



**2019**

**EDUCATION  
PROGRAMME**

*Published - November 2019*

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**GMB**

**YORKSHIRE &  
NORTH DERBYSHIRE**

November 2018

Dear Colleague

**RE: TRAINING AND EDUCATION PROGRAMME 2019**

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 2019 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.

In previous years the Region has had as part of its follow on training for its reps offer access to classroom based learning delivered at TUC colleges. Unfortunately at this moment in time this is no longer available so the access to TUC stage 1, 2 and 3 for shop stewards and safety reps is now available online. You must liaise with your full time officer with regards to negotiating paid release facility time even though you will be undertaking online learning as your legislated rights as representatives still apply.

To assist you with this learning the region has learning center's installed in all of its five regional offices that are available through a booking system for Representative to utilise for the purpose of GMB online training.

The training pack is also available on our regional website ([www.gmb.yorkshire.org.uk](http://www.gmb.yorkshire.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: [victoria.austin@gmb.org.uk](mailto:victoria.austin@gmb.org.uk) or [colin.kirkham@gmb.org.uk](mailto: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: 0345 337 7777.

Yours sincerely

*Colin Kirkham*

Colin Kirkham  
Regional Education Officer

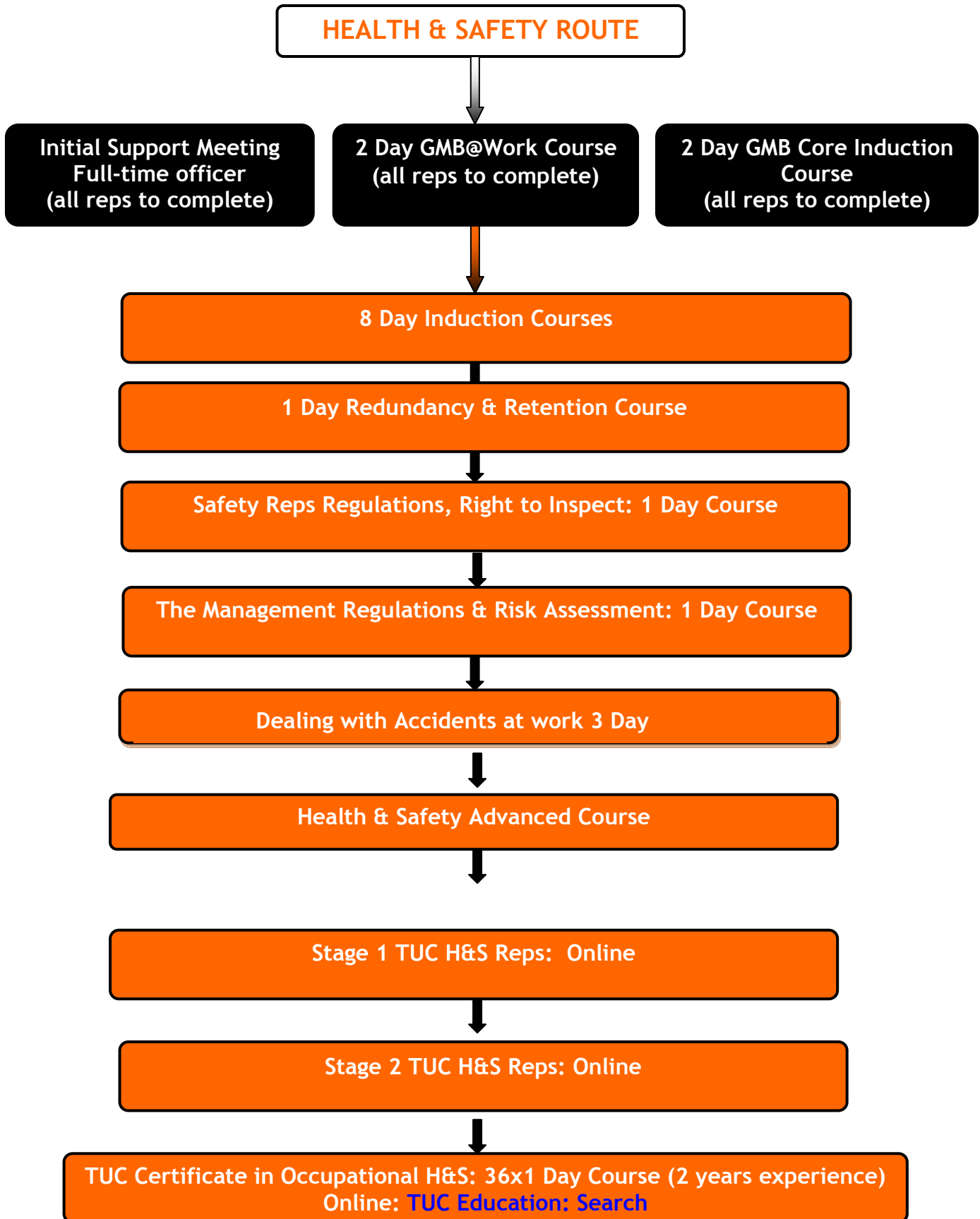
*Neil Derrick*

Neil Derrick  
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 Meeting  
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

1 Day Redundancy & Retention Course

GMB Discipline at Work: 1 Day Course

GMB Grievance at Work: 1 Day Course

Redundancy: 1 Day Course

Identifying Employment Tribunal Claims, time Limits & Legal Issues in Grievances

GMB 1 Day TUPE Transfer Training

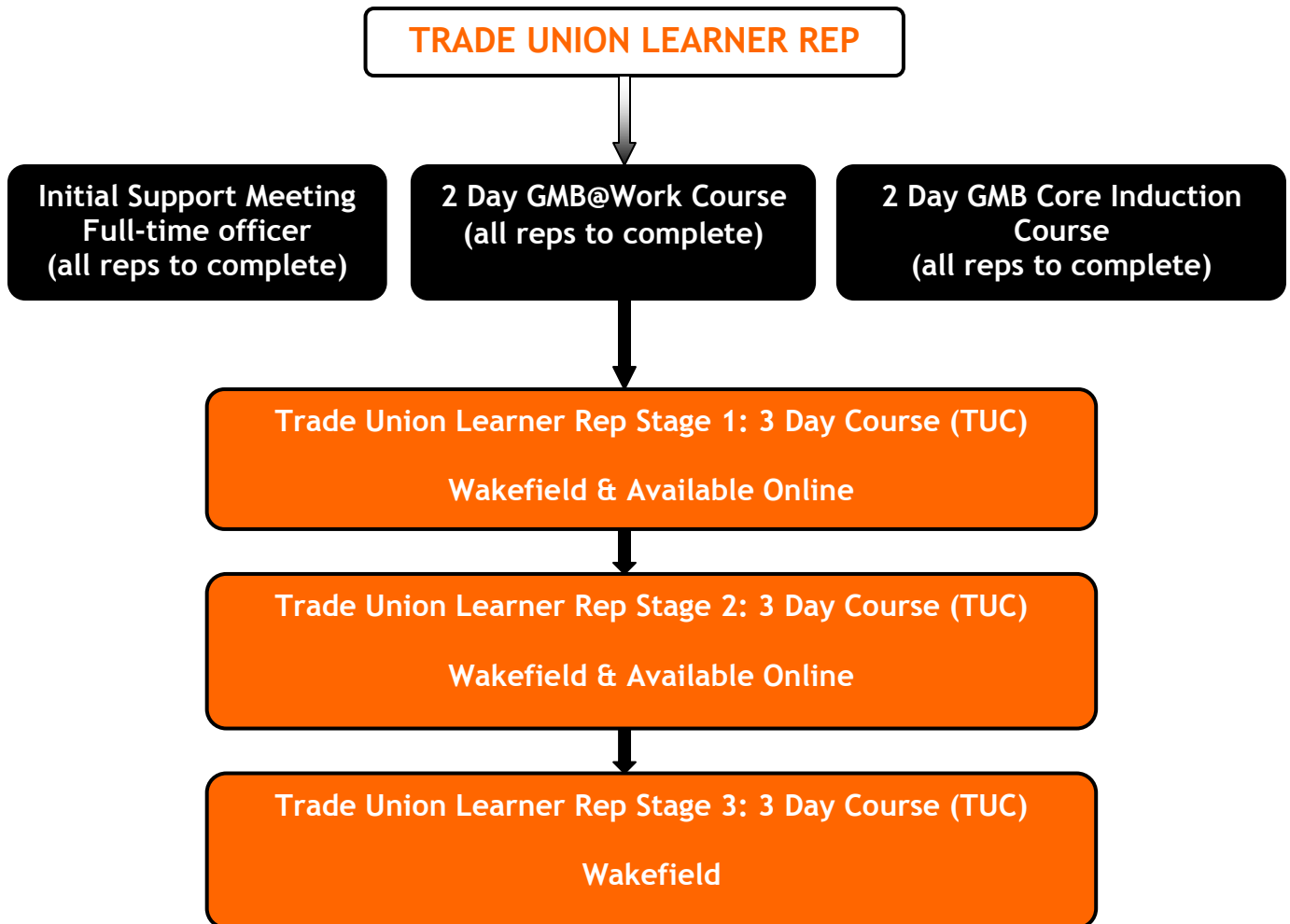
Stage 1 Union Rep: 10 Days 5 including 5 self teach (TUC) Online

Stepping Up: 10 Days including 5 days self teach (TUC) Online

Employment Law Certificate 36x1 Day Course (2 years' experience)  
Online

[TUC Education: Search](#)

# TRADE UNION LEARNER REPS



# HEALTH & SAFETY & ENVIRONMENTAL REPS

## HEALTH & SAFETY & ENVIRONMENTAL REP ROUTE

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

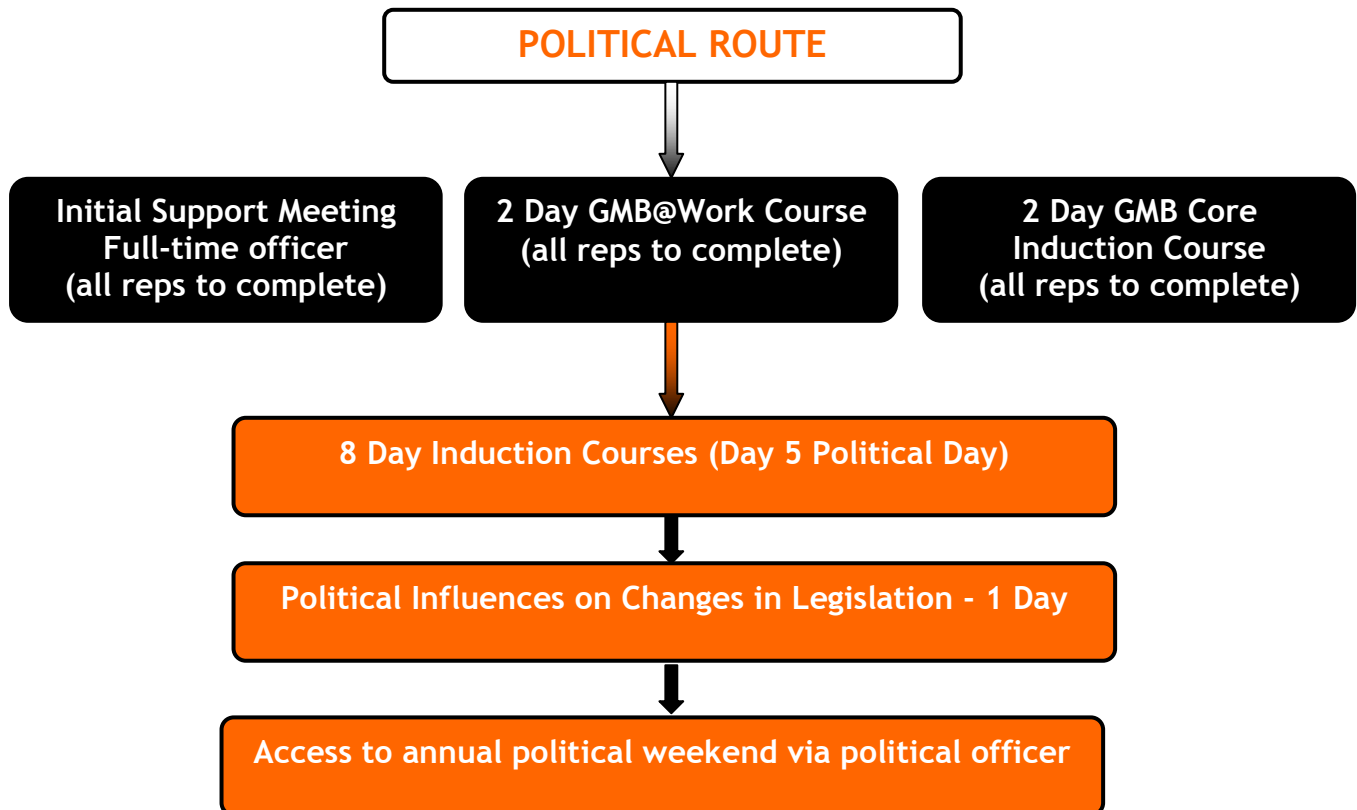
2 Day GMB@Work Course  
(all reps to complete)

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

One Day Steps to a greener workplace



# SHOP STEWARD, HEALTH & SAFETY AND TRADE UNION LEARNER REP



# EQUALITY REPS

## EQUALITY & INCLUSION ROUTE

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

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

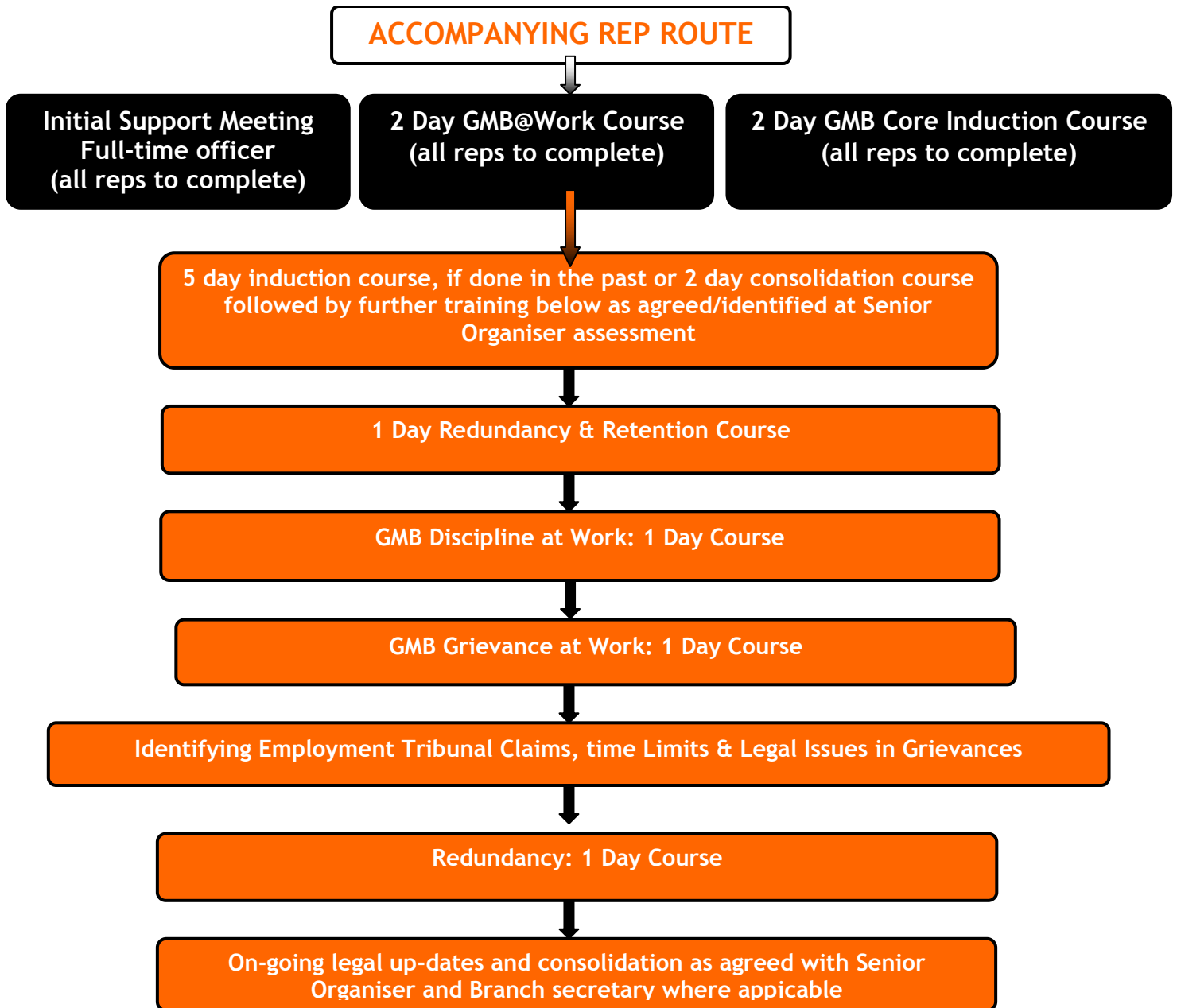
2 Day GMB Core Induction  
Course  
(all reps to complete)

Equality & Inclusion Ambassadors 1 Day Course  
Wakefield

Equalities Rep Diploma  
Online

[TUC Education: Search](#)

# ACCOMPANYING REPS



## INDIVIDUAL LEARNING PLAN 2019

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<sup>th</sup> & 9<sup>th</sup> January 2019

TRAINING COURSE ATTENDED	DATE COMPLETED

**GMB POSTHOLDERS  
ANNUAL  
12 DAY INDUCTION  
COURSES**



**YORKSHIRE &  
NORTH DERBYSHIRE**

**GMB Yorkshire & North Derbyshire 12 Day Induction 2019**

CODE	COURSE	VENUE	DATE
001	Module 1	Wakefield Office	Mon/Tue - 7 <sup>th</sup> /8 <sup>th</sup> Jan 2019
	Module 2	Wakefield Office	Mon/Tue - 21 <sup>st</sup> /22 <sup>nd</sup> Jan 2019
	Module 3	Wakefield Office	Mondays - 4 <sup>th</sup> /11 <sup>th</sup> /18 <sup>th</sup> /25 <sup>th</sup> Feb/4 <sup>th</sup> Mar 2019
	Module 4	Wakefield Office	Wed/Thurs/Fri 13 <sup>th</sup> /14 <sup>th</sup> /15 <sup>th</sup> Mar 2019
002	Module 1	Wakefield Office	Tue/Wed - 12 <sup>th</sup> /13 <sup>th</sup> Feb 2019
	Module 2	Wakefield Office	Tue/Wed - 19 <sup>th</sup> /20 <sup>th</sup> Feb 2019
	Module 3	Wakefield Office	Tuesdays - 5 <sup>th</sup> /12 <sup>th</sup> /19 <sup>th</sup> /26 <sup>th</sup> Mar/2 <sup>nd</sup> Apr 2019
	Module 4	Wakefield Office	Mon/Tue/Wed - 15 <sup>th</sup> /16 <sup>th</sup> /17 <sup>th</sup> Apr 2019
003	Module 1	Wakefield Office	Wed/Thurs - 20 <sup>th</sup> /21 <sup>st</sup> Mar 2019
	Module 2	Wakefield Office	Wed/Thurs - 27 <sup>th</sup> /28 <sup>th</sup> Mar 2019
	Module 3	Wakefield Office	Wednesdays - 3 <sup>rd</sup> /10 <sup>th</sup> /17 <sup>th</sup> /24 <sup>th</sup> Apr/1 <sup>st</sup> May 2019
	Module 4	Wakefield Office	Tue/Wed/Thurs 14 <sup>th</sup> /15 <sup>th</sup> /16 <sup>th</sup> May 2019
004	Module 1	Wakefield Office	Thurs/Fri - 2 <sup>nd</sup> /3 <sup>rd</sup> May 2019
	Module 2	Wakefield Office	Thurs/Fri - 9 <sup>th</sup> /10 <sup>th</sup> May 2019
	Module 3	Wakefield Office	Thursdays - 16 <sup>th</sup> /23 <sup>rd</sup> /30 <sup>th</sup> May/6 <sup>th</sup> /13 <sup>th</sup> June 2019
	Module 4	Wakefield Office	Wed/Thurs/Fri 26 <sup>th</sup> /27 <sup>th</sup> /28 <sup>th</sup> June 2019
005	Module 1	Wakefield Office	Mon/Tue - 3 <sup>rd</sup> /4 <sup>th</sup> June 2019
	Module 2	Wakefield Office	Mon/Tue - 10 <sup>th</sup> /11 <sup>th</sup> June 2019
	Module 3	Wakefield Office	Fridays - 5 <sup>th</sup> /12 <sup>th</sup> /19 <sup>th</sup> /26 <sup>th</sup> July/2 <sup>nd</sup> Aug 2019
	Module 4	Wakefield Office	Mon/Tue/Wed - 15 <sup>th</sup> /16 <sup>th</sup> /17 <sup>th</sup> July 2019
006	Module 1	Wakefield Office	Tue/Wed - 3 <sup>rd</sup> /4 <sup>th</sup> Sept 2019
	Module 2	Wakefield Office	Tue/Wed - 10 <sup>th</sup> /11 <sup>th</sup> Sept 2019
	Module 3	Wakefield Office	Mondays - 16 <sup>th</sup> /23 <sup>rd</sup> /30 <sup>th</sup> Sept/7 <sup>th</sup> /14 <sup>th</sup> Oct 2019
	Module 4	Wakefield Office	Wed/Thurs/Fri - 9 <sup>th</sup> /10 <sup>th</sup> /11 <sup>th</sup> Oct 2019
007	Module 1	Wakefield Office	Wed/Thurs - 2 <sup>rd</sup> /3 <sup>rd</sup> Oct 2019
	Module 2	Wakefield Office	Wed/Thurs - 16 <sup>th</sup> /17 <sup>th</sup> Oct 2019
	Module 3	Wakefield Office	Mondays - 21 <sup>st</sup> /28 <sup>th</sup> Oct/4 <sup>th</sup> /11 <sup>th</sup> /18 <sup>th</sup> Nov 2019
	Module 4	Wakefield Office	Wed/Thurs/Fri - 23 <sup>rd</sup> /24 <sup>th</sup> /25 <sup>th</sup> Oct 2019
008	Module 1	Wakefield Office	Thurs/Fri - 7 <sup>th</sup> /8 <sup>th</sup> Nov 2019
	Module 2	Wakefield Office	Thurs/Fri - 14 <sup>th</sup> /15 <sup>th</sup> Nov 2019
	Module 3	Wakefield Office	Mondays - 18 <sup>th</sup> /25 <sup>th</sup> Nov/2 <sup>nd</sup> /9 <sup>th</sup> /16 <sup>th</sup> Dec 2019
	Module 4	Wakefield Office	Tue/Wed/Thurs - 3 <sup>rd</sup> /4 <sup>th</sup> /5 <sup>th</sup> Dec 2019

# **GMB INTERNAL ANNUAL TRAINING**

## GMB Follow On Training 2019

Course	Date	Office	Trainer
Health & Safety Advanced 1 Day	Friday 11 <sup>th</sup> January	Wakefield	Colin Kirkham
Equality and Inclusion Ambassadors	Friday 25 <sup>th</sup> January	Wakefield	Louise Foster-Wilson
Disciplinary Procedures	Friday 8 <sup>th</sup> February	Wakefield	Colin Kirkham
TUPE Transfer 1 Day	Tuesday 26 <sup>th</sup> February	Wakefield	Neil Sharples
Redundancy Dismissal, Retention	Friday 1 <sup>st</sup> March	Wakefield	Colin Kirkham
Grievance Procedures - Best Practice	Thursday 4 <sup>th</sup> April	Wakefield	Colin Kirkham
Dealing With Accidents @ Work	Mon/Tue/Wed 20 <sup>th</sup> 21 <sup>st</sup> 22 <sup>nd</sup> May	Wakefield	Steve Haunch
Identifying Employment Tribunal Claims	Friday 31 <sup>st</sup> May	Wakefield	Neil Sharples
Political Influences on Changes to Legislation 1	Friday 14 <sup>th</sup> June	Wakefield	Colin Burgon/ Steve Jennings
Management Regs & Risk Assessment	Monday 24 <sup>th</sup> June	Wakefield	Colin Kirkham
Redundancy	Monday 1 <sup>st</sup> July	Wakefield	Neil Sharples
Safety Reps Regulations & Right to Inspect	Monday 22 <sup>nd</sup> July	Wakefield	Colin Kirkham
Disciplinary Procedures Best Practice	Friday 6 <sup>th</sup> September	Wakefield	Colin Kirkham
Political Influences and Changes to Legislation 1	Monday 9 <sup>th</sup> September	Wakefield	Colin Burgon/ Steve Jennings
TUPE Transfer 1 Day	Tuesday 17 <sup>th</sup> September	Wakefield	Neil Sharples
Grievance Procedures - Best Practice	Tuesday 8 <sup>th</sup> October	Wakefield	Colin Kirkham
Dealing With Accidents at Work - 3 Day	Tues/Wed/Thur 19 <sup>th</sup> 20 <sup>th</sup> 21 <sup>st</sup> November	Wakefield	Steve Haunch
Redundancy Dismissal, Retention	Wednesday 30 <sup>th</sup> October	Wakefield	Colin Kirkham
Redundancy	Tuesday 29 <sup>th</sup> October	Wakefield	Neil Sharples
Health & Safety Advanced 1 Day	Friday 1 <sup>st</sup> November	Wakefield	Colin Kirkham
Safety Reps Regulations & Right to Inspect	Tuesday 26 <sup>th</sup> November	Wakefield	Colin Kirkham
Management Regs & Risk Assessment	Wednesday 27 <sup>th</sup> November	Wakefield	Colin Kirkham
Equality and Inclusion Ambassadors	Friday 29 <sup>th</sup> November	Wakefield	Louise Foster-Wilson
Identifying Employment Tribunal Claims	Friday 6 <sup>th</sup> November	Wakefield	Neil Sharples
ULR Stage 1	28 <sup>th</sup> , 29 <sup>th</sup> & 30 <sup>th</sup> January OR 9 <sup>th</sup> , 10 <sup>th</sup> & 11 <sup>th</sup> July	Wakefield	TUC Tutor
ULR Stage 2	6 <sup>th</sup> , 7 <sup>th</sup> & 8 <sup>th</sup> March OR 18 <sup>th</sup> , 19 <sup>th</sup> & 20 <sup>th</sup> September	Wakefield	TUC Tutor
ULR Stage 3	7 <sup>th</sup> , 8 <sup>th</sup> & 9 <sup>th</sup> May OR 10 <sup>th</sup> , 11 <sup>th</sup> , 12 <sup>th</sup> December	Wakefield	TUC Tutor



## APPLICATION FORM FOR GMB COURSES

<b>COURSE DETAILS</b>	
Course Title:	
Course Date:	
Venue: GMB Office Wakefield	<b>60 College Grove Road, WF1 3RN</b>
<b>YOUR DETAILS</b>	
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	

# GMB Additional TUC East Ridings College training courses

Contained in this list are classroom based training courses delivered at Technorth Learning Centre  
Directions to this venue are provided within this programme.

The courses contained in this area only cover term time training that is available and the titles of these courses or listed below.

COURSE	VENUE	DATE
<b>Monday's UR Reps 1</b>	Technorth Learning Centre	7 <sup>th</sup> , 14 <sup>th</sup> & 28 <sup>th</sup> January 11 <sup>th</sup> & 25 <sup>th</sup> February 11 <sup>th</sup> & 25 March 1 <sup>st</sup> April
	Self-Study	21 <sup>st</sup> January, 4 <sup>th</sup> February & 18 <sup>th</sup> March
<b>Wednesday's Health &amp; Safety 1</b>	Technorth Learning Centre	9 <sup>th</sup> , 16 <sup>th</sup> & 30 <sup>th</sup> Jan 13 <sup>th</sup> & 27 <sup>th</sup> Feb 13 <sup>th</sup> & 27 <sup>th</sup> March 3 <sup>rd</sup> April
	Self-Study	23 <sup>rd</sup> Jan, 6 <sup>th</sup> Feb, 6 <sup>th</sup> & 20 <sup>th</sup> March
<b>Thursday's Employment Law Certificate</b>	Technorth Learning Centre	10 <sup>th</sup> , 17 <sup>th</sup> & 31 <sup>st</sup> Jan 14 <sup>th</sup> & 28 <sup>th</sup> Feb 14 <sup>th</sup> & 28 <sup>th</sup> March 4 <sup>th</sup> April
	Self-Study	24 <sup>th</sup> Jan, 7 <sup>th</sup> Feb, 7 <sup>th</sup> & 21 <sup>st</sup> March

## Technorth Learning Centre Directions:

<https://www.google.co.uk/maps/dir/0.0043366,0.0043366/Technorth+Family+Learning+Centre,+Leeds+LS7+3NB/@53.5758256,-1.3490519,9z/data=!4m9!4m8!1m1!4e1!1m5!1m1!1s0x48795bee1c0d9d75:0xb2af527d0cf3c5c!2m2!1d-1.5344234!2d53.8250607>

## APPLICATION FORM FOR TUC EAST RIDINGS COLLEGE COURSES

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

Please use **BLOCK LETTERS**

Course code number & title:

To be held at:

Starting date:

Your full name:

Home address:

Postcode

Daytime telephone number:

Email:

Trade Union:

Union posts held:

Previous TUC courses:

Your occupation:

Name and address of employer:

### **Application Form**

Please tick the relevant boxes :

Number of employees

- Less than 50
- More than 250

Less than 250

Work Pattern

- Full-time
- Days

- Part Time
- Shiftwork

Date of Birth

- Male

Female

Do you define yourself as disabled?     Yes     No

If you have any particular requirements you should contact the appropriate course provider 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.

- |   |                                      |  |
|---|--------------------------------------|--|
| <input type="checkbox"/> White European | <input type="checkbox"/> White Other | <input type="checkbox"/> Black Caribbean   |
| <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 |

- I am a fully paid-up member of my union and my employer has agreed to my attending this course without loss of earnings.

All access needs will be met where reasonably practicable.

**If you have any particular requirements around access or learning needs, please contact us on 01482 390980 as soon as possible so that we can make appropriate arrangements to meet your individual needs.**

Are you happy to receive future TUC communications?  Yes     No

Signature of applicant:

Signature of full-time union official or branch stamp:

Please send this application form to:

Trade Union Studies, 24-30 St James Street, Hull, HU3 2DH

**E-learning Courses  
Online  
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>

<http://www.gmbyorkshire.org.uk/>

<https://www.northern.ac.uk/courses/>

<https://www.tuceducation.org.uk/findacourse/>

<http://www.gftu.org.uk/>