

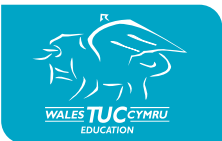


COURSES

● TUC EDUCATION COURSES FOR ALL

union reps

SEPTEMBER 2015–JULY 2016



WalesTUC



WELCOME

to learning with the TUC

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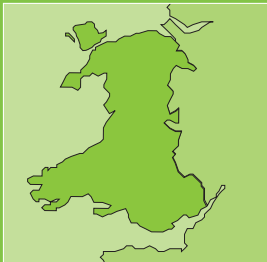
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We know what a difference to workers a trained union rep can make. But they bring benefits to employers and the wider community too. A 2007 report showed how union representatives significantly improve labour retention and reduced absenteeism and estimated that this could result in savings to employers of between £72 and £143 million.

TUC Education provides high quality training for 48,000 union representatives each year through a network of TUC approved providers across the UK. Learners achieve nationally recognised educational credits and qualifications and courses are offered flexibly to suit the needs of union reps and through the traditional day release model. And there is a dedicated site for continuing rep development through eNotes, TUC Education's web-based programme of updates. Register at www.tueducation.org.uk/eNotes

This booklet gives details of courses for the whole of the year to come. The information is intended to be as accurate as possible. If you are unable to find a course to suit your needs or you have any queries please do not hesitate to contact us. If you need to confirm any information or if you have any queries please contact the Wales TUC Education Team.

Union reps should also visit www.UNIONREPS.org.uk for full details of key events, training, features and bulletin board discussions with other reps.

Frances O' Grady

TUC General Secretary



@wtueducation

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, race, disability, religion, sexuality 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 Wales TUC subscribes to the social model of disability and we endeavour to enable disabled people to have full access to all of our courses.

The purpose of the programme is to deliver a quality learning experience, with a system of accreditation which points to future learning opportunities.

Widening choice

The TUC's programme of courses 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.

These include:

- more flexible delivery to accommodate shift patterns, workplace needs and family responsibilities – e.g. evening courses
- 'blended' learning opportunities which offer a mix of online learning and class attendance – please see page 14 for more information on our pilot of new blended courses.

Those who find it difficult to access training, such as representatives from new industries and sectors, part-time workers and those from smaller workplaces, may benefit from this more flexible approach.

For further information please contact the Wales TUC Education Team.

Learning materials

TUC Education develops and provides student materials for all TUC courses. These are regularly reviewed, revised and rewritten with the active involvement of practicing trade union studies tutors and TUC policy experts. Evidence of learning achievement is recorded and students receive regular and appropriate feedback.

TUC tutors

Everyone knows the importance of a good teacher. TUC Education trains and develops its tutors on specially designed courses. Further briefings are provided as new and revised materials are brought on-stream. This helps keep tutors up-to-date with the accreditation process and with relevant subjects. The essential requirement for TUC tutors is that they are experienced trade unionists who understand the role of the union rep and its problems. TUC tutors are employed by local providing colleges, the WEA and institutions of higher and further education.

Guidance on paid release

Representatives need appropriate time and facilities to undertake training. From 1975 there has been legislation on paid release for union training. This has since been extended and amended and now covers:

- union workplace representatives
- health and safety representatives
- union learning representatives

Although the legislation can be complex, useful official guidance on rights to union training for these representatives has been published by Acas and the Health and Safety Executive. Both these bodies include employers and trade union members and both issue codes of practice, which have legal status. The guidance is practical and based on experience of what works.

■ **Time off for Trade Union Duties and Activities**
Acas Code of Practice 3. Available from www.acas.org.uk/CHttpHandler.ashx?id=274

■ **Trade Union Representation in the Workplace**
Acas Guide. Available from <http://www.acas.org.uk/media/pdf/s/r/Trade-Union-Representation-in-the-Workplace-accessible-version.pdf>

■ **Consulting Employees on Health and Safety**
HSE guide and safety representative's regulations. Available from <http://www.hse.gov.uk/pubns/indg232.pdf>



Union reps and safety reps

Union reps and safety reps should first ask their employer for time off with pay. The Trade Union and Labour Relations (Consolidation) Act 1992 section 168 and the Safety Representatives and Safety Committee Regulations 1977 give ‘accredited’ union and safety representatives a legal right to reasonable time off with pay to attend courses approved by the TUC or their union. Please note, in this context ‘accredited’ does not refer to academic qualifications, but means a union or safety representative whom a union has confirmed is their appointed or elected representative. This definition has been confirmed by Acas.

Guidance towards establishing what constitutes reasonable time off can be found in the Acas Code of Practice.

Union learning reps

To qualify for time off to carry out their duties, union learning reps must be sufficiently trained. If they do not have the required training when they are appointed or elected, then the union should write to the employer to secure time off with pay for the ULR to attend training within the first 6 months.

Specialist reps

Unions may have representatives who specialise in certain areas. They include:

- equality representatives
- green or environmental reps
- disability champions
- pensions champions

These representatives are covered by legislation on time off for union activities, but not specifically for union training. However, training recommendations are included in the Acas guide *Trade Union Representation in the Workplace*. The guide points out that:

“ ... in practice all union representatives have to gain approved time off from their work to carry out their duties... and they need at least some training.. if only to communicate with management and their constituents.”

Any specialist rep who finds difficulty in obtaining approved time off to attend training should seek assistance from their senior union rep or a full time official from their union.

Time off for online/blended learning

Studying online or ‘blended’ learning courses entitles you to the same paid release arrangements as for a classroom-based course. Securing release arrangements which are convenient for both the rep and the employer is one of the great benefits of flexible learning. Reps that secure paid release find their training more manageable and productive.

The law states that trade union reps are entitled to reasonable time off for education and training. This law applies to online and blended learning courses, whether learning takes place at work, in your home, at a workstation or in a learning centre. Talk to your employer about what makes sense for both you and them.

Reps who find difficulty in obtaining paid time off to attend TUC courses should seek assistance from their senior union rep or a full time official from their union.

Accreditation

The Wales TUC accredits its programme through Agored Cymru (part of the National Open College Network). The Credit and Qualification Framework in Wales provides clear national recognition of the quality of courses and the achievements of union representatives.

Union reps attending Wales TUC courses will gain Agored Cymru accreditation for units of qualifications that are held on the Credit and Qualification Framework in Wales. These can be built up to gain Awards, Certificates and Diplomas at various levels. Below is a chart showing qualifications, their levels and the number of credits needed to gain the qualification.

All the units used on the Wales TUC Education programme are mapped to the Scottish and English qualification frameworks.



Qualifications

The TUC programme is divided into a number of pathways for union reps. Each pathway contains different combinations of qualifications made up of Awards, Certificates and Diplomas. Each qualification is made of TUC units of learning (credit).

Award	Level 1	Level 2	Level 3
	A selection of 2 -3 day short courses can be combined to make up an Award. 6 credits	A selection of 2 – 3 day short courses can be combined to make up an Award. 6 credits	
Certificate	Union Reps Stage 1 Health and Safety Stage 1 15 credits	Certificate in Employment Law (UR Stage 2) Next Steps for Safety Reps (H&S Stage 2) Union Learning Reps Stage 1 and Union Learning Reps Stage 2 (if both stages completed) 18 credits	
Diploma		Diploma in Employment Law Diploma in Occupational Health and Safety 48 credits	Diploma in Employment Law Diploma in Occupational Health and Safety 48 credits

Union Rep Pathway

Union Reps Stage 1

12 days; 15 credits at Level 1

This is the essential basic course for workplace union reps and stewards. Find out what it means to be a union rep, how to represent your members effectively and how to take up both collective and individual issues with your employer. You will also think about the future and how to influence where it is taking you and those you represent. The course helps union reps to understand their role and responsibilities as a rep. 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 about wider union concerns and needs; promoting learning – the trade union approach; reviewing your membership; learning – barriers and incentives; learning opportunities and provision; union structures and organisation.

Certificate in Employment Law (Stage 2)

12 days; 18 credits at Level 2

This course is designed for union representatives who have already completed the TUC Union Reps Stage 1 course or its union equivalent. It replaces the old Union Reps Stage 2/Stepping Up course. It is a practical training course, designed for trade union workplace reps and it approaches the law from this perspective. 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 law. It will help reps to understand the full range of the law that affects working people including facility time, equality, dismissal, employment tribunals, redundancy and TUPE, amongst others.

Diploma in Employment Law

36 days; 48 Credits at Level 2 or 3

This Diploma gives an in-depth grounding in the law relating to employment and work. Participants will normally be expected to have completed Union Reps Stage 1 and the Certificate in Employment Law or equivalent courses and you may be asked to attend an interview to assess your suitability before joining this course. You will learn about collective and individual law, the pressures and influences there are and how it all affects the workplace and the people you represent. The course will help develop your advocacy and legal research skills. You will also develop the skills and knowledge that will help you progress to higher level learning.

Continuing development

WTUC Education offers a series of accredited short 2-3 day courses to help reps keep their skills and knowledge up-to-date. Current short courses available this year include Negotiation Skills, Cancer in the Workplace, Tackling Bullying and Mental Health Awareness. There are also a range of IT and Social Media training courses available to help reps communicate more effectively with members. All of these courses are accredited at Level 1 or 2 and can be combined to create Awards. The Wales TUC also organise a range of 1-day (non-accredited) briefings and updates for reps to help them keep up to date on current issues.

Progression

The TUC Activist Academy and the Organising Academy are progression routes within the TUC programme. Beyond the TUC programme, union reps go on to higher education through university degree programmes. Union reps can continue to update their knowledge by attending short courses and briefings. Please contact the Wales TUC Education Team for further information.

Safety Rep Pathway

Health and Safety Stage 1

12 days; 15 credits at Level 1

If you are a newly appointed safety rep, this is the essential basic course for you. Health and safety at work is a major issue for all employees. Research shows that workplaces that have trade union health and safety reps have a significantly lower rate of accidents. This course will provide a thorough grounding in health and safety issues and give new reps an opportunity to discuss issues around health and safety at work.

Next Steps for Safety Reps (Stage 2)

12 days; 18 credits at Level 2

This course is designed for health and safety reps who have already completed the TUC Health and Safety Stage 1 course or union equivalent. The course helps reps identify, prevent and control risks helping to build a safer and healthier workplace. It encourages reps to involve members in safety issues by developing a collective approach to health and safety. It outlines the most recent health and safety law and information, enabling reps to effect real change in the workplace.

Diploma in Occupational Health and Safety

36 days; 48 credits at Level 2 or 3

This popular Diploma will help experienced safety reps develop their understanding of health and safety principle and practice. Participants will normally be expected to have completed the Health and Safety Stage 1 and Next Steps for Safety Reps courses or union equivalents and you may be asked to attend an interview to assess your suitability before joining this course. The course gives learners the opportunity to question the development and function of health and safety law, discover how to build trade union organisation for health and safety and tackle some of the health, safety, welfare and environmental problems that workers currently face. Completion of all 48 credits at Level 3 will entitle union safety reps to apply for Institution of Occupational Safety and Health technician membership (Tech IOSH). You will also develop the skills and knowledge that will help you progress to higher level learning.

Continuing development

WTUC Education offers a series of accredited short 2-3 day courses to help reps keep their skills and knowledge up-to-date. Current short courses available this year include Cancer in the Workplace, Tackling Bullying and Mental Health Awareness. There are also a range of IT and Social Media training courses available to help reps communicate more effectively with members. All of these courses are accredited at Level 1 or 2 and can be combined to create Awards. The Wales TUC also organise a range of 1-day (non-accredited) briefings and updates for reps to help them keep up to date on current issues.

Progression

The TUC Activist Academy and the Organising Academy are progression routes within the TUC programme. Beyond the TUC programme, safety reps go on to higher education through university degree programmes. Safety reps can continue to update their knowledge by attending short courses and briefings. Please contact the Wales TUC Education Team for further information.

Union Learning Rep Pathway

Union Learning Reps Stage 1

6 days; 9 credits at Level 2

Union Learning Reps Stage 1 introduces the role of the Union Learning Rep (ULR), the importance of learning and skills at work and provides the tools and knowledge that will enable ULRs to carry out their role successfully. Find out about: ULR functions and facilities; union learning and workplace organisation; the value of learning and skills in the workplace; identifying learning needs; promoting learning – the trade union approach; reviewing your membership; learning – barriers and incentives; learning opportunities and provision; union structures and organisation.

Union Learning Reps Stage 2

6 days; 9 credits at Level 2

This course provides Union Learning Reps with the opportunity to develop exiting essential knowledge and skills in areas that are fundamental to their role, as well as undertaking a workplace specific learning project in an area of study relevant to their members' learning needs. It looks in depth at: working with partners, providers and employers on learning; exploring government and union learning initiatives and priorities; education systems and accessing learning; education assessment tools; developing ICT skills; data collection; tools and systems for supporting learners with information and guidance; getting involved in adult learners' week.

Continuing development

WTUC Education offers accredited short 2-3 day courses to help reps keep their skills and knowledge up-to-date. Current short courses available this year for union learning reps include Dyslexia Awareness. There are also a range of IT and Social Media training courses available to help reps communicate more effectively with members. All of these courses are accredited at Level 1 or 2 and can be combined to create Awards. The Wales TUC Learning Services team also organise a range of 1-day (non-accredited) briefings and updates for ULRs to help them keep up to date on current issues. Please contact the Wales TUC Learning Services team for more information (see page 25).

Progression

The TUC Activist Academy and the Organising Academy are progression routes within the TUC programme. Beyond the TUC programme, ULRs go on to higher education through university degree programmes. ULRs can continue to update their knowledge by attending short courses and briefings. Please contact the Wales TUC Education Team for further information.

Short courses for continuing development

Please see the courses listings section for details of dates and venues for these courses.

Tackling Bullying in the Workplace

This course will help reps: have a greater awareness and understanding of what constitutes bullying and harassment; its effects on the individual and the organisation; and the health and safety implications; increase their knowledge of the relevant legislation as it applies to bullying and harassment and management responsibilities within their own policy; understand the impact of their own behaviour on others and set standards for themselves; develop action plans which will help create a positive work environment.

Cancer in the Workplace

Cancer is a workplace issue. It now affects one in three people, and each year in the UK there are approximately 90,000 people of working age who receive a cancer diagnosis. The chances are that people in your workplace will be affected - either directly through being ill themselves or through a close relative having the disease.

This course will help union reps to: explore issues to be faced if a union member is diagnosed with cancer; find out more about cancer in the workplace, its causes and effects; become familiar with employment





rights and benefits and how they can be used to advise and inform members who may be diagnosed with cancer or who are carers; build up the support of work colleagues and the employer towards a positive attitude that values the person; look at best practice to improve policies and procedures to support employees from diagnosis to rehabilitation and for carers; develop a plan to organise a cancer support project, campaign or event; find out about key contacts and sources of information to be able to support and refer members to useful organisations.

Mental Health Awareness

This course will help reps to: develop a better understanding of mental health in general; develop a better understanding of work related mental health issues; develop a better understanding of equality law and how it applies to people with mental health issues; develop through the use of case studies and role play, some practical skills for dealing with mental health related

issues; produce an action plan to work with members and employers to develop a strategy for mental health issues.

Negotiation Skills

This course will help reps to: evaluate the strengths and weaknesses when negotiating with management; identify the key features of procedural agreements identify what skills reps need to carry out effective negotiation with employers; summarise the main points of preparation for a negotiating meeting with management; develop negotiating tactics.

Dyslexia Awareness

This course will cover the key elements of dyslexia awareness and the key legislation relating to dyslexia. It will help union learning reps and other reps to: learn how to support individuals with dyslexia inside and outside of the workplace; understand the impact on employers & organisations; recognise key issues affecting those with dyslexia and be able to provide advice and practical support.

IT and social media training for reps

Organising and Networking Using Social Media – a kick-starter for trade union reps and officers

What's it about?

You've tried Twitter and may well be using Facebook to keep in touch with friends and family. But now you'd like to find out how you can use social media effectively in your union role to organise, network and build union campaigns. Are you wondering how you can best use it to make an effective impact for the time and effort put in?

This hands-on workshop will show you how to release the power of social media without spending hours a day doing it. You know that many trade unionists are already using social media to raise their union's profile and connect with their members. Now's the time to find out how they do it.

The workshop will focus on Twitter and Facebook, but includes an introduction to other platforms such as LinkedIn, Pinterest, Instagram and YouTube, depending on group experience and needs. The workshop will move at your pace and aims to have you tweeting and sharing with confidence by the end of a fast-paced, enjoyable day.

Who's it for?

Union professional officers, union reps, branch officials, health and safety reps, union learning reps, equality reps and any other union

activists involved in promoting their union, with limited experience of social media. Participants will probably have signed up for one or more social platforms, but will not be confident of using social media in a professional context.

What will I learn?

By the end of the day, you will have learned how to ...

- Pick the right social network for the right task
- Create a powerful profile, including image and username, for yourself and your organisation
- Launch a Facebook Group and Page, and understand what stories have most impact
- Tweet with confidence, including hashtags, mentions, retweets and direct messages, plus tweeting with images (using browser and mobile platforms)
- Keep track of the conversation around your interest or organisation, and share online content easily and effectively
- Take your social media beyond Twitter, Facebook and LinkedIn, with an introduction to networks such as Pinterest, Instagram and Soundcloud (depending on participant experience and needs)

What will I need to bring?

Computers will be provided in the training room. Participants may also bring their own laptops if they wish - if so you should know how to establish a wifi connection (wifi will be provided). As long as you are using a computer and using the internet with confidence on a daily basis, this workshop will present few difficulties. Tablets and smartphones are also welcome. Everyone attending should ideally have an active Gmail, Facebook and Twitter account before the workshop (either your own or a union /branch account can be used). If using a laptop, it is recommended that participants use the Google Chrome internet browser during this workshop.

Contact for further information/how to book a place: Please contact wtuceducation@tuc.org.uk

Social Media, Monitoring and Surveillance

With many employers placing workers under increasing surveillance, there is growing concern about the level of privacy invasion and the stress caused to members. There has also been an increasing number of dismissals (and disciplinaries) involving employee's use of social media. The course will look at key legislation and case law to bring reps up to date with union activity to combat privacy invasion in the workplace. It will be of interest to reps who accompany members in disciplinary hearings and reps with an interest in employment law.

Other courses are available on request

Do you have a group of reps in your branch/workplace who need training in a place or on a date or topic not listed above? Please note that we are able to organise additional courses on request for groups of reps. **Please contact the Wales TUC Education Team for further information and to discuss your training requirements.**

Examples of other 2-3 day short courses that can be run for unions/groups of reps on request:

Union reps skills

- Handling Casework
- Handling Disciplinaries and Grievances
- Dealing with Redundancies
- TUPE
- Organising Vulnerable Workers (agency and migrant workers)
- Introduction to Pensions

Health and safety

- Green Reps (Trade Unions and the Environment)
- Dealing with Domestic Violence in the Workplace
- Introduction to the Control of Substances Hazardous to Health
- Risk Assessment
- Manual Handling
- Musculoskeletal Disorders
- Tackling Stress in the Workplace

Promoting Learning

- Climbing Frame for Union Learning Reps
- Essential Skills – Supporting Learners
- Apprenticeships
- Dealing with Redundancies for Union Learning Reps

Equality

- Tackling Racism
- Disability Champions @ Work
- Countering the Far Right
- Out at Work

New course available for Trade Union Equality Reps in the devolved public sector in Wales

The Wales TUC has developed a new 6-day training course specifically for those working in the devolved public sector in Wales who would like to become trade union equality reps. The role of the trade union equality rep in the public sector is supported by the Welsh Government and all devolved public sector workplaces and as such has been allocated additional facility time to allow trade union equality reps to carry out their role effectively.

This new course is available at venues across Wales, and is offered one day per week over six weeks.



It covers:

- The role of the public sector equality rep in Wales
- The Equality Act
- Protected Characteristics
- Direct and indirect discrimination
- Equality Impact Assessments
- General Duties of the Equality Act
- Specific Equality Duties in Wales
- Equalities case studies
- Recent changes to the Equality Act

For details of the dates and venues of upcoming courses, please see the course listings pages overleaf.

Alternatively if you have a group of reps in your branch or workplace who would like to receive the training we can organise additional courses on request at a date/venue to suit your needs. Please contact us on wtueducation@tuc.org.uk for further information.

New 'blended learning' opportunity:

TUC Diploma in Occupational Health and Safety

The Wales TUC Education Service is now offering the Diploma in Occupational Health & Safety through a 'blended learning' approach. This course is designed to offer the flexibility of an online course combined with the benefits of the face-to-face learning in the classroom.

What is blended learning?

All participants will be required to attend classes for a minimum of four days per term and the rest of the activities and assignments for the course will be completed online. You will have a personal tutor who you can discuss issues via email, phone or Skype™. Blended learning is especially suitable for union reps that need convenient and flexibly delivered training.

Pre-requisites and accreditation

This course is accredited at Level 2 or 3 and is designed for experienced union safety representatives who have completed TUC Health & Safety Stage 1 and Stage 2 'Next Steps for Safety Reps' training or union equivalent courses.

Although reps are not required to log in at specific times, they do need to complete activities on a regular basis in accordance with a timetable set by the tutor at the beginning of the course. You will need to be able to access the Internet at least once a week and complete 5 – 7 hours of study. This can be broken up into smaller chunks if you wish.

For this course, we would expect you to:

- study between five and seven hours a week
- work with any groups you are asked to join
- access the web and email at least three times a week
- complete tasks, workplace activities and course work on time.

This course:

- Provides guided learning through which the learner may become more effective as a trade union health and safety representative;
- Helps reps to develop their knowledge for health and safety;
- Helps reps to build health and safety organisation in the workplace;
- Helps reps to tackle health, safety, welfare and environmental issues in the workplace;
- Deepens and extends the capacities of learners, enabling them to access union health and safety posts or Higher Education opportunities;
- Develops personal/study skills, the ability to work collectively, and generally improve the confidence of learners to study at a higher level;

Programme modules:

- Occupational health, safety, welfare and environment;
- Occupational health and safety organisation;
- Occupational health and safety law;
- Communication & study skills;
- Information communication technology;
- Working with figures/ working with statistics;
- Research project.

You will be provided with:

- The Course materials
- An email address
- Microsoft Office 365®
- 1 TB of storage
- A memory stick with a large range of professional resources
- One to one support if needed

The course will commence on **Tuesday 8th September 2015** (all learners will need to attend Newport Campus on this day).

For further information please contact John James on 01633 466 030 or email tuc@coleggwent.ac.uk

Having a break?

Why not visit www.tuceducation.org.uk and take an eNote?



The new [tuceducation.org.uk](http://www.tuceducation.org.uk) website is invaluable to union reps as a one stop shop for all their training needs. The site includes information about all TUC Education courses across the UK; links to TUC campaign resources, information and publications; and provides up-to-date briefings for union reps via TUC eNotes.

What are eNotes?

It's hard to keep up to date with the key issues facing your members in the workplace. That's why TUC Education has developed eNotes - they're a great new bite-sized resource to help you keep up to speed with key workplace issues.

Each module is a mix of text, video and quizzes. In not much more time than it takes to have a cuppa you will gain a good understanding of the subject. Plus you can share thoughts and ideas with other users online.

Register now at www.tuceducation.org.uk to start using eNotes.

Available eNotes

- **NEW:** Industrial Partnerships
- Work-related Upper Limb Disorders
- Domestic Violence
- Building a Stronger Workplace Union
- Bargaining for Skills
- A Living Wage
- Apprenticeships
- Equality Law
- Supporting Mid-life development
- Additional Paternity Leave
- Understanding Universal Credit
- Climbing Frame
- Supporting Learners
- Vulnerable Employment
- The Sick Note
- European Works Councils

Future eNotes

- A Living Wage
- Domestic Violence
- Handling Casework

Wales TUC Learning Services

At the forefront of union-led advice and guidance for reps and members

Contacts

- Events
- Case Studies
- Climbing Frame
- TUC Education
- Net News

Sign up to Net News

Subscribe to our monthly email newsletter to receive the latest learning news, events and resources.

Latest News

Apprenticeships Consultation Response
Following consultation with affiliates, the Wales TUC apprenticeship consultation response was agreed by the Executive Committee and submitted to Welsh Government on 24th April. The wide ranging response calls for a radical reform of the apprenticeship model offering more influence for trade...

14 May 2015

Update on GCSEs to be introduced for first teaching in Wales in September 2017
The Welsh Government, in collaboration with WUEC and other stakeholders, has begun the process of reforming the suite of GCSEs in the field of ICT and Computer Science and developing a revised model for GCSE Welsh Second Language (Full course) for first teaching in Wales in September 2017. The...

11 May 2015

November assessment opportunity for the two new maths GCSEs
In November 2014, we set out the availability and entry arrangements for the new English Language, Welsh Language, Mathematics – Numeracy and Mathematics GCSEs. Following feedback from centres, revised arrangements for mathematics...

Latest Resources

Union Learning Representative Toolkit
UNION LEARNING REPRESENTATIVES: YOUR RIGHTS, YOUR OPPORTUNITIES

What is a union learning rep (ULR)?
A union learning representative (ULR) is a member of an independent trade union

More resources

Twitter
Tweets by @WLVYUW

It's back!

www.wtuclearn.org.uk

Wales TUC Cymru is delighted to announce that our new Learning Services website is now live.

Catch up on the latest news, see what events are planned, sign up for Network of Excellence newsletters and the Climbing Frame and find advice and resources for all activities we support.

Please feel free to use the contact: wtuc@tuc.org.uk to suggest articles or leave comments you feel would be relevant for uploading.

Contacts for course enquiries sending in application forms

For courses listed in Cardiff, Maesteg, Pontypridd and Port Talbot:

Course Coordinator: Katrina Taylor

Tel: 01495 369 869

Email: wplcourseinfo@weacymru.org.uk

Applications to:

Terri Bishop

Trade Union Studies

WEA Cymru

Innovation Centre

Festival Drive

Ebbw Vale NP23 8XA

For courses listed in Wrexham, Bangor and Aberystwyth:

Course Coordinator: Tudur Evans

Tel: 01248 363 947

Email: workplace@weacymru.org.uk

Applications to:

Tina Jones

WEA Cymru

Workplace Learning

Bryn Menai

Ffordd Caergybi

Bangor LL57 2JA

For courses listed in Newport:

Tel: 01633 466030 or 07527 450276

Email: tuc@coleggwent.ac.uk

Applications to:

John James

Trade Union Studies Centre

Coleg Gwent

City of Newport Campus

Nash Road

Newport NP19 4TS

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: wtuceducation@tuc.org.uk

WTUC Education Service

1 Cathedral Road

Cardiff

CF11 9SD

BANGOR

Applications to: Tina Jones WEA Cymru, Workplace Learning, Bryn Menai, Ffordd Caergybi, Bangor LL57 2JA

Tel: 01248 363 947

Email: workplace@weacymru.org.uk

Venue: WEA Cymru, Workplace Learning, Bryn Menai,
Ffordd Caergybi, Bangor LL57 2JA

Hours: 9.15am to 4.45pm

Autumn Term 2015

Union Rep stage 1

12 Wednesdays from 9th September 2015

Health and Safety stage 1

12 Thursdays from 10th September 2015

Tackling Bullying in the Workplace

3 Mondays from 28th September 2015

Negotiating Skills

3 Wednesdays from 21st October 2015

Disciplinary and Grievance

Wednesday 7th October 2015

Redundancy

Wednesday 4th November 2015

Spring Term 2016

Union Reps stage 2

12 Thursdays from 7th January 2016

Health and Safety stage 2

12 Mondays from 4th January 2016

Union Learning Reps stage 1

6 Fridays from 8th January 2016

Equality Reps

6 Fridays from 19th February 2016

Cancer Awareness in the Workplace

3 Tuesdays from 26th January 2016

Dyslexia in the Workplace

3 Tuesdays from 9th February 2016

Organising and Networking Using Social Media (IT Skills)

Wednesday 9th March 2016

Summer Term 2016

Green Reps

3 Tuesdays from 12th April 2016

Mental Health Awareness

3 Wednesdays from 27th April 2016

IT Skills for Reps

Wednesday 18th May 2016

Accident Investigation

3 Wednesdays from 22nd June 2016

Please note that the number of weeks set out above may be extended to incorporate breaks for bank holidays or half-term, please contact the WEA Cymru for further advice.

The course was helpful in terms of understanding legislation – it gave me confidence to represent my members – it benefited me and the union by increasing the membership and it helped me to save my members' jobs.

Stage one participant

CARDIFF

Applications to: Terri Bishop, WEA Cymru, Innovation Centre, Festival Drive, Ebbw Vale NP23 8XA

Tel: 01495 369 869

Email: wplcourseinfo@weacymru.org.uk

Venue: Cardiff

Hours: Days 9.30am to 5pm

Autumn Term 2015

Certificate in Employment Law Stage 2	12 Mondays from 14 th September 2015
Grievance and Disciplinary	3 Tuesdays from the 15 th September 2015
Equality Reps	6 Fridays from 11 th September 2015
Organising and Networking Using Social Media (IT Skills)	3 Thursdays from 10 th September 2015

Spring Term 2016

Cancer in the Workplace	3 Tuesdays from 12 th January 2016
Mental Health Awareness	3 Fridays from 15 th January 2016
Accident Investigation	3 Mondays from 1 st February 2016
Tackling Bullying in the Workplace	3 Mondays from 22 nd February 2016

Summer Term 2016

Union Reps stage 1	12 Mondays from 18 th April 2016
Union Learning Reps 1	6 Fridays from 22 nd April 2016
Dyslexia Awareness	Thursday 19 th May 2016
Public Speaking	1 Tuesday on 12 th April 2016

Please note that the number of weeks set out above may be extended to incorporate breaks for bank holidays or half-term, please contact the WEA for further advice.

“I must admit that I felt daunted by the thought of returning to education as I had not done any learning since I left school. Going on the courses has definitely made me feel more confident as a union rep, as a branch secretary/convenor and now as an H&S facilitator”.

Course participant

MAESTEG

Applications to: Terri Bishop, WEA Cymru, Innovation Centre, Festival Drive, Ebbw Vale NP23 8XA
Tel: 01495 369 869 **Email:** wplcourseinfo@weacymru.org.uk
Venue: Maesteg venue TBC **Hours: Days** 9.30am to 5pm

Autumn Term 2015

Health and Safety Stage 1 12 Mondays from 7th September 2015
 Diploma in Employment Law* 36 Wednesdays from 9th September 2015

Spring Term 2016

Accident Investigation 3 Mondays from 11th January 2016

Summer Term 2016

Next Steps for Safety Reps 12 Mondays from 18th April 2016

* Part of a 36 week course over 3 terms.

Please note that the number of weeks set out above may be extended to incorporate breaks for bank holidays or half-term, please contact the WEA for further advice.

PONTYPRIDD

Applications to: Terri Bishop, WEA Cymru, Innovation Centre, Festival Drive, Ebbw Vale NP23 8XA
Tel: 01495 369 869 **Email:** wplcourseinfo@weacymru.org.uk
Venue: Pontypridd venue TBC **Hours: Days** 9.30am to 5pm

Autumn Term 2015

Accident Investigation 3 consecutive days (Tues-Thurs) starting Tues 15th September 2015
 Cancer in the Workplace 3 Fridays from 25th September 2015

Spring Term 2016

Tackling Bullying in the Workplace 3 Thursdays from 14th January 2016

Summer Term 2016

Dyslexia Awareness Thursday 21st April 2016

Please note that the number of weeks set out above may be extended to incorporate breaks for bank holidays or half-term, please contact the WEA for further advice.

NEWPORT

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

Tel: 01633 466030 or 07527 450276

Email: tuc@coleggwent.ac.uk

Venue: Trade Union Studies Centre, Coleg Gwent, City of Newport Campus, Nash Road, Newport

Hours: Days 9am to 5pm

Autumn Term 2015

Health and Safety Stage 1	12 Thursdays from 10 th September 2015
Union Learning Reps Stage 1	6 Fridays from 11 th September 2015
Diploma in Occupational Health and Safety - blended learning classroom/online course	36 Tuesdays from 8 th September 2015
Out @ Work	3 Mondays from 14 th September 2015
Domestic Violence	3 Mondays from 2 nd November 2015

Spring Term 2016

Women's Health and Safety	6 Thursdays from 7 th January 2016
Handling Redundancies	3 Mondays from 11 th January 2016
TUPE	3 Mondays from 22 nd February 2016
Essential Skills	3 Thursdays from 3 rd March 2016

Summer Term 2016

Health and Safety Stage 2	12 Thursdays from 14 th April 2016
Union Learning Reps Stage 2	6 Fridays from 15 th April 2016
Green Reps	3 Mondays from 18 th April 2016
Cancer in the Workplace	3 Mondays from 4 th April 2016

Blended learning classroom/online course, equivalent to 36 days study over 3 terms. Classroom attendance is required 4 days per term, with the rest completed online. Please see page 14 for further details.

Please note that the number of weeks set out above may be extended to incorporate breaks for bank holidays or half-term, please contact the Coleg Gwent for further advice.

The pride and pleasure representatives take in their learning and achievements in the course of 'becoming a better rep' are a testament to the committed professionalism of TUC Education and tutors.

Learning that Works: Accrediting the TUC Programme

PORT TALBOT

Applications to: Terri Bishop, WEA Cymru, Innovation Centre, Festival Drive, Ebbw Vale NP23 8XA

Tel: 01495 369 869

Email: wplcourseinfo@weacymru.org.uk

Venue: Port Talbot venue TBC

Hours: Days 9.30am to 5pm

Autumn Term 2015

Organising and Networking Using Social Media (IT Skills)
Mental Health Awareness

3 Monday from 7th September 2015
3 Wednesdays from 9th September 2015

Spring Term 2016

Union Learning Rep stage 1
Grievance and Disciplinary

6 Wednesdays from 6th January 2016
3 Mondays from 11th January 2016

Summer Term 2016

Domestic Violence

3 Wednesdays from 4th May 2016

Please note that the number of weeks set out above may be extended to incorporate breaks for bank holidays or half-term, please contact the WEA for further advice.

MERTHYR TYDFIL

There are no planned courses for this area, however two information/sign up days are planned for Merthyr Tydfil, dates and times TBC please contact WEA Cymru on 01495 369869 if you are interested and we will keep you informed.

“Since doing the TUC courses I have a better understanding of the role of a union rep and how to bargain for improvements in the workplace. The courses are excellent and specifically aimed at the needs of union reps. The learn by doing methods of teaching and learning are brilliant in getting the best out of you and crucial in building confidence in your abilities.”

Course participant

WREXHAM

Applications to: Tina Jones WEA Cymru, Workplace Learning, Bryn Menai, Ffordd Caergybi, Bangor LL57 2JA

Tel: 01248 363 947

Email: workplace@weacymru.org.uk

Venue: The Memorial Centre, Quarry Road, Brynteg, LL11 6AB

Hours: 9.15am to 4.45pm

Autumn Term 2015

Union Rep stage 1	12 Mondays from 7 th September 2015
Union Rep stage 2	12 Tuesdays from 8 th September 2015
Health and Safety stage 1	12 Wednesdays from 9 th September 2015
Health and Safety stage 2	12 Thursdays from 10 th September 2015
Diploma Occupational Health and Safety*	36 Tuesdays from 8 th September 2015
Union Learning Rep stage 1	6 Fridays from 11 th September 2015
Equality Representatives	6 Wednesdays from 4 th November 2015
Cancer in the Workplace	3 Wednesdays from 14 th October 2015
Dyslexia Awareness	Wednesday 25 th November 2015
Organising and Networking Using Social Media (IT Skills)	Wednesday 11 th November 2015
Disciplinary and Grievance	Monday 7 th December 2015

Spring Term 2016

Union Rep stage 1	12 Wednesdays from 6 th January 2016
Union Rep stage 2	12 Thursdays from 7 th January 2016
Health and Safety stage 1	12 Mondays from 4 th January 2016
Health and Safety stage 2	12 Wednesdays from 6 th January 2016
Green Rep	3 Tuesdays from 5 th January 2016
Tackling Bullying in the Workplace	3 Wednesdays from 24 th February 2016
Negotiating Skills	3 Tuesdays from 15 th March 2016
IT Skills for Reps	3 Wednesdays from 20 th January 2016
Domestic Violence	3 Tuesdays from 22 nd March 2016
Tackling Stress in the Workplace	3 Wednesdays from 3 rd February 2016

Summer Term 2016

Union Rep stage 1	12 Mondays from 11 th April 2016
Union Rep stage 2	12 Wednesdays from 13 th April 2016
Health and Safety stage 1	12 Thursdays from 14 th April 2016
Health and Safety stage 2	12 Mondays from 11 th April 2016
Union Learning Reps stage 2	6 Wednesdays from 13 th April 2016
Equality Reps	6 Fridays from 15 th April 2016
Mental Health Awareness	3 Wednesdays from 11 th May 2016
Organising and Networking Using Social Media (IT Skills)	Wednesday 15 th June 2016
Accident Investigation	3 Wednesdays from 18 th May 2016
Risk Assessment	3 Wednesdays from 8 th June 2016

Please note that the number of weeks set out above may be extended to incorporate breaks for bank holidays or half-term, please contact the WEA Cymru for further advice.



Wales TUC Learning Services

For information advice and guidance on workplace learning in your area and for advice on redundancy and REACT please contact:

North Wales

Barbara Hale 07747 775393

Mid Wales

Mark Rees 07766 250082

West Wales

Roger Jones 07833 158627

South Wales

Kevin Williams 07747 775658

Deri Bevan 07769 971336

All Wales Project Workers

Linsey Imms 07766 250827

Katrina Wood 07799 414843

Jo Rees 07786 515 897

Head of Learning Services

Sian Cartwright 02920 347010

Essential Skills Project Workers

Anne Jenkins (South Wales) 07827 321 725

Angela Baugh (North Wales) 07717 307 265

Administrative Support

Gavin Pearce 029 2034 7010



www.facebook.com/WLWYUH

Twitter [@WLWYUH](https://twitter.com/#!/WLWYUH)

Learn with your union

Redundancy and Retraining

The Wales TUC Learning Services team offer support, advice and guidance regarding training and skills development opportunities to recognised trades unions at workplaces which are threatened with redundancy or closure.

Wales TUC have a small team of staff who have considerable experience of working with unions in redundancy situations.

The Wales TUC Learning Services development officers aim to speed up response time by providing union officers and workplace reps with the information regarding support available from government agencies e.g. Careers Wales, Job Centre plus and help available from training and education funding schemes.

Individuals facing redundancy should be provided the relevant support such as job search skills and CV writing support but also may need confidence building courses or help with essential skills. The priority of trades unions during redundancy situations is to ensure that the relevant level of support, training and resources are made available to all workers.

It is a priority of the Wales TUC to provide accurate, specialist information and training to union officers and reps and we can assist with the following:

- Advice regarding ReActII
- Liaison with relevant agencies such as Careers Wales, Job Centre Plus
- Working with employers to identify appropriate training provision
- Negotiating release for training to take place
- Sign posting workers to appropriate training and learning opportunities

ReAct:

This programme is available to train/upskill an individual who has been made redundant. It is administered in partnership with Careers Wales and includes:

- Training costs to acquire new skills (to a max of £1500 to help improve an individual's chances of returning to work).
- A wage subsidy of up to £3000 over a 12 month period to an employer if they employ a redundant worker, who qualifies for ReAct, for 25 hours per week or more.

or

- A subsidy of up to £1500 over a 12 month period to an employer if they employ a redundant worker for 16 to 24 hours per week.
- Reimbursement of up to 50% of the cost of eligible training (to a maximum of £1000) needed for the employee to carry out their new job.
- Advice and guidance on self employment.

Individuals need to be interviewed by Careers Wales.



Wales TUC Learning Services

Apprenticeships and union learning

Apprenticeships are union business. It is a key priority of Welsh Government over the coming years and there is funding and support available for apprenticeship schemes. The Wales TUC is working in partnership with Welsh Government to support union officials and representatives in the workplace to enable them to:

- Negotiate with employers on apprenticeships
- Increase the number of apprentices in the workplace
- Develop union/employer agreements on apprenticeships
- Have the information and tools to support apprentices in your workplace

If you would like further information on available funding and support for apprenticeship schemes in your workplace or would like us to send you a copy of our union toolkit then please contact us at the Wales TUC office on: 029 2034 7010 and ask for a member of the Learning Services team.



Learn with your union

www.wtuc.org.uk



The Wales TUC Cymru Quality Award

Changing lives through learning

The Quality Award is a continuous improvement process and is awarded to education providers whose programmes and courses meet the Wales TUC Cymru good practice criteria. The Quality Award will help direct Union Learning Reps (ULRs) to providers that are working successfully and flexibly with trade unions.

Providers who have achieved the Wales TUC Cymru Quality Award for the following programmes:

- ✓ **Workplace Learning - WEA Cymru**
- ✓ **Trade Union Education - WEA Cymru**
South Wales contact: Katrina Taylor Katrina.Taylor@weacymru.org.uk
North Wales contact: Tudur Evans tudur.evans@weacymru.org.uk
- ✓ **Trade Union Education - Coleg Gwent**
Contact: John James John.James@coleggwent.ac.uk
- ✓ **Essential Skills in Dŵr Cymru/Welsh Water at Arfon Dwyfor Training (ADT) Ltd**
Contact: Alan Roberts alan@adt-ltd.com
- ✓ **Essential Skills in the Workplace - Cardiff and Vale College**
Contact: June Jenkins Jenkins@cavc.ac.uk
- ✓ **Leading Change Programme - The Professional Development Centre**
Contact: Arthur Turner Arthur@pd-centre.com

For more information about the award or to make an application please contact, Bernice Waugh Bwaugh@tuc.org.uk Tel: 07917 415601 or, Linsey Imms, Jo Rees or Anne Jenkins at Wales TUC: wtuc@tuc.org.uk
Wales TUC Cymru Transport House, 1 Cathedral Road, Cardiff CF11 9SD
Tel: 02920 347010



Rhwydwaith
Rhagoriaeth
Network of
Excellence

Y Rhwydwaith Rhagoriaeth

Network of Excellence

An Invitation to a ULR Network meeting

A Network of Union Learning Representatives, education providers and other learning agencies that support, offer help, share ideas and exchange information and best practice.

The Network and networking can help you to:

- Get ideas and leads for courses and funding
- Raise awareness of local workplace learning
- Meet training and learning providers
- Share ideas and solve problems
- Update and develop your own skills
- Develop your own supportive network of contacts

September 2015

South	Tuesday 8 th September	Newport
Mid	Friday 11 th September	Machynlleth
North	Wednesday 16 th September	Wrexham

October 2015

Essential Skills Seminars. Look out for dates and details in Net News.

November 2015

The Union Learning Reps Conference. Look out for the details in Net News.

February 2016 *(These are the provisional dates and venues for 2016)*

South	Thursday 4 th February	Abergavenny
North	Wednesday 10 th February	Colwyn Bay
Mid	Thursday 11 th February	Aberystwyth

May 2016

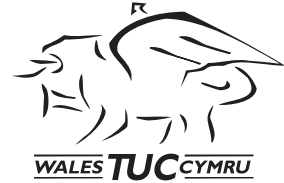
West	Wednesday 4 th May	Port Talbot
Mid	Wednesday 11 th May	Brecon
North	Thursday 12 th May	Deeside

September 2016

South	Friday 2 nd September	Newport
Mid	Wednesday 7 th September	Machynlleth
North	Thursday 8 th September	Bangor

You can join the Network of Excellence for free.

For more information or to join the Network of Excellence please contact Bernice Waugh
Bwaugh@tuc.org.uk Tel 07917 415601



All Wales Equality Network

Join an expanding network of Trade Union Equality Representatives in Wales. Currently growing throughout the Welsh public sector, they provide help and information on all issues relating to equality at work whilst ensuring that equality within the workplace is high on the agenda. Trade Union Equality Reps help organise campaigns and can make a real difference.

What will the Network do for you?

The Network and networking can help you to:

- **Share ideas and best practice**
- **Discuss and solve problems**
- **Review updates to equality legislation and practice**
- **Raise awareness through engaging in local workplace campaigns**
- **Develop new professional relationships**

How do I become a Trade Union Equality Representative?

- Contact your union
- Contact the Wales TUC to find out when the next course will be held

Dates of meetings

Dates of meeting to be confirmed – please contact wtueducation@tuc.org.uk for details.

You can join the Equality Network for free. For more information or to join the Equality Network please contact Trade Union Equality Representative Network Officer.

Email: wtueducation@tuc.org.uk

Tel: 02920 34 7010

Mary Macarthur Holiday Trust

REGISTERED CHARITY No. 209989



The Mary Macarthur Holiday Trust is a trade union managed Trust. Mary Macarthur was an active trade unionist who fought tirelessly for working women who had no paid holidays. The Mary Macarthur Holiday Trust was created in 1922 to offer a period of rest or holiday to women in desperate need.

Whether that need stems from age, poverty, infirmity, disablement or social circumstances, the Trust aims to offer a welcome respite from the traumas of life.

Do I qualify?

- Under the terms of the Trust, grants are limited to women.
- You must be eighteen years of age or over to qualify.
- You must not have had a holiday in recent years.
- You must not have received a grant from the Trust for at least three years. Consideration will be given to those re-applying after three years only after applications from women who have not had a holiday for a longer period of time have been dealt with.
- A sponsoring body or person must support your application with a letter explaining why they feel you are eligible for a holiday grant. The sponsoring body or person must be involved with you on a professional basis E.g. GP; Social Worker; Support Worker; Trade Union Official, but not friends or family.
- Preference is given to women who are, or have been normally in employment. Women in work are considered as well as those who are not, the criteria being that the Trust provides for the woman in need. The Trust recognises that a holiday may not be financially possible even for those in work.

For further information please contact: Cheryl Andrews, Unite House,

1 Cathedral Road, Cardiff CF11 9SD Tel: 02920 359091

Email: cheryl.andrews@mmht.org.uk or visit www.mmht.org.uk



www.mind.org.uk/work
trainingwales@mind.org.uk
029 2039 5123

40% of employers say the number of your colleagues off sick because of stress increased last year.

What do you do when one of your members says they can't cope?

Sign up now for free webinars and practical guides, information and training.



Your local credit union **working for you**

Credit unions are financial co-operatives owned and managed by the members who use them.

They offer a convenient way to save and the opportunity to access low cost loans and a range of other benefits.

At present, there are 21 credit unions covering the whole of Wales providing services to more than 68,400 adults and young savers.

Whether you want the flexibility to save what you can when you can, or save regularly to build that 'nest egg', then credit unions may be the sensible option for you.

Being a member of your local credit union brings many advantages: knowing that your money is safe and secure, backed by the Financial Services Compensation Scheme; the idea of your money is staying within your community to benefit your local area.

Many credit unions now offer a range of services, such as pre payment debit cards, Individual Savings Accounts (ISAs) and insurance products. Some offer basic bank accounts.

How to join a credit union?

Many public sector employers offer the facility of payroll deduction so that should you decide to become a member of a Credit Union, you can accumulate savings in a simple way. You can leave your savings to grow until you either want to withdraw them or use them as a basis for borrowing up to three times their value.

Credit unions exist throughout Wales; you can join a credit union near to where you live or work.

To find your nearest credit union, visit www.wales.gov.uk/creditunions or email creditunions@wales.gsi.gov.uk

Alternatively use the www.findyourcreditunion.co.uk website.

We're here for you

Macmillan Cancer Support's mobile service travels across the UK to offer free, confidential information and support to people affected by cancer.

When you have cancer, you don't just worry about what will happen to your body, you worry about what will happen to your life.

At Macmillan, we know how a cancer diagnosis can affect everything and we're here to support you through. From help with money worries and advice about work, to someone who'll listen if you just want to talk, we'll be there.

We'll help you make the choices you need to take back control, so you can start to feel like yourself again.

For more information, visit
www.macmillan.org.uk

For cancer support, call the Macmillan Support Line for free on 0808 808 0000 (9am to 8pm Monday to Friday)

**HELP
WITH THE
COSTS OF
CANCER
MADE IT A
GOOD
DAY**

For cancer support at home, over the phone, call the **Macmillan Support Line** free
0808 808 00 00
(Monday to Friday, 9am–8pm)
macmillan.org.uk

**WE ARE
MACMILLAN.
CANCER SUPPORT**





Supported by
Grŵp Gwalia

Work It out!



Having a job and a good salary doesn't mean that you
can't have housing or money worries.

Would you know where to turn for help if you were
experiencing difficulties?

Shelter Cymru's **Work It out!** service provides access to independent,
specialist advice within the workplace, online or face-to-face.

Check out the vast Advice Online resource for help with housing or money
concerns.

sheltercymru.org.uk
0845 075 5005

Shelter
Cymru

Registered charity no. 515902



Inclusive and accessible learning experiences:

Reps attending courses may have a range of different learning requirements, whether this is from having been out of a formal learning environment for a long time, or due to barriers arising from disability or difficulty with literacy and other skills.

On our courses, we do our best to ensure that everybody is able to take part and gain the full benefit of the training. We will make reasonable adjustments to our venues, teaching methods and materials to provide access for disabled reps. Please give us as much notice as possible so that we can meet your requirements.

Requirements may include, having materials or forms provided before the course starts, being given large print or alternative format materials, having an adjustable chair, wheelchair access, loop systems, recording

classes or bringing communication support. Please take the opportunity to speak to staff at your trade union studies centre or at the Wales TUC if you are unsure about what it will be like to attend one of our courses.

Reps will also come from many different backgrounds, workplaces and communities and we value this diversity. We aim to create a learning environment that is friendly and positive and improves the confidence of all learners. We will not tolerate any form of discrimination, harassment or bullying.

How to apply

- Choose a suitable course from the list.
- Fill in the application form and get it approved by your union full time officer or branch.
- Ask your employer for paid release from work to attend the course. Please ensure you follow the procedures agreed between your union and your employer.
- Return the form as soon as possible to the trade union studies centre responsible for providing your course.
- Please apply as early as possible in order to allow your trade union studies centre enough time to send you full joining instructions.
- There are no course fees on the Wales TUC Education programme. You will need to speak to your employer or union about travelling and other associated costs.
- If you need any advice regarding courses please contact the Wales TUC Education Team.

I wish to apply for a place on the course listed below. Please use BLOCK LETTERS

Course 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

Less than 250

More than 250

Work pattern

Full-time

Part-time

Days

Shiftwork

Date Of Birth

 / /

Male

Female

Do you define yourself as disabled?

Yes

No

Do you have access requirements?

Yes

No

All access needs will be met where reasonably practicable - see page 36 for more details. You should inform the appropriate course providers of any specific requirements 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.

Are you happy to receive future TUC communications?

Yes

No

Signature of applicant

Signature of full-time union official

Please send this application form to the Trade Union Studies Centre running your course, not to the TUC.

**UNIONREPS.ORG.UK is
the UK's 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 UK's unions, sectors and regions.

> LIVELY DISCUSSION BOARDS

Swap experiences, and receive feedback from other members, often within minutes of kicking off a new conversation.

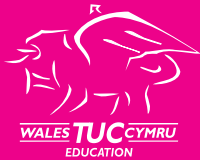
> FREE BARGAINING NEWSLETTER

Written by LRD. Get the latest email roundup 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



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Welsh Government



Llywodraeth Cymru
Welsh Government

www.tuceducation.org.uk

www.wtuc.org.uk