

Irish Congress of Trade Unions  
And  
South Eastern Regional College

Trade Union Education and Training  
Programme



Sept-Dec 2018



## **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.

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| Diploma in Employment Law                | <b>36 Wednesdays,</b><br>Sept-Dec Term<br>26/09/18 – 12/12/18  | ICTU Offices,<br>Belfast    |
| Diploma in Health and Safety             | <b>36 Thursdays,</b><br>Sept-Dec Term<br>04/10/18 – 13/12/18   | ICTU Offices,<br>Belfast    |
| Diploma in Equalities                    | <b>36 Mondays,</b><br>Sept-Dec Term<br>24/09/18 – 10/12/18   | ICTU Offices,<br>Belfast    |
| Trade Union Reps Stage 1                 | <b>10 Tuesdays,</b><br>09/10/18 – 11/12/18   | ICTU Offices,<br>Belfast    |
| Certificate in Employment Law            | <b>10 Thursdays,</b><br>11/10/18 – 13/12/18  | ICTU Offices,<br>Belfast    |
| Health and Safety Stage 1                | <b>10 Tuesdays,</b><br>09/10/18 – 11/12/18   | ICTU Offices,<br>Belfast    |
| Health and Safety Stage 2                | <b>10 Wednesdays,</b><br>10/10/18 – 12/12/18   | ICTU Offices,<br>Belfast    |
| Health and Safety Stage 2<br>(Derry)     | <b>10 Fridays,</b><br>12/10/18 – 14/12/18  | Richmond Chambers,<br>Derry |
| Learning and Organising                  | <b>3 Mondays,</b><br>03/09/18 – 17/09/18   | ICTU Offices,<br>Belfast    |
| ULR Stage 1                              | <b>5 Thursdays,</b><br>20/09/18 – 18/10/18   | ICTU Offices,<br>Belfast    |
| Handling Grievances                      | <b>3 Mondays,</b><br>15/10/18 – 29/10/18   | ICTU Offices,<br>Belfast    |
| Negotiation and Communication<br>Skills  | <b>3 Tuesdays,</b><br>27/11/18 – 11/12/18  | ICTU Offices,<br>Belfast    |
| Dealing with Stress and Bullying         | <b>3 Fridays,</b><br>09/11/18 – 23/11/18   | ICTU Offices,<br>Belfast    |
| Pensions – A Trade Union<br>Introduction | <b>3 Tuesdays,</b><br>23/10/18 – 06/11/18  | ICTU Offices,<br>Belfast    |
| Trade Unions and Globalisation           | <b>3 Wednesdays,</b><br>19/09/18 – 03/10/18  | ICTU Offices,<br>Belfast    |
| Tackling Prejudice and<br>Discrimination | <b>3 Mondays,</b><br>19/11/18 – 03/12/18   | ICTU Offices,<br>Belfast    |
| Women in Leadership                      | <b>10 Wednesdays,</b><br>19/09/18 – 21/11/18   | ICTU Offices,<br>Belfast    |
| Taking a Case to Tribunal                | <b>5 Days,</b><br>20 <sup>th</sup> & 21 <sup>st</sup> Sept, 27 <sup>th</sup> & 28 <sup>th</sup> Sept<br>and 5 <sup>th</sup> Oct 2018 | ICTU Offices,<br>Belfast    |

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| Shop Steward Stage 1                                | <b>10 Mondays,</b><br>03/09/18 – 05/11/18    | <b>UNITE Offices,<br/>Antrim Rd,<br/>Belfast</b> |
| Health & Safety Stage 1                             | <b>10 Tuesdays,</b><br>04/09/18 – 06/11/18   | <b>UNITE Offices,<br/>Antrim Rd,<br/>Belfast</b> |
| Shop Steward Stage 2                                | <b>10 Wednesdays,</b><br>05/09/18 – 07/11/18 | <b>UNITE Offices,<br/>Antrim Rd,<br/>Belfast</b> |
| Health & Safety Stage 2                             | <b>10 Thursdays,</b><br>06/09/18 – 08/11/18  | <b>UNITE Offices,<br/>Antrim Rd,<br/>Belfast</b> |
| Shop Steward Stage 1                                | <b>10 Fridays,</b><br>14/09/18 – 16/11/18    | <b>UNITE Offices,<br/>Derry</b>                  |
| COSHH & the Trade Union Reps Role                   | <b>5 Mondays,</b><br>12/11/18 – 10/12/18     | <b>UNITE Offices,<br/>Antrim Rd,<br/>Belfast</b> |
| Trade Unions & Europe                               | <b>5 Tuesdays,</b><br>13/11/18 – 11/12/18    | <b>UNITE Offices,<br/>Antrim Rd,<br/>Belfast</b> |
| Risk Assessment & Manual Handling for Advanced Reps | <b>5 Wednesdays,</b><br>14/11/18 – 12/12/18  | <b>UNITE Offices,<br/>Antrim Rd,<br/>Belfast</b> |

Some courses may be postponed or cancelled, for the most up to date listings please visit our website

<http://www.ictuni.org/educationtraining/course.html>

Or contact ICTU directly on 02890 247940

# 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

## Health and Safety Stage 1

This course is suitable for new health and safety reps or elected reps who have not yet been trained. It will cover the essential knowledge of the role and skills including organising and an understanding of health and safety legislation and how this can be interpreted for the workplace.



## Health and Safety Stage 2

This stage 2 course is a necessary progression for health and safety reps. Course content includes,  
Building a Safe and Healthy Workplace



Trade Union Health and Safety Organisation  
Trade Unions Keeping up to date on Health and Safety  
Trade Unions Effecting Change in Health and Safety  
Health and Safety Representatives –  
Expanding Skills

## 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



## Learning and Organising

This short course is designed for union reps and ULRs to enhance knowledge and understanding of the link between learning and organising. It aims to develop a coherent approach to integrating organising into learning activities.

The course will also:

- analyse the characteristics that underpin successful and robust learning and organising initiatives
- examine the way in which learning can be used to raise the union profile at the workplace
- identify how to use the learning agenda to make unions more attractive to non-members and rejuvenate existing members
- examine the role reps can play in strengthening workplace organisation and the recruitment of new members
- formulate an action plan to develop and strengthen workplace learning projects to maximise opportunities for union growth and renewal.





# Better **Work** Better **Lives**

The Trade Union Campaign for a Fair Share for All



**Better Work Better Lives** is the trade union campaign for a *fair share for all* in Northern Ireland. Led by the Irish Congress of Trade Unions, the campaign is supported by 30 public and private sector trade unions which together represent some 200,000 workers in communities and workplaces across Northern Ireland.

The Better Work Better Lives campaign believes that:

- We must develop and implement policies that tackle the scourge of low pay and insecure work across NI;
- We must campaign for improved investment in our public services to meet the needs of all of our citizens;
- We must end the 1% pay cap imposed unfairly on public sector workers which is driving public sector workers into poverty.

## **Pledge Support**

*Get involved in the campaign*

Sign up to support the campaign and receive updates on our activities.



## **Take Action**

*Email your MP and MLAs*

In 3 'clicks', let them know you want them to sign up to the campaign.



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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