

# TRADE UNION Education & Training Programme

September 2009 – June 2010

STRONGER TOGETHER

**CONGRESS**

Irish Congress of Trade Unions  
Northern Ireland Committee



## **Trade Union Education and Training Programme** *September 2009 – June 2010.*

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

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

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

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

### **Teaching**

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

### **Accreditation**

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

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

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

Credits can be built up over a number of years and are transferable. They can be used to gain access to other courses in further and higher education and can also give unions and employers a clearer view of what reps have learned.

For further advice on accreditation and qualifications, call the ICTU Education Officer on 028 9024 7940.

## **Trade Union Education and Training Programme** *September 2009 – June 2010.*

### **Equal Opportunities for all**

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

### **How to enrol for a course**

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

### **Course location.**

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

## **September ~ December 2009 term**

### **[01] NIPSA stage 1 course**

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

15 OCN credits at level 1/2  
10 weeks from Monday 14  
September.

### **[02] Health and Safety stage 1**

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

15 OCN credits at level 1/2  
10 weeks from Monday 14  
September.

### **[03] Union reps stage 1**

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

15 OCN credits at level 1/2  
10 weeks from Tuesday  
15 September.

### **[04] Disability Champions**

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

6 OCN credits at level 2  
5 weeks from Thursday  
17 September.

## **Trade Union Education and Training Programme** *September 2009 – June 2010.*

### **[05] Union Learning Reps Stage 1**

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

9 OCN credits at level 2/3  
5 weeks from Thursday 22  
October.

### **[06] Union Learning Rep Stage 2**

A three day follow on course for existing ULRs focussing on negotiating on learning, advice and guidance and supporting essential skills.

3 OCN credits at level 2/3  
3 weeks from Thursday 3  
December.

### **[07] Introduction to pensions**

A three day course looking at understanding pensions for trade unionists.

3 OCN credits at level 2/3  
3 weeks from Monday 30  
November.

### **[08] NEW! Countering Racism for trade unionists**

A three day course examining the causes and reasons for the rise in the far right and how trade unionists can tackle racism in the workplace.

3 OCN credits at level 1/2  
3 Weeks from Monday 30  
November.

### **[09] A trade union approach to work related stress**

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

3 OCN credits at level 1/2  
3 Fridays 4, 11, 18 December.

## **Stage 3 courses for union reps and health and safety reps.**

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

### **[10] Diploma in Occupational Health and Safety.**

Starting Tuesday 15 September and continuing throughout year until June 2010.

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

### **[11] Diploma in Employment Law.**

Starting Thursday 17 September and continuing throughout the year until June 2010.

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

## **January ~ April 2010 term**

### **[12] NIPSA stage 2**

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

15 OCN credits level 1/2

10 weeks from Monday 11 January.

### **[13] Next steps for Safety Reps**

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

15 OCN credits at level 1/2

10 weeks from Thursday 14 January.

## **Trade Union Education and Training Programme** *September 2009 – June 2010.*

### **[14] NEW! Employment Rights in the workplace**

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

15 OCN credits at level 1/2  
10 weeks from Tuesday 12 January.

### **[15] Planning for an Industrial Tribunal**

A two day course for experienced Officials or Reps on preparing and conducting an industrial tribunal.  
25 February and 5 March.

### **[16] NEW! Negotiation Skills for Trade Unionists**

A two day course for trade union reps looking at the skills and tactics needed for successful negotiation.

3 OCN credits at level 1/2  
11 and 18 March.

### **[17] NEW! Communication Skills for Union Reps**

How to be an effective communicator. A two day course for all.

3 OCN credits at level 1/2  
25 March and 1 April.

### **[18] Employment Rights for Migrant Workers**

A Saturday course for migrant workers and those working with them introducing key pieces of employment legislation.  
3 Saturdays 23 and 30 January and Saturday 6 February.

### **[19] Union Learning Reps Stage 1**

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

9 OCN credits at level 2/3  
5 Thursdays from Monday 11 January.

## **April ~ June 2010 term.**

### **[20] NIPSA stage 1**

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

15 OCN credits at level 1/2  
10 weeks from 20 April.

### **[21] Union reps stage 1**

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

15 OCN credits at level 1/2  
10 weeks from Friday 23 April.

### **[22] Union Learning Rep Stage 1**

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

9 OCN credits at level 2/3  
5 weeks from 19 April.

### **[23] Union Learning Rep Stage 2**

A three day follow on course for existing ULRs focussing on negotiating on learning, advice and guidance and supporting essential skills.

3 OCN credits at level 2/3  
7, 14 and 21 June.

### **[24] Risk Assessment**

A three day course for Health and Safety reps looking in more detail at risk assessment.

3 OCN credits at level 2/3  
3, 10 and 17 June.

### **[25] Disability Champions**

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

6 OCN credits at level 2  
6 Thursdays from 15 April.

### **[26] Employment Law Update**

An evening course focusing on employment law in the workplace.

3 OCN credits at level 1/2  
6 Thursday evenings from 22 April, time to be confirmed.  
Contact the ICTU Education Officer on 90247940 for further information.

## **Trade Union Education and Training Programme** *September 2009 – June 2010.*

### **Equalities Programme**

Congress is pleased to be offering an expanded Equalities Programme for all trade union reps. For further information about the Equality programme or about Equality and trade unions, contact ICTU Equality Officer Pauline Buchanan on 028 90 247940 or [Pauline.buchanan@ictuni.org](mailto:Pauline.buchanan@ictuni.org)

#### **[27] The Equality Rep**

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

3 OCN credits at level 2

3 Wednesdays from 13 January.

#### **[28] An Introduction to Equality**

A five day course focusing on equality law in Northern Ireland. An essential focus on Northern Ireland specific equality legislation. Suitable for all union reps.

6 OCN credits at level 2

- (a) 5 weeks from Wednesday 14 October
- (b) 5 weeks from Wednesday 21 April.

#### **[29] Trade Unions and Domestic Violence**

A three day course focusing on trade union approaches to combating domestic violence.

Suitable for all union reps

3 OCN credits at level 2

Wednesday 4, 11 and 18 November.

#### **[30] Women and Leadership**

Following on from the ICTU LIFT programme (Leadership Initiative Females Trade Unions), this 10 day course will examine the role of women in trade unions and explore the skills and knowledge that women trade unionists require to progress through the trade union movement. For more information on this programme, contact ICTU Equality officer, Pauline Buchanan 028 90 247940.

15 OCN credits at level 1/2

10 days from 24 February.

#### **[31] Dealing with Intimidating Behaviour at work.**

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

Wednesday 3, 10 and 17 February.

## **Equality Law Seminar Series**

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

The seminars are facilitated by equality law expert Sinead Mulhern.

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

## **UNISON programme – for UNISON reps only.**

For more information on the UNISON programme, contact UNISON Education Officer Cath Friel on 028 90270190 or ICTU Education Officer Clare Moore.

### **[32] The Organising Steward**

8-10 September and 8 and 9 October  
14-16 October and 12 and 13 November.

### **[33] Health and Safety Reps**

5, 6, 7 October.

## **Trade Union Education and Training Programme** *September 2009 – June 2010.*

### **Trade Union Education in the North West.**

ICTU is pleased to be working with the North West regional College to offer trade union courses in the North West.

For more information about these courses or to discuss training needs in the North West, contact ICTU Education Officer Clare Moore on 028 90 247940.

### **September ~ December 2009**

#### **[34] Union Learning Representatives stage 1**

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

9 OCN credits at level 2/3

5 Mondays from 19 October.

#### **[35] Union reps stage 1**

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

15 OCN credits at level 1/2

10 Tuesdays from 6 October.

#### **[36] The Equality Rep**

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

3 OCN credits at level 2.

Thursday 5, 12, 19 November.

## **North West Programme**

### **January ~ April 2010**

#### **[37] Union Learning Rep Stage 2**

A three day follow on course for existing ULRs focussing on negotiating on learning, advice and guidance and supporting essential skills.

3 OCN credits at level 2/3.

18 & 25 and 1 February.

#### **[38] Health and Safety stage 1**

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

15 OCN credits at level 1/2

10 Tuesdays from 19 January

#### **[39] Introduction to employment law**

An introduction to key pieces of employment law in the workplace. Timing to be confirmed, please contact ICTU education Officer.

## **Trade Union Education and Training Programme** *September 2009 – June 2010.*

### **Notice Board**

#### **Interested in international issues? Want to know more about international trade union solidarity?**

Congress is running a **Global Solidarity Champions training course** 5 Tuesdays from 3rd November – 1st December 2009.

In these times of worldwide recession international trade union solidarity is more important than ever. This is why Irish Congress of Trade Unions has started a Global Solidarity Champions training course.

The five day course helps you understand issues for trade unionists in the global south, some working under very hard conditions with extremely low pay, some of these even risking their lives for carrying a union card. But the course will also increase your knowledge about the strength of the international trade union movement and how solidarity contributes to the work for justice and equality in our world.

The main speakers come from the international trade union movement and progressive NGOs. At the first course we had trade unionist speakers from Colombia, Italy, Sweden and the Netherlands and introductions made by representatives of Irish Aid, Concern and Trocaire.

**Time** One day/week during five weeks. Starting 3rd November ends 1st December 2009.

The course starts at 10 am and ends at 4 pm (including a free lunch and coffee/tea breaks)

**Venue** Hotel Jurys Inn, Parnell Street, Dublin 1.

**Contact** If you are interested in finding out more and registering for the course, contact

Stellan Hermansson

Global Solidarity Officer:

Tel; +353 1 889 77 04

Email: [stellan.hermansson@ictu.ie](mailto:stellan.hermansson@ictu.ie)

## Application Form

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

Course code no:..... Starting date: ...../...../.....

To be held at: .....

Your full name: .....

Home Address: .....

.....Postcode: .....

Trade Union: .....

Union Branch: .....

Union post(s) held: .....

Previous Courses taken: (with dates) .....

.....

Name of Employer (and plant): .....

Department: .....

Job: ..... Day tel no: .....

Email: .....

Do you define yourself as disabled? Yes  No

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

Please detail .....

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

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

Signature of Applicant:

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

**This form should be completed and returned immediately to the  
ICTU Education & Training Officer.**



Education and Training Department  
ICTU, Carlin House  
4-6 Donegall Street Place  
Belfast, BT1 2FN  
Tel: 028 9024 7940

[www.tradeunionlearning.org](http://www.tradeunionlearning.org)