



NUT Midlands Region Training Guide 2014/15

Courses for Representatives and Local Officers



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How to Apply

Complete the booking form at the back of the leaflet or contact the NUT Midlands Region at midlands@nut.org.uk, or by phone on 0121 647 4397.

Introduction

Welcome to your guide to the NUT Midland Region's training programme for the academic year 2014/15. This booklet contains details of courses held in the Midlands Region. The NUT also runs a National Training Programme which is delivered at Stoke Rochford Hall, details can be found at: www.teachers.org.uk/training and at the back of this leaflet.

How does the training work?

The training courses are based on trade union principles and emphasise the NUT's policies and achievements. Active learning methods, such as small group discussions, problem-solving exercises, case studies, brainstorming and role play, are used. Each course provides the opportunity to work collaboratively with colleagues to solve common problems in a supportive environment.

Who can attend?

Courses are open to NUT members. Some of the courses are aimed at particular groups of representatives. The course information indicates who should attend each course.

Who are the tutors?

NUT staff from the Regional Office act as tutors on the courses, together with guest tutors who facilitate parts of certain courses as appropriate.

Where are the courses held?

The courses are held in the NUT Midlands Regional Office and various locations in the Midlands region. Accommodation is available for 3 day courses, should this be required.

Open to all

The NUT actively encourages applications from and wants to see an increase in the numbers of women, black, lesbian, gay, bisexual, trans and disabled members attending our courses. We hope you decide to apply.

Courses are free

All courses are free to NUT members. We reimburse your travelling expenses and provide your food, accommodation (where stated and required) and course materials.

What will a course cost my employer?

The only cost to your employer is arranging cover for you to attend. NUT workplace representatives, including health and safety representatives and learning representatives, have a statutory entitlement to time off with pay, during working hours, for training related to their role.

The NUT believes that employers, when determining their budgets, should make provision for teachers to attend trade union organised courses. Adequate funding should be in the college and schools' budgets for supply cover to facilitate attendance at training courses.

What if I have difficulties securing time off to attend?

If you experience any difficulties in arranging cover for attending an NUT course, please contact your Division secretary or the Regional Office. You do not need to have secured time out before applying for a course but you must have time out agreed prior to attending.

Courses for Representatives

The NUT provides Workplace Representatives with a ten day course to support and develop you the skills of representatives. This course is made up of 4 modules. We would recommend that representatives attend a module a term but the course can be completed over a longer time period if necessary. The Workplace Representative course is designed for Representatives in all settings including colleges and academies.

The Union also provides additional courses to meet the needs of representatives and the changing educational landscape. Details of these ad-hoc courses can be found in the brochure and representatives will be notified of additional courses throughout the year.

NUT Representatives: Foundation module

As the NUT Representative, you are members' first point of contact with the Union. If you have not already attended what was formerly the School Representatives Course or Level One then you should apply to attend this module.

The module aims to:

- extend your knowledge and understanding of the Union and where you fit in;
- develop your skills and confidence to carry out your role effectively;
- Develop your skills in supporting and representing members individually and collectively;
- Extend your knowledge of pay, employment law and terms and conditions;
- equip you with strategies to recruit and retain members;
- build your confidence in your relationship with management; and
- explore current issues and campaigns.

Course Dates

15 - 17 October 2014 - NUT Midlands Regional Office, Birmingham

12 - 14 January 2015 - NUT Midlands Regional Office, Birmingham

9 - 11 June 2015 - NUT Midlands Regional Office, Birmingham

Length: 3 days (accommodation available if required)

Who should attend: NUT Representatives new to the role and those who have not previously attended a Level One course.

NUT Representatives: Advanced module

This module builds on the skills developed in the Foundation module.

This module will address:

- how to build and strengthen the NUT in your workplace;
- the practicalities of supporting members with issues at work;
- dealing collectively with issues of concern;
- Developing your negotiating skills;
- campaigning skills; and
- current issues and their implications for NUT representatives;

Course Dates

7 - 9 October 2014 - NUT Midlands Regional Office, Birmingham

11 - 13 March 2015 - NUT Midlands Regional Office, Birmingham

5 - 7 May 2015 - NUT Midlands Regional Office, Birmingham

Length: 3 days (accommodation available if required)

Who should attend: NUT Representatives who have attended, at least one term previously, the NUT Representatives: Foundation module.

NUT Representatives:

Negotiating Skills, Introduction to Employment Law,

Health and Safety: an organising approach

These modules are run concurrently and build on the skills and knowledge from the Foundation and Advanced modules. The modules will address:

- Negotiating techniques and skills, building a negotiating team and planning a negotiating strategy;
- A basic knowledge of contracts of employment, equality law, redundancy law and unfair dismissal; negotiating techniques;
- A basic knowledge of Health and Safety law including risk assessments, the rights of representatives and workplace inspections.

Course Dates

3 - 5 December 2014 - NUT Midlands Regional Office, Birmingham

10 - 12 February 2015 - NUT Midlands Regional Office, Birmingham

22 - 24 June 2015 - NUT Midlands Regional Office, Birmingham

Length: 3 days (accommodation available if required)

Who should attend: NUT Representatives who have attended, at least one term previously, the NUT Representatives: Foundation and Advanced modules.

Additional training - Supporting Members in Pay Appeals

This year the final module of the ten day training will be a one day on supporting members in pay appeals. This module will cover:

- Practical advice on supporting members in hearings
- Preparing cases and gathering evidence
- the appeal process.

Course dates

24 September 2014 - NUT Midlands Regional Office, Birmingham

5 March 2015 - NUT Midlands Regional Office, Birmingham

12 May 2015 - NUT Midlands Regional Office, Birmingham

Length: 1 day

The union will also organise additional ad-hoc training throughout the year to support the training needs of representatives and details will be emailed as events are arranged.

Caseworker Strategies for Local Officers and NUT Representatives course

This course aims to equip Local Officers and experienced NUT Representatives with strategies and skills to manage casework.

The course will address:

- the practicalities of casework procedures and record keeping;
- dealing collectively with issues of concern;
- assessing prospects of success and managing expectations;
- preparing for and managing the hearing; and
- using casework to build membership and the Union.

Course Dates

21 - 22 April 2014 - NUT Midlands Regional Office, Birmingham

Length: 2 days (accommodation available if required)

Who should attend: NUT Representatives who have attended the NUT Representatives: Level Two course previously.

PLEASE NOTE: *This course will only run once this academic year and will be available for Representatives who have completed training under the old arrangements. The new Advanced Module course will cover the elements of this course in the future.*

Health and Safety Representatives' course

This course provides training for NUT Health and Safety Representatives new to the role. The four day course will be run in two parts and Representatives need to attend both parts.

This course aims to:

- extend your knowledge and skills to carry out your role as a Health and Safety Representative;
- brief you on your rights and functions as a Health and Safety Representative;
- give you practical support and up-to-date information on the most commonly raised areas of health and safety.

Course Dates

5 - 6 February 2015 Part One

20 - 21 May 2015 Part Two

Both held at the NUT Midlands Regional Office, Birmingham

Length: 4 days (accommodation available if required)

Who should attend: New and existing Health and Safety Representatives in schools, colleges, services or units who have not attended the Health and Safety Representatives' Course previously.

Union Learning Representatives: Stage 1 Blended Learning Course

Are you interested in promoting learning and development in the workplace? If so, this course is for you!!

This course aims to:

- Assist members to understand the role of the NUT school/college learning representative and how it fits into the Union structure

- Help members develop practical strategies to promote the role in schools or colleges
- Develop members' skills in giving initial advice and guidance to NUT members
- Identify the range of support available to NUT school/college learning representatives
- Find out more about the learning representative in the wider trade union movement

The course is a blended course mixing face-to-face training with online learning. The first and last sections are one-day face-to-face training sessions. The online section is covered over ten weeks.

This course is accredited through the Open College Network.

Course Dates

02 December 2014 Part One

02 Dec '14 - 03 Feb '15 Part Two - online learning module

03 February 2015 Part Three

Part One and Part Three course dates held at the NUT Midlands Regional Office, Birmingham.

Length: 10 weeks

Who should attend: NUT Union Learning Representatives new to the role and those who have not previously attended a Level One course.

Sixth Form College Representatives' Briefing

This annual course provides training for college Representatives new to the role and for those who would like to update their skills and knowledge of current issues. The course aims to:

- extend your knowledge of NUT policies and your role as a college Representative;
- build your confidence in representing NUT members in your college;
- explore how you can grow the union in your college; and
- explore current issues faced by NUT members in colleges.

Course Dates

Contact the Regional Office for details

Length: 1 day

Who should attend: New and more experienced Representatives in Sixth Form Colleges are encouraged to apply each year. New Representatives should also attend a Representatives Level One course.

Conferences and Events

Midlands NUT Young Teachers Conference

The Young Teachers' Conference provides young teachers with the opportunity to meet and network with other young teachers from across the Midlands Region. It aims to support young teachers already active in the NUT and to encourage other young teachers to become active within the NUT. All in service teachers aged 35 or under working within the Midlands Region are eligible to attend.

Conference Dates

27 - 28 February 2015 - commencing on the evening of day 1

Length: 2 days, including evening arrival (accommodation available if required)

Health and Safety Conference

This annual conference will cover issues of current concern and recent developments in the law and practice in the health and safety field. It is open to all Health and safety representatives and Officers and those with an interest in Health and Safety issues.

Dates

Contact the Regional Office for details

Length: 1 day

The NUT will be at a number of events in the Region including PRIDE and TUC Women Chainmakers' Festival and members are encouraged to attend and help at our stalls.

National Training courses

The NUT also runs a National Training Programme which is delivered at Stoke Rochford Hall. The National Training Programme courses are listed below. Full details and application forms can be found at www.teachers.org.uk/training

- Academy Representatives (3 days)
- Health and Safety Representatives (5 days)
- Learning Representatives Level 1 (3 days)
- Sixth Form College Representatives Briefing (3 days)
- Aspiring and New Local Officers (3 days)
- School and College Management: a trade union approach (3 days)
- Young Teachers' Officers (3 days)
- Women's Development (3 days)
- Part-timers, Supply Teachers and Returners (3 days)
- Student Members (3 days)
- Newly Qualified Teachers (3 days)
- Aspiring to leadership for African, African Caribbean and Asian teachers (3 days)



Booking Form

Event and Venue

Date of Event

Name

Membership Number

Home Address

Workplace Name

Email Address

Do you have any particular dietary requirements e.g. vegetarian/vegan? If so, please state:

Do you have any access requirements? If so, please state:

Do you require overnight accommodation, if available? Please delete as appropriate:

Yes / No

Please return to the Midlands Regional Office, 8 Edward Street, Birmingham, B1 2RX or email midlands@nut.org.uk.