

EDUCATION & TRAINING

Aug 2018 – July 2019



Alvescot Lodge

This booklet has been put together to help branches plan their education and training requirements for their Reps, for the coming year.

Our activists are the most important resource that we have in the CWU and the union consistently invests in helping all our reps improve and develop their skills so that they can do the best possible job for our members in the workplace. We strongly recommend that every Branch develops a learning plan for their activists, that prioritises new activists getting their basic training as soon as possible after they are elected. We also suggest that you consider sending your more senior activists on some of the more advanced courses so that they can keep their skills and knowledge up to date. If any Branch is unsure as to the suitability for a specific course for a particular activist, please contact me.

If any Branch would like the Education and Training Department to assist them with develop a learning and development plan, just contact me at tlavelle@cwu.org.

Costs of Courses

All courses at Alvescot are residential. The cost of tuition, food and accommodation will be met from the General Fund. Branches are expected to meet the cost of travelling and subsistence payments. Branches requiring financial assistance from the General Fund to enable them to send students to the course must submit the request with the nomination, to enable the Trustees to consider the request in time.

Building Proportionality

We particularly encourage branches to nominate women, ethnic minorities, people with disabilities and young members who are often under-represented on the CWU Education and Training Programme.

Release

If you encounter any problems regarding release for any of your members, for any of our courses, please contact either Trish Lavelle (Head of Education & Training) at tlavelle@cwu.org or Lee Wakeman at lwakeman@cwu.org

Regional Courses

We deliver regional courses all year round so that reps can access training locally either at a Regional or Branch Venue. If your branch is interested in setting up a regional course, please contact Maxine Todd (Course Administrator) at mtodd@cwu.org or 01993 843373.

Applying for Courses

Application forms for Residential and Regional courses should be returned to: Trish Lavelle, Head of Education & Training, CWU Education & Training Centre, Alvescot Lodge, Alvescot, Bampton, Oxon OX18 2PY. Telephone: 01993 843373; Fax: 01993 840960; e-mail: mtodd@cwu.org

All applications should be signed by the Branch Secretary and Branches should ensure the availability of their nominee to attend courses before they send an application.

Finally, we strongly encourage Branches and reps to provide us with feedback on the courses they have attended and to let us know if there is anything that we should be doing that we are not.

Thanks for your support and I look forward to working with Branches in the future.

Trish Lavelle
Head of Education and Training

EDUCATION & TRAINING PROGRAMME: AUGUST 2018 – JULY 2019

Listed below is the CWU Education & Training Dept. Alvescot Lodge residential programme for August 2018 – July 2019 which will assist branches in making necessary arrangements for students.

Applications for reps can be made at any time. Letters to Branches and notices on the CWU websites will be issued periodically giving more information about each course. Successful applicants will not receive any paperwork until after the closing date for applications.

Reference to “TBC” (to be confirmed) denotes dates where courses will be scheduled that are currently subject to ongoing course development.

	COURSE	VENUE
AUGUST		
30 – 3	ESSENTIAL SKILLS PART 1	ALVESCOT
6 – 10	POSTAL AGREEMENTS & PROCEDURES	ALVESCOT
13 – 17	INTRODUCTION TO HEALTH & SAFETY PART 1	ALVESCOT
20 – 22	MENTAL HEALTH AWARENESS	ALVESCOT
22 – 24	GRIEVANCE & DISCIPLINE	ALVESCOT
22 – 24	FINANCIAL SECRETARIES/TREASURERS	ALVESCOT
29 – 31	BANK HOLIDAY BRANCH SECRETARIES MODULE 1	ALVESCOT
SEPTEMBER		
3 – 7	EMPLOYMENT LAW WEEK 1	ALVESCOT
3 – 7	OCCUPATIONAL HEALTH & SAFETY WEEK 1	ALVESCOT
10 – 14	EQUAL RIGHTS PART 1	ALVESCOT
10 – 14	UNION LEARNING REPS PART 1	ALVESCOT
17 – 21	ESSENTIAL SKILLS PART 1	ALVESCOT
24 – 28	INTERMEDIATE HEALTH & SAFETY PART 1	ALVESCOT
OCTOBER		
1 – 5	INTRODUCTION TO HEALTH & SAFETY PART 1	ALVESCOT
8 – 12	ESSENTIAL SKILLS PART 2	ALVESCOT
15 – 19	ADVANCED SKILLS PART 1	ALVESCOT
22 – 26	POSTAL AGREEMENTS & PROCEDURES	ALVESCOT
29 – 2	INTRODUCTION TO HEALTH & SAFETY PART 2	ALVESCOT
NOVEMBER		
5 – 9	EMPLOYMENT LAW WEEK 2	ALVESCOT
5 – 9	OCCUPATIONAL HEALTH & SAFETY WEEK 2	ALVESCOT
12 – 16	ESSENTIAL SKILLS PART 1	ALVESCOT
19 – 23	INTRODUCTION TO HEALTH & SAFETY PART 1	ALVESCOT
26 – 30	INTERMEDIATE HEALTH & SAFETY PART 1	ALVESCOT
DECEMBER		
3 – 7	TBC	ALVESCOT
10 – 14	TBC	ALVESCOT
17 – 21	CLOSED	ALVESCOT
24 – 28	CLOSED	ALVESCOT
JANUARY		
31 – 4	BANK HOLIDAY	ALVESCOT
7 – 11	ESSENTIAL SKILLS PART 1	ALVESCOT
14 – 18	EMPLOYMENT LAW WEEK 3	ALVESCOT
14 – 18	OCCUPATIONAL HEALTH & SAFETY WEEK 3	ALVESCOT
21 – 25	POSTAL AGREEMENTS & PROCEDURES	ALVESCOT
28 – 1	ADVANCED SKILLS PART 2	ALVESCOT

FEBRUARY		
4 – 8	INTRODUCTION TO HEALTH & SAFETY PART 2	ALVESCOT
11 – 15	INTERMEDIATE HEALTH & SAFETY PART 2	ALVESCOT
18 – 22	ESSENTIAL SKILLS PART 2	ALVESCOT
25 – 27	PUBLIC SPEAKING	ALVESCOT
27 – 1	BLACK MEMBERS LEADERSHIP 1	ALVESCOT
MARCH		
4 – 8	ESSENTIAL SKILLS PART 1	ALVESCOT
11 – 15	EQUAL RIGHTS PART 2	ALVESCOT
11 – 15	UNION LEARNING REPS PART 2	ALVESCOT
18 – 22	ADVANCED SKILLS PART 1	ALVESCOT
25 – 29	EMPLOYMENT LAW WEEK 4	ALVESCOT
25 – 29	OCCUPATIONAL HEALTH & SAFETY WEEK 4	ALVESCOT
APRIL		
1 – 5	ESSENTIAL SKILLS PART 2	ALVESCOT
8 – 12	INTRODUCTION TO HEALTH & SAFETY PART 1	ALVESCOT
15 – 16	GOOD FRIDAY CWU YOUNG WORKERS WORKSHOP (MOTION 62)	ALVESCOT
24 – 26	EASTER MONDAY MENTAL HEALTH AWARENESS	ALVESCOT
29 – 3	ESSENTIAL SKILLS PART 1	ALVESCOT
29 – 3	POSTAL AGREEMENTS & PROCEDURES	ALVESCOT
MAY		
8 – 9	BANK HOLIDAY MANDATORY FAIR & EQUAL IN THE CWU	ALVESCOT
13 – 17	ADVANCED SKILLS PART 2	ALVESCOT
20 – 24	INTERMEDIATE HEALTH & SAFETY PART 1	ALVESCOT
29 – 31	BANK HOLIDAY CHAIRING MEETINGS	ALVESCOT
29 – 31	BRANCH SECRETARIES MODULE 2	
JUNE		
3 – 7	ESSENTIAL SKILLS PART 2	ALVESCOT
10 – 12	WOMEN'S LEADERSHIP	ALVESCOT
12 – 14	BLACK MEMBERS LEADERSHIP 2	ALVESCOT
17 – 21	INTERMEDIATE HEALTH & SAFETY PART 2	ALVESCOT
24 – 28	INTRODUCTION TO HEALTH & SAFETY PART 2	ALVESCOT
JULY		
1 – 5	POSTAL AGREEMENTS & PROCEDURES	ALVESCOT
8 – 12	ESSENTIAL SKILLS PART 2	ALVESCOT
15 – 19	INTERMEDIATE HEALTH & SAFETY PART 2	ALVESCOT
22 – 26	INTRODUCTION TO HEALTH & SAFETY PART 2	ALVESCOT

Branches are reminded that additional support can be given where students encounter learning differences. For example, if individuals are dyslexic, additional resources, formats and aids are available. For more information, please contact the E&T Dept.

Yours sincerely,

TRISH LAVELLE
Head of Education & Training

Application Form Union Courses

CWU Education & Training Centre
Alvescot Lodge, Alvescot, Bampton, Oxon OX18 2PY
Tel: 01993 843373 Fax: 01993 840960
Email: mtodd@cwu.org



Please note that all applications require the signature of your Branch Secretary. Only ONE applicant per form.

Title of course:					
Date of course:					
Branch (inc. number) :					
Applicant Last Name:					
First Name(s):					
Constituency:					
Company Employed by:					
Membership number:		D.O.B.			
Applicant primary position in CWU:					
Address:					
Contact Phone No's:		Work		Home	
				Mobile	
E-mail address:					
Applicant Male or Female?		Male		Female	
# Important		For equal opportunity in provision of union education, please can you provide the following information. I would describe my ethnic origin as:			
* Do you have a disability, learning difficulty or health problem which may affect your learning?		Yes		No	
Do you consider that you have a learning disability e.g. Dyslexia		Yes		No	
Please give details below:					
*If you wish to discuss this matter in confidence please contact our E&T Dept. Policy Assistant on 0208 9717 441					
Previous Union Courses (with dates):					
Cancellations					
If the nominee is unsuccessful with this application, would s/he be prepared to pick up a cancellation at short notice?				Yes	No
Has the nominee been refused a place previously?				Yes	No
Child care					
Are childminding facilities required?		Yes		No	
Name of child / children				Age(s)	
Signature of Branch Secretary: (Applications will not be accepted without the signature of the Branch Secretary) Print name: _____ Date: _____					
The information contained on this form is used solely by the CWU Education & Training Department and is not accessed by a third party or used for any purpose other than the maintenance of student records.					

ESSENTIAL SKILLS FOR CWU REPS PARTS 1 & 2

The essential courses for all new CWU activists.

These courses will be delivered with a combination of classroom based and online learning via CWU Left Click, over 12 days in total. There will be two days - Day 1 - online pre-course and Day 2 - bridging work/training, which will be supported via Branch ULRs locally, interspersed with two full 5 day weeks in the classroom either regionally or residentially.

The Essential Skills Parts 1 & 2 need to be completed by students in a single academic year i.e. 1st August to 31st July. If someone has already completed the old Union Skills 1 course, the next course they need to apply for will be the Essential Skills Part 2 course.

This course is aimed at new workplace activists and representatives. During the course you will receive a thorough grounding in:

- Your role as union activist
- Communication skills
- Problem solving skills
- Understanding the support and facilities that are available to reps
- Disciplinary procedures
- Recruitment and organising
- Representing members
- Introduction to employment law
- Understanding and using grievance procedures
- Public speaking and speeches
- Negotiating Skills
- Handling members problems
- Discrimination in the workplace
- Using information systems for organising
- Meeting Skills
- Running effective meetings

This course is designed to ensure that everyone gets the chance to participate fully through working in small groups, taking part in group discussions, role play and practical exercises. You do not need to have any qualifications or previous experience to attend this course.

RELEASE

Please note that this course attracts PAID RELEASE from most BT, Openreach, Parcellforce, Post Office Limited, ROMECC, O2 and Royal Mail Group.

DATES

The following Residential Essential Skills Parts 1 & 2 courses are currently scheduled to take place at the CWU Education and Training Centre at Alvescot Lodge. *It is recommended that you apply for both weeks at the same time.*

- Part 1: 30 July – 3 August 2018 (Closing date for applications – Thursday 14th June)
- Part 1: 17 – 21 September 2018 (Closing date for applications – Thursday 2nd August)
- Part 2: 8 – 12 October 2018 (Closing date for applications – Thursday 23rd August)
- Part 1: 12 – 16 November 2018 (Closing date for applications – Thursday 27th Sept)
- Part 1: 7 – 11 January 2019 (Closing date for applications – Thursday 22nd November)
- Part 2: 18 – 22 February 2019 (Closing date for applications – Thursday 3rd January)
- Part 1: 4 – 8 March 2019 (Closing date for applications – Thursday 17th January)
- Part 2: 1 – 5 April 2019 (Closing date for applications – Thursday 14th February)
- Part 1: 29 April – 3 May 2019 (Closing date for applications – Thursday 14th March)
- Part 2: 3 – 7 June 2019 (Closing date for applications – Thursday 18th April)
- Part 2: 8 – 12 July 2019 (Closing date for applications – Thursday 23rd May)

ADVANCED SKILLS PARTS 1 & 2

The CWU's training programme for activists, who have completed the Essential Skills Parts 1 & 2 courses (or the old Union Skills 1, 2 & 3).

These courses will be delivered with a combination of classroom based and online learning via CWU Left Click, over 12 days in total. There will be two days - Day 1 - online pre-course and Day 2 - bridging work/training, which will be supported via Branch ULRs locally, interspersed with two full 5 day weeks in the classroom either regionally or residentially.

The Advanced Skills Part 1 and 2 will have to be completed by students in a single academic year i.e. 1st August to 31st July.

This course is aimed at activists and those who are taking on leadership roles in the union. During the programme you will receive a thorough grounding in:

Week 1

- Leadership skills
- Advanced organising
- Dealing with stress
- Managing your time
- Building an inclusive union
- Dealing with the Media
- Writing for the media
- Campaigning Skills
- Researching Skills
- Presentational Skills

Week 2

- Negotiating Skills
- Approaches to negotiation

- The language of negotiation
- Research - Methods and Skills
- Using Statistics and Bargaining information
- Understanding Human Resource Management (HRM)
- Human resource management in the workplace
- Action Planning
- Political Campaigning
- Mentoring and coaching
- NEC for the day

This course is designed to ensure that everyone gets the chance to participate fully through working in small groups, taking part in group discussions, role play and practical exercises as well as written assignments. You have to attend both residential weeks to complete this course.

RELEASE

Please note that this course attracts PAID RELEASE from most BT, Openreach, Parcelforce, Post Office Limited, ROMECE, O2 and Royal Mail Group.

DATES

The following Residential Advanced Skills Courses are currently scheduled to take place at the CWU Education and Training Centre at Alvescot Lodge. *It is recommended that you apply for both weeks at the same time.*

- **Advanced Skills Part 1: 15 – 19 October 2018**
(closing date for applications is Thursday 30th August)
- **Advanced Skills Part 2: 28 January – 1 February 2019**
(closing date for applications is Thursday 13th December)
- **Advanced Skills Part 1: 18 – 22 March 2019**
(closing date for applications is Thursday 31st January)
- **Advanced Skills Part 2: 13 – 17 May 2019**
(closing date for applications is Thursday 28th March)

BLACK AND ETHNIC MINORITY MEMBERS LEADERSHIP 1

The CWU is committed to encouraging more BME members to get involved in the union at all levels because we believe this makes us stronger and more relevant in the workplace. This newly designed course can be delivered over two or three days and includes a full programme of group activities, presentations and guest speakers all facilitated by experienced CWU tutors.

Aims of the programme:

This course is designed to:

- Help BME members become more active in the CWU
- Develop a better understanding of what unions are and how they work
- Provide an opportunity to build effective support and networks for BME activists
- Develop new ideas for how BME members can work at the heart of the CWU
- To help YOU become more active in the CWU

Who should attend?

Any new BME activists who have recently taken on any role in the CWU and BME members who are considering getting more active in the CWU. You can work for any of the companies where we have a presence and don't worry if you haven't attended any union events or courses before, our tutors will be there to support you and you'll find that union learning is a lot of fun, providing great opportunities for discussion, networking and sharing ideas and experiences.

This course is designed to ensure that everyone gets the chance to participate fully through working in small groups, taking part in group discussions, role play and practical exercises.

RELEASE

This course does not attract paid release from the employers that we work with.

DATES

The following Black and Ethnic Minority Members Leadership course is currently scheduled to take place at the CWU Education and Training Centre at Alvescot Lodge.

- Wed 27th February – Fri 1st March 2019 (Closing date for applications – Thursday 10th January)

BLACK AND ETHNIC MINORITY MEMBERS LEADERSHIP 2

Aims of the programme:

This course is designed to:

- Help BME members become more active in the CWU
- Provide an opportunity to build effective support and networks for BME activists
- Develop new ideas for how BME members can work at the heart of the CWU
- Assist BME activists to develop leadership and organisational skills
- Develop mentoring skills for BME activists
- Help you progress as an activist in the CWU

Who should attend?

BME activists who have already attended the Black & Ethnic Minority Members Leadership 1 course are encouraged to attend this course to further their development in the CWU.

This course is designed to ensure that everyone gets the chance to participate fully through working in small groups, taking part in group discussions, role play and practical exercises.

RELEASE

This course does not attract paid release from the employers that we work with.

DATES

The following Black and Ethnic Minority Members Leadership 2 course is currently scheduled to take place at the CWU Education and Training Centre at Alvescot Lodge.

- Wed 12th – Fri 14th June 2019 (Closing date for applications – Thursday 25th April)

BRANCH SECRETARIES MODULES 1 & 2

Essential training for Branch Secretaries.

Delivered over three days, these short courses are aimed at all Branch Secretaries and will support them in developing further skills and expertise in:

- What is 'Useful Data' and Why Collect it?
- Organising, Storing & Retrieving Trade Union Information
- Mapping Your Branch
- Contacting Your Members
- Data Protection, the Law & Union Policies
- Hardware and Software
- Identifying, supporting and developing new activists
- Effective succession planning
- Mentoring skills
- Developing resources to support your reps
- Getting more people involved in the Branch

This course is designed to ensure that everyone gets the chance to participate fully through working in small groups, taking part in group discussions, role play and practical exercises.

RELEASE

This course does not attract paid release from the employers that we work with.

DATES

The following Branch Secretaries Modules 1 & 2 courses are currently scheduled to take place at the CWU Education and Training Centre at Alvescot Lodge.

- Module 1: Wed 29th – Fri 31st August 2018 (Closing date for applications – Thursday 12th July)
- Module 2: Wed 29th – Fri 31st May 2019 (Closing date for applications – Thursday 11th April)

CHAIRING MEETINGS

An essential three day course for any CWU rep who chairs meetings as part of their role.

This course is aimed at all CWU Chairs. During the three day programme you will receive a thorough grounding in:

- The role of the Chair
- Rules and Procedures
- Reviewing experiences of meetings
- Anatomy of a meeting
- Conference standing orders
- Drafting Motions
- Chairing Conferences

This course is designed to ensure that everyone gets the chance to participate fully through working in small groups, taking part in group discussions, role play and practical exercises.

RELEASE

This course does not attract paid release from the employers that we work with.

DATES

The following Chairing Meetings courses are currently scheduled to take place at the CWU Education and Training Centre at Alvescot Lodge.

- Wed 29th – Fri 31st May 2019 (Closing date for applications – Thursday 11th April)

CWU / RUSKIN COLLEGE EMPLOYMENT LAW COURSE

This programme is aimed at senior activists at area, branch, regional or divisional level.

Applicants need to have completed the Union Skills 1, 2 and 3 or the Advanced Skills courses previously and be responsible for dealing with casework that requires knowledge of employment law.

The aims of the course are as follows:

- To promote an understanding of the trade union approach to employment law.
- To deepen and extend the capacities of learners, preparing them for union officer posts or higher education opportunities.
- To widen and deepen understanding of trade union and workplace issues and offer up-to date details of new developments.
- To develop personal/study skills, the ability to work collectively and improve the confidence of learners to study at a higher level.

The course is delivered via a blended distance and residential learning programme over approximately a six month period. Students will attend lectures and tutorials during 4 one week residentials and keep in touch and submit written assignments via our online learning platform Moodle.

The programme provides a thorough grounding in study skills and covers the following subject matter:

Week One – The Changing nature of employment law

- Employment/labour law – an historical perspective
- Sources and types of law
- How law can be changed
- The role of trade unions in the development of employment law
- How the EU affects UK law
- The role of interest groups and international organisations in the development of employment law
- The court structure in the UK
- European Union law and the European Court of Justice
- The role of legal institutions and commissions

Week Two – Employment Law and Individual Rights

- Contracts of employment – formation, the terms that make up the contract
- Collective agreements and individual rights
- Variation of contractual terms
- Terminating the contract
- The law on dismissal – wrongful, unfair and constructive dismissal
- Rights for working parents
- Employment protection
- Using Approved Codes of Practice
- The Equality Act 2010

Week Three – Trade Unions and Collective Rights

- Trade Union Independence and listing and certification
- Trade Union discipline and expulsion
- Trade union Elections
- Trade union mergers
- Trade union political objectives, funds and ballots
- The legal route to recognition
- Redundancy consultation
- TUPE
- Industrial Action and the law

Week Four

- Using the law in negotiations
- Employment tribunal procedures
- Protection for trade union activists
- Information and consultation
- CWU legal services
- The future of labour law in the UK
- Project presentations

Assessment is by evidence built by students in their portfolio and by submission of two 1,500 word essays and a 3,000 word research project, including a 20 minute presentation based on the research project using Powerpoint.

This course is designed to ensure that everyone gets the chance to participate fully through working in small groups, taking part in group discussions, role play and practical exercises as well as written assignments.

RELEASE

Please note that this course attracts UNPAID RELEASE from BT, Openreach, Parcelforce, Post Office Limited, ROMEK, O2 and Royal Mail Group.

DATES

The following Employment Law Course is currently scheduled to take place at the CWU Education and Training Centre at Alvescot Lodge.

- **Week 1:** 3 – 7 September 2018 (Closing date for applications – Thursday 19th July)
- **Week 2:** 5 – 9 November 2018
- **Week 3:** 14 – 18 January 2019
- **Week 4:** 25 – 29 March 2019

We are working jointly with Ruskin College to ensure an appropriate qualification will be attained.

EQUAL RIGHTS PART 1

The essential 5 day course for CWU activists who wish to increase their knowledge of Equality.

This course is linked with Equal Rights Part 2 and both courses will have to be completed by students in a single academic year i.e. 1st August to 31st July.

This course is aimed at all CWU representatives, particularly those who deal with equality issues for their Branch. During the five day programme you will receive a thorough grounding in:

- Inequality in society
- Bullying and harassment at work
- Maternity, Paternity and Parental rights
- Disability at work
- The Equality Act 2010
- Learning to use the CWU Equality Toolkit
- Role of the equality rep
- Problem solving skills
- Interviewing Skills

This course is designed to ensure that everyone gets the chance to participate fully through working in small groups, taking part in group discussions, role play and practical exercises. You do not need to have any qualifications or previous experience to attend this course.

RELEASE

Please note that this course attracts UNPAID RELEASE from BT and Openreach. It attracts PAID RELEASE from Parcelforce, Post Office Limited, ROMECC, O2 and Royal Mail Group.

DATES

The following Residential Equal Rights Part 1 course is currently scheduled to take place at the CWU Education and Training Centre at Alvescot Lodge.

- 10 – 14 September 2018 (Closing date for applications – Thursday 26th July)

EQUAL RIGHTS PART 2

The second part of the essential 5 day course for CWU activists who wish to increase their knowledge of Equality.

This course is linked with Equal Rights Part 1 and both courses will have to be completed by students in a single academic year i.e. 1st August to 31st July. If someone has already completed an Equal Rights Part 1 course, they can still apply for this course.

This course is aimed at all CWU representatives, particularly those who deal with equality issues for their Branch. During the five day programme you will receive a thorough grounding in:

- Discrimination at work
- Discrimination - the legal framework
- Developing Negotiating skills
- Negotiating for equality
- Race issues in the workplace
- Religion issues in the workplace
- Sexual orientation issues in the workplace
- Domestic Violence Awareness
- Action Planning

This course is designed to ensure that everyone gets the chance to participate fully through working in small groups, taking part in group discussions, role play and practical exercises. You do not need to have any qualifications or previous experience to attend this course.

RELEASE

Please note that this course attracts UNPAID RELEASE from BT and Openreach. It attracts PAID RELEASE from Parcelforce, Post Office Limited, ROMEK, O2 and Royal Mail Group.

DATES

The following Residential Equal Rights Part 2 course is currently scheduled to take place at the CWU Education and Training Centre at Alvescot Lodge.

- 11 – 15 March 2019 (Closing date for applications – Thursday 24th January)

FAIR & EQUAL IN THE CWU (Mandatory)

An essential mandatory course, that has to be undertaken by all CWU representatives.

RELEASE

Please note that this course attracts PAID RELEASE from most BT, Openreach, Parcelforce, Post Office Limited, ROMEK, O2 and Royal Mail Group.

DATES

The following Residential Fair & Equal in the CWU course is currently scheduled to take place at the CWU Education and Training Centre at Alvescot Lodge.

- Wed 8th – Thurs 9th May 2019 (Closing date for applications – Thursday 21st March)

FINANCIAL SECRETARIES/TREASURERS

An essential course for Branch Financial Secretaries and Treasurers.

This course is aimed at Branch Treasurers and Branch Financial Secretaries. During the three day programme you will receive a thorough grounding in:

- The Union approach to Financial Planning
- The role of the Treasurer/Financial Secretary in the CWU
- CWU financial policies and processes
- Branch finances and budgets
- Financial Planning
- Using the SAGE accounting system

This course is designed to ensure that everyone gets the chance to participate fully through working in small groups, taking part in group discussions, role play and practical exercises.

RELEASE

Please note that this course does not attract paid release from the employer.

DATES

The following Residential Branch Treasurers/ Financial Secretaries course is currently scheduled to take place at the CWU Education and Training Centre at Alvescot Lodge.

- Wed 22nd – Fri 24th August 2018 (Closing date for applications – Thursday 5th July)

GRIEVANCE & DISCIPLINE

- Do you have to represent members in grievance and disciplinary cases?
- Are you unsure of the legal rights of union representatives?
- Would you like to gain skills and knowledge to help you become more confident in dealing with members' problems?

If, the answer to any of these questions is yes, then this course is a great way of getting started as a representative. Aimed particularly at reps in companies where the CWU has limited or no recognition this course will cover:

- The role of the rep
- Communication skills
- Handling members problems
- Interview skills
- Understanding Grievance procedures
- Understanding Disciplinary procedures
- Understanding the legal rights and responsibilities of the rep

RELEASE

This course does not attract paid release from the employers that we work with.

DATES

The following Grievance & Discipline course is currently scheduled to take place at the CWU Education and Training Centre at Alvescot Lodge.

- Wed 22nd – Fri 24th August 2018 (Closing date for applications – Thursday 5th July)

INTRODUCTION TO H&S PART 1

The essential course for new health and safety representatives.

This course is linked with Introduction to H&S Part 2 and both courses will have to be completed by students in a single academic year i.e. 1st August to 31st July.

This course is aimed at new health and safety representatives. During the five day programme you will receive a thorough grounding in:

- The trade union approach to health and safety
- Roles, responsibilities and functions of the health and safety rep
- Workplace health and safety
- Introduction to Health and Safety and the Law
- Problem solving skills
- Communication skills
- Risk assessment
- The accident process
- Hazard mapping
- Health and safety – the organising approach

This course is designed to ensure that everyone gets the chance to participate fully through working in small groups, taking part in group discussions, role play and practical exercises. You do not require any previous qualifications or experience to attend this course.

RELEASE

Please note health and safety reps training is a legal right and that this course attracts PAID SPECIAL LEAVE from BT, Openreach, Parcelforce, Post Office Limited, ROMEK, O2 and Royal Mail Group. For Postal Branches, please refer to LTB No. 096/07, issued 5th February 2007.

DATES

The following Residential Introduction to H&S Part 1 courses are currently scheduled to take place at the CWU Education and Training Centre at Alvescot Lodge.

- 13 – 17 August 2018 (Closing date for applications – Thursday 28th June)
- 1 – 5 October 2018 (Closing date for applications – Thursday 16th August)
- 19 – 23 November 2018 (Closing date for applications – Thursday 4th October)
- 8 – 12 April 2019 (Closing date for applications – Thursday 21st February)

INTRODUCTION TO H&S PART 2

The second week of the essential 5 day course for new health and safety representatives.

This course is linked with Introduction to H&S Part 1 and both courses will have to be completed by students in a single academic year i.e. 1st August to 31st July. If someone has already completed the old H&S Stage 1 course, this is the next course for them to apply for.

This course is aimed at new health and safety representatives. During the five day programme you will receive a thorough grounding in:

- Improving Health and Safety Standards
- Manual Handling
- Workplace Stress
- Planning a workplace inspection
- Carrying out a workplace inspection
- Management of Health and Safety at work regulations 1999
- The Workplace Health Safety and Welfare Regulations 1992
- The roles and functions of Health and Safety Committees
- Report Writing Skills
- Presentational Skills

This course is designed to ensure that everyone gets the chance to participate fully through working in small groups, taking part in group discussions, role play and practical exercises.

RELEASE

Please note health and safety reps training is a legal right and that this course attracts PAID RELEASE from BT, Openreach, Parcelforce, Post Office Limited, ROMEK, O2 and Royal Mail Group.

DATES

The following Residential Introduction to H&S Part 2 courses are currently scheduled to take place at the CWU Education and Training Centre at Alvescot Lodge.

- 29 Oct – 2 Nov 2018 (Closing date for applications – Thursday 13th Sept)
- 4 – 8 February 2019 (Closing date for applications – Thursday 13th December)
- 24 – 28 June 2019 (Closing date for applications – Thursday 9th May)
- 22 – 26 July 2019 (Closing date for applications – Thursday 6th June)

INTERMEDIATE H&S PART 1

The third week of this essential 5 day course for health and safety representatives.

This course is linked with Intermediate H&S Part 2 and both courses will have to be completed by students in a single academic year i.e. 1st August to 31st July. You should have already completed the Introduction to H&S Parts 1 & 2 to attend this course, or the old H&S Stages 1 & 2.

This course is aimed at new health and safety representatives. During the five day programme you will receive a thorough grounding in:

- Negotiating skills
- Human Factors in health and safety
- Safety Reps and the environment
- Workplace Hazards
- Producing a newsletter
- The gender sensitive approach to health and safety
- International Health and Safety
- Research Skills
- Keeping up to date on health and safety
- Your safety representative development plan

This course is designed to ensure that everyone gets the chance to participate fully through working in small groups, taking part in group discussions, role play and practical exercises.

RELEASE

Please note health and safety reps training is a legal right and that this course attracts PAID SPECIAL LEAVE from BT, Openreach, Parcelforce, Post Office Limited, ROMEK, O2 and Royal Mail Group. For Postal Branches, please refer to LTB No. 096/07, issued 5th February 2007.

DATES

The following Residential Intermediate H&S Part 1 courses are currently scheduled to take place at the CWU Education and Training Centre at Alvescot Lodge.

- 24 – 28 September 2018 (Closing date for applications – Thursday 9th August)
- 26 – 30 November 2018 (Closing date for applications – Thursday 11th Oct)
- 20 – 24 May 2019 (Closing date for applications – Thursday 4th April)

INTERMEDIATE H&S PART 2

The last week of the essential 4 part course for health and safety representatives.

This course is linked with Intermediate H&S Part 1 and both courses will have to be completed by students in a single academic year i.e. 1st August to 31st July. If someone has already attended the old H&S Stage 3 course, this is the next course for them to attend.

This course is aimed at health and safety representatives. During the five day programme you will receive a thorough grounding in:

- Attitudes and definitions of Occupational Health and Safety
- Identifying ill health
- The Role of Occupational Health and Safety
- Health surveillance
- Ill Health Prevention
- Equality and OHS
- Dealing with mental health issues
- Effects and causes of stress
- Managing, preventing, solving and caring
- Lifestyle health issues
- Impact of ill health
- Rehabilitation

This course is designed to ensure that everyone gets the chance to participate fully through working in small groups, taking part in group discussions, role play and practical exercises.

RELEASE

Please note health and safety reps training is a legal right and that this course attracts PAID RELEASE from BT, Openreach, Parcelforce, Post Office Limited, ROMEK, O2 and Royal Mail Group.

DATES

The following Residential Intermediate H&S Part 2 courses are currently scheduled to take place at the CWU Education and Training Centre at Alvescot Lodge.

- 11 – 15 February 2019 (Closing date for applications – Thursday 3rd January)
- 17 – 21 June 2019 (Closing date for applications – Thursday 2nd May)
- 15 – 19 July 2019 (Closing date for applications – Thursday 30th May)

MENTAL HEALTH AWARENESS

This course is aimed at H&S Reps and IR Reps.

This course will help reps to:

- Develop a better understanding of Mental Health in general
- Develop a better understanding of work related Mental Health issues
- Develop a better understanding of Disability Discrimination Law and how it applies to people with Mental Health issues
- Develop some practical skills for dealing with Mental Health related issues
- Produce an action plan to work with members and employers to develop a strategy for Mental Health issues

This course is designed to ensure that everyone gets the chance to participate fully through working in small groups, taking part in group discussions, role play and practical exercises.

RELEASE

This course does not currently attract paid release from the employers that we work with.

DATES

The following Mental Health Awareness course is currently scheduled to take place at the CWU Education and Training Centre at Alvescot Lodge.

- Mon 20th – Wed 22nd August 2018 (Closing date for applications – Thursday 5th July)
- Wed 24th – Fri 26th April 2019 (Closing date for applications – Thursday 7th March)

OCCUPATIONAL HEALTH & SAFETY Course

An advanced health and safety programme for senior and experienced health and safety representatives

This course is delivered via four residential 5 day blocks plus distance and online learning over approximately a six month period. It is aimed at senior and experienced health and safety representatives. Written assignments, a major project and essays will be a requirement of this course and full support will be given to assist with essential study skills. During the intensive 4 week programme you will receive a comprehensive grounding in:

Week 1

- Study Skills
- Analytical and researching methods and skills
- Essay writing
- Presentational skills including PowerPoint
- Union effect on health & safety
- Carrying out health & safety surveys
- Historical context of health and safety
- Course Essay Week 1

Week 2

- Analysing Surveys with Statistics
- Campaigns
- International links in health & safety
- Communications
- New methods of working
- Risk Management
- Maintaining health & safety in the workplace
- Analysis of the impact of health & safety
- HSG65 and Managing health & safety policy development
- Implementing the Principles of Prevention
- Workplace health & safety activities
- Course Essay Week 2

Week 3

- Planning, implementing and evaluating risk assessments
- Measuring health and safety performance
- Human factors and behavioural safety
- Working with statistics and Noise Calculations
- Health and safety audits
- Injuries at work
- Effective Occupational health services/rehabilitation
- Greening the workplace and the environment
- Planning research project essay and PowerPoint

Week 4

- Legal systems and health and safety
- Criminal legal system
- Civil legal system
- Law Reports
- How Law is made
- European Health and Safety Law
- European Principles
- ILO Standards
- Final Project research, preparation and presentations
- Personal Action and Development Plan

This course is designed to ensure that everyone gets the chance to participate fully through working in small groups, taking part in group discussions, role play and practical exercises, as well as written assignments, projects, presentations and essays.

Please note that you should have completed Health and Safety Stages 1, 2 and 3 or the Intermediate H&S Parts 1 & 2 to attend this course.

RELEASE

Please note that this course attracts PAID RELEASE from BT, Openreach, Parcelforce, Post Office Limited, ROMECE, O2 and Royal Mail Group but there may be restrictions on which representatives can attend.

DATES

The residential weeks of the course will take place at the CWU Education and Training Centre at Alvescot Lodge, on the following dates:-

- Week 1: 3 – 7 September 2018 (Closing date for applications – Thursday 19th July)
- Week 2: 5 – 9 November 2018
- Week 3: 14 – 18 January 2019
- Week 4: 25 – 29 March 2019

We are working jointly with Ruskin College to ensure an appropriate qualification will be attained.

POSTAL AGREEMENTS & PROCEDURES

The essential 5 day course for all new CWU activists working within Royal Mail Group.

This course is aimed at new workplace activists and representatives in the Royal Mail Group. With presentations and expert advice from senior IR experts during the five day programme you will receive a thorough grounding in:

- Introduction to the Industrial Relations Framework in Royal Mail Group
- Mediation
- Conduct Code
- The Grievance Procedure
- The Attendance Procedure
- Disability Discrimination
- Maternity and Paternity Rights
- Bullying and harassment
- Ill Health Retirement

This course is designed to ensure that everyone gets the chance to participate fully through working in small groups, taking part in group discussions, role play and practical exercises. You do not need to have any qualifications or previous experience to attend this course.

RELEASE

Please note that this course attracts PAID RELEASE from Parcelforce, Post Office Limited and Royal Mail Group.

DATES

The following Residential Postal Agreements & Procedures courses are currently scheduled to take place at the CWU Education and Training Centre at Alvescot Lodge.

- 6 – 10 August 2018 (Closing date for applications – Thursday 21st June)
- 22 – 26 October 2018 (Closing date for applications – Thursday 6th September)
- 21 – 25 January 2019 (Closing date for applications – Thursday 6th December)
- 29 April – 3 May 2019 (Closing date for applications – Thursday 14th March)
- 1 – 5 July 2019 (Closing date for applications – Thursday 16th May)

PUBLIC SPEAKING

- Do you worry about speaking in public or at meetings?
- Are you interested in doing more public speaking in a trade union environment?
- Would you like to have a go at writing a speech?
- Or would you just like to polish up your public speaking skills?

If the answer to any of these questions is yes, then this short course will be a great way of gaining the confidence to banish your nerves and develop great public speaking skills.

Over the two or three day course, you will have a chance to:

- Identify the best speaking style for you
- Understand what makes a great speech
- Get some top tips on how best to structure a speech
- Practice delivering a speech in a friendly and supportive environment
- Develop techniques for dealing with nerves
- Try out different styles of speaking
- Understand how formal processes work at conferences

RELEASE

This course does not attract paid release from the employers that we work with.

DATES

The following Public Speaking course is currently scheduled to take place at the CWU Education and Training Centre at Alvescot Lodge.

- Mon 25th – Wed 27th February 2019 (Closing date for applications – Thursday 10th January)

UNION LEARNING REPS PART 1

This is the first part of our essential course for all CWU Union Learning Representatives and is of 5 days duration.

This course is linked with Union Learning Reps Part 2 and both courses will have to be completed by students in a single academic year i.e. 1st August to 31st July.

This course is aimed at all CWU ULRs. During the five day programme you will receive a thorough grounding in:

- Your role as a CWU union learning representative
- Your skills as a CWU ULR
- The role of trade unions in learning
- Barriers to Learning
- Communication skills
- Writing it Down
- Analysing learning needs
- Mapping learning needs
- Interview skills
- Planning a learning campaign

This course is designed to ensure that everyone gets the chance to participate fully through working in small groups, taking part in group discussions, role play and practical exercises. You do not need to have any qualifications or previous experience to attend this course.

RELEASE

ULRs have a legal right to attend training courses. Please note that this course attracts PAID RELEASE from BT, Openreach, Parcelforce, Post Office Limited, ROMEK, O2 and Royal Mail Group.

DATES

The following Residential ULR Part 1 course is currently scheduled to take place at the CWU Education and Training Centre at Alvescot Lodge.

- 10 – 14 September 2018 (Closing date for applications – Thursday 26th July)

UNION LEARNING REPS PART 2

This the second part of our essential course for all CWU Union Learning Representatives and is of 5 days duration.

This course is linked with Union Learning Reps Part 1 and both courses will have to be completed by students in a single academic year i.e. 1st August to 31st July. If someone has already completed the ULR Part 1 course, they can still apply for this course.

This course is aimed at all CWU ULRs. During the five day programme you will receive a thorough grounding in:

- Negotiating for Learning
- Analysing Workplace Learning Needs
- Meeting Skills
- Meeting the Learning Needs of your members
- Campaigning Skills
- Planning a learning Strategy
- Learning and Organising

This course is designed to ensure that everyone gets the chance to participate fully through working in small groups, taking part in group discussions, role play and practical exercises. You do not need to have any qualifications or previous experience to attend this course.

RELEASE

ULRs have a legal right to attend training courses. Please note that this course attracts PAID RELEASE from BT, Openreach, Parcelforce, Post Office Limited, ROMEK, O2 and Royal Mail Group.

DATES

The following Residential ULR Part 2 course is currently scheduled to take place at the CWU Education and Training Centre at Alvescot Lodge.

- 11 – 15 March 2019 (Closing date for applications – Thursday 24th January)

WOMEN'S LEADERSHIP

The CWU is committed to encouraging more women to get involved in the union at all levels because we believe this makes us stronger and more relevant in the workplace. Over 50% of the UK workforce is made up of women and we think that women can make fantastic trade union activists. This newly designed course can be delivered over two or three days and includes a full programme of group activities, presentations and guest speakers all facilitated by experienced CWU tutors.

Aims of the programme:

This course is designed to:

- Help women become more active in the CWU
- Develop a better understanding of what unions are and how they work
- Provide an opportunity to build effective support and networks for woman activists
- Develop new ideas for how women can work at the heart of the CWU
- To help YOU become more active in the CWU

Who should attend?

Any new women activists who have recently taken on any role in the CWU and women members who are considering getting more active in the CWU. You can work for any of the companies where we have a presence and don't worry if you haven't attended any union events or courses before, our tutors will be there to support you and you'll find that union learning is a lot of fun, providing great opportunities for discussion, networking and sharing ideas and experiences.

RELEASE

This course does not attract paid release from the employers that we work with.

DATES

The following Women's Leadership course is currently scheduled to take place at the CWU Education and Training Centre at Alvescot Lodge.

- Mon 10th – Wed 12th June 2019 (Closing date for applications – Thursday 25th April)