

## Union Representatives

### Stage 1 (12 Mondays)

This course will help you develop the skills and knowledge that you will need to represent your members. **Things you will learn about will include:**

- Your responsibilities as a Union Rep;
- Building and maintaining a strong union organisation;
- Handling members' problems;
- Participating in meetings and making reports;
- Collective bargaining and collective agreements.

**12 Mondays from January 9, 2012  
(Derby, Leicester)**

**Northampton – see note below**

## Health & Safety

### Stage 1 (12 Tuesdays)

This course will help you develop the skills and knowledge that you will need to represent your members. **Things you will learn about will include:**

- Your responsibilities as a Safety Rep;
- Identifying hazards and problems in the workplace;
- Improving Union organisation for Health & Safety;
- Raising problems with management;
- What the law says about Health and Safety.

**12 Tuesdays from January 10, 2012  
(Derby, Leicester)**

**Northampton – see note below**

### Employment Law (10 Wednesdays)

This is a follow on from Union Reps' Stage 1. It can also be used as a progression course to the Diploma in Employment Law.

**Things you will learn about will include:**

- The development and changing nature of Employment Law;
- UK, EU and International Standards;
- Individual and Collective rights;
- Trade Union rights.

**10 Wednesdays from January 11, 2012  
(Derby, Leicester)**

**Northampton – see note below**

### Stage 2 – Next Steps (12 Thursdays)

This is the second part of the training for Health & Safety Representatives. You should have completed the Stage 1 course first.

**Things you will learn about will include:**

- The changing role of Health & Safety Representatives;
- The legal framework and links between UK and European law;
- Getting involved in assessments;
- The management of Health & Safety;
- Information and consultation systems.

**12 Thursdays from January 12, 2012  
(Derby, Leicester)**

**Northampton – see note below**

### Northamptonshire

We have space for 2 courses in the Spring term on a Monday or Tuesday at Northampton. According to which course recruits – we may have to change the day. We will try to offer an alternative venue if you have applied for a course which has not recruited.

The Spring Term starts on January 9th. To ensure we can contact you in good time about your course, please apply by **December 20th** for Union Reps 1, Health & Safety 1 or 2 or for ULR Stage 1.

# UNION LEARNING REPRESENTATIVES (ULRs)

## Union Learning Reps – Stage 1 (5 days)

This course will help you develop the skills and knowledge that you need to represent your members.

**Things you will learn about will include:**

- Union structures and how your union organises around learning;
- Your responsibilities as a ULR and collective working skills;
- Planning an approach to your own and your members' development;
- The skills of putting the union case on learning.

Derby / Leicester 5 Fridays from January 13, 2012

Northampton 5 Mondays or Tuesdays from January 9 or 10, 2012

## Union Learning Reps – Stage 2 (5 days)

This is the second part of the training for ULRs. You should have completed the Stage 1 course first.

**Things you will learn about will include:**

- Exploring how the ULR role links with the wider union and organising strategies
- Equalities and learning, particularly how to support learners
- Developing skills and knowledge about specific aspects of learning
- Reviewing progress and outcomes of learning

Derby / Leicester 5 Fridays from February 24, 2012

Northampton 5 Mondays or Tuesdays from 20 or 21 February, 2012

## SHORT COURSES

### Using Computers (30 hours, Fridays)

Drop in course for 30 hours, built around your computing needs.

Derby Starts January 13, 2012

### Apprenticeships – Trades Unions & Apprenticeships (3 days)

This course will help Reps to gain a wide understanding of apprenticeships and the National Apprenticeship Service; the Health & Safety and Equality issues involved; as well as looking at the skills of working with young people and employers on apprenticeship issues.

Derby February 6 - 8, 2012

### Apprenticeships – Mentoring Apprentices (2 days)

Union Learning Representatives as well as other Union Reps will find this course useful in considering the role of the mentor, the skills which are needed and how these can best be used to support young people on apprenticeships.

Derby February 9 & 10, 2012

### Contracts of Employment (3 days)

Know what makes a contract? Understand the legal position about changes to contracts? Up to date with case law? If not, this course will give you a solid grounding in contract law.

Derby January 31, February 1 & 2, 2012

### Dyslexia Awareness (2 days)

This course is for those who want to improve their understanding of dyslexia and how it affects people in the workplace. It will introduce you to some of the key issues facing individuals, the trade union and the employing organisation.

Leicester March 6 & 13, 2012

### Equality Issues in the Workplace (5 days)

This course is aimed at all types of union representatives and will look at the equality issues both in the workplace and within wider society; thinking about challenging myths and stereotypes around equality. It will also look at the Equality Act 2010 and the key changes, as well as how to apply equality law in grievance and disciplinary cases

Leicester February 20, 27, March 5, 12, 19, 2012

#### Further Information :

Contact Derby Trade Union Education Centre on 01332 387492 or email [dtuec@derby-college.ac.uk](mailto:dtuec@derby-college.ac.uk)  
Or visit the website [www.dtuec.co.uk](http://www.dtuec.co.uk)

## SHORT COURSES

### **Facing Organisational Change (3 days)**

Facing redundancy, transfers, restructuring, closures, imposed changes to shift patterns/rotas or redeployment? This course will look at trade union collective and individual members' rights: exploring tools and techniques for facing up to organisation change.

Leicester March 13, 20, 27, 2012

### **Facing Organisational Change for Union Learning Reps (5 days)**

This course introduces ULRs to collective and individual members' rights in redundancy and transfers and explores how ULRs can be a part of the Union team supporting members facing organisational change.

Derby January 13, 20, 27, February 3, 10, 2012

### **Greening the Workplace (2 days)**

This course will help Reps to identify environmental issues affecting the workplace, research appropriate environmental legislation, policies and information and develop opportunities for trade union action.

Leicester March 14 & 21, 2012

### **Making the Business Case for Trades Unions: Health & Safety (2 days)**

Health & Safety Reps will develop arguments to help the employer recognise the benefits Union activity around health & safety issues will bring to the workplace.

Derby April 2 & 3, 2012

### **Making the Business Case for Trades Unions: Workplace Learning (2 days)**

Union Learning Reps will develop arguments to help the employer recognise the benefits Union involvement around the learning agenda will bring to the workplace.

Leicester January 17 & 18, 2012

### **Tackling Stress at Work (2 days)**

Stress is one of the major causes of workplace illness and one of the most prominent Health & Safety issues mentioned in the TUC Health & Safety reps survey. This course will give Reps the chance to identify the problems and develop a system for supporting members facing stress at work.

Derby February 8 & 9, 2012

### **Tackling Workplace Hazards (5 days)**

The initial days of the course will give Health & Safety Representatives a range of techniques for identifying and investigating hazards in the workplace. Having used these to involve members in identifying hazards the remainder of the course will help Reps to research and plan a detailed strategy for tackling the priority hazards.

Derby February 24, March 2, 9, 16, 23, 2012

## Applying for your course

- Look through the leaflet and select the course/s you want to do.
- Use the application form on the back of this leaflet. Fill in the form, giving an address for your Union Branch.
- If you have a disability or need special assistance to help you, please give a **brief** description of your requirements and a contact phone number so that DTUEC can try to arrange support in advance. (If you do not inform the Centre of any special needs in advance, it may be difficult to support you through your course).
- You should start to apply to your employer for paid release for your course.
- Post the application to Trade Union Education, Derby College, Johnson Building, Locomotive Way, Pride Park, Derby, DE24 8PU

**APPLY BY DECEMBER 20th FOR ALL STAGE 1 and 2 COURSES. FOR SHORT COURSES MAKE SURE YOUR APPLICATION REACHES US 1 MONTH BEFORE THE START OF THE COURSE.**

**APPLICATION FORMS ARE PRINTED ON THE BACK OF THIS LEAFLET. PLEASE PHOTOCOPY MORE IF YOU NEED THEM. PLEASE APPLY FOR PAID RELEASE WHEN YOU APPLY FOR THE COURSE AND SEND YOUR APPLICATION IN AS QUICKLY AS POSSIBLE.**

# THE TUC DIPLOMAS

The Diplomas are year long courses, meeting 1 day per week for 36 weeks. There are usually 3 additional Saturday schools. Accreditation is at OCN levels 2 or 3.

## Employment Law Diploma

Developing personal/study skills, the ability to work collectively and the confidence of learners to study at a higher level, the course covers the changing nature of Employment law; UK, EU and International standards; individual, collective and trade union rights. Skills developed will include Communication and Study Skills, Information Communication Technology, and Legal skills. There will also be a course Research project.

Derby Start January 12, 2012

## Diploma in Equality

The course will look at equality issues at work; the history, development and application of equality law and working to improve equality with employers, members and the wider trade union. The course will develop communication, legal and information technology skills. There will also be a course project where an area of interest in equality can be researched and developed.

Derby Start January 12, 2012

## Diploma in Occupational Health & Safety

The course is aimed at experienced Representatives who have taken TUC courses at Stage 2 – or completed equivalent levels of study in Health & Safety. The course will look at workplace Health, Safety and Environmental Issues, the Organisation of Health & Safety and the Law. Skills developed on the course include Communication and Study Skills as well as planning, carrying out and reporting on a Health & Safety project. If Level 3 credits are gained, learners may obtain Technician membership of the Institute of Occupational Safety and Health. (Tech IOSH). (See <http://www.iosh.co.uk/>).

If you want to discuss joining the Diploma group, please ring the Centre on 01332 387492 or email [dtuec@derby-college.ac.uk](mailto:dtuec@derby-college.ac.uk)

Derby Start January 11, 2012



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## APPLICATION FORM

COURSE \_\_\_\_\_ VENUE \_\_\_\_\_

STARTS \_\_\_\_\_ YOUR NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

POST CODE \_\_\_\_\_ DAY PHONE NO \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

UNION BRANCH ADDRESS \_\_\_\_\_

DISABILITY / SPECIAL NEED (PLEASE STATE) \_\_\_\_\_

I am a fully paid up member of my Union. Signed : \_\_\_\_\_ Date : \_\_\_\_\_

PLEASE RETURN TO:-  
Trade Union Education, Derby College, Johnson Building, Locomotive Way,  
Pride Park, Derby. DE24 8PU

