

Breakdown of your compulsory training and what you are to expect

Initial Support Training

Within one month of election. This will normally be carried out at your place of work by your Full Time Officer and will take about three hours.

2 Day GMB@Work Training - see below for dates and application form

This course will be delivered jointly by the Workers Education Association WEA and a Full Time Officer and supplies all new activists with the core principles embedded in the GMB@Work policy. These courses are held in Halesowen, Tamworth, Stafford & Tewksbury. In your pack you will find an application form and dates of upcoming courses on the green paper, please identify which one you can attend and fill in the application and return to the Education department. Please note you will not be allowed to attend any other training course until you have completed the GMB@Work full induction.

8 Day GMB Induction - see below for dates and application form

This is an 8 day program that follows on immediately after the 2 days and will be a day release course over a period of 8 weeks. This course is carried out by the Workers Education Association and will cover the benefits and services available to GMB members, recruitment and representational skills.

5 Day Communication Skills

After completing the above 3 courses, and within your first year you will be invited to attend the communication skills course as a follow on to your GMB Induction. This course is run in Halesowen only and will equip you with report writing, public speaking and confidence building for your role. (After the first two courses ULRs will then undertake their 5 Day ULR training to become a fully operational Union Learner Rep). Also Health & Safety Reps will be encouraged to undertake the stage 1 TUC H & S course. These courses are run at the TUC colleges throughout the region and you can apply for the one nearest to where you live. This must be authorised by the Regional Education Officer prior to your attendance.

Further Training

After you have completed your compulsory training you can then consider the further training opportunities available. There are many courses available and some fall under criteria for certain roles, for example the Union Learning Representatives, pension's trustees, branch secretaries etc. You will need to check with the Education Department which courses you can apply for and the following pathway will suggest some of them for you but this is not restrictive as we cannot name every single course available.

Industrial Relations

- Grievance, Disciplinary & Negotiations
- Case management & Dispute resolution techniques
- Stage 2 Union Reps
- Advanced Negotiations & Bargaining skills
- Employment Law 10 days (this should only be undertaken after G,D & N)
- Agency Workers
- Single Equality Act
- Redundancy & TUPE
- Handling Capability cases
- Campaigning and organisational changes
- Building Trade union Organisation

Health & Safety

- H & S stage 1 (10 days)

- H & S stage 2 (10 days)
- Stress awareness
- Accident and incident investigation
- Risk Assessments
- Body mapping
- Domestic Violence
- Bullying & harassment
- Cancer in the Workplace
- Tackling workplace hazards
- Greening the environment
- Disability issues in the workplace
- Work life balance
- Musculoskeletal disorders (MSD's)
- Legionella awareness
- Asbestos awareness
- Mental Health awareness
- Asthma awareness

Union Learning

- ULR stage 1
- ULR stage 2
- Apprenticeships and Mentoring
- Negotiating Apprenticeships and workplace learning
- Facing organisational change
- Skills for Life
- IAG
- Working with providers

Equality & Inclusion

- Organising for Equality/
- Tackling Racism & fascism
- Understanding Disability issues
- Single Equality Act
- Equality Reps stage 1
- Equality Reps stage 2
- Equal pay
- Discrimination in the workplace
- Women's Professional development
- LGBT awareness
- Developing Young members
- Developing Black members
- Organising Migrant Workers

Additional courses

- ICT for reps stage 1
- Advanced ICT for reps stage 2
- Organising, a voice for every workplace
- Introduction to Pensions
- Women & pensions
- Project management
- Self-management & personal effectiveness
- Working in the community
- Building Active Leadership
- Introduction to politics
- Contemporary trade union and labour history

- Numeracy & Literacy
- Understanding economics and the impact on the workplace
- Preparation for retirement

Specialist courses

(You will need to stipulate your role and why you need to undertake these type of courses when applying, n.b. not all courses are deemed appropriate for GMB Representatives)

- Branch Secretaries
- Negotiating pensions
- Pension champions
- Branch Auditors
- H & S in the Quarry Industry
- Diploma in H & S - stage 3 (36 weeks)
- Diploma in Contemporary Trade Unionism
- Diploma in Equalities
- Activist Academy
- Accompanying Reps

As stated the list of courses is not exhaustive and new courses are being developed all the time.

Follow on Courses Stage 1, 2 & 3

The GMB Education department recommends to all representatives that if they are undertaking the TUC staged courses that they need to leave at least 1 full year in between each stage, this is strongly encouraged by us and the TUC, *please note some colleges will encourage you to take the course sooner than required, this is to fill their course numbers and may not be in your best interests.* If you apply beforehand then your application will be rejected unless you can demonstrate a suitable ability to continue and an urgent need. Each application is assessed individually and on its merits.

Qualifications

The majority of our GMB courses are all run through the TUC accreditation programme, which is part of the new qualification system for England and Wales, the Qualification Curriculum Framework (QCF). This means that all accredited courses will receive credits which will build towards awards, certificates and diplomas issued through the awarding body NOCN. This will provide you with clear nationally recognised qualifications. Each course you attend your tutor will explain how many credits and at what level you are expected to receive.

Aiming for Success

All of our courses including the TUC programme 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 that take part
- Recognition of learning achievements through accreditation
- Personal satisfaction and enrichment through learning

We are committed to ensuring equal treatment regardless of sex, age, religion, race, sexual orientation. The aims of our programme include equal participation by all groups and delivering skills, knowledge and understanding to learners so they can assist all our members. The purpose of our programme and the TUC is to provide a quality learning experience, with a system of accreditation which points to future learning opportunities and qualifications.

If you require any further information or assistance in what courses are available, how to apply or information required for the attendance of courses please contact the Education

Department on 0121 550 4888.

Yours
GMB Regional Education Department