



Leeds City College

TRADE UNION STUDIES

COURSES IN LEEDS

SUMMER 2012

Trade Union Representatives

Safety Representatives

Learning Representatives

Disability Champions



COURSES IN LEEDS

Venue: Leeds City College,
Faculty of Trade Union Studies,
Horsforth Campus,
Calverley Lane,
Leeds LS18 4RQ

All courses run 9.00 am – 4.30pm

Union Representatives Stage 1

Monday: 12 weeks 23/04/12 – 23/07/12
No Meeting: 07/05/12, 04/06/12

Health & Safety Stage 1

Tuesday: 12 weeks 24/04/12 – 17/07/12
No meeting: 05/06/12

Next Steps for Safety Representatives – Health & Safety Stage 2

Wednesday: 12 weeks 25/04/12 – 18/07/12
No Meeting: 06/06/12

Union Reps Stage 2 (Stepping Up)

Thursday: 12 weeks 26/04/12 – 19/07/12
No meeting: 07/06/12

Diploma in Occupational Safety and Health

Thursday: 36 weeks

Summer Term 26/04/12 – 19/07/12

No meeting: 07/06/12

Autumn Term: 20/09/12 -13/12/12

No Meeting: 01/11/12

Spring Term: Dates to be confirmed

No Meeting: TBC

Diploma in Equalities for Trade Union Representatives

Wednesday: 36 weeks

Summer Term: 25/04/12 - 18/07/12

No Meeting: 06/06/12

Autumn Term: 19/09/12 -12/12/12

No Meeting: 31/10/12

Spring Term: Dates to be confirmed

No Meeting: TBC

Diploma in Employment Law

Tuesday: 36 weeks

Summer Term 24/04/12 – 17/07/12

No meeting: 05/06/12

Autumn Term: 18/09/12 - 11/12/12

No Meeting: 30/10/12

Spring Term: Dates to be confirmed

No Meeting: TBC

Learning Representatives Stage 1

Monday: 5 weeks 23/04/12 – 28/05/12

Learning Representatives Stage 2

Monday: 5 weeks 11/06/12 – 09/07/12

Disability Champions

Friday: 5 weeks 15/06/12 – 13/07/12

HOW TO APPLY

1. Choose your course from the list
2. Fill in your details on the application form provided
3. Get your Branch Secretary or Full Time Officer to confirm that your employer has agreed to give you paid release
4. Post the application to:
Claire Smith, Faculty Administrator
Faculty of Trade Union Studies,
Horsforth Campus,
Leeds City College
Calverley Lane,
Leeds LS18 4RQ

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

For further information about our courses:

t: 0113 216 2330

e: tustudies@leedscitycollege.ac.uk

w: www.tradeunionstudiesleeds.org.uk

AIMING FOR SUCCESS

Our courses are designed to achieve:

- Improvements in the performance of union representatives at the workplace and in the union
- Greater understanding of trade union policies and priorities
- Enhanced study skills and personal confidence for all those who take part
- Recognition of learning achievements through accreditation
- Personal satisfaction and enrichment through learning

Inclusive and welcoming

The TUC is committed to equal treatment regardless of sex, religion, race, disability, sexual orientation or age. The aims of the TUC programme include equal participation by all groups and delivering skills, knowledge and understanding to learners so they can assist all of their members. The purpose of the programme is to deliver a quality learning experience, with a system of accreditation that points to future learning opportunities.

Widening choice

The TUC's programme of courses at Leeds City College is popular and well attended. As work and lifestyle patterns change, new ways of delivering accessible training to union representatives, as and when needed, are being developed.

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.

Negotiating paid release

The granting by the employer of paid release from work for union representatives to attend TUC and union approved courses is a right provided by the Employment Protection and Health and Safety legislation. This right is further strengthened by the ACAS Code of Practice on paid release for further training, legislation covering Union Learning Representatives and the Health and Safety at Work Act Code of Practice.

If representatives have difficulty in securing release on a regular basis they should seek the support of their senior representatives or union officer. For further information contact your TUC Regional Education Officer or your Trade Union Office.

TUC awards and accreditation

The TUC course programme is accredited through the National Open College Network (NOCN). This offers you as trade union students the option of gaining credits for your achievements in learning. The TUC Education Programme is part of the new qualification system for England and Wales, the Qualifications and Curriculum Framework (QCF). All credits that you achieve on TUC courses can be used to build towards Awards, Certificates and Diplomas issued through our awarding body, NOCN. Your tutors will advise you on how to build the credits you will achieve on your course into a recognised trade union qualification.

The structure of accreditation will enable credits earned through the TUC education programme to be transferred to vocational awards or other further and higher education and training opportunities. For further details contact your TUC Regional Education Officer or Leeds City College Faculty of Trade Union Studies.

HEALTH & SAFETY STAGE 1

Course Code DR01

This course is for union representatives involved in health and safety at work.

It covers:

- The role and responsibilities of a union health and safety representative
- Identifying the main hazards and problems in your workplace
- Finding and using information about safety standards for your workplace
- Building union organisation for health, safety and welfare
- Developing effective procedures for taking up problems with management and reporting back to members.

NEXT STEPS FOR SAFETY REPS

HEALTH & SAFETY STAGE 2

Course Code DR03

This course is for all union representatives who have completed the Stage One Health and Safety course.

It covers:

- Building a safe and healthy workplace
- Building health and safety organisation
- Applying health and safety legislation in the workplace
- Keeping up to date on health and safety
- Effecting change in health and safety
- Building equality
- The most recent health and safety legislation.

UNION REPRESENTATIVES STAGE 1

Course Code DR06

This course helps you develop the skills and knowledge you need to represent your members.

You learn about:

- Building union membership
- The roles and responsibilities of the union rep
- Handling grievances and discipline
- Representing members effectively
- Your rights and negotiating at work
- Understanding organisations
- Making and using agreements
- Talking to members and dealing with their problems
- Working together with members and other union reps
- How to take up collective and individual issues with your employer

UNION REPRESENTATIVES STAGE 2 (STEPPING UP)

Course Code DR10

This course is for union representatives who have completed an Introductory Stage One course and builds upon existing knowledge and experience.

It covers:

- Trade union context
- Planning, organising, campaigning
- Rights at work
- Collective bargaining
- Leading on the collective agenda
- ICT skills

LEARNING REPRESENTATIVES STAGE 1

Course Code DR15

This course is for union representatives and learning representatives interested in training and development in the workplace. ULRs help to give people the skills and knowledge to improve their lives at work and beyond. They help to raise the profile of training and development by providing advice, encouragement and information to members about a range of learning opportunities.

The course covers:

- The roles and functions of a ULR
- The importance of learning and skills at work
- How to consult with union members on learning issues
- Communication skills
- How to take action on learning issues
- The Trade Union approach to learning.

LEARNING REPRESENTATIVES STAGE 2

Course Code DR16

This course is for union representatives and learning representatives interested in training and development in the workplace who have previously completed Learning Representatives Stage 1.

The course is designed to help you to:

- Take stock of development needs/interests and identify knowledge and skills for further work
- Build on work in LR Stage 1 that helps reps familiarise themselves with how their union functions and their role as part of the union team
- Provide activities that constitute a flexible core for the course, and around which optional activities can be selected to suit each new group
- Help ULRs develop a trade union approach to learning, learning initiatives and projects and to be guided by the organising and equalities commitments of their unions
- Help ULRs develop knowledge and skills that they can use in supporting members both individually and collectively
- Enable ULRs to develop a small learning project of their choice (to be completed largely away from the course with Tutor support via 'blended learning' arrangements)
- Help ULRs plan for their union learning and their own continuing development.

DIPLOMA COURSES

The Diploma courses are designed for experienced trade union reps and will enable the development of the skills and values needed for higher level study and activism.

TUC DIPLOMA IN EMPLOYMENT LAW

Course Code CERT12

36 days over 3 terms of 12 days

The course is structured as follows:

The changing nature of law

- the origins and development of employment law
- how law is made and can be changed
- how employment law operates in practice

Employment law and the individual

- principles and procedures relating to contracts of employment
- application of law relating to dismissal
- key legal aspects of discrimination in employment
- specific legislation affecting employment rights

Trade unions and collective rights

- trade unions; their organisation and administration
- trade unions and industrial action

Communication and study skills

Research project

ICT

Legal skills

The emphasis throughout is on an appreciation of own workplace procedures in the context of the law.

TUC DIPLOMA IN OCCUPATIONAL HEALTH & SAFETY

Course Code CERT11

36 days over 3 terms of 12 days

The course is structured as follows:

Occupational health, safety, welfare and environment

- evidence to support solutions to priority problems
- trade union strategies for tackling priority problems.

Occupational health and safety organisation

- the role of your union health and safety organisation at a local, national and international level
- the principles of health and safety management
- the role of occupational health and safety services.

Occupational health and safety law

- the way the criminal and civil legal systems cover occupational health and safety
- ways in which occupational health and safety law could be improved
- how occupational health and safety law is developed
- how trade unions can influence the development of occupational health and safety law.

Communication and study skills

Research project

ICT

Working with statistics

TUC DIPLOMA IN EQUALITIES FOR TRADE UNION REPRESENTATIVES

Course Code CERT 14

36 days over 3 terms of 12 days

The course is structured as follows:

Equality Issues at Work

- union and workplace equalities policies and practices
- trade union principles of equality
- different equalities themes and protected characteristics

Equality and the Law

- current UK equality law
- equality legislation and how it impacts on the workplace
- UK institutions that deal with equality
- procedures that can be used in equality cases

Working for Equality

- development of equality policies
- the use and value of equality tools
- union structures and strategies in working for equality
- the equality bargaining and campaigning agenda

Communication and study skills

Research project

ICT

Legal skills

SHORT COURSES

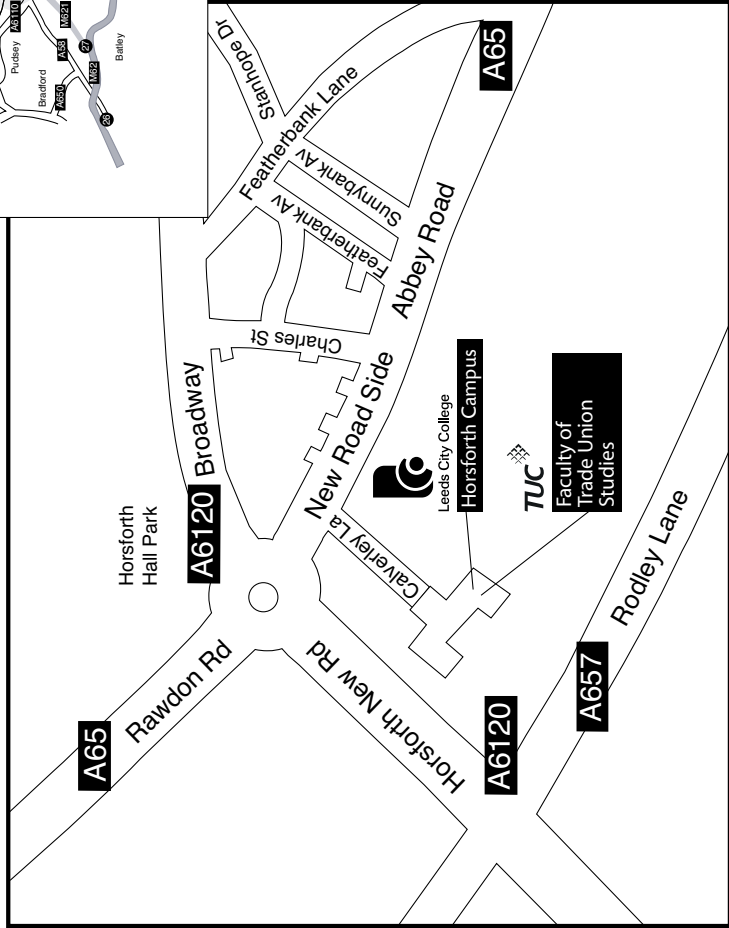
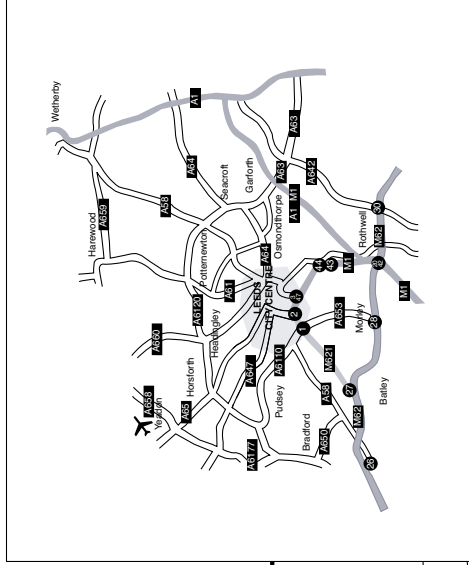
Disability Champions at Work

Course Code DRO5

This five day course will help you to:

- Understand and raise awareness of disability issues in the workplace
- Find out about employer's duties under the Disability Discrimination Act and Case Law
- Understanding the Social Model of Disability
- Understand 'Reasonable Adjustments' and how to negotiate them with employers
- Find out about Access to Work funding
- Conduct an audit in your workplace against the 'two ticks' criteria
- Develop an improvement plan for your workplace

Faculty of Trade Union Studies How to find us



Faculty of Trade Union Studies
Horsforth Campus
Calverley Lane
Horsforth, Leeds LS18 4RQ

t: 0113 216 2330
f: 0113 216 2401
e: tustudies@leedscitycollege.ac.uk

Buses to Horsforth Campus from either the Leeds Bus Station or outside Leeds Rail Station. There is a map which shows the City Centre bus stop locations outside the main Railway Station concourse. Travellers by rail are advised to take the bus from Leeds station: 33, 33A, 757 stop close to the Campus (ask for 'The Fleece'); 8and 9 stop on the Ring Road.



APPLICATION FORM

All courses take place at Leeds City College, Faculty of Trade Union Studies, Horsforth Campus
I wish to apply for a place on the course listed below. PLEASE USE BLOCK CAPITAL LETTERS

Course title: Do you define yourself as disabled?
 Course code: yes no *please tick*
 Starting date: If you have any particular requirements please contact us as soon as possible.
 First name: I am a fully paid up member of my union.
 Surname: *please tick*
 Date of birth: I am representative of my union.
 Home address: *please tick*
 My employer has agreed to my attending this course without loss of earnings, when applicable.
 Signature of applicant:
 Postcode:
 Signature of full-time officer or branch stamp:
 Day Tel no:
 Address of branch office:
 Email:
 Trade Union:
 Union post(s) held:
 Return to :
 Previous TUC courses taken: Claire Smith, Faculty Administrator
 Faculty of Trade Union Studies,
 Name of Employer: Leeds City College
 Calverley Lane,
 Department: Leeds LS18 4RQ
 Job title:
 OR send your details to:
 e: tustudies@leedscitycollege.ac.uk

**UNIONREPS.ORG.UK is
the UK's biggest online
resource for union reps**



Return to :

Claire Smith

Faculty Administrator

Faculty of Trade Union Studies,
Horsforth Campus,
Leeds City College
Calverley Lane,
Leeds LS18 4RQ

OR send your details to:

e: tustudies@leedscitycollege.ac.uk

OR complete the on-line application at

www.tradeunionstudiesleeds.org.uk

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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