



# Online learning with TUC Education

*a guide to courses*

**online**  
TUC Education



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# the learning rep

The Learning Rep magazine is unionlearn's essential resource for all learning reps, union members, officers and support workers interested in union education and learning.

Published quarterly, the magazine keeps you up to date with all the latest developments in the rapidly evolving world of workplace learning.

**To receive your copy of The Learning Rep magazine register your details at:**

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





# Online learning with TUC Education

Over the past five years thousands of trade union representatives have taken part in and benefited from TUC Education's online learning programme. Our comprehensive range of courses offers a convenient and effective solution to reps looking to develop their knowledge and skills.

Each online programme has been created using the same first-rate materials as their classroom-based equivalents.

Online courses allow union reps to network with other reps and study for nationally recognised educational credits and awards that meet professional development requirements and enhance their effectiveness in the workplace and within their union.

All TUC Education courses are delivered using an ultra-reliable and user-friendly learning environment by specialist tutors qualified in online delivery methods.

If you are interested in any of the online programmes included in this booklet, please visit the unionlearn online course directory [www.unionlearn.org.uk/online](http://www.unionlearn.org.uk/online) or contact Craig Hawkins, TUC Online Learning Officer e: [chawkins@tuc.org.uk](mailto:chawkins@tuc.org.uk)

## How does online learning work?

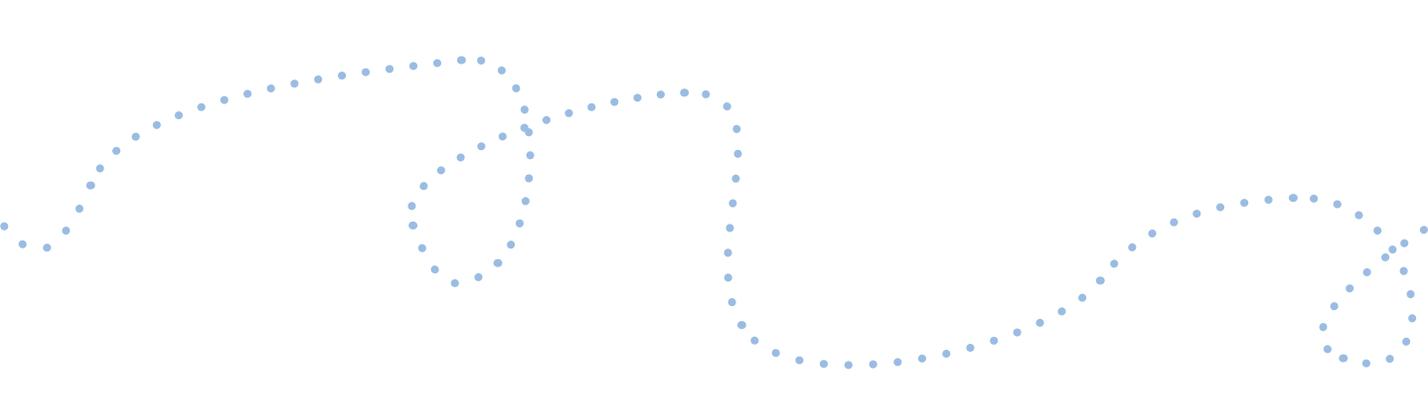
All TUC Education's online courses are delivered through a web-based learning environment called Moodle. Group activities take place using an online forum, which learners can log into whenever is convenient.

Online courses are run in a similar way to classroom courses. They involve a mixture of discussion-based activities, workplace tasks and individual project work. Online discussions are based around the activities and involve sub-groups of the class. They are facilitated by a TUC Education tutor.

Although reps are not required to log in at specific times, they do need to complete activities on a regular basis in accordance with a timetable set by the tutor at the beginning of the course. The courses cannot be completed independently.

For all TUC Education's online courses, we would expect you to:

- study between five and seven hours a week
- work with any groups you are asked to join
- access the web and email at least three times a week
- complete tasks, workplace activities and course work on time.



Online learning is especially suitable for union reps that need convenient and flexibly delivered training. To get the most from online learning you will need to be self-motivated, self-disciplined and organised.

## **Inclusive and welcoming**

The TUC is committed to equal treatment regardless of sex, race, disability, sexuality or age.

The aims of the TUC programme include equal participation by all groups and the delivery of skills, knowledge and understanding to learners so reps can assist all of their members.

The purpose of the programme is to deliver a quality learning experience, with a system of accreditation that leads to future learning opportunities.

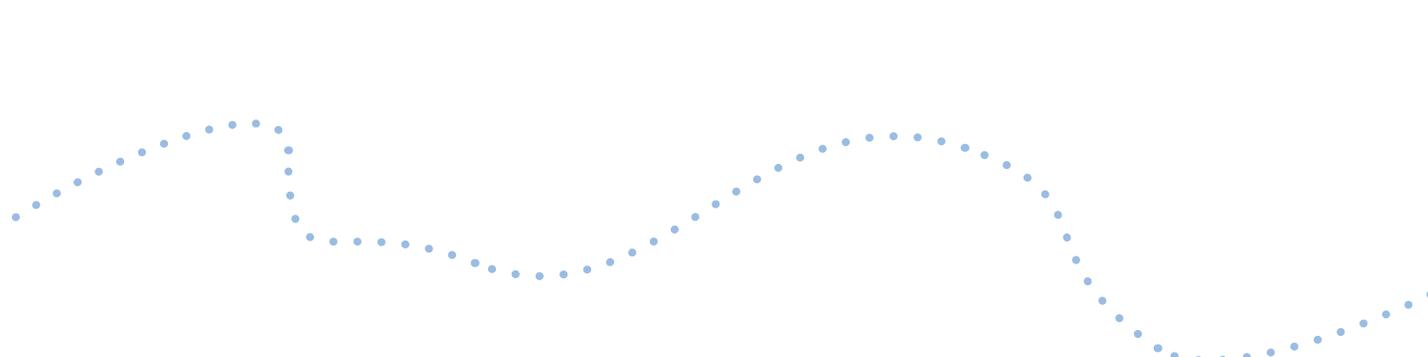
## **Application process**

Union reps wishing to take a TUC Education online course must complete the appropriate application form available from [www.unionlearn.org.uk/online](http://www.unionlearn.org.uk/online). Each course has a separate online application form, which can be accessed via the course information pages.

You will receive an acknowledgement of your application by email within two weeks of submitting the form. The email will give details of the expected course start date.

Closer to the start date, you will receive a college enrolment form, which you will need to complete and return before the course begins. For some of the more advanced online courses, you will be asked to provide additional information of any previous training that you have undertaken and experience you have gained as a union rep.

Online courses are delivered by our network of Trade Union Education tutors based in further education colleges nationwide and run in line with the college academic year. Core courses are delivered each term. Start dates for specialist short courses are advertised on each course information page. You can find additional, up-to-the minute details at [www.unionlearn.org.uk/online](http://www.unionlearn.org.uk/online).



## What IT skills will I need?

No advanced IT skills are required for TUC Education online courses. All you need are basic keyboard and mouse skills. All reps are required to have completed a short online course, Getting Ready for e-Learning (GReL) in order to prepare them for online learning.

## Getting Ready for e-Learning

All successful applicants to a TUC Education online course are required to take a pre-course module before beginning their course. This GReL module will help you understand the requirements and processes involved in online learning, familiarise you with the Moodle system and allow you to meet fellow learners.

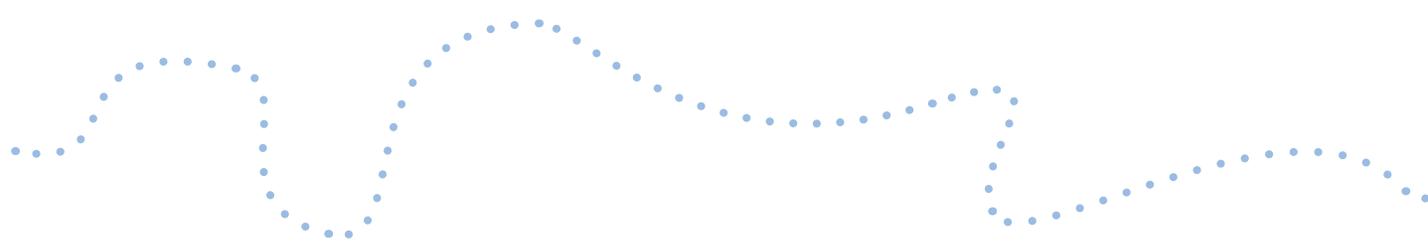
Even if you have completed GReL on a previous online course, you may still wish to join the new course as it offers an invaluable opportunity to meet and get to know fellow learners.

## Accreditation

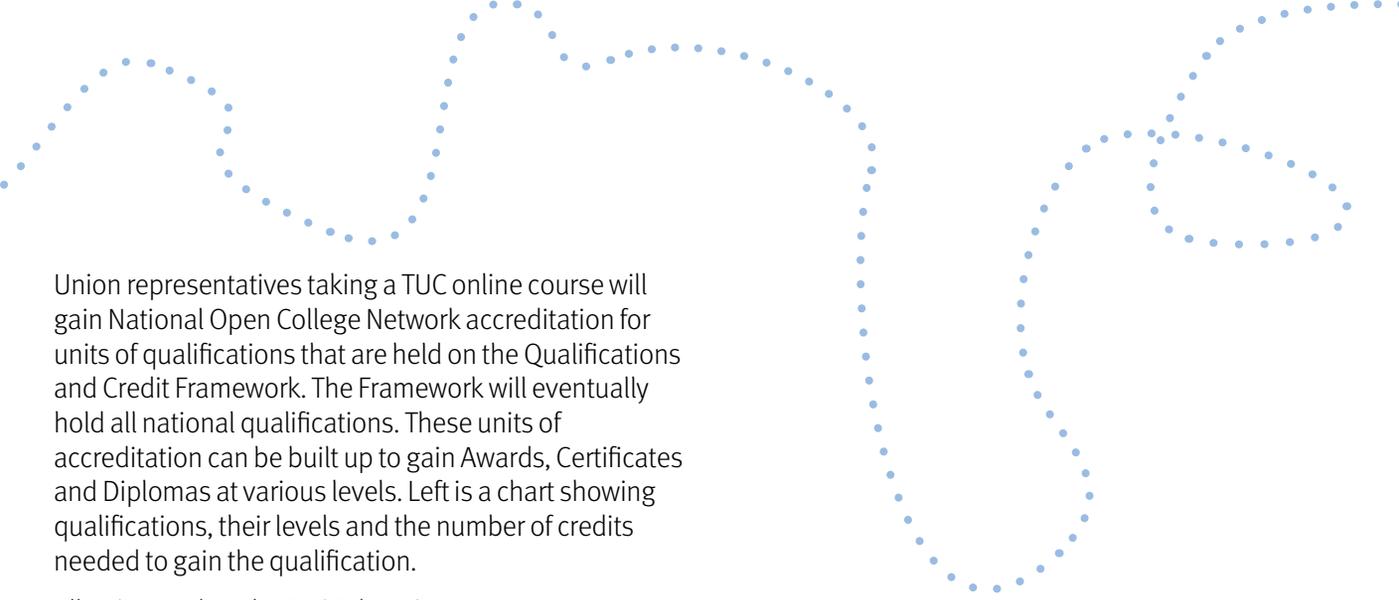
TUC Education accredits its online programme through the National Open College Network (NOCN) with the new Qualifications and Credit Framework providing clear national recognition of the quality of courses and the achievements of union representatives. They are fully equivalent to their classroom-based counterparts.

Registration for accreditation is voluntary. There are no tests or examinations. You will build up a file which shows the work you have completed during the course. Open College Network (OCN) credits are awarded for achieving the learning outcomes for that course. The OCN will also issue a certificate on completion.

Credits can be built up over a number of years to gain qualifications and are transferable. They can be used to gain access to other courses in further and higher education. They also give unions and employers a clearer view of what representatives have learned and are able to do after attending a TUC Education course. For further details contact your TUC regional education officer (see page 33).



	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>
<b>Award</b>	Trade Unions Today	Trade Unions Today	Trade Unions Today
	Safety Reps	Safety Reps	Safety Reps
	Union Reps	Union Reps	Union Reps
	Union Learning Reps (all short courses)	Union Learning Reps (all short courses)	Union Learning Reps Tutor Training (all short courses)
	<b>6 credits</b>	<b>6 credits</b>	<b>6 credits</b>
<b>Certificate</b>	Union Reps (Stage 1)	TU Today (Specialist)	TU Today (Specialist)
	Safety Reps (Stage 1)	Union Reps (Stage 1)	Union Reps (Stage 2)
		Union Reps (Stage 2)	Safety Reps (Stage 2)
		Safety Reps (Stage 1)	Organising Academy
		Safety Reps (Stage 2)	Tutor Training (UR1+)
		Union Learning Reps (Stage 1 and 2)	
	<b>15 credits</b>	<b>18 credits</b>	<b>21 credits</b>
<b>Diploma</b>		Occupational H&S	Occupational H&S
		Employment Law	Employment Law
		Contemporary TU	Contemporary TU
			Organising Academy
		<b>48 credits</b>	<b>48 credits</b>

A decorative graphic consisting of a series of blue dots connected by thin lines, forming a wavy, abstract shape that spans across the top and right side of the page.

Union representatives taking a TUC online course will gain National Open College Network accreditation for units of qualifications that are held on the Qualifications and Credit Framework. The Framework will eventually hold all national qualifications. These units of accreditation can be built up to gain Awards, Certificates and Diplomas at various levels. Left is a chart showing qualifications, their levels and the number of credits needed to gain the qualification.

All units used on the TUC Education programme are mapped to the Scottish and Welsh qualifications frameworks. For further details contact your TUC regional education officer (see page 33).

# TUC Education pathway for union reps

## 5 – Progression

The Activist Academy and the Organising Academy are progression routes within the TUC programme. Beyond the TUC programme, union reps go on to higher education through university degree programmes. Further information can be obtained from unionlearn.

## 4 – 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.

## 3 – Short specialist courses

Two- or three-day short courses help you to keep up-to-date with changes in the law, the economy or industrial relations practice. Coping with the Economic Downturn, and Unions and Apprenticeships are current examples.

## 2 – Stepping Up

(60–72 hours of guided learning; 18 credits at level 2; 21 credits at level 3)

Stepping Up is the TUC Stage 2 course for union reps. There are five 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.

## 1 – Union Reps Stage 1

(60–72 hours of guided learning; 15 credits at level 1; 18 credits at level 2)

TUC 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.



## TUC Education pathway for health and safety reps

### 5 – Continuing Safety Rep Development

Union safety reps who have IOSH Technician membership can use TUC 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

TUC 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

(60–72 hours of guided learning; 18 credits at level 2; 21 credits at level 3)

Next Steps is the TUC 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

(60–72 hours of guided learning; 15 credits at level 1; 18 credits at level 2)

TUC Health and Safety Stage 1 is an essential course for union 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.



## TUC Education pathway for union learning reps

### 5 – Progression

The Activist Academy and the Organising Academy are progression routes within the TUC programme. Beyond the TUC programme, union learning reps go on to higher education through university degree programmes. Further information can be obtained from unionlearn.

### 4 – Diploma Courses

The diploma programme provides opportunities for progression into other higher education programmes. All diplomas include skills development relevant to the area of study. The Employment Law Diploma covers individual rights, collective rights, and advocacy and legal research skills. The Contemporary Trade Unionism Diploma covers development of trade unions, trade unions today, and the future of trade unions.

### 3 – Short specialist courses

Two- or three-day short courses help you to keep up-to-date with changes in learning and skills. Courses available include: supporting members into higher learning; workforce development; communication skills; engaging learners in a trade union learning centre; Climbing Frame for union reps; negotiating with employers on learning; and learning and organising.

### 2 – Union Learning Reps Stage 2

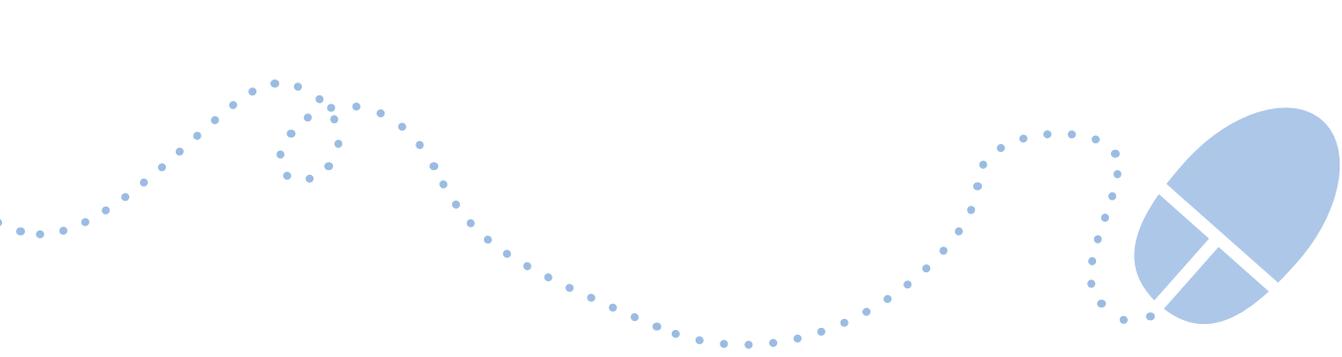
(up to 30 hours of guided learning; nine credits at level 2)

Union Learning Reps Stage 2 builds on ULR Stage 1. It looks in more depth at: working with partners, providers and employers on learning; exploring government and union learning initiatives and priorities; education systems and accessing learning; education assessment tools; developing ICT skills; collection and process of data; tools and systems for supporting learners with information and guidance; and getting involved in adult learners' week.

### 1 – Union Learning Reps Stage 1

(up to 30 hours of guided learning; nine credits at level 1 and level 2)

Union Learning Reps Stage 1 is your starting point course. Find out about: ULR functions and facilities, union structures and organisation; union learning and workplace organisation; value of learning and skills in the workplace; identifying learning needs; promoting learning – the trade union approach; reviewing your membership; learning – barriers and incentives; strategies for problem solving; finding and using information; policies; and learning opportunities and provision.



## Can I get time off to learn?

Union representatives who wish to attend TUC courses in working time should first ask their employer for time off with pay. The Trade Union and Labour Relations (Consolidation) Act 1992 and the Safety Representatives and Safety Committee Regulations 1977 give accredited union and safety representatives a legal right to reasonable time off with pay to attend courses approved by the TUC or their union.

Guidance towards establishing what constitutes reasonable time off can be found in the ACAS Code of Practice ([http://www.acas.org.uk/media/pdf/l/q/CP03\\_1.pdf](http://www.acas.org.uk/media/pdf/l/q/CP03_1.pdf)).

## Can I get time off for online courses?

Studying online should not be considered a reason not to obtain agreement for paid release from work. Moreover reps that secure paid release to complete their training find their course more manageable and are consequently more successful.

The law states that trade union reps are entitled to reasonable paid time off for education and training. This law also applies to online courses, whether learning takes place at work, in your home, at a workstation or

in a learning centre. Talk to your employer about what makes sense for you.

Representatives who find difficulty in obtaining paid time off to attend TUC courses should seek assistance from their senior union representative or full-time union officer.

## How much is this course?

All online courses are free for union reps from unions affiliated to the TUC.

## Further information:

If you require any further information or have any queries, please contact:

Craig Hawkins

Online learning officer

Unionlearn

Congress House

Great Russell Street

London

WC1B 3LS

t: 020 7079 6947

f: 020 7079 6921

e: [chawkins@tuc.org.uk](mailto:chawkins@tuc.org.uk)

# www.unionlearn.org.uk

## Reps and officer training

The reps and officer training section of [unionlearn.org.uk](http://unionlearn.org.uk) contains everything reps need to stay up-to-date and be effective in the workplace.

Search through the Course Directory to find hundreds of training courses; view free online publications; or simply keep up-to-date with the latest training and development news.

You'll find resources to help you with everything from CPD to campaign materials and much more... everything you need to support you in your work.

### Want to know more?

Keep in touch with unionlearn by subscribing to news by email at [www.unionlearn.org.uk/register](http://www.unionlearn.org.uk/register) or by RSS at [www.unionlearn.org.uk/RSS](http://www.unionlearn.org.uk/RSS)

# Frequently asked questions

## Do I need to attend a classroom for the course?

All of TUC Education's online courses are taught solely online without the need to attend a classroom.

## Who will teach my course?

All online tutors are experienced TU Education tutors who have undertaken a course in online teaching.

## Will I study by myself?

You will be expected to contribute to group discussions and will be required to work with other members of your group to produce work. However, you are not required to meet up with other members of your class.

## Will I need to log in at a certain time each day?

Courses are delivered using a web-based learning environment. The course is delivered using a series of discussion boards that learners can access whenever is convenient for them. Courses often involve some group work, where you will be expected to work with fellow learners. At the start of the course, the tutor will produce a timetable outlining the

activities that need to be completed and a date when responses should be submitted.

In order to benefit most from TUC Education's online courses you will be expected to:

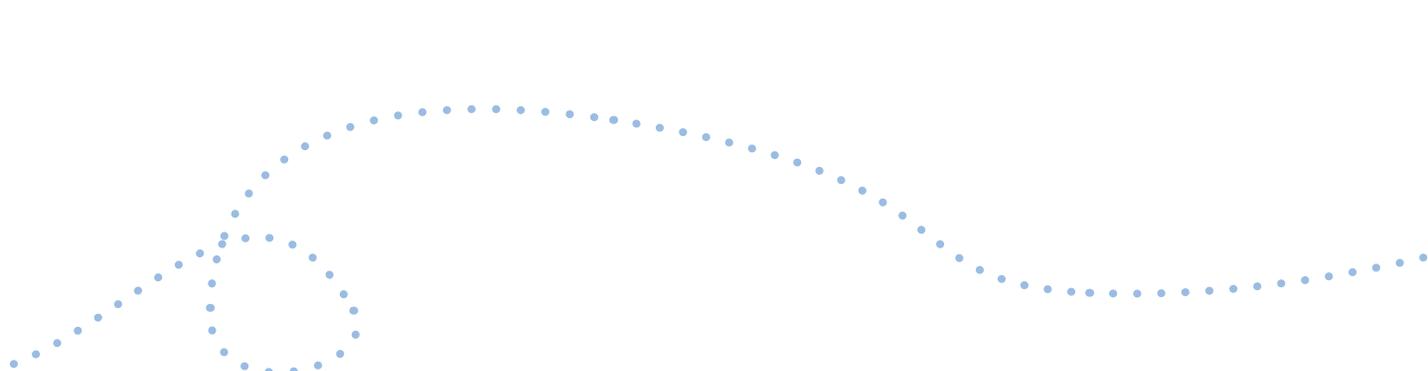
- study for at least five hours a week
- access the web at least three times a week
- complete any tasks and coursework on time.

## I am planning to do the course in my own time. Do I need to get the approval of my employer?

You are entitled to paid release for online courses. Consequently, you should inform your employer that you are doing a TUC Education online course.

## Can I apply for more than one course at once?

You are welcome to apply to more than one course, however, please be aware of the amount of time that will be needed to complete each course. If you are unsure about which course to apply for please contact your regional education officer (see page 33).



## **I plan to go on holiday after the course start date. Will this be a problem?**

If you have a holiday planned, you should let your tutor know as soon as possible – preferably before the course begins. It will not normally be a problem, but you may need to catch up on your return.

## **Are online courses free?**

All of TUC Education's online courses are free of charge to recognised union reps from unions affiliated to the TUC.

## **What qualifications will I get after I complete the course?**

TUC Education accredits its online programme through the National Open College Network (NOCN). The qualifications gained are the same as those awarded in the classroom. Open College Network (OCN) credits are awarded for achieving the learning outcomes for that course. The OCN will also issue a certificate on completion.

Credits can be built up over a number of years and are transferable throughout the country. They can be used to gain access to other courses in further and higher education.

## **I have dyslexia. Can I still do the course?**

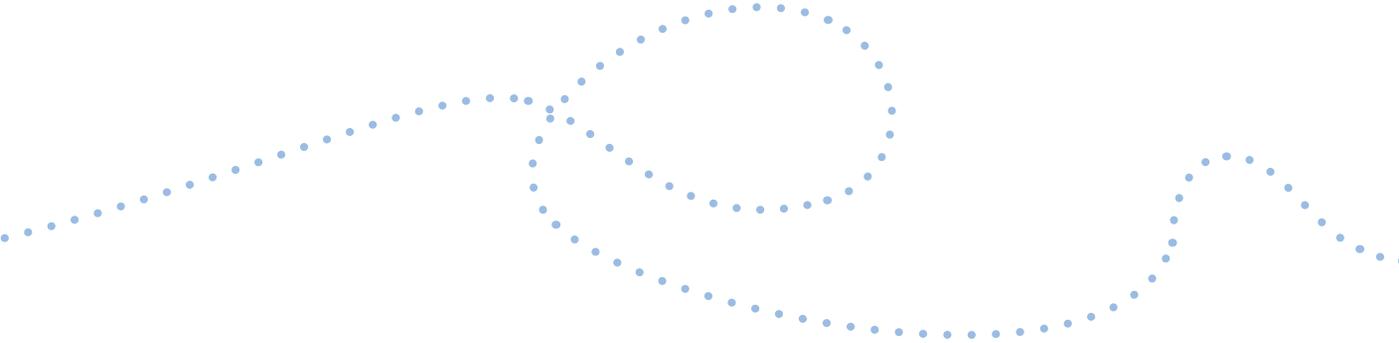
We endeavour to make all courses inclusive and accessible. However, when you submit your application, please make us aware of your needs and we will make an assessment based on your requirements.

## **Where can I find out what other courses are available online?**

A full list of available online courses can be found at [www.unionlearn.org.uk/online](http://www.unionlearn.org.uk/online)

## **The course I want to take is not currently available. What should I do?**

The courses available to study online are updated all the time. Keep checking the TUC Education online website [www.unionlearn.org.uk/online](http://www.unionlearn.org.uk/online), or sign up for unionlearn email alerts at [www.unionlearn.org.uk/register](http://www.unionlearn.org.uk/register)



## Is online learning for me?

Online learning is very different from traditional classroom learning. The way in which the material is presented, the nature of the interaction among learners, the absence of face-to-face tutor support and the overall learning experience may take time to get used to.

Many students say they actually learn more in online classes than in face-to-face classes and find the experience more rewarding, but online classes are not suitable for everyone. Even if you consider yourself to be a good student, you may find that online classes are not compatible with your learning style.

So, before enrolling in your first online class, give some thought as to whether online learning is right for you.

## What is GReL (Getting Ready for e-Learning)?

GReL stands for Getting Ready for e-Learning. All successful applicants to an online course are required to take this pre-course module starting their chosen course. GReL introduces the online learning system and familiarises learners with the processes of an online course. It also offers an opportunity to get to know one another.

## I have already done GReL with a previous course; will I have to repeat it?

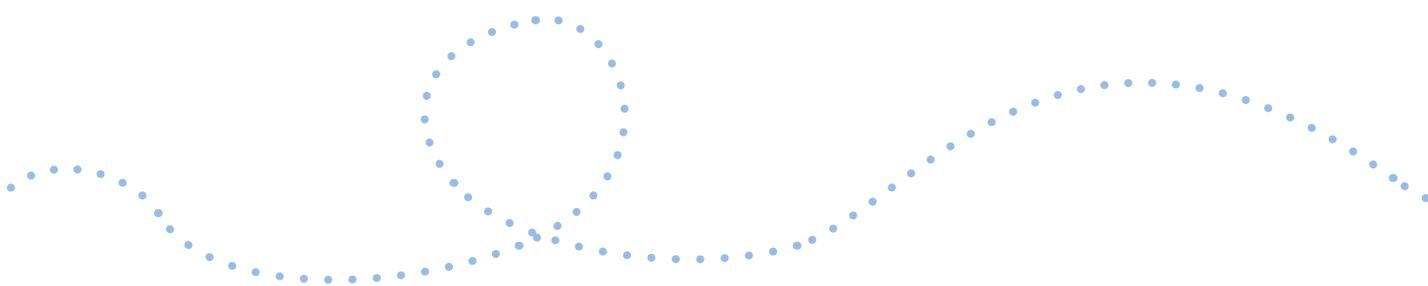
You do not have to repeat GReL, but you are welcome to log onto the course in order to get to know your fellow learners.

## I have just submitted my online application form. How long will I have to wait before my course starts?

You will receive an acknowledgement of your interest within two weeks. This acknowledgement will give details of the course start date. Closer to the course start date you will be asked to complete a college enrolment form. Specific course start dates are given on each course information page. Please be aware that although we endeavour to begin all course on the dates advertised, changes to course start dates and study patterns may occur.

## What do I need to do in order to start the course?

It is essential that we receive a completed college enrolment form back before you start your course, if we do not receive the enrolment form back before the



closing date you will not be able to begin your chosen course. The college responsible for delivering the course requires the form in order to claim funding.

### **Why can't I begin my course immediately?**

Online courses are run in a similar way to those based in the classroom. They require regular 'attendance' in the online learning environment and courses are timetabled. Courses cannot be completed independently on a self-study basis.

### **Where can I get more information about TUC Education?**

For more information about online courses and developments, contact Craig Hawkins, TUC Education online learning officer on 020 7079 6947 or [chawkins@tuc.org.uk](mailto:chawkins@tuc.org.uk). For more information about courses in your region, contact your regional education officer (see page 33).

### **What IT skills will I need to do an online course?**

No advanced IT skills are required for TUC Education's online courses. All you will need are basic keyboard and mouse skills. To help learners all reps are required to have completed a short online course, Getting Ready for e-Learning (GReL) in order to prepare them for online learning.

### **What is Moodle?**

Moodle is the learning environment that TUC Education uses for its online courses. You can find out more about Moodle at <http://moodle.org>

### **Will I need any special equipment or software?**

All you will need is regular access to a computer with web access. You will also require the use of a word processing programme.

### **How do I log on and start the course?**

When the course is due to begin you will be sent details of how to access the course materials and a username and password so you can log onto the course website.

A decorative graphic consisting of a blue dotted line that starts at the top left, curves upwards and to the right, then spirals downwards and to the left, ending near the bottom right corner. At the end of the dotted line is a solid blue oval shape with a white diagonal line running from the top-left to the bottom-right, resembling a stylized eye or a lens.

## **I am a union member but not currently a rep. Can I do an online course?**

TUC Education's online courses are only available to recognised union reps from TUC affiliated unions. However, certain courses are made available for potential reps. For example Disability Champions@ Work, Going Global, Trade Unions and the Environment and Equality Reps.

In this instance, your application will need to be endorsed by your union. You may wish to discuss this further with your regional education officer (see page 33).

# Union Reps Stage 1

TUC Education's Union Reps Stage 1 is the essential course for workplace union reps and stewards. Find out what it means to be a union rep, how to represent your members effectively 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.

The course helps union representatives to understand their role and responsibilities as a rep. They include working together with members and other union reps; talking to members and dealing with their problems; recruiting members and getting them involved in the union; meeting management to discuss a range of issues at work and keeping members informed about wider union concerns.

## Who is the course for?

This is the basic course for union reps. It introduces the key concepts and provides a thorough foundation for workplace representatives to develop their skills to enable them to carry out their role effectively.

## When does the course start?

Please see the unionlearn website for details of course dates.

## How long is the course?

This course is delivered over six months and will take approximately 60 hours to complete.

## What will the course help me to do?

This 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 disciplinarys 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.

## How do I apply?

If you are interested in applying for this course, please see [www.unionlearn.org.uk/unionreps1online](http://www.unionlearn.org.uk/unionreps1online)

# Stepping Up – the advanced course for union reps

This course is designed for union representatives who have already completed TUC Education's Union Reps Stage 1 course or its equivalent.

Stepping Up builds upon your existing knowledge and experience by closely examining the role of representatives in changing work environments; taking an in depth look at employment law, equality, discrimination and bargaining issues. Students are required to complete a project of choice linked to the work place or a trade union issue.

## Who is this course for?

This course is designed for union reps who have already completed the TUC Union Reps Stage 1 course, or its equivalent and who have had subsequent experience as an elected rep.

## When does the course start?

Please see the unionlearn website for details of course dates.

## How long is the course?

This course is delivered over six months and will take approximately 60 hours to complete.

## What will the course help me to do?

The course will help you:

- 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.

## How do I apply?

If you are interested in applying for this course, please see [www.unionlearn.org.uk/steppinguponline](http://www.unionlearn.org.uk/steppinguponline)



# Health & Safety Stage 1

If you are a newly appointed safety rep, this is the course for you. Health and safety at work is a major issue for all employees. Research shows that work places that have trade union health and safety reps have a significantly lower rate of accidents.

The TUC's Health and Safety Stage 1 course will provide a thorough grounding in health and safety issues and give new reps an opportunity to discuss issues around health and safety at work.

## Who is the course for?

This is the core course for trade union health and safety representatives. It is the first stage in the TUC health and safety training programme. It is designed to help you build the skills, knowledge and confidence you need to carry out your work as a safety rep.

## When does the course start?

Please see the unionlearn website for details of course dates.

## How long is the course?

This course is delivered over six months and will take approximately 60 hours to complete.

## What will the course help me to do?

The course will help you:

- understand the role and functions of a trade union health and safety rep
- organise for health and safety
- prevent accidents and ill health
- learn key safety rep skills.

## How do I apply?

If you are interested in applying for this course, please see [www.unionlearn.org.uk/hands1online](http://www.unionlearn.org.uk/hands1online)

# Next Steps for Safety Reps Stage 2

This course is designed for health and safety reps that have already completed the TUC Health and Safety Stage 1 course, or its equivalent.

Next Steps for Safety Reps builds on the TUC Stage 1 Health and Safety course by further developing confidence, experience, knowledge and skills.

The course helps reps identify, prevent and control risks helping to build a safer and healthier workplace. It encourages reps to involve members in safety issues by developing a collective approach to health and safety. It outlines the most recent health and safety law and information, enabling reps to effect real change in the workplace.

## Who is the course for?

This course is designed for health and safety representatives who have already completed the TUC Health and Safety Stage 1 course, or its equivalent and who have had subsequent experience as an elected health and safety rep.

## When does the course start?

Please see the unionlearn website for details of course dates.

## How long is the course?

This course will take approximately 60 hours to complete.

## What will the course help me to do?

The course will help you:

- 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.

## How do I apply?

If you are interested in applying for this course, please see [www.unionlearn.org.uk/SafetyReps2online](http://www.unionlearn.org.uk/SafetyReps2online)



# Union Learning Representatives Stage 1

Union learning representatives (ULRs) are helping to give people the skills and knowledge to improve their lives at work and beyond. They are making a real difference in workplaces up and down the country, raising the profile of training and development by providing advice, encouragement and information to members about a range of learning opportunities.

There are currently over 23,000 ULRs in the UK. They have been key in building participation in lifelong learning. As well as helping individual union members, ULRs have had a positive affect upon workplaces and organisations.

Union Learning Representatives Stage 1 course introduces the role of the ULR, the importance of learning and skills at work and provides the tools and knowledge that will enable ULRs to carry out their role successfully.

## Who is the course for?

This is the first stage ULR training course for all ULRs.

## When does the course start?

Please see the unionlearn website for details of course dates.

## How long is the course?

The course will take approximately 30 hours to complete.

## What will the course help me to do?

This course will help you:

- understand the role of the union learning representative
- promote the value of training and learning to union members
- understand developments in learning and issues affecting learning

- give support and encouragement to members who want to broaden their skills
- arrange training and learning opportunities
- consult with the employer about training and learning.

## How do I apply?

If you are interested in applying for this course, please see [www.unionlearn.org.uk/ulr1online](http://www.unionlearn.org.uk/ulr1online)

# Union Learning Representatives Stage 2



The Union Learning Representatives Stage 2 course will provide ULRs with the opportunity to develop existing essential knowledge and skills in areas that are fundamental to their role.

The course is intended to replace many of the follow-on modules that existed in the previous ULR pathway and will provide ULRs with the opportunity to undertake a workplace specific learning project in an area of study relevant to their members' learning needs.

Activities will give ULRs the opportunity to learn from professionals about new initiatives, learning choices, how learning is funded, supporting learners networks and the role of the U-Net centres.

## Who is the course for?

This course is for all ULRs who have previously attended the TUC ULR or new ULR Stage 1 course or their own union ULR course.

## When does the course start?

Please see the unionlearn website for details of course dates.

## How long is the course?

The course will take approximately 30 hours to complete.

## What will the course help me to do?

This course will help you:

- understand how to work with providers and potential partners

- develop strategies around learning and organising
- use a learning needs survey to review follow up strategies
- further develop skills in supporting learners
- work through learning projects (what, how, when, who etc)
- plan and develop a project relevant to the members learning
- review and plan for own development needs.

## How do I apply?

If you are interested in applying for this course, please see [www.unionlearn.org.uk/ulr2online](http://www.unionlearn.org.uk/ulr2online)



With over 15,000 members, [www.unionreps.org.uk](http://www.unionreps.org.uk) is packed full of useful information, resources and tools giving union reps the help and support they need to strengthen their role in the workplace.

**BULLETIN BOARDS** – discuss tips and techniques, and share advice with other users

**NEWSLETTER** – email news for reps, produced with the Labour Research Department

**DIRECTORY** – all the key online resources in one place

**EVENTS** – never miss details of key events and training courses in your region

**COMMUNITY** – polls, features, guest discussions and more

[www.unionreps.org.uk](http://www.unionreps.org.uk)

THE ONLINE COMMUNITY FOR TUC REPS



# TUC Diploma in Contemporary Trade Unionism

This course is designed to help experienced trade union representatives broaden their knowledge of the past, present and future role of trade unions.

The course will develop a greater understanding of trade union values, policies, and workplace issues enabling reps to become more effective as workplace representatives. The course will extend the capacity and skills of learners, while improving the confidence of learners to access higher education opportunities.

## Who is the course for?

This course is for experienced trade union representatives. It focuses on the early, present and potential role of trade unions, and develops the values and skills needed for higher level study and activism.

Union reps who wish to take this course should have:

- previously attended the TUC Union Reps Stage 1 and Stage 2 courses; or
- obtained 8 30-hour OCN credits, with a minimum of 4 credits at Level 2 (24 10-hour OCN credits); or
- obtained a suitable equivalent to the two categories above through their own union's courses or from elsewhere.

## When does the course start?

Please see the unionlearn website for details of course dates.

## How long is the course?

The course is delivered over 36 weeks spread over three terms.

## What will the course help me to do?

The course will help you:

- become more effective as a workplace representative
- promote an understanding of trade union values and policies
- extend your capacity as a learner, preparing you for union officer posts or higher education opportunities
- understand trade union and workplace issues at a deeper level
- develop personal/study skills, the ability to work collectively and improve your confidence to study at a higher level.

## How do I apply?

If you are interested in applying for this course, please see [www.unionlearn.org.uk/dipctonline](http://www.unionlearn.org.uk/dipctonline)

# TUC Diploma in Employment Law

This course will help experienced trade union representatives develop their knowledge and experience of employment law making them more effective as workplace representatives. The course will give reps a better understanding of the trade union approach to employment law and enhance their ability to handle trade union and workplace issues whilst developing attitudes and skills needed for higher level study or activism.

## Who is the course for?

This course is for experienced trade union representatives. It supports the development and practice of employment law.

Union reps who wish to take this course should have:

- previously attended the TUC Union Reps Stage 1 and Stage 2 courses; or obtained 8 30-hour OCN credits, with a minimum of

4 credits at Level 2 (24 10-hour OCN credits); or

- obtained a suitable equivalent to the two categories above through their own union's courses or from elsewhere.

## When does the course start?

Please see the unionlearn website for details of course dates.

## How long is the course?

The course is delivered over 36 weeks and spread over 3 terms.

## What will the course help me to do?

This course will help you:

- become more effective as a workplace representative
- promote a better understanding of the trade union approach to employment law

- extend your capacity as a learner, preparing you for union officer posts or higher education opportunities
- understand trade union and workplace issues at a deeper level
- develop personal/study skills, the ability to work collectively and improve your confidence to study at a higher level.

## How do I apply?

If you are interested in applying for this course, please see [www.unionlearn.org.uk/dipemplawonline](http://www.unionlearn.org.uk/dipemplawonline)

# TUC Diploma in Occupational Health & Safety

This course will help experienced safety reps develop their understanding of health and safety principle and practice. The course gives learners the opportunity to question the development and function of health and safety law, discover how to build trade union organisation for health and safety and tackle some of the health, safety, welfare and environmental problems that workers currently face.

## Who is the course for?

The course is designed for experienced union safety representatives.

Union safety representatives who wish to take this course should have:

- previously attended the TUC stage 1 and 2 Health and Safety Courses; or obtained 8 30-hour OCN credits, with a minimum of 4 credits at Level 2 (24 10-hour OCN credits); or
- obtained a suitable equivalent to the two categories above through their own union's courses or from elsewhere.

## When does the course start?

Please see the unionlearn website for details of course dates.

## How long is the course?

The course is delivered over 36 weeks spread over three terms.

## What will the course help me to do?

This course gives learners the opportunity to:

- question the development and function of health and safety law
- discover how to build trade union organisation for health and safety
- tackle some of the health, safety, welfare and environmental problems that workers currently face.

## How do I apply?

If you are interested in applying for this course, please see [www.unionlearn.org.uk/DipOHOnline](http://www.unionlearn.org.uk/DipOHOnline)



# Disability Champions@Work

Disability Champions come from a diverse range of backgrounds and a wide range of sectors. The common thread is a desire to see genuine equality for disabled people in the world of work.

During the training Champions will establish the role within their workplace by carrying out workplace activities involving their colleagues at work, other trade union reps and their management teams. The course will help you raise awareness of disability issues and provide practical solutions to help employers affect real change in the workplace.

## Who is the course for?

This course is for all union reps who wish to broaden their knowledge and skills and equip them with the tools to carry out their role more effectively.

## When does the course start?

Please see the unionlearn website for details of course dates.

## How long is the course?

This course will take approximately 30 hours to complete.

## What will the course help me to do?

This course will help you to:

- negotiate reasonable adjustments
- raise awareness of disability issues
- conduct access audits of buildings, documents etc
- liaise with external organisations

## How do I apply?

If you are interested in applying for this course, please see [www.unionlearn.org.uk/disabilitychampionsonline](http://www.unionlearn.org.uk/disabilitychampionsonline)

# Equality Reps

The last few years have seen an increase in the amount and complexity of equalities issues at work. Union reps need to be able to keep up to date with equality legislation and handle issues such as flexible working, reasonable adjustments and discrimination. That's why unions are building the role of equality reps to help make workplaces fairer and more equality-aware.

This training course will train equality reps in their new role and help them get to grips with the new and changing equality agenda. Equality reps can promote fairness in the workplace by raising the equality agenda among fellow workers and their own unions; by encouraging employers to make equality and diversity part of mainstream collective bargaining; by working with vulnerable workers and trying to ensure that every worker receives fair treatment.

## Who is the course for?

This course is for existing, new or potential equality reps. They may be experienced workplace reps or new reps who want to take on this responsibility.

## When does the course start?

Please see the unionlearn website for details of course dates.

## How long is the course?

This course will take approximately 18 hours to complete.

## What will the course help me to do?

The course will help you to:

- understand the role of equality rep
- find out more about discrimination law
- improve equality policies and agreements
- find out about good practice and share success stories
- develop negotiating skills
- promote equality in the workplace and the union

## How do I apply?

If you are interested in applying for this course, please see [www.unionlearn.org.uk/equalityrepsonline](http://www.unionlearn.org.uk/equalityrepsonline)



# Going Global: Trade Unions & International Development



This course is an introduction to the central role working people play in development. From export processing zones to ship breaking, it covers practical examples of the problems and opportunities facing workers across the globe.

The course explains key issues such as development, poverty, free trade and labour migration. From the United Nation's 'Millennium Development Goals' to the international trade union movement's promotion of 'Decent Work', this course explores the global agenda that addresses these issues.

Importantly, the course demonstrates how, through trade union action in the workplace, in communities and internationally, workers in the global economy can secure fairness and justice at work instead of being forced to choose between exploitation and starvation.

## Who is the course for?

This course is ideal for trade union reps interested in understanding the issues of global poverty and how the trade union movement can improve people's working lives. It is especially suitable for reps keen to engage their own members and workplaces to promote international trade union development.

## When does the course start?

Please see the unionlearn website for details of course dates.

## How long is the course?

This course will take approximately 30 hours to complete.

## What will the course help me to do?

The course will help you to:

- explore the experience of working people in a global context
- understand the role of trade unions in development
- recognise different kinds of solidarity actions
- help you work out what you can do to build interest and activism in your union.

## How do I apply?

If you are interested in applying for this course, please see [www.unionlearn.org.uk/goingglobal](http://www.unionlearn.org.uk/goingglobal)

# Introduction to Pensions



The combination of the financial crisis, related threats to pensions schemes and changes being introduced by the Government have pushed pensions higher up everyone's agenda than ever before. The need for advice and guidance on pensions has never been so important. Providing up-to-date knowledge and information on pensions is essential.

This course trains reps who will be active in their workplaces in helping colleagues understand the different aspects of pensions, how much they are likely to get in retirement and what they can do to improve their situation.

Introduction to Pensions will give you access to high-quality, engaging materials and specialist tutor support.

## Who is the course for?

This short online course is for trade union reps that wish to gain a better understanding of pensions issues and enable them to provide advice and guidance to members.

## When does the course start?

Please see the unionlearn website for details of course dates.

## How long is the course?

The online course is designed to take 18 hours. The course is divided into four sections, each of which will take around four and a half hours to complete.

## What will the course help me to do?

This course is specifically designed to provide participants with a greater understanding of the complex issues surrounding pensions.

The course will help you:

- understand sources of income and retirement
- compare and contrast pensions options
- teach pensions calculations
- understand your own scheme.

## How do I apply?

If you are interested in applying for this course, please see [www.unionlearn.org.uk/pensionsonline](http://www.unionlearn.org.uk/pensionsonline)

# Trade Unions & the Environment

Trade union representatives have a critical role to play in changing employer attitudes towards 'greening' the workplace and campaigning for a safer, healthier working and living environment.

Reps are achieving energy savings and huge cost benefits for their employers. Small steps, such as recycling paper or turning off lights, can make an enormous difference. Raising awareness and educating members will give them a better understanding of environmental issues.

## Who is the course for?

This course is for union reps who may have an environmental role in the workplace and are thinking about how union representation should be organised or those who would simply find a general awareness of environmental issues useful.

## When does the course start?

Please see the unionlearn website for details of course dates.

## How long is the course?

This course will take approximately 18 hours to complete.

## What will the course help me to do?

The course will help you to:

- raise awareness of environmental issues
- understand workplace impact assessments
- understand environmental management systems
- review trade union policies and workplace strategies

- assess environmental information and sources
- deal with environmental priority issues.

## How do I apply?

If you are interested in applying for this course, please see [www.unionlearn.org.uk/TUenvironment](http://www.unionlearn.org.uk/TUenvironment)

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