

# **Trade Union Education in Preston**

Provided by Manchester  
College

Courses for Trade Unionists at  
Preston CVS Centre Guildhall Preston  
for Jan to April 2011

Tel: Course Coordinator Kevin Duffy  
0161 920 2835

or

TUC Regional Education and Training  
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E mail Kevin: [Kevin.Duffy@themanchestercollege.ac.uk](mailto:Kevin.Duffy@themanchestercollege.ac.uk)

Tel: 0161 920 2835

**Courses - Core programme**

**Union Representative Stage 1: 9.00am – 4.00pm**

**10 Mondays from 24<sup>th</sup> January to 28<sup>th</sup> March**

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.

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

**10 Monday from 24<sup>th</sup> January to 28<sup>th</sup> March**

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

Trade Union courses are for Trade Union activists who want to improve their knowledge and skills across a wide range of subjects.

Once you are recognised by the Union as an activist you are entitled by law given reasonable notice to paid release to attend Trade Union courses.

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.

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**Health and Safety Reps Stage 1: 9.00am - 4.00pm**

**10 Tuesdays from 25th January – 29th March**

- 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

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

**10 Tuesdays from 25th January – 29th March**

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

**5 Fridays from 28<sup>th</sup> January – 25<sup>th</sup> February**

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

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

**5 Fridays from 4<sup>th</sup> March – 8<sup>th</sup> April**

The course will help you:

- review their follow up strategies from a Learning Needs Survey
- understand how to work with providers & potential partners
- develop strategies around learning and organising
- further develop skills in supporting learners
- work through learning projects (what, how, when, who etc )
- get things done at work
- plan & develop a project relevant to the members learning
- review & plan for own development needs

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### **Diploma Courses**

#### **Diploma in Employment Law: 9-00am – 4.00pm**

**36 Tuesdays (9-00am – 4.00pm) from 24<sup>th</sup> January**

This course will help you:

- become more effective as a workplace representative
- promote a better understanding of the trade union approach to employment law
- extend your capacity as a learner, preparing you for union officer posts or higher education opportunities
- understand trade union and workplace issues at a deeper level
- develop personal/study skills, the ability to work collectively and improve your confidence to study at a higher level

#### **Diploma in Occupational Health and Safety: 9-00am – 4.00pm**

**36 Mondays (9-00am – 4.00pm) from 25<sup>th</sup> January**

The course will:

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

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**Short Courses**

**Dealing with Redundancy**

**Changes to Contracts**

**Discipline and Grievance**

**Understanding Workplace Stress**

**Health and Safety Risk Assessments**

**Control of Substances Hazardous to Health COSHH**

**Organising for the Economic downturn**

**Political Economy and the Trade Union Role**

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.

We can also sign post you to other Trade Union Education Centre that may be able to help.

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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**

**Thank you for your continued support if you have any other ideas for trade union education courses or want general advice on any other College course than please contact us and we will try our best to help you. Tel: 0161 920 2835**

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

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

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

\_\_\_\_\_

\_\_\_\_\_

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