

TUC TRADE UNION COURSE PROGRAMME September 09 To July 2010 AT SOUTHAMPTON CITY COLLEGE

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UNION REPRESENTATIVES INITIAL TRAINING PROGRAMME Hours: 0900 to 1700

Union Reps Stage 1

- 12 Wednesdays from 16th September – 16th December 09 (to include 2 x 1 week breaks)
- 3x4 day blocks (all dates must be attended) 2nd – 5th November, 30th Nov – 3rd December 09 & 4th – 7th January 2010
- 12 Thursdays from 11th February – 13th May 2010 (to include 2 x 1 week breaks)
- 3x4 day blocks (all dates must be attended) 12th – 15th April, 10th – 13th May & 14th – 17th June 2010
- 12 Tuesdays from 1st June – 5th October 2010 (to include 1 x 1 week break & 1 x 6 week break)

Union Reps –Stepping Up (Stage 2)

- 3 x 4 day blocks (all dates must be attended) 12th - 15th October, 16th - 19th November & 7th – 10th December 09
- 12 Tuesdays from 2nd February – 11th May 2010 (to include 3 x 1 week breaks)
- 12 Thursdays from 3rd June – 7th October 2010 (to include 1 x 1 week break & 1 x 6 week break)

Health & Safety Stage 1

- 12 Mondays from 14th September – 14th December 09 (to include 2 x 1 week breaks)
- 3 x 4 day blocks (all dates must be attended) 26th – 29th October, 23rd – 26th November 09 & 11th – 14th January 2010
- 12 Wednesdays from 20th January – 21st April 2010 (to include 2 x 1 week breaks)
- 3 x 4 day blocks (all dates must be attended) 29th March – 1st April, 26th – 29th April & 24th – 27th May 2010
- 12 Mondays from 31st May – 26th September 2010 (to include 1 x 6 week break)

Next Steps for Health & Safety Reps (Stage 2)

- 3 x 4 day blocks (all dates must be attended) 5th – 8th October, 9th - 12th November & 7th – 10th December 09
- 12 Mondays from 8th March – 31st May 2010 (to include 2 x 1 week breaks)
- 12 Wednesdays from 2nd June – 6th October 2010 (to include 1 x 1 week break & 1 x 6 week break)

Essential Skills for Trade Union Reps

Included Modules: Introduction to Employment Law
Handling Grievance & Disciplinary Cases using law
TUPE Regulations
Organise – A voice in every Workplace
TU & International Development & Education
Successful Negotiating for trade union reps
Speaking with confidence
Refugees & Migrant Workers
Employment Law Equality Update

- 12 Tuesdays from 22nd September 09 – 2nd February 2010 (to include 4 x 2 week breaks)
- 12 Thursdays from 7th January – 19th May 2010 (to include 4 x 2 week breaks)
- 12 Tuesdays from 2nd March 09 – 13th July 2010 (to include 4 x 2 week breaks)

Essential Skills for Health & Safety Reps

Included Modules: COSHH
Organise for Health & Safety
H&S Legislation Update: Asbestos in the Workplace
Health & Safety Conditions at Work
Advanced Risk Assessments
Accident Investigation & Reporting
Health & Safety Skills

- 11 Wednesdays from 16th September – 16th December 09 (to include 3 x 1 week breaks)
- 11 Tuesdays from 2nd February – 11th May 2010 (to include 4 x 1 week breaks)
- 11 Thursdays from 8th April – 15th July 2010 (to include 4 x 1 week breaks)

Activists Academy – 10 day course

- 28th September – 1st October / 9th – 11th November & 1st – 3rd December 2009
- 25th – 28th January / 8th – 10th February & 8th – 10th March 2010
- 17th – 20th May / 7th – 9th June & 28th – 30th June 2010

Union Learner Representative courses Hours: 0930 to 1630

Union Learning Reps ➤ 5 Tuesdays from 29 th September 09 ➤ 5 Thursdays from 14 th January 2010 ➤ 5 Wednesdays from 21 st April 2010	ULR: Skills for life & the union role - using the SFL Toolkit (3 days) ➤ 16 th – 18 th November 09 ➤ 23 rd – 25 th February 2010 ➤ 8 th – 10 th June 2010
ULR: Working with Employers (3 days) ➤ 2 nd – 4 th November 09 ➤ 7 th , 14 th & 21 st April 2010	ULR: Supporting Learners Module ➤ 5 th , 12 th & 19 th October 2009 ➤ 23 rd – 25 th March 2010
ULR: Climbing Frame Course (3 days) ➤ 2 nd – 4 th November 2009 ➤ 1 st – 3 rd March 2010 ➤ 21 st – 23 rd June 2010	

SHORT Health & Safety courses running each term Hours: 0930 to 1630

Health & Safety Induction ➤ 14 th , 21 st & 28 th September 09 ➤ 26 th – 28 th October 09 ➤ 20 th & 27 th January & 3 rd February 2010 ➤ 29 th – 31 st March 2010 ➤ 31 st May & 7 th & 14 th June 2010	Trade Unions & International health & Safety (3days) ➤ 18 th – 20 th November 09 ➤ 27 th – 29 th January 2010 ➤ 26 th – 28 th May 2010
Control of Substances Hazardous to Health: COSHH 3-day ➤ 5 th – 7 th October 09 ➤ 25 th – 27 th January 2010 ➤ 3 rd – 5 th May 2010	Understanding Workplace Environmental Issues (3 days) ➤ 1 st , 8 th & 15 th December 09
Advanced Risk Assessments (2 days) ➤ 29 th & 30 th September 09 ➤ 11 th & 12 th January 2010	Union Improvement Notices – a short course for H&S reps(2 days) ➤ 7 th & 8 th September 09 ➤ 21 st & 22 nd January 2010
Tackling Occupational Asthma & Work related (3 days) ➤ 30 th September & 7 th & 14 th October 09 ➤ 15 th – 17 th March 2010	Organise for Health & Safety (2 days) ➤ 3 rd & 4 th Dec 09 ➤ 12 th & 13 th April 2010
Continuing Safety Reps Development (9 hours) ➤ 1200 – 1700: 1 st & 2 nd October 09	Finding a Work Life Balance (3 days) ➤ 8 th & 9 th October 09
Workplace H & S Inspections and Report writing (3 days) ➤ 5 th , 12 th & 19 th October 09 ➤ 8 th – 10 th March 2010	Tackling Stress in the workplace (3 days) ➤ 16 th – 18 th November 09
H&S legislation Update: Asbestos in the workplace:2-days ➤ 16 th & 17 th November 09 ➤ 28 th & 29 th January 2010	H&S leg Update: Working at Heights regulations 2-days) ➤ 14 th & 15 th December 09 ➤ 17 th & 18 th February 2010
Tackling Bullying in the workplace 3-days ➤ 20 th – 22 nd January 2010 ➤ 17 th – 19 th May 2010	Accident Investigation & Reporting 2-day ➤ 13 th & 14 th October 09 ➤ 25 th & 26 th March 2010
Health & Safety Conditions at Work 3-days ➤ 10 th – 12 th February 2010	
Mental Health – 2 Days ➤ 25 th & 26 th November 2009 ➤ 3 rd & 4 th February 2010 ➤ 10 th & 11 th May 2010	Musculoskeletal Disorders – 2 Days ➤ 7 th & 8 th December 2009 ➤ 1 st & 2 nd March 2010 ➤ 7 th & 8 th June 2010

SHORT Representing Members courses running each term Hours: 0930 to 1630

Union Reps Induction ➤ 16 th , 23 rd & 30 th September 09 ➤ 2 nd – 4 th November 09 ➤ 11 th , 18 th & 25 th February 2010	Introduction to Grievance & Discipline procedures 3-days ➤ 3 Mondays from 21 st September 09 ➤ 18 th – 20 th January 2010 ➤ 6 th , 13 th & 20 th May 2010
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<ul style="list-style-type: none"> ➤ 12th – 14th April 2010 ➤ 1st, 8th & 15th June 2010 	
Introduction to Employment Law (3 day course) <ul style="list-style-type: none"> ➤ 26th – 28th October 09 ➤ 29th – 31st March 2010 	Handling Grievance & Discipline cases using Law 3-days <ul style="list-style-type: none"> ➤ 1st – 3rd December 09 ➤ 5th – 7th April 2010
Pensions Champions <ul style="list-style-type: none"> ➤ 22nd – 24th September 09 ➤ 1st – 3rd February 2010 	TUPE Regulations (2 days) <ul style="list-style-type: none"> ➤ 11th & 12th November 09 ➤ 20th & 21st May 2010
Organise – a voice in every workplace (3 day) <ul style="list-style-type: none"> ➤ 24th – 26th February 2010 	Employment Law Update – Age Discrimination (2 days) <ul style="list-style-type: none"> ➤ 29th & 30th October 09 ➤ 10th & 11th March 2010
Refugees & Migrant Workers <ul style="list-style-type: none"> ➤ 2 Wednesday evenings from 18th November 09 ➤ 2 Monday evening from 1st March 2010 	TU & International Development & Education <ul style="list-style-type: none"> ➤ 2 Tuesdays – 1st & 8th December 09 ➤ 2 Thursdays – 4th & 11th March 2010
SHORT Skills development courses running each term Hours: 0930 to 1630	
Successful Negotiating for trade union reps (2 days) <ul style="list-style-type: none"> ➤ 19th & 20th November 09 ➤ 22nd & 23rd February 2010 	Speaking with Confidence for Trade Union Reps 2-Day Course <ul style="list-style-type: none"> ➤ 7th & 8th October 09
Computers skills for all Trade Union Representatives (10 day course) <ul style="list-style-type: none"> ➤ 10 Fridays from 25th September 09 ➤ 10 Thursdays from 4th February 2010 	Level 2, Computers skills for all Trade Union Representatives (10 day course) <ul style="list-style-type: none"> ➤ 10 Fridays from 15th January 2010 ➤ 10 Thursdays from 22nd April 2010
SHORT Equality courses running each term Hours: 0930 to 1630	
Domestic Violence – A Workplace Issue (3 day course) <ul style="list-style-type: none"> ➤ 3 Thursdays from 1st October 09 ➤ 3 Tuesdays from 1st June 2010 	Disability Champions (5 day course) <ul style="list-style-type: none"> ➤ 5 Mondays from 2nd November 09 ➤ 5 Thursdays from 25th March 2010 ➤
Employment Equality Regulations 2003 (Sexual Orientation) (Religion or Belief) 2-day <ul style="list-style-type: none"> ➤ 2nd & 9th March 2010 	Confidence Building for Women Activists (12 hr course) <ul style="list-style-type: none"> ➤ 3 Mondays from 11th January 2010 9.30am – 2pm ➤ 3 Tuesdays from 4th May 2010 9.30am – 2pm
Equality Course <ul style="list-style-type: none"> ➤ 28th September & 5th & 12th October 2009 ➤ 25th January & 1st & 8th February 2010 ➤ 27th – 29th April 2010 	Environmental Online Course <ul style="list-style-type: none"> ➤ 15th September 2009 – 26th January 2010 ➤ 1st February – 31st May 2010 ➤ 23rd March – 20th July 2010

Certificate in Occupational Health & Safety
[Online distance learning + 1 DAY A MONTH](#)
 To be advised - usually begins April / May 2010

Certificate in Employment Law
[Online distance learning + 1 DAY A MONTH](#)
 To be advised - usually begins April / May 2010

Certificate in Contemporary Trade Unionism
[Dates still to be set.](#)
 Please register your interest with
 Charlotte Wills (TUS Course Administrator)