



2015 EDUCATION PROGRAMME

GMB@WORK

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October 2014

Dear Colleague

RE: TRAINING AND EDUCATION PROGRAMME 2015

Firstly, I would like to take this opportunity to thank all of you who have attended courses over the last twelve months and for the feedback you have given.

I am pleased to be able to provide you with the Education Programme for 2015 and hope that many of you will decide to take the opportunity to enrol on a course or courses. Your position as a GMB representative is vital to the organisation and I firmly believe that to be able to properly carry out your role, education and training is of great value. Whether you have been a post holder for a few months or a few years I would encourage you to take a look at the enclosed programme and see what courses may be of interest to you. New for this year is the 3 Day Dealing with Accidents at work and e-learning short courses.

The training pack is also available on our regional website (www.gmbyorkshire.org.uk), so that application forms can be downloaded direct from there. Alternatively you can contact the education department for further supplies. Application forms can be emailed to shelagh.wigglesworth@gmb.org.uk or colin.kirkham@gmb.org.uk.

If you have any queries in respect of your training or you would like to give us your feedback we would be happy to hear from you, please feel free to ring my office on 0845 337 7777.

Yours sincerely

Colin Kirkham

Colin Kirkham
Regional Education Officer

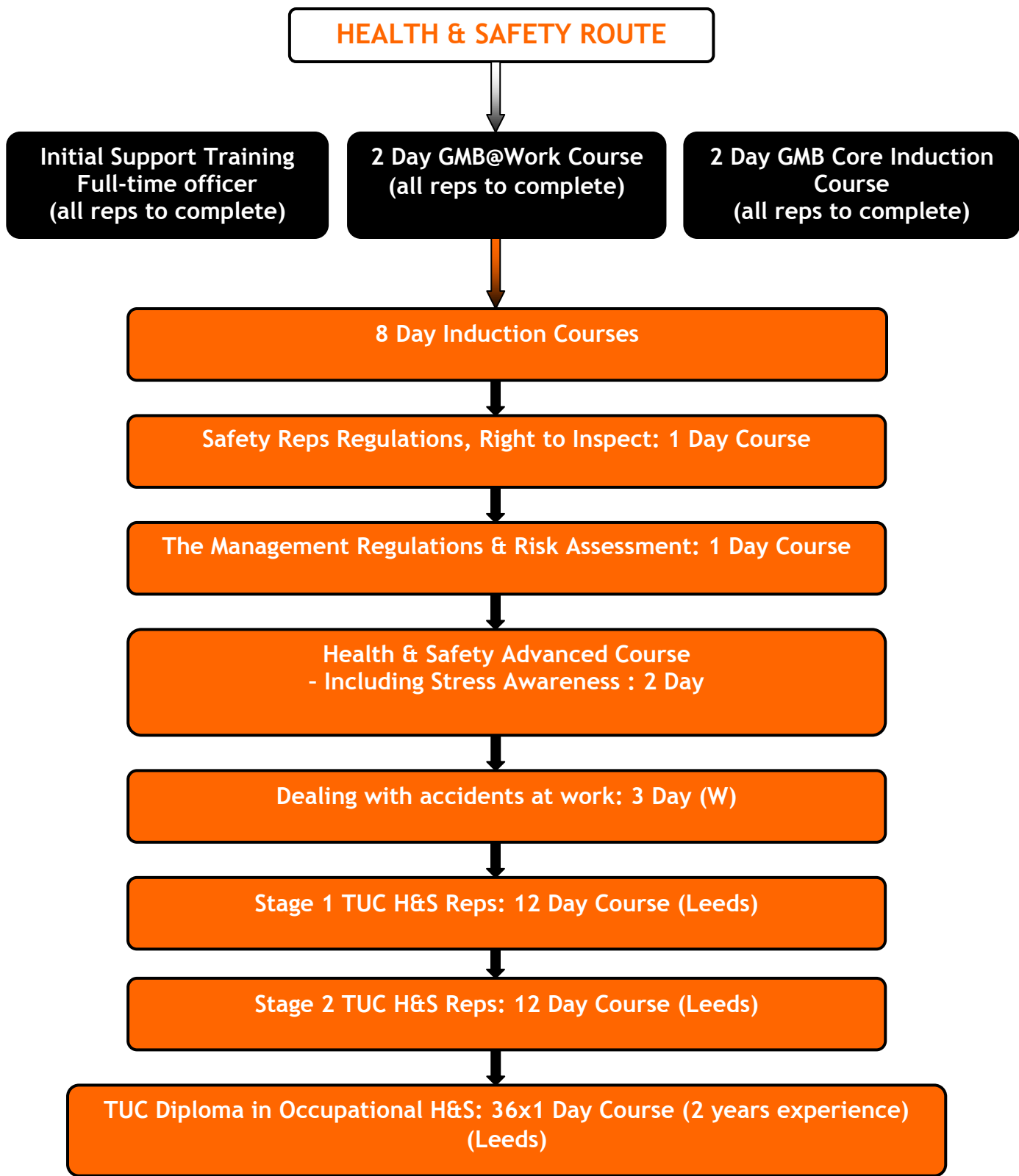
Tim Roache

Tim Roache
Regional Secretary

GMB EDUCATION PROGRESSIONAL ROUTE

**THE FOLLOWING PROGRESSIONAL ROUTE IS DESIGNED TO
SUPPORT THE PATHWAYS OF POST-HOLDERS
WHO HOLD DIFFERENT POST-HOLDING POSITIONS AND WORK
IN CONJUNCTION WITH YOUR INDIVIDUAL LEARNING PLAN AS
AGREED WITH YOUR FULL-TIME OFFICER**

HEALTH & SAFETY REPS



SHOP STEWARD

SHOP STEWARDS ROUTE

Initial Support Training
Full-time officer
(all reps to complete)

2 Day GMB@Work Course
(all reps to complete)

2 Day GMB Core Induction Course
(all reps to complete)

8 Day Induction Courses

GMB Discipline at Work: 1 Day Course

GMB Grievance at Work: 1 Day Course

GMB Mediation Skills: 3 Day Course

Disciplinary & Grievance Procedure, the ACAS Code & ET Claims: 1 Day Course

Redundancy: 1 Day Course

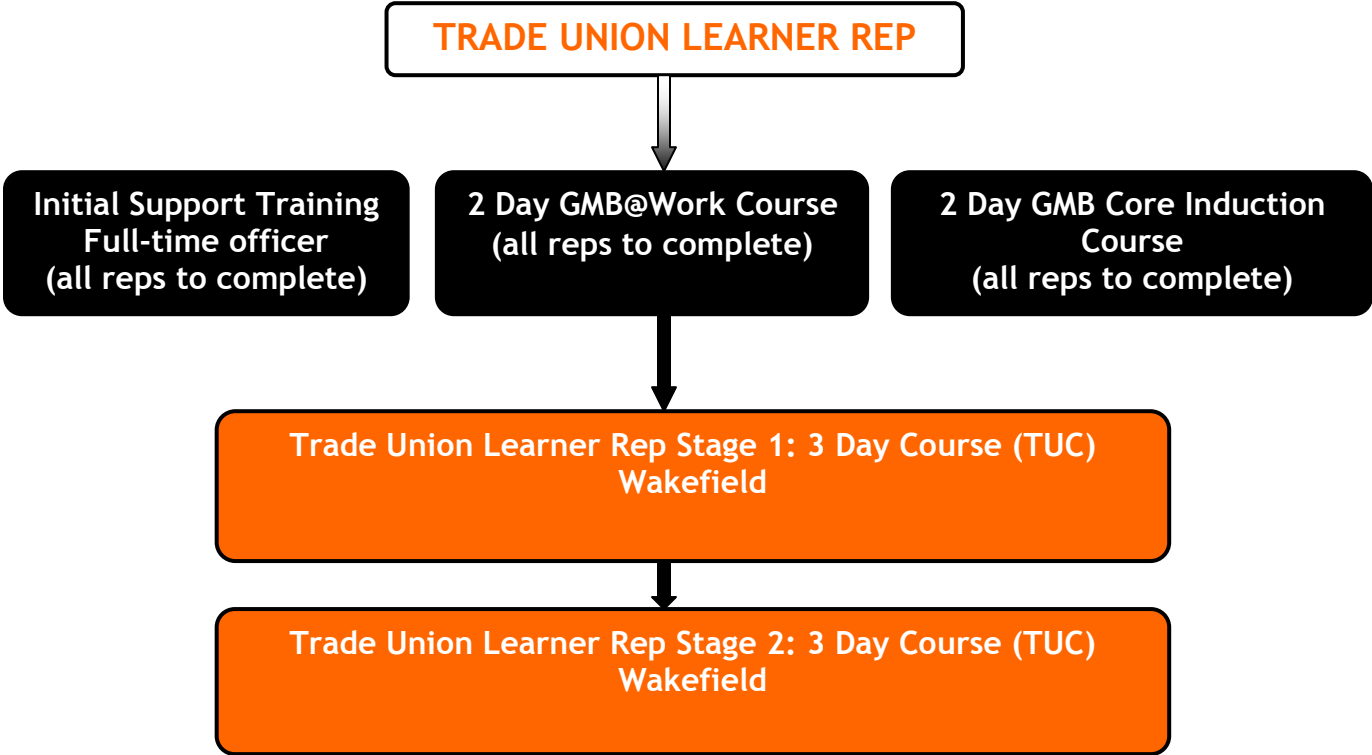
Job Evaluation: 1 Day Course

Stage 1 Union Rep: 12 Day Course (TUC) Leeds

Stepping Up: 12 Day Course (TUC) Leeds

Employment Law Diploma: 36x1 Day Course (2 years experience) (TUC) Leeds

TRADE UNION LEARNER REPS



HEALTH & SAFETY & ENVIRONMENTAL REPS

HEALTH & SAFETY & ENVIRONMENTAL REP ROUTE

Initial Support Training
Full-time officer
(all reps to complete)

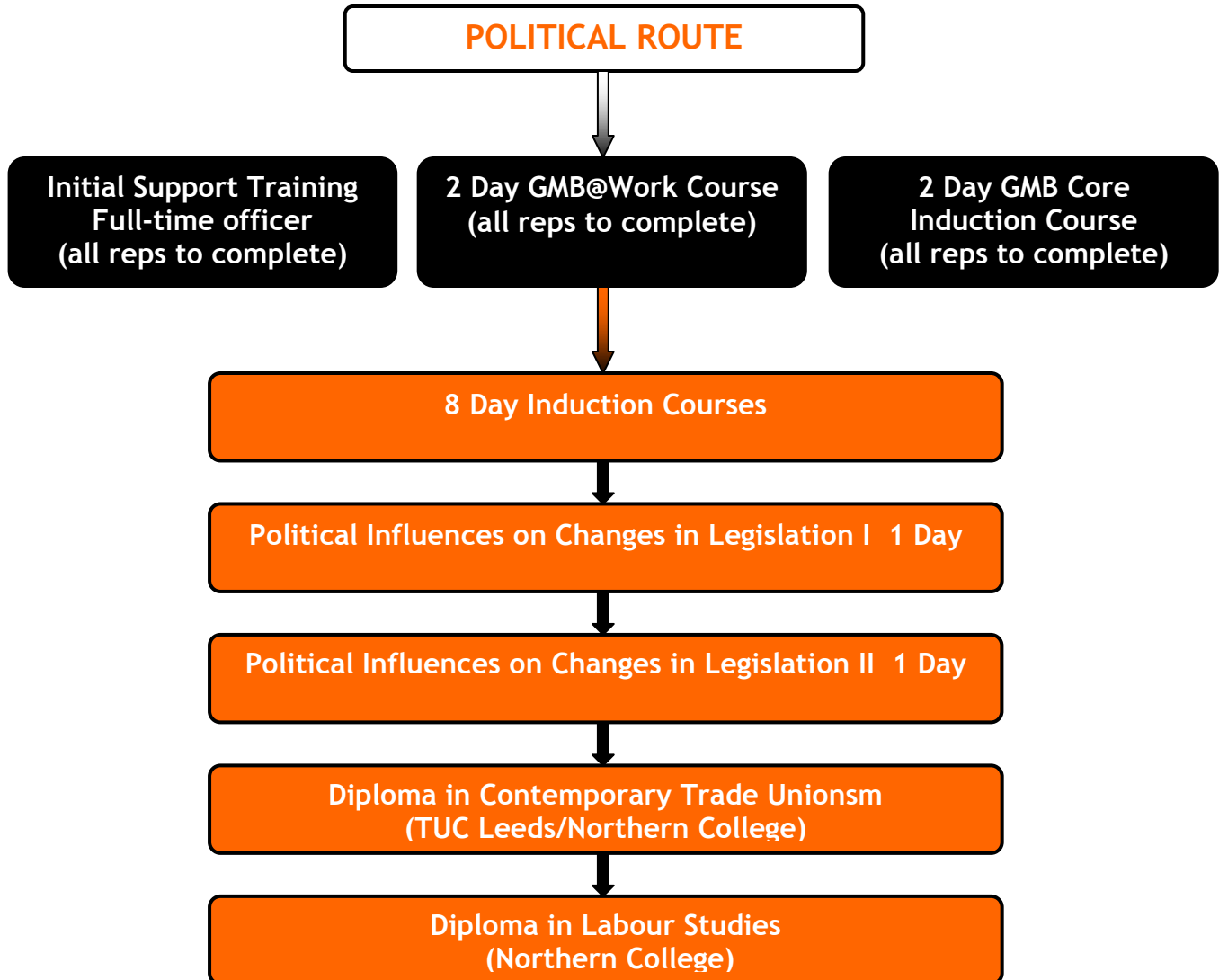
2 Day GMB@Work Course
(all reps to complete)

2 Day GMB Core
Induction Course
(all reps to complete)

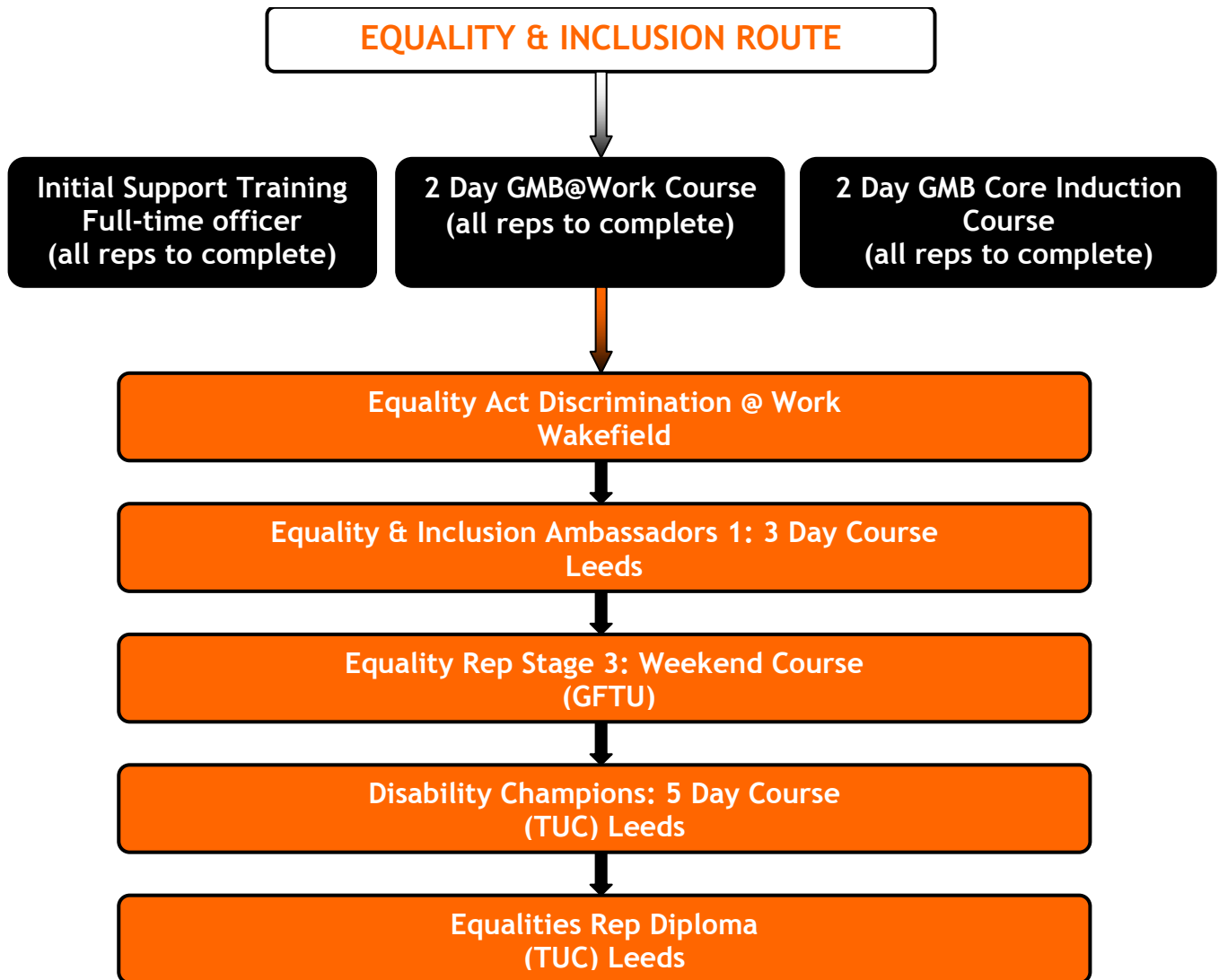
Step to a Greener Workplace: 1 Day
Wakefield

Environment in the Workplace Stage 2: 2 Day
Wakefield

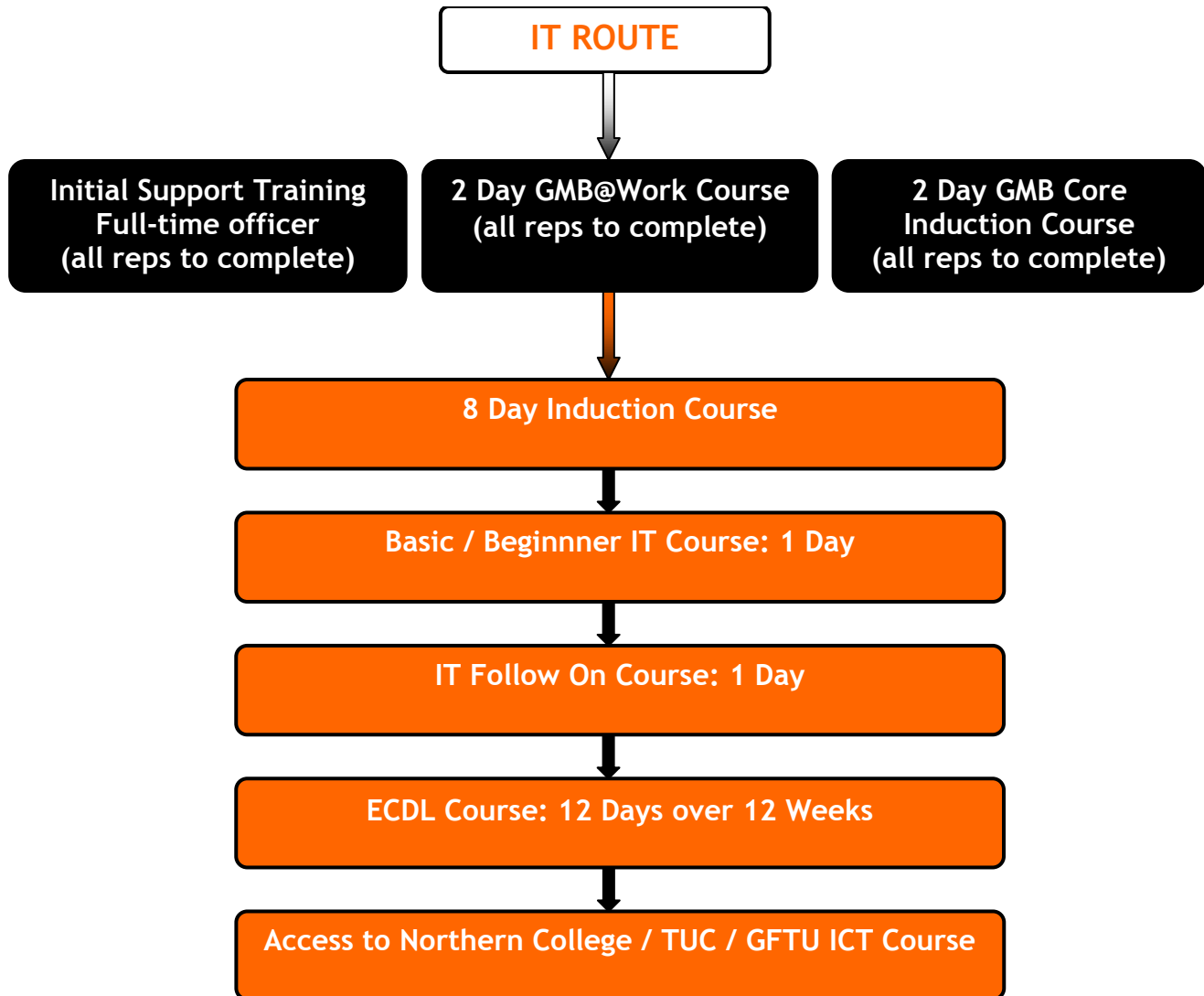
SHOP STEWARD, HEALTH & SAFETY AND TRADE UNION LEARNER REP



EQUALITY REPS



GMB POSTHOLDERS AND LAY MEMBERS



Individual learning plan

After you have completed each part of your training please use the table below to record your personal progress: i.e. 2-day GMB@WORK, 8 & 9 January 2015

TRAINING COURSE ATTENDED	DATE COMPLETED

GMB POSTHOLDERS ANNUAL INDUCTION TRAINING

REGIONAL 12 DAY INDUCTION
FOR REPRESENTATIVES 2015

CODE	COURSE	VENUE	DATE
001	Module 1	Wakefield Office	Thu 8 & Fri 9 January
	Module 2	Wakefield Office	Thurs 22 & Fri 23 January
	Module 3	Wakefield Office	Fridays 13,20,27 Feb 6,13 March
	Module 4	Wakefield Office	Wed 8, Thur 9, Fri 10 April
002	Module 1	Wakefield Office	Thu 15 - Fri 16 January
	Module 2	Wakefield Office	Mon 2 - Tue 3 February
	Module 3	Wakefield Office	Thursdays 26 Feb, 5,12,19,26 March
	Module 4	Wakefield Office	Mon 13, Tues 14, Wed 15 April
003	Module 1	Wakefield Office	Wed 18 & Thur 19 February
	Module 2	Wakefield Office	Mon 9 & Tues 10 March
	Module 3	Wakefield Office	Thursdays 23,30 April 7,14,21 May
	Module 4	Wakefield Office	Mon 8 Tues 9 & Wed 10 June
004	Module 1	Wakefield Office	Tues 5 & Wed 6 May
	Module 2	Wakefield Office	Wed 27 & Thur 28 May
	Module 3	Wakefield Office	Mon 15,22,29 June, 6, 13 July
	Module 4	Wakefield Office	Mon 27, Tues 28 & Wed 29 July
005	Module 1	Wakefield Office	Thu 18 - Fri 19 June
	Module 2	Wakefield Office	Thurs 9 July & Fri 10 July
	Module 3	Wakefield Office	Fridays 18,25 Sept, 2,9,16 Oct
	Module 4	Wakefield Office	Tues 27, Wed 28, Thur 29 Oct
006	Module 1	Wakefield Office	Thur 16 & Fri 17 July
	Module 2	Wakefield Office	Mon 7 & Tues 8 Sept
	Module 3	Wakefield Office	Thursdays 24 Sept, 1,8,15,22 Oct
	Module 4	Wakefield Office	Mon 16, Tues 17 Wed 18 Nov
007	Module 1	Wakefield Office	Thurs 10 & Fri 11 Sept
	Module 2	Wakefield Office	Mon 5 & Tues 6 Oct
	Module 3	Wakefield Office	Fridays 30 Oct, 6,13,20,27 Nov
	Module 4	Wakefield Office	Mon 30 Nov Tues 1 Wed 2 December
008	Module 1	Wakefield Office	Mon 12, Tues 13 October
	Module 2	Wakefield Office	Mon 19 & Tues 20 October
	Module 3	Wakefield Office	Thurs 5,12,19,26 Nov & 3 Dec
	Module 4	Wakefield Office	Mon 7, Tues 8 & Wed 9 Dec

GMB INTERNAL ANNUAL TRAINING

TRAINING 2015

COURSE	DATE	OFFICE	TRAINER
Political Influences on Changes to Legislation 1	Tues 20 January	Wakefield	Colin Burgon
Steps to a Greener Workplace	Thurs 29 January	Wakefield	Colin Kirkham
3 Day ULR Stage 1	Mon 9 - Wed 11 Feb	Wakefield	Chris Murphy
Political Influences on Changes to Legislation 2	Mon 16 Feb	Wakefield	Colin Burgon
Health & Safety 2 Day Advanced	Mon 23 & Tues 24 Feb	Wakefield	Colin Kirkham/M. Bateson
Equality & Inclusion Ambassadors	Mon 2 March	Wakefield	Joan Keane
Disciplinary Procedures Best Practise	Mon 16 March	Wakefield	Colin Kirkham
Job Evaluation	Wed 18 March	Wakefield	Mick Hubbard
Dealing with Accidents at Work	Mon 23 Mar-Wed 25 Mar	Wakefield	Chris Murphy
Advanced Consolidation	Mon 23 & Tues 24 March	Brighouse	Full-time Officer
Grievance Procedures - Best Practise	Mon 30 March	Wakefield	Colin Kirkham
3 Day ULR Stage 2	Tue 31 Mar - Thur 2 April	Wakefield	Chris Murphy
Disciplinary & Grievance ACAS ET	Thurs 16 April	Wakefield	Bill Innes
Political Influences on Changes to Legislation 1	Mon 20 April	Wakefield	Colin Burgon
Management Regs & Risk Assessment	Tues 21 April	Wakefield	Colin Kirkham
Redundancy	Wed 22 April	Wakefield	Bill Innes
Environment in the Workplace	Tues 28 & Wed 29 April	Wakefield	Chris Murphy
Safety Reps Regulations & Right to Inspect	Mon 11 May	Wakefield	Colin Kirkham
Mediation Skills	Mon 18 May-Wed 20 May	Wakefield	Michelle Bateson
3 Day ULR Stage 1	Wed 1 Thur 2 Fri 3 July	Wakefield	Chris Murphy
Introduction to Computers I	Mon 6 July	Wakefield	Michelle Bateson
Introduction to Computers II	Mon 13 July	Wakefield	Michelle Bateson
Political Influences on Changes to Legislation 2	Mon 20 July	Wakefield	Colin Burgon
Advanced Consolidation	Thurs 30 & Fri 31 July	Wakefield	Full-time Officer
Disciplinary Procedures Best Practise	Thur 3 Sept	Wakefield	Colin Kirkham
Political Influences on Changes to Legislation I	Mon 14 Sept	Wakefield	Colin Burgon
Health & Safety 2 Day Advanced	Tues 15 & Wed 16 Sept	Wakefield	Colin Kirkham/M. Bateson
Grievance Procedures - Best Practise	Mon 21 Sept	Wakefield	Colin Kirkham
Dealing with Accidents at Work	Mon 21 Sept-Wed 23 Sept	Wakefield	Chris Murphy
3 Day ULR Stage 2	Mon 28 - Wed 30 Sept	Wakefield	Chris Murphy
Political Influences on Changes to Legislation 2	Thur 8 October	Wakefield	Colin Burgon
Advanced Consolidation	Thur 8 & Fri 9 October	Sheffield	Full-time Officer
Redundancy	Wed 21 October	Wakefield	Bill Innes
Safety Reps Regulations & Right to Inspect	Mon 26 October	Wakefield	Colin Kirkham
Political Influences on Changes to Legislation 1	Tues 27 October	Wakefield	Colin Burgon
Management Regs & Risk Assessment	Mon 2 November	Wakefield	Colin Kirkham
3 Day ULR Stage 1	Mon 2 - Wed 4 Nov	Wakefield	Chris Murphy
Political Influences on Changes to Legislation 2	Wed 4 Nov	Wakefield	Colin Burgon
Disciplinary & Grievance ACAS ET	Mon 9 November	Wakefield	Bill Innes
Mediation Skills	Mon 9 - Wed 11 Nov	Wakefield	Michelle Bateson
3 Day ULR Stage 2	Mon 23 - Wed 25 Nov	Wakefield	Chris Murphy
Branch Secretary Training	Mon 14 December	Wakefield	Various

APPLICATION FORM FOR GMB COURSES

COURSE DETAILS	
Course Title:	
Course Date:	
Venue: GMB Office Wakefield	60 College Grove Road, WF1 3RN
YOUR DETAILS	
Name:	
Address:	
Post Code:	
Telephone Number:	
Email Address:	
GMB Membership Number:	
GMB Post/s Held:	
Do you have any special needs or dietary requirements?	
If so, please give details:	
Employers Name:	
Employers Address:	
Post Code:	
Has your employer agreed to paid release for you to attend this course?	
Please return this form to: Colin Kirkham, Regional Education Officer GMB, Grove Hall 60 College Grove Road Wakefield WF1 3RN	
You will be notified by return if you have been allocated a place on the course	

ADVANCED CONSOLIDATION TRAINING

GMB@WORK ADVANCED CONSOLIDATION TRAINING

DATES	VENUE	TUTOR
23 & 24 March	Brighouse	
30 & 31 July	Wakefield	
8 & 9 October	Sheffield	

These courses will be delivered by full-time officers and are aimed at longstanding Shop Stewards & Safety Representatives & ULR's.

They are designed for Shop Stewards, Safety Representatives & ULR's who have not attended the 2 day GMB@Work course within the last 2 years.

APPLICATION FORM FOR GMB@Work ADVANCED CONSOLIDATION COURSE

COURSE DETAILS	
Course Title:	
Course Date:	
Venue: GMB OFFICE Wakefield Brighouse Sheffield	60 College Grove Road, WF1 3RN Clifton Road, Brighouse HD6 1SL 188/190 Norfolk St, Sheffield S1 1SY
YOUR DETAILS	
Name:	
Address:	
Post Code:	
Telephone Number:	
Email Address:	
GMB Membership Number:	
GMB Post/s Held:	
Do you have any special needs or dietary requirements?	
If so, please give details:	
Employers Name:	
Employers Address:	
Post Code:	
Has your employer agreed to paid release for you to attend this course?	
Please return this form to: Colin Kirkham, Regional Education Officer GMB, Grove Hall 60 College Grove Road Wakefield WF1 3RN	
You will be notified by return if you have been allocated a place on the course	

GFTU ANNUAL EXTERNAL PROVISION TRAINING PROGRAMME

**FOR FULL DETAILS OF THE COURSES LISTED OVERLEAF, VIEW THE WEBSITES:
www.gmbyorkshire.org.uk or www.gftu.org.uk**

WEEKEND RESIDENTIAL COURSES AT QUORN GRANGE HOTEL

FEBRUARY 2015

20 - 22 Introductory course for reps, Quorn Grange Hotel

MARCH 2015

06 - 08 Employment Law

13 - 15 Introduction for Reps

27 - 29 Handling Cases

APRIL 2015

17 - 19 Intro to Mentoring

MAY 2015

15 - 17 Introduction to Pensions

JUNE 2015

05 - 07 Intro to Mentoring

17 - 18 Negotiating Skills

26 - 28 Tackling Discrimination

SEPTEMBER 2015

04 - 06 Public Speaking

16 - 17 Employment Law

18 - 20 Advanced Negotiating Behaviour

OCTOBER 2015

02 - 04 Handling Cases

09 - 11 Understanding Company Accounts

16 - 18 Neuro-diversity - a Workplace Issue

16 - 18	Negotiating Skills
23 - 25	History - Unions past, present, future
23 - 25	Bullying, harassment and stress
28 - 29	Introduction for Reps

NOVEMBER 2015

11 - 12	Dealing with difficult situations
20 - 22	The Advanced course
25 - 27	Trade union approach to health and safety

Most of our courses are residential and are held at our own hotel and training centre, the Quorn Grange Hotel which is near Loughborough, Leicestershire.

Length of courses unless otherwise stated are:

Weekend Residential Courses: Start at 6.30pm on Friday evening and finish at 1.00pm on Sunday

We do not operate a “first come, first served” approach to allocation of course places: all selections are done on merit. You will be advised if you have been successful or not in being awarded a place a couple of days after the closing date and not before.

Always remember to quote the course title.

You may be entitled to have paid release from work to attend a course. Recognised workplace representatives have a legal right to attend union approved courses. If you require any further information about this, please contact Judith Jackson or your local union officer.

It is entirely up to you how many courses you apply for each year. The GFTU will do its best to ensure you can attend those you want, but numbers are usually limited to about 12/14 delegates per course unless otherwise stated.

Course fees and expenses

All of the GFTU core programme of courses and seminars are free to participants who are members of affiliated trade unions

For the above courses, participants accommodation, travel, meals and all accreditation fees are paid for by the GFTU Educational Trust

Travelling expenses

The GFTU Educational Trust in accordance with the current Trust policy pays travelling expenses for all residential and one day courses unless the expenses are paid by the learners own union.

For students who are travelling by train, students are required to purchase their ticket in advance and claim back the rail fare on production

of tickets or receipts. This can be done straight after purchase or at the course. Payments will be made as quickly as possible to avoid hardship.

Please contact the GFTU if you are unable to do this. Students should also ensure they use the closest station to the venue eg Loughborough for Quorn Grange Hotel.

Students where possible will be expected to use public transport. If a taxi is used between the railway station and the venue, fares will only be reimbursed on production of receipts.

We do not pay taxi fares between your home and the station.

For those students who choose to travel to the course by car, payment will be sent after the completion of the course for mileage (subject to verification by our computer software). Please note the mileage rate from January 2014 is 20p per mile.

All students who have accepted a place on the course and whose circumstances change must notify the GFTU as soon as possible to ensure that the GFTU has time to notify the venue in advance of the cancellation.

GFTU fully accepts that on certain occasions it is necessary to cancel a course place at very short notice and will try to minimise any costs incurred, but if a student cancels within a week of the course more than 3 times without a valid

reason, they will not be awarded places on future GFTU courses and/or they will be charged at full cost for the cancellation. Their unions will also be notified.

In the event of students failing to turn up for the course without notifying the GFTU they will be charged for the full cost of that failure to attend and their unions informed of this matter. Should the student fail to pay this sum the matter will be passed to their union and/or the GFTU executive for consideration.

Bringing a guest

If you wish, you can bring a guest or partner with you to the course but you are responsible for all additional costs including travel and any room supplement. This is usually only

available in our hotel venue. The GFTU does its best to minimise the costs of bringing a guest but cannot, under any circumstances, be held responsible for any of the costs (including rooms) incurred by a delegate's guest.

The rate for guests at Quorn Grange Hotel is £58 per person per night for full board. No other rates are available.

Please phone for further details.

Quorn Grange Hotel has now allocated some bedrooms for guests to stay with their dog. If you have a well behaved pooch that you would like to bring you can now do so. You will have to pay

a small supplement at the hotel on departure. Please note dogs are not allowed in the training room (except guide dogs).

For full course information visit the GFTU website www.gftu.org.uk the programme is also available to see on the GMB website.

GFTU - COURSE NOMINATION FORM

PART A: to be completed by member

ALL SECTIONS MUST BE COMPLETED - PLEASE USE BLOCK CAPITALS

COURSE TITLE:

COURSE REF:

COURSE DATES:

Forename:	Union:
Surname:	Section (if any):
Address:	Male/Female:
	Employer/Company:
	Unions Position(s):
Post Code:	Time in Union Post(s):
Tel No. (home):	Special Needs see # below:
Tel No: (work):	
E-mail:	

Why do you want to attend this particular course? Continue overleaf if necessary

PART B: to be completed by union office.

Signed: PRINT NAME: Colin Kirkham	Position: Education & Health/Safety Officer
Union: GMB	Date:

NB. Part B must be signed by the union's General Secretary or a senior official notified to the GFTU as having responsibility for making nominations.

Special needs - eg vegetarian, large print, tape, Braille, disabled access, etc. for childcare please phone our Education Officer (020 7388 0852) to discuss options.

Educational Trust, Central House, Upper Woburn Place, London WC1H 0HY or fax to (020 7383 0820) email: gftuhq@gftu.org.uk Website: www.gftu.org.uk

TUC EXTERNAL PROVISION TRAINING PROGRAMME

**Please use application TUC application
Form at end of this section**

COURSES IN LEEDS SPRING 2015

/ Trade Union Representatives / Safety Representatives /
/ Learning Representatives / Equality Representatives /

All courses run 9.00 am - 4.30pm

Venue: Leeds City College, Faculty of Trade Union Studies, Horsforth Campus, Calverley Lane,
Leeds, LS18 4RQ

Health & Safety Stage 1

Mondays, 12 weeks:
05/01/15 - 30/03/15
No meeting: 16/02/15

Union Representatives Stage 1

Tuesdays, 12 weeks
06/01/15 - 31/03/15
No meeting: 17/02/15

Certificate in Employment Law

(Union Reps Stage 2)
Wednesdays, 12 weeks
07/01/15 - 01/04/15
No meeting: 18/02/15

Next Steps for Safety Representatives:

Health & Safety Stage 2

Thursdays, 12 weeks
08/01/15 - 02/04/15
No meeting: 19/02/15

Diploma in Occupational Safety and Health

Thursdays, 36 week

Spring Term:
08/01/15 - 02/04/15
No meeting: 19/02/15

Summer Term:
23/04/15 - 16/07/15
No meeting: 28/05/15

Autumn Term:
17/09/15 - 10/12/15
No meeting: 29/10/15

Diploma in Employment Law

Tuesdays, 36 weeks

Spring Term:
06/01/15 - 31/03/15
No meeting: 17/02/15

Summer Term:
21/04/15 - 14/07/15
No meeting: 26/05/15

Autumn Term:
15/09/15 - 08/12/15
No meeting: 27/10/15

Diploma in Equalities

Mondays, 36 weeks

Spring Term:
05/01/15 - 30/03/15
No meeting: 16/02/15

Summer Term:
20/04/15 - 20/07/15
No meetings: 04/05/15 and 25/05/15

Autumn Term:
14/09/15 - 07/12/15
No meeting: 26/10/15

Learning Representatives Stage 1

Wednesdays, 5 weeks
14/01/15 - 11/02/15

Learning Representatives Stage 2

Wednesdays, 5 weeks
25/02/15 - 25/03/15

OTHER COURSES

We can tailor courses to suit your specific requirements. Please contact the TUS Team on 0113 216 2330.

Learning materials

TUC Education develops and provides student materials for all TUC courses. These are regularly reviewed, revised and rewritten with the active involvement of practicing trade union studies tutors and TUC policy experts. Evidence of learning achievement is recorded and students receive regular and appropriate feedback.

NEGOTIATING PAID RELEASE

The granting by the employer of paid release from work for union representatives to attend TUC and union approved courses is a right provided by the Employment Protection and Health and Safety legislation. This right is further strengthened by the ACAS Code of Practice on paid release for further training, legislation covering Union Learning Representatives and the Health and Safety at Work Act Code of Practice.

If representatives have difficulty in securing release on a regular basis they should seek the support of their senior representatives or union officer. For further information contact your TUC Regional Education Officer or your Trade Union Office.

TUC awards and accreditation

The TUC course programme is accredited through the National Open College Network (NOCN). This offers you as trade union students the option of gaining credits for your achievements in learning.

The TUC Education Programme is part of the new qualification system for England and Wales, the Qualifications and Curriculum Framework (QCF).

All credits that you achieve on TUC courses can be used to build towards Awards, Certificates and Diplomas issued through our awarding body, NOCN. Your tutors will advise you on how to build the credits you will achieve on your course into a recognised trade union qualification.

The structure of accreditation will enable credits earned through the TUC education programme to be transferred to vocational awards or other further and higher education and training opportunities. For further details contact your TUC Regional Education Officer or Leeds City College Faculty of Trade Union Studies.

NEW SHORT COURSES

Dealing with Work-related Stress

Fridays, 3 weeks
16/01/15 - 30/01/15

Employment Law Update

Mondays, 3 weeks
19/01/15 - 02/02/15

Tackling Bullying in the Workplace

Mondays, 3 weeks
02/03/15 - 16/03/15

Mental Health & Work-related Stress

Fridays, 3 weeks
06/03/15 - 20/03/15

Cancer in the Workplace

Fridays, 4 weeks
06/03/15 - 27/03/15

CORE PROGRAMME

HEALTH & SAFETY STAGE 1

Course Code DR01

This course is for union representatives involved in health and safety at work.

It covers:

- The role and responsibilities of a union health and safety representative
- Identifying the main hazards and problems in your workplace
- Finding and using information about safety standards for your workplace
- Building union organisation for health, safety and welfare
- Developing effective procedures for taking up problems with management and reporting back to members

NEXT STEPS FOR SAFETY REPS HEALTH & SAFETY STAGE 2

Course Code DR03

This course is for all union representatives who have completed the Stage 1 Health & Safety course.

It covers:

- Building a safe and healthy workplace
- Building health and safety organisation
- Applying health and safety legislation in the workplace
- Keeping up to date on health and safety
- Effecting change in health and safety
- The most recent health and safety legislation

UNION REPRESENTATIVES STAGE 1

Course Code DR06

This course helps you develop the skills and knowledge you need to represent your members.

You learn about:

- Building union membership
- The roles and responsibilities of the union rep
- Handling grievances and discipline
- Representing members effectively
- Your rights and negotiating at work
- Understanding organisations
- Making and using agreements
- Talking to members and dealing with their problems
- Working together with members and other union reps
- How to take up collective and individual issues with your employer

NEW CERTIFICATE IN EMPLOYMENT LAW

Course code DR10

This new course is designed for union representatives who have already completed the TUC Stage 1 Union Representatives course or union equivalent. This practical training course approaches the law, including the 2013 - 14 changes, from a workplace perspective and its principal concern is how knowledge of and confidence in using employment law can improve workplace bargaining.

The course covers:

Rights at work. This section explores the basis for rights at work, explains how you can find out about them, and shows how to ensure they can be accessed.

Keeping, enforcing and improving rights at work. This section explores compliance and enforcement mechanisms - in theory and in practice.

Using employment law at work - a trade union approach. This section will develop your ability to use the law in representational, organising and collective bargaining situations.

Employment law project. Reps will be able to research and report on an aspect of employment law in the context of the workplace.

LEARNING REPRESENTATIVES STAGE 1

Course Code DR15

This course is for union representatives and learning representatives interested in training and development in the workplace. ULRs help to give people the skills and knowledge to improve their lives at work and beyond. They help to raise the profile of training and development by providing advice, encouragement and information to members about a range of learning opportunities.

The course covers:

- The roles and functions of a ULR
- The importance of learning and skills at work
- How to consult with union members on learning issues
- Communication skills
- How to take action on learning issues
- The Trade Union approach to learning

LEARNING REPRESENTATIVES STAGE 2

Course Code DR16

This course is for union representatives and learning representatives interested in training and development in the workplace who have previously completed Learning Representatives Stage 1.

The course is designed to:

- Build on work in LR Stage 1 that helps reps familiarise themselves with how their union functions and their role as part of the union team
- Help ULRs develop a trade union approach to learning, learning initiatives and projects and be guided by the organising and equalities commitments of their unions
- Help ULRs develop knowledge and skills that they can use in supporting members both individually and collectively
- Help ULRs plan for their union learning and their own continuing development.

DIPLOMA COURSES

The Diploma courses are designed for experienced trade union reps and will enable the development of the skills and values needed for higher-level study and activism.

TUC DIPLOMA IN EMPLOYMENT LAW

Course Code CERT12

6 days over 3 terms of 12 days

The course is structured as follows:

The changing nature of law

- The origins and development of employment law
- How law is made and can be changed
- How employment law operates in practice

Employment law and the individual

- Principles and procedures relating to contracts of employment
- Application of law relating to dismissal
- Key legal aspects of discrimination in employment
- Specific legislation affecting employment rights

Trade unions and collective rights

- Trade unions; their organisation and administration
- Trade unions and industrial action
- Communication and study skills
- Research project
- ICT
- Legal skills

The emphasis throughout is on an appreciation of own workplace procedures in the context of the law.

TUC DIPLOMA IN OCCUPATIONAL HEALTH & SAFETY

Course Code CERT11

36 days over 3 terms of 12 days

The course is structured as follows:

Occupational health, safety, welfare and environment

- Evidence to support solutions to priority problems
- Trade union strategies for tackling priority problems

Occupational health and safety organisation

- The role of your union health and safety organisation at a local, national and international level
- The principles of health and safety management
- The role of occupational health and safety services

Occupational health and safety law

- The way the criminal and civil legal systems cover occupational health and safety
- Ways in which occupational health and safety law could be improved
- How occupational health and safety law is developed
- How trade unions can influence the development of occupational health and safety law
- Research project
- ICT
- Working with statistics

TUC DIPLOMA IN EQUALITIES FOR TRADE UNION REPRESENTATIVES

Course Code CERT 14

36 days over 3 terms of 12 days

The course is structured as follows:

Equality Issues at Work

- Union and workplace equalities policies and practices
- Trade union principles of equality
- Different equalities themes and protected characteristics

Equality and the Law

- Current UK equality law
- Equality legislation and how it impacts on the workplace
- UK institutions that deal with equality
- Procedures that can be used in equality cases

Working for Equality

- Development of equality policies
- The use and value of equality tools
- Union structures and strategies in working for equality
- The equality bargaining and campaigning agenda
- Communication and study skills
- Research project
- ICT
- Legal skills

SHORT COURSES

Employment Law Update | Dealing with Work-related Stress | Cancer in the Workplace | Tackling Bullying in the Workplace | Mental Health & Work related Stress

EMPLOYMENT LAW UPDATE

Course Code SC31

This new course has been designed to enable union reps to enhance their existing knowledge and skills when dealing with issues in the workplace.

The course will help participants to:

- Understand the main features of new legislation and legal decisions
- Identify the main sources/resources to understanding the application of new legislation
- Plan for the potential impact of new legislation, measures and legal decisions on the workplace
- Understand the steps union reps need to take to deal with employment law changes

DEALING WITH WORK-RELATED STRESS

Course Code SC30

This three day course is aimed at all union reps who are involved in grass- roots union activity, whether it is representation or Health & Safety. It is designed to help reps develop the confidence and practical skills to support members in the workplace.

The course will help union reps to:

- Discover more about stress in the workplace, its causes and effects
- Become familiar with employment rights and legislation, how they can be used to advise and inform members who may be showing signs of work-related stress
- Build up the support of colleagues and work with the employer towards developing a positive attitude in dealing with work-related stress

- Look at best practice to improve policies and procedures to support members
- Understand the common pressures that they face in their duties
- Develop a plan to deal with work-related stress
- Find out about key contacts and sources of information to be able to support and refer members to useful organizations

CANCER IN THE WORKPLACE

Course Code SC06

This course has been developed by TUC Education in partnership with Macmillan Cancer Support to provide information, guidance and support for union reps who may have members who have been diagnosed with cancer or who are/ become carers for someone with cancer.

The course will help union reps to:

- Explore issues to be faced if a union member is diagnosed with cancer
- Find out more about cancer in the workplace, its causes and effects
- Become familiar with employment rights and benefits and how they can be used to advise and inform members who may be diagnosed with cancer or who are carers
- Build up the support of work colleagues and the employer towards a positive attitude that values the person
- Look at best practice to improve policies and procedures to support employees from diagnosis to rehabilitation and for carers
- Develop a plan to organise a cancer support project, campaign or event
- Find out about key contacts and sources of information to be able to support and refer members to useful organizations

TACKLING BULLYING & HARASSMENT IN THE WORKPLACE

Course Code SC08

The course will help union representatives gain the confidence to challenge unacceptable behaviour, help set clear standards of behaviour, in order to create a positive working environment.

The main focus will be on helping representatives develop a union strategy for tackling the issue with management and thus create a workplace culture in which members no longer feel threatened, bullied or harassed.

The course will help participants to:

- Understand their role and responsibilities as Trade Union representatives when dealing with Fairness at Work issues
- Know how to handle bullying and harassment as union reps, both informally and formally
- Find and use relevant information and resources
- Use their union policies and procedures

- Develop a systematic approach to help deal with Fairness at Work issues, handling members' problems and casework that can help create a positive work environment
- Have a greater awareness and understanding of what constitutes workplace bullying and harassment, the effects on the individual and the organisation, and health, safety and welfare implications

MENTAL HEALTH AND WORK-RELATED STRESS

Course Code SC36

This three day course is designed to help reps develop the confidence and practical skills to support members in the workplace and create a positive climate of mental health.

The course will help union reps to:

- discover more about stress in the workplace, its causes and effects
- become familiar with employment rights and legislation, how they can be used to advise and inform members who may be showing signs of work-related stress, including personal injury claims for stress
- build up the support of colleagues and work with the employer towards developing a positive attitude in dealing with work-related stress and mental health issues
- explore best practice to improve policies and procedures to support members with mental health issues, including signs of stress
- explore the HSE management standards on work-related stress
- explore how mental health issues can be classed as a disability under the Equality Act 2010 and the duty the employer may have to make reasonable adjustments.

APPLICATION FORM FOR TUC COURSES

Name of Course			
Date(s) of Course			
Venue of Course	TUC-		
Your Name			
Your Address			
Post Code		Telephone Home:	
Membership No.		Telephone Work:	
Trade Union			
Union Position Held			
Previous TUC Courses			
Name of employer			
Your Occupation			
Employers address			

Please tick appropriate boxes

Number of employees: Less than 50 Less than 250
 More than 250

Work pattern: Full time Part-time
 Days Shift work

Please state your age: Female Male

Do you define yourself as disabled? Yes No

All access needs will be met where reasonably practicable. You should inform the appropriate course providers of any specific requirements at the earliest opportunity.

The TUC is anxious to encourage greater ethnic minority participation in trade union education. To assist us to achieve this aim it would be helpful if you could provide details of your ethnic origin by ticking the appropriate box. This information is for monitoring purposes only and will be treated confidentially.

Ethnic monitoring: please indicate the category that best describes your ethnic background:

- | | | |
|---|--------------------------------------|--|
| White European <input type="checkbox"/> | White other <input type="checkbox"/> | Black Carribean <input type="checkbox"/> |
| Black African <input type="checkbox"/> | Black Other <input type="checkbox"/> | Indian <input type="checkbox"/> |
| Pakistani <input type="checkbox"/> | Bangladeshi <input type="checkbox"/> | Chinese <input type="checkbox"/> |
| Mixed <input type="checkbox"/> | Other <input type="checkbox"/> | Prefer not to say <input type="checkbox"/> |

Signature: Date:

Signature of full time union official:

Return to:

GMB Grove Hall
60 College Grove Road
Wakefield
WF1 3RN

Please photocopy this form to keep details of your application

E-learning Courses

On Line

Short Course Section

GMB-GFTU/ACAS/TUC

<http://gftu.learningpool.com>

<http://www.acas.org.uk/index.aspx?articleid2113>

<http://www.unionlearn.org.uk/courses/online-learning>

Colleagues

The Education Department are pleased to bring you the regions' first section dedicated to online learning courses. These courses are available via the regional website by simply clicking on the electronic title. It is important to remember that whilst undertaking these e-learning courses that as a GMB representative you are still entitled to paid release duty and facility time to enable you to complete these courses.

If you are a member and not a GMB legislative postholder then you may have to take these courses in your own time. I suggest that those of you who are postholders commence negotiating your paid release or the equivalent reimbursement of release with your employer prior to commencing the course. You may also want to get your full time officer involved during these negotiations.

These courses are not a replacement of our conventional training programme they are seen as being additional and an alternative way of becoming educated. To enable you to deliver the best service to members that the GMB can provide.

Yours sincerely

Colin Kirkham

Colin Kirkham
Regional Education Officer

colin.kirkham@gmb.org.uk

GMB/GFTU COURSES

Health & Safety Representatives

Introduction to Health & Safety

Control of Substances Hazardous to Health

Stress Awareness

Mental Well-being

Drug and Alcohol Awareness

Fire Safety

Shop Stewards

A General Guide to Disciplinary Procedures

Effective Minute Writing

Meeting Skills

Union Learning Representatives/General Interest

Writing a CV

Self Development

Managing Yourself and your Time

Managing your Priorities

Assert Yourself

Personal Resilience

GUIDANCE NOTES

To enrol on the GMB/GFTU e-learning courses, you will need:

- an e-mail account, and
- to create a user name and password which you must keep private. The user name is usually your e-mail address.

To begin, use the link <http://gftu.learningpool.com>

This will direct you to 'GFTU e-learning Centre' where you can create your account.

Please note you must click to **enable cookies** or '**pop-ups**' in order to view course content. This usually appears in a whiteoblong pop-up box at the bottom of your screen.

Once you have registered you will receive an e-mail which will confirm your details. Please save this e-mail for future reference.

You will now have your own page to where you will automatically be directed each time you log into your account. From here you will be able to keep a track of your progress through the different educational routes available. It is important to note that there is no specific order in which you are required to do the training and no time limits on the courses.

Following the completion of each course, you will be required to complete a short questionnaire before your certificate can be downloaded.

GMB/ACAS

CONTENT

Discipline & Grievance

Contracts of Employment & Written Statements

Conflict Resolution

Handling Redundancy

Bullying & Harassment

Working Time & Holidays

Equality & Diversity

Performance & Management

Managing People

Pay & Reward

Guidance Notes

To enrol on the GMB/ACAS e-learning courses, you will need:

- an e-mail account, and
- to create a user name and password which you must keep private. The user name is usually your e-mail address.

<http://www.acas.org.uk/index.aspx?articleid=2113>

This link will direct you to the Acas Learning Online page. In the first paragraph, after the bullet pointed course list, click on **Learning Online** which will be in bold print.

By clicking on **Learning Online** you will be redirected to a new page. Please see '**5 steps to success**' on the right hand side of the page where you will begin your learning journey by creating a new account.

Please note you must click to **enable cookies or 'pop-ups'** in order to view course content. This usually appears in a whiteoblong pop-up box at the bottom of your screen.

Once you have registered you will receive an e-mail which will confirm your details. Please save this e-mail for future reference.

You will now have your own page to where you will automatically be directed each time you log into your account. From here you will be able to keep a track of your progress through the different educational routes available. It is important to note that there is no specific order in which you are required to do the training and no time limits on the courses.

Most of the courses have a short test at the end in order to measure your understanding. Once a course has been completed you will be able to download your certificate by clicking on the tab (as directed at the end of the training).