

(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

My employer has agreed to my attending this course without loss of earnings 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



# Trade Union Studies

## Courses for Trade Union Representatives

**SEPTEMBER 2012 - JULY 2013**



At the WEA we offer a range of union courses for reps of all experiences and backgrounds. Our courses are free for union reps and are accredited through time in the classroom and workplace activities. Workplace reps, shop stewards, H&S reps and learning reps all have a legal right to attend without loss of earnings.

**NB: for all courses listed below WEA are running two separate courses on each day – a General course and a course specifically for those who work on London Underground.**

All courses listed, unless otherwise stated, run from 9.30am to 4.30pm

**GETTING STARTED in YOUR UNION ROLE?** These courses are designed to give you the knowledge, skills and confidence to help you represent your members.

⇒ **UNION REPRESENTATIVES Stage 1**

Find out what it means to be a union rep, how union democracy works, how to represent your members effectively, how to deal with collective and individual issues.

Duration: 12 MONDAYS from 24 SEPTEMBER 2012; or  
12 MONDAYS from 7 JANUARY 2013; or  
12 MONDAYS from 15 APRIL 2013 (not including bank holidays)

⇒ **HEALTH & SAFETY REPRESENTATIVES Stage 1**

This course provides an understanding of the health and safety framework, trade union safety reps functions and the union approach to health and safety.

Duration: 12 THURSDAYS from 27 SEPTEMBER 2012; or  
12 WEDNESDAYS from 9 JANUARY 2013; or  
12 THURSDAYS from 25 APRIL 2013

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**FOR MORE EXPERIENCED REPS:** If you have completed a Stage 1 course and would like to further your skills and knowledge, you can sign up for Stage 2.

⇒ **STEPPING UP ADVANCED COURSE for Union Reps (Stage 2 Union Reps)**

This course looks in more detail at the trade union context, planning, organising and campaigning, collective bargaining, and employment law.

Duration: 12 TUESDAYS from 25 SEPTEMBER 2012; or  
12 TUESDAYS from 8 JANUARY 2013; or  
12 TUESDAYS from 23 APRIL 2013

⇒ **NEXT STEPS for Safety Representatives (Stage 2 H&S Reps)**

This course helps to build the skills, knowledge and confidence in tackling H&S issues, including research skills, report writing and speaking up on workplace health and safety problems, as well as keeping up to date on H&S legislation.

Duration: 12 TUESDAYS from 25 SEPTEMBER 2012; or  
12 TUESDAYS from 8 JANUARY 2013; or  
12 TUESDAYS from 23 APRIL 2013

## UNION LEARNING REPS Stages 1 and 2

The new Union Learning Rep courses have replaced the 5 day course and follow on modules. Stage 1 looks at the functions and facilities of a ULR, union learning and structures and promoting learning through the trade union approach. Stage 2 looks in more depth at learning needs, organising and working with others, and developing strategies around learning and organising.

Duration: STAGE 1: 5 WEDNESDAYS from 24 SEPTEMBER 2012; or  
5 THURSDAYS from 17 JANUARY 2013; or  
5 WEDNESDAYS from 24 APRIL 2013  
STAGE 2 : 5 WEDNESDAYS from 7 NOVEMBER 2012; or  
5 THURSDAYS from 21 FEBRUARY 2013; or  
5 WEDNESDAYS from 12 JUNE 2013

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**DIPLOMA COURSES:** these courses are for experienced reps who have completed Stages 1 and 2, or union equivalent

⇒ **DIPLOMA in EMPLOYMENT LAW**

This course provides a 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.

**Duration: 36 WEDNESDAYS over 3 terms starting 26 SEPTEMBER 2012**  
**TERM 1 - 26 SEPTEMBER - 12 DECEMBER 2012**  
**TERM 2 - 9 JANUARY – 27 MARCH 2013**  
**TERM 3 - 24 APRIL – 10 JULY 2013**

⇒ **DIPLOMA in OCCUPATIONAL HEALTH & SAFETY**

This course helps safety reps to develop their in-depth understanding of health and safety law, occupational health and work-related environmental issues.

**Duration: 36 FRIDAYS over 3 terms starting 28 SEPTEMBER 2012**  
**TERM 1 - 28 SEPTEMBER - 14 DECEMBER 2012**  
**TERM 2 - 4 JANUARY – 22 MARCH 2013**  
**TERM 3 - 26 APRIL – 12 JULY 2013**

⇒ **DIPLOMA in CONTEMPORARY TRADE UNIONISM (blended learning)**

This course focuses on the early, present and potential role of trade unions. NB this course is one evening per week 6pm—9pm. with reps needing to complete a minimum of 3 hours online per week with support of the tutor

**Duration: 36 MONDAYS over 3 terms starting 24 SEPTEMBER 2012**  
**TERM 1 - 24 SEPTEMBER - 10 DECEMBER 2012**  
**TERM 2 - 7 JANUARY – 25 MARCH 2013**  
**TERM 3 - 15 APRIL – 22 JULY 2013**