



2020

EDUCATION PROGRAMME



GMB UNION
ON YOUR SIDE

Published - November 2019

CONTENTS PAGE

Introductory letter	3
GMB Education, progression routes 2020	4
Individual learning plan	11
12 Day Stewards' core induction training programme	12
GMB one-day training courses.....	14
GMB course application form	16
GMB Lifelong Learning	17
TUC courses & online training	18
Additional training courses	21

November 2019

Dear Colleague

RE: TRAINING AND EDUCATION PROGRAMME 2020

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 2020 and hope that many of you will decide to take the opportunity to enrol on a course. 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 2020 is a 3 day Mental Health Awareness course, this course is accredited through TUC East Riding College and the stage 3 ULR course which focuses on coaching and mentoring techniques is also in this year's programme. Please also see our National Lifelong Learning offer which can be extended out to our members on page 17.

The training pack is also available on our regional website (www.gmbbyorkshire.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 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: 0345 337 7777.

Yours sincerely

Colin Kirkham
Regional Education Officer

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

Mental Health Awareness 3 Days

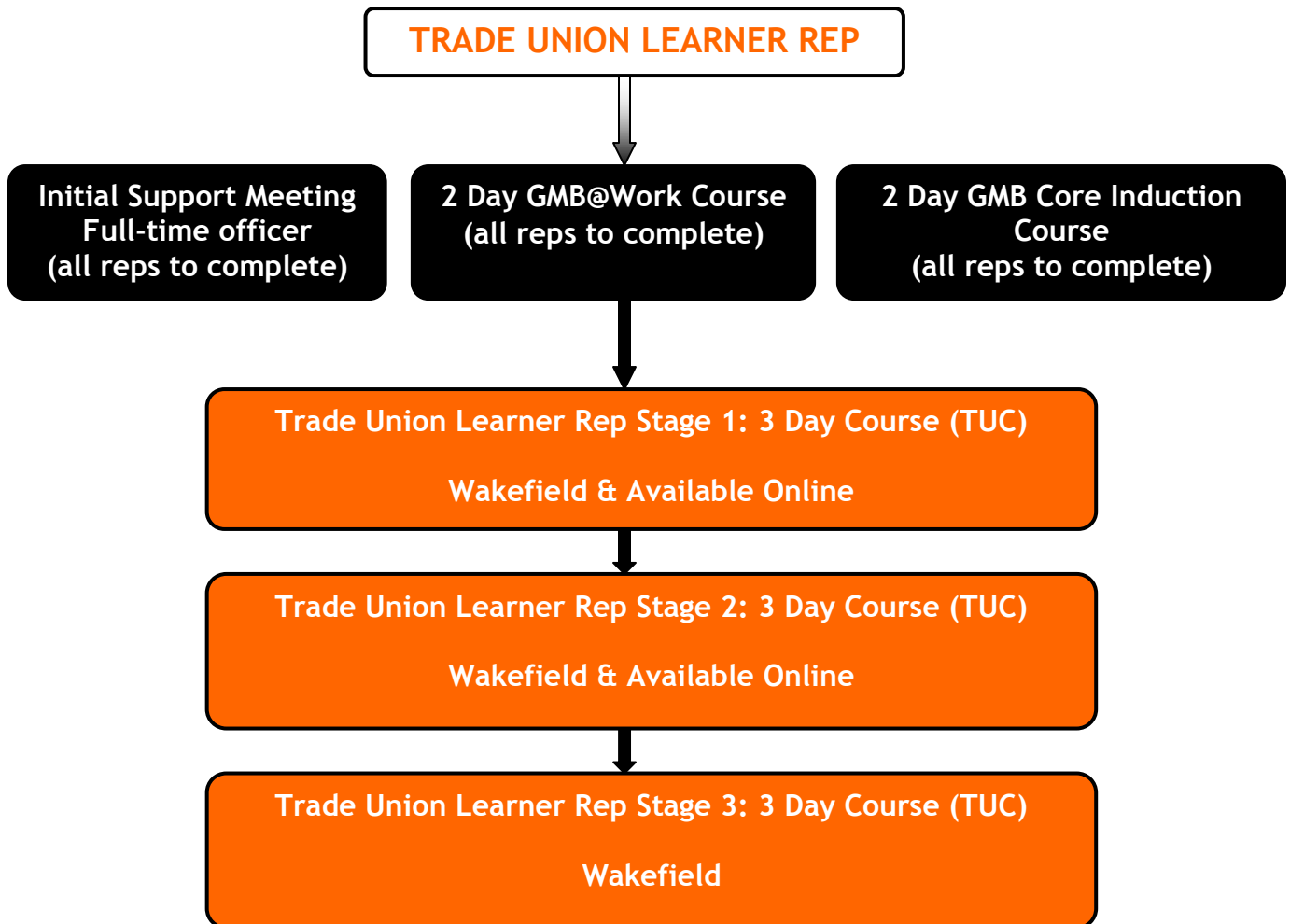
Stage 1 Union Rep: (TUC) Online / Classroom Based Leeds

Stage 2 Union Rep: (TUC) Online / Classroom Based Leeds

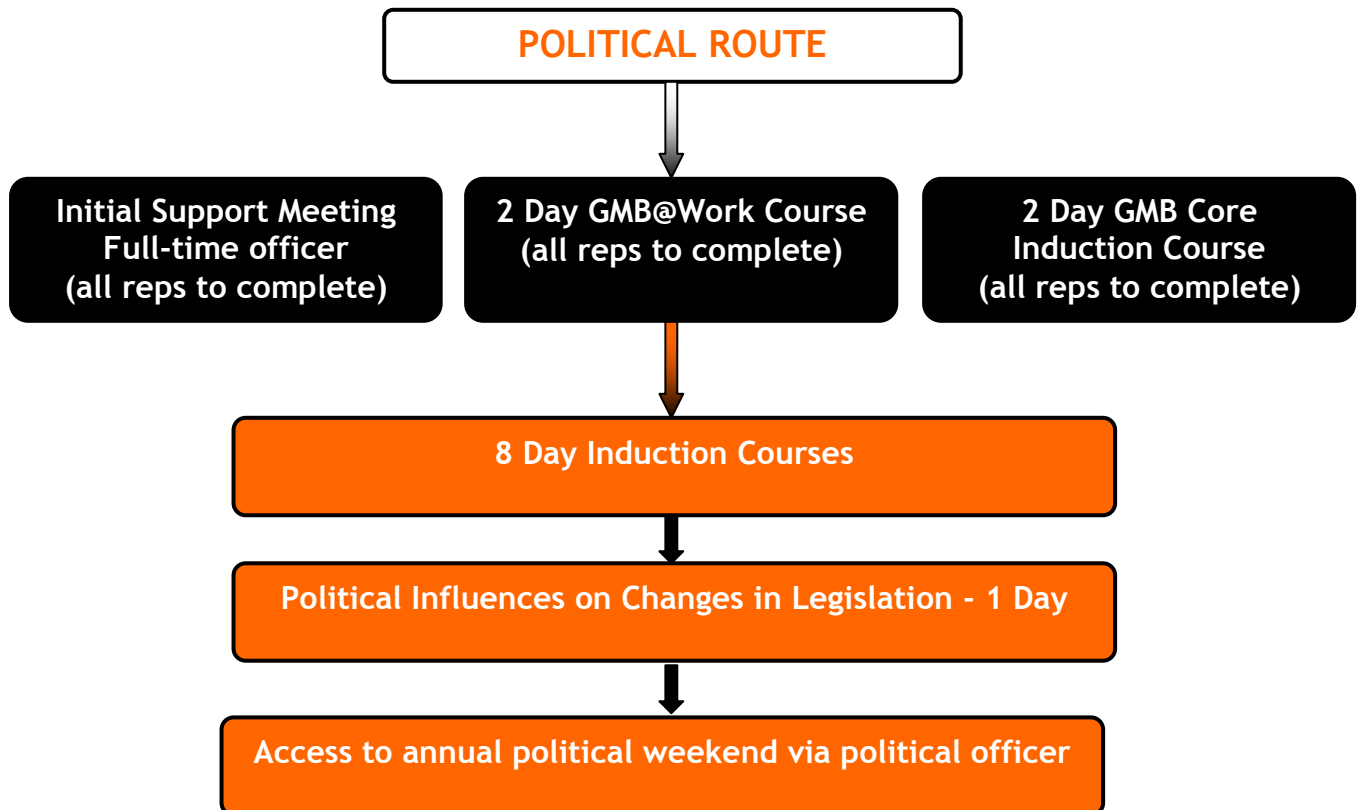
Employment Law Certificate 36x1 Day Course (2 years' experience)
Online / Classroom Based Leeds

[TUC Education: Search](#)

TRADE UNION LEARNER REPS



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)

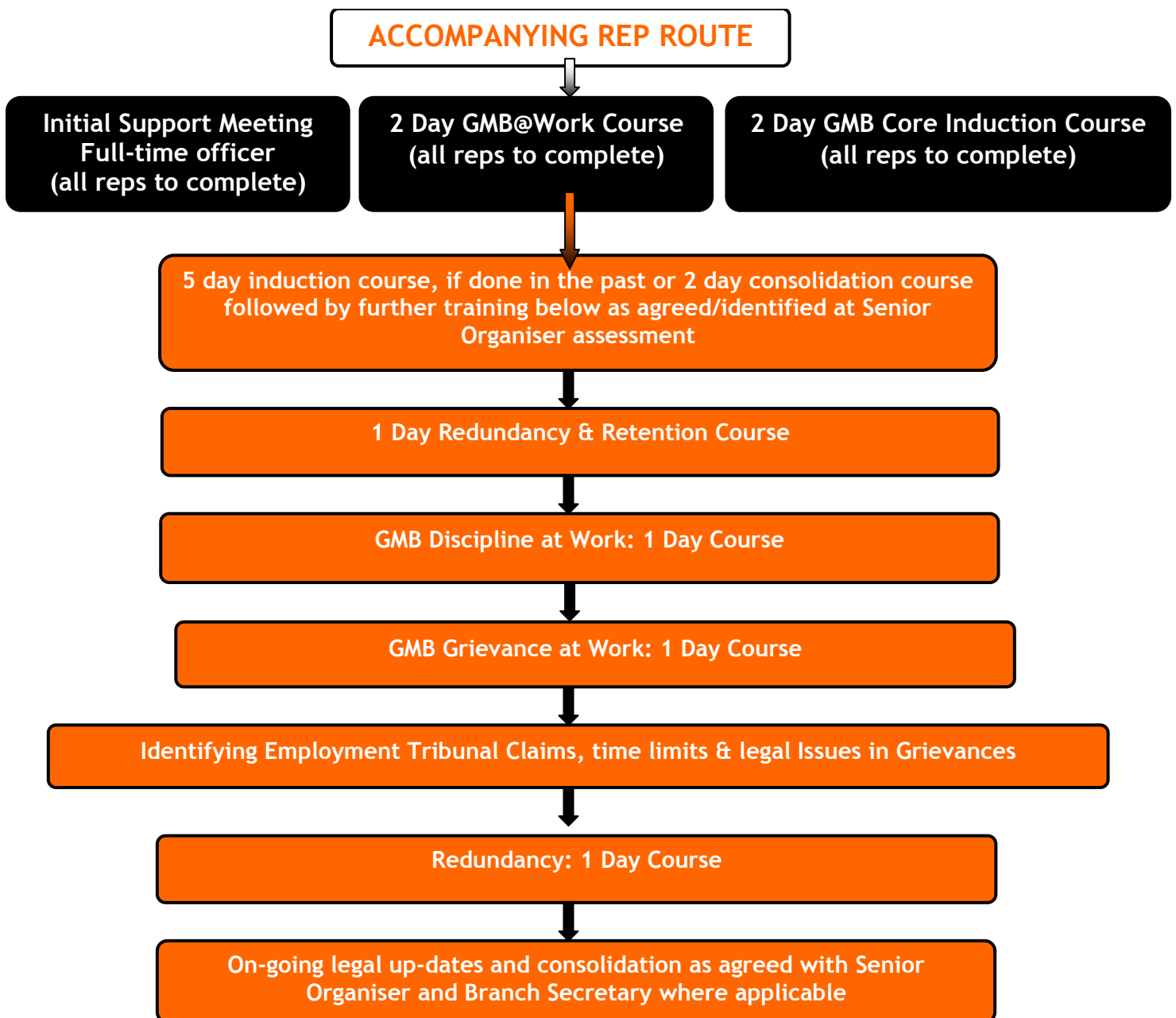
2 Day GMB Core Induction
Course
(all reps to complete)

Equality & Inclusion Ambassadors 1 Day Course
Wakefield

Equalities Rep Diploma
Online

[TUC Education: Search](#)

ACCOMPANYING REPS



INDIVIDUAL LEARNING PLAN 2020

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, 6th/7th January 2020

TRAINING COURSE ATTENDED	DATE COMPLETED

**GMB POSTHOLDERS
ANNUAL
12 DAY INDUCTION
COURSES**

GMB Yorkshire & North Derbyshire 12 Day Induction 2020

Group	COURSE	VENUE	DATE
001	Module 1	Wakefield Office	Mon/Tue – 6 th & 7 th January 2020
	Module 2	Wakefield Office	Mon/Tue – 20 th & 21 st Jan 2020
	Module 3	Wakefield Office	Mondays – 3/10/17/24 Feb & 2 nd March 2020
	Module 4	Wakefield Office	Wed/Thurs/Fri – 19/20/21 February 2020
002	Module 1	Wakefield Office	Tue/Wed – 11 th & 12 th February 2020
	Module 2	Wakefield Office	Tue/Wed – 25 th & 26 th February 2020
	Module 3	Wakefield Office	Tuesdays – 3/10/17/24/31 March 2020
	Module 4	Wakefield Office	Mon/Tue/Wed – 6/7/8 April 2020
003	Module 1	Wakefield Office	Wed/Thurs – 18 th & 19 th March 2020
	Module 2	Wakefield Office	Wed/Thurs – 25 th & 26 th March 2020
	Module 3	Wakefield Office	Wednesdays – 15/22/29 April 6/13 May 2020
	Module 4	Wakefield Office	Tue/Wed/Thurs – 19/20/21 May 2020
004	Module 1	Wakefield Office	Thurs/Fri – 30 th April & 1 st May 2020
	Module 2	Wakefield Office	Thurs/Fri – 14 th & 15 th May 2020
	Module 3	Wakefield Office	Thursdays – 28 th May 4/11/18/25 June 2020
	Module 4	Wakefield Office	Wed/Thurs/Fri – 1/2/3 July 2020
005	Module 1	Wakefield Office	Mon/Tue – 1 st & 2 nd June 2020
	Module 2	Wakefield Office	Mon/Tue – 8 th & 9 th June 2020
	Module 3	Wakefield Office	Fridays – 19/26 June & 10/17/24 July 2020
	Module 4	Wakefield Office	Mon/Tue/Wed – 6/7/8 July 2020
006	Module 1	Wakefield Office	Tue/Wed – 1 st & 2 nd September 2020
	Module 2	Wakefield Office	Tue/Wed – 8 th & 9 th September 2020
	Module 3	Wakefield Office	Mondays – 14/21/28 Sept 5/12 October 2020
	Module 4	Wakefield Office	Wed/Thurs/Fri – 7/8/9 October 2020
007	Module 1	Wakefield Office	Wed/Thurs – 23 rd & 24 th September 2020
	Module 2	Wakefield Office	Wed/Thurs – 30 th Sept & 1 st October 2020
	Module 3	Wakefield Office	Mondays – 19/26 Oct & 2/9/16 November 2020
	Module 4	Wakefield Office	Wed/Thurs/Fri – 21/22/23 October 2020
008	Module 1	Wakefield Office	Thurs/Fri – 7 th & 8 th November 2020
	Module 2	Wakefield Office	Thurs/Fri – 12 th & 13 th November 2020
	Module 3	Wakefield Office	Mondays – 23/30 Nov & 7/14/21 December 2020
	Module 4	Wakefield Office	Tue/Wed/Thurs – 17/18/19 November 2020

GMB INTERNAL ANNUAL TRAINING

Course Title	Date of Course	Location	Trainer/ Tutor
Health & Safety Advanced 1 Day	Friday 10 th January 2020	Wakefield	Colin Kirkham
Equality and Inclusion Ambassadors	Friday 24 th January 2020	Wakefield	Louise Foster-Wilson
Mental Health Awareness - 3 Days	5 th /6 th /7 th February 2020	Wakefield	Steve Haunch
Disciplinary Procedures	Friday 4 th February 2020	Wakefield	Colin Kirkham
TUPE Transfer 1 Day	Friday 14 th February 2020	Wakefield	Neil Sharples
Redundancy Dismissal, Retention	Friday 28 th February 2020	Wakefield	Colin Kirkham
Grievance Procedures - Best Practice	Monday 9 th March 2020	Wakefield	Colin Kirkham
Dealing With Accidents @ Work	11 th /12 th /13 th March 2020	Wakefield	Steve Haunch
Identifying Employment Tribunal Claims	Friday 20 th March 2020	Wakefield	Neil Sharples
Management Regs & Risk Assessment	Thursday 9 th April 2020	Wakefield	Colin Kirkham
Political Influences & Changes to Legislation	Monday 20 th April 2020	Wakefield	Steve Jennings
Redundancy	Tuesday 26 th May 2020	Wakefield	Neil Sharples
Safety Reps Regulations & Right to Inspect	Friday 5 th June 2020	Wakefield	Colin Kirkham
Mental Health Awareness – 3 Days	22 nd /23 rd /24 th June 2020	Wakefield	Steve Haunch
Disciplinary Procedures Best Practice	Thursday 9 th July 2020	Wakefield	Colin Kirkham
Political Influences and Changes to Legislation 1	Thursday 3 rd September 2020	Wakefield	Steve Jennings
TUPE Transfer 1 Day	Thursday 10 th September 2020	Wakefield	Neil Sharples
Grievance Procedures - Best Practice	Friday 2 nd October 2020	Wakefield	Colin Kirkham
Dealing With Accidents at Work - 3 Day	13 th /14 th /15 th October 2020	Wakefield	Steve Haunch
Redundancy Dismissal, Retention	Tuesday 20 th October 2020	Wakefield	Colin Kirkham
Redundancy	Tuesday 27 th October 2020	Wakefield	Neil Sharples
Health & Safety Advanced 1 Day	Wednesday 4 th November 2020	Wakefield	Colin Kirkham
Safety Reps Regulations & Right to Inspect	Tuesday 10 th November 2020	Wakefield	Colin Kirkham
Management Regs & Risk Assessment	Friday 20 th November 2020	Wakefield	Colin Kirkham
Equality and Inclusion Ambassadors	Tuesday 24 th November 2020	Wakefield	Louise Foster-Wilson
Identifying Employment Tribunal Claims	Wednesday 2 nd December 2020	Wakefield	Neil Sharples
Mental Health Awareness – 3 Days	2 nd /3 rd /4 th December 2020	Wakefield	Steve Haunch
ULR Stage 1 – 3 Days	27 th /28 th /29 th January 2020	Wakefield	TUC Tutor
ULR Stage 1 – 3 Days	15 th /16 th /17 th June 2020	Wakefield	TUC Tutor
ULR Stage 1 – 3 Days	15 th /16 th /17 th September 2020	Wakefield	TUC Tutor
ULR Stage 2 – 3 Days	4 th /5 th /6 th March 2020	Wakefield	TUC Tutor
ULR Stage 2 – 3 Days	13 th /14 th /15 th July 2020	Wakefield	TUC Tutor
ULR Stage 2 – 3 Days	28 th /29 th /30 th October 2020	Wakefield	TUC Tutor
ULR Stage 3 – 3 Days	20 th /21 st /22 nd July 2020	Wakefield	TUC Tutor
ULR Stage 3 – 3 Days	25 th /26 th /27 th November 2020	Wakefield	TUC Tutor

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: Victoria Austin Education Secretary GMB, Grove Hall 60 College Grove Road Wakefield WF1 3RN	

GMB LIFELONG LEARNING

At GMB Union, we know how important it is for our members to be able to access opportunities for personal and professional development.

We also understand just how expensive it can be, which is why we have teamed up with a range of partners and training providers to offer every GMB access to accredited qualifications and development opportunities at a low cost.

I am a GMB member, what can I access?

- Free Vocational Qualifications from Learning Curve
- 10% off Professional Qualifications from E-Careers
- 10% off Selected Universities
- Bursaries for Study
- Free Industrial Relations Training & Qualifications
- Personal Development Opportunities

For more information and to apply, please visit

www.gmb.org.uk/GMBLearn

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.

Health and Safety Stage 1

This is the core course for trade union health and safety representatives, and the first stage in the TUC health and safety training programme.

The course will equip you with an understanding of health and safety law, and help you build the skills, knowledge and confidence to effectively carry out your work as a safety rep. It will help you:

- understand the role and functions of a trade union health & safety rep
- get members involved in safety issues
- organise for health & safety
- negotiate with employers to improve workplace safety
- prevent accidents and ill health
- learn key safety rep skills.

Location: Technorth, Leeds
Dates: 6 Jan 2020 - 30 Mar 2020
Duration: 12 Mondays 8 class-based session + 4 self-study sessions

Employment Law Certificate

The Employment Law Certificate is designed for union representatives who have already completed the TUC Stage 1 Union Representatives Course or its union equivalent.

This is a practical training course, designed for trade union workplace reps. It approaches the law from this perspective and its principal concern is how knowledge of and confidence in using employment law can improve workplace bargaining. It is not aimed at legal professionals or the finer points of technical interpretation of the law.

Location: Technorth, Leeds
Dates: 8 Jan 2020 - 1 Apr 2020
Duration: 12 Wednesdays, incorporating an element of self study

Follow link to 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 | <input type="checkbox"/> Less than 50 | <input type="checkbox"/> Less than 250 |
| | <input type="checkbox"/> More than 250 | |
| Work Pattern | <input type="checkbox"/> Full-time | <input type="checkbox"/> Part Time |
| | <input type="checkbox"/> Days | <input type="checkbox"/> Shiftwork |
| Date of Birth _____ | <input type="checkbox"/> Male | <input type="checkbox"/> Female |
| Do you define yourself as disabled? | <input type="checkbox"/> Yes | <input type="checkbox"/> 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/>