



Leeds City College

# Trade Union Studies

## Courses in Leeds

Autumn 2010

Trade Union Representatives

Safety Representatives

Learning Representatives

Disability Champions

Apprenticeships



# Course list

## COURSES IN LEEDS

---

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

### Health & Safety Stage 1

Mondays: 12 weeks 20/09/10 - 13/12/10  
*No Meeting 25/10/10*

### Next Steps for Safety Representatives – Health & Safety Stage 2

Wednesdays: 12 weeks 22/09/10 - 15/12/10  
*No Meeting 27/10/10*

### Union Representatives Stage 1

Wednesdays: 12 weeks 22/09/10 - 15/12/10  
*No Meeting 27/10/10*

### Union Reps Stage 2 (Stepping Up)

Thursdays: 12 weeks 23/09/10 - 16/12/10  
*No Meeting 28/10/10*

### Diploma in Occupational Safety and Health

Thursdays: 36 weeks  
Autumn Term 23/09/10 – 16/12/10  
*No Meeting 28/10/10*  
Spring Term 06/01/11 – 31/03/11  
*No Meeting 24/02/11*  
Summer Term 05/05/11 – 28/07/11  
*No Meeting 02/06/11*

### Diploma in Employment Law

Tuesdays: 36 weeks  
Autumn Term 21/09/10 - 14/12/10  
*No Meeting 26/10/10*  
Spring Term 04/01/11 – 29/03/11  
*No Meeting 22/02/11*  
Summer Term 03/05/11 – 26/07/11  
*No Meeting 31/05/11*

### Learning Representatives Stage 1

Tuesdays: 5 weeks 21/09/10 – 19/10/10

### Learning Representatives Stage 2

Tuesdays: 5 weeks 02/11/10 – 30/11/10

### Disability Champions

Mondays: 5 weeks 20/09/10 - 18/10/10

### Risk Assessment

Mondays: 3 weeks 01/11/10 – 15/11/10

### COSHH and the Trade Union Health & Safety Representatives Role

Mondays: 3 weeks 22/11/10 – 06/12/10

### Apprenticeship Awareness

Fridays: 3 weeks 05/11/10 – 19/11/10

### Apprenticeship Mentoring

Fridays: 2 weeks 26/11/10 – 03/12/10

### All courses run 9.00am-4.30pm

### Diploma in Contemporary Trade Unionism

Evening: dates and times to be arranged and further details will appear on our website:  
[www.tradeunionstudiesleeds.org.uk](http://www.tradeunionstudiesleeds.org.uk)

## 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, Administrator  
Department of Trade Union Studies  
Leeds City College  
Park Lane Campus  
Park Lane  
Leeds LS3 1AA

OR complete the on-line application at  
[www.tradeunionstudiesleeds.org.uk](http://www.tradeunionstudiesleeds.org.uk)

For further information about our courses contact:

**t:** 0113 216 2330

**e:** [tustudies@leedscitycollege.ac.uk](mailto:tustudies@leedscitycollege.ac.uk)

**w:** [www.tradeunionstudiesleeds.org.uk](http://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. These include:

- More flexibility to accommodate shift patterns, workplace needs and family responsibilities
- Open and online learning opportunities

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 Leeds City College Department of Trade Union Studies.

## 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 Department of Trade Union Studies.

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

t: 0113 216 2330

f: 0113 216 2401

e: [tustudies@leedscitycollege.ac.uk](mailto:tustudies@leedscitycollege.ac.uk)

w: [www.tradeunionstudiesleeds.org.uk](http://www.tradeunionstudiesleeds.org.uk)

# All courses run 9.00am-4.30pm

## Health & Safety Stage 1

Course Code DR01

This course is for union representatives involved in health and safety. It covers:

- 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

## 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 and who have had further practical experience since then. It covers:

- Building a safe and healthy workplace
- Building health and safety organisation
- Keeping up to date on health and safety
- Effecting change on health and safety

## 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 job of the union rep
- Handling grievances and discipline
- Representing members
- Your rights and negotiating at work
- Making and using agreements

## Union Representatives Stage 2 (Stepping Up)

Course Code DR10

This course is for union representatives who have completed an Introductory Stage One course. You learn about:

- Trade union context
- Planning, Organising, Campaigning
- Rights at work
- Collective bargaining
- Leading on the collective agenda

## Learning Representatives Stage 1

Course Code DR15

This course is for union representatives and learning representatives interested in training and development in the workplace. You learn about:

- Trade unions and lifelong learning
- Giving members advice and guidance on training and development
- Building union organisation for learning in the workplace
- Representing and supporting members and 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

# All courses run 9.00am-4.30pm

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.

## DIPLOMA COURSES

---

### TUC Diploma in Employment Law Course

*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 Contemporary Trade Unionism

*Course code CERT 13*

The course focuses on the early, present and potential role of trade unions and is structured as follows:

#### The development of trade unions in Britain

- economic, social and political context 1700- 1997
- the impact of industrialisation on working people and the origins of trade unions
- trade union experience 1850-1997

#### Trade unions today

- trends in trade union organisation
- trade unions and the economy
- globalisation

- trade unions and the law
- collective bargaining
- models of organisation

#### The future of trade unions

- European and international trade unionism
- challenges facing unions
- starting points for strategies

#### Working with figures

Communication and study skills

Research project

ICT

# All courses run 9.00am-4.30pm

## SHORT COURSES

---

### **Disability Champions at Work**

*Course Code DR05*

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

## APPRENTICESHIP COURSES

---

### **Apprenticeship Awareness**

*Course Code A01*

A three-day course for all union representatives.

**The course covers the following:**

- negotiating terms and conditions
- working with employers on apprenticeship schemes
- equal opportunities issues

### **Apprenticeship Mentoring**

*Course Code A02*

A two-day course for all union representatives, especially Union Learning Representatives.

**The course covers:**

- supporting apprentices in the workplace
- training and development
- equal opportunities issues

## HEALTH & SAFETY FOLLOW-ON COURSES

---

### **COSHH and the Trade Union Health & Safety Representatives Role**

*Course Code SC04*

This three-day course will help you to:

- Identify risks from substances in the workplace
- Examine the latest COSHH Regulations and guidance
- Consider how the Regulations and 'COSHH Essentials' can help
- Discuss how your employer can use the "COSHH Essentials" approach to comply with the law
- Raise awareness and build trade union organisation to tackle problems
- Develop an action plan for your workplace

### **Risk Assessment**

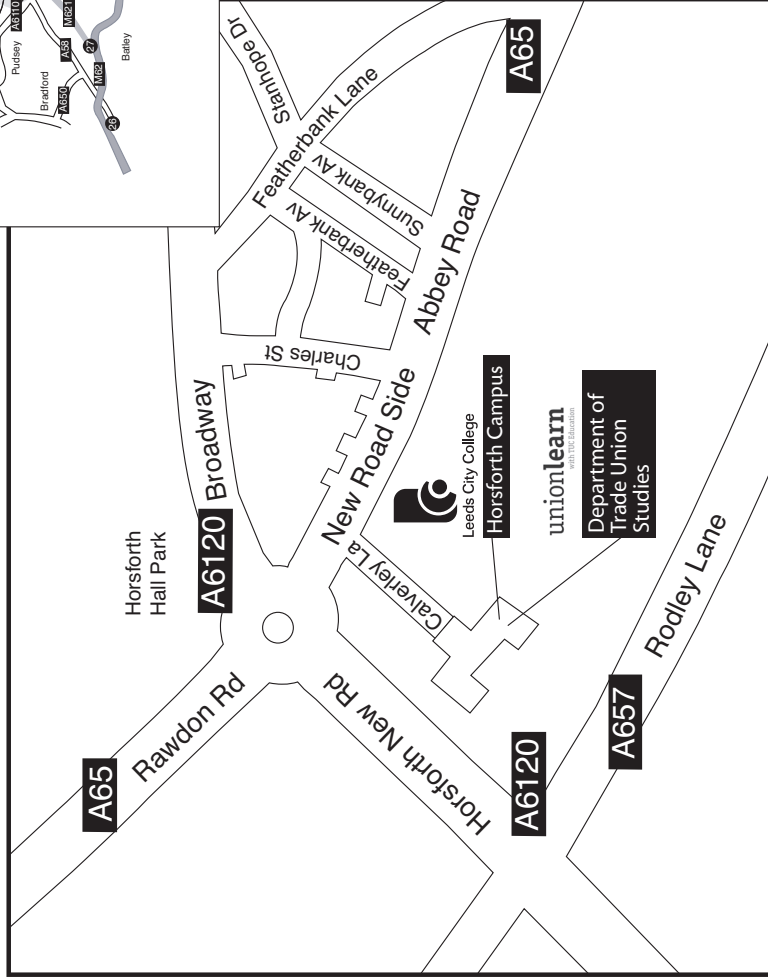
*Course Code SC02*

This course is designed for union representatives and safety representatives who need to understand their employer's responsibility for carrying out Risk Assessments. This three-day course will help you to:

- Identify the legal requirements for employers to carry out Risk Assessments
- Examine the Management of Health & Safety Regulations and other regulations which place duties on employers
- Consider how the Regulations can help Safety Reps in their work
- Discuss how employers can use the legislation and HSE Guidance to comply with the law
- Raise awareness and build trade union organisation to tackle problems
- Help develop skills to understand what should be included in a Risk Assessment and to handle consultations with your employer effectively

# Department of Trade Union Studies

## How to find us



Department of Trade Union Studies  
 Horsthorst Campus  
 Calverley Lane  
 Horsthorst, Leeds LS18 4RQ  
 t: 0113 216 2330  
 f: 0113 216 2401  
 e: [tustudies@leedscitycollege.ac.uk](mailto:tustudies@leedscitycollege.ac.uk)

Buses to Horsthorst 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 to Leeds by rail are advised to take the bus from Leeds station: 33, 33A, 757 stop close to the Campus (ask for 'The Fleece'); 8 and 9 stop on the Ring Road.

# Application form

All courses take place at Leeds City College, Department 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.  
 *please tick*

Surname: .....

I am representative of my union.  
 *please tick*

Date of birth: .....

My employer has agreed to my attending this course without loss of earnings, when applicable.  
 *please tick*

Home address.....

Postcode: .....

Signature of applicant: .....

Day Tel no: .....

Signature of full-time officer or branch stamp: .....

Email: .....

Address of branch office: .....

Trade Union: .....

Union post(s) held: .....

Return to :

Previous TUC courses taken: .....

Claire Smith, Administrator  
Department of Trade Union Studies  
Leeds City College  
Park Lane Campus  
Park Lane  
Leeds LS3 1AA

Name of Employer: .....

Department: .....

Job title: .....

OR send your details to:  
E. [tustudies@leedscollege.ac.uk](mailto:tustudies@leedscollege.ac.uk)



Return to :

**Claire Smith**

Administrator

Department of Trade Union Studies

Leeds City College

Park Lane Campus

Park Lane

Leeds LS3 1AA

OR send your details to:

**e:** [tustudies@leedscitycollege.ac.uk](mailto:tustudies@leedscitycollege.ac.uk)

OR complete the on-line application at

**[www.tradeunionstudiesleeds.org.uk](http://www.tradeunionstudiesleeds.org.uk)**

**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**

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

**t:** 0113 216 2330

**f:** 0113 216 2401

**e:** [tustudies@leedscitycollege.ac.uk](mailto:tustudies@leedscitycollege.ac.uk)

**w:** [www.tradeunionstudiesleeds.org.uk](http://www.tradeunionstudiesleeds.org.uk)