

Irish Congress of Trade Unions  
And  
South Eastern Regional College

Trade Union Education and Training  
Programme



JANUARY – JUNE 2017



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## Inclusive and welcoming

The ICTU is fully committed to equal opportunities and our courses are provided regardless of gender, age, religious or political belief, ethnic origin, disability or sexual orientation.

If you have any particular needs (e.g. disability) which you think we should be made aware of, please let us know when you are registering for your course.

## Tutoring

Everyone knows the importance of a good teacher.

ICTU courses are taught by trade union tutors with many years' experience in the trade union movement. Our courses are designed to encourage everyone to learn in a friendly, supportive environment. There are no tests or exams and tutors are on hand to help support everyone's learning.

## How to enrol for a course

Choose a course from those detailed in this brochure

Ask your employer for paid release from work to attend the course. Workplace reps, shops stewards, health and safety reps and union learning reps have a legal right to attend ICTU and union approved courses without loss of earnings. Ensure you follow the procedures agreed between your union and your employer. If you experience any problem with this, you should contact your full time official.

Fill in the application form and get it approved and signed by your full time officer or your branch secretary.

Send your application form back immediately to the ICTU Education and Training Officer.

**Apply in plenty of time, courses fill up quickly.** You will be sent confirmation of your enrolment from the ICTU office.

The ICTU pays your course fees.

<b>Course Title</b>	<b>Dates</b>	<b>Venue</b>
<b>ICTU COURSES</b>		
Health & Safety Stage 1	<b>10 Tuesdays</b> , 24 <sup>th</sup> January to 28 <sup>th</sup> March	Belfast ICTU offices
Health & Safety Stage 1	<b>10 Tuesdays</b> , 25 <sup>th</sup> April to 27 <sup>th</sup> June	Belfast ICTU offices
Health & Safety Stage 2	<b>10 Thursdays</b> , 26 <sup>th</sup> January to 13 <sup>th</sup> April (course will not run on 2 <sup>nd</sup> and 9 <sup>th</sup> March)	Belfast ICTU offices
Health & Safety Stage 2	<b>10 Thursdays</b> , 27 <sup>th</sup> April to 29 <sup>th</sup> June	Belfast ICTU offices
Trade Union Reps Stage 1	<b>10 Fridays</b> , 3 <sup>rd</sup> February to 28 <sup>th</sup> April (course will not run on 17 <sup>th</sup> March, 14 <sup>th</sup> , 21 <sup>st</sup> April)	Belfast ICTU offices
Trade Union Reps Stage 1	<b>10 Fridays</b> , 5 <sup>th</sup> May to 7 <sup>th</sup> July	Belfast ICTU offices
Certificate in Employment Law (TU Reps Stage 2)	<b>10 Mondays</b> , 30 <sup>th</sup> January to 3 <sup>rd</sup> April	Belfast ICTU offices
Certificate in Employment Law (TU Reps Stage 2)	<b>10 Tuesdays</b> , 2 <sup>nd</sup> May to 4 <sup>th</sup> July	Belfast ICTU offices
Union Learning Reps Stage 1	<b>5 Wednesdays</b> , 8 <sup>th</sup> February to 15 <sup>th</sup> March (Course will not run on 8 <sup>th</sup> March)	Belfast ICTU offices
Union Learning Reps Stage 1	<b>5 Wednesdays</b> , 24 <sup>th</sup> May to 5 <sup>th</sup> July (Course will not run on 31 <sup>st</sup> May and 14 <sup>th</sup> June)	Belfast ICTU offices
Union Learning Reps Stage 2	<b>5 Wednesdays</b> , 5 <sup>th</sup> April to 10 <sup>th</sup> May (Course will not run on 19 <sup>th</sup> April)	Belfast ICTU offices
Confidence at Work	<b>4 Fridays</b> , 27 <sup>th</sup> January to 17 <sup>th</sup> February	Belfast ICTU offices
Confidence at Work	<b>4 Fridays</b> , 28 <sup>th</sup> April to 19 <sup>th</sup> May	Belfast ICTU offices
Dealing with Redundancy	<b>5 Tuesdays</b> , 14 <sup>th</sup> February to 14 <sup>th</sup> March	Belfast ICTU offices
Pay and Bargaining	<b>3 Mondays</b> , 24 <sup>th</sup> April, 8 <sup>th</sup> and 15 <sup>th</sup> May	Belfast ICTU offices
Social Media for Trade Union Reps	<b>5 Fridays</b> , 3 <sup>rd</sup> February to 3 <sup>rd</sup> March	Belfast ICTU offices
Social Media for Trade Union Reps	<b>5 Fridays</b> , 9 <sup>th</sup> June to 7 <sup>th</sup> July	Belfast ICTU offices
Women in Leadership	<b>10 Wednesdays</b> , 15 <sup>th</sup> February to 26 <sup>th</sup> April (course will not run on 19 <sup>th</sup> April)	Belfast ICTU offices
Dealing with Stress, Bullying and Intimidating Behaviour in the Workplace	<b>3 Wednesdays</b> , 1 <sup>st</sup> February to 15 <sup>th</sup> February	Belfast ICTU offices
Dealing with Stress, Bullying and Intimidating Behaviour in the Workplace	<b>3 Mondays</b> , 5 <sup>th</sup> June to 19 <sup>th</sup> June	Belfast ICTU offices
Negotiation and Communication Skills for Trade Union Reps	<b>5 Fridays</b> , 9 <sup>th</sup> June to 7 <sup>th</sup> July	Belfast ICTU offices
Tackling Prejudice and Discrimination in the Workplace	<b>3 Thursdays</b> , 9 <sup>th</sup> February to 23 <sup>rd</sup> February	Belfast ICTU offices

Trade Unions and Globalisation	<b>3 Thursdays, 2<sup>nd</sup> March to 16<sup>th</sup> March</b>	Belfast ICTU offices
Discrimination and Equality Law	<b>10 Wednesdays, 3<sup>rd</sup> May to 5<sup>th</sup> July</b>	Belfast ICTU offices
Handling Grievance and disciplines	<b>3 days, 6<sup>th</sup> March to 20<sup>th</sup> March</b>	Belfast ICTU offices
Handling Grievance and disciplines	<b>3 Fridays, 5<sup>th</sup> May to 19<sup>th</sup> May</b>	Belfast ICTU offices

**\*\*These courses are for members of the relevant unions only\*\***

<b>Course Title</b>	<b>Dates</b>	<b>Venue</b>
<b>NIPSA COURSES</b>		
TU Reps Stage 1 (NIPSA)	<b>10 Wednesdays</b> , 18 <sup>th</sup> January to 22 <sup>nd</sup> March	<b>NIPSA Offices, Belfast</b>
TU Reps Stage 1 (NIPSA)	<b>10 Tuesdays</b> , 4 <sup>th</sup> April to 13 <sup>th</sup> June (course will not run on 18 <sup>th</sup> April)	<b>NIPSA Offices, Belfast</b>
<b>UNITE COURSES</b>		
Workplace Reps stage 1 (Unite)	<b>10 Mondays</b> , 9 <sup>th</sup> January to 13 <sup>th</sup> March	<b>Unite offices, Belfast</b>
Health & Safety stage 1 (Unite)	<b>10 Tuesdays</b> , 10 <sup>th</sup> January to 14 <sup>th</sup> March	<b>Unite offices, Belfast</b>
Workplace Reps stage 2 (Unite)	<b>10 Wednesdays</b> , 11 <sup>th</sup> January to 15 <sup>th</sup> March	<b>Unite offices, Belfast</b>
Health & Safety stage 2 (Unite)	<b>10 Thursdays</b> , 12 <sup>th</sup> January to 16 <sup>th</sup> March	<b>Unite offices, Belfast</b>
Workplace Reps stage 1 (Unite)	<b>10 Mondays</b> , 3 <sup>rd</sup> April to 12 <sup>th</sup> June	<b>Unite offices, Belfast</b>
Health & Safety stage 1 (Unite)	<b>10 Tuesdays</b> , 4 <sup>th</sup> April to 13 <sup>th</sup> June	<b>Unite offices, Belfast</b>
Workplace Reps stage 2 (Unite)	<b>10 Wednesdays</b> , 5 <sup>th</sup> April to 14 <sup>th</sup> June	<b>Unite offices, Belfast</b>
Negotiation and Communication Skills for Trade Union Reps (Unite)	<b>5 Thursdays</b> , 16 <sup>th</sup> March to 27 <sup>th</sup> April	<b>Unite offices, Belfast</b>
Handling Grievance and disciplines (Unite)	<b>3 Thursdays</b> , 4 <sup>th</sup> to 18 <sup>th</sup> May	<b>Unite offices, Belfast</b>
<b>UNISON COURSES</b>		
Organising Stewards (Unison)	15 <sup>th</sup> – 17 <sup>th</sup> February 2017 & 16 <sup>th</sup> , 23 <sup>rd</sup> & 30 <sup>th</sup> March 2017	<b>Unison Offices, Galway House, Belfast</b>
Organising Stewards (Unison)	24 <sup>th</sup> - 26 <sup>th</sup> May 2017 & 9 <sup>th</sup> , 16 <sup>th</sup> & 23 <sup>rd</sup> June 2017	<b>Unison Offices, Galway House, Belfast</b>
Health & Safety stage 1 (Unison)	20 <sup>th</sup> – 22 <sup>nd</sup> February 2017 & 27 <sup>th</sup> – 29 <sup>th</sup> March 2017	<b>Unison Offices, Galway House, Belfast</b>
Health & Safety stage 1 (Unison)	24 <sup>th</sup> – 26 <sup>th</sup> April 2017 & 22 <sup>nd</sup> – 24 <sup>th</sup> May 2017	<b>Unison Offices, Derry</b>
<b>INTO COURSES</b>		
Grievance and Disciplines in the Education sector (INTO)	23 <sup>rd</sup> , 24 <sup>th</sup> January and 1 <sup>st</sup> February	<b>INTO offices , Belfast</b>

# The Core Courses

## Trade Union Representatives Stage 1



The 10 day course for union reps and shop stewards focuses on the essential information, employment rights and skills that will be needed in the workplace including understanding union structures, representing members, grievance and discipline and negotiation at work.

## Certificate in Employment Law



This course aims to deepen the understanding of concepts raised in the stage 1 course and providing guidance on the practical application and development of rep's skills. The course includes,

- Employment Law for Trade Union Representatives
- Negotiating Employment Rights at Work
- Trade Union Approach to Employment Rights







## Union Learning Representative Stage 1

The 5 day stage 1 course is designed to introduce the role and rights of the ULR, provide the skills and knowledge the ULR will need to support a culture of learning in the workplace. The course includes,



Workplace Learning and the Union Learning Representative

Essential Skills.

Equalities and Learning for Trade Unions

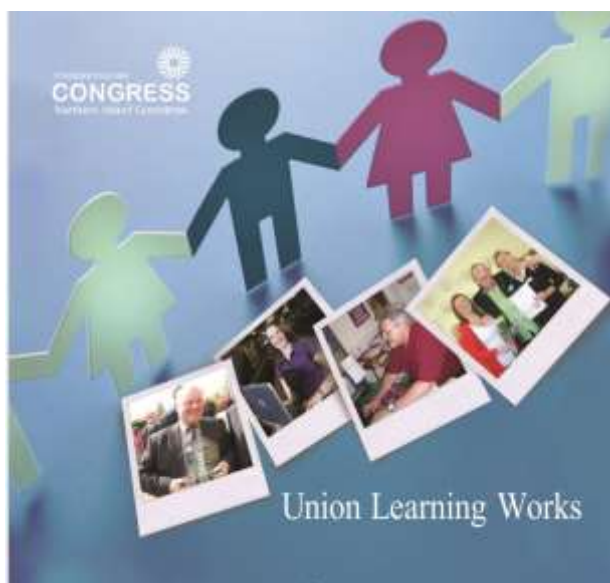
Unions Addressing Learning Needs in the Workplace

Union Learning Representative Role and Functions

Unions Getting Organised to Promote Learning

Union Learning Representatives – Skills

## Union Learning Representatives Stage 2



The 5 day stage 2 course is designed to further develop the skills and knowledge of the ULR. Along with a workplace project on developing learning in the workplace the course also includes,

Working with Employers

Working with Education Providers

Information Advice and Guidance

Developing Union Learning Representatives Skills



## Social Media for Trade Union Reps

Part one will provide reps with information on how to utilise social media for the trade union agenda by familiarising reps with the usage and practical application of various types of social media.



Part two will also raise awareness of the difficulties that reps and members may encounter with utilising social media, provide information on the relevant legislation and consider ways to defend against disciplinary action for alleged misuse of social media.

## Negotiation and Communication Skills

This 5 day course for all types of union rep focuses on effective negotiation skills. The course includes,



- Recognise different negotiating styles
- Identify the negotiating skills
- Negotiate as part of a team
- Preparing and presenting a case to management
- Evaluate the strengths and weaknesses when negotiating with management

The course also develops communication skills for reps when dealing with members, management or running public campaigns.

# Equalities Courses

## Women in Leadership

The course is open to all women who are interested in exploring issues around women's participation in decision making bodies and public life. By the end of the training it is anticipated that participants will have increased knowledge and skills in the following areas:

- Leadership styles and approaches
- The concept of power
- Barriers to equality
- Role models and mentoring
- Lobbying and campaigning
- Networking
- Accessing public bodies
- Communication skills.

Participants will be given the opportunity to develop an Action Plan outlining how they intend to apply what they have learnt during the training. There will also be opportunities to listen to and interact with women who are or have been in leadership roles in the trade union movement and public life

## Women in leadership



## Tackling Prejudice and Discrimination in the Workplace

This short course aims to provide union reps with the key knowledge, understanding and skills to challenge prejudice and discrimination and to promote and implement equality in the workplace. The course will include:

- Understanding prejudice & discrimination
- The historical development of Equality
- Legislative framework for Northern Ireland
- Neutral and harmonious working environment
- Flags and emblems guidance
- Anti-sectarianism
- Anti-racism vs multiculturalism
- Organising for Equality
- Challenging bullying and harassment
- Developing policy and procedures





## Discrimination and Equality Law



This Level 3 programme consists of two Units:

Equality and the Law

&

Legal Skills.

It is designed for trade union representatives whose role would benefit from a greater understanding of equality issues in the workplace, current equality legislation and how it can be applied in their own organisation.

# Workplace Skills Courses

## Pay and Bargaining

This three day course is aimed at developing trade union reps skills in collective bargaining with employers with particular emphasis on pay and benefits. The course will include,

- Know how to identify a range of information needed to formulate a pay claim
- Understand the impact of a pay award on members' income.
- Understand a range of benefits that could be included in a pay claim
- Understand a range of collective bargaining issues relevant to own workplace and sector.
- Recognise a range of appropriate sources of information relevant to the bargaining, negotiation and consultation process.
- Understand where employment law supports access to and use of information for bargaining, negotiation or consultation.





## Handling Grievances

This three day course aims to provide union reps with deeper understanding of resolving members problems through the grievance process and representing members facing disciplinary action. The course will include:

Understand discipline and grievance process and procedures.

Increase knowledge of the law surrounding the handling of discipline and grievance in the workplace.

Increase skills and knowledge and prepare strategies for representing members at grievance and discipline hearings.



## Dealing with Redundancy



This 5 day course is designed to equip representatives with the knowledge and skills to tackle redundancies in the workplace. It will give reps a better understanding of the redundancy process and enable them to organise effectively around this issue.

- Develop a good understanding of the law surrounding redundancy. The course will include:
- Gain in confidence, skills and knowledge to fight redundancies and lessen
- The impact on members.
- Play a full and effective part in redundancy consultation processes.
- Organise effective campaigns around redundancies.
- Represent members going through redundancy.
- Support, advise and guide members through the redundancy process.

## Dealing with Stress, Bullying and Intimidating Behaviour in the Workplace

Having to deal with abusive behaviour and stress has overtaken other issues as the most common cause of absence from work. This short course will look at ways of dealing with the causes of stress, how to handle them and will also cover ways of dealing with internal bullying and harassment including,



- Understand the nature of specific intimidating behaviour at work
- Understand how legislation and policy can support challenging specific behaviours at work
- Develop a trade union plan for dealing with intimidation at work



# Accreditation

Union Representatives attending trade union courses will gain Open College Network accreditation for units of qualifications that are held on the new Qualifications Credit Framework. The new Qualifications Credit Framework will eventually hold all national qualifications. These units of accreditation can be built up to gain awards, certificates and diplomas at various levels.

The chart below shows qualifications, their levels and the number of credits needed to gain the qualification.

	Level 1	Level 2	Level 3
Award	TU Today Safety reps Union Reps  (All short courses)  6 credits	TU today Safety reps Union Reps Union Learning Reps  (All short courses)  6 credits	TU Today Safety Reps Union Reps Union Learning Reps  (all short courses)  6 credits.
Certificate	Union Reps (stage 1) Safety Reps (stage 1)  18 credits	TU Today Union Reps (stage 1) Union Reps (stage 2) Safety Reps (stage 1) Safety reps (stage 2) Union Learning Reps (5 day +)  18 credits	TU Today Union Reps Safety Reps Union Learning Reps Tutor training  21 credits
Diploma		Occupational H&S Employment Law Equalities  48 credits	Occupational Health and Safety Employment Law Tutor training  48 credits

ICTU are also developing a mix of two or three-day short courses alongside longer courses, all accredited, to help you keep up-to-date with changes in the law, the economy or industrial relations practice.

Further details on these courses will be advertised.

All courses/dates of courses are subject to change.

**If you need any further information, please contact Kevin Doherty or Tony Gallagher at**

[kevin.doherty@ictuni.org](mailto:kevin.doherty@ictuni.org) [tony.gallagher@ictuni.org](mailto:tony.gallagher@ictuni.org)

[Contact Us](#)

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