

Welcome to Trade Union Studies at Solihull College. In today's ever changing world of work, it has never been a more important time for trade union representatives to build and develop the necessary skills and knowledge in order to deal with problems within the workplace. Our aim is to provide high quality training and education for all representatives. We offer a wide range of courses – from Stage One courses for newly appointed representatives to Diploma courses for the more experienced, on a wide range of subjects and issues. We can also provide bespoke courses as and when required please email julia.matthews@solihull.ac.uk (Programme Manager) or telephone **0121 678 7180**.

OUR COURSES ARE DESIGNED TO ACHIEVE:

- Improvements in the performance of all representatives in the workplace and in the union
- Greater understanding of trade union policies and priorities
- Increased confidence in their abilities for all those who take part

All our courses are delivered by friendly and enthusiastic tutors who have a wide variety of experience as trade union activists.

Solihull College is committed to equal treatment regardless of sex, race, disability, sexuality or age. We welcome applications from representatives of all backgrounds and from all trade unions.

WHAT QUALIFICATIONS WILL I GET?

All our courses are accredited through the National Open College Network (NOCN). All credits achieved will build towards awards, certificates and diplomas.

COURSE FEES

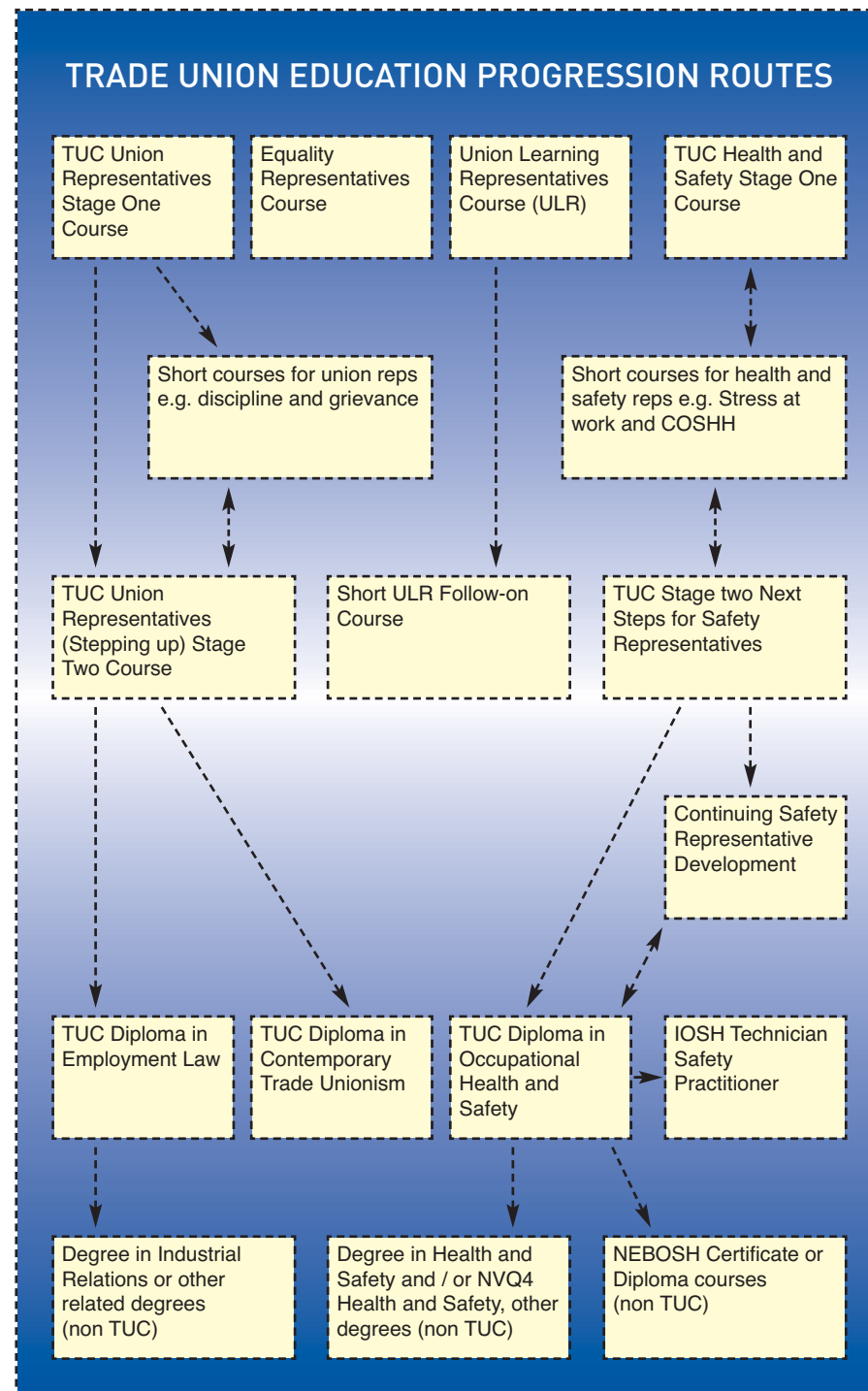
Course fees will be met by unionlearn/TUC and Solihull College.

HOW DO I APPLY?

Fill in the application form on page 11 of this booklet – don't worry about postage – please return to the freepost address below:

Julia Matthews

Trade Union Studies Education Centre
Solihull College, FREEPOST BM 5401
Blossomfield Road, Solihull B91 1SB.



COURSES FOR TRADE UNION REPRESENTATIVES AND STEWARDS

(Times 9.30am-16.00pm)

STAGE ONE UNION REPS COURSE

This 10 week course will help you to represent members effectively including dealing with grievance and disciplinary problems, recruit members and get them involved in the union and develop your negotiating skills. It will also build your skills and confidence in your role and responsibilities as a union rep. This course is ideal for those representatives who have been newly appointed/elected.

The course will run three times a year on either of the following dates:-

- 10 Mondays from 19/09/11
- 10 Mondays from 09/01/12
- 10 Mondays from 30/04/12

STAGE TWO REPS COURSE – STEPPING UP THE ADVANCED COURSE FOR UNION REPS

This 10 week course is aimed at representatives who have completed the Stage One course or their own union's equivalent. It examines more complex issues including employment law and researching rights at work, developing campaigning skills and broadening knowledge of collective bargaining and employer's strategies.

The course will run three times a year on either of the following dates:-

- 10 Thursdays from 22/09/11
- 10 Thursdays from 12/01/12
- 10 Thursdays from 03/05/12

NEW - STAGE THREE REPS COURSE

Depending on demand this course will run for either 5 or 10 days and is designed specifically to widen reps knowledge of employment law. It is aimed at representatives who have already completed Stage One and Two courses or their own union's equivalent. The course will examine employment tribunal procedures and how to represent members at tribunals, TUPE, redundancy rights and other rights at work.

The course dates are as follows:-

- 5 or 10 Tuesdays from 20 September

COURSES FOR HEALTH AND SAFETY REPRESENTATIVES

(Times 9.30am-16.00pm)

STAGE ONE HEALTH AND SAFETY REPS COURSE

This 10 week course will help you to understand the role and responsibilities of health and safety reps, gain knowledge on health and safety legislation, conduct workplace inspections, tackle hazards and how to carry out accident investigations. It will also help you to build your skills and knowledge and is ideal for those reps who have been newly appointed/elected.

The course will run three times a year on either of the following dates:-

- 10 Tuesdays from 20/09/11
- 10 Tuesdays from 10/01/11
- 10 Tuesdays from 01/05/11

STAGE TWO HEALTH AND SAFETY REPS COURSE

This 10 week course examines more complex issues including health and safety legislation, European directives, risk assessments and reviewing workplace policies and procedures. This course is aimed at representatives who have completed the Stage One course or their own union's equivalent.

The course will run three times a year on either of the following dates:-

- 10 Thursdays from 22/09/11
- 10 Thursdays from 12/01/12
- 10 Thursdays from 03/05/12

CONTINUING SAFETY REPRESENTATIVE DEVELOPMENT

This 10 week course is aimed experience representatives who have completed both Stage One and Two. It will also provide evidence of continuing development for those safety reps who are members of IOSH. The course will examine latest health and safety legislation, improving conditions at work and evaluating occupation ill health.

The course dates are as follows:-

- 10 Mondays from 30/04/12

DIPLoma COURSES

We are pleased to offer three courses which lead reps to achieve a TUC/NOCN Level 3 Diploma. **We are the first centre in the West Midlands to be able to offer the new Level 3 Diploma in Equalities.**

All courses are open to experienced representatives who have successfully completed Union Reps Stages One and Two or Health and Safety Reps Stages One and Two or their own union's equivalent. The courses will enable reps to develop personal and study skills and improve confidence to enable you to study at a higher level.

NEW – DIPLOMA IN EQUALITIES FOR TRADE UNION REPRESENTATIVES (9.30AM-16.00PM)

This is an exciting new course developed by unionlearn to help representatives deal with the increasing complexity of equality issues within the workplace and includes modules on:-

- Equality Issues at Work
- Equality and the law
- Working for equality
- Research, ICT, legal skills and communication and study skills

The course dates are as follows:-

- 36 Thursdays from 15/09/11

For further information, please contact **Julia Matthews** on 0121 678 7180 or email julia.matthews@solihull.ac.uk



DIPLOMA IN OCCUPATIONAL HEALTH AND SAFETY (9.30AM-16.00PM)

This course will develop your knowledge of health and safety principles and practice and includes modules on:-

- Occupational health, safety welfare & environment
- Occupational health and safety organisation
- Occupational health and safety law
- Research, ICT, working with figures and communication and study skills

The course will run three times a year on either of the following dates:-

- 36 Wednesdays from 14/09/11
- 36 Wednesdays from 04/01/12
- 36 Wednesdays from 25/04/12

For further information, please contact **Julia Matthews** on 0121 678 7180 or email julia.matthews@solihull.ac.uk

DIPLOMA IN EMPLOYMENT LAW (9.30AM-16.00PM)

This course will develop your understanding of current employment law and includes modules on:-

- The Changing Nature of the Law
- Employment Law and the Individual
- Trade Union and Collective Rights
- Research, ICT, legal skills and communication and study skills

The course dates are as follows:-

- 36 Thursdays from 15/09/11

For further information and a detailed course induction pack, please contact **Julia Matthews** on 0121 678 7180 or email julia.matthews@solihull.ac.uk



OTHER TRAINING OPPORTUNITIES

(Times 9.30am-16.00pm)

UNION LEARNING REPRESENTATIVES (ULR'S) STAGE 1

This 5 week course is aimed at new ULR's and will help to you understand the role of the ULR, skills for life, learning needs surveys and working with employers.

The course dates are as follows:-

- 5 Fridays from 23/09/11

UNION LEARNING REPRESENTATIVES (ULR'S) STAGE 2

This course will provide ULRs with the opportunity to build on knowledge and skills developed on the ULR Stage 1 course. It will examine understanding how to work with providers, reviewing strategies from a Learning Needs Survey and further develop skills in supporting learners. In addition you will plan and develop a project relevant to your members learning needs.

The course dates are as follows:-

- 5 Fridays from 13/01/12

NEW – COMMUNICATION SKILLS FOR TRADE UNION REPRESENTATIVES

This new 5 day course has been developed to help reps improve their skills in all areas of communication including public speaking, using the media, social networking and basic computer skills.

The course dates are as follows:-

- 5 Wednesdays from 11/01/12





TRADE UNION STUDIES APPLICATION FORM

I wish to apply for (Course Title):

Start Date:

Name:

Home Address:

Post Code:

Daytime Tel No:

Email:

Trade Union:

Employer's Name:

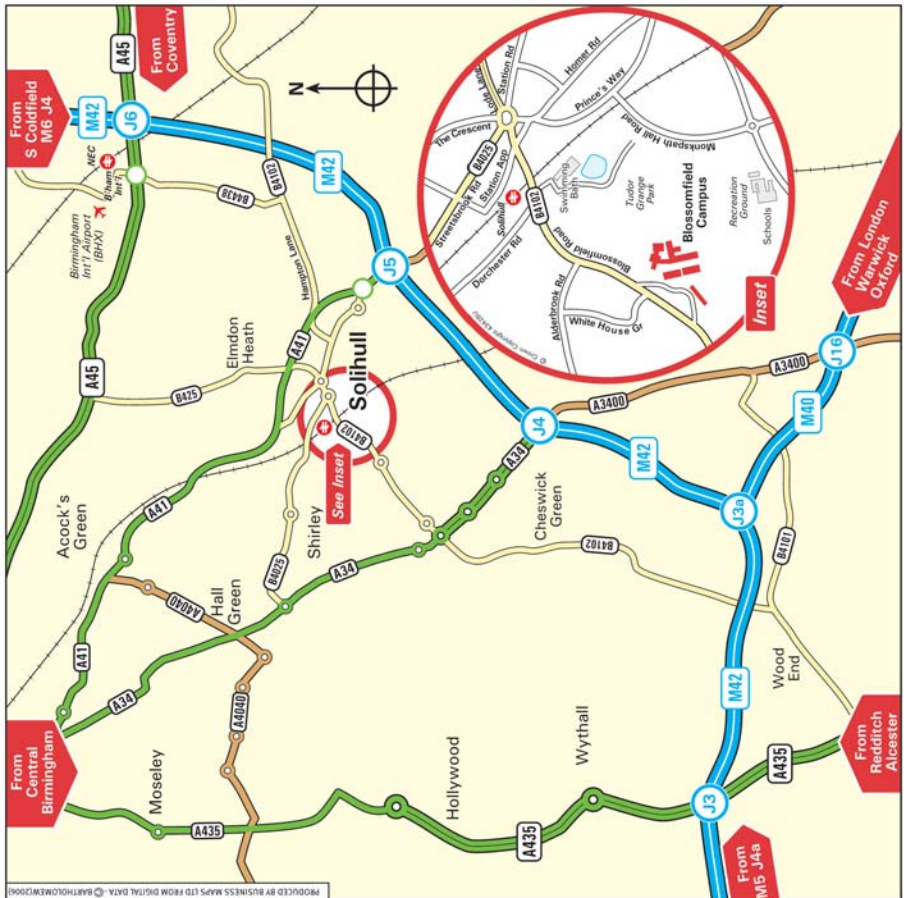
Union Posts held (if any):

Do you have a disability, learning difficulty or health problem which may affect your learning? Yes No

Signature:

Signature:
(Convenor, branch or full time officer, senior rep)

Please return this form as per the contact details on page two.



Solihull College
 Blossomfield Campus
 Blossomfield Road
 Solihull
 B91 1SB
 Tel: 0121 678 7000
 Fax: 0121 678 7200
 Minitcom: 0121 678 7005
 Email: enquiries@solihull.ac.uk
 www.solihull.ac.uk

- From M42 If you are travelling on the M42 North or South, leave the motorway at junction 4 and join the A34 Stratford Road, towards Shirley, A34 over three roundabouts, then at the next roundabout take the third exit onto the B4102 Marshall Lake Road towards Solihull.
- Continue ahead over two roundabouts and through a set of traffic lights onto Blossomfield Road.
- Continue ahead at the next roundabouts and proceed for a further 1/2 mile.
- The main entrance is located on the right hand side, the main entrance is just beyond a pedestrian crossing.
- By Train The nearest station is Solihull.
- We are a short walk from the station.
- For further information on train times and fares, please call the National Railway Enquiry Line 08457 484950.



 Solihull College

Blossomfield Campus
Blossomfield Road
Solihull B91 1SB

T: 0121 678 7180
F: 0121 678 7200
E: julia.matthews@solihull.ac.uk
W: www.solihull.ac.uk