



Leeds City College



TRADE UNION STUDIES

COURSES IN LEEDS SUMMER 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



The Centre has access ramps and a lift to the first floor classrooms to enable all students to fully and actively participate in the learning experience.

Health & Safety Stage 1

Wednesdays, 12 weeks:

22/04/15 – 15/07/15

No meeting: 27/05/15

Union Representatives Stage 1

Thursdays, 12 weeks

23/04/15 – 16/07/15

No meeting: 28/05/15

Certificate in Employment Law (Union Reps Stage 2)

Wednesdays, 12 weeks

22/04/15 – 15/07/15

No meeting: 27/05/15

Next Steps for Safety Representatives: Health & Safety Stage 2

Tuesdays, 12 weeks

21/04/15 – 14/07/15

No meeting: 26/05/15

Diploma in Occupational Safety and Health

Thursdays, 36 weeks

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

Spring Term:

07/01/16 – 24/03/16

Diploma in Employment Law

Tuesdays, 36 weeks

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

Spring Term:

05/01/16 – 22/03/16

Diploma in Equalities

Mondays, 36 weeks

Summer Term: 20/04/15 – 20/07/15

No meeting: 04/05/15 and 25/05/15

Autumn Term: 14/09/15 – 07/12/15

No meetings: 26/10/15

Spring Term: 04/01/16 – 21/03/16

Learning Representatives Stage 1

Fridays, 5 weeks

24/04/15 – 22/05/15

Learning Representatives Stage 2

Fridays, 5 weeks

05/06/15 – 03/07/15

NEW SHORT COURSES

Employment Law Update

Mondays, 3 weeks

08/06/15 – 22/06/15

Successful Negotiating

Mondays, 3 weeks

29/06/15 – 13/07/15

Mental Health & Work-related Stress

Fridays, 3 weeks

08/05/15 – 22/05/15

Cancer in the Workplace

Fridays, 4 weeks

22/05/15 – 19/06/15

OTHER COURSES

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

HOW TO APPLY

1. Choose your course from the list
2. Fill in your details on the application form provided
3. Get your Branch Secretary or Full Time Officer to confirm that your employer has agreed to give you paid release (see note on next page)
4. Post the application to:
Claire Smith, Faculty Administrator
Faculty of Trade Union Studies,
Horsforth Campus,
Leeds City College
Calverley Lane,
Leeds LS18 4RQ

OR complete the on-line application at
www.tradeunionstudiesleeds.org.uk

For further information about our courses:

t: 0113 216 2330

e: tustudies@leedscitycollege.ac.uk

w: www.tradeunionstudiesleeds.org.uk

AIMING FOR SUCCESS

Our courses are designed to achieve:

- Improvements in the performance of union representatives at the workplace and in the union
- Greater understanding of trade union policies and priorities
- Enhanced study skills and personal confidence for all those who take part
- Recognition of learning achievements through accreditation
- Personal satisfaction and enrichment through learning

Inclusive and welcoming

The TUC is committed to equal treatment regardless of sex, religion, race, disability, sexual orientation or age. The aims of the TUC programme include equal participation by all groups and delivering skills, knowledge and understanding to learners so they can assist all of their members. The purpose of the programme is to deliver a quality learning experience, with a system of accreditation that points to future learning opportunities.

Widening choice

The TUC's programme of courses at Leeds City College is popular and well attended. As work and lifestyle patterns change, new ways of delivering accessible training to union representatives, as and when needed, are being developed.

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.

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

36 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.

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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
 - Communication and study skills
 - Research project
 - ICT
 - Working with statistics
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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
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SHORT COURSES

Employment Law Update | Mental Health & Work related Stress | Successful Negotiating | Cancer in the Workplace

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
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SUCCESSFUL NEGOTIATING

Course Code SC12

The course has been designed to enable all union reps to develop and enhance their negotiating skills.

The course will help union reps to:

- Consider their role in negotiating
- Develop and practice negotiating skills
- Become more effective team negotiators
- Understand the process of negotiating
- Become familiar with different styles of negotiating
- Develop good practice
- Link organising and negotiating

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.

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 organisations.

**UNIONREPS.ORG.UK is
the UK's biggest online
resource for union reps**



It's a dedicated online network where reps offer other reps practical advice on handling day-to-day workplace issues. The site is used by over 13,000 union reps, bringing different perspectives and experiences from all the UK's unions, sectors and regions.

> LIVELY DISCUSSION BOARDS

Swap experiences, and receive feedback from other members, often within minutes of kicking off a new conversation.

> FREE BARGAINING NEWSLETTER

Written by LRD. Get the latest email roundup of developments for reps and negotiators.

> WHAT'S ON IN YOUR AREA

Use the unionreps.org.uk map to find upcoming events and training courses, local resources, and contacts who share your interests. Special features and give-aways.

Get access to free resources, contests and offers from partner organisations.

/// The best site around, great for assistance and general union knowledge; the users are very friendly and always eager to help out or offer advice. ///

Ann Whitton, CWU rep



Leeds City College

APPLICATION FORM



All courses take place at Leeds City College,
Faculty of Trade Union Studies, Horsforth Campus

I wish to apply for a place on the course listed below.

PLEASE USE BLOCK CAPITAL LETTERS

Course title:

Do you define yourself as disabled? *please tick*

Course code:

yes no

Starting date:

If you have any particular requirements please contact us as soon as possible.

First name:

I am a fully paid up member of my union.

Surname:

please tick

Date of birth:

I am representative of my union.

Home address

please tick

My employer has agreed to my attending this course without loss of earnings, when applicable.

Postcode:

please tick

Day Tel no:

Signature of applicant:

Email:

Signature of full-time officer or branch stamp:

Trade Union:

Address of branch office:

Union post(s) held:

Previous TUC courses taken:

Return to :

Name of Employer:

Claire Smith, Faculty Administrator

Department:

Faculty of Trade Union Studies,

Job title:

Horsforth Campus,

Leeds City College

Calverley Lane,

Leeds LS18 4RQ

OR send your details to:

e: tustudies@leedscitycollege.ac.uk

You can use a photocopy of this page

Return to :

Claire Smith

Faculty Administrator

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

OR send your details to:

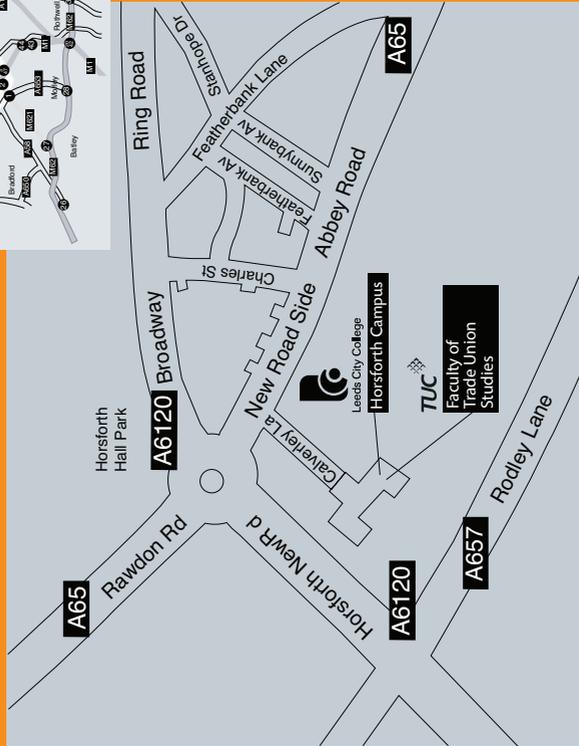
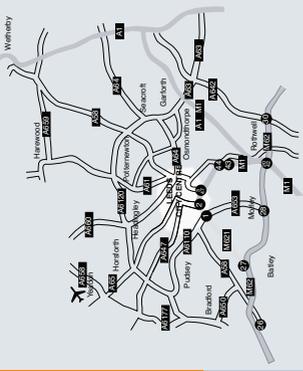
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OR complete the on-line application at

www.tradeunionstudiesleeds.org.uk

FACULTY OF TRADE UNION STUDIES

How to find us



Faculty of Trade Union Studies
 Horsforth Campus
 Calverley Lane
 Horsforth, Leeds LS18 4RQ
 t: 0113 216 2330
 f: 0113 216 2401
 e: tustudies@leedscitycollege.ac.uk

Buses to Horsforth Campus from either the Leeds Bus Station or outside Leeds Rail Station. There is a map which shows the City Centre bus stop locations outside the main Railway Station concourse. Travellers to Leeds by rail are advised to take the bus from Leeds station: 33, 33A, 757 stop close to the Campus (ask for 'The Fleece'); 8 and 9 stop on the Ring Road.