy, best practice and equality law.

### Who is the Diploma for?

The Diploma is designed primarily for experienced trade union representatives whose role would benefit from a wider understanding of equality issues. It is intended to help students understand equality issues in the workplace, current equality legislation and how it can be applied to their own organisation. The Diploma also develops values and skills needed for higher level study and activism.

### How long is the Diploma?

This Diploma is organised as a:

- » one-year, day-release course (one day per week, for 36 weeks spread over three terms); or
- » one-year, half-day and evening course (for 36 weeks spread over three terms); or
- » two-year evening course (one evening per week, for 72 weeks spread over six
- » terms); or
- » as a flexible course blending some online learning with some classroom learning.

### What subjects will be studied?

The Diploma is accredited by the National Open College Network with reps achieving up to 48 credits at Levels 2 and 3. Three modules are studied:

- » equality issues at work
- » equality and the law
- » working for equality.

### Entry requirements

Union representatives who wish to take this course should have:

- » previously achieved an Equalities Award or the Union Reps Stage 1 and Stepping Up Stage 2 Certificates; or
- » alternatively, a suitable equivalent to the above through their own union's courses. Your tutor is likely to interview you before acceptance on the programme to make an assessment of suitability for the Diploma.

### Course fees

TUC Education will meet your course fees, provided that your nomination for the course is approved by an affiliated union. However, there are some publications which are important references. These may not be supplied, and reps should talk to union officers for help in meeting the costs of these and other associated expenses.

### Where can I find out more about the Diploma?

For more information please contact your TUC Regional Education Officer, or your local TUC Course Coordinator.

# COURSE PROGRAMME

January 2015 to December 2015

## WEST YORKSHIRE, LEEDS

Venue: Leeds City College, **Leeds**

**Applications to:** John Botterill, Leeds City College, Horsforth, Leeds (see contact details on page 23)

**Hours:** 0900 to 1630

Updates on Leeds City College courses are available on the college website:

[www.tradeunionstudiesleeds.org.uk](http://www.tradeunionstudiesleeds.org.uk)

**Spring Term** (half term 16—20 February)

**Union representatives stage 1**

**Employment law Certificate**

**Health & safety stage 1 certificate**

**Next steps for safety reps certificate**

**Union learning representatives stage 1 award**

**Union learning representatives stage 2 award**

**Occupational health & safety diploma**

**Employment law diploma**

**Equalities diploma**

12 Tues from 06 January 2015

12 Wed from 07 January 2015

12 Mon from 05 January 2015

12 Thurs from 08 January 2015

5 Wed from 14 January 2015

5 Wed from 25 February 2015

36 Thurs from 08 January 2015

36 Tues from 06 January 2015

36 Mon from 05 January 2015

**Summer Term** (Half term 25—29 May)

**Union representatives stage 1 certificate**

**Employment law certificate**

**Health & safety stage 1 certificate**

**Next steps for safety reps certificate**

**Union learning representatives stage 1 award**

**Union learning representatives stage 2 award**

**Occupational health & safety diploma**

**Employment law diploma**

**Equalities diploma**

12 Thurs from 23 April 2015

12 Wed from 22 April 2015

12 Wed from 22 April 2015

12 Tues from 21 April 2015

5 Fri from 24 April 2015

5 Fri from 05 June 2015

36 Thurs from 23 April 2015

36 Tues from 21 April 2015

36 Mon from 20 April 2015

**Autumn Term** (half term 26—30 October)

**Union representatives stage 1 certificate**

**Employment law certificate**

**Health & safety stage 1 certificate**

**Next steps for safety reps certificate**

**Occupational health & safety diploma**

**Employment law diploma**

**Equalities diploma**

12 Tues from 15 September 2015

12 Wed from 16 September 2015

12 Mon from 14 September 2015

12 Thurs from 17 September 2015

36 Thurs from 17 September 2015

36 Tues from 15 September 2015

36 Mon from 14 September 2015

## WEST YORKSHIRE, DEWSBURY

**Venue:** Kirklees College, (Dewsbury Centre)

**Applications to:** Ian West, Regional TUC Office, TUC Education Service, Leeds (see contact details on page 23)

**Hours:** 09.00 to 16.30

**Spring Term** (half term 16—20 February)

**Union representatives stage 1 certificate**

12 Mon from 5 January 2015

**Health & safety stage 1 certificate**

12 Tues from 6 January 2015

**Union learning representatives stage 1 award**

5 Mon from 23 February 2015

**Summer Term** (half term 25—29 May)

**Union representatives stage 1 certificate**

12 Mon from 20 April 2015

**Employment law certificate**

12 Thurs from 23 April 2015

**Health & safety stage 1 certificate**

12 Wed from 22 April 2015

**Next steps for safety reps certificate**

12 Tues from 21 April 2015

## WEST YORKSHIRE, CASTLEFORD

**Venue:** Castleford Community Learning Centre, Castleford

**Applications to:** Brian Chadwick, Course Co-ordinator (see contact details on page 23)

**Hours:** 09.00 to 16.00

**Spring Term**

**Union representatives stage 1 certificate**

12 Mon from 5 January 2015

**Employment law certificate**

12 Wed from 7 January 2015

**Health & safety stage 1 certificate**

12 Thurs from 8 January 2015

**Next steps for safety reps certificate**

12 Tues from 6 January 2015

**Union learning representatives stage 1 award**

5 days 2 to 6 March 2015

**Union learning representatives stage 2 award**

5 Mon from 16 February 2015

**Summer Term** (Bank Holiday 4 May & 25 May)

**Union representatives stage 1 certificate**

12 Mon from 27 April 2015

**Employment law certificate**

12 Wed from 22 April 2015

**Health & safety stage 1 certificate**

12 Thurs from 23 April 2015

**Next steps for safety reps certificate**

12 Tues from 21 April 2015

**Union learning representatives stage 1 award**

5 days 11 to 15 May 2015

**Union learning representatives stage 2 award**

5 Mon from 11 May 2015

**Autumn Term**

**Union representatives stage 1 certificate**

12 Mon from 14 September 2015

**Employment law certificate**

12 Wed from 16 September 2015

**Health & safety stage 1 certificate**

12 Thurs from 17 September 2015

**Next steps for safety reps certificate**

12 Tues from 15 September 2015

**Union learning representatives – stage 1**

5 Tues from 3 November 2015

**Union learning representatives – stage 2**

5 Mon from 16 November 2015

## SOUTH YORKSHIRE, BARNSELY

**Venue:** Trade Union Programme, Northern College, **Barnsley**

**Application to:** George Pope, Northern College (see contact details on page 23)

**Hours:** residential

Northern College has a range of TUC short courses for both new and experienced trade union representatives. The courses are residential and are of 3 to 5 days duration. Please contact the TU Centre for course details.

## SOUTH YORKSHIRE, BARNSELY

**Venue:** Barnsley College, **Barnsley**

**Applications to:** Ian West, Regional TUC Office, TUC Education Service, Leeds, (see contact details on page 23)

**Hours:** 09.00 to 16.30

**Spring Term** (half term 16—20 February)

**Union representatives stage 1 certificate**

12 Tues from 6 January 2015

**Employment law certificate**

12 Wed from 7 January 2015

**Health & safety stage 1 certificate**

12 Mon from 5 January 2015

**Union learning representatives stage 1 award**

5 Mon from 12 January 2015

**Summer Term** (half term 25—29 May)

**Union representatives stage 1 certificate**

12 Mon from 27 April 2015

**Employment Law Certificate**

12 Wed from 22 April 2015

**Health & safety stage 1 certificate**

12 Tues from 21 April 2015

**Next steps for safety reps certificate**

12 Thurs from 23 April 2015

## THE HUMBER, HULL

**Venue:** Trade Union Studies Centre, East Riding College, **Hull**

**Applications to:** Dave Prodhm, East Riding College (see contact details on page 23)

**Hours:** 09.00 to 16.00

**Spring Term**

**Union representatives stage 1 certificate**

12 Tues from 6 January 2015

**Employment law certificate**

12 Thurs from 8 January 2015

**Health & safety stage 1 certificate**

12 Mon from 5 January 2015

**Next steps for safety reps certificate**

12 Thurs from 8 January 2015

**Employment law diploma**

36 Thurs from 8 January 2015

## THE HUMBER, HULL Continued

**Summer Term** (half-term 25—29 May)

**Union representatives stage 1 certificate**  
**Employment law certificate**  
**Health & safety stage 1 certificate**  
**Next steps for safety reps certificate**

12 Tues from 21 April 2015  
 12 Thurs from 23 April 2015  
 12 Mon from 20 April 2015  
 12 Thurs from 23 April 2015

**Autumn Term** (half-term 26—30 October)

**Union representatives stage 1 certificate**  
**Employment law certificate**  
**Health & safety stage 1 certificate**  
**Occupational health & safety diploma**  
**Employment law diploma**

12 Tues from 15 September 2015  
 12 Thurs from 17 September 2015  
 12 Mon from 14 September 2015  
 36 Wed from 16 September 2015  
 36 Thurs from 17 September 2015

# SPOTLIGHT ON...

## Awards programme

Below are some of the Award programmes that TUC centres are offering. Please contact centres for further information. Contact details can be found on page 23. If you would like to register your interest for a programme not currently being offered in the region please contact the Regional Education Officer.

<b>Union Rep Awards</b>	<b>Location</b>	<b>Dates</b>	<b>Contact</b>
Tackling Stress in the Workplace	Leeds	3 Fri from 16 January 2015	Leeds City College
Employment Law Update	Leeds	3 Mon from 19 January 2015	Leeds City College
Tackling Bullying in Workplace	Leeds	3 Mon from 2 March 2015	Leeds City College
Mental Health Awareness	Leeds	3 Fri from 6 March 2015	Leeds City College
Cancer in the Workplace	Leeds	4 Fri from 6 March 2015	Leeds City College
Speaking with confidence for trade union reps	Hull	3 Wed from 7 Jan 2015	East Riding College
Getting to grips with Computers	Hull	12 Thurs from 8 Jan 2015 (5.30pm to 8pm)	East Riding College
Handling casework	Hull	3 Wed from 28 Jan 2015	East Riding College
TUPE	Hull	3 Wed from 18 Feb 2015	East Riding College
Discussion Leaders	Hull	3 Wed from 11 Mar 2015	East Riding College
Speaking with confidence for trade union reps	Hull	3 Wed from 22 April 2015	East Riding College
Getting to grips with Computers	Hull	12 Thurs from 23 April 2015 (5:30pm to 8pm)	East Riding College
Handling casework	Hull	3 Wed from 13 May 2015	East Riding College
TUPE	Hull	3 Wed from 10 June 2015	East Riding College
Discussion Leaders	Hull	3 Wed from 1 July 2015	East Riding College

<b>Union Rep Awards</b>	<b>Location</b>	<b>Dates</b>	<b>Contact</b>
Speaking with Confidence for Trade Union Reps	Hull	3 Wed from 16 Sept 2015	East Riding College
Getting to Grips with Computers	Hull	12 Thurs from 17 Sept 2015 (5:30pm to 8pm)	East Riding College
Handling Casework	Hull	3 Wed from 7 Oct 2015	East Riding College
TUPE	Hull	3 Wed from 4 Nov 2015	East Riding College
Discussion Leaders	Hull	3 Wed from 25 Nov 2015	East Riding College

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# SPOTLIGHT ON...

## New Employment Law Certificate

The new Employment Law Certificate course will help reps who have previously completed the TUC Union Reps Stage 1 course to build and develop their skills, knowledge and their confidence in using employment law to improve workplace bargaining.

The course will help reps to:

- » Build confidence and knowledge in exploring, questioning and using employment law.
- » Develop and consolidate research skills in finding out how legal provisions impact upon workplace rights.

- » Review changes and challenges to workplace rights
- » Plan for their union and workplace situation
- » Apply representational, organising and collective bargaining skills to making the most of law at work
- » Prepare for further progression towards the TUC Diploma in Employment Law.

Courses are available across the region—see the TUC Core Course programme for details of dates and locations. For more information contact your local Trade Union Studies Centre.

## TUC Education eNotes



**TUC Education has developed eNotes to help reps keep up to speed with key workplace issues.**

**Each eNote is an online mix of text, video and quizzes.**

**eNotes cover topics in a short and accessible format.**

**Discussion areas allow reps to share views and ideas online too.**

### eNotes available

- » Universal Credit
- » Facility Time
- » Bargaining for Skills
- » Equality Law
- » Paternity Leave
- » Climbing Frame
- » Supporting Learners
- » Vulnerable Employment
- » The Sick Note
- » European Works Councils
- » Living Wage
- » Domestic Violence

Register to use eNotes at [www.tuceducation.org.uk](http://www.tuceducation.org.uk)

## Online learning

Over the past six years thousands of trade union representatives have taken part in and benefited from TUC Education's online learning programme. Each programme has been created using the same first-rate materials as their classroom-based equivalents.

Online learning allows union reps to network with other reps and study for nationally recognised qualifications that meet development needs and enhance reps' effectiveness in the workplace and within the union.

All TUC Education programmes are delivered by specialist tutors qualified in online delivery methods using Moodle, a reliable and userfriendly learning environment.

If you are interested in learning online please visit the online course directory at [www.unionlearn.org.uk/online](http://www.unionlearn.org.uk/online) or contact Craig Hawkins, TUC Education Online Learning Officer [chawkins@tuc.org.uk](mailto:chawkins@tuc.org.uk)

## How does online learning work?

Online programmes are run in a similar way to classroom programmes. They involve a mixture of discussion-based activities, workplace tasks and individual project work. Online discussions are based around the activities and involve subgroups of the class. They are facilitated by a TUC Education tutor.

Although reps are not required to log in at specific times, they do need to complete activities on a regular basis in accordance with a timetable set by the tutor at the beginning of the programme. The programmes cannot be completed independently.

For all TUC Education's online programmes, we would expect you 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.

## Getting ready for e-learning (GReL)

All successful applications to a TUC Education online programme are required to take a pre-course module before beginning their programme. This GReL module will help you understand the requirements and processes involved in online learning, familiarise you with the Moodle system and allow you to meet fellow learners.

Even if you have completed GReL on a previous online programme, you may still wish to join the new programme as it offers an invaluable opportunity to meet and get to know fellow learners.

**Don't forget that the law states that trade union reps are entitled to reasonable time off for education and training and this applies to online courses as well. See page 5 for more details**

# HOW TO APPLY

- 1** Choose a suitable course from this brochure.
- 2** Fill in the application form and get it approved  
  
by your union full-time officer or branch.
- 3** 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.
- 4** Return the form as soon as possible to the trade union studies centre responsible for providing your course, not the TUC.
- 5** Please apply as early as possible in order to allow your trade union studies centre enough time to send you full joining instructions.
- 6** The TUC will pay your course fee. You will need to speak to your employer or union about travelling and other associated costs.
- 7** If you need any advice regarding courses please contact your regional education and training officer.



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

<b>Course title</b>
<b>To be held at</b>
<b>Starting date</b>
<b>Your full name</b>
<b>Home address</b>
<b>Postcode</b>
<b>Daytime telephone number</b>
<b>Email</b>
<b>Trade union</b>
<b>Union posts held</b>
<b>Previous TUC courses</b>
<b>Your occupation</b>
<b>Name and address of employer</b>

## 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 official**

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

# CONTACTS

## John Botterill

Head of Faculty  
Leeds City College  
Faculty of Trade Union Studies  
Horsforth Campus  
Calverley Lane  
Horsforth  
Leeds LS18 4RQ

**Tel:** 0113 216 2330

**Email:** [Tustudies@leedscitycollege.ac.uk](mailto:Tustudies@leedscitycollege.ac.uk)  
[www.tradeunionstudiesleeds.org.uk](http://www.tradeunionstudiesleeds.org.uk)

## Brian Chadwick

Course Coordinator  
Workers' Education Association  
Yorkshire & the Humber Region  
Regional Office  
Suite 10, Josephs Well  
Hanover Walk  
Leeds LS3 1AD

**Mobile:** 07966 255769 or 0113 245 3304

**Email:** [bchadwick@wea.org.uk](mailto:bchadwick@wea.org.uk)  
[www.wea.org.uk](http://www.wea.org.uk)

## For Barnsley College & Kirklees College

### Contact:

Ian West  
Regional Education Officer  
TUC Education Service  
33 Park Place  
Leeds LS1 2RY

**Tel:** 0113 242 9296

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

## George Pope

Course Coordinator  
Trade Union Programme  
Northern College  
Wentworth Castle  
Stainborough  
Barnsley S75 3ET

**Tel:** 01226 776000

**Email:** [g.pope@northern.ac.uk](mailto:g.pope@northern.ac.uk)  
[www.northern.ac.uk](http://www.northern.ac.uk)

## Dave Prodham

Course Coordinator  
Trade Union Studies Centre  
East Riding College  
24-30 St James Street  
Hull HU3 2DH

**Tel:** 01482 390979 / 390977

**Email:** [Laura.Wells@eastridingcollege.ac.uk](mailto:Laura.Wells@eastridingcollege.ac.uk)  
[www.eastridingcollege.ac.uk](http://www.eastridingcollege.ac.uk)

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