

# Birmingham & West Midlands Regional Education Briefing

November 2011



## Spring 2012

Please find attached information on courses for Spring 2012. I would be grateful if you could circulate this to your workplace Reps & activists

### **Application to GMB Courses**

All completed GMB application forms must be sent to the Education Department at the address below for the Attention of Deb Watt. The Education department will then notify you if your application is successful.

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

### **Applications to TUC/GFTU 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 which 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 courses for all Stewards and Reps**

### **Computers for Reps Introductory 10 Mondays starting 16<sup>th</sup> January Halesowen**

This is a 10 day course aimed at all stewards. This course will cover an introduction to computers for TU reps, using the internet, using word processing, spreadsheets and databases for reps. This course is also useful for your personal as well as professional development.

### **Communication Skills 5 days 26<sup>th</sup> – 30<sup>th</sup> March Halesowen**

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. This course also builds into your overall rep training and forms part of the compulsory training for all reps;

### **GMB Union Learning Reps Stage 1 5 Wednesday starting 22<sup>nd</sup> Feb - Halesowen**

This 5 day course looks at the role of the ULR, their rights and facilities, working with members on skills for life and how to involve them in learning and organising to improve learning opportunities, working with employers looking at training and learning opportunities. This course is available for all new GMB ULRs or any stewards interested in taking the learning agenda forward.

## **Domestic Violence 1 day 6<sup>th</sup> March Halesowen**

This is a 1 day course to highlight the effects of domestic violence in the workplace, this course will look at how to identify people suffering from abuse and look at ways to handle the situation as well as signposting individuals. How it impacts on the H & S and image of the employer, what information is there for you and your employer. This course encourages you to bring your managers along for joint training.

### **Employment Law – 10 days Halesowen 16<sup>th</sup> January then every Monday**

This course will give you an overview of the current Employment law practices in England and what regulations are in place, Including H & S legislation for more experienced reps who deal with personal cases.

### **Health & Safety Bite size – 5days Halesowen 5 Fridays starting 24<sup>th</sup> Feb**

This course is a bringing together of the Accident Investigation techniques course, body mapping and risk assessment processes. It is aimed at reps that have undertaken stage 1 of H & S training.

### **Branch Secretaries Briefing – 2 days 3<sup>rd</sup> & 10<sup>th</sup> February**

This is aimed at all new branch secretaries as well as at some more experienced ones that would like to get more active in the union. Information will be provided on branch accounts, conducting branch meetings, do's & don'ts and some safety and legal briefings.

## **Courses available through the TUC/WEA**

### **Health & Safety Stage 1**

Birmingham-10 Mon from 09/01/12  
Birmingham-10 Thurs from 12/01/12  
Coventry-10 Mon from 23/01/12  
Derby-12 Tues from 10/01/12  
Leicester-12 Tues from 10/01/12  
Shrewsbury -10 Tues from 17/01/12  
Solihull – 10 Tues from 10/01/12  
Stoke - 10 Mon from 9/1/12  
Walsall – 10 Weds from 25/1/12  
Gloucester – 10 Mon from 23/1/12

### **Health & Safety Stage 2**

Birmingham-10 Thurs from 12/01/12  
Coventry-10 Tues from 24/01/12  
Derby-12 Thurs from 12/01/12  
Leicester-12 Thurs from 12/01/12  
Shrewsbury -10 Thurs from 19/01/12  
Solihull - 10 Thurs from 12/1/12  
Stoke - 10 Weds from 11/1/12  
Walsall – 10 Mon from 23/1/12  
Gloucester – 10 Tues from 24/1/12

### **Employment Law**

Birmingham-10 Tues from 10/01/12  
Derby – 12 Weds from 11/01/12  
Leicester – 12 Weds from 11/1/12

### **Union Reps Stage 1**

If you have undertaken the GMB@work 2 day plus the 8 day induction then you do not have to undertake this course.

### **Union Reps Stage 2**

GMB Introduction course covers stage 1 see above

Birmingham-10 Tues from 10/01/12  
Coventry – 10 Thurs from 26/01/12  
Shrewsbury -10 Thurs from 19/01/12  
Solihull - 10 Thurs from 12/1/12  
Stoke - 10 Tues from 10/1/12  
Walsall – 10 Thurs from 26/1/12

### **Union Learning Reps stage 1**

Birmingham- 5 Weds from 11/01/12  
Derby-5 Fri from 13/01/12  
Leicester-5 Weds from 13/01/12  
Stoke - 5 Mon from 20/2/12

### **Union Learning Reps stage 2**

Derby-5 Fri from 24/2/12  
Leicester-5 Fri from 24/02/12  
Stoke – 5 Mon from 9/1/12

### **TUC Diploma in Occupational Health**

Birmingham-36 from 12/01/12  
Derby-36 Weds from 11/01/12  
Shrewsbury - 36 Thurs from 05/01/12  
Solihull – 36 Weds from 4/1/12  
Stoke – 36 Thurs from 12/1/12

# 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 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