

TUC EDUCATION COURSES



FOR ALL UNION REPS



TUC PROGRAMME AUGUST 2016 ONWARDS

WELCOME TO LEARNING

City of Glasgow College provides training throughout Scotland for union representatives and members.

We are committed to offering high standard courses where the learners achieve recognised qualifications and gain personal advancement.

We encourage everyone to learn in a friendly environment where the facilities are designed for trade union learning. We offer courses as flexibly as we can to suit the needs of the reps and the members.

In this brochure we offer details on the courses for the year to come. Should you be unable to find the course you require then please contact us with any queries and we will be happy to help. You should contact myself at 07786 110 462 / brian.corrigan@cityofglasgowcollege.ac.uk

I wish you every success in your chosen course and hope that you have an enjoyable experience learning at City of Glasgow College.

Brian Corrigan
Head of Centre
Riverside Campus
21 Thistle Street
Glasgow
G5 9XB

HOW TO APPLY

Choose a suitable course from the brochure. Start off with an introductory course suitable for your needs. All Glasgow courses are taught at our Riverside Campus at 21 Thistle Street. Please see the map on the inside back cover.

- Ask your employer for paid release from work to attend the course.
- Work place representatives, shop stewards, staff representatives etc have a legal right to attend TUC and union approved courses without loss of earnings, under Employment Protection and Health and Safety legislation.
- Fill in the application form at the back of the brochure and get it approved by your full time officer or your branch.
- Your application form should then be returned immediately to the address given below.
- Please apply early. You will be sent all the course details before the course starts. The TUC will pay your course fee.
- If the course start date is approaching and you haven't had confirmation from us that the course is running, please contact us as we may not have received your application!

The application form is at the back of this brochure see page 19.



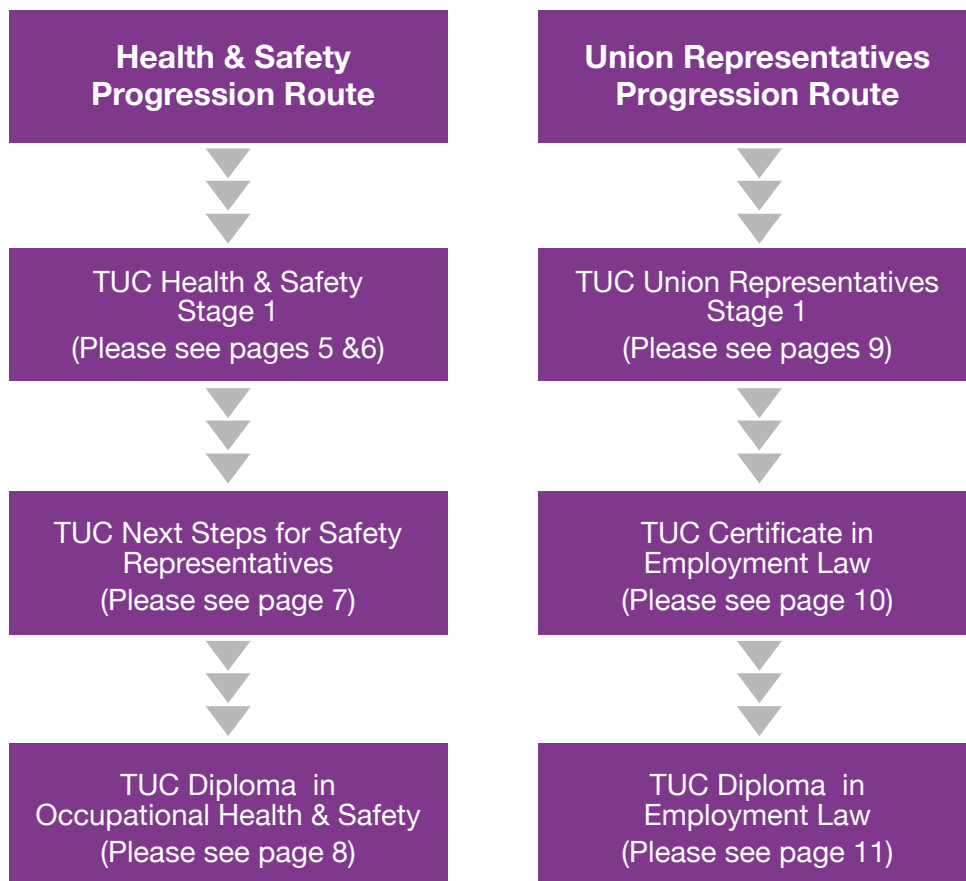
Should you require courses out with the areas provided in this brochure or any specific courses, please contact the TUC Education on 0141 221 8545 or at tucedsotland@tuc.org.uk. For information on all the courses available in Scotland or to apply online please go to www.tuceducation.org.uk.

If you would like a copy of this brochure in electronic form for easy printing, please contact Paula Bauge at TU_Education@cityofglasgowcollege.ac.uk and this will be sent to you.

Applications to be returned to: TU_Education@cityofglasgowcollege.ac.uk

PROGRESSION

CORE PROGRAMME PROGRESSION ROUTES



SHORT COURSES

These are separate courses that support the core courses above.
(Please see page 14)

- Accident, Investigating & Reporting
- Risk Assessment
- Stress at Work
- Trade Unions & Mental Health Awareness
- Trade Unions & the Environment

TUC HEALTH & SAFETY COURSES

TUC Health and Safety Stage 1

This course provides a minimum of 18 OCN credits at level 1 or 2.

This course is 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.

The course focuses on four key areas:

- the role and functions of a trade union health and safety representative
- organising for health and safety
- preventing accidents and ill health
- key skills for a trade union health and safety representative.

The course will help you:

- identify problems – the main health, safety and welfare issues faced by your members
- involve members – by making them more aware of health and safety issues and the need for union action
- improve health and safety – by proposing plans for controlling hazards and improving the working environment
- use information and the law – tracking down information and knowing how to use it effectively
- get things done – by working with your union organisation and negotiating effectively with your employer
- develop skills – to do an effective job as a trade union health and safety representative



TUC HEALTH & SAFETY COURSES

Glasgow

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|---|--|
| TUC Health and Safety Stage 1 | 10 x Tuesdays from 4th October 2016 |
| TUC Health and Safety Stage 1 | 10 x Wednesdays from 5th October 2016 |
| TUC Health and Safety Stage 1 (2 x 5 Day Blocks) | Block A: 5th September - 9th September 2016 Block B: 3rd October - 7th October 2016 |
| TUC Health and Safety Stage 1 | 10 x Tuesdays from 10th January 2017 |
| TUC Health and Safety Stage 1 | 10 x Wednesdays from 11th January 2017 |
| TUC Health and Safety Stage 1 (2 x 5 Day Blocks) | Block A: 16th January – 20th January 2017 Block B: 20th February – 24th February 2017 |
| TUC Health and Safety Stage 1 | 10 x Tuesdays from 25th April 2017 |
| TUC Health and Safety Stage 1 | 10 x Wednesdays from 26th April 2017 |
| TUC Health and Safety Stage 1 (2 x 5 Day Blocks) | Block A: 8th May – 12th May 2017 Block B: 12th June – 16th June 2017 |

Aberdeen

| | |
|---|--|
| TUC Health and Safety Stage 1 (2 x 5 Day Blocks) | Block A: 22nd August – 26th August 2016 Block B: 3rd October – 7th October 2016 |
|---|--|

Dundee

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|---|--|
| TUC Health and Safety Stage 1 (2 x 5 Day Blocks) | Block A: 5th September – 9th September 2016 Block B: 3rd October – 7th October 2016 |
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Inverness

For information on dates and venues for the following TUC Courses in Inverness please contact George Waldron at george.waldron@cityofglasgowcollege.ac.uk

TUC HEALTH & SAFETY COURSES

Next Steps for Safety Reps – TUC Stage 2 Course

This course provides a minimum of 21 OCN credits at level 2 or 3.

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

The course builds upon the TUC Stage 1 Health and Safety Representatives' course by:

- further developing confidence, experience, knowledge and skills
- identifying, preventing and controlling risks to build a safer and healthier workplace
- involving members more in health and safety issues and developing a collective approach to health and safety
- ensuring that an equal opportunities approach to health and safety at work is adopted
- finding out information about the law and using it more effectively
- keeping up to date on health and safety law and information
- further building health and safety organisation at the workplace
- getting things done and effecting changes in health and safety in the workplace.

Glasgow

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| TUC Next Steps for Safety Reps | 10 x Thursdays from 6th October 2016 |
| TUC Next Steps for Safety Reps (2 x 5 Day Blocks) | Block A: 29th August - 2nd September 2016 Block B: 10th October - 14th October 2016 |
| TUC Next Steps for Safety Reps | 10 x Thursdays from 12th January 2017 |
| TUC Next Steps for Safety Reps (2 x 5 Day Blocks) | Block A: 23rd January – 27th January 2017 Block B: 27th February – 3rd March 2017 |
| TUC Next Steps for Safety Reps | 10 x Thursdays from 27th April 2017 |
| TUC Next Steps for Safety Reps (2 x 5 Day Blocks) | Block A: 24th April – 28th April 2017 Block B: 5th June – 9th June 2017 |

Aberdeen

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| TUC Next Steps for Safety Reps (2 x 5 Day Blocks) | Block A: 7th November – 11th November 2016 Block B: 12th December – 16th December 2016 |
|--|---|

Thurso

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| TUC Next Steps for Safety Reps (2 x 5 Day Blocks) | Block A: 29th August – 2nd September 2016 Block B: 10th October – 14th October 2016 |
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Dumfries

| | |
|--|---|
| TUC Next Steps for Safety Reps (2 x 5 Day Blocks) | Block A: 10th – 14th October 2016 Block B: 14th – 18th November 2016 |
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TUC HEALTH & SAFETY COURSES

TUC Diploma in Occupational Health and Safety

This course is designed for experienced union safety representatives.

This course:

- provides guided learning through which the learner may become more effective as a trade union health and safety representative
- helps learners to develop their knowledge for health and safety
- helps learners to build health and safety organisation in the workplace
- helps learners to tackle health, safety, welfare and environmental issues in the workplace
- deepens and extends the capacities of learners, enabling them to access union health and safety posts or Higher Education opportunities
- develops personal/study skills, the ability to work collectively, and generally improve the confidence of learners to study at a higher level

Glasgow

TUC Diploma in Occupational
Health and Safety

36 Thursdays from 15th September 2016

TUC UNION REPRESENTATIVES COURSES

Union Reps Stage 1 Course

This course provides a minimum of 18 OCN credits at level 1 or 2.

This course is for union representatives. Union reps' tasks 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
- representing your union
- keeping members in touch with wider issues

This course will help you:

- build confidence in your role and responsibilities as a union rep
- develop the skills you need to be an effective rep

Glasgow

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| TUC Union Reps Stage 1 | 10 x Tuesdays from 4th October 2016 |
| TUC Union Reps Stage 1 (2 x 5 Day Blocks) | Block A: 24th October - 28th October 2016 Block B: 21st November - 25th November 2016 |
| TUC Union Reps Stage 1 | 10 x Tuesdays from 10th January 2017 |
| TUC Union Reps Stage 1 (2 x 5 Day Blocks) | Block A: 30th January – 3rd February 2017 Block B: 6th March – 10th March 2017 |
| TUC Union Reps Stage 1 | 10 x Tuesdays from 25th April 2017 |
| TUC Union Reps Stage 1 (2 x 5 Day Blocks) | Block A: 15th May – 19th May 2017 Block B: 19th June – 23rd June 2017 |

Dundee

| | |
|--|--|
| TUC Union Reps Stage 1 (2 x 5 Day Blocks) | Block A: 31st October – 4th November 2016 Block B: 5th December – 9th December 2016 |
|--|--|

Dumfries

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| TUC Union Reps Stage 1 (2 x 5 Day Blocks) | Block A: 22nd August – 26th August 2016 Block B: 3rd October – 7th October 2016 |
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TUC UNION REPRESENTATIVES COURSES

TUC Certificate in Employment Law (Union Reps Stage 2)

This course provides a minimum of 21 OCN credits at level 2 or 3.

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

The focus of Stage 1 training is the workplace, and the skills and knowledge needed to meet initial training needs as a new union rep. The TUC Advanced Course maintains the focus on the role of elected workplace union rep. It also encourages reps to use their experience to step back and look at the bigger picture of what it means to be a union representative.

This course will help you:

- build a broad perspective of where you fit in the scheme of things
- build understanding of effective representation and participation, and the ability to organise and plan for it
- build confidence in researching and using rights at work
- broaden knowledge of collective bargaining methods and mechanisms, and the ability to use them effectively
- develop capacity for leading on the collective agenda
- prepare for/facilitate progression to advanced work on union issues, including advanced courses and union roles

Glasgow

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| TUC Certificate in Employment Law | 10 x Wednesdays from 5th October 2016 |
| TUC Certificate in Employment Law (2 x 5 Day Blocks) | Block A: 12th September - 16th September 2016 Block B: 10th October - 14th October 2016 |
| TUC Certificate in Employment Law | 10 x Wednesdays from 11th January 2017 |
| TUC Certificate in Employment Law (2 x 5 Day Blocks) | Block A: 6th February – 10th February 2017 Block B: 13th March – 17th March 2017 |
| TUC Certificate in Employment Law | 10 x Wednesdays from 26th April 2017 |
| TUC Certificate in Employment Law (2 x 5 Day Blocks) | Block A: 24th April – 28th April 2017 Block B: 5th June – 9th June 2017 |

TUC UNION REPRESENTATIVES COURSES

TUC Diploma in Employment Law

This course is designed for experienced trade union representatives – the key link between the workplace and the wider union. It is intended to help engage with the development and practice of employment law, and to develop attitudes and skills needed for higher level study or activism.

The course:

- provides guided learning through which the learner may become more effective as a workplace representative
- promotes an understanding of trade union approach to employment law
- deepens and extend the capacities of learners, enabling them to access full-time officer posts or Higher Education opportunities
- widens and deepens understanding of trade union and workplace issues and offer up to date detail of new developments
- develops personal/study skills, the ability to work collectively, and generally improve the confidence of learners to study at a higher level

TUC Diploma in Employment Law
36 Wednesdays from 14th September 2016

TUC Diploma in Employment Law
36 Wednesdays from 11th January 2017

TUC Diploma in Employment Law
36 Wednesdays from 19th April 2017



UNION LEARNING REPRESENTATIVES COURSES

This course provides 9 OCN credits at level 2 or 3.

This course is for Union Learning Representatives (ULRs)

This course will help you:

- develop ULRs' skills and knowledge
- build contacts within the union and with outside organisations
- work with other union reps to improve union organisation at your workplace
- find out what union policies are around learning
- integrate learning and skills in wider union activities and structures
- promote the value of learning and skills within the workplace
- identify members learning needs
- support members in managing their own learning
- represent the interests of members
- use a systematic approach to problem solving
- develop a learning strategy incorporating equality for all
- work with other union reps on learning issues
- work with your employer to develop learning opportunities
- collect and record information
- find out about Government policies and programmes for learning and skills.

Union Learning Reps Stage 2

This course will provide ULRs with the opportunity to build on knowledge and skills developed in the new TUC ULR Stage 1, other initial ULR courses and in areas that are fundamental to their role.

The course will provide ULRs with the opportunity to undertake an area of study relevant to their members learning needs.

This course will help ULRs:

- review their follow up strategies from a Learning Needs Survey
- understand how to work with providers & potential partners
- develop strategies around learning and organising
- further develop skills in supporting learners
- work through learning projects (what, how, when, who etc)
- get things done at work
- plan & develop a project relevant to the members learning
- review & plan for own development needs

UNION LEARNING REPRESENTATIVES COURSES

Glasgow

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| TUC Union Learning Reps Stage 1 (3 + 2 Day Blocks) | Block A: 20th - 22nd September 2016 Block B: 26th and 27th October 2016 |
| TUC Union Learning Reps Stage 1 | 5 Day Block: 12th - 16th September 2016 |
| TUC Union Learning Reps Stage 2 (3 + 2 Day Blocks) | Block A: 15th February – 17th February 2017 Block B: 16th and 17th March 2017 |
| TUC Union Learning Reps Stage 1 | 5 Day Block: 20th February – 24th February 2017 |
| TUC Union Learning Reps Stage 2 (3 + 2 Day Blocks) | Block A: 2nd May – 4th May 2017 Block B: 1st and 2nd June 2017 |
| TUC Union Learning Reps Stage 1 | 5 Day Block: 15th May – 19th May 2017 |
| TUC Union Learning Reps Stage 2 (3 + 2 Day Blocks) | Block A: 27th - 29th September 2016 Block B: 2nd - 3rd November 2016 |
| TUC Union Learning Reps Stage 2 (3 + 2 Day Blocks) | Block A: 28th February – 2nd March 2017 Block B: 29th March – 30th March 2017 |
| TUC Union Learning Reps Stage 2 (3 + 2 Day Blocks) | Block A: 23rd – 25th May 2017 Block B: 21st and 22nd June 2017 |



SHORT COURSE PROGRAMME

Risk Assessment:

This course is suitable for safety representatives and other representatives with a health and safety function in the workplace. The course reviews the legal requirements on employers to carry out risk assessments under the Management of Health and Safety at Work Regulations (updated 1999), and the role of trade union appointed safety representatives in the risk assessment process. The course also covers TUC and trade union policies in relation to risk assessment, and key skills such as risk rating and problem solving.

Risk Assessment

3 Fridays from 2nd September 2016

Accident, Investigating & Reporting

This course is designed to give representatives accident investigations skills to effectively carry out their role and function in the workplace. The course investigates definitions of accidents and near misses, what to do at an accident site visit, interview skills, report writing skills and how to build an accident investigation toolkit. The course also explores accident and near miss reporting procedures and practices.

Accident, Investigating & Reporting

5 Mondays from 3rd October 2016

Trade Unions and Mental Health Awareness

This course is designed to help representatives develop a better understanding of mental health in general, and will cover:

- A better understanding of work-related mental health issues
- A better understanding of Disability Discrimination Law and how it applies to people with mental health issues
- Case studies, role play and practical skills to deal with mental health related issues
- Action planning to work with members and employers to develop a strategy for mental health issues

Trade Unions & Mental Health Awareness

3 Mondays from 5th September 2016

SHORT COURSE PROGRAMME

Bullying & Harassment

With many surveys now showing that two out of every five people employed suffer as a result of bullying and harassment in the workplace this course is designed to support representatives with an effective strategy for dealing with the problem. It looks at how bullying and harassment in the workplace has developed and will help representatives to have a greater awareness and understanding of what constitutes bullying and harassment, its effects on the individual and the organisation and the health and safety implications.

Bullying & Harassment

3 Day Block: 20th - 22nd September 2016

Stress at Work

This course is designed to give representatives an overview and understanding of what causes occupational stress in the workplace, the symptoms and illnesses associated with occupational stress and how stress should be managed in the workplace. For a decade or more the biennial TUC survey of safety representatives has identified occupational stress as one of the highest issues that safety representatives are dealing with in the workplace. The course allows representatives to discuss an effective approach to dealing with what is now a long standing issue for trade union members.

Stress at Work

5 Fridays from 14th October 2016

Fire Safety Risk Assessment

3 Tuesdays from 7th June 2016

Public Speaking Course

3 Mondays from 16th May 2016

Tackling Racism

3 Day Block: 24th - 26th May 2016

Designing Surveys for the Workplace

3 Tuesdays from 7th June

ONLINE COURSES

The TUC is at the forefront of developing innovative approaches to education and training. The aim is to enable all those at work to take part in and benefit from education. Online learning offers a convenient and effective solution to union representatives looking to develop their skills and knowledge.

TUC Education is committed to providing a high quality programme of online union reps courses suitable for reps that require an accessible and flexible approach to training.

Getting Ready for E-Learning

This course is designed to introduce Trade Union Reps and members to learning in an online environment. The course will take you through both the technical and practical aspects of participating in an online course. It will take approximately 4 weeks and demand around 3 hours per week of online work.

Online Programme:

| | |
|--|---------------------|
| Getting Ready for E-Learning | 12th September 2016 |
| TUC Union Representatives Stage 1 | 24th October 2016 |
| TUC Certificate in Employment Law | 24th October 2016 |
| TUC Health and Safety Stage 1 | 24th October 2016 |
| TUC Next Steps for Safety Representatives | 24th October 2016 |
| TUC Union Learning Representatives Stage 1 | 24th October 2016 |
| TUC Diploma in Equalities | 24th October 2016 |

COURSES FOR MEMBERS

If you are interested in any of the courses below please contact Paula Bauge on 0141 375 8815 or send an application form to Paula Bauge, Riverside Campus, Trade Union Education Centre, 21 Thistle Street, Glasgow, G5 9XB.

Introduction to Computing

Computing Stage 1

Sign Language Stage 1

German Stage 1

Italian Stage 1

Spanish Stage 1

Health and Wellbeing

Earn as you Learn

Understanding Pensions



ADDITIONAL INFO

As part of course recruitment if you or your branch would like a member of the Trade Union & E-Learning Centre to come and speak at any Union Meetings to discuss the TUC Education Programme.

For all information on all TUC Courses held in Scotland please go to the link below:

www.unionlearn.org.uk/regions/scotland



APPLICATION FORM

Course Code _____

Course Title: _____

Start Date: _____

Venue: _____

Your Name: _____

Home Address: _____

Town: _____ Post Code: _____

Daytime Tel: _____ E-Mail Address: _____

Trade Union: _____

Current Union Position: _____

Previous TUC Course: _____

Your Occupation: _____

Your Employer: _____

Employers Address: _____

PLEASE TICK THE RELEVANT BOXES

Number of Employees Less than 50 Less than 250 More than 250

Work Pattern Full Time Part Time Days Shiftwork

Age _____ Male Female

Do you define yourself as disabled? Yes No

If yes please provide any information that could assist the college in ensuring that proper facilities are made available.

Alternatively contact us directly on 07786 110 462.

We are anxious to encourage greater ethnic minority participation in trade union education. To assist us it would be helpful if you could provide detail of your ethnic origin.

African Asian/Pacific Caribbean
UK/European Other

I am a fully paid up member of my union and my employer has agreed to my attending this course without loss of earnings

Signature of Applicant _____

Signature of Full Time Official _____

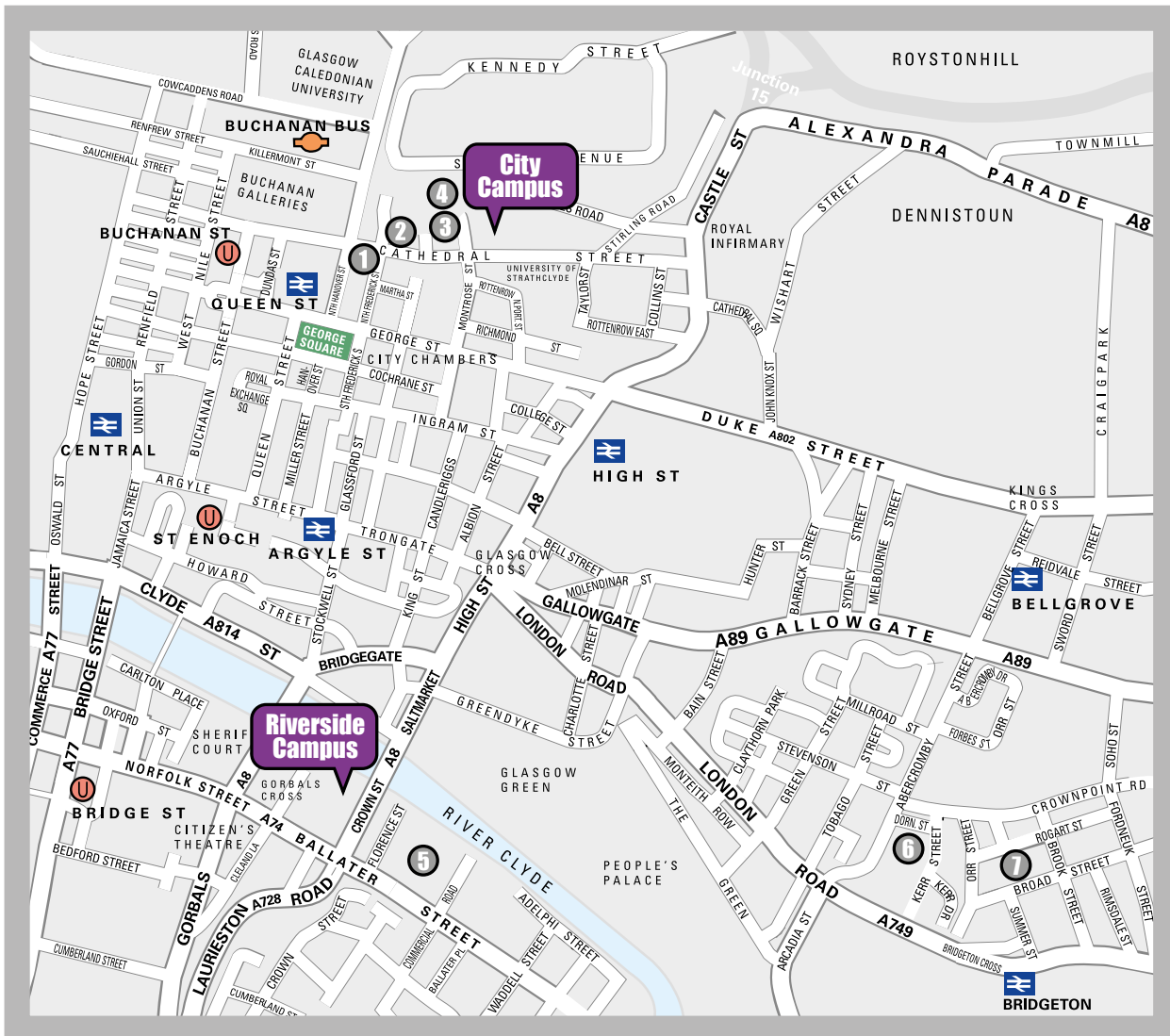


Please return all application forms to: Paula Bauge
Paula Bauge
Trade Union Education Centre
City of Glasgow College
Riverside Campus
21 Thistle Street
Glasgow G5 9XB

NOTES



How to find us

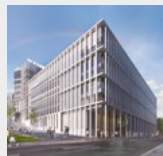


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Riverside Campus

21 Thistle Street
G5 9XB
t: 0141 565 2500



City Campus (from mid August 2016 onwards)

190 Cathedral Street
G1 2TQ
t: 0141 565 2500

- 1 City Campus North Hanover Street, 60 North Hanover Street, G1 2BP
t: 0141 566 6222
- 2 City Campus Charles Oakley, 300 Cathedral Street, G1 2TA
t: 0141 552 3941
- 3 City Campus Townhead, 230 Cathedral Street, G1 2TG
t: 0141 566 6222

- 4 *Allan Glen Suite, 230 Cathedral Street, G1 2TG
t: 0141 566 6222
- 5 Florence Street Building, 5 Florence Street, G5 0VX
t: 0141 566 6222
- 6 Dornoch Street Building, Dornoch Street, G40 2QT
t: 0141 566 6222

- 7 Rogart Street Building, 4 Rogart Street, G40 2AA
t: 0141 566 6222

**Temporary modern, technology enabled classrooms being utilised due to demolition of existing college buildings as part of our new campus development.*

There is no student parking available at college campuses (other than accessible spaces for blue badge holders). However, our campuses can be easily reached by all forms of public transport including bus, train and underground. Campuses 1-7 will close once the new City Campus is operational from mid August 2016.

