

WHY SHOULD I TRAIN?

It is UCU policy that all officers and reps, especially those involved in the representation of members, have been trained to carry out the role.

It is an integral part of your role as a rep to attend training and to keep updated with new information and skills.

You have a statutory right to attend training and to be paid. For more information on your statutory rights and for template letters go to: *Being a UCU activist: Facilities and time off for UCU reps*

The role of the rep/officer can be challenging. You are often the first point of call for members in trouble, and if you are new to the role this can be daunting. Enrolling for the reps' programme will give you guidance on how to carry out your tasks and will give you the confidence to do so.

Being a rep can be a isolating at times, therefore having the opportunity to meet and work alongside fellow UCU reps is a real benefit. Courses are run on a regional basis enabling local contacts and networks which may provide invaluable support after the course has finished.

It is advisable that reps should be accredited when representing members. Although it is unusual for an employer to ask to see reps' credentials, it does happen from time to time.

HOW DOES THE PROGRAMME WORK?

Approach

We employ a range of teaching methods for each UCU course to keep them appealing to different learning styles.

Participants learn how to solve problems collectively using a trade union approach. Our aim is to give participants the confidence to take part in the work of the UCU branch immediately after the course.

Accreditation

Most UCU courses are accredited through the TUC and partner accreditation centres, with reps gaining qualifications through the Open College Network.

Tutors

The programme is delivered by TUC-trained tutors who are experienced trade unionists and professionally qualified. Some sessions are led by UCU staff, and there is also input from external speakers.

Course materials

UCU courses aim to be as practical as possible. Typically, participants will be asked to complete pre- and post-course activities as well as use policies from their workplaces as reference points.

Course materials are regularly revised to incorporate legislative changes, new government initiatives and UCU policies.

Courses are free

All courses are free to members. Travel and child care costs can be reimbursed.

Accessibility for disabled members

We endeavour to meet all access needs. We ask that members let us know of any adjustments or needs when they apply.

Open to all

The union encourages black members, women, disabled and LGBT+ members to apply for courses. We welcome applicants who self-identify in one of these areas.

Attendance

You can apply for a course online at www.ucu.org.uk/training

We aim to acknowledge your application as soon as we have received it. Final joining instructions are sent out three weeks before the start of the course. If you cannot attend, please let us know so we can offer your place to a colleague.

As a UCU rep you have a statutory right to attend trade union training. If you have any difficulties in securing paid release from your employer speak to your branch, your regional office or email training@ucu.org.uk

For more information on registering for UCU training, please see the FAQ section on pages 18-19 of this booklet.

TRAINING

TOPS

UCU REPS

The Rep 1 induction course is aimed at all new UCU reps and branch officers as well as those who have yet to attend any training. Rep 1 and Rep 2 are sequential courses so you will need to attend Rep 1 prior to registering for Rep 2.

REP 1: INDUCTION

THIS COURSE WILL COVER

- the purpose of UCU, its structure, functions and democratic processes
- your role and other UCU roles in the branch
- your rights as a UCU rep
- how to apply a trade union approach to your work as a UCU activist
- how to develop a local campaign
- the relationship between organising campaigning and sustainability
- equality legislation
- the support available to you.

We encourage all UCU activists to attend the Rep 1 module regardless of which role they hold within the branch.

COURSE DURATION: 3 DAYS

DATES AND LOCATIONS

London 11-13 Sept 2019
Southampton 9-11 Oct 2019
Newcastle 9-11 Oct 2019
Birmingham 6-8 Nov 2019
Manchester 13-15 Nov 2019
London 10-12 June 2020
Birmingham 17-19 June 2020

REP 2: REPRESENTING MEMBERS

THIS COURSE WILL COVER

- the individual and collective nature of trade union work
- best practice when advising members
- how to interview a member
- key legislation and procedures relating to the representation of members
- how to raise grievances looking at specific institutions' policies
- practical advice on preparing documentation, witness statements and representation in casework
- progressing cases using preparation, negotiation and planning skills
- best practice guidance on representing members at formal hearings.

COURSE DURATION: 3 DAYS

DATES AND LOCATIONS

Birmingham 25-27 Sept 2019
Glasgow 3-5 Dec 2019
Exeter 10-12 March 2020
Southampton 18-20 March 2020
Manchester 1-3 April 2020
Birmingham 22-24 April 2020
Newcastle 29 April-1 May 2020
London 24-26 June 2020

HEALTH AND SAFETY REPS

Every UCU branch should have at least one health and safety rep who sits on the branch. In addition it is good practice to have a branch committee network of health and safety reps to represent members in different buildings, departments and faculties.

SAFETY REPS 1: INDUCTION ROLE AND FUNCTIONS

THIS COURSE WILL COVER

- the role and functions of a safety rep
- how to obtain facilities and time off to carry out the safety rep's function
- using the Safety Reps Regulations
- employers' duties under health and safety legislation
- applying a trade union and equal opportunities approach to health and safety
- organising UCU members regarding hazards at work
- developing the skills to become an effective safety rep.

To achieve accreditation, participants must attend all six days of the course (Safety Reps 1 and Safety Reps 2)

COURSE DURATION: 3 DAYS

DATES AND LOCATIONS

London 18-20 Sept 2019

Exeter 8-10 Oct 2019

Birmingham 16-18 Oct 2019

Manchester 27-29 Nov 2019

Newcastle 18-20 March 2020

SAFETY REPS 2: ORGANISING AND BARGAINING FOR MEMBERS

THIS COURSE WILL COVER

- how to improve health and safety training
- conducting health and safety inspections
- using a systematic approach to tackling health and safety problems
- how to improve the risk assessment process
- negotiating effective policies and procedures around stress and violence
- how to build union organisation around health and safety issues
- further development of key skills to become an effective safety rep.

COURSE DURATION: 3 DAYS

DATES AND LOCATIONS

Aberdeen 26-28 Nov 2019

Exeter 28-30 Jan 2020

London 11-13 Feb 2020

Birmingham 25-27 March 2020

LEARNING REPS

Every UCU branch should have at least one learning rep or education officer. The course will look at your role as a learning rep, and how to extend the UCU organising agenda to build the branch around learning.

WHO SHOULD ATTEND?

- new and existing UCU learning reps
- all branch officers

DURING THE COURSE YOU WILL

- discuss why issues relating to learning, training and professional development are trade union issues
- identify the role of the learning rep in your workplace and within UCU
- demonstrate an understanding of your legal rights
- assess your members' learning needs
- explore what learning and professional development opportunities exist within your college/university
- discuss equality issues around learning and how to deal with them
- practice skills to support members to access their rights to time off to learn
- create an action plan for your first UCU learning event to take to your branch committee.

COURSE DURATION: 1 DAY

DATES AND LOCATIONS

London 8 Nov 2019

EQUALITY REPS

UCU equality reps and officers work within branches to promote equality with the employer and union members. This could include looking at flexible working, absence management, discriminatory practices, equal pay and bargaining for equality.

WHO SHOULD ATTEND?

- UCU equality officers
- equality reps and branch officers

COURSE OBJECTIVES

This course will help reps to use equality legislation to tackle discrimination at work and develop and promote a branch-based equality agenda. It will cover:

- the role of the UCU equality rep/officer
- embedding equality within the branch bargaining and organising agenda
- discrimination legislation
- improving equality policies/agreements
- developing good practice
- promoting equality in the workplace, branch and the union
- techniques for raising equality issues
- developing equality networks
- sharpening negotiating skills.

COURSE DURATION: 2 DAYS

DATES AND LOCATIONS

London 13 & 27 Nov 2019

Birmingham 4-5 March 2020

London 6 & 28 May 2020

Manchester 3 & 24 June 2020

EFFECTIVE NEGOTIATING AND BARGAINING

Successful negotiating skills are paramount to a branch’s effectiveness and strength. This course is an opportunity for reps and officers involved in branch negotiations at all levels to increase their understanding and confidence to better represent UCU members.

WHO SHOULD ATTEND?

- branch negotiators
- other branch officers
- reps involved in local negotiations

THE COURSE WILL EXAMINE

- the role of the UCU negotiator and the negotiating team
- legal rights that may be used to support negotiations
- links between branch organising and campaigning activity
- techniques for communicating effectively and responding to unfair tactics in negotiations
- how issues of equality and diversity impact on negotiations
- how to implement a successful collective bargaining strategy.

COURSE DURATION: 3 DAYS

DATES AND LOCATIONS

- Birmingham** 26-27 Feb & 18 March 2020
- London** 29-30 April & 14 May 2020
- Southampton** 3-4 & 26 June 2020
- Manchester** 18-19 June & 1 July 2020

COURSES IN SCOTLAND

The UCU education programme in Scotland offers reps the opportunity to acquire new skills in a practical and supportive environment. Our UCU courses are tailored to take account of Scotland’s devolved nation status and where possible a member of the Scotland UCU staff team will be present to advise.

REP 1: INDUCTION

REP 2: REPRESENTING MEMBERS

These course follow the structure and content of the Rep 1 and 2 courses offered in England and Wales (see page 6).

SAFETY REPS 1: INDUCTION

This course follows the structure and content of the Safety Rep 1 courses offered in England and Wales (see page 7).

SAFETY REPS 2: ORGANISING AND BARGAINING FOR MEMBERS BERS

This course follows the structure and content of the Rep 2 course offered in England and Wales (see page 7).

SPECIALIST COURSES

MENTAL HEALTH IS A TRADE UNION ISSUE

This is a one-day course designed for UCU reps who wish to broaden their understanding of mental health issues. It will cover the Mental Health Act and the Equality Act and raise mental health issues in the workplace.

WHO SHOULD ATTEND?

- UCU reps

THE COURSE WILL ENABLE YOU TO

- raise mental health issues in the workplace
- develop your understanding of mental health issues
- identify how people with mental health conditions experience discrimination
- represent and support members with mental health conditions at work
- discuss the role of trade unions in tackling mental health problems at work.

COURSE DURATION: 1 DAY

DATES AND LOCATIONS

London 3 Oct 2019

Manchester 23 Oct 2019

Birmingham 6 Dec 2019

London 5 May 2020

GREEN REPS: INDUCTION

This introductory one-day course is designed for new environmental/green reps or those in the branch who have an interest in bargaining around the green agenda. UCU encourages all branches to elect at least one environment rep. This is an increasingly important role that has a direct link to the industrial bargaining agenda.

WHO SHOULD ATTEND?

- members who have an interest in climate change issues and want to get more involved in the work of their branch
- newly appointed environment reps
- existing reps and branch officers

THE COURSE WILL COVER

- environment terminology and the current debate
- legislation and other environmental information
- environment management systems
- current trade union policies and organisation
- workplace and community strategies.

COURSE DURATION: 1 DAY

DATES AND LOCATIONS

London 15 Oct 2019

Exeter 5 Feb 2020

London 16 April 2020

INTRODUCTION TO PENSIONS

This course is aimed at existing pensions reps and other branch reps or officers who are currently, or will be, offering support to members with pensions enquiries. Every branch should have a least one pensions representative able to give a specialist level of advice to members locally.

WHO SHOULD ATTEND?

- pensions reps/champions
- other branch officers
- reps involved in advising members on pensions

COURSE OBJECTIVES

The course will help you to understand both the Teachers' Pension Scheme (TPS) and the University Superannuation Scheme (USS) and will focus on:

- changes to these schemes
- how pensions are calculated
- additional pensions benefits
- ill health and redundancy issues
- pension developments and communications in your branch.

COURSE DURATION: 2 DAYS

DATES AND LOCATIONS

Birmingham 1-2 July 2020

AN INTRODUCTION TO CASEWORK

This is a course for reps who are new to representing individual members.

WHO SHOULD ATTEND?

This course is an introduction and you should complete Rep 1: Induction after taking it. More experienced reps may find it to update their skills and look at current best practice. **Please note that these courses are run on a strictly regional basis.**

THE COURSE WILL COVER

- the UCU legal support scheme and Education Support Partnership
- the role of rep
- effective communication with members seeking advice and representing them in meetings with management
- the importance of using individual cases for collective organisation
- developing a collaborative approach with the member
- maintaining confidentiality and conflicts of interest
- systems for dealing with individual casework in your branch.

COURSE DURATION: 1 DAY

DATES AND LOCATIONS

London 15 Oct 2019

Newcastle 14 Nov 2019

Exeter 4 Dec 2019

London 13 Feb 2020

London 10 June 2020

ADVANCED REPS

The advanced reps course is aimed at more experienced reps and branch officers who are actively involved in the strategic direction of the branch. The union is keen to attract activists from our equality strands (black, women, disabled and LGBT) and welcomes applicants who self-identify in one of these areas.

WHO SHOULD ATTEND?

- UCU reps and branch officers who have completed the UCU rep 1 induction, equality, or the health and safety induction course

THIS COURSE WILL COVER

- an analysis of branch organising
- how the branch can develop a strategy for recruitment
- how the branch involves members and develops new activists
- how the branch can widen participation
- developing a clear campaign message
- how we can build union strength through effective organising, campaigning and bargaining
- planning to take the branch to the next level of activity.

COURSE DURATION: 3 DAYS

DATES AND LOCATIONS

Newcastle 5-7 Feb 2020

CHALLENGING SEXUAL HARASSMENT IN THE WORKPLACE

This course is aimed at branch reps dealing with harassment cases; negotiating around policies that protect members or who wish to challenge sexual harassment in the workplace.

WHO SHOULD ATTEND?

There is no requirement to have attended any prior UCU reps training. However, an understanding of your local branch bargaining machinery will be an advantage. If you are a new rep and would like to attend this course please contact your branch chair or secretary to discuss how your branch negotiates policy with the employer.

THE COURSE WILL COVER

- legislation covering harassment
- UCU women's sexual harassment survey
- harassing and sexually harassing behaviour, impact, and barriers
- policies for dealing with harassment
- handling harassment cases
- challenging harassment at work
- involving members
- organising around equality.

COURSE DURATION: 1 DAY

DATES AND LOCATIONS

London 11 March 2020

London 1 July 2020

COURSES

BY

REQUEST

BLACK MEMBERS' COURSES

This course is for *black members who want to get more involved in UCU.

This course is for you if:

- you are new to activism in UCU
- you want to get more involved in UCU
- you self-identify as black.

This course is not for you if:

- you have already undertaken a UCU reps training course or its equivalent

You will have the opportunity to meet other activists and members of the UCU Black Members' Standing Committee.

THE COURSE WILL COVER

- an introduction to UCU
- professional development session around leadership and mentoring
- an introduction to UCU campaigns
- issues facing black members.

***What do we mean by black?**

In UCU the word black is used in a political sense to describe people who self-identify as being from a visible minority (more usually from an Asian or African heritage) with a shared experience or understanding of discrimination.

COURSE DURATION: 1 DAY

DATES AND LOCATIONS

This course will run on a demand-led basis. To register your interest please go to ucu.org.uk/training, click on your region and select this course.

CHALLENGING AND HANDLING REDUNDANCY

The threat of redundancy has never been more acute for UCU branches. This course is aimed at branch officers and reps who are likely to be involved in challenging redundancies and/or supporting members facing redundancy.

WHO SHOULD ATTEND?

- UCU reps and caseworkers
- branch officers

THE COURSE YOU WILL ENABLE YOU TO

- define your role as a rep in relation to challenging redundancies and supporting members
- plan, implement, and organise around the threat of redundancy
- identify early indicators of redundancy
- understand the legal obligations for employers
- understand the alternatives
- interview members and develop a representational plan
- apply a trade union strategy when progressing redundancy cases.

COURSE DURATION 3 DAYS

DATES AND LOCATIONS

This course will run on a demand-led basis. To register your interest please go to ucu.org.uk/training, click on your region and select this course.

TACKLING ORGANISATIONAL STRESS

The incidence of workplace stress has steadily risen among public sector workers since the mid 1990s. Government spending cuts leading to widespread redundancy and restructuring throughout tertiary education means the risk to the health and welfare of UCU members at work has never been greater than it is now.

WHO SHOULD ATTEND?

- health and safety reps
- branch officers
- other UCU reps

THE COURSE WILL ENABLE YOU TO

- identify the causes and effects of stress in the workplace
- apply relevant legal standards and policies to stress
- consider effective prevention and control measures
- select appropriate information for tackling stress at work
- develop UCU campaigns against stress in the workplace.

COURSE DURATION: 2 DAYS

DATES AND LOCATIONS

This course will run on a demand-led basis. To register your interest please go to ucu.org.uk/training, click on your region and select this course.

TACKLING BULLYING AND HARASSMENT AT WORK

Dealing with cases of harassment and bullying in the workplace is becoming an all-too-common task for UCU reps. This course has been designed to support you in handling such cases by increasing your understanding of the issues and giving you practical ways in which harassment and bullying can be tackled in your workplace.

WHO SHOULD ATTEND?

- health and safety reps
- branch officers and other UCU reps

THE COURSE WILL ENABLE YOU TO

- define and recognise bullying and harassment
- understand how employment law and health and safety legislation apply to workplace bullying
- develop a plan for dealing with harassment and bullying in your workplace
- outline techniques for interviewing and representing members.

COURSE DURATION: 2 DAYS

DATES AND LOCATIONS

This course will run on a demand-led basis. To register your interest please go to ucu.org.uk/training, click on your region and select this course.

UCU TRAINING - FAQs

How much do courses cost?

All courses are funded centrally via members' subscriptions so there will be no cost to you or your branch. You will also be reimbursed for your travel and any childcare costs

Where do courses run?

UCU courses run in a variety of regional locations. Members travelling to UCU courses are asked to use the cheapest, easily available standard class rail fare wherever possible.

Members travelling by car will receive a payment based on the mileage used. Members are responsible for making their own travel arrangements and bookings, which will be reimbursed after attendance on the course.

What are the start and finish times?

All of our courses start at 9.30 and finish at 4.30. Members are asked to ensure they book travel early in order to attend the course in full.

How do I apply for a course?

You must complete the online application form attached to your chosen course. An email to the course administrator or training officer will not suffice as an application. The online form captures all the information we need to process your application. Once you have completed

the online form you will receive an email advising you of your place.

Are UCU courses accredited?

Apart from our shorter one-day courses, all of the UCU programme is accredited via the Qualifications and Credit Framework (QCF).

Can I apply for courses running out of my region?

Possibly. Places are reserved for members and reps who work within that region, however on occasion there may be spare places.

If you register your interest with a course out of region your name will be put onto a reserve list. Should a place become available you will be notified.

What if a course that I want to attend isn't running in my region?

There is an expression of interest form you can complete which logs your interest. If we receive sufficient numbers we can organise an additional course.

How do I arrange time off to attend training?

When applying please ensure you have branch approval. This is particularly important as you may need support from your branch in securing your statutory rights to time off.