



LEEDS CITY
COLLEGE



TRADE UNION STUDIES

From September 2017 new city centre location:
TECHNOLOGY CAMPUS

COURSES IN LEEDS **SEPTEMBER - DECEMBER 2017**

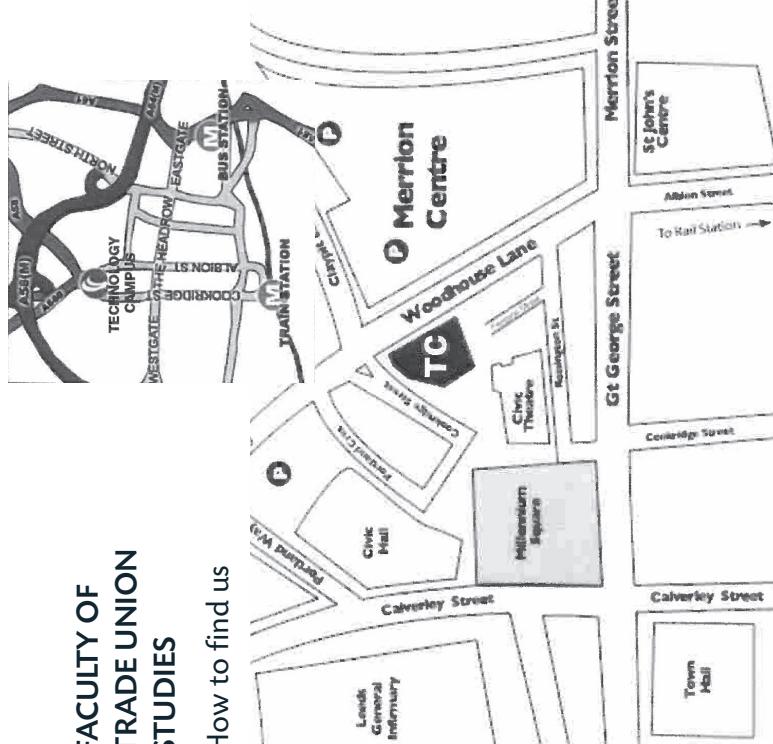
/ Trade Union Representatives / Safety Representatives / Learning Representatives /

All courses run 9.00 am – 4.30pm

Venue: Technology Campus, Cookridge Street, Leeds LS2 8BL

FACULTY OF TRADE UNION STUDIES

How to find us



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

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

Technology Campus is conveniently situated in the centre of Leeds, opposite the Merrion Centre and adjacent to Millennium Square. Leeds City Station is a short walk away from the Campus and for those travelling by car the nearest public car park is Woodhouse Lane Car Park.

CERTIFICATE COURSES

5 classroom based sessions and 5 self-study sessions.

The first session (Week 1) will take place in the classroom and the details of the rest of the sessions will be confirmed in the course joining instructions.

UNION REPRESENTATIVES STAGE 1

Mondays: 10 weeks: 11/09/17 – 20/11/17

No meeting: 23/10/17

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

Tuesdays: 10 weeks: 19/09/17 – 28/11/17

No meeting: 24/10/17

CERTIFICATE IN EMPLOYMENT LAW

Wednesdays: 10 weeks: 13/09/17 –

22/11/17

No meeting: 25/10/17

HEALTH & SAFETY STAGE 1

Wednesdays: 10 weeks: 20/09/17 –

29/11/17

No meeting: 25/10/17

LEARNING REPRESENTATIVES CERTIFICATE

Fridays: 10 weeks: 15/09/17 – 24/11/17

No meeting: 27/10/17

DIPLOMA COURSES

6 classroom based sessions and 6 self-study sessions per term.

The first session (Week 1) will take place in the classroom and the details of the rest of the sessions will be confirmed in the course joining instructions.

DIPLOMA IN OCCUPATIONAL SAFETY AND HEALTH

Thursdays: 36 weeks

Autumn Term: 21/09/17 - 14/12/17

No meeting: 26/10/17

Spring Term: 04/01/18 – 29/03/18

No meeting: 15/02/18

Summer Term: 26/04/18 - 19/07/18

No meeting: 31/05/18

DIPLOMA IN EMPLOYMENT LAW

Tuesdays: 36 weeks

Autumn Term: 12/09/17 - 05/12/17

No meeting: 24/10/17

Spring Term: 09/01/18 – 27/03/18

Summer Term: 24/04/18 - 17/07/18

No meeting: 29/05/18

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 Business Support Lead
A3.03, Park Lane Campus,
Leeds City College, Park Lane,
Leeds LS3 1AA**

**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.

CERTIFICATE COURSES

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

APPLICATION FORM



All courses take place at Leeds City College, Technology 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.

please tick

Surname:

I am representative of my union.

please tick

Date of birth:

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

please tick

Home address.....
.....

Postcode:

Signature of applicant:

Day Tel no:

.....

Email:

Signature of full-time officer or branch stamp:

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Trade Union:

Address of branch office:

Union post(s) held:
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Previous TUC courses taken:
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Return to :

Claire Smith, Business Support Lead

A3.03, Park Lane Campus, Leeds City College,
Park Lane ,Leeds LS3 1AA

OR send your details to:

e: tustudies@leedscitycollege.ac.uk

Name of Employer:
.....

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

Department:

Job title:

UNIONREPS.ORG.UK is
the UKs 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 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.

 **vAnn Whitton, CWU rep**

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