

HOW TO APPLY ...

1. Choose a Course from the list overleaf
2. Fill in the Application Form and get it approved by the appropriate Branch or full-time Official
3. Arrange paid release from your employer to attend the course
4. Return your completed form to us at the address below.

T. U./H & S Education Centre

Victoria - V313,
Blackburn College,
Blackburn,
Lancs
BB2 1HL

Tel: 01254 677756
Tel: 01254 292268
Tel/fax: 01254 677712

For more info on the NW TUC programme contact the Regional Education Officer :

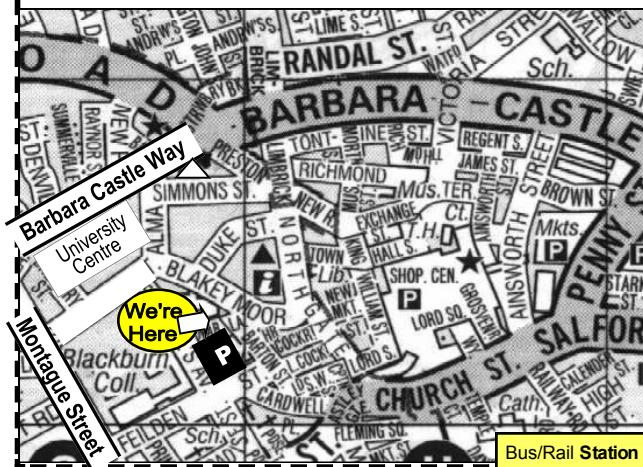
Tony Saunders,
NW TUC Education, 4th floor,
Jack Jones House
1 Islington,
Liverpool L3 8EG

Telephone: 0151 - 482 2721/2712

TIME OFF with FULL PAY

- Trade Union Reps have a legal right to time off *with pay at full average earnings* in order to attend TUC courses. This right is contained in the *Employment Protection (Cons) Act (1978) & ACAS Code of Practice Time Off for Trade Union duties & activities*.
- Safety Representatives have a legal right to paid time-off for training under the *1977 Safety Reps & Safety Committees Regs. (ACOP Time off for Training of Safety Reps)*

Our courses are held in the **TU/H&S Education Centre (V313)** in the old College **Victoria Building** on **Blakey Moor**. We are opposite the back end of **Feilden St Car Park**, 100 yards from King George's Hall in Blackburn Town Centre. **Feilden St Car Park** is a large secure car park, just next to the Victoria Centre, costing £3.70 per day



For more information about courses/application forms, please contact:

Alan McShane or Steve Dawson

on 01254 677756
01254 292268

or email; a.mcshane@blackburn.ac.uk



Blackburn
College

in partnership with the

TUC Education

TUC Training COURSES

for Trade Union & Health & Safety Representatives

Blackburn

Jan - April

2019

About the Courses.....

Introductory & follow on courses

Union Reps Stage 1 - essential 10-week foundation course for all union workplace representatives.

Reps then progress to second half of the course -

Union Reps Stage 2.

More experienced reps can undertake a 10 week course in **Employment Law**

Health & Safety Reps Stage 1 is essential for safety reps & other reps involved in workplace safety.

Reps then move onto the second half of the course

H & S Reps Stage 2.

There follows a 10 week follow-on course to keep more **Experienced Safety Reps** up to date

Short Course Programme

Grievance & disciplinary skills for exp union reps

3 x Fridays 22nd/29th March & 5th April

BB S1

Mental health awareness for TU & H&S reps

Mon - Wed 21st / 22nd / 23rd Jan

Stage 3 - Diploma Courses

More challenging, extensive (1-year) courses for both union and H&S reps:

Diploma in Employment Law an extensive course with 48 NOCN credits. Day Release basis

Diploma in Occupational Health & Safety extensive course leading to 48 NOCN credits/access to IOSH Safety Practitioner grade. Day release

Diploma in Contemporary Trade Unionism

Covering the development of trade unions, current issues & future perspectives. Day release

COURSE LIST

Union Reps Stage 1

10 x Mondays from 28th Jan

Code

BB 01

10 x Thursdays from 31st Jan

BB 02

Union Reps Stage 2

10 x Thursdays from 31st Jan

BB 03

Employment Law

10 x Tuesdays from 29th Jan

BB 04

Health & Safety Reps St 1

10 x Tuesdays from 29th Jan

BB 05

10 x Thursdays from 31st Jan

BB 06

Health & Safety Reps St 2

10 x Wednesdays from 30th Jan

BB 07

Experienced Safety Reps Update

10 x Thursdays from 31st Jan

BB 08

Union Learning Reps

10 x Fridays from 1st Feb

BB 09

Intro to Computers for TU Reps

10 x Mondays (morn) from 28th Jan

BB 10

Diploma in Employment Law

36 x Mondays from 14th Jan

BB 12

Diploma in Occupat'nal H & Safety

36 x Wednesdays from 8th May

BB 13

Diploma in Contemp T. Unionism (eve)

36 x Tuesdays from 15th Jan

BB 14

Application Form

I wish to apply for a place on the following course: (please use BLOCK LETTERS)

Course Title

Course Code:

Venue: **Blackburn TU and H&S Education Centre**

Starting Date:

Full Name:

Home Address:

Postcode:

Email Add:

Trade Union:

Post(s) Held:

Previous Courses:

Name of Employer:

Job:

Dept/Workplace:

Daytime/mobile no:

*I am a fully paid up member & representative of my union.
My employer has agreed to my attendance without loss of earnings*

.....
(Signature of applicant)

.....
(Signature of Branch/Regional Official or Stamp)

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