

DERBY TRADE UNION EDUCATION

2011 - 2012



unionlearn
with TUC Education


DERBY college

DERBY
TRADE
UNION
EDUCATION
CENTRE

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ABOUT US

Derby Trade Union Education Centre (DTUEC) is the Trade Union Congress (TUC) designated centre providing training for Union, Health & Safety and Learning Representatives and Union members in Derbyshire, Leicestershire, Northamptonshire and East Staffordshire.

DTUEC is based at Derby College, has a centre in Leicester and also runs courses in Northamptonshire. It also provides training on Unions' and employers' premises

DERBY

- Based in the College's Johnson Building on Pride Park, Derby
- Accessible for people with disabilities – parking may be arranged on site
- Comprehensive resource base
- Dedicated teaching room
- Comprehensive resource base and ICT facilities
- E mail DTUEC at dtuec@derby-college.ac.uk
- Contact DTUEC on 01332 387492

LEICESTER

- Based in Vaughan College
- Located opposite the 'Holiday Inn' close to the City Centre
- Car parking at 'Holiday Inn' or Great Central Street
- Accessible for people with disabilities – parking may be arranged on site
- Dedicated teaching room
- Comprehensive resource base
- Access to ICT facilities
- Contact DTUEC on 01332 387492
- E mail DTUEC at dtuec@derby-college.ac.uk

NORTHAMPTONSHIRE

- At time of going to press, we are currently negotiating a new venue for our work in Northamptonshire. For further information :
- Contact DTUEC on 01332 520166
- E mail DTUEC at dtuec@derby-college.ac.uk or log on to our web site www.dtuec.co.uk for up to date details

IN YOUR AREA

- If you can organise through
- your workplace
- your own union
- your Trades Council a minimum of 10 Representatives who need a course, we can provide this for you locally.
- Contact DTUEC on 01332 387492
- E mail DTUEC at dtuec@derby-college.ac.uk



Maps and directions for these venues available at 'How to Find Us' on www.dtuec.co.uk

NORTHAMPTONSHIRE APPLICANTS We have space for 1 course on a Monday and 1 on a Tuesday. According to which courses recruit – we may have to change the advertised day. 2 weeks before the courses start, we will notify you of the dates and times for your course in Northants – or offer a place at an alternative venue. Please let your employer know this when applying for release.

  Follow us on Facebook and Twitter - www.twitter.com/dtuec

INFORMATION FOR REPS

APPLYING FOR YOUR COURSE

Select the course/s you want to do from this booklet.

Fill in the Application Form/s on pages 14– 15 or apply on the web.

(If you have a disability or may need support to help you benefit fully from your course, please state this on the application form and give a daytime contact number. If we do not know in advance, we may not be able to make arrangements in time for your course.)

Please make sure your application reaches the Trade Union Education Centre in good time. We may have to cancel courses with low numbers.

Put a stamp on the form, or put it in a stamped envelope and post it to our Derby address.

Apply to your employer for paid release (see page 4) to attend the course as soon as you apply for it.

Receipt of your application for the course will be acknowledged by the Trade Union Education Centre.

The Trade Union Education Centre will make decisions about which courses are running about 2 weeks before the course is due to start.

Your course is running at the venue you have chosen:

We can offer your course at another venue:

Unfortunately, your course has been cancelled:

You will get a letter about the arrangements for the course about 2 weeks before the course is due to start.

Please let us know as soon as possible if you will be unable to attend. If you just don't turn up, we may have to cancel the course – inconveniencing other Reps.

Applications to : Trade Union Education, Derby College, 2 Roundhouse Road, Derby DE24 8JE (01332 387492 : Answerphone out of hours) dtuec@derby-college.ac.uk www.dtuec.co.uk

INFORMATION FOR REPS

Applying For Your Course

- Look through the booklet and select the course, or courses, you want to do.
- Go to the application forms on pages 14 to 15. (You may wish to copy some of the blank forms so that you have some spares for other Reps or for later in the year.) You can also apply via our web site.
- You must fill in all sections of the application form.
- If you have a disability, or need assistance to help you to benefit fully from your course, please give a brief description of your requirements. If we do not have a contact phone number we will not be able to make suitable arrangements in time for your course.
- The return address is on the form. Either put a stamp on the form and post it to us or put the completed form in an envelope and return it to the address given.

Having Applied

- You approach your employer for paid release (see below) for your course as soon as you apply. Please remember that Union Representatives 1 and 2 and Health & Safety 1 and 2 courses last for 12 days, 1 day per week. (See p 6 - 7 for specific dates.).
- Receipt of your application will be acknowledged as soon as possible. Approximately two weeks before the course you will receive a letter confirming the course venue, time and starting date.
- If there are insufficient applicants to run a course, it may have to be cancelled – so please make sure your application is in at least 2 weeks before the course
- If a course has to be cancelled, we will do everything possible to offer you an alternative or to put you on the waiting list for the next course.
- If a course is full, places will be offered on a 'first come, first served' basis – so please apply early.
- Remember – please let us know as soon as possible if you can't attend.

Support for you on your course

If you have a disability or may need support to benefit fully from your course, the Learning Support Services which Trade Union Education can access will help you. Please state your needs on the application form and give a daytime contact number. If we do not know in advance what you want, we may not be able to make arrangements in time for your course.

About Paid Release

Upon election or appointment Representatives have a legal right to paid 'Time off for trade union duties and activities' which includes attending training courses.

If you have difficulty in obtaining paid release, you should seek advice from any of your : Senior Union Representatives, Union Branch Secretary or Full Time Official.

INFORMATION FOR REPS

Learning With Your Trade Union

Learndirect Learning Centre at Derby Trade Union Education Centre

- Do you or your members worry about their English and Maths abilities?
- Do you sometimes have trouble putting your thoughts into writing?
- Do you sometimes struggle with Maths in your work or home situation?
- Would you like to get some computer skills or improve those you already have?

We can help you!

For Union Members and their families we offer FREE COURSES that will lead to the national English and Maths qualifications.

Computer courses leading to qualifications are available – but charges may apply.

For the Maths and English you will complete an initial assessment to find out at which level you should start. There are three broad levels in literacy and numeracy – these start at Entry Level and move up through Level 1 to Level 2. The Level 2 is equivalent in level to GCSE grades A* - C. You will have the opportunity to work through each level.

Courses can also be arranged at your workplace using our Netbooks if you have a group of people who want to learn together.

Learndirect courses are designed to be carried out on computers, either over the

internet or by using workbooks and CD-roms. You can also learn at home or in the Derby centre using our computers.

Contact the IT suite direct on 01332 387493 and speak to Sue or Phil for more details.



THE SHORT COURSES

The TUC Core Programme

The following courses, along with the training for Learner Representatives (see page 7) form the TUC Core Programme. Union Representatives and Health and Safety Representatives courses run for 1 day a week for 12 weeks. Learner Representative courses for 1 day a week for 5 weeks.

You are entitled to paid release from your employer to attend these courses (see page 4) and should apply for this when you apply for the course.

Union Representatives Stage 1

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.

Derby/Leicester Starts 19 Sept 2011, 9 Jan 2012, 23 April 2012

Northamptonshire Starts 19/20 Sept 2011, 9/10 Jan 2012, 23/24 April 2012

'Stepping Up' (Union Representatives Stage 2)

This is the second part of the training for Union Representatives. You should have completed the Stage 1 course first. Things you will learn about will include:

- Exploring your Union's and Employer's priorities and structures;
- Developing your planning, organising and campaigning skills;
- Employment Rights and Employment Protection measures;
- Developing negotiating skills.

Derby/Leicester Starts 21 Sept 2011

Employment Law (10 days)

The course covers the development and changing nature of Employment law; UK, EU and International standards; individual, collective and trade union rights.

Derby/Leicester Starts 11 Jan 2012, 25 April 2012

Northamptonshire Starts 19/20 Sept 2011, 9/10 Jan 2012, 23/24 April 2012

Health & Safety Stage 1

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 :

- The law on Health and Safety and the role and responsibilities of Safety Reps;
- Identifying hazards and problems at workplace and problem solving;
- Improving Union Health & Safety organisation.

Derby/Leicester Starts 20 Sept 2011, 10 January 2012, 24 April 2012

Northamptonshire Starts 19/20 Sept 2011, 9/10 Jan 2012, 23/24 April 2012

THE SHORT COURSES

The TUC Core Programme

'Next Steps for Safety Representatives' (Health & Safety Stage 2)

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.

Derby/Leicester Starts 22 Sept 2011, 12 Jan 2012, 26 April 2012

Northamptonshire Starts 19/20 Sept 2011, 9/10 Jan 2012, 23/24 April 2012

Union Learning Representatives (ULRs) Programme

These 2 five day courses give Learning Representatives a thorough background to the ULR's role and will help to build the knowledge and skills to help support ULRs. The courses will be offered consecutively – so why not sign up for both parts?

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 Starts 23 Sept 2011, 13 Jan 2012, 27 April 2012

Northamptonshire Starts 19/20 Sept 2011, 9/10 Jan 2012, 23/24 April 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 Starts 4 Nov 2011, 24 Feb 2012, 1 June 2012

Northamptonshire Starts 31 Oct/1 Nov 2011, 20/21 Feb 2012, 28/29 May 2012

Union Learning Representatives may also find that the short courses on Facing Organisational Change and ULRs, Mentoring Apprentices and Making the Business Case for Trades Unions : Workplace Learning (see pages 8 - 10) will also be helpful.

THE SHORT COURSES

Accident and Incident Investigation (2 days)

Informed about Accidents / Incidents at work? Know what your rights are to investigate? Is there a system for investigating? Working with HSE guidance the course will identify best practice, assess gaps in workplace provision and plan an improvement strategy.

Derby 26 Sept and 17 Oct, 2011

Leicester 21 May and 18 June, 2012

Apprenticeships

Apprenticeships are being reinstated as the main way into skilled and better paid work for young people and adults alike. New schemes will need unions to support them if they are to reach the highest standards. These two courses, which follow on to form a 5 day block, help Reps to address some of the key issues around apprenticeships.

Trades Unions and Apprenticeships (3 days)

The 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.

Leicester 12, 13, 14 Sept 2011

Derby 6, 7, 8 Feb 2012

Leicester 2, 3, 4 July 2012

Mentoring Apprentices (2 days)

Union Learning Representatives (ULRs) 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.

Leicester 15, 16 Sept 2011

Derby 9, 10 Feb 2012

Leicester 5, 6 July 2012

Contracts of Employment (3 days)

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

Leicester 28, 29, 30 Sept 2011

Derby 31 Jan, 1, 2 Feb, 2012

Disability Issues in the Workplace (5 days)

This course covers the Disability Discrimination Act and case law, the Social Model of Disability and organising and developing improvement plans for the workplace.

Leicester 31 Oct, 7, 14, 21, 28 Nov 2011

Derby 11, 18, 25 June, 2, 9 July 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 20, 27 Feb, 5, 12, 19 March 2012

THE 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 tackling organisational change.

Derby 4, 11, 18 Oct 2011

Leicester 13, 20, 27 March 2012

Derby 15, 22, 29 May 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.

Leicester 23, 30 Sept, 7, 14, 21 Oct 2011

Derby 13, 20, 27 Jan, 3, 10 Feb 2012

Greening the Workplace (2 days)

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

Leicester 14 and 21 March, 2012

Making the Business Case for Trades Unions

Over recent years a number of studies have identified the benefits of Union organisation and representation to businesses. In the

current economic climate, Unions may have to argue their benefits to business to be able to maintain and develop their role in the workplace. Individual courses are designed to support Equality, Health & Safety, Union and Union Learning Reps in this role.

Making the Business Case for Trades Unions : Equality (2 days)

Equality and other Reps with a responsibility for equalities will develop arguments to help the employer recognise the benefits Union activity around equalities issues will bring to the workplace.

Derby 3, 4 Nov 2011

Leicester 20, 21 June 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.

Leicester 3, 4 Oct 2011

Derby 2, 3 April 2012

Making the Business Case for Trades Unions : Union Representation (2 days)

Union Reps will develop arguments to help the employer recognise the benefits Union involvement, consultation and representation will bring to the workplace.

Derby 3, 4 Nov 2011

Leicester 20, 21 June 2012

THE SHORT COURSES

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.

Derby 27, 28 Sept 2011

Leicester 17, 18 Jan 2012

Derby 16, 17 May 2012

Sickness Absence (5 days)

This course gives Reps the chance to identify relevant law, compare sickness absence policies and procedures and consider how to support individual members. Using this information the course will help Reps to develop strategies for handling and presenting personal cases.

Derby 8, 15, 22, 29 Nov, 6 Dec 2011

Leicester 19, 26 June, 3, 10, 17 July 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.

Leicester 12, 13 Oct 2011

Derby 8, 9 Feb 2012

Leicester 23, 24 May 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 24 Feb, 2, 9, 16, 23 March 2012

Leicester 15, 22, 29 June, 6, 13 July 2011

Using Computers (30 hours)

Need training to help you use computers for your Union work? This course is suitable for beginners and experienced ICT users with a personalised range of activities. Flexible learning for a maximum 30 hours on Fridays between 0930 and 1600 in Derby.

Starts 23 Sept 2011

14 Jan 2012

27 April 2012

Want to keep up to date?

Apart from this annual booklet, we also distribute shorter 'flyers' detailing the Spring and Summer courses.

The fastest way to keep up with the Centre's courses is to follow our updates on

 Facebook and  tweets on Twitter



THE TUC DIPLOMAS

The courses 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 and is based on activities in the Centre and at work to give learners the opportunity to achieve at level 3. Diplomas offer learners the chance to gain access to Higher Education (in an appropriate subject) if they wish to. To apply, please use the application form on pages 14 - 15 . A meeting to talk informally to Tutors about the course and what will be expected during the course will be arranged before the start date. All courses are 'roll on roll off' and will be based in Derby.

Employment Law

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.

Progression to the Diploma is by completing Union Reps Stage 1 and either Stepping Up (Stage 2) or the 10 day Employment Law course. (Courses from your own Union may help towards this – but you would need to check this with the course Tutor.)

Starts
22 Sept 2011, 12 Jan 2012, 26 April 2012

Occupational Health and Safety Diploma and Equality Diploma

See details on page 13



THE TUC DIPLOMAS

Occupational 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 throughout, learners may obtain Technician membership of the Institute of Occupational Safety and Health. (Tech IOSH). (See <http://www.iosh.co.uk/>).

Progression to the Diploma is by completing Health & Safety Stage 1 and Next Steps for Safety Reps (Stage 2). (Courses from your own Union may help towards this – but you would need to check this with the course Tutor.)

Starts

21 Sept 2011, 11 Jan 2012, 25 April 2012

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.

Progression to the Diploma is by completing either a Stage 1 and Stage 2 course, a Stage 1 and the 10 day Employment Law, or a Stage 1 and the Disabilities or Equalities 5 day courses. (Courses from your own Union may help towards this – but you would need to check this with the course Tutor.)

Starts

22 Sept 2011, 12 Jan 2012, 26 April 2012



For your course application form please see reverse



COURSE APPLICATION FORM

Please make sure that you complete all sections of the form and then post this to
Trade Union Education Centre, Derby College, 2 Roundhouse Road, Derby DE24 8JE

Course Venue Start Date

Daytime Phone No. Your Name

Address

..... Postcode

Email Address

Union Branch

Union Branch Address

Disability / Special Need (please state)

(Please make sure you have given a daytime contact phone number so we can discuss your needs before the course starts. If we are unable to contact you, it will mean that we are unable to arrange the support you feel you need for the start of your course).

I am a fully paid up member and Rep of my Union. My employer has agreed to my attending the course without loss of earnings.

Signed Date

Please photocopy extra forms if required