

DUNSTABLE COLLEGE

UNION REPS STAGE 1

10 Mondays from 5 Oct

STEPPING UP - ADVANCED COURSE FOR REPS

10 Thursdays from 8th Oct

HEALTH & SAFETY STAGE 1

10 Tuesdays from 6th Oct

NEXT STEPS FOR SAFETY REPS STAGE 2

10 Wednesdays from 7th Oct

UNION LEARNING REPS

5 Fridays from 9 Oct

INTRODUCTION TO COMPUTERS

10 Fridays from 9 Oct

TUC DIPLOMA COURSES **APPLY NOW FOR MODULE 1**

TUC DIPLOMA COURSE IN EMPLOYMENT LAW

**Start date – Thursday 24th Sept
9.00am – 4.00 pm**

TUC DIPLOMA IN OCCUPATIONAL HEALTH & SAFETY MODULE 1

**Start date – Tuesday 22nd Sept
9.00am – 4.00pm**

OPTIONS AVAILABLE – Please Indicate
Day Release (9.00am-4.00pm) – 36 weeks
Afternoon (1.00pm-7.00pm) – 36 weeks
Evening (6.00pm-9.00pm) – 72 weeks

If you require more info contact:
Mushtaq Arain or Ged Peck on
01582 477776 EXT 271
Mobile 07759 943246 (Ged)

HIGHWAY AGENCY, BEDFORD

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THE LEARNING WAREHOUSE, LEIGHTON & LINSLADE

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COURSE INFORMATION

UNION REPRESENTATIVES

STAGE ONE

60 - 72 hours of guided learning. 15 OCN credits at level 1-2.

Course content includes: Job of union rep; building union membership; making and using agreements; your rights and negotiating at work.

STEPPING UP ADVANCED COURSE FOR REPS STAGE 2

60 - 72 hours of guided learning. 15 OCN credits at level 2 - 3.

Course content includes: change at work; union organisation; bargaining; background to employment law; contract of employment and unfair dismissal.

HEALTH & SAFETY REPRESENTATIVES. STAGE 1

60 - 72 hours of guided learning. 15 OCN credits at level 1 – 2

Course content includes; role and functions of the Health & Safety rep. accidents and ill health; skills for the Health & Safety rep.

NEXT STEPS FOR SAFETY REPRESENTATIVES STAGE 2

60 - 72 hours of guided learning
15 OCN credits at level 2 - 3

Course content includes; building a safe and healthy workplace; building Health and Safety organisation; keeping up-to-date on Health and Safety; effecting change on Health & Safety.

UNION LEARNING REPRESENTATIVES INITIAL TRAINING

Up to 30 hours of guided learning. 5 OCN credits at level 2 - 3.

Additional Credit offered (optional)

Course content includes: The role of the learning rep; value of learning and skills in the workplace; contacts and information networks.

FOLLOW ON COURSES FOR ULRS

- Skills for life (3 days)
- Working with employers (2 days)
- Information, advice and guidance (3 days)

APPLICATION FORM

I wish to apply for a place on the course listed below.

Please use BLOCK LETTERS

Course title:.....

To be held at:.....

Starting date:

Your Full Name:

Home Address:

.....

.....Post Code:

Daytime Telephone No:

e-mail:.....

Trade Union:.....

Union Posts held:

Previous TUC courses:

.....

Your Occupation:

Name and Address of employer:

.....

.....

Signature of Applicant:

Signature of full-time union official:

HOW TO APPLY

Choose a suitable course from the list. You should start off with an introductory course and aim to move through Stage 1 and Stage 2 courses.

Ask your employer for paid release from work to attend the course.

You have a legal right to attend a TUC course without loss of earnings.

Fill in the application form and get it approved by your full-time officer or branch.

The TUC will pay your course fee.

The TUC and the College are committed to equal treatment regardless of sex, race, disability, sexual orientation or age. The aims of the TUC Education programme include the equal participation by, and equal treatment of, all groups.

Send your Application to:

M. Arain, Course Co-ordinator,
Dunstable College, Kingsway, Dunstable,
Beds LU5 4HG

Negotiating paid release

The main way to obtain release is through agreements with employers. Workplace representatives, shop stewards, staff representatives etc. have a legal right to attend TUC and union approved courses without loss of earnings under the Employment Protection and Health and Safety legislation. This is strengthened by the ACAS Code of Practice on paid release for further training. If you have difficulty in securing release you should seek the support of your senior representative or union

TRADE UNION EDUCATION IN BEDS/BUCKS/HERTS

SEPT - DEC 2009

unionlearn
with TUC Education



DUNSTABLE COLLEGE

Kingsway
Dunstable College
Beds
LU5 4HG

Contact: M. Arain

Tel **(01582) 477776 ext 271 / 265**

Email **MArain@dunstable.ac.uk**

**ALL COURSES ARE FREE FOR
TRADE UNION MEMBERS**

*Courses for union representatives,
shop stewards, staff reps, safety reps &
learning reps.*

OTHER VENUES:

The Learning Warehouse
Grovesbury Road
Enterprise House
Leighton Buzzard
LU7 4SZ
Tel 01525 374123

Highway Agency
"Woodlands"
Manton Lane
Bedford MK41 7LW
Tel: 01234 309906