Irish Congress of Trade Unions
And
South Eastern Regional College

Trade Union Education and Training Programme

September - December 2019
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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.
<table>
<thead>
<tr>
<th>Course</th>
<th>Format</th>
<th>Dates</th>
<th>Location</th>
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<tbody>
<tr>
<td>Diploma in Employment Law</td>
<td>36 Wednesdays, Sept-Dec Term</td>
<td>18/09/19 – 11/12/19 (NO CLASS 30/10/19)</td>
<td>ICTU Offices, Belfast</td>
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<tr>
<td>Diploma in Health and Safety</td>
<td>36 Thursdays, Sept-Dec Term</td>
<td>10/10/19 – 12/12/19</td>
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<tr>
<td>Diploma in Equality Law and the Workplace</td>
<td>36 Mondays, Sept-Dec Term</td>
<td>23/09/19 – 16/12/19 (NO CLASS 31/10/19)</td>
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<tr>
<td>Trade Union Reps Stage 1 CANCELLED</td>
<td>10 Thursdays, Sept-Dec Term</td>
<td>26/09/19 – 05/12/19 (NO CLASS 31/10/19)</td>
<td>ICTU Offices, Belfast</td>
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<td>Health and Safety Stage 1</td>
<td>10 Fridays, Sept-Dec Term</td>
<td>04/10/19 – 13/12/19 (NO CLASS 31/10/19)</td>
<td>ICTU Offices, Belfast</td>
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<tr>
<td>Health and Safety Stage 2</td>
<td>10 Tuesdays, Sept-Dec Term</td>
<td>19/11/19 – 10/12/18 &amp; 14/01/20 – 18/02/20</td>
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<td>Union Learning Reps</td>
<td>6 Fridays, Sept-Dec Term</td>
<td>08/11/19 – 13/12/19</td>
<td>ICTU Offices, Belfast</td>
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<td>Women in Leadership Part 1</td>
<td>5 Tuesdays, Sept-Dec Term</td>
<td>15/10/19 – 19/11/19</td>
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<td>Negotiation and Communication Skills</td>
<td>3 Fridays, Sept-Dec Term</td>
<td>11/10/19 – 25/10/19</td>
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<td>Dealing with Stress and Bullying</td>
<td>3 Fridays, Sept-Dec Term</td>
<td>18/10/19 – 01/11/19</td>
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<td>Pensions – A Trade Union Introduction</td>
<td>3 Wednesdays, Sept-Dec Term</td>
<td>09/10/19 – 23/10/19</td>
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<tr>
<td>Trade Unions and Globalisation</td>
<td>3 Mondays, Sept-Dec Term</td>
<td>18/11/19 – 02/12/19</td>
<td>ICTU Offices, Belfast</td>
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<tr>
<td>Tackling Prejudice and Discrimination</td>
<td>3 Wednesdays, Sept-Dec Term</td>
<td>16/10/19 – 06/11/19 (No class 23/10/19)</td>
<td>ICTU Offices, Belfast</td>
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<td>Managing Grievances and Disciplinaries in the Workplace</td>
<td>3 Wednesdays, Sept-Dec Term</td>
<td>13/11/19 – 27/11/19</td>
<td>ICTU Offices, Belfast</td>
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<tr>
<td>Disability Champions</td>
<td>3 Wednesdays, Sept-Dec Term</td>
<td>27/11/19 – 11/12/19</td>
<td>ICTU Offices, Belfast</td>
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<tr>
<td>Organising Stewards (UNISON)</td>
<td>11/09/19 – 13/09/19</td>
<td>Unison Offices, Derry</td>
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<td>&amp; 09/10/19 – 11/10/19</td>
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<tr>
<td>Health and Safety Stage 1 (UNISON)</td>
<td>30/09/19 – 02/10/19</td>
<td>Unison Offices, Galway House,</td>
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<td></td>
<td>&amp; 11/11/19 -13/11/19</td>
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<tr>
<td>Organising Stewards (UNISON)</td>
<td>16/10/19 – 18/10/19</td>
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<td></td>
<td>&amp; 15/11/19 -29/11/19 (3 Fridays)</td>
<td>Belfast</td>
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<tr>
<td>Essential Skills (CWU)</td>
<td>09/09/19 – 13/09/19</td>
<td>CWU Offices, Antrim Rd,</td>
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<td></td>
<td>&amp; 28/10/19 – 01/11/19</td>
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<td>Workplace Reps Stage 1 (UNITE)</td>
<td>10 Mondays 02/09/19 – 04/11/19</td>
<td>UNITE Offices, Belfast</td>
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<td>Health and Safety Stage 1 (UNITE)</td>
<td>10 Tuesdays 03/09/19 – 05/11/19</td>
<td>UNITE Offices, Belfast</td>
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<tr>
<td>Workplace Reps Stage 2 (UNITE)</td>
<td>10 Wednesdays 04/09/19 – 06/11/19</td>
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<td>Health and Safety Stage 2 (UNITE)</td>
<td>10 Thursdays 05/09/19 – 07/11/19</td>
<td>UNITE Offices, Portadown</td>
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<tr>
<td>Workplace Reps Stage 2 (UNITE)</td>
<td>10 Fridays 06/09/19 – 08/11/19</td>
<td>UNITE Offices, Portadown</td>
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**Courses highlighted in red are for union members only**

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
Core Union Rep 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.

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 Representatives

This 6 day course is designed to introduce the role and rights of the ULR, provide the skills and knowledge the ULR will need to develop and support a culture of learning in the workplace. The course includes,

- Workplace Learning and the Union Learning Representative
- 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
- Working with Employers and Education Providers
Short Courses

Negotiation and Communication Skills
This 3 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.

Managing Grievances and Disciplines in the Workplace

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.
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
**Disability Champions**

This course is designed to train and support workplace union reps or health and safety reps to become ‘Disability Champions’ where they work. Disability Champions work with their employers to build a truly enabling workplace where disabled workers and job seekers can realise their full potential. Disability Champions are key contacts for disabled people at work.

This 3 day course is designed to introduce the role of the Disability Champion and provide the knowledge and skills to support the role in the workplace. Covering aspects such as the disability discrimination act.
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
This short course is targeted at officials, reps and activists who will benefit from a deeper understanding of the links between economic and trade union history to assist in the development of responses to the issues facing trade unions today. The course will look at the Keynesian approach to the ‘Great Depression’ with the ‘New Deal’ and the creation of the ‘Welfare State’, and rise of neoliberalism and ‘globalisation’ in response and their impact on unions and the workplace. The course will also cover:

- Impact of globalisation on trade unions and the workplace.
- Trade union responses to globalisation.
- Trade union approaches to organising.
- Practical approaches to change.
Women and Leadership – Part 1

Empowering Trade Union Women

Would you like to be more active in your union?
Would you like to understand leadership and how you can be more effective?
Would you like to explore some support structures for women in the trade union movement?

Then this short 5 day introductory course is for you!

- TU structures and women’s participation
- Leadership - impact of styles and how women can start to apply good leadership within their own roles
- Building confidence
- Support structures for women – mentoring, networking, buddying etc.

Pensions – A Trade Union Introduction

The course is an introduction to pensions, including state pension; occupational pensions; pension scheme governance; roles of the regulator and the pension’s ombudsman; the trade union role and the state backstop of NEST for those who are not in an employer specific scheme.

It will also touch on investment management for funded schemes like NILGOSC.
Diploma Courses

Diploma in Health and Safety
This course is designed for experienced Health and Safety Reps (having completed H&S Stage 1 & 2 courses) who wish to further develop their knowledge, skills and expertise. It supports the development and practice of health and safety and enables safety reps to move to higher levels of study and activism.

The aims of the diploma are:

- to help learners develop their knowledge of health and safety
- to help learners build health and safety organisation in the workplace
- to help learners to tackle health, safety and welfare and environmental issues in the workplace
- to deepen and extend the capacities of learners, enabling them to access union health and safety posts or higher education opportunities
- to develop personal/study skills, the ability to work collectively and improve the confidence of learners to study at a higher level.

Although there are no entry requirements for the course, other than a commitment to trade unionism, the course does require some significant written work by way of assignments and a project. The Tutor will provide any support necessary to assist the completion of the assignments and the project. Participants will be expected to commit to 36 weeks.
Diploma in Employment Law

The Diploma is designed primarily for experienced trade union representatives who have completed the basic ICTU Union Reps stage 1 & 2 courses or similar course with their own unions. It is aimed at enhancing reps understanding of employment law in supporting and representing members.

The course is run over an academic year (September to June) and consists of three main modules:

- The origins and development of employment law
- Individual rights and employment law
- Collective rights and employment law
Diploma in Equality Law and the Workplace

This Diploma is designed primarily for experienced trade union representatives whose role would benefit from a wider understanding of equality issues. It is intended to help participants understand equality issues in the workplace, current equality legislation and how it can be applied to their own organisation.

The course will examine: Key features of current equality law; Exceptions to legal protections; Effective enforcement measures; workplace policies and equality legislative requirements: and the Implications of Case Law for workplace issues.

The Diploma is delivered over three twelve week terms and is accredited by the OCNNI at Level 3. It is divided into three subject modules: Equality issues at work; Equality issues and the law; and Working for equality. There are also two study skills modules: Legal Skills; and Research Project. Participants will be expected to commit to 36 weeks.
About the Better Work Better Lives Campaign

_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.

1 out of every 3 workers in NI feel their work is insecure. 1 in 5 earn on or below the _Real Living Wage_ (circa £8.30 p/h) whilst many private sector workers need a decent pay rise to catch up with inflation.

Public expenditure, which funds our vital public services, has been cut in real terms by 10.2% since 2010. This has had a devastating impact on all of us who rely on our public services but also on those who deliver the services.

Across Northern Ireland, 26,000 public servants and public sector workers have been subject to an unjust pay cap which has seen the value of their pay packet fall in real terms.

_Things can be better and the situation we find ourselves in has not happened by chance but by choice._

The Better Work Better Lives campaign is lobbying politicians and civil society organisations to generate a public debate on these important issues as all citizens in NI deserve better. Better Work Better Lives will promote positive policy options which we believe will make Northern Ireland a more equal, fairer and better place in which to live and work (click here for summary of BWBL paper).

If you believe in Better Work Better Lives, _join the campaign here_ >
Pledge Support

I support the trade union campaign for Better Work Better Lives

Because I believe:

- That everyone should have a decent job at a fair wage
- In properly funded public services that work for everyone
- There should be an immediate end to the 1% pay cap on all public sector workers.

Sign up here https://www.betterworkbetterlives.org/pledge-support

Ask your MP and MLAs to support the Better Work Better Lives campaign.
https://www.betterworkbetterlives.org/campaign-tool
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.

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<th>Level 1</th>
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<tr>
<td><strong>Award</strong>&lt;br&gt;TU Today Safety reps Union Reps (All short courses)&lt;br&gt;6 credits</td>
<td>TU today Safety reps Union Reps Union Learning Reps (All short courses)&lt;br&gt;6 credits</td>
<td>TU Today Safety Reps Union Reps Union Learning Reps (all short courses)&lt;br&gt;6 credits.</td>
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<tr>
<td><strong>Certificate</strong>&lt;br&gt;Union Reps (stage 1) Safety Reps (stage 1)&lt;br&gt;18 credits</td>
<td>TU Today Union Reps (stage 1) Union Reps (stage 2) Safety Reps (stage 1) Safety reps (stage 2) Union Learning Reps (5 day +)&lt;br&gt;18 credits</td>
<td>TU Today Union Reps Safety Reps Union Learning Reps Tutor training&lt;br&gt;21 credits</td>
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<td><strong>Diploma</strong>&lt;br&gt;Occupational H&amp;S Employment Law Equalities&lt;br&gt;48 credits</td>
<td>Occupational Health and Safety Employment Law&lt;br&gt;Tutor training</td>
<td>Occupational Health and Safety Employment Law Tutor training&lt;br&gt;48 credits</td>
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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  tony.gallagher@ictuni.org

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http://www.ictuni.org/