



Wales  
**TUC**  
Cymru

# **Courses for all union reps**

**Sept 2023 - July 2024**



# Contacts for course enquiries and sending in application forms

## Addysg Oedolion Cymru | Adult Learning Wales

Course Coordinator: Mark Baines &  
Michelle Kerswell

Tel: 01495 369869

Email: [tucourseinfo@adultlearning.wales](mailto:tucourseinfo@adultlearning.wales)

### Applications to:

Mair Owen  
Trade Union Studies  
Adult Learning Wales  
Bryn Menai  
Holyhead Road  
Bangor, LL57 2JA

## Coleg Gwent

Course Coordinator: John James  
Tel: 01633 466030 or 07527 450276

Email: [John.James@coleggwent.ac.uk](mailto:John.James@coleggwent.ac.uk)

### Applications to:

John James  
Trade Union Studies Centre  
Coleg Gwent  
City of Newport Campus  
Nash Road  
Newport NP19 4TS

For any other course enquiries or if you cannot find the course that you need listed, please contact the Wales TUC Education Team:

Tel: 029 2034 7010

Email: [wtuc@tuc.org.uk](mailto:wtuc@tuc.org.uk)

Wales TUC Education Service  
1 Cathedral Road  
Cardiff  
CF11 9SD

**Applications to:** John James, Trade Union  
Studies Centre, Coleg Gwent

**Tel:** 07527 450276

**Email:** [John.James@coleggwent.ac.uk](mailto:John.James@coleggwent.ac.uk)

**Venue:** online **Hours:** 9.15am to 16.45pm

# Coleg Gwent

<b>Autumn Term 2023</b>	<b>Start Date</b>	<b>End Date</b>	<b>Pattern</b>
Union Reps part 1	25 Sept	11 Dec	10 days
Health & Safety reps part 1	26 Sept	12 Dec	10 days
Union learning reps part 1	27 Sept	18 Oct	10 days
Greening our workplaces - 'green skills' for trade unionists	5 Sept	19 Sept	3 days
Negotating for a Just Transition	2 Oct	20 Oct	3 days

<b>Spring Term 2024</b>	<b>Start Date</b>	<b>End Date</b>	<b>Pattern</b>
Union reps part 1	15 Jan	25 Mar	10 days
Union Reps part 2	17 Jan	27 Mar	10 days
Health & Safety reps part 2	16 Jan	26 Mar	10 days
Union learning reps part 1	25 Jan	15 Feb	4 days
Union learning reps part 2	29 Feb	7 Mar	2 days
Greening our workplaces - 'green skills' for trade unionists	29 Jan	12 Feb	3 days
Negotating for a Just Transition	4 Mar	18 Mar	3 days

<b>Summer Term 2024</b>	<b>Start Date</b>	<b>End Date</b>	<b>Pattern</b>
Union reps part 1	17 Apr	25 Jun	10 days
Health & Safety reps part 1	8 Apr	1 Jul	10 days
Health & safety reps part 2	16 Apr	2 Jul	10 days
Union learning reps part 1	18 Apr	9 May	4 days
Union learning reps part 2	6 Jun	13 Jun	2 days
Greening our workplaces - 'green skills' for trade unionists	22 Apr	13 May	3 days
Negotating for a Just Transition	3 Jun	17 Jun	3 days

# Adult Learning Wales

Autumn Term 2023	Start Date	End Date	Pattern
Union Reps part 1	14 Sept	23 Nov	10 days
Union Reps part 2	15 Sept	24 Nov	10 days
Health & safety reps part 1	11 Sept	20 Nov	10 days
Health & Safety reps part 2	12 Sept	20 Nov	10 days
Mental health awareness	13 Sept	27 Sept	2 days
Greening our workplaces - 'green skills' for trade unionists	4 Oct	18 Oct	3 days

Spring Term 2024	Start Date	End Date	Pattern
Union Reps part 1	11 Jan	21 Mar	10 days
Union Reps part 2	12 Jan	22 Mar	10 days
Health & Safety reps part 1	8 Jan	18 Mar	10 days
Health & Safety reps part 2	10 Jan	19 Mar	10 days
Union learning reps part 1	21 Feb	13 Mar	4 days
Equality & Diversity	17 Jan	21 Feb	4 days

Summer Term 2024	Start Date	End Date	Pattern
Union Reps part 1	11 Apr	20 Jun	10 days
Union Reps part 2	11 Apr	21 Jun	10 days
Health & Safety reps part 1	8 Apr	17 Jun	10 days
Health & Safety reps part 2	9 Apr	18 Jun	10 days
Union learning reps part 2	10 Apr	17 Apr	2 days
Grievance & Disciplinary	15 May	22 May	2 days

# Short Courses

Wales TUC Education offers a series of accredited short 1 or 2 day courses to help reps keep their skills and knowledge up-to-date. This list is not exhaustive, if you don't see what you want then get in touch.

Examples of 1-2 day short courses that can be run for unions/groups of reps on request:

## Union Reps Skills

- Grievance and Disciplinary
- Negotiation Skills
- TUPE
- Menopause in the Workplace
- Autism Awareness in the Workplace
- Sexual Harassment in the Workplace
- Domestic Violence
- Tackling Bullying in the Workplace
- Dealing with Redundancies

## Promoting Learning

- Climbing Frame for Union Learning Reps
- Dyslexia Awareness
- Community Learning Reps
- Getting Organised to Promote Learning
- Workplace Learning and the ULR
- Equalities and Learning

## Health and Safety

- Green Reps (Trade Unions and the Environment)
- Introduction to the Control of Substances Hazardous to Health
- Risk Assessment
- Manual Handling
- Musculoskeletal Disorders
- Tackling Stress in the Workplace
- Mental Health Awareness
- Cancer in the Workplace
- Accident Investigation
- Stress Management for Reps
- Gender and Health and Safety
- Menopause in the Workplace

## Equality

- Tackling Racism
- Disability Champions @ Work
- Countering the Far Right
- Out at Work
- Menopause in the Workplace

# Have you got everything you need?

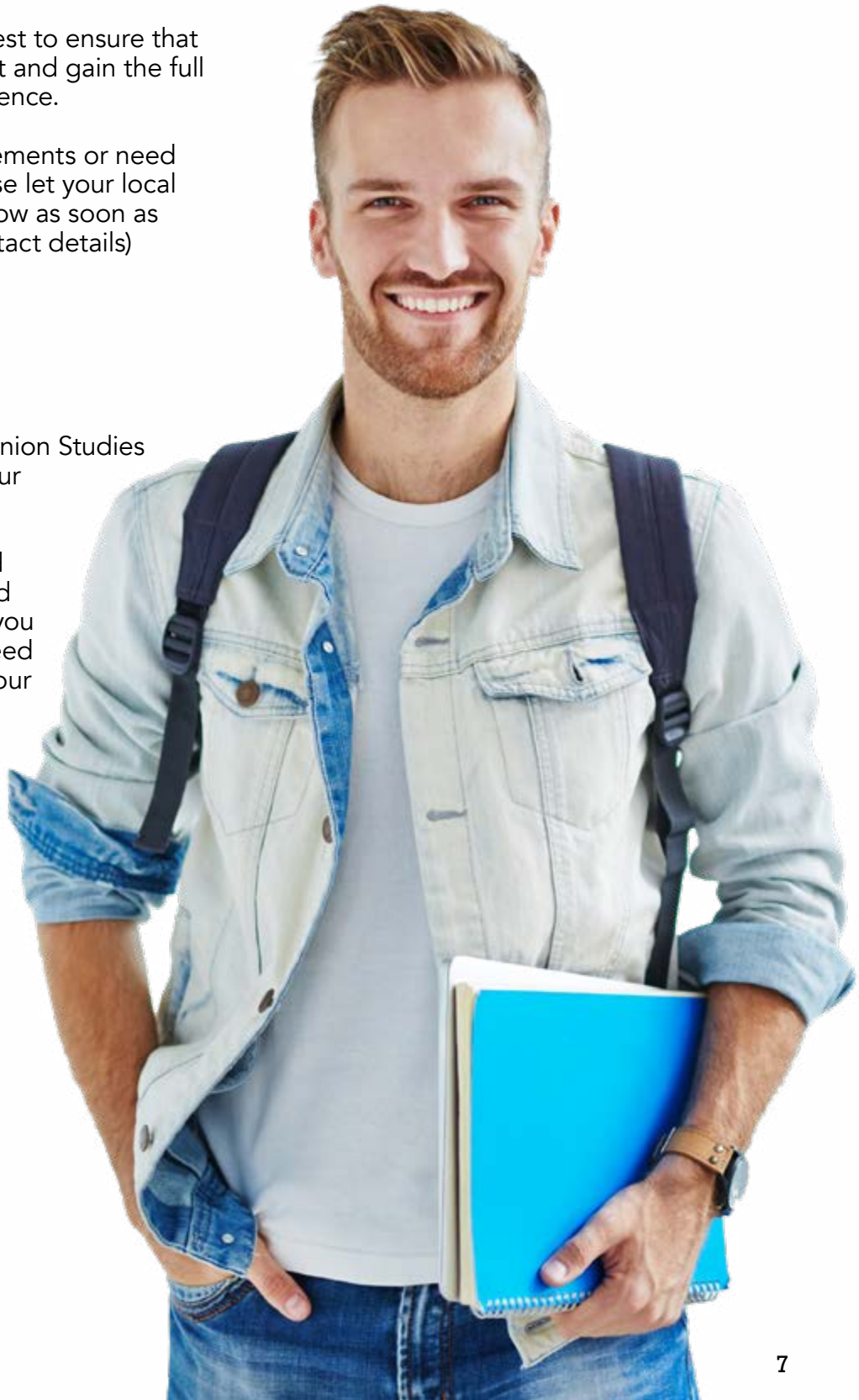
On our courses, we do our best to ensure that everybody is able to take part and gain the full benefit of the learning experience.

If you have any access requirements or need reasonable adjustments please let your local Trade Union Study Centre know as soon as possible. (See page 3 for contact details)

## How to apply

Choose a course from the list (see pages 4 & 5).

- Contact your local Trade Union Studies Centre which is running your course.
- Ask your employer for paid release from work to attend the course. Please ensure you follow the procedures agreed between your union and your employer.
- Your local Trade Union Studies Centre which is running your course will contact you to discuss further.
- There are no course fees for the Wales TUC Education programme. You will need to speak to your employer or union about travelling and other associated costs.







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e: [wtuc@tuc.org.uk](mailto:wtuc@tuc.org.uk) t: 029 2034 7010

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[www.tuc.org.uk/wales](http://www.tuc.org.uk/wales)