

(Please write clearly and keep a copy for your records)

**COURSE TITLE:**

**START DATE:**

**YOUR FULL NAME:**

**Home address:**

**Postcode:**

**Tel:**

**Email:**

Trade Union:

Union branch:

Posts held:

Previous courses:

Name and address of employer:

I am a fully paid up member and representative of my union YES/NO

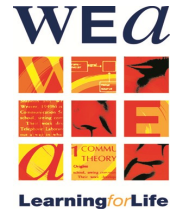
Signature of applicant:

Date:

Signature or stamp of full time officer/branch

**PLEASE RETURN** completed form to Monica : [mgort@wea.org.uk](mailto:mgort@wea.org.uk)  
or by post to: Monica Gort at WEA London Region,  
96 -100 Clifton Street, London EC2A 4TP

**Workers' Educational Association,  
London Region**



**FREE NEW SHORT SATURDAY COURSE  
FOR UNION REPS!**

**Brush Up on Your ICT Skills!  
starting March 2013**

at

**WEA Learning Centre**

**96 – 100 Clifton Street**

**London EC2A 4TP**

**(short walk from Old Street/Moorgate/Liverpool Street  
stations and on lots of bus routes)**



## Brush Up On Your ICT Skills!

### Who is the course for?

This course is aimed at Union Reps, including Workplace Reps, Shop Stewards, H&S Reps, Equality Reps, Branch Officers who want to develop the skills and knowledge to use an essential toolkit of commonly available ICT tools for trade union duties and activities

### Entry Requirements/Level

Learners will need to have at least basic keyboard and mouse skills. Some experience of using the internet, along with familiarity with the fundamentals of Word would be an advantage. Learners will need a personal email address and access to the internet between classroom sessions.

### What will the course help me to do?

The course will help you:

- Construct and format trade union newsletters, reports, flyers and posters, incorporating colour and graphics
- Use spread sheets to record and manage trade union data
- Develop engaging presentations to communicate information to members or employers
- Construct web-based surveys to gather information from union members
- Share files with colleagues for collaborative work

### Accreditation

This course is accredited at level 2 by the National Open College Network. You will be able to achieve a Level 2 Award for Trade Union Reps

### What are the course dates?

This course is being run as a **blended learning course** and starts Saturday 2nd March 2013. There will be classroom sessions on the following Saturdays, 10a.m — 3pm, dates as follows;

2nd March  
16th March  
6th April  
20th April

**N.B.** in between attending class you will be expected to complete 3 hours of activities outside of class, online, with the support of the tutor.

### Where is the course taking place?

WEA Learning Centre  
96 – 100 Clifton Street  
London EC2A 4TP

(short walk from Old Street/Moorgate/Liverpool Street stations and on lots of bus routes)

### Want more information?

Contact Monica on 0207 426 1976 or [mgort@wea.org.uk](mailto:mgort@wea.org.uk)

Please feel free to circulate this leaflet to others who might be interested and if you would like hard copies for distribution let Monica know.