

No: 368/24

21<sup>st</sup> November 2024

**TO: ALL BRANCHES**

Dear Colleague,

## **Core / Online Education & Training Programme 2025**

The purpose of this LTB is to advise Branches that the NEC has endorsed a programme of courses for 2025.

### **Core Residential Programme**

Arrangements have been made for our residential training programme to be delivered at the GFTU owned Quorn Grange Hotel, 88 Wood Lane, Quorn, LE12 8DB.

Representative's accommodation costs on a dinner, bed and breakfast basis will be met centrally.

Branches are responsible for student travel and any other appropriate expenses.

### **Scheduled Programme 2025**

The programme cuts across all the specialisms that our representatives perform incorporating both accredited and unaccredited courses:

- Skills courses all include elements of industrial / employment relations, negotiating and organising
- Health & Safety courses lead representatives through theory and practice of legislation and organising around Health and Safety
- Equal Rights deal with equality and diversity in the workplace and wider society

## Residential Programme 2025

From	To	Course	Cut-off date
20/01/25	24/01/25	Essential Skills 1	09/12/24
27/01/25	31/01/25	Essential Skills 1	16/12/24
03/02/25	07/02/25	Postal Agreements	23/12/24
10/02/25	14/02/25	Essential Skills 1	30/12/24
17/02/25	21/02/25	Introduction to Health & Safety 1	06/01/25
03/03/25	07/03/25	Advanced Skills 1	20/01/25
17/03/25	19/03/25	Mental Health Awareness	03/02/25
24/03/25	28/03/25	Intermediate Health & Safety 1	10/02/25
07/04/25	11/04/25	Postal Agreements	24/02/25
28/04/25	02/05/25	Union Learning Reps 1	17/03/25
12/05/25	16/05/25	Essential Skills 1	31/03/25
02/06/25	06/06/25	Essential Skills 2	21/04/25
09/06/25	13/06/25	Introduction to Health & Safety 2	28/04/25
16/06/25	20/06/25	Intermediate Health & Safety 2	05/05/25
30/06/25	02/07/25	Women in the CWU	19/05/25
07/07/25	09/07/25	BAME Representatives in the CWU	26/05/25
21/07/25	25/07/25	TBC	09/06/25
01/09/25	05/09/25	Essential Skills 2	21/07/25
08/09/25	12/09/25	Introduction to Health & Safety 2	28/07/25
29/09/25	03/10/25	Advanced Skills 2	18/08/25
06/10/25	08/10/25	Branch Chairs	25/08/25
13/10/25	17/10/25	Postal Agreements	01/09/25
27/10/25	31/10/25	Introduction to Health & Safety 1	15/09/25
03/11/25	07/11/25	Essential Skills 1	22/09/25
10/11/25	12/11/25	LGBT+ in the CWU	29/09/25

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 General Secretary: Dave Ward

## Online Programme 2025

From	To	Course	Cut-off date
24/02/25	28/02/25	Introduction to Health & Safety 1	13/01/25
10/03/25	11/03/25	Discipline & Grievance (UTAW Branch)	27/01/25
31/03/25	04/04/25	Intermediate Health & Safety 1	17/02/25
19/05/25	20/05/25	Mental Health Awareness	07/04/25
23/06/25	27/06/25	Introduction to Health & Safety 1	12/05/25
14/07/25	18/07/25	Postal Agreements	02/06/25
21/07/25	25/07/25	Essential Skills 2	09/06/25
28/07/25	29/07/25	Discipline & Grievance (UTAW Branch)	16/06/25
15/09/25	19/09/25	Intermediate Health & Safety 2	04/08/25
22/09/25	26/09/25	Equal Rights 1	11/08/25
20/10/25	24/10/25	Essential Skills 1	08/09/25
27/10/25	31/10/25	TBC	15/09/25
10/11/25	14/11/25	Postal Agreements	29/09/25
17/11/25	21/11/25	Equal Rights 2	06/10/25
24/11/25	28/11/25	Introduction to Health & Safety 2	13/10/25

All of the above is subject to the necessary funding being available.

### **Application Process**

Branch Secretary's and Branch Admins should continue to use the CWU Portal, **please make sure applicants emails are up to date.**

### **Release & Notice**

Paid release should normally apply where the union is recognised and/or in line with any existing agreements.

### **Prospectus**

The CWU Course Prospectus for 2025 is currently being finalised and will be issued shortly by LTB and here [CWU](#). The prospectus will assist branches and students in planning their training requirements for the coming year and gives an overview of course content.

## **Online courses**

Online learners must preferably have access to a good PC or laptop. Tablets can be used but have some limitation in our experience. Attending training courses using a mobile phone is not possible.

There must be a stable internet connection from where the learning is taking place.

Colleges will also be in contact before the course to advise of any additional requirements.

We would appreciate Branches / ULRs assistance in ensuring any applicants are prepared in line with the above points. If any representative encounters difficulties getting set up with IT equipment in preparation for course attendance, please advise their Branch Secretary, Union Learning Rep or the Equality, Education & Development department as soon as possible.

Any queries relating to this LTB should be directed to [equality&education@cwu.org](mailto:equality&education@cwu.org)

Yours sincerely,



**Kate Hudson**  
**Head of Equality, Education & Development**