

Birmingham & West Midlands Regional Education Programme



July 2010

Autumn Term 2010

Please find attached information on courses for Autumn 2010.

Application to GMB courses

All completed GMB application forms must be authorised with a signature by the full time officer. The forms should then be sent to the Education Department for the Attention of Deb Watt. Forms without authorisation will be logged and then returned to the applicant.

Only reps that have fully completed their GMB@work training will be authorised to attend follow on courses.

Applications to TUC/GFTU/Northern College courses.

We encourage reps to undertake the TUC programme if this is suitable for your travel requirements, however, all applications for TUC courses must be sent through to the Education Department for authorisation before commencing the course. If you commence a course

without previously going through the appropriate process we will not be able to pay travel expenses.

Authorised applications

Once your course application for either GMB/TUC/etc has been approved by the Education Department you will receive notification of the course details and venue. If you do not receive authorisation you will receive a letter explaining why your application cannot be granted at the time.

Expenses

At the end of each course you will be given an expenses claim form, these must be returned within 1 week of the course ending and no later than 3 months. Failure to do this may result in expenses being withheld.

Branches should ensure that all reps are fully aware of the application process as failure to comply may result in non-payment of expenses.

**Gill Whittaker
Regional Education, Equalities &
Health & Safety Officer**

GMB@Work

Tewksbury – 7th & 8th September

Followed by 8 Wednesdays starting 15th September finishing 10th November - half term not break included

Stafford - 9th & 10th September

Followed by 8 Thursdays starting 16th September finishing 11th November - half term break not included

Halesowen – 13th & 14th September

Followed by 8 Mondays starting 20th September finishing 15th November - half term break not included

This course covers all aspects of union activity in GMB, including organising and policy making, recruiting new members and handling personal cases

Negotiating Skills

Halesowen 16th – 18th November 3 days

This course is for existing reps that participate in management meetings, H & S, personal cases, recruitment etc.

Branch Leadership

Halesowen 2nd - 3rd December

This course is for new and existing branch secretaries/presidents and the duties of running a branch on a day to day basis including managing an office, delegation, organising meetings and how to run a branch meeting. Communication strategies and financial management

Managing Case Work – 3 days

Halesowen 29th November – 1st December

This course looks more in depth at case management, record keeping, handling grievance & disciplinary cases & interviewing techniques.

Communication, Media & Public Speaking Skills

Halesowen 22nd – 26th November 5 days

This course will help reps update their communication skills with introduction to new media techniques, report writing, writing newsletters, writing motions and speaking at conferences, media training & public speaking

Accident Investigation

Halesowen – 7th December 1 day

This is a one day briefing for current H & S reps on accident reporting & investigation

Body Mapping

Halesowen – 28th September 1 day

This is a one day briefing for current H & S reps on the body mapping techniques and identifying risk factors within the workplace environment.

Disability Discrimination Act

Halesowen – 19th October 1 day

Understanding disability & the issues facing disabled members in the workplace, understanding the questionnaires procedure and the bargaining agenda

Courses available through the TUC

Health & Safety Stage 1

Derby–12 Tues from 21/9/10
Leicester-12 Tues from 21/9/10
Birmingham-10 Mon from 20/9/10
Birmingham-10 Thurs from 23/9/10
Coventry-10 Mon from 4/10/10
Kettering-12 Mon/Tues from 20/21/9/10
Shrewsbury -10 Tues from 21/9/10
Solihull - 10 Tues from 21/9/10
Stoke - 10 Mon from 20/9/10
Walsall – 10 Weds from 6/9/10
Cheltenham – 10 Weds from 29/9/10

Health & Safety Stage 2

Derby–12 Thurs from 23/9/10
Leicester-12 Thurs from 23/9/10
Birmingham-10 Thurs from 23/9/10
Coventry-10 Tues from 5/10/10
Kettering-12 Mon/Tues from 20/21/9/10
Shrewsbury -10 Thurs from 23/9/10
Solihull - 10 Fri from 17/9/10
Stoke - 10 Tues from 21/9/10
Walsall – 10 Mon from 4/9/10

Employment Law

Derby – 10 Fri from 24/9/10
Leicester-10 Fri from 24/9/10
Birmingham-10 Tues from 21/9/10
Kettering-12 Mon/Tues from 20/21/9/10

Union Reps stage 2

GMB Introduction course covers stage 1
Birmingham-10 Tues from 21/9/10
Shrewsbury -10 Mon from 20/9/10
Solihull - 10 Thurs from 16/9/10
Stoke - 10 Weds from 22/9/10
Cheltenham – 12 Tues from 14/9/10

Union Learning Reps stage 1

Derby–5 Weds from 22/9/10
Leicester-5 Weds from 22/9/10
Birmingham- 5 Weds from 3/11/10
Kettering-5 Mon/Tues from 20/21/9/10
Solihull - 5 Fri from 17/9/10
Stoke - 5 Mon from 20/9/10

Union Learning Reps stage 2

Derby–5 Weds from 3/11/10
Leicester-5 Weds from 3/11/10
Kettering-5 Mon/Tues from 1/2/11/10
Stoke - 5 Weds from 22/9/10

Computer Courses for Reps

Stoke – 10 Mon from 20/9/10
Stoke – 10 Tues from 21/09/10
Shrewsbury – 10 Tues from 21/9/10
and for members

Skills for Life

Shrewsbury – dates available from September

TUC Diploma in Occupational Health

Derby–36 Weds from 22/9/10
Leicester-36 Weds from 22/9/10
Birmingham-36 Thurs from 16/9/10
Shrewsbury - 36 Thurs from 16/9/10
Solihull – 36 Weds from 22/9/10
Stoke – 36 Thurs from 23/9/10
Gloucester – 36 Thurs from 9/9/10

There are many more short courses available for further details contact the Education Department on 0121 550 4888 for full course programmes.

Application Form

GMB Regional Trade Union Education Courses

Please read guidance notes on front page
(Please make additional copies of this application form)



Course Details

Course Title

Date of Course

Venue

Personal Details

Surname

Forename

Address for mailing (Home or work)

Postcode

Daytime Telephone number

Email

Monitoring Details

Age

Date of Birth

Gender Male/Female

Ethnicity (please indicate, this information is completely confidential and voluntary, the information will be gathered and used for statistical purposes only)

Asian: Bangladeshi

Asian: Indian

Asian: Pakistan

Asian: Other

Black: African

Black: Caribbean

Black: Other

Chinese

Mixed: Ethnic Background

White: British

White: European

Other: please specify

Do you consider yourself to have a disability? Yes/No

Other Details

Membership no:

Employer

Union Position

Course application cont:

Reason for course application:

(Please include as much information as possible for your application to be considered)

Please state of any special requirements:

Please state any conditions of which the course organiser should be aware

Signature of applicant:

Date:

Signed by full time Officer/Organiser:

Name:

Please return to

Gill Whittaker
Regional Education, Equalities & Health & Safety Officer
GMB Regional Education Department
Will Thorne House
2 Birmingham Road
Halesowen
B63 3HP

EMPLOYERS RELEASE FORM

COURSE TITLE _____

DATE(S) OF COURSE _____

VENUE _____

REPRESENTATIVES NAME _____

EMPLOYER _____

***It is/it is not (**please delete*) our intention to grant paid release from work for the above representative to attend the above course.**

Signed on behalf of the Employer _____

Please print name _____

Daytime telephone number _____

Date _____

Your attention is drawn to the legal rights that Trade Union Representatives have to attend Training Courses with pay (ACAS Code of Practice – “Time Off for Trade Union Duties and Activities”).

If you are unwilling to grant paid release in respect of this request, please complete the section below. You are advised that we may take further action to secure paid release from work in respect of this request if we feel it necessary.

Paid release will not be granted on this occasion because:

Thank you for completing this form. Please return to
Gill Whittaker – Regional Health & Safety/Education/Equalities Officer
Will Thorne House, 2 Birmingham Road, Halesowen, West Midlands, B63 3HP