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About TUC Education courses

Our union reps training programme is designed to deliver a great learning experience, whether you are a:

- → union rep
- → health and safety rep
- → learning rep
- → equality rep
- → green/environmental rep
- → other trade union rep.

You'll find training available that will give you the skills you need to make a real difference in your workplace.

Inclusive and welcoming

We want you to get the most out of our courses and to feel, that whatever your background, you are comfortable and safe. That's why we're committed to equal treatment regardless of sex, race, disability, sexual orientation, religion/belief, age or gender reassignment.

Widening choice

Sometimes life gets in the way, so if you can't attend a course contact us and we'll do our best to help.

Wales TUC tutors

Everyone knows the importance of a good tutor. All our tutors are experienced trade unionists who understand the role of a rep. Our tutors keep up-to-date with everything they need to know about workplace issues, so you'll have the best learning experience from the people who know.





Guidance on paid release

Guidance on paid release

Being a union rep is important and rewarding but it isn't always easy. Unions, government and employers know that training reps is essential.

That's why the law has entitled union reps to facilities time, which is paid time off to attend TUC or union training courses whether that's in a classroom or online. If you are a:

- → union rep
- → union health and safety rep or a
- → union learning rep

Sources of legal rights to facility time are:

- → The Trade Union and Labour Relations Act 1992 (section 168)
- → The Safety Representatives and Safety Committees Regulations 1977

http://bit.ly/SRSCreas77

→ Time off for Trade Union Duties and Activities

ACAS Code of Practice 3. Available from https://bit.ly/44wtR98

→ Trade Union Representation in the Workplace

ACAS Guide. Available from http://bit.ly/UnionRep

Union reps and health and safety reps

Union reps and health and safety reps should first ask their employer for time off with pay.

More information can be found here:

- Union reps http://bit.ly/UnionReps
- → Health and safety reps http://bit.ly/SRSC1977

Union learning reps (ULRs)

Alongside union reps and health & safety reps, union learning reps are entitled to paid release;

- → to complete their training
- → to provide information, advice and guidance to colleagues on learning and skills and in-work progression
- → to promote learning and skills in the workplace
- → to work with employers to develop and improve workplace policies and practices on learning and skills
- → to improve access to training and raise awareness of issues relating to learning in the workplace
- → to work with providers and other relevant stakeholders to develop workplace learning programmes

If you are having difficulty in obtaining approved time off to attend training you should seek assistance from an experienced union rep or a full time official in your union.

Specialist reps

These reps specialise in certain areas. These can include:

- → equality reps
- → green/environmental reps
- → disability champions
- → mental health champions
- → pensions champions



Release for online learning

The courses offered online gives you ease of access to our courses and enables you to start or continue your learning journey. The online courses are all tutor led and will help you through your learning journey as well as getting you to work with reps outside of your respective union.

All reps wishing to undertake our courses online will need to obtain release permission as you would do if you were going to physically attend a classroom based course.

Online learning should not be an alternative to paid release from work. The law still applies, whether learning takes place away from work or in work. It could be more convenient both for reps and employers for learning to take place at work, but reps will still need time allocated at work to complete their learning.

You can use the Facility Time elearning guide available at www.tuc.org.uk/resource/facility-time-awareness to help you understand what the ACAS guidance provides for.

Welsh Government has issued a statement about the vital importance of facility time for trade union activity in the public sector. It has sent a letter to the chief executives of all devolved public bodies, more details can be found here: welcomes-welsh-governments-strong-support-trade-union-facility-time

Code of conduct

The TUC is committed to organising activities at which everyone can participate in an inclusive, respectful and safe environment.

The TUC has zero tolerance for any type of harassment, including sexual harassment. Aggressive, offensive, intimidatory, disrespectful or unacceptable behaviour or comments will not be tolerated.

This supports the commitment set out in the TUC's rules to promote equality for all and to eliminate all forms of harassment, including sexual harassment, prejudice and unfair discrimination.

This policy applies to all aspects of communication at or in connection with an event, including postings on social media.

If you have any concerns about behaviour that you want to raise then please contact Julie Cook or Jo Rees email:

Julie Cook: <u>jcook@tuc.org.uk</u>
Jo Rees: <u>jrees@tuc.org.uk</u>





Union rep pathway

Union reps stage 1

As a new union rep this course is essential. You'll find out:

- → what it means to be a rep,
- → how to represent your members effectively and
- how to take up both collective and individual issues with your employer.

You'll understand the role and responsibilities. These include working together with members and other union reps, talking to members and dealing with their problems, recruiting members and getting them involved in the union, meeting management to discuss a range of issues at work and keeping members informed.

Reps who complete this course can achieve a Certificate for Trade Union Representatives at level 1.

All our courses are being fully refreshed and updated for September 2024 onwards.

Union reps stage 2

If you have completed the union reps stage 1 or your union equivalent, this course will help you advance within your trade union role. The course covers:

- → leadership roles in the branch structure i.e. chair, secretary and treasurer,
- how trade union make decisions and how you can shape their policies,
- → undertake effective negotiations,
- → organise successful campaigns.

The best protection in the workplace is effective organised trade unions however understanding what our rights are and how to make best use of them is essential to your role. You will learn about:

- → contracts of employment
- → fair or unfair dismissal
- → equality and diversity
- → industrial action

As part of the course, we'll also consider developments such as social partnership, and workplace changes such as AI and the transition to net zero.

Reps who complete this course can receive a Certificate for Trade Union Representatives at level 2.

Health and safety rep pathway

Health and safety stage 1

As a new health and safety rep, this course is essential. You'll find out:

- → what it means to be a health and safety rep
- how health and safety is organised in your workplace
- → and how to deal with health and safety issues at work.

You will look at the health and safety law, safety inspections, risk assessments and preventative measures. This course will provide a thorough grounding in health and safety issues and give you the skills, knowledge and confidence to undertake your role effectively.

Reps who complete this course can receive a Certificate for Trade Union Health and Safety Representatives at Level 1.

Health and safety stage 2

If you have completed the health and safety stage 1 or your union equivalent, this course will help you to deal with those bigger issues. The course will cover:

- effective health & safety organisation and planning,
- → how and when to use it,
- → negotiating a better deal for members,
- analysing risk assessments,
- → health and safety training.

While we try to ensure safer workplaces for our members, we must also recognise the need for equality and diversity. Throughout the course, you will explore equality based issues such as:

- → gender and PPE
- → sexual harassment
- → hidden disabilities
- → menopause

Reps who complete this course can receive a Certificate for Trade Union Health and Safety Representatives at Level 2.

Union learning rep pathway

Union learning reps stage 1

If you're a new union learning rep (ULR), this course is essential. It will give you the skills and knowledge that you need to be an effective ULR. The role of a ULR is much more than simply setting up courses in your workplace. It is about working within your branch, with your employer and with colleges and providers to widen access to learning and ensure equality of opportunity in your workplace. The course will teach you:

- → The role of trade unions in learning and skills
- → The role of the ULR
- → Trade union approaches to workplace learning and relevant best practice models
- → Key policies and programmes relevant to the adult skills system in Wales
- → How to promote learning in your workplace
- → How to identify learning needs
- → How to work with your branch and your employer to remove barriers to learning and in-work progression

Reps who complete this course can receive an Award for Trade Union Learning Representatives at Level 1.

Union learning reps stage 2

This course continues and extends the core essential training for union learning reps. It will help you to further develop the knowledge and skills needed as a ULR in the workplace. The course will help you in:

- understanding the role of the ULR as part of the union team
- developing a trade union approach to building equality and organising through learning
- supporting members individually and collectively
- → the role of learning agreements
- → understanding how changes in the workplace such as AI and the transition to net zero impact on skills

Accreditation is available for reps attending this course, please contact Wales TUC for further details.

Green rep pathway

Greening our workplaces

If you're a new green rep, this course is essential. It will give you the skills and knowledge that you need to be an effective green rep.

This course is aimed at both new and experienced green/environmental reps as well as other trade unionists who wish to take practical action on the climate and nature emergency in their workplace.

The course covers:

- → Understanding the climate and environmental emergency and identifying the impact on your workplace.
- → Working with the branch and members to identify sustainability issues that need to be raised with management.
- → How to carry out workplace environmental audits.
- → How to review and develop workplace environmental policies and agreements.
- → Awareness raising and promotion of green workplace practices.

Reps who complete this course can receive an Award at Level 1.

Negotiating for a Just Transition

This course will help to equip trade union reps with information and ideas about how to respond strategically to the challenge of giving workers a voice on the transition to a net-zero economy.

It will help you to develop negotiation strategies on workplace transition planning and develop an understanding of the wider impact of the transition on issues such as workplace skills, jobs and health and safety.

This is an essential course to equip unions in supporting a fair and just worker-led transition in every workplace.

We will cover the following:

- → Examine why a just transition is central to future economic strategy
- Review regional, national, and international climate change policies
- → Review national and international trade union policies
- → Identify industry sector green economy policies
- → Obtain members views on just transition priorities
- → Develop negotiating strategies on priority issues in the workplace / community

Who is the course for?

This course is aimed at union officers, union negotiators, branch officials, union reps and any other reps who are involved in workplace negotiations. It is also suitable for other union reps, health and safety reps, green reps and ULRs with an interest in finding out more about negotiating for a just transition in the workplace.

Accreditation is available for this course, please contact the Wales TUC for further details.

Continuing Professional Development - short courses

Wales TUC Education offers a series of short half, one, two and three day courses to help reps keep their skills and knowledge up-to-date. As well as the courses listed below, we can also offer bespoke courses. If there is a course you would like to do and you don't see it listed please get in touch with us.

Introduction to environmental awareness

This half-day bite sized session offers trade union reps an essential introduction to environmental awareness. It's for all trade union reps and no prior knowledge is required. It offers an introduction to, and raises awareness of, the problems people have created with the environment, the impacts now and in the future, and considers positive steps we can take as individuals and trade unionists.

Social Partnership

This new two day course will empower reps to use the new Social Partnership and Public Procurement Act for the benefit of members. It will help build the relevant knowledge, skills and confidence to take forward effective social partnership in your own workplace.

The course will explore the challenges and opportunities presented by social partnership working and reps will have the opportunity to develop a practical action plan for their own workplace.

Tackling & preventing sexual harassment

This new three day course will help support reps in tackling and preventing sexual harassment in the workplace. It will help you to:

- → Identify sexual harassment and understand the impacts
- → Understand employers' legal responsibilities (including the new preventative duty)
- → Negotiate effective workplace policies
- → Support members affected by sexual harassment
- → Develop an action plan for your workplace

Disability in the workplace

This new three day course is for all reps who want to improve disability equality in the workplace and tackle discrimination. It will cover:

- disability discrimination and how it impacts members
- → the social model of disability
- employers' legal responsibilities under the Equality Act
- → reasonable adjustments
- supporting members with 'hidden disabilities'
- → effective workplace policies
- → developing your own workplace action plan

Other short courses available this year include:

- → Mental health from resilience to resistance
- → Handling Redundancies
- → Menopause in the workplace
- → Autism Awareness/neurodiversity in the workplace
- → Handling casework

Please check our website for further information about these courses.

https://www.tuc.org.uk/courses-reps-wales-tuc







Contacts for course enquiries

Addysg Oedolion Cymru | Adult Learning Wales

Offers courses in Cardiff, Wrexham and online.

Course Coordinator: Mark Baines &

Michelle Kerswell

Tel: 02920 746703

Email: Nicholas.Paul@adultlearning.wales

Contact address:

Nicholas Paul Trade Union Studies Adult Learning Wales 7 Coopers Yard Curren Road Cardiff CF10 5NB

Application form:

https://tinyurl.com/WTUCApply

Coleg Gwent

Offers courses in Newport and online.

Course Coordinator: John James Tel: 01633 466030 or 07527 450276

Email: John.James@coleggwent.ac.uk

Contact address:

John James
Trade Union Studies Centre
Coleg Gwent
City of Newport Campus
Nash Road
Newport NP19 4TS

Application form:

https://tinyurl.com/WTUCApply

For any other course enquiries or if you cannot find the course that you need listed, please contact the Wales TUC Education Team:

Tel: 029 2034 7010 Email: wtuc@tuc.org.uk

Wales TUC Education Service 1 Cathedral Road Cardiff CF11 9SD

You can also check our website for new and updated courses listings:

tuc.org.uk/courses-reps-wales-tuc

Autumn term 2024

Course name	Pattern	Start date	End date	Venue	Provider
Union reps stage 1	10 Fri	13 Sept	22 Nov	Cardiff	ALW
Union reps stage 1	10 Fri	13 Sept	22 Nov	Wrexham	ALW
Health and safety reps stage 1	10 Tues	24 Sept	3 Dec	Newport	Coleg Gwent
Union learning reps stage 1	4 Wed	25 Sept	12 Oct	Online	Coleg Gwent
Introduction to environmental awareness (for reps)	1 Thurs (half-day)	5 Sept	5 Sept	Online	ALW
Greening our workplaces – green rep skills	3 Mon	23 Sept	7 Oct	Online	ALW
Handling redundancies	2 Wed	7 Oct	14 Oct	Newport	Coleg Gwent
Social Partnership	2 Mon	16 Sept	23 Sept	Newport	Coleg Gwent
Tackling and preventing sexual harassment	3 Wed	7 Nov	20 Nov	Online	ALW
Disability in the workplace	3 Mon	4 Nov	18 Nov	Online	ALW
Social Partnership	2 Tues	12 Nov	19 Nov	Online	ALW

Spring term 2025

Course name	Pattern	Start date	End date	Venue	Provider
Union reps stage 1	10 Mon	13 Jan	24 Mar	Newport	Coleg Gwent
Health and safety reps stage 1	10 Fri	17 Jan	28 Mar	Cardiff	ALW
Health and safety reps stage 1	10 Fri	17 Jan	28 Mar	Wrexham	ALW
Union reps stage 2	10 Fri	24 Jan	4 Mar	Online	ALW
Health and safety reps stage 2	10 Tues	14 Jan	25 Mar	Online	Coleg Gwent
Union learning reps stage 1	4 Mon	27 Jan	17 Feb	Online	ALW
Union learning reps stage 2	4 Wed	5 Mar	26 Mar	Online	Coleg Gwent
Introduction to environmental awareness (for reps)	1 Tues (half day)	14 Jan	14 Jan	Online	ALW
Greening the workplace – green rep skills	3 Mon	27 Jan	10 Feb	Online	Coleg Gwent
Negotiating for a Just Transition	3 Wed	29 Jan	12 Feb	Online	ALW
Social Partnership	2 Wed	15 Jan	22 Jan	Online	Coleg Gwent
Menopause in the workplace	3 Mon	10 Mar	24 Mar	Online	ALW
Autism awareness/ Neurodiversity in the workplace	2 Tues	4 Mar	11 Mar	Online	ALW
Mental Health - from resilience to resistance	2 Mon	31 Mar	7 Apr	Online	Coleg Gwent
Social Partnership	2 Tues	18 Mar	25 Mar	Online	ALW

Summer term 2025

Course name	Pattern	Start date	End date	Venue	Provider
Union reps stage 1	10 Fri	2 May	11 Jul	Cardiff	ALW
Union reps stage 1	10 Fri	2 May	11 Jul	Wrexham	ALW
Health and safety reps stage 1	10 Tues	6 May	15 Jul	Newport	Coleg Gwent
Union reps stage 2	10 Mon	28 Apr	14 Jul	Online	Coleg Gwent
Health and safety reps stage 2	10 Fri	9 May	18 Jul	Online	ALW
Union learning reps stage 1	4 Wed	30 Apr	21 May	Online	Coleg Gwent
Union learning reps stage 2	4 Tues	14 May	11 Jun	Online	ALW
Introduction to environmental awareness (for reps)	1 Wed (half day)	7 May	7 May	Online	ALW
Greening our workplaces - green reps skills	3 Mon	2 Jun	16 Jun	Online	ALW
Negotiating for a Just Transition	3 Tues	10 Jun	24 Jun	Online	Coleg Gwent
Tackling and preventing sexual harassment	3 Thurs	8 May	22 May	Online	Coleg Gwent
Advanced casework	2 Mon	5 May	12 May	Online	Coleg Gwent

How to apply

On our courses, we do our best to ensure that everybody can take part and gain the full benefit of the learning experience.

How to apply

When you have chosen the course you wish to undertake you will need to complete the expression of interest form.

Scan the QR code below and complete the application form.



Application form: https://tinyurl.com/WTUCApply

Before Applying For A Course

Please ensure that you have time off to attend this course and that you have notified the appropriate union branch official or officer from your union that you intend to take the course. Guidance on time off for union training can be found on pages eight and nine.

Upon receipt of your application form, you will receive an automated confirmation email confirming that we have received your request. The trade union studies centre which is running your course will contact you to discuss further your application further.

PLEASE NOTE: Due to funding restrictions these course are for reps living or working in Wales. Please be aware that if you are not eligible to go on the course you apply for we will do our best to direct you to a suitable alternative course where available.

There are no course fees for the Wales TUC Education programme. You will need to speak to your employer or union about travelling and other associated







Useful toolkits & resources for reps

Useful toolkits & resources for reps

Wales TUC has produced a number of toolkits that can be used in the workplace to assist with various areas of equality, education and environmental issues.

We encourage you to get in touch with us if you wish to speak to the team for more information on any of the subjects listed.

We are also in constant development of the existing toolkits and the creation of new resources to improve working lives. Please help us with this process by watching out for our surveys and polls which form a basis for the development of work.

Equality and discrimination

Supporting LGBTQ+ workers

Everyone should be allowed to be their true selves. Everyone deserves to feel safe and respected at work. But, while LGBTQ+ communities have seen lots of positive change in recent years, too many still don't feel safe and comfortable at work. Our new 10 step action plan aims to change this



Sexual harassment in the workplace

Sexual harassment is part of a wider, relentless culture of sexual violence and misogyny. It is not a low-level act that should be accepted as an inevitable part of everyday life. As a global issue, it is dealt with differently across the world. We have the opportunity to tackle this issue head-on to make Wales the safest place to work, live and socialise.

Download the sexual harassment in the workplace toolkit to find information and support to help you.



Menopause

Wales TUC has developed a series of toolkits and reports on the menopause aimed at helping trade union reps to work with employers to make improvements in the workplace. The resources cover essential information about the menopause and look



at some of the common workplace issues affecting those experiencing it. They offers practical tools for trade union reps and examples of workplace adjustments, actions and checklists.

Anti-racism in the workplace - 10 actions for workplace reps

Workplaces are still not equal places and actions are needed to change that. Unions are key to making these changes through bargaining, negotiation and collective action. As trade unionists, we must work together to provide solidarity, opportunities and a fair deal for Black, Asian and Minority Ethnic workers.

We've spoken to government, we've informed policies, we've made many changes and plans.

Now is the time to take action so that we can make genuine moves towards anti-racism.



Tackling the far right

Far-right extremism is on the rise in our workplaces and communities. Since the Brexit referendum we've seen increased far-right activity across Wales.

Far-right activists have been mobilising in our streets and online, often seeking recruits in communities suffering years of neglect, under-funding and unemployment. These

include many of our own communities here in Wales.

Try our Tackling the Far-right interactive guide today.



Disability and 'hidden' impairments

Employers and government need to do more to improve disability equality in the workplace. Wales TUC carried out a major survey of more than 1000 workers in Wales which found that many disabled workers want to see a change in the way that disability is treated at work.

As a result the Wales TUC has put together a list of campaign asks of the Welsh and UK governments as well as a practical toolkit that trade union reps can use to press for improvements in the workplace.



Supporting older workers

Wales' population is ageing rapidly, we're living longer and having fewer children. As the general population ages, then Wales' workforce follows suit. There are more workers aged 50 and over in Wales than ever before.



Dying to work campaign

Many workers get seriously ill at some time in their lives. They may need time off, sometimes for months, to get treatment or to get well.

There are times however when there is no effective treatment. In those cases, the worker and their families face huge emotional stress, fear, and possible financial concerns. The Dying To Work charter can help alleviate some of that stress and sets out an agreed way in which an employee should be treated and supported in the event of a terminal diagnosis.



Problem Gambling

Despite the increasing prevalence of gambling addiction, there is also a great deal of stigma and shame felt by sufferers. Unions can play a key role in removing that stigma in the workplace and signposting members to the appropriate help.



Learning and skills

ULRs

Union learning has an impact on everything that unions stand for. It can help improve heath and safety, equality of opportunity, job security and pay.

Trade unions can play a major role in making sure members have the skills needed to compete in the jobs of the future. Many of our future economic challenges, such as digitalisation and automation, can be addressed through learning and skills.



The future of work

Greener Workplaces and a Just Transition Toolkit

The aim of this toolkit is to provide information to help union officers and reps in Wales who want to take action on the climate and nature emergency and negotiate for a worker-led transition to greener and fairer workplaces.

Learn more about our greener workplaces and just transition campaign



A trade union bargaining guide for greener, healthier and fairer travel

This guide explores why sustainable travel is an important issue for trade unionists and looks at what action can be taken in the workplace.



What should I expect from my boss when I work from home?

Principles for workers and trade union reps when discussing working from home with your employer

Many more people work than before. This can bring many benefits to workers. It can help them get a better work/life balance.



A trade union bargaining guide on resource efficiency

This guide explores how reps can work with employers and members to reduce the environmental impact of their organisation through reducing waste and improving resource efficiency.



AI, automation and digitalisation in the public sector

The impact of new digital technology on the Welsh public service workforce is potentially serious.

Possible impacts include job losses, increased inequality, insufficient training and lower job quality. It will be important for trade unions to consider their response to the introduction of digital technology.

These two reports highlight the importance of supporting workers to access new skills and, crucially, embedding good practice by negotiating with employers across the key sectors we know are most impacted. It is aimed at our workplace reps. It is for you to use to start these conversations with your employers and colleagues to realise the ambition of a just transition in Wales and address the big changes facing workers today.

- Negotiating automation and new technology
- 2. Negotiating the future of work: Net-zero



A snapshot of workers in Wales' understanding and experience of Al

In this report, we give a snapshot insight into workers in Wales' current experience of Al. This is intended to inform the union response to Al, and future actions by the Welsh Government and wider partners.

Trade unionists in Wales are quickly adapting and learning in response to increased use of Al. However, we need to do more together. Workers, unions, employers, technologists and the Welsh Government must work hand in hand to realise the opportunities and manage the risks of Al together.

With a social partnership approach, we can ensure that everyone thrives in this new environment with no worker being left behind.



Organising and bargaining

Zero-hour contracts in the Welsh public sector – a quick guide for reps

Zero-hours workers are some of the most insecure and vulnerable people in the workforce.

Workers on a zero-hours contract still have statutory rights, including the national minimum wage, paid holiday, and the right to take rest breaks. And in the Welsh public sector they have a right to receive an offer of a part time or full time contract after a period of twelve weeks on the job.



Reaching young workers



Our movement needs to grow if we are to continue to be one that can change the world of work. To do that, we need to find ways to increase the numbers of young members in our trade

unions. Without them, we won't be able to make the changes we want.

Making Wales a Fair Work Nation

We're campaigning to make Wales a Fair Work Nation – where workers get a better deal. Low pay, zero-hour contracts and inequality are a blight on our economy.

We need action now – we need to make work fairer.





Networks & Interactive elearning

Reps Networks

We have a number of active networks where you can receive regular updates on important workplace issues. They also provide ongoing opportunities to network and share experiences with other reps beyond the classroom.

We currently regularly run a Union Learning Reps network and a Greener workplaces network.

We plan to launch a new Health and Safety reps network in Spring/Summer 2024. More details will be available soon. Sign up to our mailing list here https://bit.ly/4dtCB3X to be kept informed.

Network meetings also often include updates from the Wales TUC and relevant external organisations.

Union Learning Reps (ULR) network

ULR are the invaluable asset that helps unions reach learners. Together with the Wales Union Learning Fund (WULF) they can support a range of learning opportunities including digital literacy, bespoke professional courses and help during career or organisational change.

Within their workplace a ULR will:

- → raise awareness about the value of learning
- → help organise courses
- → support and encourage members to take part in learning



promote equality and health and wellbeing through learning

If you are interested in becoming a Union Learning Rep talk to your branch secretary or if you would like more information please email <u>WULR@tuc.org.uk</u>

Wales TUC Greener Workplaces Network

A network to support trade union reps campaigning for greener workplaces and a just transition.

Join us and become part of a supportive and friendly network which is open to all trade

union officers, reps and activists - including green reps, health and safety reps, union reps, union learning reps and other branch officials with an interest in tackling the climate and nature emergencies, promoting workplace sustainability and campaigning for a worker-led just transition.

The network meets online around 4-5 times per year, with occasional in-person sessions. Each meeting will feature guest speakers to explore different topics, provide an opportunity for reps to network and share good practice and include an update from the Wales TUC.

To be notified of Wales TUC network events and news, sign up to our mailing list here https://bit.ly/4dtCB3X





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