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Trade Union Representatives Spring Term January 2012

TUC Trade Union Studies Unit

Room NL11, New Library building , Caudon Campus, Stoke on Trent College
Tel: 01782 208208 Ext: 3271 or 3465 / 01782 603552



Your Rights to Training as a Union Rep

Don't forget that as a trade unionist you have long established rights to paid time off for TUC training:

- Section 168 of the Trade Union and Labour Relations (Consolidation) Act 1992 says that an employer must 'permit' a reasonable amount of paid time off during working hours to an employee who is an official of a recognised trade union, for training in aspects of industrial relations concerned with negotiations or the performance of any functions agreed with your employer - provided that the training is approved by the TUC or your trade union.
- Regulation 4(2) of the Safety Reps and Safety Committees Regulations 1977 says that an employer has to 'permit' a trade union appointed Safety Representative to take such time off with pay "as shall be necessary" to undergo such training "as would be reasonable". The Code of Practice says that the training facilities should be approved by the TUC or trade union, and that further training should be undertaken where there are special responsibilities, or to meet changes in circumstances or relevant legislation.
- and - Section 43 of the Employment Act 2002 gives certified Union Learning Representatives the right to paid time off for training which has been approved by the TUC or your union, to develop your skills and competencies.

The ACAS Code of Practice on Time off for Trade Union Duties and Activities (2010) gives further guidance.



Union Representatives Certificate: Stage One

This course will help you develop the skills and knowledge you need to represent your union's members. You will learn about:

- building a strong union organisation
- handling grievances
- participating in meetings and making reports
- collective bargaining and agreements

The course will be informal and related to what is happening in your workplace. You will be involved throughout in active discussions with other Union Reps.

Dates: 10 Mondays from 9th January 2012

Union Representatives Certificate: Stepping Up

Stage Two builds on the Stage One Reps course by examining issues in more detail:

- employment and labour law
- management techniques
- negotiation skills
- the way unions work

You will have an opportunity to carry out a project on an Industrial Relations issue.

Dates: 10 Tuesdays from 10th January 2012

Trade Unions - The Global Economy and Change at Work Certificate

Formerly: Union Representatives Course: Stage Three

This course is designed to further develop Union Rep skills, helping to gain knowledge and understanding of the wider implications of Industrial Relations, both locally and globally. The course will cover:

- Changes at work - Human Resource Management
- Trade Union Democracy
- European Works Councils / Trade Union Structures
- Globalisation and Multi-National Corporations
- Economic models

Dates: 10 Thursdays from 12th January 2012



Health and Safety Representatives Certificate: Stage One

This course is for trade unionists who are, or expect to become Safety Reps. It will provide the knowledge and skills needed to improve health and safety at work including:

- identifying the main hazards and risks in your workplace
- finding and using information on safety standards
- building safety organisation and taking up problems with management

The course is practical and relevant to the workplace with the emphasis on Safety Reps legal rights and making positive and tangible improvements in health and safety.

Dates: 10 Mondays from 9th January 2012

Health and Safety Representatives: Next Steps Certificate: Stage Two

This course is for Safety Reps who have completed the Stage One Course and have had further practical experience since then. It covers:

- recent developments in health and safety legislation and other sources of standards
- a review of workplace health and safety organisation and risk management techniques
- an in depth health and safety improvement plan

Dates: 10 Wednesday from 11th January 2012

Negotiating Pension Schemes

A 5 day follow-on to ' an introduction to pensions' This course will look at changes affecting pensions and identify opportunities for negotiation.

Dates: 5 Fridays from 24th February 2012



Union Learning Reps Certificate

The training and education of working people is vital to job security and the regeneration of the economy. Find out about the essential role of trade unions on this issue. The Trade Union Learning Rep has statutory rights for time off to put learning back on the bargaining agenda.

Union Learning Reps Certificate

Dates: 10 Wednesdays from 11st January 2012

ULR Award (Stage 1):

Getting Organised

Working with the Employer
on Learning and Skills

**Dates: 5 Mondays from
20th February 2012**

ULR Award (Stage 2):

Equalities and learning.

ULR - Advanced Skills

Workplace Learning and the Union Learning Rep

**Dates: 5 Mondays from
9th January 2012**

Computers for Union Reps and members

We are now facilitating a number of IT 9 hour 'Tasters' over 3, 3 hour evening sessions. These will look at efficient use of the internet, word processing and effective spreadsheets - follow on courses are available with tutor guidance.

Call us on 01782 208208 Ext: 3271 / 3465 or 01782 603552 to discuss these

Short Courses

We will also provide a range of short courses (2-5 days subject to discussion) covering a variety of topics, including updates on the more recent employment legislation, equal opportunities, trade union organisation, negotiating, bargaining and communication skills and environmental issues.

If your organisation has a clear idea about an area in which it needs to update reps or develop new skills then we can also work with you to develop materials to suit your needs. **Get in touch to discuss any ideas, or drop in to see us at the Trade Union Studies Unit**

Diploma Courses (OCN Level 3)

Union Reps Diploma in Employment Law

A 12 month programme of study for trade union reps or interested members. Ran over 3, 12 week modules we look at:

- The Changing Nature of Law - its origins and operation.
- Individual Employment Law, including contracts of employment and dismissal.
- Trade Union and Collective Rights - recognition, administration, organisation and industrial action.

The programme aims to develop key legal skills looking at legal language, reasoning and tribunal procedures. Access to further HE study is an option on completion.

Dates: 36 Thursdays from 12th January 2012

Safety Reps Diploma in Occupational Health & Safety

A Diploma course aimed at all trade union Safety Representatives who have completed stages 1 and 2 and who want to learn more about Health and Safety and develop their own skills. Some of the areas we will cover are:

- Health & Safety Organisation
- Health & Safety and the Environment
- Health & Safety Law and Study Skills

The course runs for three 12 week terms. You do not need any formal qualifications. Like all our courses this course is accredited by the National Open College Network and successful completion can allow for membership of IOSH (The Institute of Occupational Safety and Health). Progress to year 2 of NEBOSH is available.

Dates: 36 Tuesdays from 10th January 2012

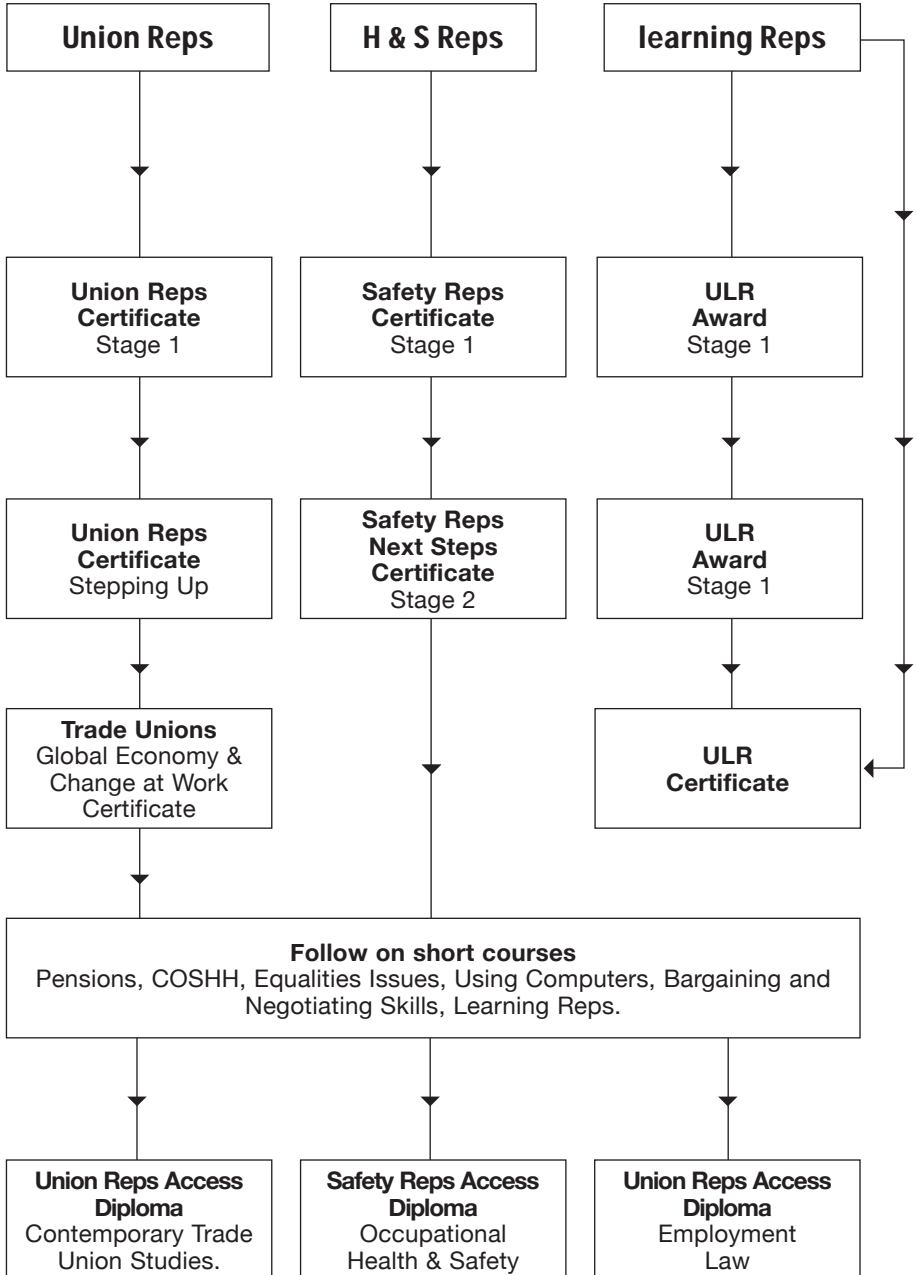
Diploma in Contemporary Trade Unionism

This 12 month course puts contemporary developments in Trade Union Organisation in the context of labour movement history and considers future development. Core Units are:

- The development of Trade Unions in Britain
- Trade Unions Today
- The Future of Trade Unions

Contact Ron Foulkes on 01782 603552 to express an interest

Recommended Course Route for:



Trade Union Studies Application Form

Course Title:

Name:

Address:

Post code:

Email:

Trade Union:

Any Positions Held:

Previous TUC Courses Attended:

Employer:

Department:

Job Title:

Day time phone number:

Signature of full-time officer or branch stamp:

Please complete and return immediately to:
Ron Foulkes, Acting Trade Union Studies Co-ordinator

Stoke on Trent TUC Trade Union Education Centre
Room T45, Stoke on Trent College, Stoke Road, Shelton, Stoke on Trent ST4 2DG

If you would like an electronic copy of this booklet to distribute to your reps,
key activists or members please email: kurwi1sc@stokecoll.ac.uk