

TUC EDUCATION COURSES



FOR ALL UNION REPS

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TUC REVISED – COVID-19 PROGRAMME AUGUST 2020

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 07824 431 511/ mark.pollitt@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.

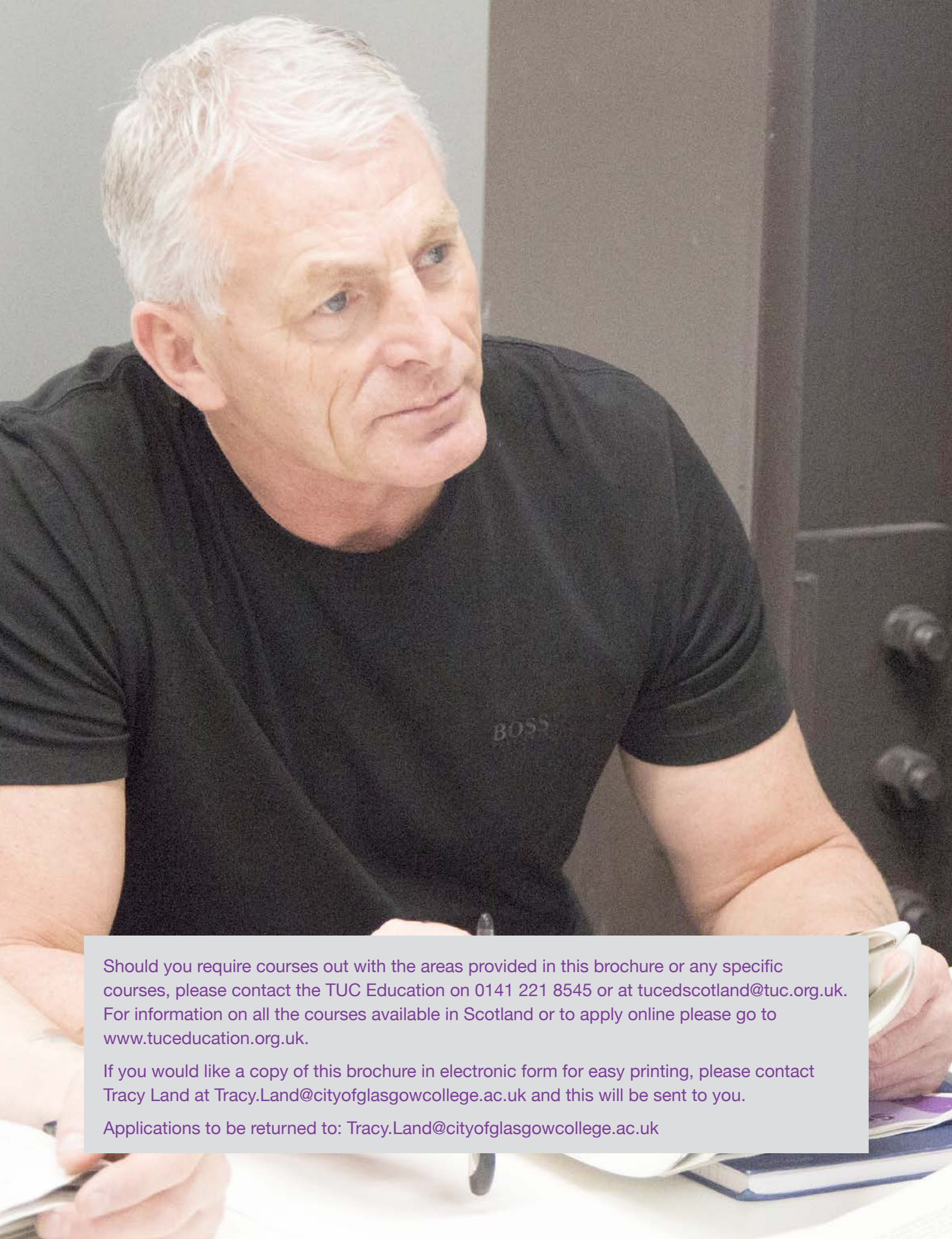
Mark Pollitt
Curriculum Head
Riverside Campus
21 Thistle Street
Glasgow
G5 9XB

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.



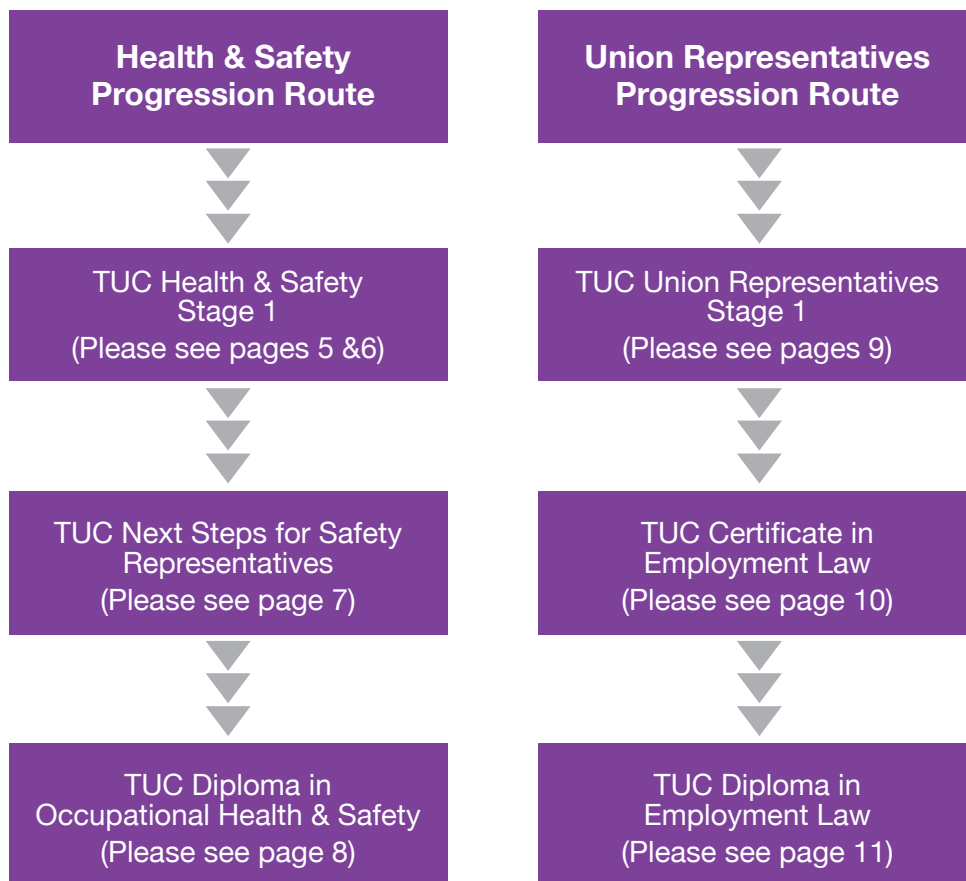
Should you require courses out with the areas provided in this brochure or any specific courses, please contact the TUC Education on 0141 221 8545 or at tucedsotland@tuc.org.uk. For information on all the courses available in Scotland or to apply online please go to www.tuceducation.org.uk.

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

Applications to be returned to: Tracy.Land@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

COVID-19 IMPORTANT INFORMATION AND GUIDANCE:

The current COVID-19 pandemic has had an effect on our education programme. However we are doing everything possible to minimise any impact.

You will note that we are offering classroom based dates and online dates for most of our course programme. There is a certain level of uncertainty still, but the indications are that there is likely to be minimal purely classroom based courses for the foreseeable future. There may however be some blended classroom/online courses and we will keep you advised. However we want to ensure that the programme remains available for you and we would ask that you still apply for the course

that you would prefer (classroom based or online), and if necessary we will offer you an online alternative.

We apologise for any confusion but hope that you will appreciate the difficult situation we all find ourselves in at present. Things are changing almost daily but we continue to offer a full programme of courses.

You can keep updated and apply for courses online by visiting our website at <https://tuec.cityofglasgowcollege.ac.uk> Or if you have any queries please contact: Tracy.land@cityofglasgowcollege.ac.uk or Mark.Pollitt@cityofglasgowcollege.ac.uk tel: 07824 431 511

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

PLEASE READ IMPORTANT COVID-19 INFORMATION ON PAGE 5

Glasgow

TUC Health and Safety Stage 1	10 x Tuesdays from 6th October 2020
TUC Health and Safety Stage 1	10 x Wednesdays from 7th October 2020
TUC Health and Safety Stage 1 (2 x 5 Day Blocks)	Block A: 7th – 11 September 2020 Block B: 5th – 9th October 2020
TUC Health and Safety Stage 1	10 x Tuesdays from 19th January 2021
TUC Health and Safety Stage 1	10 x Wednesdays from 20th January 2021
TUC Health and Safety Stage 1 (2 x 5 Day Blocks)	Block A: 25th – 29th January 2021 Block B: 1st – 5th March 2021

Inverness

For information on dates and venues for the following TUC Courses please contact Tracy Land at Tracy.Land@cityofglasgowcollege.ac.uk



TUC HEALTH & SAFETY COURSES

PLEASE READ IMPORTANT COVID-19 INFORMATION ON PAGE 5

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

TUC Next Steps for Safety Reps	10 x Thursdays from 8th October 2020
TUC Next Steps for Safety Reps (2 x 5 Day Blocks)	Block A: 14th – 18th September 2020 Block B: 19th – 23rd October 2020
TUC Next Steps for Safety Reps	10 x Thursdays from 21st January 2021
TUC Next Steps for Safety Reps (2 x 5 Day Blocks)	Block A: 1st – 5th February 2021 Block B: 8th -12th March 2021

TUC HEALTH & SAFETY COURSES

PLEASE READ IMPORTANT COVID-19 INFORMATION ON PAGE 5

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 x Thursdays from 10th September 2020



TUC UNION REPRESENTATIVES COURSES

PLEASE READ IMPORTANT COVID-19 INFORMATION ON PAGE 5

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

TUC Union Representatives Stage 1	10 x Tuesdays 6th October 2020
TUC Union Representatives Stage 1 (2 x 5 Day Blocks)	Block A: 5th – 9th October 2020 Block B: 9th – 13th November 2020
TUC Union Representatives Stage 1	10 x Tuesdays 19th January 2021
TUC Union Representatives Stage 1 (2 x 5 Day Blocks)	Block A: 8th – 12th February 2021 Block B: 15th – 19th March 2021

TUC UNION REPRESENTATIVES COURSES

PLEASE READ IMPORTANT COVID-19 INFORMATION ON PAGE 5

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

TUC Certificate in Employment Law	10x Wednesdays from 7th October 2020
TUC Certificate in Employment Law (2 x 5 Day Blocks)	Block A: 19th - 23rd October 2020 Block B: 23rd – 27th November 2020
TUC Certificate in Employment Law	10x Wednesdays from 20th January 2021
TUC Certificate in Employment Law (2 x 5 Day Blocks)	Block A: 18th – 22nd January 2021 Block B: 22nd – 26th February 2021

TUC UNION REPRESENTATIVES COURSES

PLEASE READ IMPORTANT COVID-19 INFORMATION ON PAGE 5

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

Glasgow

TUC Diploma in Employment Law
36 x Wednesdays from 9th September 2020

TUC Diploma in Employment Law
36 x Wednesdays from 20th January 2021

TUC Diploma in Equalities
36 x Tuesdays from 8th September 2020



UNION LEARNING REPRESENTATIVES COURSES

PLEASE READ IMPORTANT COVID-19 INFORMATION ON PAGE 5

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:

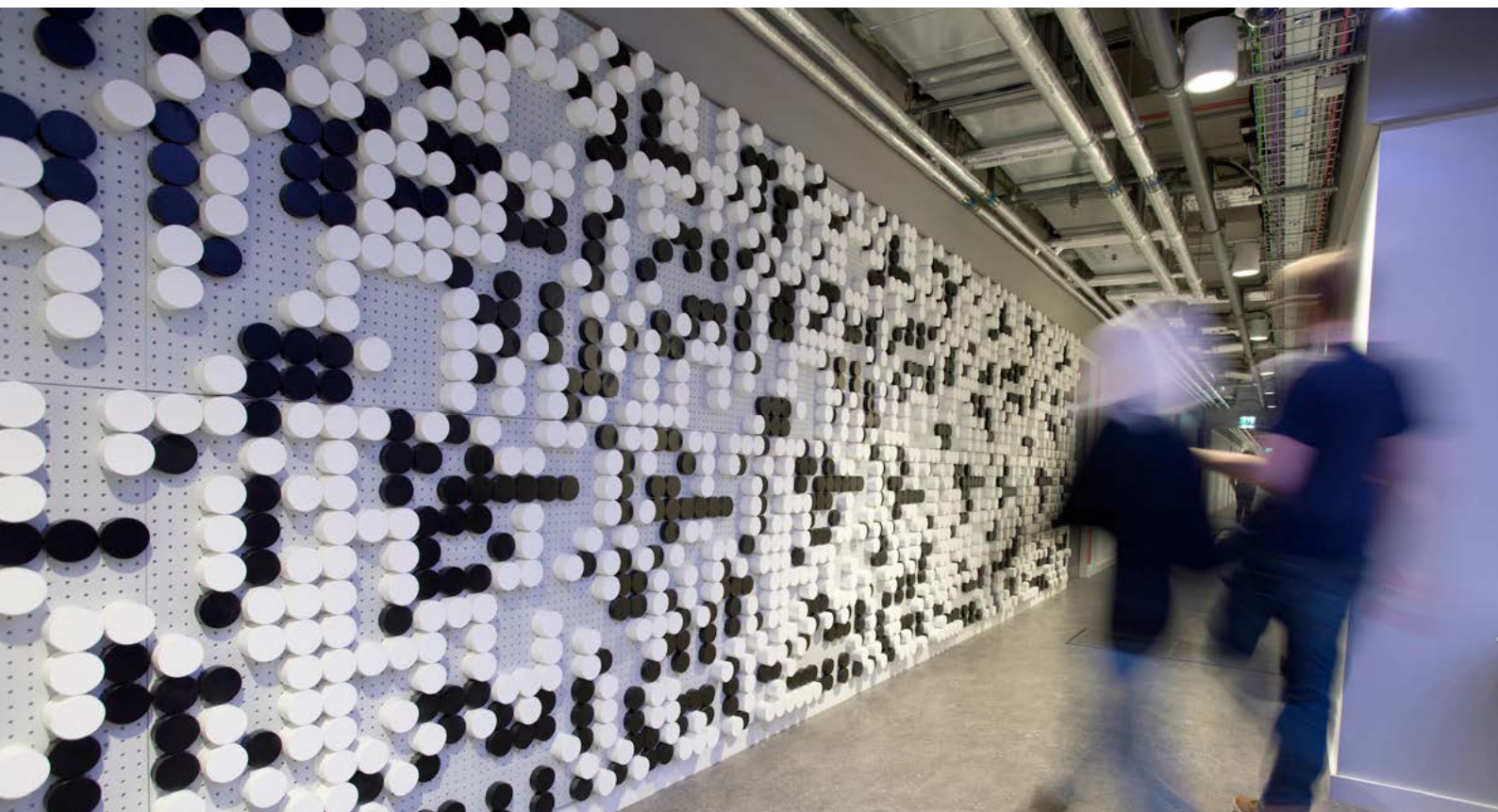
- review their follow up strategies from a Learning Needs Survey
- understand how to work with providers & potential partners
- develop strategies around learning and organising
- further develop skills in supporting learners
- work through learning projects (what, how, when, who etc)
- get things done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

UNION LEARNING REPRESENTATIVES COURSES

PLEASE READ IMPORTANT COVID-19 INFORMATION ON PAGE 5

Glasgow

TUC Union Learning Reps Stage 1	5 Day Block: 31st August – 4th September 2020
TUC Union Learning Reps Stage 1 (3 + 2 Day Blocks)	Block A: 22 September – 24th September 2020 Block B: 21st – 22nd October 2020
TUC Union Learning Reps Stage 2 (3 + 2 Day Blocks)	Block A: 29th September – 1st October 2020 Block B: 4th – 5th November 2020
TUC Union Learning Reps Stage 1	5 Day Block: 8th – 12th February 2021
TUC Union Learning Reps Stage 1 (3 + 2 Day Blocks)	Block A: 26th – 28th January 2021 Block B: 24th -25th February 2021
TUC Union Learning Reps Stage 2 (3 + 2 Day Blocks)	Block A: 16th – 18th February 2021 Block B: 24th -25th March 2021



SHORT COURSE PROGRAMME

PLEASE READ IMPORTANT COVID-19 INFORMATION ON PAGE 5

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 Day Block: 22nd – 24th September 2020

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 x Friday's from 23rd October 2020

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 Day Block: 6th – 8th October 2020

Trade Unions & Mental Health Awareness

3 x Wednesdays from 25th November 2020

SHORT COURSE PROGRAMME

PLEASE READ IMPORTANT COVID-19 INFORMATION ON PAGE 5

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.

Health and Safety and the Ageing Workforce	3 Day Block: 17th – 19th November 2020
Bullying & Harassment	3 Day Block: 8th – 10th December 2020
Menopause in the workplace	3 x Fridays from 28th August 2020

ONLINE COURSES

PLEASE READ IMPORTANT COVID-19 INFORMATION ON PAGE 5

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. This course must be completed before enrolling on any TUC Core Online Course.

Online Programme:

Getting Ready for E-Learning	Monday 31st August 2020
Getting Ready for E-Learning	Monday 19th October 2020
TUC Union Learning Reps Stage 1	Monday 19th October 2020
TUC Next Steps for Safety Reps	Monday 19th October 2020
TUC Certificate in Employment Law	Monday 19th October 2020
TUC Diploma in Employment Law	Monday 19th October 2020
TUC Diploma in Equalities	Monday 19th October 2020

COURSES FOR MEMBERS

PLEASE READ IMPORTANT COVID-19 INFORMATION ON PAGE 5

If you are interested in any of the courses below please contact Tracy Land on 0141 375 5411 or send an application form to Tracy Land, Trade Union Education Centre, City of Glasgow College, Riverside Campus, 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

PLEASE READ IMPORTANT COVID-19 INFORMATION ON PAGE 5

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

PLEASE READ IMPORTANT COVID-19 INFORMATION ON PAGE 5

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 note if you are a member of GMB, PCS,USDAW or Unison your application must be authorised by the appropriate person within your union.

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

Sex Male (incl Trans man) Female (incl Trans woman) Other Prefer not to say

Age _____

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 07824 431 511.

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: Tracy Land

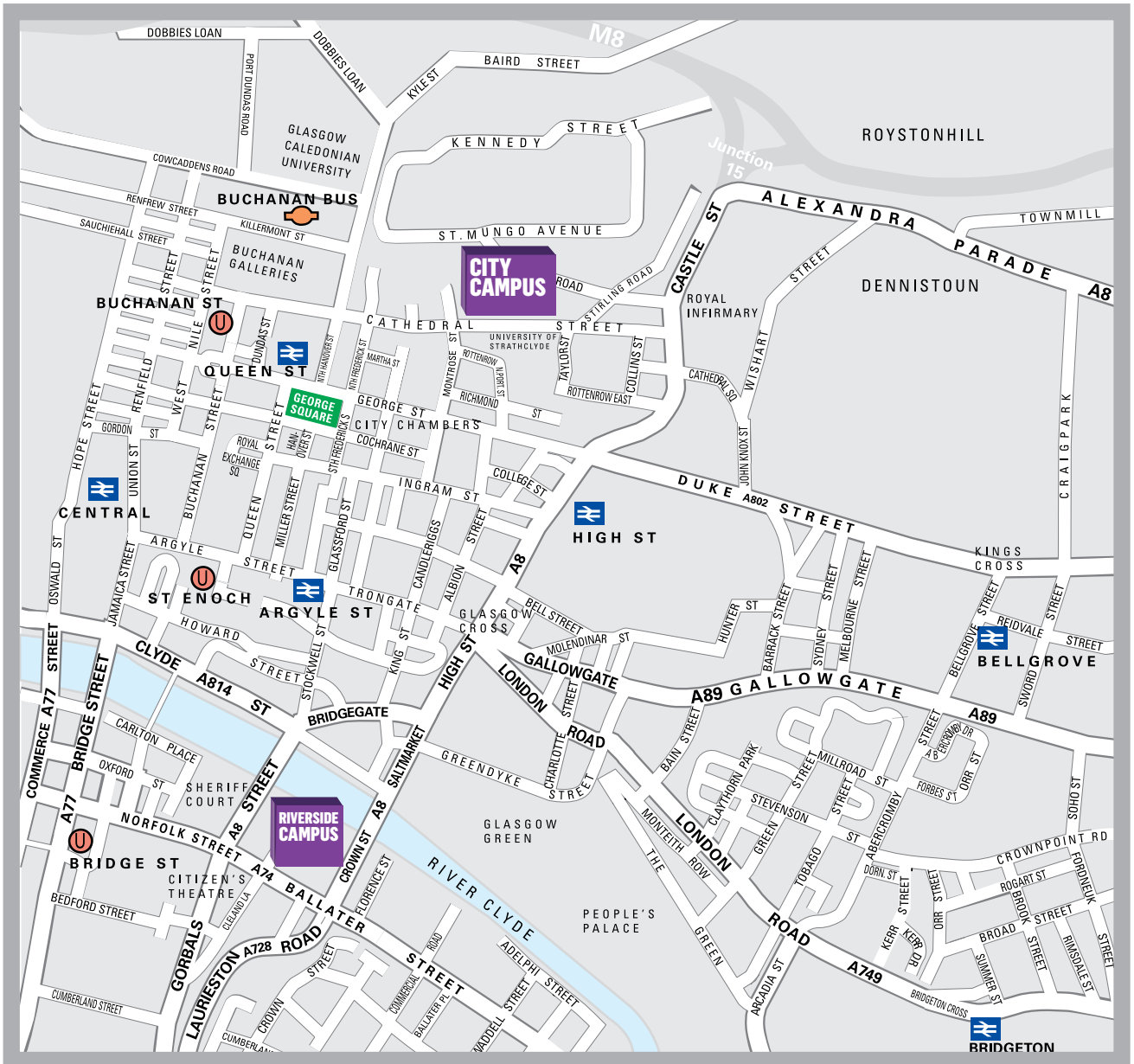
Tracy Land
Trade Union Education Centre
City of Glasgow College
Riverside Campus
21 Thistle Street
Glasgow G5 9XB

NOTES

TRADE UNION EDUCATION CENTRE



How to Find Us



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City Campus
 190 Cathedral Street
 G4 0RF
 t: 0141 375 5555



Riverside Campus
 21 Thistle Street
 G5 9XB
 t: 0141 375 5555

CITY OF GLASGOW
COLLEGE

www.cityofglasgowcollege.ac.uk



European Union



The Scottish
Government
Riaghais na h-Alba

EUROPE & SCOTLAND

European Social Fund

Investing in a Smart, Sustainable and Inclusive Future



EFQM

Excellence Award
Prize Winner - 2016

Scottish Charity Number SC036198