

Trade Union Education in Preston

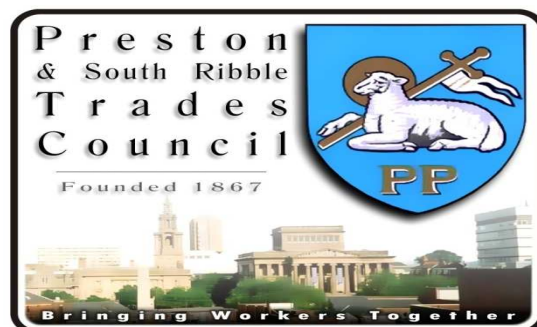
Provided by Manchester
College

Courses for Trade Unionists at
Preston CVS Centre Guildhall Preston
for May to July 2011

Tel: Course Coordinator Kevin Duffy
0161 920 2835

or

TUC Regional Education and Training
Officer Pete Holland 0151 236 7678



E mail Kevin: Kevin.Duffy@themanchestercollege.ac.uk

Tel: 0161 920 2835

Courses - Core programme

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

10 Mondays from 9th May to 11th July

- 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 Monday from 9th May – 11th July

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 Representatives Stage One 9.00 – 4.00

Tuesday 10th May – 12th July

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 10th May – 12th July

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 Tuesday from 10th May – 12th July

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.

Short Courses

Dealing with Redundancy

Changes to Contracts

Discipline and Grievance

Understanding Workplace Stress

Health and Safety Risk Assessments

Introduction to Political Economy for Trade Unionists

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.

E mail Kevin: Kevin.Duffy@themanchestercollege.ac.uk

Tel: 0161 920 2835

Application Form:

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

Email Address: 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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