

EQUALITY, EDUCATION & DEVELOPMENT DEPARTMENT



# EDUCATION & TRAINING PROSPECTUS

## 2024

 [@DaveWardGS](#)

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# CWU National Residential Programme 2024

**VENUE: QUORN GRANGE HOTEL, 88 WOOD LANE, QUORN, LE12 8DB**

<b>Start</b>	<b>Finish</b>	<b>Course</b>	<b>Cut off</b>
08/01/2024	12/01/2024	Introduction to Health & Safety Part 1	28/11/2023
15/01/2024	19/01/2024	Essential Skills Part 1	05/12/2023
22/01/2024	26/01/2024	Introduction to Health & Safety Part 2	12/12/2023
29/01/2024	02/02/2024	Postal Agreements & Procedures	11/12/2023
05/02/2024	09/02/2024	Union Learning Reps Part 1	01/01/2024
12/02/2024	14/02/2024	Branch Secretary's Part 1	01/01/2024
19/02/2024	23/02/2024	Introduction to Health & Safety Part 2	09/01/2024
26/02/2024	01/03/2024	Essential Skills Part 2	16/01/2024
11/03/2024	13/03/2024	Women's Leadership	30/01/2024
18/03/2024	20/03/2024	BAME Leadership 1	06/02/2024
15/04/2024	19/04/2024	Essential Skills Part 1	05/03/2024
29/04/2024	03/05/2024	Postal Agreements & Procedures	19/03/2024
15/05/2024	17/05/2024	IDAHOBIT	04/04/2024
20/05/2024	24/05/2024	Advanced Skills Part 1	09/04/2024
03/06/2024	07/06/2024	Essential Skills Part 2	23/04/2024
24/06/2024	28/06/2024	Equal Rights Part 1	14/05/2024
01/07/2024	05/07/2024	Intermediate Health & Safety Part 1	21/05/2024
08/07/2024	12/07/2024	Essential Skills Part 1	28/05/2024
15/07/2024	19/07/2024	Introduction To Health & Safety Part 1	04/06/2024
22/07/2024	26/07/2024	TBC	11/06/2024

02/09/2024	06/09/2024	Essential Skills Part 2	23/07/2024
09/09/2024	13/09/2024	Advanced Skills Part 2	30/07/2024
16/09/2024	20/09/2024	Postal Agreements & Procedures	06/08/2024
30/09/2024	02/10/2024	BAME Leadership 2	20/08/2024
07/10/2024	09/10/2024	Mental Health Awareness	27/08/2024
14/10/2024	18/10/2024	Introduction To Health & Safety Part 2	03/09/2024
21/10/2024	25/10/2024	Equal Rights Part 2	10/09/2024
04/11/2024	06/11/2024	Branch Secretary's Part 2	24/09/2024
11/11/2024	15/11/2024	Postal Agreements & Procedures	01/10/2024
18/11/2024	22/11/2024	Intermediate Health & Safety Part 2	08/10/2024

### ***CWU Online course Programme 2024***

<b>Start</b>	<b>Finish</b>	<b>Course</b>	<b>Cut off</b>
04/03/2024	08/03/2024	Introduction to Health & Safety Part 1	23/01/2024
18/03/2024	22/03/2024	Essential Skills Part 1	06/02/2024
25/03/2024	26/03/2024	Discipline & Grievance (non recognised area)	12/02/2024
13/05/2024	17/05/2024	Introduction to Health & Safety Part 2	02/04/2024
17/06/2024	21/06/2024	Essential Skills Part 2	07/05/2024
23/09/2024	27/09/2024	Essential Skills Part 1	13/08/2024
26/09/2024	27/09/2024	Discipline & Grievance (non recognised area)	15/08/2024
11/11/2024	15/11/2024	Postal Agreements & Procedures	01/10/2024
25/11/2024	29/11/2024	Essential Skills Part 2	15/10/2024

## **COURSE LIST 2024**

<b>ESSENTIAL SKILLS FOR CWU REPS PART 1 &amp; 2</b>	<b>2</b>
<b>ADVANCED SKILLS PARTS 1 &amp; 2</b>	<b>2</b>
<b>BAME LEADERSHIP 1</b>	<b>3</b>
<b>BAME LEADERSHIP 2</b>	<b>3</b>
<b>BRANCH SECRETARY'S PART 1 &amp; 2</b>	<b>4</b>
<b>EQUAL RIGHTS PART 1</b>	<b>4</b>
<b>EQUAL RIGHTS PART 2</b>	<b>4</b>
<b>INTRODUCTION TO HEALTH &amp; SAFETY PART 1</b>	<b>5</b>
<b>INTRODUCTION TO HEALTH &amp; SAFETY PART 2</b>	<b>5</b>
<b>INTERMEDIATE HEALTH &amp; SAFETY PART 1</b>	<b>6</b>
<b>INTERMEDIATE HEALTH &amp; SAFETY PART 2</b>	<b>6</b>
<b>MENTAL HEALTH AWARENESS</b>	<b>7</b>
<b>POSTAL AGREEMENTS &amp; PROCEDURES</b>	<b>7</b>
<b>UNION LEARNING REPS PART 1</b>	<b>8</b>
<b>WOMEN'S LEADERSHIP</b>	<b>9</b>

# THIS PROSPECTUS HAS BEEN PUT TOGETHER TO HELP BRANCHES PLAN THEIR EDUCATION AND TRAINING REQUIREMENTS FOR THEIR REPS FOR THE COMING YEAR



## INTRODUCTION

Our activists are the most important resource that we have in the CWU. We consistently invest in helping all our representatives 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 and pathway for their activists. Priority should be given to new representatives getting their introductory training as soon as possible after they are elected. We also suggest that consideration is given to sending your more senior activists on some of the more advanced courses so that they can keep their skills and knowledge up to date and also impart their experiences to newer colleagues.

## COSTS OF COURSES

Arrangements have been made for our residential training programme to be delivered at Quorn Grange Hotel, 88 Wood Lane, Quorn, LE12 8DB. Student accommodation costs on a Dinner, Bed and Breakfast basis will be met centrally. Branches are responsible for student travel and any other appropriate expenses.

## BUILDING PROPORTIONALITY

We particularly encourage branches to nominate representatives from the Equality Strands who are often under-represented on the CWU Education and Training Programme.

## APPLYING FOR COURSES

Applications should be emailed by Branch Secretaries to [courseadmin@cwu.org](mailto:courseadmin@cwu.org) ensuring that the representative is available to attend.

Finally, we strongly encourage Branches and reps to provide us with feedback on the courses they have attended.

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

**Kate Hudson**

Head of Equality, Education & Development

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## ESSENTIAL SKILLS FOR CWU REPS PART 1 & 2

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### THE ESSENTIAL COURSE FOR ALL NEW CWU ACTIVISTS

This two part courses will be delivered with a combination of classroom based and online learning, 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, with two full 5 day weeks in the classroom either regionally, residentially or “virtually” online.

The full course needs to be completed by students in a single Academic Year i.e. 1st August to 31st July.

This course is aimed at new workplace activists who 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 member’s 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 should normally attract PAID RELEASE from employers where the CWU is recognised.

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## ADVANCED SKILLS PARTS 1 & 2

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### THE CWU PROGRAMME FOR ACTIVISTS, WHO HAVE COMPLETED ESSENTIAL SKILLS 1 & 2 COURSES

These courses are delivered through a combination of classroom based and online learning, over 12 days in total.

There are two days - Day 1 - online pre-course and Day 2 - bridging work/ training, which will be supported via Branch Union Learning Representatives (ULRs) locally, with two full 5 day weeks in the classroom either regionally or residentially.

The full course needs 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. Attendance on both weeks is required to complete this course.

## RELEASE

Please note that this course should normally attract PAID RELEASE from employers where the CWU is recognised.

## BAME LEADERSHIP 1

The CWU is committed to encouraging more BAME members to become involved in the union at every level. We believe this will make us stronger and more relevant in the workplace and in society. This course includes a full programme of group activities, presentations and guest speakers all facilitated by experienced tutors.

### AIMS OF THE PROGRAMME:

This course is designed to:

- Help BAME 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 BAME activists
- Develop new ideas for how BAME members can work at the heart of the CWU
- To help YOU become more active in the CWU

### WHO SHOULD ATTEND

BAME activists who have recently taken on a role in the CWU and BAME members considering becoming more active in the CWU.

You can work for any of the companies where we have a presence and do not worry if you have not attended any union events or courses before - our tutors will be there to support you. You will 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.

## BAME LEADERSHIP 2

### AIMS OF THE PROGRAMME

This course is designed to:

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

### WHO SHOULD ATTEND?

BAME activists who have already attended the BAME 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.

## BRANCH SECRETARY'S PART 1 & 2

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### THIS TWO PART COURSE IS FOR NEW AND EXPERIENCED BRANCH SECRETARY'S AS WELL AS DEPUTY/ASSISTANT'S

During the course you will receive a thorough grounding in matters including:

- GDPR and data protection
- The Online membership system
- Branch Communications
- Writing Conference motions & Rule changes
- Planning
- Employment Tribunals
- Central Billing
- Action Planning

#### 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.

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## EQUAL RIGHTS PART 1

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### THE ESSENTIAL 5 DAY COURSE FOR CWU ACTIVISTS WHO WISH TO INCREASE THEIR KNOWLEDGE OF EQUALITY AND DIVERSITY ISSUES.

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
- 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.

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## EQUAL RIGHTS PART 2

### THE SECOND PART OF THE ESSENTIAL 5 DAY COURSE FOR CWU ACTIVISTS WHO WISH TO INCREASE THEIR KNOWLEDGE OF EQUALITY AND DIVERSITY ISSUES.

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, ROMECC, O2 and Royal Mail Group.

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## INTRODUCTION TO HEALTH & SAFETY PART 1

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### THE ESSENTIAL COURSE FOR NEW HEALTH AND SAFETY REPRESENTATIVES.

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 assessments
- 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 attracts PAID RELEASE from employers where the CWU is recognised.

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## INTRODUCTION TO HEALTH & SAFETY PART 2

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### THE SECOND WEEK OF THE ESSENTIAL 5 DAY COURSE FOR NEW HEALTH AND SAFETY REPRESENTATIVES.

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 and 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 attracts PAID RELEASE from employers where the CWU is recognised.

## INTERMEDIATE HEALTH & SAFETY PART 1

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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 attracts PAID RELEASE from employers where the CWU is recognised.

## INTERMEDIATE HEALTH & SAFETY PART 2

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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 attracts PAID RELEASE from employers where the CWU is recognised.

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## MENTAL HEALTH AWARENESS

### THIS COURSE IS BENEFICIAL FOR ALL CWU REPRESENTATIVES

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 attracts Paid Release within BT Group

## POSTAL AGREEMENTS & PROCEDURES

### THE ESSENTIAL 5 DAY COURSE FOR ALL NEW CWU ACTIVISTS WORKING WITHIN ROYAL MAIL.

This course is aimed at new workplace activists and representatives in Royal Mail. 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
- Mediation
- Conduct Code
- The Grievance Procedure
- The Attendance Procedure
- Disability Discrimination
- Maternity and Paternity Rights
- Bullying and harassment
- Ill Health Retirement

### RELEASE

This course attracts paid release.

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

- Your role as a CWU ULR
- 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 and attracts PAID release where the CWU is recognised.

## 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 many are fantastic trade union activists. This newly reviewed 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 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?

Women activists who have recently taken on a role in the CWU as well as women members who are considering getting more active in the CWU.

You can work for any of the companies where we have a presence. Do not worry if you haven't attended any union events or courses before - our tutors will be there to support you and you will 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.

## BESPOKE / IN-HOUSE WORKSHOPS

All of the courses above provide a hugely popular and in-depth core training programme providing our representatives and activists with qualifications, skills and confidence to take on their roles successfully.

In tandem with these accredited courses, we also offer unaccredited and informal workshops. These can be delivered “in-house” by members of the Equality, Education & Development Team or facilitated by competent and experienced representatives.

Workshops can be developed dependent on need and can be employer specific - for example “Essential Skills in Capita or Telefonica”.

We are pleased to also be able to offer a broad spectrum of “Awareness Raising” courses on subjects such as:

- Chiring meetings
- Disability Awareness
- Grievance & Discipline
- Public Speaking
- Recruitment & Organising short workshop
- Regional Leads Development
- Trans Awareness





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General Secretary Dave Ward | [@DaveWardGS](https://twitter.com/DaveWardGS)

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