LEEDS CITY COLLEGE

TUC QA QualityAward

TRADE UNION STUDIES

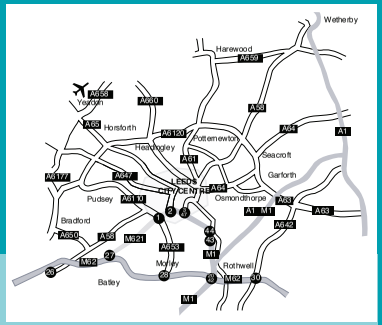
COURSES IN LEEDS **JANUARY TO APRIL 2017**

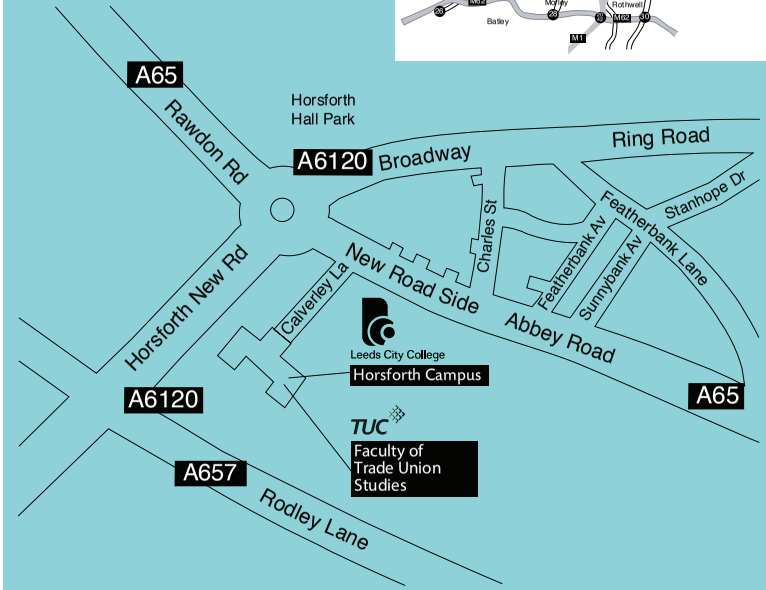
/ Trade Union Representatives / Safety Representatives / Learning Representatives /

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.

FACULTY OF TRADE UNION STUDIES

How to find us





Horsforth Campus
Calverley Lane
Horsforth
Leeds LS18 4RQ

t: 0113 216 2330
e: tustudies@leedscitycollege.ac.uk

You can get buses to Horsforth Campus from either Leeds bus station or outside Leeds train station. Outside the main train station concourse, there is a map which shows the city centre bus stop locations. If you're travelling to Leeds by rail, you can take the bus from Leeds station. Buses 33, 33A and 757 stop close to the campus (ask for 'The Fleece').
Buses 8 and 9 sop on the ring road.

All courses run 9.00 am – 4.00pm
Venue: Leeds City College, Horsforth Campus, Calverley Lane, Leeds LS18 4RQ

DIPLOMA IN OCCUPATIONAL SAFETY AND HEALTH

Thursdays: 36 weeks
Spring Term:
05/01/17 – 30/03/17
No meeting: 16/02/17

Summer Term:
27/04/17 - 20/07/17
No meeting: 01/06/17

Autumn Term:
14/09/17 - 07/12/17
No meeting: 26/10/17

DIPLOMA IN EMPLOYMENT LAW

Tuesdays: 36 weeks
Spring Term:
03/01/17 – 28/03/17
No meeting: 14/02/17

Summer Term:
25/04/17 - 18/07/17
No meeting: 30/05/17

Autumn Term:
12/09/17 - 05/12/17
No meeting: 24/10/17

LEARNING REPRESENTATIVES CERTIFICATE

Mondays: 10 weeks:
09/01/17 – 20/03/17
No meeting: 13/02/17

UNION REPRESENTATIVES STAGE 1

Tuesdays: 10 weeks:
03/01/17 – 14/03/17
No meeting: 14/02/17

HEALTH & SAFETY STAGE 1

Wednesdays: 10 weeks:
04/01/17 – 15/03/17
No meeting: 15/02/17

NEXT STEPS FOR SAFETY REPRESENTATIVES (HEALTH & SAFETY STAGE 2)

Thursdays: 10 weeks:
05/01/17 – 16/03/17
No meeting: 16/02/17

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.

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.

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.

CORE PROGRAMME

HEALTH & SAFETY STAGE 1

Course Code DR01

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

The course 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.

The course 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

LEARNING REPRESENTATIVES CERTIFICATE

Course Code DR18

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 and how they operate as part of the union team.
- The knowledge and skills ULRs need in supporting members both individually and collectively.
- The importance of learning and skills at work.
- How to consult with union members on learning issues.
- How to develop a trade union approach to learning, learning initiatives and projects and be guided by the organising and equalities commitments of their unions.
- Communication skills.
- Strategies to 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.

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

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: .....

Course code: .....

Starting date: .....

.....

First name: .....

Surname: .....

Date of birth: .....

Home address.....

.....

.....

Postcode: .....

Day Tel no: .....

Email: .....

.....

.....

Trade Union: .....

Union post(s) held:

.....

Previous TUC courses taken:

.....

Name of Employer:

.....

Department: .....

Job title: .....

.....

You can use a photocopy of this page

Do you define yourself as disabled? *please tick*

☐ yes ☐ no

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

I am a fully paid up member of my union.
☐ *please tick*

I am representative of my union.
☐ *please tick*

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

Signature of applicant:

.....

Signature of full-time officer or branch stamp:

.....

Address of branch office:

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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:
e: tustudies@leedscitycollege.ac.uk

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

UNIONREPS.ORG.UK is the UKs biggest online resource for union reps

UNIONREPS
winning respect at work

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 UKs 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 round-up 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