

Sign up for Trade Union Courses at South Thames College starting April, 2005

Are you a new union rep or an experienced rep that needs training?

Make sure you take your time off rights by applying for a 10-week or short course in the Summer term listed below. Held at 50-52 Putney Hill, London SW15 6QX

The courses run from 9.30 – 4.30. Use the form overleaf to make your application.

COURSE	DATE
Union Reps Stage 1 – This course will help you develop skills and knowledge to represent members	10 Mondays from April 25 th – July 11 th , 2005
Union Reps Stage 2 – The essential course for all union reps who have completed Stage 1	10 Wednesdays from April 27 th – June 29 th , 2005
Health and Safety Stage 1 - The course for all union reps involved in health and safety	10 Tuesdays from April 26 th – June 28 th , 2005
Health and Safety Stage 2 – For reps who have completed Stage 1 and who require more in-depth training in skills, safety developments and hazards	10 Thursdays from April 28 th – June 30 th , 2005
Union Learning Reps – For those exercising the new legal right to promote employee training	5 Fridays from April 29 th – May 27 th , 2005
Stress at Work – This course covers the legal developments. It will look at new guidance from the HSE and latest best practice	2 day block: June 16 th – 17 th , 2005
Organising + Campaigning – Strategies for running successful recruitment and retention campaigns	3 Fridays: 8 th , 15 th , and 22 nd July, 2005
Equality + Diversity – Review of your workplace policies in relation to new legal standards	2 day block : June 30 th – July 1 st , 2005
Dispute Resolution – Applying the new regulations to your disciplinary and grievance procedures	1 day course on June 3 rd , 2005
Domestic Violence – Helps reps identify workplace and trade union action to deal with this issue	3 day block : 11 th July – 13 th July, 2005
Disability Champions – Applying disability discrimination law to the workplace	2 day block: June 23 rd – 24 th June, 2005
Employment Law – An update on legal developments. In particular the 2002 - 2004 Acts, Regulations and new equality laws	3 day block: June 20 th – 22 nd , 2005

NEW TUC CERTIFICATE COURSES STARTING SEPTEMBER '05

SIGN UP NOW!

- **Contemporary Trade Unions Certificate** - 1 Monday evening per week for 36 weeks and / or on line starting Sept. 12th 2005
- **Employment Law Certificate** - Day release on 36 Wednesdays starting on Sept. 14th 2005
- **Occupational Health and Safety Certificate** - For reps who have completed Stages 1 and 2 or their union equivalent. This runs for 36 Fridays over 1 year and starts on Sept. 16th 2005

If you require more information about these courses contact : Student Services 020 8918 7777

Email studentservices@south-thames.ac.uk or Trade Union Studies (x7383 / 7304 / 7421 / 7378)

APPLICATION FORM

I would like to attend the following course at South Thames College:

Course Title Course Code

Starting date

Name

Address

Tel.

Trade Union.....

Post held.....

Previous TUC courses (with dates).....

Employer's name.....

Employer's address.....

I am a fully paid up member and representative of my union. My employer has agreed to me attending this course.

Do you require disabled facilities? (please tick if appropriate)

Signed

Signed by full-time official or branch official

Please return this form to:

TUC Course Applications, South Thames College, 50-52 Putney Hill, London SW15 6QX

TRADE UNION STUDIES CENTRE
South Thames College
Putney Centre
50-52 Putney Hill
London SW15 6QX

There are numerous lines into Putney from the West and South West of London. The College is only 5 minutes walk from Putney Station. The station is very well connected with other mainline stations. In particular there is a regular service from Waterloo and Clapham Junction

