



EDUCATION PROGRAMME 2012

EDUCATION DEPARTMENT

**GMB Northern provides the
best education and training
services for**

Workplace Representatives,
Branches and Full-Time
Officials.

GMB@WORK

GMB NORTHERN REGION EDUCATION DEPARTMENT



Tom Brennan Regional Secretary



Christine Weir Regional Education Officer

GMB Northern Region Education Department provides to all our workplace Representatives, Branch Activists and Full-Time Officials, a comprehensive training programme ranging from Initial Support Training for new Representatives to advanced training and refreshers for the more experienced. All courses are designed around the GMB@Work Policy. Covering Recruitment and Organisation, Representation, Disciplinary and Grievance, Health and Safety, Employment Law, Equality and Diversity and all other issues related to the workplace.

The purpose of the Education Department is to fully equip our GMB Representatives with the tools to tackle, with confidence any problems that arise in the workplace and to skilfully represent our Members on the Bargaining Agenda.

The core programme consists of:

- Initial Support Training (IST), this is a one-to-one with the new Rep and their Full-Time-Officer.
- 2 Day GMB@Work course, also delivered by Officers.
- 5 Day Follow-On delivered by the Education Department
- 5 Day Health and Safety course

All new Reps are required to complete this programme.

Other Regional Courses include:

5 Day Union Learning reps

2 day Grievance and Disciplinary

3 day Advanced Health and Safety

A 3 Day briefing on Equality & Diversity Employment Law

Courses are held in Newcastle, Middlesbrough, Sunderland, Durham, Carlisle, West Cumbria and South Cumbria. The Education Department can write and develop other courses to be delivered either at the above venues, or in-house should there be a demand.

For details contact the education department at Regional Office on: 0191 2333947 or email at: meg.dodd@gmb.org.uk

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2 Day GMB@WORK



Regional Course Programme – January 2012 to April 2012

INITIAL SUPPORT TRAINING, 2-DAY INDUCTION, 5-DAY INDUCTION, 5 DAY HEALTH & SAFETY COURSES FOR REPRESENTATIVES

| Code | Course | Length | Date |
|----------------------|-------------------|--------|--|
| Newcastle | | | |
| | Follow-on | 5 Days | 27 th Feb–2 nd March |
| | Health and Safety | 5 Days | 18 th – 22 nd June |
| | | | |
| | | | |
| | | | |
| Sunderland | | | |
| | Follow-on | 5 Days | 12 th -16 th March |
| | Health and Safety | 5 Days | 11 th – 15 th June |
| | | | |
| | | | |
| | | | |
| Middlesbrough | | | |
| | Follow-on | 5 Days | 16 th –20 th April |
| | Health and Safety | 5 Days | 09 th – 13 th July |
| | | | |
| | | | |
| | | | |
| West Cumbria | | | |
| | Follow-on | 5 Days | 26 th –30 th March |
| | Health & Safety | 5 Days | 25 th – 29 th June |
| | | | |
| | | | |

(Subject to change)

Additional courses will be run on demand

INTERNAL COURSE CONTENT

Course Title: Initial Support Training 3 Hours

The Initial Support Training (IST) is the first stage in a new GMB Workplace Organiser's (Reps) training. The session is carried out within 4 weeks of appointment by the Regional Organiser and lasts approximately 3 hours.

The IST is vital for all new Reps, the session will give an introduction to GMB, a full understanding of the GMB Representative role, GMB Regional Structure, Branch details, Health & Safety Representatives role, compulsory and optional advanced Education and Training opportunities.

Upon completion of the IST, all new Reps will be given a GMB Workplace Organisers Toolkit, a number of relative advice documents and be ready to start their training.

Course Title: GMB@Work 2 Days

The GMB@Work 2 day course is the first in a succession of courses to give GMB Workplace Organisers the basic skills and techniques needed to be successful in their new roles.

The course focuses on giving new GMB Reps straight forward practical advice and techniques to be proactive in the workplace, these include;

- Mapping the workplace
- Organising and delivering Campaigns
- Communicating with GMB members and company Management

GMB policy is to be proactive rather than reactive. The skills given in this course are fundamental to being a successful proactive and organised GMB Representative.

Course Title: Workplace Representatives Follow-on 5 Days

The 5 day Follow-on Representatives training course will provide you with training to carry out your role as a GMB Representative within the workplace.

You will consider and examine;

- Understanding your workplace agreements
- Disciplinary Procedures
- Grievance Procedures
- Consensus working – working in teams
- Basic Employment Rights
- Research using the internet

The course will equip you with the necessary knowledge, training and confidence to negotiate with management by using case studies to improve your understanding of resolving workplace issues.

IMPORTANT: You should bring with you copies of workplace Disciplinary & Grievance policies and Union Agreements if you have any. Bring a notebook and pen.

Course Title: Health & Safety 5 Days

All GMB Representatives should be aware of the need for good Health & Safety representation in the workplace

This 5 day course will provide you with the training necessary to carry out the functions of Health & Safety Representative.

The course covers;

- Safety Representatives and Safety Committee Rights
- Inspections and Risk Assessment
- Identifying and Tackling Hazards
- Applying the Law

All representatives are required to be trained in order to officially take up the role of Health & Safety Representative within the workplace.

IMPORTANT: You should bring with you copies of workplace Health & Safety policies if you have any. Bring a notebook and pen.

Other Regional Courses include:

Course Title: Equality and Diversity Employment Law 3 Days

In this course you will examine Employment Law and practice. You will gain an understanding of how the legal system works, current Employment Law and how this impacts your workplace. The course will especially focus on equality and disability discrimination within the workplace.

You will also look at your Company policies and Contracts of Employment to consider how Employment Law should be used in practice when representing and bargaining for your members.

5 Day Union Learning reps

Union Learning Reps. Find out about the role of the ULR the functions and facilities. The value of learning and skills and how to promote these in the workplace. Barriers to learning and identifying skills needs. The Trade Union approach. Organising3

2 day Grievance and Disciplinary

3 day Advanced Health and Safety

IMPORTANT: You should bring with you copies of workplace Equality and Disability policies, a Contract of Employment and Company Handbook if you have any. Bring a notebook and pen.

GMB COURSES DURING 2012 AT NORTHERN COLLEGE



| Date | Course |
|-------------------|--|
| 6 - 8 February | Tackling Bullying and Harassment at Work |
| 19 - 23 March | Employment Law Update |
| 2 - 4 April | Understanding the Equality Act |
| 23 - 25 April | Tackling Disability Discrimination at Work |
| 21 - 25 May | Branch Secretaries |
| 18 - 22 June | Trade Unions & Political Involvement |
| 23 - 27 July | ULR Advanced Course |
| 3 - 7 September | Practical Employment Law |
| 17 - 21 September | Negotiation Skills |
| 15 - 17 October | Understanding Pensions |
| 12 - 16 November | Greening the Workplace - Tackling Environmental Issues at Work |
| 19 - 23 November | Stewards Refresher |
| 3 - 7 December | Advanced Health & Safety |

Course Title **ULR Advanced Course**

Dates **23 – 27 July 2012**

This course is aimed at ULRs who have already completed the ULR Stage 1 and Stage 2 courses provided by the GMB/TUC in your Region. The course will focus on your workplace issues and the wider context of the ULR role. It will help you to develop your knowledge and understanding of the lifelong learning agenda in the UK and how you can use this to improve learning opportunities for your members.

PLEASE BRINGwith you copies of any Learning Agreements you have and other relevant agreements you wish to use during the course....and a notebook and pen.

Course Title **Practical Employment Law**

Dates **3 – 7 September 2012**

This course will introduce you to the range of general employment law that affects you and your members' rights at work. You will also have an opportunity to research the law around a real workplace issue, e.g. contract of employment, rights to pay and conditions, rights to recognition, discrimination, rights for working parents, dismissal and grievance rules and equal opportunities.

PLEASE BRINGyour contract of employment, including terms and conditions, grievance and discipline procedures, and any other agreements you wish to look at during the courseand your **GMB Law at Work** book, if you have one...and a notebook and pen.

“A great and valuable course taught by a pleasant and friendly tutor”.

Course Title **Greening the Workplace – Tackling
Environmental Issues at Work**

Dates **24 – 28 October 2011**

Climate Change presents a challenge to everyone and the time has come to act. Unions have to be involved. This course will give you the chance to understand the issues and how they impact on you and your workplace. We will look at the impact of environmental issues in the workplace and what action we can take to push for change in the workplace and beyond.

PLEASE BRING any workplace agreements or policies you have about greening the workplace... and a notebook and pen.

“This subject needs a week’s course itself” (It now has!)

Course Title **Stewards' Refresher Course**

Dates **19 – 23 November 2012**

This course is for experienced stewards and branch officers. It will give you an opportunity to update your knowledge around key issues facing your members.

It will be most helpful to you if you did your stewards training a few years ago.

PLEASE BRING with you your workplace contract of employment including terms and conditions, grievance and discipline procedures, and any other agreements you wish to look at during the course and your GMB **Law at Work** book, if you have one... and a notebook and pen.

“Very good course, well presented and deliveredGood mixture of reps and we all got on very well. Learnt a lot from great discussions with the group”

Course Title

Advanced Health & Safety

Dates

3 – 7 December 2012

This course is aimed at those Health and Safety Representatives who have already progressed through the initial H&S courses provided by the GMB in the Regions. The course will enable you to examine issues from your own workplace and practical ways to deal with these. You will develop your knowledge and understanding of Health and Safety Law and related Codes of Practice.

PLEASE BRING with you copies of your workplace health and safety policy, risk assessment sheets, details of any H&S issues that you may have dealt with or know about from your workplace....and a notebook and pen.

“It was great to spend most of the course talking about tackling real problems”

About Northern College

Northern College provides educational opportunities both nationally and internationally for people over the age of 19. In November 2006, Northern College was awarded a Grade 1 for its high standard of teaching and learning and has since been identified as 'Outstanding' by OFSTED. As well as the courses we offer through the Trade Union Programme, we also offer courses for community activists and courses in areas such as ICT, literature, history, environmental studies and many others through our Pathways Programme.

The College is a residential college housed in a Grade II building set in the extensive grounds and gardens of Stainborough Park near Barnsley in South Yorkshire and is a site of outstanding historical, botanical and environmental interest. To find out more about Northern College, our courses and where we are, visit our website www.northern.ac.uk.

Library and Learning Resources

Whilst you are attending a course at the College you will be encouraged to use the Library and Learning Resources Centre. You are able to borrow books and DVDs; use the facilities which include areas for private study, including access to the internet and word processing, photocopying etc and read some of the daily newspapers; you will need to bring your own writing paper and pens.

Student Support Services

The college welcomes applications from disabled students, and aims to ensure that their participation in all aspects of college life is full and successful, and that they are able to reach their full potential. The college is committed to achieving an inclusive learning environment and adheres to the social model of disability.

If you have a disability, health issue or learning difficulty you may want to contact John Rowley, the Additional Support Co-ordinator, prior to coming to Northern College. You can contact him by phoning 01226 776043 or by email j.rowley@northern.ac.uk.

We encourage you to contact the Additional Support Co-ordinator before you arrive so that you can find out more about what specific support you might need, what accommodation you require, and what support there is in the college. You can ask for an assessment of your own particular needs at any time even if you have not declared your disability and/or learning difficulties at the beginning of the course. The opportunity to discuss your own personal needs is on an individual basis, confidential and in a supportive environment. More information is available on the Northern College website www.northern.ac.uk.

Childcare

Some adults find it difficult to attend courses if they are responsible for young children. It is our policy to try to help overcome this by offering facilities to a limited number of children **aged over 6 months and under 14 years** at the College. Places for children at the College are limited. Students wishing to bring children must apply in advance on the course application form. Schools should be notified so that teachers can (where possible) arrange for older children to bring their own schoolwork with them. In line with current legislation, the Northern College Children's Centre will not accept children who have been withdrawn from school for more than 10 days in any academic year.

General College Facilities

The college has a no smoking policy, smoking is not allowed in any buildings. There are designated smoking areas in the grounds around the college campus.

Student bedrooms are in Wentworth Court or Home Farm. Some rooms are designed to be accessible for students with restricted mobility. Guest towels, teas and coffee facilities are in the bedrooms. Please vacate the rooms before 10.00 am on the morning of departure and hand keys back in to reception.

Internal telephones in the accommodation areas, dial 0 for reception, dial 6303 for evening caretaker and night security (please wait 40 seconds to be connected).

Meals are served at pre-arranged times in the College dining room. Please inform the college if you have any dietary requirements. There is also a vending machine selling a small selection of soft drinks and snacks.

The College Bar is in the Long Barn in Home Farm from Monday to Friday, opening at 7.30pm and provides easy access for students with restricted mobility. The bar is governed by the same laws as apply to a public house regarding hours and children.

There are pubs in the local villages – the nearest is the Strafford Arms in Stainborough (15 minutes walk – and it's up hill on the way back to College!).

There is no shop on the College campus – the nearest is a short drive away in Dodworth, near to M1 J37. There is usually a cash machine in Reception but it is only available between 9am and 4.30pm.

Reception Opening Times

Monday – Thursday 8.00 am to 5.30 pm

Friday 8.00 am to 7.00 pm

Saturday 9.00 am to 2.00 pm

Sunday 9.00 am to 1.00 pm

There is a large, free car park at the College for all College users, barrier tokens are available from reception.

A list of First Aiders is on the notice boards around the college campus.

Should you have any questions before you come to the College, please do not hesitate to contact Helen Hart on 01226 776000 h.hart@northern.ac.uk.

We hope you have an educational and pleasant stay!

Directions to Northern College

If you prefer to do your own search, the college post code is S75 3ET.

By Car

From the North via M1

Take first exit from J37 roundabout. There are two lanes, keep in right hand lane you will pass a set of pedestrian controlled lights, turn right at the main traffic lights. Continue along road (approx 1 mile) until it changes into a dual carriage way, stay in the right hand lane until you reach the filter road to turn right across the dual carriage way, at the traffic lights. After turning right, continue down the hill, over the motorway bridge and then first left into Gilroyd village. Follow winding road through Gilroyd, over small bridge and sharp bend to the T Junction. Turn right up Stainborough Lowe hill, and continue for approx ½ mile. The College entrance is on the left hand side at the top of the hill.

From the South via M1

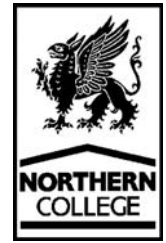
Exit junction 36, take third exit (A61 Barnsley South), at the small (second) roundabout take the first exit (still A61 Barnsley South). After approx 500 yards take the left turning, by the obelisk, into The Walk (signposted Pilley). Stay on this road for three miles, passing under the motorway and through Stainborough village. Halfway up the hill turn left into the College drive which is clearly signposted.

From Sheffield / Huddersfield via A629

Upon arrival in Thurgoland you should turn right (from Sheffield) or left (from Huddersfield) at the traffic lights - one set in the village. Stay on this road approx two miles, through Hood Green village and find the College drive on your right as you descend a hill.

By Rail or Coach

Upon arriving in Barnsley interchange you can either take a taxi (fare approx £5.50) or bus.



Application Form Northern College GMB Education

| | | | |
|---|------------------|----------------|--|
| Name of Course | | | |
| Date(s) of Course | | | |
| Venue of Course | Northern College | | |
| Do you require residential accommodation? YES/NO (please highlight accordingly) | | | |
| Your Name | | | |
| Your Address | | | |
| Post Code | | Telephone Home | |
| Membership No. | | Telephone Work | |
| Name of branch | | | |

Please notify your Branch Secretary of your application

| | |
|-------------------|--|
| GMB post(s) held | |
| Name of employer | |
| Employers address | |

My employer has agreed to my attending this course without loss of earnings **YES NO**

Please indicate appropriate line manager with authority to grant paid release

Do you require pre-payment of travel expenses (weekend courses) **YES NO**

Do you consider yourself to be disabled? **YES NO**

Please give details of any disability or serious medical condition:

Do you have any special dietary needs? **YES/NO**

For example: Vegetarian / Vegan / Fat free / Gluten free / Halal / Other **YES/NO**

If yes, please describe

Do you have any difficulties with learning (e.g. reading, writing, maths)? **YES NO**

If YES, please give details:

Signature..... Date.....

Return this form to: **GMB Northern Region, Education Department
1 Mosley Street, Newcastle Upon Tyne, NE1 1YE**

Please photocopy this form to keep details of your application

GMB Course Application Form

Course Details

| | | | |
|--------------|--|-------|--|
| Course Title | | | |
| Date/s | | Venue | |

Your Details

| | | | |
|--|--|----------------|--|
| Name | | | |
| Address | | | |
| Telephone | | Email | |
| Membership No | | GMB Posts Held | |
| Do you have any special needs or Dietary requirements? | | | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| If yes, please give details | | | |

Your Employer

| | | | |
|--|--|--|--|
| Employers Name | | | |
| Employers Address | | | |
| Manager | | | |
| Has your Employer agreed paid release for this course? | | | Yes <input type="checkbox"/> No <input type="checkbox"/> |

Please return this form to:

**GMB Northern Region, Education Department, 1 Mosley Street,
Newcastle Upon Tyne, NE1 1YE**

You will be notified if you have been allocated a place on the course; your employer will also receive a request for paid release letter.



Useful Websites

GMB Northern Region
www.gmbnorthern.org.uk

GMB National Website
www.gmb.org.uk

Organising and Bargaining

Labour Research Department
www.lrd.org.uk

LRD Payline Username: **gmb**
Password: **wtem89**

Chartered Institute of Personnel and Development www.cipd.org.uk

Companies House
www.companieshouse.gov.uk

Confederation of British Industry
www.cbi.org.uk

Incomes Data Service
www.incomesdata.co.uk

National Office of Statistics
www.statistics.gov.uk

New Economics Foundations
www.neweconomics.org

PayWizard www.paywizard.co.uk

Certification Officer www.certoffice.org

TUC www.tuc.org.uk

TULO www.unionstogether.org.uk

Business Link www.businesslink.gov.uk

Equalities

Equality and Human Rights Commission
www.equalityhumanrights.com

Age Concern www.ageconcern.org.uk

Health and Safety

Hazards Magazine www.hazards.org

Health and Safety Executive
www.hse.gov.uk

ISOH www.isoh.org.uk

RoSPA www.rospace.com

Department for Health
www.dh.gov.uk

Law at Work

ACAS www.acas.org.uk

DirectGov Employment Rights
www.direct.gov.uk/employment

Employment Appeal Tribunal
www.employmentappeals.gov.uk

Employment Tribunals Service
www.employmenttribunals.gov.uk

Information Commissioner
www.informationcommissioner.gov.uk

workSMART www.worksmart.org.uk

Politics

UK Parliament www.parliament.uk

Trade Union Group of MPs
www.tugroup.net

Labour Party www.labour.org.uk

Learning

Apprenticeships
www.apprenticeships.org.uk

Niace www.niace.org.uk

Learning and Skills Council www.lsc.gov.uk

Move On www.move-on.org.uk

Open University www.open.ac.uk/union

Unionlearn www.unionlearn.org.uk

Department for Business, Innovation & Skills www.berr.gov.uk

Pensions

Department for Work and Pensions
www.dwp.gov.uk

The Pension Ombudsman
www.pensions-ombudsman.org.uk

Pensions Regulator
www.thepensionsregulator.gov.uk

For GMB official use only

| | | | | | | | | | | | | | | | | | | | |
|---------|--|--|--|--------|--|--|--|--|---------------|--|--|--|--|--|--|-----------|--|--|--|
| Section | | | | Branch | | | | | Membership No | | | | | | | Join Date | | | |
|---------|--|--|--|--------|--|--|--|--|---------------|--|--|--|--|--|--|-----------|--|--|--|



GMB Membership Retention & Update Form

PLEASE TICK ONE OF THE 6 OPTIONS BELOW THEN COMPLETE THE RELEVANT SECTION(S).

I HAVE CHANGED EMPLOYER

Please complete sections 1, 2 and 4. (You may pay your contributions via your salary if your employer provides this facility. To use this method complete section 3.)

RETIRED LIFE MEMBERSHIP

To apply for Retired Life Membership **please complete section 1** and return the form with a cheque for £25 made payable to 'GMB'.

I AM UNEMPLOYED

Provided you have more than 12 months' membership your contributions can be reduced to the reduced rate. **Please complete sections 1 and 4.**

I AM ON SICK LEAVE

Provided you have more than 12 months' membership and your pay has been reduced to SSP or less, your contributions can be reduced. **Please complete sections 1 and 4.**

I AM UPDATING MY ADDRESS

Please complete section 1. If you are not currently paying by direct debit please consider completing **section 4** to use this payment method.

I AM UPDATING MY DIRECT DEBIT DETAILS

Please complete sections 1 and 4.

1. Tell us about you

| | | | | |
|---|--|--|----------|--|
| Title Mrs/Miss/Ms/Mr Other | Date of Birth | | | |
| First Name(s) | Surname | | | |
| Home address | Old Address (if changing your address details) | | | |
| Postcode | | | Postcode | |
| Please tick this box if you have a GMB supported legal claim in progress <input type="checkbox"/> | | | | |

| | |
|------------|-------------------|
| Home tel | E-mail |
| Mobile tel | GMB Membership No |

| | |
|--------------------------------|------|
| I agree to abide by GMB Rules. | Date |
| Signature | |

We ask for your ethnic origins as part of our equal opportunities policy of improving services to all members

Bangladeshi Black/African Black/Carribbean Black/British Chinese

Indian White Pakistani Other _____

2. Employment Details

| | |
|------------------------|--------------------------------------|
| Employers Name | Your job |
| Address where you work | How many hours do you work per week? |
| Works tel | Your pay number |
| | Pay date |

3. Authorisation of deduction of your trade union contributions from your salary (Only available if your company operates a facility to deduct contributions from your salary)

Section 68, Trade Union & Labour Relations (Consolidation) Act 1992 as amended

| | |
|---|--|
| <p>I authorise my employer to deduct from my salary each week <input type="checkbox"/> or each month <input type="checkbox"/> the sum of</p> <p>£ _____</p> <p>or other amounts as may be fixed by the GMB from time to time.</p> | <p>Please start the deductions immediately and pay the amounts to the GMB. I note that this agreement may be cancelled by one month's notice in writing.</p> <p>I give permission to my employer to notify the GMB of any future changes of address.</p> <p>Signed _____ Date ____ / ____ / ____</p> |
|---|--|

4. Instruction to your bank or building society to pay by Direct Debit



| | | | | | | |
|------------------------------------|---|---|---|---|---|---|
| Originator's Identification Number | 9 | 7 | 4 | 3 | 3 | 0 |
|------------------------------------|---|---|---|---|---|---|

| | |
|-------------------|-----------------------|
| To the manager of | Bank/Building Society |
| Address | |
| | Postcode |

This is not part of the instruction to your bank/building society. If your A/C number is not available, fill in your address below.

| |
|--------------------------------------|
| Name(s) of account holder(s) |
| Bank/Building Society Account Number |
| Sort Code |
| Reference (office use only) |

Instructions to Bank or Building Society
Please pay GMB Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this Instruction may remain with GMB and, if so, details will be passed electronically to my Bank/Building Society.

| |
|--------------|
| Signature(s) |
|--------------|

| |
|------|
| Date |
|------|

Banks or Building Societies may not accept instructions for some types of account

**PLEASE FORWARD THE COMPLETED FORM TO:
Membership Department, GMB Northern Region, 1 Mosley Street, Newcastle upon Tyne, NE1 1YE**

If you have any questions, queries or require this form in an alternative format please contact the Membership Department at Regional Office on 0191 233 3930 or e-mail: northern@gmb.org.uk

SAY YES TO SECURITY AT WORK

GMB

NORTHERN REGION

As a GMB member you are much more **secure** at work because you are part of an **effective** union of 600,000 members. Whether you work full-time or part-time – whatever job you do – GMB can **help** you.

The quickest and most effective way to join is by calling us on FREEPHONE 0800 731 7017 or via the website at www.gmb.org.uk/join

Alternatively just complete parts 1,2 & 3 or 4 on the application form below and hand to a local GMB representative or post it to: - GMB Northern Region, FREEPOST NAT4244, Newcastle upon Tyne, NE1 1ZL

WHAT YOU PAY

To find out which GMB rate you should be paying contact your nearest GMB representative, GMB sub-office or e-mail us at northern@gmb.org.uk

Alternatively you can check on the website: www.gmbnorthern.org.uk

| | | | | |
|---------------------------|------------------------------|--------------------------------|------------------------------------|--------------------------------------|
| FOR UNION USE ONLY | Section <input type="text"/> | Branch No <input type="text"/> | Membership No <input type="text"/> | Date of joining <input type="text"/> |
|---------------------------|------------------------------|--------------------------------|------------------------------------|--------------------------------------|

GMB membership application form PLEASE USE BLOCK CAPITALS

1 TELL US ABOUT YOU

| | | | |
|-----------------------------------|--|--|------------------------------------|
| Surname <input type="text"/> | First name <input type="text"/> | Title <input type="text" value="Mrs/Miss/Ms/Mr"/> | Date of birth <input type="text"/> |
| Home address <input type="text"/> | Home Tel <input type="text"/> | Email <input type="text"/> | |
| Postcode <input type="text"/> | Mobile <input type="text"/> | I agree to abide by GMB rules Signature <input type="text"/> | |
| Date <input type="text"/> | We ask for your ethnic origins as part of our equal opportunities policy of improving services to all members Bangladeshi <input type="checkbox"/> / Black African <input type="checkbox"/> / Black Caribbean <input type="checkbox"/> / Black British <input type="checkbox"/> / Chinese <input type="checkbox"/> / Indian <input type="checkbox"/> / Irish <input type="checkbox"/> / Pakistani <input type="checkbox"/> / White <input type="checkbox"/> / Other: <input type="text"/> | | |

2 TELL US ABOUT YOUR JOB

| | |
|---|---|
| Employer <input type="text"/> | Your job <input type="text"/> |
| Address where you work <input type="text"/> | How many hours a week do you work? <input type="text"/> |
| Postcode <input type="text"/> | Pay No <input type="text"/> |
| | Work Tel <input type="text"/> |
| | Pay Date <input type="text"/> |

3 CHOOSE EITHER AUTHORISATION OF DEDUCTION OF YOUR TRADE UNION CONTRIBUTIONS FROM YOUR PAY

Section 68, Trade Union and Labour Relations (Consolidated) Act 1992 as amended

I authorise my employer to deduct from my pay each week/month the sum of £ or other amounts as may be fixed by the GMB from time to time.

Please start the deductions immediately and pay the amounts to the GMB. Cash

I note that this agreement may be cancelled by one month's notice in writing.

I give permission to my employer to notify the GMB of any future change of address.

Signed Date

4 OR INSTRUCTION TO YOUR BANK OR BUILDING SOCIETY TO PAY BY DIRECT DEBIT



Please fill in the form and send to **GMB Northern Region**, 1 Mosley Street, Newcastle Upon Tyne NE1 1YE

Name and full postal address of your Bank or Building Society branch

To the Manager of Bank/Building Society

Address

Postcode

Name(s) of account holder(s)

Bank/Building Society Account Number

Bank/Building Society Sort Code

Reference number (Office use only)

Originator's Identification Number

For GMB official use only. This is not part of the instruction to your Bank/Building Society. If your A/C number is not available fill in your address below.

Instructions to your Bank or Building Society.
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NORTHERN REGION



TUC EDUCATION COURSES FOR ALL
union reps

JANUARY 2012-DECEMBER 2012



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WELCOME

to learning with the TUC

TUC Education provides training for more than 57,000 union representatives, health and safety representatives and union learning representatives each year.

We offer high quality training through a network of TUC approved providers across the UK where learners achieve nationally recognised educational credits and qualifications.

TUC courses encourage everyone to learn in a friendly, supportive environment, usually in surroundings designated for trade union courses. Courses are offered flexibly to suit the needs of union representatives and through the traditional day-release model.

For many reps this is a second chance to learn. A range of learning pathways has been established, offering all reps the opportunity to achieve their full potential.

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

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

Brendan Barber
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.

TUC 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 |
|-------------|------------|

The trade unions today pathway contains:

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

TUC CORE PROGRAMME

Union Rep Pathway

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.

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.

Stepping Up Certificate – the advanced course for union reps

This course is designed for union reps who have already completed the Union Reps Stage 1 or its equivalent. Stepping Up builds upon your existing knowledge and experience by closely examining the role of representatives in changing work environments and taking an in-depth look at employment law, equality, discrimination and bargaining issues. Reps are required to complete a project of choice linked to the workplace or a trade union issue.

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.

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

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.

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.

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.

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.

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

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.

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.

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.

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

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.

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 certificate qualifications

TUC Education is offering reps in your region the opportunity to gain level 1, 2 and 3 certificates when attending the following programmes:

- **Union Reps Stage 1 Certificate**
- **Stepping Up Stage 2 Certificate**
- **Health & Safety Reps Stage 1 Certificate**
- **Next Steps for Safety Reps Stage 2 Certificate**

See page 5 for more information about accreditation.

Most TUC centres in the region will offer certificate qualifications from September 2011, though centres may have different approaches as to how certificates are offered. For more information, contact your college provider or workers' educational association.

Most centres will offer certificates as day release programmes over a 12-week period, or longer if the programme is run as a block course. Programmes will be a mix of course attendance and tutor-supported workplace activities, known as blended learning. The amount of days required for programme attendance will vary depending on the amount of distance learning each centre has built in. For more information, contact your local TUC centre.

TUC CORE PROGRAMME

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 2012—December 2012

NEWCASTLE, TYNE & WEAR

Venue: Newcastle College, **Newcastle**

Applications to: Newcastle College, Trade Union Education Centre (see contact details on page 23)

Hours: 0900 to 1630

Spring Term (January to March 2012)

Union representatives stage 1 certificate

12 Mon from 9 January 2012

Stepping up - the advanced course certificate

12 Tues from 10 January 2012

Health & safety stage 1 certificate 12

Tues from 10 January 2012

Next steps for safety reps certificate

12 Mon from 9 January 2012

Union learning representatives stage 1 award

5 Wed from 1 February 2012

Employment law diploma

36 Wed from 25 January 2012

Occupational health & safety diploma

36 Wed from 25 January 2012

Equalities Diploma

36 Thurs from 26 January 2012

Summer Term (April to July 2012)

Union representatives stage 1 certificate

12 Thurs from 26 April 2012

Stepping up (formerly known as union reps stage 2)

12 Tues from 24 April 2012

Health & safety stage 1 certificate

12 Tues from 24 April 2012

Next steps for safety reps certificate

12 Thurs from 26 April 2012

Union learning representatives stage 2 award

5 Mon from 7 May 2012

Employment law diploma

36 Wed from 2 May 2012

Occupational health & safety diploma

36 Wed from 2 May 2012

Contemporary trade unionism diploma (1500 to 2000 hrs)

36 Wed from 2 May 2012

Equalities Diploma

36 Thurs from 3 May 2012

Autumn Term (September to December 2012)

Union representatives stage 1 certificate

12 Mon from 10 September 2012

Health & safety stage 1 certificate

12 Tues from 11 September 2012

Next steps for safety reps certificate

12 Mon from 10 September 2012

Union learning representatives stage 1 award

5 Thurs from 11 October 2012

Employment law diploma

36 Wed from 19 September 2012

Occupational health and safety diploma

36 Wed from 19 September 2012

Equalities Diploma

36 Thurs from 20 September 2012

SUNDERLAND, TYNE & WEAR

Venue: City of Sunderland College, **Sunderland**

Applications to: Garry Hunter, Trade Union Education Centre (see contact details on page 23)

Hours: 0900 to 1630

Spring Term (January to March 2012)

| | |
|---|-----------------------------|
| Union representatives stage 1 certificate | 12 Tues from 3 January 2012 |
| Stepping up – the advanced course certificate | 12 Wed from 4 January 2012 |
| Health & safety stage 1 certificate | 12 Wed from 4 January 2012 |
| Union learning representatives stage 1 certificate | 5 Mon from 16 January 2012 |
| Union learning representatives stage 2 certificate | 5 Mon from 27 March 2012 |

Summer Term (April to July 2012)

| | |
|---|----------------------------|
| Union representatives stage 1 certificate | 12 Tues from 17 April 2012 |
| Health & safety stage 1 certificate | 12 Wed from 18 April 2012 |
| Next steps for safety reps certificate | 12 Wed from 18 April 2012 |
| Union learning representatives stage 1 award | 5 Mon from 11 June 2012 |

Autumn Term (September to December 2012)

| | |
|--|---------------------------------|
| Union representatives stage 1 certificate | 12 Tues from 11 September 2012 |
| Health & safety stage 1 certificate | 12 Mon from 10 September 2012 |
| Union learning representatives stage 1 award | 5 Mon from 5 November 2012 |
| TUC diploma in employment law | 36 Thurs from 13 September 2012 |
| TUC diploma in occupational health & safety | 36 Wed from 12 September 2012 |

DARLINGTON, TEES VALLEY

Venue: Darlington College, **Darlington**

Applications to: ken Smith, Trade Union Studies Centre (see contact details on page 23)

Hours: 0900 to 1700

Spring Term (January to March 2012)

| | |
|--|-------------------------------|
| Stepping up – the advanced course certificate | 12 Tues from 10 January 2012 |
| Next steps for safety reps certificate | 12 Thurs from 12 January 2012 |

Summer Term (April to July 2012)

| | |
|--|---------------------------|
| Union representatives stage 1 certificate | 12 Thurs from 10 May 2012 |
| Health & safety stage 1 certificate | 12 Tues from 8 May 2012 |

Autumn Term (September to December 2012)

| | |
|--|---------------------------------|
| Union representatives stage 1 certificate | 12 Thurs from 27 September 2012 |
| Stepping up—the advanced course certificate | 12 Mon from 17 September 2012 |
| Health & safety stage 1 certificate | 12 Tues from 25 September 2012 |
| Next Steps for safety reps certificate | 12 Wed from 19 September 2012 |

COURSE PROGRAMME JANUARY 2012—DECEMBER 2012

WORKINGTON, CUMBRIA

Venue: WEA Cumbria, **Workington**

Applications to: Chris Thackrah, WEA Cumbria (see contact details on page 23)

Hours: 0900 to 1630

Spring Term (January to March 2012)

Health & safety stage 1 certificate 12 Tues from 10 January 2012

Stepping up – the advanced course certificate 12 Wed from 11 January 2012

Summer Term (April to July 2012)

Union representatives stage 1 certificate 12 Wed from 25 April 2012

Health & safety stage 1 certificate 12 Tues from 24 April 2012

Next steps for safety reps certificate 12 Thurs from 26 April 2012

Autumn Term (September to December 2012)

Union representatives stage 1 certificate 12 Tues from 18 September 2012

Health & safety stage 1 certificate 12 Wed from 19 September 2012

FURNESS, CUMBRIA

Venue: WEA Cumbria, **Furness** – to be arranged

Applications to: Chris Thackrah, Cumbria (see contact details on page 23)

Hours: 0900 to 1630

Spring Term (January to March 2012)

Next steps for safety reps certificate 12 Tues from 10 January 2012

Union learning representatives stage 1 certificate 5 Wed from 18 January 2012

Union learning representatives stage 2 certificate 5 Wed from 22 February 2012

Summer Term (April to July 2012)

Union representatives stage 1 certificate 12 Wed from 25 April 2012

Health & safety stage 1 certificate 12 Tues from 24 April 2012

Next steps for safety reps certificate 12 Thurs from 26 April 2012

Autumn Term (September to December 2012)

Union representatives stage 1 certificate 12 Tues from 18 September 2012

Health & safety stage 1 certificate 12 Wed from 19 September 2012

Occupational health & safety diploma 36 Thur from 20 September 2012

CARLISLE, CUMBRIA

Venue: Carlisle Trade Union Education Centre, **Carlisle**

Applications to: Tracey Errington, Carlisle Trade Union Education Centre (see contact details on page 23)

Hours: 0900 to 1630

Spring Term (January to March 2012)

| | |
|---|-------------------------------|
| Union representatives stage 1 certificate | 12 Thur from 12 January 2012 |
| Health & safety stage 1 certificate | 12 Tues from 10 January 2012 |
| Next steps for safety reps certificate | 12 Tues from 10 January 2012 |
| Union learning representatives stage 1 award | 5 Wed from 11 January 2012 |
| Occupational health & safety diploma | 36 Wed from 11 January 2012 |
| Employment law diploma | 36 Thurs from 12 January 2012 |

Summer Term (April to July 2012)

| | |
|---|-----------------------------|
| Union representatives stage 1 certificate | 12 Tues from 17 April 2012 |
| Health & safety stage 1 certificate | 12 Thurs from 19 April 2012 |
| Stepping up—the advanced course certificate | 12 Tues from 17 April 2012 |
| Union learning representatives stage 1 award | 5 Wed from 18 April 2012 |
| Occupational health & safety diploma | 36 Wed from 18 April 2012 |
| Employment law diploma | 36 Thurs from 19 April 2012 |

Autumn Term (September to December 2011)

| | |
|--|---------------------------------|
| Union representatives stage 1 certificate | 12 Thurs from 20 September 2012 |
| Stepping up – the advanced course certificate | 12 Tues from 18 September 2012 |
| Health & safety stage 1 certificate | 12 Tues from 18 September 2012 |
| Occupational health & safety diploma | 36 Wed from 19 September 2012 |
| Employment law diploma | 36 Thurs from 20 September 2012 |

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.

Course Hours: Days: 9am – 4.30pm

| | Location | Dates | Contact |
|--|-----------------|---------------------------------------|---------------------|
| Bullying and harassment in the workplace | Newcastle | 4 Fri from 4 May 12 | Margaret Stephenson |
| Dealing with redundancy | Newcastle | 4 Fri from 1 June 12 | Margaret Stephenson |
| Employment Law Update (Equality Act) | Newcastle | 4 Thurs from 2 Feb 12 | Margaret Stephenson |
| Equality representatives | Newcastle | 4 Fri from 4 May 12 | Margaret Stephenson |
| Handling disciplinaries and grievances | Newcastle | 4 Fri from 2 March 12 | Margaret Stephenson |
| Handling disciplinaries and grievances | Newcastle | 4 Fri from 1 June 12 | Margaret Stephenson |
| Introduction to conferencing skills | Newcastle | 4 Fri from 2 March 12 | Margaret Stephenson |
| Lights, camera and action | Newcastle | 8 Tues from 7 Feb 12 (12 noon to 4pm) | Margaret Stephenson |
| Introduction to project management | Newcastle | 4 Fri from 4 May 12 | Margaret Stephenson |
| Negotiation skills (Dispute resolution) | Newcastle | 4 Thurs from 2 Feb 12 | Margaret Stephenson |
| Risk assessment | Newcastle | 4 Fri from 2 March 12 | Margaret Stephenson |
| Trade unions and mental health awareness | Newcastle | 4 Thurs from 2 Feb 12 | Margaret Stephenson |

SPOTLIGHT

| Location | Dates | Contact | |
|--|----------------|-------------------------|---------------------|
| Trade unions and the environment | Newcastle | 4 Fri from 1 June 12 | Margaret Stephenson |
| Understanding the employment tribunal system | Newcastle | 4 Fri from 4 May 12 | Margaret Stephenson |
| Women & health & safety | Newcastle | 4 Fri from 1 June 12 | Margaret Stephenson |
| <hr/> | | | |
| Trade unions & mental health awareness | Sunderland | 5 Thurs from 10 Nov 12 | Garry Hunter |
| <hr/> | | | |
| Representing members | WEA Barrow | 3 days from 9 Jan 12 | Chris Thackrah |
| Cancer in the workplace | WEA Barrow | 3 Mon from 23 April 12 | Chris Thackrah |
| Risk assessment | WEA Barrow | 3 Mon from 11 June 12 | Chris Thackrah |
| <hr/> | | | |
| Representing members | WEA Workington | 3 days from 9 Jan 12 | Chris Thackrah |
| <hr/> | | | |
| Introduction to conferencing skills | Carlisle | 4 Tues from 05 April 12 | Tracey Errington |
| <hr/> | | | |

Further details of all the courses can also be found on the unionlearn website under 'www.unionlearn.org.uk' and on the individual provider websites (see Contact Details page 23).

SPOTLIGHT

SPOTLIGHT ON...

TUC ULR training has changed

The new Union Learning Representatives Stage 1 and Stage 2 programmes have replaced the TUC ULR 5-day course and the series of follow-on modules. The new programmes are intended to help reps to develop practical ULR skills and combine different learning activities, supported by a tutor. They are designed to run one day per week over several weeks, or over a longer period with a combination of class contact and tutor-supported distance learning.

Course structure and accreditation

Both programmes include workplace activities. Pre-course activities should be completed before the start of the course as

these will help you get the best out of the course. If you need support with this, speak to your workplace or branch rep, union learning project worker, union official or the course tutor. Reports, worksheets and notes from workplaces activities will be used to gain accreditation.

The ULR Stage 1 will lead to a ULR Stage 1 qualification Award at level 1 or 2. The ULR Stage 2 will lead to a ULR Stage 2 qualification Award at level 2. Reps completing both courses will gain a Certificate with a ULR Level 2 qualification.

NEW TUC ULR Stage 1

The ULR role forms part of the union team at work and plays a key part in the job of representing others. The role includes helping members learn by working closely with them and their union team, and with employers. To be able to work effectively, ULRs need to have a good understanding of education and training issues as well as how the union works and the workplace context.

The programme is aimed at new ULRs who want to gain accreditation and develop their skills and knowledge, as well as existing ULRs who want to refresh their skills.

NEW TUC ULR Stage 2

This programme will provide ULRs with the opportunity to build on knowledge and skills previously gained in areas that are fundamental to their role. It covers learning needs, equal opportunities and access to learning, as well as organising and working with others. Tutors can tailor the course to individual reps' needs, and there is also the opportunity for self-study in areas relevant to the learning needs of members.

The programme is for ULRs who have previously attended the ULR Stage 1 course or their own union ULR course.

To find out more, contact your **TUC Regional Education and Training Officer** or visit **www.unionlearn.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 user-friendly learning environment.

If you are interested in learning online please visit the online course directory at www.unionlearn.org.uk/online or contact Craig Hawkins, TUC Education Online Learning Officer 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.



APPLICATION FORM

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 official

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

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