

TRADE UNION Education & Training Programme

September 2010 – June 2011



STRONGER TOGETHER

CONGRESS

Irish Congress of Trade Unions
Northern Ireland Committee

Trade Union Education and Training Programme *September 2010 – June 2011.*

A warm welcome to the Irish Congress of Trade Unions trade union education programme.

This year we are offering an expanded programme including a new suite of Equality courses.

As always, we welcome your feedback in relation to the programme and we are also interested in talking to you about course development.

You can get in touch with the ICTU Education and Training Officer on 028 90247940.

Teaching

ICTU courses are tutored by experienced trade union tutors with many years experience in the trade union movement. Our courses are designed to encourage everyone to learn in a friendly and supportive environment. There are no tests or exams and tutors are on hand to help support everyone's learning.

Accreditation

Union Representatives attending trade union courses will gain Open College Network accreditation for units of qualifications that are held on the new Qualifications Credit Framework. The new Qualifications Credit Framework will eventually hold all national qualifications. These units of accreditation can be built up to gain awards, certificates and diplomas at various levels.

Opposite is a chart showing qualifications, their levels and the number of credits needed to gain the qualification.

	Level 1	Level 2	Level 3
Award	TU Today Safety reps Union Reps (All short courses) 6 credits	TU today Safety reps Union Reps Union Learning Reps (All short courses) 6 credits	TU Today Safety Reps Union Reps Union Learning Reps (All short courses) 6 credits
Certificate	Union Reps (stage 1) Safety Reps (stage 1) 15 credits	TU Today Union Reps (stage 1) Union Reps (stage 2) Safety Reps (stage 1) Safety reps (stage 2) Union Learning Reps (5 day+) 18 credits	TU Today Union Reps Safety Reps Union Learning Reps Tutor training 21 credits
Diploma		Occupational Health and safety Employment Law 48 credits	Occupational Health and Safety Employment Law Tutor training 48 credits

Credits can be built up over a number of years and are transferable.

They can be used to gain access to other courses in further and higher education and can also give unions and employers a clearer view of what reps have learned.

Trade Union Education and Training Programme *September 2010 – June 2011.*

Equal Opportunities for all

The ICTU is fully committed to equal opportunities and our courses are provided regardless of gender, age, religious or political belief, disability or sexual orientation. If you have any particular needs (e.g. disability) which you think we should be made aware of, please let us know when you are registering for your course.

How to enrol for a course

1. Choose a course from those detailed in this brochure
2. Ask your employer for paid release from work to attend the course. Workplace reps, shops stewards, health and safety reps and union learning reps have a legal right to attend ICTU and union approved courses without loss of earnings. Ensure you follow the procedures agreed between your union and your employer. If you experience any problem with this, you should contact your full time official.
3. Fill in the application form and get it approved and signed by your full time officer or your branch secretary.
4. Send your application form back immediately to the ICTU Education and Training Officer.
5. **Apply in plenty of time, courses fill up quickly.** You will be sent confirmation of your enrolment from the ICTU office.
6. The ICTU pays your course fees.

Education Pathway for Union Reps

Education that makes the workplace a better and fairer place

Employment Law Diploma

The Employment Law Diploma is a 36 week grounding in the law relating to employment and work. You will learn about collective and individual law, the pressures and influences there are and how it all affects your workplace and the people you represent. You will also develop the skills and knowledge that will help you progress to higher level learning.

Short Specialist courses

2 or 3 day short courses help you to keep us up to date with change in law, the economy or industrial relations practice.

Stepping Up

Stepping Up is the Stage 2 course for union reps. There are 5 modules. The Trade Union Context will help you fully understand where you are in relation to your union and employer. Planning Organising and Campaigning does what it says on the tin. Rights at Work and Collective Bargaining will help you to become a more effective negotiator. Leading on the Collective Agenda addresses reps' roles as key decision makers.

Union Reps Stage 1

Union Reps Stage 1 is your starting point course. Find out what it means to be a union rep. How union democracy works, how to represent your members effectively, how to work in teams and how to take up both collective and individual issues with your employer. You will also think about the future and how to influence where it is taking you and those you represent.

Education Pathway for Safety Reps

Education that makes the workplace a better and safer place

5 – Continuing Safety Rep Development

Union safety reps who have IOSH Technician membership can use short health and safety courses to maintain their membership professional development requirements as well as keep up-to-date on key knowledge.

4 – Occupational Health and Safety Diploma

This popular one year day-release course will help safety reps to develop their in-depth understanding of health and safety law, occupational health and work-related environmental issues. Completion at level 3 will entitle union safety reps to apply for Institute of Occupational Safety and Health technician membership (Tech IOSH).

3 – Short specialist courses

Short two-or-three-day courses bring safety reps up-to-date with new issues and provide greater opportunity to understand key processes such as risk assessment and managing workplace hazards.

2 – Next Steps for Safety Reps

Next Steps is the Stage 2 course for trade union safety reps. It helps to build skills, knowledge and confidence in practical issues such as researching problems, report writing and speaking up on workplace health and safety problems.

1 – Health and Safety Stage 1

Health and Safety Stage 1 is an essential course for health and safety reps. It provides an understanding of the health and safety framework, trade union safety rep functions and the union approach to health and safety. The course is linked directly to the workplace, making it practical and relevant.

Course location.

Unless otherwise stated, all courses are held in Belfast Metropolitan College, Brunswick Street, Belfast.

September ~ December 2010 term

NIPSA stage 1 course

This 10 week course is part of a new suite of courses which have been developed specially for NIPSA reps. This course is an essential introduction to the role of being a NIPSA rep. *60-72 hours of guided learning. Available at level 1/2.*

- *10 weeks from Monday 6 September.*
- *10 weeks from Thursday 9 September.*

Health and Safety stage 1

This course is suitable for new health and safety reps or elected reps who have not yet been trained. It will cover the basic knowledge and skills including an understanding of health and

safety legislation and how this can be interpreted for the workplace.

60-72 hours of guided learning.

Available at level 1/2

10 weeks from Monday

6 September.

Union Learning reps

A 10 day course covering the information and skills that ULRs will need to support and develop learning in their workplace. Including identifying learning needs and contacts and information networks.

60-72 hours of guided learning.

10 weeks from Tuesday

7 September.

Trade Union Education and Training Programme *September 2010 – June 2011.*

Communication and negotiation skills

A five day course for all union reps focussing on good communication and effective negotiation skills.

Five Fridays from 5 November.

The Equality Rep

A three day course introducing the role of the Equality Rep in the workplace.

Monday 22, 29 November and Monday 6 December.

Trade unions and the environment

How can trade unions support the green economy and encourage workplaces and unions to be greener and more environmentally aware.

Tuesday 23, 30 November and 7 December.

A trade union approach to work related stress

This three day course is suitable for all reps and will focus on trade union strategies to combat work related stress.

25 November, 2, 9 December.

Diploma courses for union reps and health and safety reps.

These programmes offer representatives the opportunity to study in more depth. Each of the courses is specifically designed with trade union roles in mind and is offered over one day a week for 36 weeks. They are accredited by the NIOCN. with 48 credits at level 2/3.

Diploma in Occupational Health and Safety.

Starting Tuesday 7 September and continuing throughout the year until June 2011.

Trade Union Studies Unit,
2nd Floor, Belfast Metropolitan College, Brunswick Street,
Belfast.

Diploma in Employment Law.

Starting Thursday 9 September and continuing throughout the year until June 2011.

Trade Union Studies Unit, 2nd Floor, Belfast Metropolitan College, Brunswick Street, Belfast.

January – Easter 2011 term

NIPSA stage 1 course

This 10 week course is part of a new suite of courses which have been developed specially for NIPSA reps. This course is an essential introduction to the role of being a NIPSA rep.

60-72 hours of guided learning. Available at level 1/2. 10 weeks from Tuesday 11 January.

NIPSA stage 2

This 10 week course is an essential follow on course for NIPSA Reps who have already completed stage 1.

60-72 hours of guided learning. Available at level 2/3. 10 weeks from Monday 10 January.

Union Learning Reps Stage 1

This 10 day course will comprise stage 1 and 2 for Union Learning Reps and

will cover the information and skills that ULRs will need to support and develop learning in their workplace. Including identifying learning needs and contacts and information networks.

60-72 hours of guided learning available at level 2. 10 Mondays from 10 January.

Disability Champions

This five week course is suitable for workplace or health and safety representatives interested in becoming disability champions for their workplace. The course covers many aspects of both supporting and representing disabled members and in working with employers to promote a positive and welcoming environment for all workers.

5 Wednesdays from 19 January.

Women and Leadership

A ten day programme for women activists covering topics such as women in public life, leadership styles and models, using the media. Accredited with the Open College Network. For further information contact ICTU Education Officer Clare Moore or ICTU Equality Officer Pauline Buchanan.

10 Wednesdays from 9 February.

Easter – June 2011 term

Union Reps Stage 1

The 10 day course for shop stewards focusing on the basic information and skills that will be needed in the workplace including union structures, representing members, grievance and discipline and negotiation at work.

*60-72 hours of guided learning. Available at level 1/2.
10 Fridays from 14 April.*

Next steps for Safety Reps

This stage 2 course is essential progression for health and safety reps. Course content will include building a safe and healthy workplace and keeping up to date on health and safety legislation and developments.

*60-72 hours of guided learning. Available at level 2/3.
10 weeks from Thursday 7 April.*

Trade Union Education and Training Programme *September 2010 – June 2011.*

Employment Rights in the workplace

This 10 day course will introduce Reps to employment law in the workplace including handling disciplinary and grievances and equality law. This course is suitable for all Reps and especially those Union Reps who have completed stage 1 union reps.

60-72 hours of guided learning. Available at level 1/2.

10 weeks from Monday 28 March.

NIPSA stage 1

This 10 week course is part of a new suite of courses which have been developed specially for NIPSA reps. This course is an essential introduction to the role of being a NIPSA rep.

60-72 hours of guided learning.

10 weeks from 29 March.

Union Learning Reps Stage 1

This 10 day course will comprise stage 1 and 2 for Union Learning Reps and will cover the information and skills that ULRs will need to support and develop learning in their workplace. Including identifying learning needs and contacts and information networks.

60-72 hours of guided learning. Available at level 2. 10 Wednesdays from 20 April.

The Equality Rep

A three day course introducing the role of the Equality Rep in the workplace.

3 Wednesdays from 4 May.

Dealing with Bullying Harassment

A three day course focusing on handling violence at work for trade union representatives.

3 Fridays from 1 April.

Public Speaking for union reps

Develop your public speaking skills and speak with confidence at branch meetings, conferences etc.
Friday 13, 20 May.

Employment Law Update

An evening course focusing on employment law in the workplace.
*3 OCN credits at level 1/2.
Contact the ICTU Education Officer on 90247940 for dates and further information.*

Equality Law Seminar Series

Congress is pleased to again be running the very popular half day seminars to update full time officials and senior stewards on particular aspects of equality law.

The seminars are facilitated by equality law expert Sinead Mulhern.

For more information on this seminar series, contact ICTU Equality and Social Affairs Officer Pauline Buchanan
028 90 247940
pauline.buchanan@ictuni.org

Trade Union Education and Training Programme
September 2010 – June 2011.

Application Form

I wish to apply for a place on the course listed below. Please use block letters

Course title: Starting date:/...../.....

To be held at:

Your full name:

Home Address:

.....Postcode:

Day tel no: Mobile no:

Email:

Trade Union:

Union Branch:

Union post(s) held:

Previous Courses taken: (with dates)

.....

Name of Employer:

Department:

Job:

Do you define yourself as disabled? Yes No

Do you have support needs as a result of your disability?

Please detail

The college will endeavour to meet your support needs where reasonably practicable.

I am a fully paid up member and representative of my union. My employer has agreed to my attending this course without loss of my earnings. If the course for which you apply does not run you will be offered a suitable alternative, subject to availability.

Signature of Applicant:

Signature of Full-time officer:
(or branch stamp):

**This form should be completed and returned immediately to the Education Unit ICTU,
Carlin House, 4-6 Donegall St Place, Belfast, BT1 2FN**

Using your information

Details you provide may be used to give information to third parties for monitoring and evaluation purposes.

Please tick if you **do not** wish to receive future ICTU communications.



Education and Training Department
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