

tmc.ac.uk



Education for
Trade Unionists
2018

Be the change your workplace needs to see, with a nationally recognised trade union qualification.

The Manchester College offers an excellent NOCN accredited education and training pathway for union reps and members as well as an exciting, accessible training suite for anyone wanting to up-skill in numerous areas.

Our courses range from the full 10-day TUC programme with progression to level 2 diplomas, short 3 day courses covering equality, women in leadership, dealing with bullying and harassment, public speaking and mental health awareness. We can also offer bespoke briefing sessions on many topics including managing stress, emotional intelligence and dyslexia awareness - free of charge (see page 7 for more details).

Our learning environment is open and accessible, with all students able to participate and feel valued, embracing the diversity that the trade union movement has to offer.

We are a large, diverse and dedicated team with 9 full time and 2 part time members of staff with backgrounds in both the public and private sectors and specialisms in Health & Safety, Employment and Equality Law and Mental Health. Trade union tutors offer great support to learners and through our methods of group work, discussion, research activities and tutor input, the TUC Education programme at The Manchester College is a great way to return to learning at any age.

Our team work within the TUC values of justice and fairness, equality and equity, democracy and unity. Join us today and take informed, positive action for your colleagues.



CONTENTS

01	Welcome
03	Meet the Team
05	Where to Find Us
07	FREE 'Bite-Size' Events
08	Being Amazing
09	NOCN Award Level Courses
11	Health & Safety
13	Union Reps
15	Mental Health
17	Mental Health First Aid
19	Mental Health First Aid Youth
20	Diplomas
21	How to Apply

Meet the Team



Kevin Duffy
Trade Union Education Co-ordinator
KDuffy@tmc.ac.uk
Tel: 0161 674 1442

Following a number of jobs I held in construction, manufacturing and agriculture, I became an activist in NUPE, one of the unions that merged to form Unison. I have worked in trade union education for over 20 years, tutoring on the full range of courses, with a particular emphasis on health, safety and welfare programmes. My aim is to continue to build a centre of excellence for trade union learners within the Greater Manchester area.



Mike Dearing
Trade Union Education Co-ordinator
MDearing@tmc.ac.uk
Tel: 0161 674 1443

I am a member of Unison and have worked at The Manchester College for over 10 years, specifically within Trade Union Education. I am committed to helping develop provision in Greater Manchester and North West Lancashire with a view to making trade union education accessible to as many reps and members as possible.



Vicky Knight
Trade Union Education Co-ordinator
KnightV@tmc.ac.uk
Tel: 0161 674 1444

I'm a UCU member and activist. My background is in the public sector, with 20 years' service in Merseyside Fire and Rescue Services as a Firefighter and FBU rep. I have been lucky enough to work at the college for a number of years in trade union education, particularly delivering on equality courses and organising new learning programmes. I am a firm believer that lifelong learning changes lives. As an adult returning to learn, it has certainly changed mine.



Tim Kearney
Trade Union Education Tutor
TKearney@tmc.ac.uk
Tel: 0161 674 1453

I joined The Manchester College in 2012 to teach trade union education and employee relations. I have 18 years previous experience as a PCS activist and lay official in the civil service including a short spell as a full-time officer working for PCS. I am now a UCU member. My academic background is in history and politics, I also deliver on a BSc module in employee relations and employment law as part of the colleges HE provision. I remain strongly committed to my trade union roots and also believe in making education accessible to all.



Dave Allday
Trade Union Education Tutor
DAllday@tmc.ac.uk
Tel: 0161 674 1445

I've been an active trade unionist and worked as a trade union tutor for over 13 years. I previously worked in the civil service, voluntary sector and in passenger transport. I really enjoy my role as a tutor - no two days are ever the same.



Debbie Potts
Trade Union Education Tutor
DPotts@tmc.ac.uk
Tel: 0161 674 1447

I'm a member of Community (Branch Chair), and a member of GMB. I've worked in the civil service/local government and in the trade union sector as a training officer with GMB and a regional co-ordinator with the TUC/Unionlearn. I have been a TUC tutor since the early 1990's and have worked at The Manchester College since 2006. I teach on all subjects but particularly deliver on employment law.



Cath Roberts
Trade Union Education Tutor
CatherineRoberts@tmc.ac.uk
Tel: 0161 674 1448

I have worked in trade union education in the Greater Manchester area as a tutor, course and workforce development co-ordinator for 15 years and I am a member of UCU. My background is in Further Education and local government. I worked as a member of support staff for 15 years. I became an activist and steward for NALGO which is now Unison; yes I remember the purple book! I teach on all the core courses, particularly the union learning representatives course.



Diana Warren
Trade Union Education Tutor
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Tel: 0161 674 5041

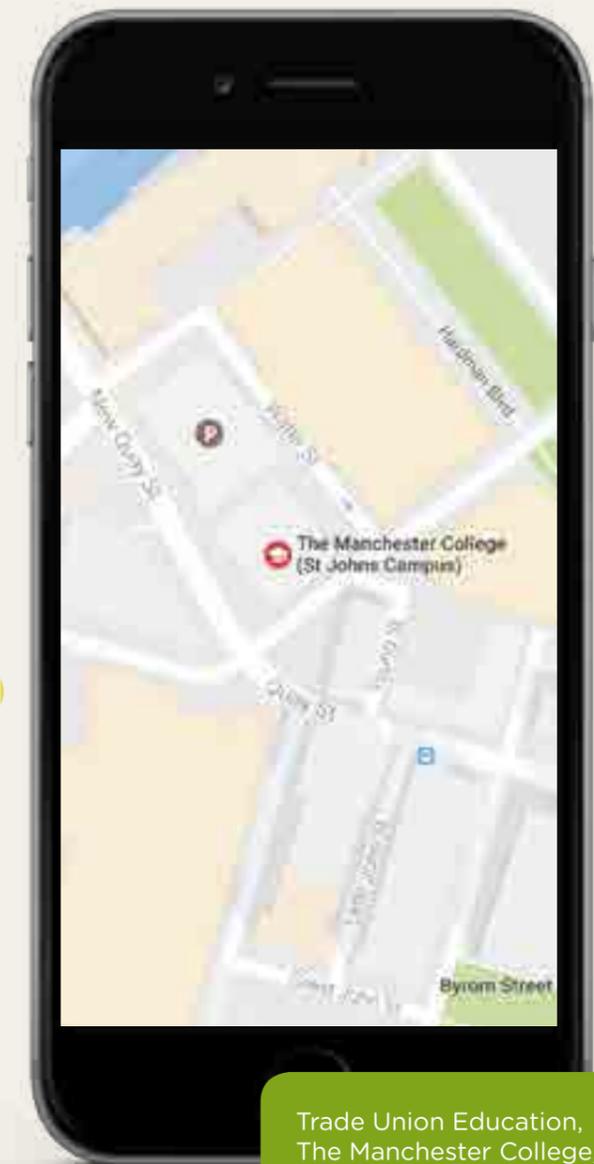
I have worked in trade unions as a trainer, organiser, officer, project worker, and been an activist and rep. My heart lies in teaching and supporting the development of trade union members and activists as I feel a strong collective voice relies on access to good quality training, support and development opportunities for all. I have over 20 years of experience delivering, designing and evaluating learning and development programmes for unions such as UCU, NUT, TSSA, PCS and the RCN.



Nigel Williams
Trade Union Education Tutor
nwilliams@tmc.ac.uk
Tel: 0161 674 1406

I've been a trade union activist for nearly three decades. I first became active in the Civil Service as a workplace rep, branch secretary and regional secretary for the Civil and Public Services Association. My union gave me a scholarship to study at Ruskin College, Oxford where I undertook a Diploma in Labour Studies. I worked for the TUC for a number of years before running TUC Education Centres at Stockport College and Ruskin College while playing an active role within the University and College Union.

How to Find Us



Trade Union Education,
The Manchester College,
St John's Campus,
2 New Quay Street,
Manchester,
M3 3BE

Office Number:
0161 674 1401

General E-mail:
TUED@tmc.ac.uk

FREE

“Bite-size” Briefings & Learning Events for Reps and Members

We want all union branches to know that we can now run short briefing sessions on any topic you are interested in to union reps and members for free. This can include bespoke courses to meet your specific training needs.

If you want an update on any union or employment related issue we can deliver training and provide a college certificate as evidence of learning. We can deliver half day or full day sessions on the following:

- Mental Health Awareness
- Absence Management Procedures
- Dyslexia Awareness
- TUPE update
- Social Media Monitoring & Surveillance
- Mentoring in the Workplace
- Representational Skills
- Stress at Work
- Trade Union Act
- Dealing with Bullying and Harassment
- Emotional Intelligence
- Women in the Workplace
- Employability Skills
- Basic IT Skills

We can also offer updates/refresher briefings on:

- Health & Safety
- Employment Law
- Equalities Law

All of these can be delivered on either branch or employer premises, we can also offer shorter sessions to be fitted around existing meetings and if time-off is an issue evening and weekend sessions can also be offered.

Please contact us to let us know your training needs:

Mike Dearing
0161 674 1401/1443 or 07894 806 103
MDearing@tmc.ac.uk

Being amazing

Working with HM Revenue & Customs as an Assistant Officer, Janet Ndungu became a Union Representative after completing Trade Union Education courses delivered by The Manchester College.

“Having graduated from The Manchester College in 2014 as an adult learner in Human Resources Management I felt I had a lot of skills and experience to offer by being a PCS Representative.

I wanted to help others in areas of my strengths, passion and in which I wanted to develop further.

I therefore chose to return to learn by undertaking Trade Union Education training courses with The Manchester College.

The courses were very interesting, enjoyable and they enhanced continuous learning. I was able to acquire further and up-to-date knowledge, and practical skills in specialist areas.

The classes were engaging, I expanded my knowledge and communications skills. I was able to comparatively see how other workplaces and unions work, whilst creating new relationships.

The course tutors were very supportive and I was able to practically apply my knowledge at work by promoting learning, whilst on the course. My confidence in handling case work has also increased and I look forward to handling my own personal case work, workload.

I am really grateful for the support and opportunity to learn from the Trade Union Education course tutors and for the support from my employer.



NOCN Award Level Courses



These accredited courses are available and suitable for union representatives (workplace rep or steward, health and safety rep, union learning rep or equality rep) and members and lead to an NOCN award. In addition to classroom based courses we can also offer 'Blended' programmes of study that combine classroom and distance (online) learning.

Equality Reps

This course is aimed at those with a role in promoting awareness, negotiating or representing members on equality issues. The course covers:

- Raising awareness of the equality agenda within workplaces and trade unions
- Enables Unions Reps to make equality and diversity part of the collective bargaining agenda
- Working with any vulnerable workers to ensure fair treatment

Autumn: 4 Oct - 18 Oct 2018

*Delivered 1 day per week for 3 weeks

Social Media and Surveillance: Dealing with the issues

Constant developments in technology means employers have access to engage in overt and covert surveillance of their employees. The course includes:

- Key legislation and case law covering privacy at work
- Up to date information to combat invasion of privacy in the workplace
- Examples of gains negotiated by union reps and representing members in such situations

Spring: 9 Mar - 23 Mar 2018
Autumn: 6 Nov to 20 Nov 2018

*Delivered 1 day per week for 3 weeks

Public Speaking and Communication Skills

This course is aimed at members, reps and officials who want to develop confidence in speaking in public. The course covers:

- Becoming more assertive
- Confidence in actively taking part in meetings
- Improve chairing skills including developing and speaking on motions/resolutions and amendments

Autumn: 12 Oct - 26 Oct 2018

*Delivered 1 day per week for 3 weeks

Dealing with Stress, Bullying and Harassment in the Workplace

This short course is aimed at all Union Reps who want to learn about the cause and symptoms of workplace stress and how Union Reps can work with others to raise awareness. The course covers:

- Developing policies and procedures to alleviate workplace stress
- Causes and effects of bullying and harassment and how intimidating behaviour can develop
- Supporting members who may experience bullying in the workplace

Spring: 7 Mar - 21 Mar 2018 **Autumn:** 16 Nov - 30 Nov 2018

*Delivered 1 day per week for 3 weeks

Domestic Violence - Breaking the Silence

This is a course aimed at trade union reps that want to develop an understanding of domestic violence and how it can affect members at work. The course covers:

- Identify their role, and the role of others in supporting members experiencing domestic violence
- Planning workplace and trade union actions to deal with the issue

Summer: 11 May - 25 May 2018
Autumn: 20 Nov - 4 Dec 2018

*Delivered 1 day per week for 3 weeks

Mentoring Apprentices

This classroom based three-day course aims to develop trained, role-specific mentors who are equipped to support apprentices through either part of, or their entire scheme. The course covers:

- Socio-economic and geo-political issues, alongside discussions regarding the government's agenda
- Explore the Unionlearn Apprenticeship Toolkit, employer policies, their practises and expectations
- Produce an action plan and mentoring template suitable for your workplace needs

Spring: 15 Mar - 29 Mar 2018
Autumn: 30 Oct - 13 Nov 2018

*Delivered 1 day per week for 3 weeks

Women in Leadership

This course has been developed as part of an on-going programme dealing with empowerment of underrepresented people into leadership and is ideal for new and aspiring women leaders. The course covers:

- Core skills and understanding needed to deal with leadership responsibilities, building confidence and providing opportunities to develop strategic approaches.
- Improving communications, increasing productivity through motivated and inclusive teams
- Leadership skills

Summer: 3 May - 17 May 2018

*Delivered 1 day per week for 3 weeks

Health & Safety

Health and Safety at work is always a major issue for all employees. Work places that have trade union health and safety reps have a significantly lower rate of accidents. If you are a newly appointed safety rep or if you want to build on existing training by further developing confidence, experience, knowledge and skills then these NOCN accredited courses are suitable for you.



Your pathway to amazing



STAGE 1

Health and Safety Stage 1

This is the introductory Trade Union Course which aims to help Union Reps maintain and improve health and safety. The course covers:

- Role and responsibilities, including legal rights and how to represent members.
- Identifying hazards, find information and relevant legal standards
- The role and duties of employers, managers and employees and how to participate in safety committees and other meetings.

Summer: 24 Apr - 3 July 2018

Autumn: 24 Sep - 3 Dec 2018

*Delivered 1 day per week for 10 weeks

STAGE 2

Health and Safety Stage 2 - Next Steps for Safety Reps

Progressing on to this course will lead to a NOCN accredited Level 2 Certificate. The course covers:

- Building a safe and healthy workplace
- Effecting change
- Keeping up to date on health and safety
- Planning for the future

Summer: 23 April - 9 July 2018

Autumn: 27 Sep - 6 Dec 2018

*Delivered 1 day per week for 10 weeks

DIPLOMA

Diploma in Occupational Health and Safety Level 2

This course is aimed at reps that have completed Health & Safety Stages 1 and 2 and would like to extend their knowledge of occupational health and safety issues. The diploma covers:

- Occupational Health and Safety and the environment
- Healthy and safety organisation
- The law and international issues

Autumn: 19 Sep 2018 - 31 July 2019

*Delivered via a combination of classroom and online sessions – one evening classroom session per week, remainder online

Union Reps

These NOCN accredited courses are essential for any workplace union reps, stewards and union learning reps. Find out what it means to be in these roles and how to represent your members effectively.

Your pathway to amazing

STAGE 1

Union Reps
Stage 1



STAGE 2

Certificate in
Employment
Law (Union
Reps Stage 2)



DIPLOMA

Diploma in
Employment
Law

STAGE 2 Certificate in Employment Law

This is a follow-on course after the Union Reps Stage 1 course has been completed. The course covers:

- Relevant employment law and rights
- Advanced negotiating rights and using employment law at work
- Responding to changes in the workplace
- Developing union organisation and communications with members

Summer: 25 Apr - 4 Jul 2018

Autumn: 25 Sep - 4 Dec 2018

*Delivered 1 day per week for 10 weeks

DIPLOMA

Diploma in Employment Law Level 2

This diploma looks more deeply at the law in relation to work and employment. The course covers:

- The origins, development, structure and machinery of employment law
- The role of Europe including contracts, dismissal, trade union and collective rights, communication and study skills

Autumn: 18 Sep 2018 - 30 Jul 2019

*Delivered via a combination of classroom and online sessions – one evening classroom session per week, remainder online

Union Learning Reps

This course is specifically for those who provide advice and support to members on learning opportunities. This course is delivered in two parts. Completing the first part will lead to an Award in the ULR Pathway. Learners who complete both parts will achieve the Certificate. The course covers:

- Providing information to members about learning, negotiating on training, learning with employers and building up reference files of up to date information on learning
- Enabling Union Learning Reps to signpost members to other sources of advice and guidance

Summer: 27 Apr – 6 Jul 2018

Autumn: 28 Sep – 7 Dec 2018

*Delivered 1 day per week for 10 weeks

STAGE 1 Union Reps Stage 1

Start your journey as a Union Rep. This course will help you understand the reps role and find information on members' contractual and statutory rights. The course includes:

- How to take up members' problems with their employers
- Representing members' at grievance and discipline meetings
- Participating in union meetings and activities

Summer: 26 Apr - 5 July 2018

Autumn: 26 Sep - 5 Dec 2018

*Delivered 1 day per week for 10 weeks

Mental Health

Mental health in the workplace is increasingly important, these courses cover why it is important and how to deal with mental health issues.



Your pathway to amazing



SHORT COURSE

Mental Health Awareness Short Course

This short introductory course will help trade union reps recognise and deal with workplace issues relating to mental health. The course covers:

- Strategies to deal with and raise awareness of the topic
- Identifying signs and symptoms of mental ill-health
- Raising awareness
- Strategies for support
- Action planning for progress

Summer: 10 May - 24 May 2018
Autumn: 7 Nov - 21 Nov 2018

*Delivered 1 day per week for 3 weeks

CERTIFICATE

Mental Health Certificate

This course is aimed at union reps that have completed the 3 day short course. The course covers:

- Dealing with mental health issues in the workplace
- Promoting workplace wellbeing
- Developing awareness of relevant legislation and employer policies
- Developing the skills required to act on behalf of workers that may be experiencing mental health issues.

Autumn: 26 Sep 2018 - 30 Jul 2019

*Delivered via a combination of classroom and online sessions - one classroom session per month, remainder online.

BRIEFING

Mental Health Briefing

Our Mental Health briefings are short, informative sessions where issues are identified, discussed and explored with excellent resources provided and signposting to further data or learning opportunities.

Attendees will leave with a broad overview of the subject matter and skills to inform further debate. These sessions are a great way of getting to grips with defining mental health, looking at key issues and planning around them. A great introduction to the mental health pathway.

FIRST AID

Mental Health First Aid

Mental Health First Aid (MHFA) is an internationally recognised two day training course, designed to teach people how to spot the signs and symptoms of mental ill health and provide help on a first aid basis.

(for further information please see pages 17 and 20)

FIRST AID

Adult Mental Health First Aid



Mental Health First Aid (MHFA) is an internationally recognised two day training course, designed to teach people how to spot the signs and symptoms of mental ill health and provide help on a first aid basis.

The Standard MHFA training can be attended by adults aged 16 upwards and is open to both union reps and non-union reps. The course covers:

- Early signs of a mental health problem
- Provide help on a first aid basis
- Preventing someone from hurting themselves or others
- Helping to stop a mental illness from getting worse
- Helping someone recover faster
- Guide someone towards the right support
- Reducing the stigma of mental health problems

COURSE DATE

23 Apr – 24 Apr 2018 &
17 Sep – 18 Sep 2018

£100 for reps and members of TUC affiliated unions

The MHFA course is delivered over two days / four sessions:

SECTION 01

01

- Early signs of a mental health problem
- Provide help on a first aid basis
- Preventing someone from hurting themselves or others
- Helping to stop a mental illness from getting worse
- Helping someone recover faster
- Guide someone towards the right support
- Reducing the stigma of mental health problems

SECTION 02

02

- Suicide in England
- How to help someone who is suicidal
- Listening non-judgementally
- First aid for depression
- Treatment and resources for depression
- Self care

SECTION 03

03

- What is anxiety?
- When is anxiety a problem?
- Alcohol, drugs and anxiety disorders
- Crisis first aid for panic attacks
- Crisis first aid for acute stress reaction
- Some common thinking distortions
- Treatment and resources for anxiety
- Self-harm
- Eating disorders

SECTION 04

04

- What is psychosis?
- Understanding psychosis
- Schizophrenia and bipolar disorder
- Recovery from psychosis
- Crisis first aid for acute psychosis
- Treatment and resources for psychosis
- Action planning for using MHFA

FIRST AID

Mental Health First Aid Youth



Our Youth MHFA Two Day course qualifies you as a Youth Mental Health First Aider. Youth Mental Health First Aiders have:

- An in depth understanding of young people's mental health and factors that affect wellbeing
- Practical skills to spot the triggers and signs of mental health issues
- Confidence to reassure and support a young person in distress
- Enhanced interpersonal skills such as non-judgemental listening
- Knowledge to help a young person recover their health by guiding them to further support - whether that's through self-help sites, their place of learning, the NHS, or a mix - engaging with parents, carers and external agencies where appropriate
- Ability to support a young person with a long term mental health issues or disability to thrive
- Tools to look after your own mental wellbeing

COURSE DATE

11 Jun - 12 Jun 2018 &
27 Sep - 28 Sep 2018

£100 for reps and members of TUC affiliated unions

The MHFA course is delivered over two days / four sessions:

SECTION 01

01

Youth Mental Health First Aid

- The Youth MHFA action plan
- Definition of mental health
- Adolescent development
- Common youth mental health disorders
- Preventing mental health issues
- Promoting wellbeing and protective factors

SECTION 02

02

Depression and anxiety

- What are depression and anxiety disorders?
- Signs and symptoms
- Possible causes
- Youth MHFA action planning

SECTION 03

03

Suicide

- The facts about suicide
- Possible warning signs
- Crisis first aid for suicidal behaviour

Psychosis

- What is psychosis?
- Signs of psychosis
- Youth MHFA action planning
- Treatment and resources for psychosis

SECTION 04

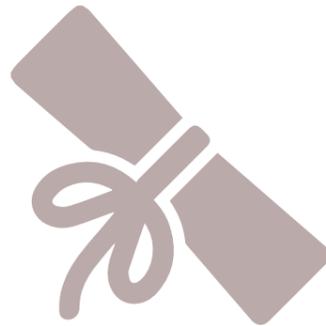
04

Self harm and eating disorders

- What are they?
- Why are they important?
- Possible causes
- Signs and symptoms
- Treatment and resources
- Youth MHFA action planning

Diplomas

Our range of Diploma courses have been developed to help experienced union representatives and officials take their learning further. We currently provide access to three Diplomas which are delivered over 36 weeks via blended learning, this combines class-based and online learning. We also take learners through GREL (Getting Ready for E-Learning), a short, accredited course which demonstrates how online learning works.



Diploma in Employment Law level 2

This diploma looks more deeply at the law in relation to work and employment. The course covers:

- The origins, development, structure and machinery of employment law
- The role of Europe including contracts, dismissal, trade union and collective rights, communication and study skills

Autumn: 18 Sep 2018 - 31 Jul 2019

*Delivered via a combination of classroom and online sessions – one evening classroom session per week, remainder online.

Diploma in Occupational Health and Safety Level 2

This course is aimed at reps that have completed Health & Safety Stages 1 and 2 and would like to extend their Knowledge of occupational health and safety issues. The diploma covers:

- Occupational Health and Safety and the environment
- Healthy and safety organisation
- The law and international issues

Autumn: 26 Sep 2018 - 31 Jul 2019

*Delivered via a combination of classroom and online sessions – one evening classroom session per week, remainder online

Diploma in Contemporary Trade Unionism Level 2

This course gives Union Reps the chance to 'think outside of the workplace' and see how historic developments affect today's unions. It covers the origins

Date to be confirmed

*Delivered via a combination of classroom and online sessions – one evening classroom session per week, remainder online

*Please note that due to changes in funding all Diplomas are now delivered at level 2

How to apply

There are no fees for attending a Trade Union Education course. To apply:

- Please review the prospectus and select a course
- Fill in the application form enclosed
- Apply for paid release from work (with your employer)
- Make sure that it has been countersigned by your union branch officer
- Note the details of the course for your records and return the completed form to the address or email address below.

Negotiating Paid Release From Work

Normally Union Reps get release through collective agreements with their employers.

There is legal backing in the Trade Union and Labour Relations Act 1992 and section 43 of the Employment Act 2002. There is also a linked ACAS Code of Practice – Time Off for Trade Union Duties and Activities. The Health and Safety at Work act also has a section on paid release for Safety Representatives with a code of practice – Time Off for Safety Representatives.

If you have any problems obtaining paid release you should contact your Senior Union Rep or full-time officer once you have applied.



Application Form

Please return your completed form to:

Mike Dearing,
Trade Union Education,
The Manchester College,
St John's Campus,
2 New Quay Street,
Manchester,
M3 3BE

or by email (with Branch Officers signature) MDearing@tmc.ac.uk



Take your skills to the next level and book on a course today.

☎ 0161 674 1401  @TUEDTMC

The Manchester College is committed to equality of opportunity, non-discriminatory practices and supporting individual students.

This information is also available in a range of formats, such as large print, on request.

tmc.ac.uk