

# **Trade Union Education in Preston**

Provided by Manchester  
College

Courses for Trade Unionists at  
Preston CVS Centre Guildhall Preston  
for September to December 2011

Tel: Course Coordinator Kevin Duffy  
0161 920 2835

or

TUC Regional Education and Training  
Officer Pete Holland 0151 236 7678

**Courses - Core programme**

**Union Health and Safety Representative Stage 1:  
9.00am – 4.00pm**

**10 Mondays from 10<sup>th</sup> October – 12<sup>th</sup> December 2011**

- understand the job of a workplace Health and Safety Rep
- represent members on Health and Safety issues
- how to conduct workplace inspections
- risk assessments and how they are used
- legal rights of an Health and Safety Rep
- Involvement in the wider networks of Health and Safety with in your Union and Workplace

Once you are accredited by your Union you have legal right to time off for training for Trade Union Duties. You must always notify your branch and then your employer of your request to attend a course and then fill in the necessary form on the last page.

**Stepping up – advanced course for Union Health and Safety Reps (Stage 2) 9.00am – 4.00pm**

**10 Tuesdays from 11<sup>th</sup> October to 13<sup>th</sup> December**

The course will help you to:

- Build a safe and healthy workplace
- Build health and safety organisation
- Keep up-to-date on health and safety issues
- Effect change in health and safety
- Plan for the future

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**Tel: 0161 920 2835**

**Union Representatives Stage One 9.00 – 4.00**

**10 Monday from 10<sup>th</sup> October – 12<sup>th</sup> December**

The course will help you:

- understand the job of the union rep in the workplace and the wider union
- use and make agreements
- represent members in discussions with employers
- understand how grievances and disciplinaries are handled
- understand rights at work
- build confidence in your role and responsibilities as a union rep
- develop the skills you need to be an effective rep.

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**Stepping up – advance course for Union Reps (Stage 2):  
9.00am – 4.00pm**

**10 Tuesdays from 11<sup>th</sup> October – 13<sup>th</sup> December**

The course will help you to:

- build understanding of effective representation and participation
- build confidence in using rights at work
- broaden knowledge of collective bargaining methods
- prepare for progression to advanced work on union issues

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**Union Learning Reps Stage One 9.00am – 4.00pm**

**10 Wednesdays from 12<sup>th</sup> October – 14<sup>th</sup> December**

The course will help you:

- understand union structures, and how your union organises around priorities and learning
- build a broad perspective of where you fit in the scheme of things
- find out about developments in learning and appreciate issues affecting learning
- work with members and other reps to define priorities
- take a planned approach to your own and your members' development
- develop the skills of putting the union case on learning
- work collectively as part of the union team

Once you are accredited by your Union you have legal right to time off for training for Trade Union Duties.

You must always notify your branch and then your employer of your request to attend a course and then fill in the necessary form on the last page.

If you need any further advice on course content then please don't hesitate to contact us.

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## **Short Courses**

### **Introduction to Employment Law**

Weds 28<sup>th</sup> Sept – Wed 12<sup>th</sup> Oct

### **Introduction to Pensions**

Thurs 29<sup>th</sup> Sept – Thurs 13<sup>th</sup> Oct

### **Health and Safety Workplace Inspections**

Weds 19<sup>th</sup> Oct – Weds 2<sup>nd</sup> Nov

### **Health and Safety Risk Assessments**

Thurs 20<sup>th</sup> Oct – Thurs 3<sup>rd</sup> Nov

### **Understanding Workplace Stress**

Weds 9<sup>th</sup> Nov – Weds 23<sup>rd</sup> Nov

### **Women's Health and Safety**

Thurs 11<sup>th</sup> Nov – Thurs 24<sup>th</sup> Nov

If you are interested in any of the above then please let us know we have limited room allocation in Preston but should any of the above courses have the required number then we will arrange a venue and Tutor to cater for you and your branches needs.

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**Diploma Courses**

**Diploma in Employment Law**

**36 Mondays from 26<sup>th</sup> Sept 2011 – 9<sup>th</sup> July 2012**

- *The origins and development of employment law*
- *How law is made and can be changed*
- *The structure of employment law*
- *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*
- *Recognised trade unions and information and consultation*
- *Trade Unions and industrial action*

**Study skills units**

- *Communication and study skills*
- *Research project*
- *Working with figures*
- *Information communication technology*

**What are the entry requirements?**

Union representatives who wish to take this course should have:

- previously attended the TUC Union Reps Stage 1 and Stepping Up - the advanced course for union representatives; or
- obtained a suitable equivalent to the two categories above through their own union's courses or from elsewhere.

E mail Kevin: [Kevin.Duffy@themanchestercollege.ac.uk](mailto:Kevin.Duffy@themanchestercollege.ac.uk)

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**Diploma in Occupational Health and Safety**

**36 Tuesdays from 27<sup>th</sup> Sept 2011 – 10<sup>th</sup> July 2012**

***Occupational Health, Safety, Welfare and Environment Unit***

- health, safety, welfare and environmental problems
- key sources of information on health, safety, welfare and environmental problems
- evidence to support solutions to priority problems
- trade union strategies for tackling priority problems

***Occupational Health and Safety Organisation Unit***

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

***Occupational Health and Safety Law Unit***

- 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

***Study Skills Units***

*Research Project*

*Information Communication Technology*

*Working with figures (level 2)*

*Working with statistics (level 3)*

**What are the entry requirements?**

Union safety representatives who wish to take this course should have:

- previously attended the TUC stage 1 and 2 Health and Safety Courses; or
- obtained a suitable equivalent to the two categories above through their own union's courses or from elsewhere.

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## **Diploma in Equalities**

**36 Wednesdays from 28<sup>th</sup> Sept 2011 – 11<sup>th</sup> July 2012**

### **Equality issues at work**

The module will help you to understand:

- the workplace in equality terms
- different equalities themes and protected characteristics
- union and workplace equalities policies and practices
- trade union principles of equality.

### **Equality and the law**

- the context for legislation on equality
- 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**

- differences in the theory and practice of 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.

### **Study Skills**

- Communication and study skills for trade union representatives
- Legal skills
- Information communication technology
- Research project

### **What are the entry requirements?**

Union safety representatives who wish to take this course should have:

- previously attended the TUC stage 1 and 2 Health and Safety Courses; or
- obtained a suitable equivalent to the two categories above through their own union's courses or from elsewhere.

E mail Kevin: [Kevin.Duffy@themanchestercollege.ac.uk](mailto:Kevin.Duffy@themanchestercollege.ac.uk)

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**Application Form:**

**You can apply electronically. Please make sure your Branch officers are aware of your request.**

**Email Address: [Kevin.Duffy@themanchestercollege.ac.uk](mailto:Kevin.Duffy@themanchestercollege.ac.uk)**

**Union:** \_\_\_\_\_

**Course:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Home Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Postcode:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Home Tel:** \_\_\_\_\_

**Mobile:** \_\_\_\_\_

**Workplace:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Postcode:** \_\_\_\_\_

**Works Tel:** \_\_\_\_\_

**Please return by post to: Kevin Duffy, Trade Union Education,  
St John's Centre, 2New Quay St, Manchester. M6 3BE**

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