



*tssa*

# Education and organising programme 2010

**Design**

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Trade unions have always recognised the importance of providing learning and training opportunities for members. Well over a century ago we helped organise Sunday schools which delivered basic literacy and numeracy lessons for working people when schooling was a privilege restricted to the monied classes.

Personally I have greatly benefited from attending many trade union courses. These have provided me with the skills, knowledge and confidence to challenge the powers that be, and to help deliver a better deal for members. On a daily basis I see with my own eyes the benefits that training and learning regularly delivers for our reps when they are in pursuit of fairness in the workplace.

In 2010, we will again expand our learning and education programme to allow more of you to take advantage of what is on offer. I hope you will take-up the learning opportunities your union is offering. I trust you will enjoy learning and using your new skills as much as I continue to do.

A handwritten signature in black ink, appearing to be 'M Cortés', written in a cursive style.

**Manuel Cortés**  
**Assistant General Secretary**

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# Introduction

The argument for training has never been as clear as it is today. The challenges faced in 2009 look set to remain through 2010 and beyond. Training provides the ideal environment to explore new skills while developing a collective analysis and approach to such challenges, thereby consolidating and strengthening our effectiveness.

The continued expansion of the programme in 2009, along with a substantial increase in training organised around workplace issues, has allowed both members and activists to respond quickly and dynamically to the issues they faced.

At the heart of this success has been the progression route of core courses (p10), the specialist stand alone courses (p23) and the issues based courses (p29).

Our programme for 2010 will continue this successful structure with content mapped to the issues facing our members.

We hope you will take the opportunities offered through the programme and encourage fellow reps to do the same.

*"I have been a TSSA Company Council rep for around eight years attending various TSSA training courses. The skills gained through these courses have allowed me to ensure that when I go to the company council meetings I go with the members behind me."*

Andi Fox (Company Council Rep, East Coast)

# Programme guide

The structure of the programme has been devised to create a progression route whereby TSSA activists will gain skills and knowledge. Experience will be tracked and additional courses provided to ensure an increase in confidence and activity.

The structure of the programme will put an emphasis on TSSA reps completing all courses in each zone. These courses and zones are designed to maximise learning, knowledge and skills, with workplace activities connecting one course to the next and developing workplace experience.

For example, a newly elected local rep will start at:

- Zone 1: the Induction course, moving then to
- Zone 2 undertaking the Reps Introduction and Introduction to Organising. A series of workplace activities will ensure the development of experience prior to attending the Zone 3 courses.

For existing reps, or those who have spent many years carrying out the role, position within the zones will depend very much on where you feel comfortable, though we do ask that you undertake our organising course.

Alongside our core programme we organise a series of specialist courses; from branch development skills to pension champions and taster courses for those thinking of becoming more active.

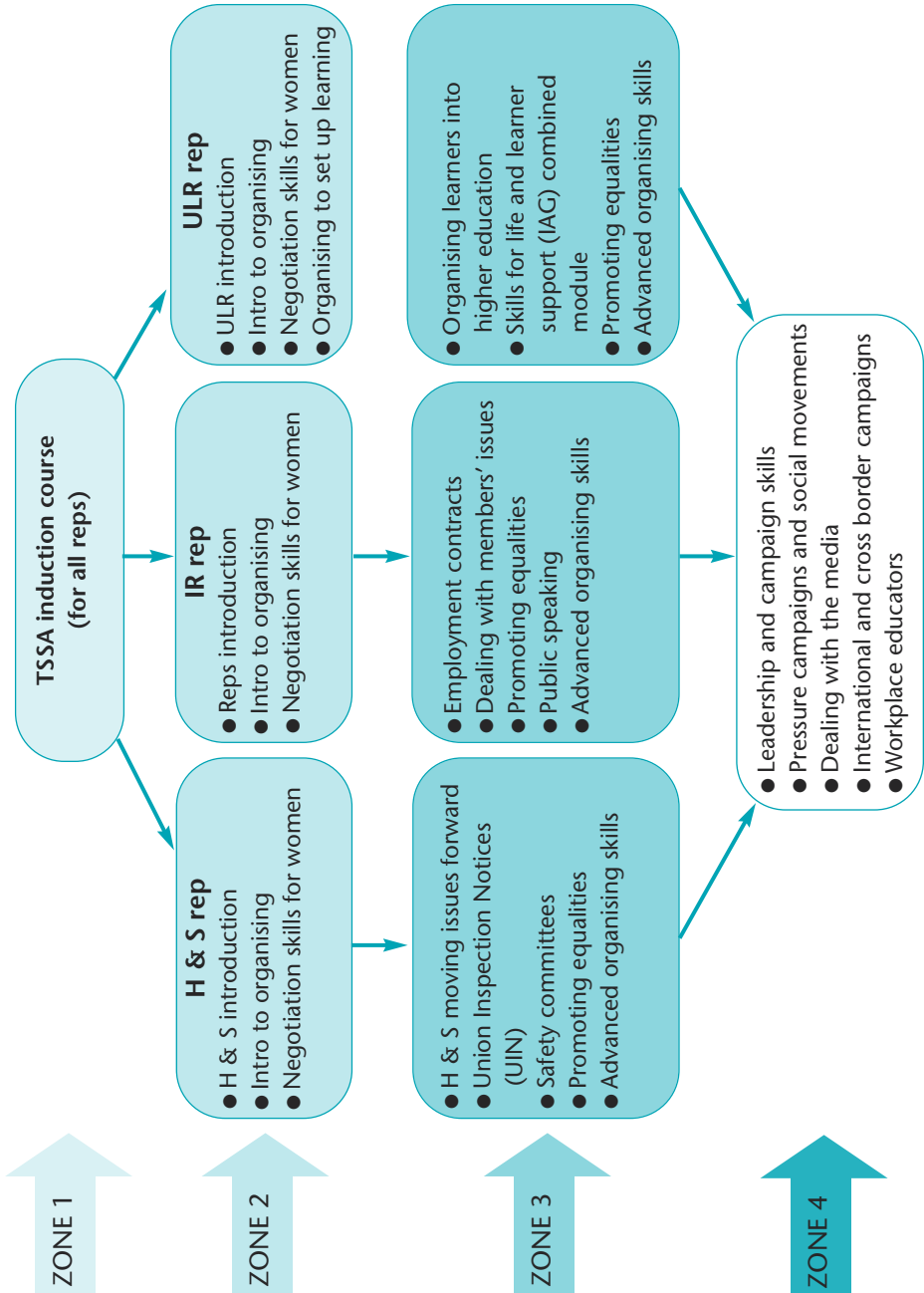
A member of our legal team or a representative from Morrish will be in attendance to support learning, where you see the logo.



## Accreditation

All TSSA courses are accredited through the Trade Union Congress (TUC) and the various TUC education centres around the country and where possible the Scottish TUC and the Irish Congress of Trade Unions (ICTU). This enables all reps attending courses to gain qualifications through the Open College Network (OCN). These credits can be aggregated to provide access into further and higher education.

## Programme diagram



# Three roles to success

## Industrial relations rep

Your entitlement to time off falls into two areas: firstly for your duties and secondly for your training.

Section 168 of the Trade Union Labour Relations (Consolidation) Act (TULR(C)A) (1992) provides time off with pay for carrying out your duties. Section 178(2) along with the Advisory Conciliation Arbitration Service (ACAS) Code of Practice (CoP) 3, define duties as those matters connected with collective bargaining, representation, communicating with members and trade union facilities.

Secondly section 168(2) of the TULR(C)A (1992) and the ACAS CoP 3 enable reps to take time off with pay for training. Both of these rights to paid time off have created considerable case law, further strengthening your argument to attend TSSA courses.

## Health and safety rep

The role of the health and safety rep includes: carrying out workplace inspections, organising around members' issues, challenging documents like risk assessments and representing members and participating with safety committees.

Through your own company agreements and the Safety Representatives and Safety Committees regulations (SRSCR) 1977) you are entitled to receive paid time off to carry out your duties (4(2)a), and paid time off to undertake necessary training (4(2)b). 'Time off with pay' means exactly that, it is your employer's responsibility to ensure workload is offset and shifts are covered.

## Union learning rep

Union learning reps (ULRs) help TSSA to organise around learning and skills in the workplace, helping to secure direct benefits in terms of training, personal development, career enhancement and new skills for you and your colleagues. Your entitlement to time off falls into two areas: firstly for your duties and secondly for your training.

Section 168 of the Trade Union Labour Relations (Consolidation) Act (TULR(C)A) (1992) provides time off with pay for carrying out your duties. Section 178(2) along with the Advisory Conciliation Arbitration Service (ACAS) Code of Practice (CoP) 3, define duties as those matters connected with analysing their members' learning or training needs; providing their members with information and advice about learning or training matters; promoting the value of learning or training to their members, attending meetings with external partners concerned with the development and provision of workforce training including e-learning where available or appropriate, arranging such learning or training and consulting the Employer about carrying out any of the above.

Secondly, section 168(2) of the (TULR(C)A) (1992) and the ACAS CoP 3 enable reps to take time off with pay for relevant training.

'Time off with pay' to carry out your duties and for your own training means exactly that, it is your employer's responsibility to ensure workload is offset and shifts are covered.

## Venues and access

**The regionalisation of the programme has helped to increase participation from those activists who might be unable to attend residential courses. In 2010 we shall continue to run our courses from the regional and head office(s), with accommodation available for those whose travel might be excessive. Support is also available for those with carer or similar responsibilities – contact the education officer for more information.**

**We are committed to holding all courses in disabled access buildings.**

## Zone 1

### Induction

The TSSA induction course is the first step for **all** reps in the TSSA education programme.

This one-day course provides a warm, friendly and gentle introduction to being active in the TSSA along with:

- your role as a TSSA rep
- the structures of the union
- future courses, training and opportunities.

It is essential that **all** TSSA reps attend this course as soon as possible following **their** election.

### Bristol

March 26

September 24

### York

March 26

June 11

October 21

### Glasgow

August 6

### London

January 11

February 15

March 22

April 26

June 28

July 26

August 27

September 27

October 15

November 29

### Manchester

April 28

August 27



## Zone 2

On completion of Zone 1 you will be able to apply for Zone 2 courses. To complete Zone 2 you will have to attend the introduction courses in either: Representation, Health and Safety and ULR, as well as the two-day organising course.

For women activists an additional course has been designed and organised to increase your understanding of the union and build participation.

For ULRs the Organising to set up learning course provides an additional course in this zone.

## Industrial relations reps

### Reps introduction

This three-day course will increase awareness and confidence of your role. You will be introduced to union/employer agreements, techniques to build communication with members as well as policies of the TSSA.

#### Bristol

June 23–25

#### Manchester

July 28–30

September 28–30

December 6–8

#### London

February 24–26

May 4–6

July 5–7

September 20–22

November 24–26

#### Glasgow

October 13–15

### London Underground reps

The same course has been organised specifically for London Underground with specific attention to the machinery, role and structures of the company.

#### London

March 1–3

June 1–3

September 1–3

## Zone 2

# Health and safety reps

### Health and safety introduction

This three-day course will concentrate on the role of a health and safety rep: outlining rights to representation, organising and inspecting the workplace. The role will gain context through an in-depth look at the Safety Reps and Safety Committees Regulations (SRSCR) (1977). You will also gain an introduction to risk assessments and employers' responsibilities to carry out and consult with health and safety reps.

### London Underground reps

The same course has been organised specifically for London Underground with specific attention to the machinery, role and structures of the company.

### London

April 12–14

June 16–18

August 9–11

October 6–8

December 8–10



### Manchester

April 14–16

### London

March 17–19

June 16–18

August 25–27



## Zone 2

# Union Learning Reps (ULRs)

## ULR introduction

This five-day course is a legal requirement to become an accredited TSSA ULR. Most importantly it will increase your understanding of, and confidence around, your role. You will be introduced to your rights, TSSA's strategy around Learning in Union, union/employer agreements on learning, and increase your knowledge of learning and skills opportunities, resources and support.

The course has been split into two parts. The first three days run consecutively. There is then a break to undertake workplace activities. This is followed by the remaining two days that allow for reflection on the workplace activities, while introducing new skills.

## Organising to set up learning

This two-day course aims to provide ULRs with

- more confidence
- knowledge of how to apply TSSA's learning strategy and
- practical skills for setting up, and accessing funding for, learning events, on-going courses or other programmes.

We recommend all ULRs go on this course as soon as possible after their five-day introductory course.

### London

January 20–22 and February 8–9

March 3–5 and March 23–24

September 15–17 and October 7–8

### York

June 16–18 and July 5–6

### London

January 12 and 19

April 20 and 27

October 12 and 19

### York

July 15 and 22

## Zone 2

### All reps

#### Introduction to organising

This two-day course aims to equip health and safety, industrial relations and learning reps in all companies with the skills and knowledge to develop and increase communication with their members.

#### Bristol

August 25–26

#### London

March 17–18

May 13–14

July 12–13

September 15–16

October 18–19

December 1–2

#### Negotiations skills for women

This all women course will focus on communication and negotiating methods. It will practice techniques to help reps get the most out of their interaction with managers and members. This course is a non-residential course.

#### Manchester

October 7–9

#### London

July 13–15

*The enthusiasm and passion shown by the trainer running this course motivated me to become more involved in TSSA activities. Each course I attend inspires me more. My life will never be the same again.*

Sharon Simmonds (Tubelines rep and Women In Focus secretary)



## Zone 3

Zone 3 builds on previous education and draws heavily on the experience you have gained in your role.

You should leave a six month gap before entering this zone.

Experience can be gained through buddying a more experienced rep or your senior/regional (Irish) organiser.

### Moving through Zone 3:

- Industrial relations reps need to complete Employment contracts, Dealing with members issues, Advanced organising skills, Equalities: law and organising and Public speaking.
- Health and safety reps need to attend the Moving issues forward, Advanced organising skills, Equalities: law and organising, Union inspection notices and Safety committees.
- Union learning reps will also undertake Union Learning – organising for learners into high education, Skills for Life and learner support (IAG) combined module as well as Advanced organising skills and Equalities: law and organising.

### Employment contracts and the law

An understanding of terms and conditions is crucial to the representation of members in casework. This two-day course will explore how terms and conditions are derived and affected by statute, collective agreements and custom and practice.

**London**

May 6–7

August 23–24



## Zone 3

# Industrial relations reps

## Dealing with members' issues

This three-day course aims to build on and develop skills and knowledge gained through Zones 1 and 2; reinforcing communication skills, and covering grievance and disciplinary procedures, and your role in greater depth.

### London

March 10–12

September 8–10

### Manchester

November 24–26

### Bristol

October 25–27

## London Underground reps

This course is specific to London Underground reps and aims to explore in detail the rep's role when dealing with case work, the internal machinery, referrals and organising around members' issues.

### London

June 14–16

September 28–30



## Zone 3

# Health and safety reps

## Health and safety: moving issues forward

Reinforcing skills and knowledge gained through Zones 1 and 2, this three-day course will move to develop other areas of health and safety regulations including the Railways and Other Guided Transport Systems (Safety) Regulations 2006 (known as ROGS).

### London

April 21–23

August 16–18



## London Underground reps

This course is specific to London Underground providing reps with skills and knowledge to develop the health and safety role to a higher level.

### London

July 21–23

November 17–19



## Union Inspection Notices (UIN)

This is a one-day course organised for safety reps. The course will revisit regulatory rights and introduce the role of UIN's and how they can be used and incorporated into workplace and company-wide use.

### London

June 14

## Safety committees

This one-day course will look at the rights of health and safety reps under Regulation 9 of the Safety Representatives and Safety Committees Regulations (1977) and your collective agreements. It will allow you to explore how they should work and how their operation can be used to improve and secure the health, safety and welfare of TSSA members.

### London

July 19

## Zone 3

# Union learning reps

## Union learning – organising for learners into higher education

This two-day course aims to provide ULRs with the practical skills and knowledge to support members who may want to participate in higher education. It looks at what funding issues exist, how and what to negotiate with employers on access to higher education and identifies strategies for organising around such learning in the workplace.

## Skills for life & learner support [IAG] combined module

This combined module has been set up to ensure that ULRs will build on the skills and knowledge gained through Zones 1 and 2 in a way that makes it easier for them to develop both of these areas. It will enhance awareness of members' issues on literacy, numeracy, computer and English for speakers of other languages and discuss how ULRs can use these issues to organise in their company. It will also develop the knowledge, skills and techniques of ULRs offering information, advice and support to colleagues around learning.

### London

March 11 and March 18

### York

September 29 and October 6

### London

Part 1: January 26–27

Part 2: February 1–2

### London

Part 1: May 11–12

Part 2: June 1–2

### York

Part 1: November 4–5

Part 2: November 25–26

## Zone 3

### Equalities: law and organising

This two-day course will reinforce existing understandings of workplace equality and how the promotion of equalities can strengthen the TSSA and safeguard TSSA members. This course will explore the development of stereotypes, identify legislation and methods for promoting workplace equality.

#### London

March 23–24

September 13–14



### Public speaking

A two-day course which gives the opportunity to develop public speaking techniques while increasing confidence and delivering the skills to inform and encourage member support.

#### London

March 15–16

#### Manchester

November 8–9

### Advanced organising skills

This is a two-day course that aims to incorporate the workplace activities of the Zone 2 organising course, and looks to explore and remedy barriers to involvement while reinforcing skills with additional techniques.

#### London

July 1–2

November 11–12

*"I have been a TSSA organiser based in York for just over three months. Three years ago I started as a rep with Network Rail and undertook the TSSA reps' induction course. By participating in the TSSA education programme I improved my skills through shared learning with reps from a wide variety of backgrounds to benefit current and potential members in all aspects of union activity."*

Matt Barrow, TSSA Organiser (North)

## Zone 4

Before attending Zone 4 courses you should ensure you have sat down with your senior/regional organiser to undertake your individual learning plan (ILP). Your ILP will allow you to discuss existing activity while

identifying courses and support that advances your activity within the TSSA. You should contact your senior/regional (Irish) organiser to arrange for a meeting to undertake your ILP.

### Dealing with the media

This course is aimed at improving reps ability to interact with the media and raise the profile of the TSSA. The course will focus on how to get your issues noticed, writing press releases, interview techniques in a TV and radio environment along with a strategy for your campaign.

### Leadership and campaign skills

Central to an organising union is the development and encouragement of workplace reps. This two-day course, with the use of case studies and existing issues, will deliver confidence and skills that will enable TSSA representatives to build support and lead campaigns.

### Pressure campaigns and social movements

The aims of this course will be to deliver the knowledge necessary to run and direct campaigns, identifying campaign opportunities and building wider community support.

### International and cross-border campaigning

The growth and consolidation of capital globally presents both challenges and opportunities for trade unions. This two-day course explores the role of strategic corporate research in maximising the opportunities for trade unionists to campaign across companies and borders.

**To apply for any of these courses complete the application and return. We will then contact you regarding dates and venues.**

## Zone 4

### Workplace educators

Our workplace educator's programme seeks to develop a network of representatives who can deliver short courses around workplace issues, or train a group of reps quickly around the core programme. The course will explore different teaching and learning strategies, accreditation and rep development as well as the TSSA education programme. For more information on this programme you will need to have completed your ILP by contacting your senior/regional organiser and the education officer.

February 10–12



# Republic and Northern Ireland

In Northern Ireland reps have cast the mould for TSSA education. By attending training and becoming accredited trainers, reps have organised meetings of fellow reps identifying key areas and issues for education, moving then to organise and deliver corresponding courses. This successful model will continue to grow throughout 2010 with expansion expected across Northern Ireland and the Republic of Ireland.

For the Republic of Ireland, training resources will be dedicated to the social and economic conditions in which members find themselves. Training will be organised and delivered for each quarter responding to the conditions and delivering skills and knowledge in campaigning, project planning, capacity building and member activism.

For TSSA activists in both Northern Ireland and Republic of Ireland 2010 will become a period of great activity. Training opportunities will provide a platform to develop a collective response, training that every activist should attend.

For more information contact the education officer and/or the senior Irish organiser/Irish organisers based in Dublin



# Stand alone courses

The provision of stand alone courses provides insight into specialist areas of study and activity. From taster courses for those thinking about becoming active to environmental reps courses and specialist events for women members.

## Building branch capacity and returns

This three-day course is open to all TSSA members interested in playing a more active role in their branch or divisional council. The first two-days of the course will look at developing and improving communication strategies and involvement in industry and community campaigns. The last day of the course will be given over to the finances of the branch including branch returns. Applicants are welcome for all three days, the first two or the last day.

London

February 22, 23, 24

*“Several years ago I attended this course to understand how members in Norwich could increase their participation around company and local issues. Two years on, we now average 20 per cent attendance at the branch. The knowledge I obtained from the course allowed me to establish the branch, encourage others and co-ordinate members in our area.”*

Charlie Daniel's (Network Rail, Full-time TSSA co-ordinator)

## TUPE

In a privatised industry the spectre of transfer is never far away. The Transfer of Undertakings for the Protection of Employment (2006) place specific requirements on employers while providing trade unions the opportunity to organise members. This two-day course explores myths, realities and rights.

London

August 25–26

Glasgow

June 29–30



## Pensions Champions

Today the TSSA has trained more pensions champions than any other union. Waves of reps trained to take the challenges of final salary pension schemes back into the workplace with the aims of delivering a collective understanding and response.

London

October 4–5

## Stand alone

### Equal pay for women

The course aims to develop women members' skills and knowledge in organising and negotiations, we will be focussed on understanding equal pay barriers and concentrating on what we can do collectively in the workplace to combat this.

Scotland

January 25–27

### Negotiation skills for senior reps

This is an intense four-day residential course aimed solely at company council or equivalent negotiating level reps and lead ULRs. The course will explore negotiation skills, identify the rights and necessity of preparation and develop research methods around company accounts.

Bournemouth

March 16–19

November 16–19

Manchester

August 10–13

*“Through this course I learned the importance of preparation and that knowledge gives me power. I am confident when I go to negotiate now, because I am fully prepared and I know that most times I have better knowledge of law and procedures than the managers I’m facing.”*

Gareth Davies (EC member South Wales and Western area)

### Taster courses

These courses are aimed at members who are thinking of becoming a rep but would like more information about the role, rights and support.

London

March 29

September 7

December 6

*“As a local rep with Network Rail I have been astonished at how much I have gained from the role. The training alone has opened-up a world of opportunities where I can now envisage accessing higher education and much more. While many might believe the role puts them at odds with their employer, for me being a rep has brought respect from my employer as well as my work colleagues: I am proud to wear the badge!”*

Gurbash Kaur (Darlington No 1)

Manchester

June 22

## Stand alone

### 'Induction' day training

This one-day course is aimed at TSSA activists who would like to take-up the opportunity for delivering the message of the TSSA for new starters. This course will develop both individual presentations and presentation skills.

#### York

March 23

#### London

April 28

#### Manchester

September 6

### European works councils

This two-day course has been designed to facilitate discussion and organising opportunities for those reps who might be eligible to sit on European Works Councils, or who already play a part.

#### TBC

TBC

### Anti Racism seminar

A one-day event to explore issues affecting black, Asian and minority communities in the workplace and what we can do as union activists to challenge this. There will be speakers and workshop sessions.

#### London

January 19

### Using new media

This course will focus on techniques for activists to help with campaigning and involving people. It will develop social networking tools (eg Facebook and Twitter) and blogging, as well as training on how to set up simple websites on Wordpress. The training will explore the benefits and drawbacks of the media.

#### London

February 4

#### Scotland

June 29

### International Women's Day

To celebrate the achievements of women across the world TSSA will host a seminar focussing on women trade union activists with speakers and campaigning workshops.

#### London

March 4

### TSSA reps and the environment

Trade unions have played a significant role in highlighting environmental concerns. This two-day course is available to TSSA reps that would like to develop skills and knowledge for advancing dialogue and objectives around the workplace and the environment. It will concentrate on making the case for public transport as a major green issue.

#### Bristol

April 7-8

#### Manchester

November 17-18

## Stand alone

### Under 35s weekend

This campaign away-weekend for members under the age of 35 will focus on key campaigning and workplace issues that face young workers in TSSA.

Scotland

April 16–18

### Stress, bullying and the DDA (1995)

This training course focuses in on a major issue faced by trade union reps. It will skill up reps to look at the issue as a whole with techniques to raise the profile and deal with issues before they become serious.

London

April 13–14

Scotland

September 6–7

### Organising around LGBT issues

An event to specifically focus on issues that affect LGBT workers, the event will have speakers and campaigning workshops to explore trade union solutions. A social event will be arranged on the Friday evening.

London

July 2–3

### Yearly legal update

The one-day seminar exploring key aspects of legislation and case law developments. This event is organised for those reps who have undertaken considerable training and are involved in the representation of members on a regular basis.

London

October 12



### Activists camp

This three-day event has been designed for TSSA members who would like to develop strategic campaigning skills within a framework of sociological, political, economic and psychological analysis. This three-day event will take place at a residential venue to be confirmed. Lessons will start early on the first day, so travelling the day before will be expected.

TBC

November 4–6

### Disability and trade unions

This seminar will look at tackling issues facing disabled workers in the workplace, there will be speakers and workshops covering mobility access, dyslexia and hidden disabilities, and deaf awareness.

Manchester

November 26

# TUC and ICTU education

TUC, STUC and ICTU education provides a wide range of courses for all trade union representatives delivered right across the country.

Often these courses are arranged over a 10-week period requiring attendance once a week. To apply for these courses you should contact your senior/regional (Irish) organiser who will need to sign the application form and discuss the content of workplace activities you will undertake during the course.

You can view the courses offered through the TUC/ICTU by visiting the following website:

- **UK** [www.unionlearn.org.uk/](http://www.unionlearn.org.uk/)
- **Northern Ireland** [www.ictuni.org](http://www.ictuni.org)
- **Republic of Ireland** [www.ictu.ie/learning](http://www.ictu.ie/learning)

Alternatively you can contact the regional centres using the details on the following pages.

*"The ULR course that I was on last week was the best course I was on ever, (and I've done countless ones). It was the delivery that was so impressive. It was activity based and interactive. The tasks were interesting and really made you think. We worked hard because we had to, and the days flew by. I would imagine a lot of thought went into the design of the course and it paid off. There were two other TSSA reps on the course and they shared my views. The course was provided by the Irish Congress of Trade Unions."*

Conrad Greene (CIE Dublin)



## Regional centres

### Scotland

TUC Education  
4th floor  
John Smith House  
145-165 West Regent Street  
Glasgow G2 4RZ  
t 0141 221 8545  
f 0141 221 8575  
**Education officer**  
Harry Cunningham  
e hcunningham@tuc.org.uk

### Yorks & Humberside region

TUC Education  
3rd Floor  
33 Park Place  
Leeds LS1 2RY  
t 0113 242 9296  
f 0113 244 1161  
**Education officer**  
Trevor Sargison  
e tsargison@tuc.org.uk

### Northern region

Newcastle upon Tyne:  
5th Floor  
Commercial Union House  
39 Pilgrim Street  
Newcastle upon Tyne  
NE1 6QE  
t 0191 232 3175  
f 0191 232 3190  
**Education officer**  
Ian West  
e iwest@tuc.org.uk

### North West region

TUC Education  
Second Floor  
Orleans House  
Edmund Street  
Liverpool L3 9NG  
t 0151 236 7678  
f 0151 236 2331  
**Education officer**  
Pete Holland  
e pholland@tuc.org.uk

### East & West Midland region

TUC Education  
24 Livery Street  
Birmingham B3 2PA  
t 0121 236 4464  
f 0121 236 7324  
**Education officer**  
Pete Try  
e ptry@tuc.org.uk

### Southern & Eastern region

TUC Education  
Congress House  
Great Russell Street  
London WC1B 3LS  
t 020 7467 1238  
f 020 7637 1823  
**Education officer**  
Rob Hancock  
e rhancock@tuc.org.uk  
**Education officer**  
Angela Perry  
e aperry@tuc.org.uk

### Wales

TUC Education  
Transport House  
1 Cathedral Road  
Cardiff CF11 9SD  
t 029 2022 7449  
f 029 2022 1940  
**Education officer**  
Julie Cook  
e jcook@tuc.org.uk

### South West region

TUC Education  
Ground Floor  
Church House  
Church Road  
Filton  
Bristol BS34 7BD  
t 0117 947 0521  
**Education officer**  
Marie Hughes  
e mhughes@tuc.org.uk

### Northern Ireland

ICTU  
Congress House  
3 Crescent Gardens  
Belfast BT7 1NS  
t 02890 247940  
**Education officer ICTU**  
Clare Moore  
e clare.moore@ictuni.org

# Issue based courses

In addition to our core programme we will also deliver courses around workplace issues. Issue based courses (IBCs) allow you to respond quickly to an issue affecting membership. The TSSA education department aims to write, organise and deliver the course within 14 days. For your part you will need to gather at least eight active members and provide TSSA's education officer with ideas for a venue.

By providing these courses we support and encourage workplace activity. For instance, during a recent round of franchising we were able to run a two-day TUPE course. The knowledge and skills gained from this course equipped several reps with the confidence to obtain lists of employees from the employer, organise a workplace meeting, advise on the transfer and boost the membership and strength of the TSSA.



# IBC application form

Your name ..... Your employer .....  
..... Workplace .....

Course date ..... .....

Initial thoughts for the IBC, quick-list all the ideas you have for this event

.....  
.....

Please outline your aims for the IBC and subsequent activity:

.....  
.....  
.....

Please supply contact details of 3 members of the Company Council who have discussed the IBC

Name ..... Name ..... Name .....

Address ..... Address ..... Address .....

.....  
.....

Phone number ..... Phone number ..... Phone number .....

Email ..... Email ..... Email .....

Branch ..... Branch ..... Branch .....

What do you consider the issue to be? And what would you like the title of the IBC to be?

.....

.....

.....

**Analysing your issue:**

- The issue is widely felt       The issue is deeply felt       The issue will inspire others
- The issue will develop leaders       Have a clear time frame       Result in real improvements
- Send a message of strength       The issue is easily understood
- Mobilise under-represented groups

How many Company Council reps are there? .....

What is the density (members/non-members as a per cent)? .....

How many local reps are there? .....

How many reps do you believe will attend the IBC?

How many members are there? .....

Max ..... Min .....

Proposed dates (allowing for time to organise the IBC) .....

Do you have a venue in mind or do you require us to make arrangements through one of our regional offices? .....

If so which one? .....

How long would you require the IBC to last? .....

Following the IBC what would you intend to do in the workplace? .....

What resources or promotional material will you require? .....

.....

.....

What support would you require from the regional or organising teams?

Please use the following space entering dates, events and activity. Consideration must be given to:

before .....

.....

.....

.....

during .....

.....

.....

.....

and after .....

.....

.....

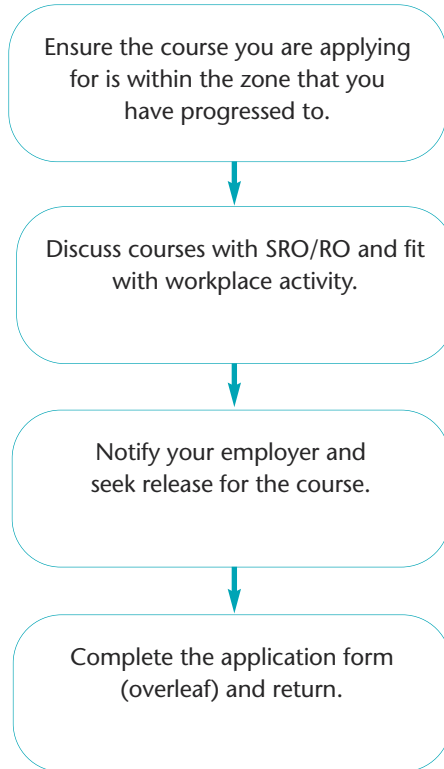
.....

Signature of applicant:..... Date:.././.....

Signature of regional officer:..... Date:.././.....

# Applying for your course

To apply for any of the courses shown in this pamphlet follow the flow chart, photocopy and complete the application form, and return it to the education officer at the London headquarters.



## Contact details

Education officer

Education department

Direct line: 020 7529 8016

Fax: 020 7383 0656

Email: [education@tssa.org.uk](mailto:education@tssa.org.uk)

 *....this way for the application form....*

Join us on Facebook group:  
TSSA, and TSSA Education



# Course application form

Before completion ensure that the course you are applying for fits within your zone.

Photocopy this form, complete and return to the education officer at: TSSA, Walkden House, 10 Melton Street, London NW1 2EJ or email: [clarkj@tssa.org.uk](mailto:clarkj@tssa.org.uk)

Course(s) applied for		
Date	Venue	Course
.....	.....	.....
.....	.....	.....
.....	.....	.....

Your name .....

Your address .....

..... Postcode .....

Telephone number..... Membership number .....

Email address.....

Type of rep .....

Workplace .....

Name of your Company Council rep .....

Number of members you organise around .....

Please indicate if you have any requirements regarding access to, or on, the course

.....  
.....

The TSSA is committed to ensuring it works with you to tackle any barriers that might prevent you from attending our courses. If you require support with child care, or carers costs, or you have financial difficulties purchasing tickets in advance. Contact the education officer and we will make arrangements to remove these barriers.

We are committed to holding all courses in disabled access buildings.

# Personal Injury Claims

Workplace health and safety is no trivial matter. Sadly workplace accidents continue to happen. At Morrish Solicitors, we believe employees should be able to go home from work unharmed.



If you know of a workplace injury, you can help the victim by ensuring these simple steps are followed.

- Report the incident as soon as possible and enter it in the Incident Book
- Take details from the victim and any witnesses
- If possible, take pictures of the hazard that caused the accident, and the area it happened
- Note whether the cause had already been brought to management's attention as a potential hazard
- Notify TSSA
- Call Morrish Solicitors on

**0800 093 0353**

No Win No Fee TV offers can be tempting. But TSSA members' legal cover is No Fee Win Or Lose, thanks to their union and Morrish Solicitors.

Better yet, TSSA covers your **FAMILY MEMBERS** too.

Morrish Solicitors provides expert legal advice for TSSA members on all injury claims, including:

- Accidents at work
- Accidents elsewhere, whether work-related or not
- Road traffic accidents
- Slips and trips
- Industrial disease
- Fatal accidents
- Criminal injuries

Learn more about us and our services on our website [www.morrishsolicitors.com](http://www.morrishsolicitors.com) or in TSSA's Journal.



**MORRISH**  
SOLICITORS LLP

**0800 093 0353**

Oxford House, Oxford Row, Leeds LS1 3BE

Walkden House  
10 Melton Street  
London NW1 2EJ  
020 7387 2101  
[www.tssa.org.uk](http://www.tssa.org.uk)

