

Welcome!



SPRING 2010 HAS been very busy for the UCU training team with the union offering more training for reps than ever before. Last term we ran courses in a number of new

regions, and I'm pleased to say that take-up for these courses has been excellent.

Feedback from participants has been consistently high and, as you can see from Joel's comment on page 4, our training really does make a difference at branch level.

This term we are not resting on our laurels. We are piloting a new programme of courses to meet the needs of UCU members who are at the start of their careers (see overleaf), and we are working on the development of other new courses for the future.

If you have any comments or questions about the UCU training programme, you can contact me at: training@ucu.org.uk

Abbie Jenkinson, UCU Training Officer

TIME OFF FOR UNION DUTIES

THE NEW VERSION of the ACAS Code of Practice on time off for trade union duties and activities came into force on 1 January 2010. Revised after substantial consultation to reflect the changing nature of the British workplace, the new code of practice includes improved arrangements on:

- a) cover
- b) facilities such as use of email and
- c) learning agreements/union learning rep rights.

Encourage your branch to have a look at your own facilities, recognition agreements and learning locally to ensure that they are at least as strong as the new code. If not, this could be a good opportunity to renegotiate with your employer.

You can download a copy of the Code of Practice for free from the ACAS website: www.acas.org.uk/index.aspx?articleid=2391



Creating Connections... National Learning at Work Day



NATIONAL LEARNING AT Work Day (LAW) 2010, the biggest annual celebration of workplace learning, is taking place on Thursday 20 May 2010. Every year thousands of organisations take part in LAW Day to help their staff learn new skills that they can put into action at work.

This year's theme is Creating

Connections. The theme highlights the links between different types of learning such as informal and formal learning; the benefits of collaborative learning; the strength of partnerships and the role of learning in organisational success.

LAW Day 2010 presents UCU learning reps with an ideal opportunity to raise the profile of UCU within their workplace, promote the learning agenda to colleagues and management, and make a real difference at work.

If you and your branch would

like to get involved, visit www.learningatworkday.com. The website gives you all the information you need to run a successful event including:

- downloadable posters, activities and promotional materials
- advice on making your case with senior management
- advice on signposting your colleagues onto the next learning step
- information on potential funding and support available for your event.





Lights, Camera, Action!

THIS SUMMER STOCKPORT Trade Union Education will launch an exciting new course for reps in the North West.

Based on the popular Unionlearn course previously only offered to full-time union officers, *Lights, Camera, Action!* has been extended and rewritten to give union reps the skills needed to make professional-looking videos and take advantage of the campaigning opportunities offered by new media.

Taught by experienced TU tutor John Handley (a Granada TV news cameraman in a previous life) this intensive three-day course is accredited through the Open College Network. The course is designed to enable union reps to consider the use of new types of media to engage with members and a wider audience, and will cover the following:

- how to use new media to promote the union, inform and communicate with members
- why it is important for trade unions to make use of the opportunities presented by new media
- a practical introduction to film and video techniques including editing of footage
- planning a shoot from storyboard to location.

The course is suitable for complete novices and those with experience of using new media.

If you would like to attend, you will need to seek approval from your UCU branch and your regional office, and negotiate time off with your employer.

For further information contact
john.handley@stockport.ac.uk



Early-careers members



Left to right: Stephanie Herlock, Regine Pilling, Carmen Carrasco and Katie Buckingham taking part in UCU's new course 'Managing student behaviour from the start'

ONE YEAR AGO UCU carried out a survey of members new to tertiary education to find out more about the unique challenges they face in their careers and to identify how the union could support them better. This was the first time that the union had conducted a survey of this kind. Over nine hundred members replied – the biggest response to any UCU survey.

One message that came over loud and clear was that these members wanted training and support, and the opportunity to meet and network with other members.

In answer to this, Monday 22 March saw the debut of UCU's new course *Managing student behaviour from the start*. The course examined the key causes of challenging and antisocial behaviour in the classroom, and looked at different strategies that members could employ to manage difficult behaviour.

'I wanted to come on to this training as I only started teaching in September and felt ill equipped in managing difficult behaviour. The

day has been brilliant in helping me build confidence and think of strategies that I will be able to implement in the classroom,' said Regine Pilling of Westminster Kingsway College.

Katie Buckingham from Croydon College agreed, 'Like Regine, I am fairly new to teaching and wanted to have some training on managing behaviour that would make me more effective and enable me to get the best out of my learners.

'I found the course really valuable, and through sharing experiences with teachers from other colleges I am reassured to discover that I am not alone in my experiences with difficult learners.'

Feedback after the course was overwhelmingly positive. Participants thought it was a great first step from the union in meeting their needs. Stephanie Herlock from Harlow College said, 'I would not hesitate to recommend this fun, interactive and enjoyable course to all new teachers. The guidance I have received has been invaluable.'

NEW COURSES AND RESOURCES FOR EARLY-CAREERS MEMBERS



No need to shout!

12 May 2010, London:

A one-day interactive workshop which gives practical advice on how to:

- boost vocal capability and clarity in the learning environment
- use the voice in a positive, calm and assertive manner to manage student behaviour
- implement techniques to safeguard vocal health
- use a language of choice not power.

workplaces both in their teachings and via their union branch. The key themes are:

- challenging stereotypes
- recognising influential figures in the fight for equality
- how to use music to get your message out
- developing anti-sexist, anti-racist campaigns
- enhancing your professional teaching with students
- organising local events, training and briefings to promote diversity.

We hope you will find this an invaluable resource and one that you return to throughout the early stages of your career.

If you would like to join the UCU Early Careers Network please contact Ed Bailey: ebailey@ucu.org.uk



Assertiveness Day

13 May, London:

A one-day course aimed at members who want to develop their understanding of what constitutes effective communication and behaviour. By the end of the course, participants will be able to:

- identify why individuals have difficulty communicating in a one-to-one situation or to groups
- understand the impact of different types of behaviour
- have a greater understanding of what makes an effective communicator
- develop an action plan identifying areas for personal improvement in the future.

The accredited course will be run on a region by region basis over two days and will involve a follow-up event to be organised by each participant as part of the course. Participants will be encouraged to work together within their regions as well as with other local organisations.

For more information about these courses, visit www.ucu.org.uk/earlycareerstraining or email training@ucu.org.uk



UCU Early Careers Network

This spring will see the launch of the new UCU guide for early-careers staff. It contains professional guidance on finding the right job, what to expect when you start work, and tips on getting the most from your career.

It also gives practical advice on what to do if you have a problem at work, as well as information on other sources of help available. Crucially, it shows why active membership of UCU is so important.

Unionlearn learning and careers advice

AS A MEMBER of UCU, you can take advantage of Unionlearn's free and confidential Careers Advice Service which helps people to develop new skills, improve their job prospects or change jobs. Sally Dale, Partnership Manager at the service, says, 'Our advisers can engage with people to identify what steps they need to make to move on successfully – whether that's promotion or joining a new team.'

The services on offer include:

- course directory for learners, of over 950,000 courses from 10,000 providers
- job profiles section allowing users to search more than 700 job profiles online
- free expert advice on learning or career options seven days a week
- funding directory to help learners find reliable funding
- CV builder which advises on creating a job-winning CV and application form.

To find out more visit www.unionlearn.org.uk/advice or call 08000 92 91 90 to speak to an adviser. Lines are open seven days a week, 8am to 10pm



Love Music Hate Racism

Using music to promote diversity in education, September 2010 (date tbc)

The course aims are to empower participants to develop practical approaches to promoting diversity in their



TUC online Equality Reps course

THE TUC OFFERS a rolling programme of online training for existing, new or potential equality reps. This course will train equality reps in their role and help them get to grips with the changing equality agenda. Equality reps can promote fairness in the workplace by raising the equality agenda among fellow workers and their own unions.

'The course exceeded my aims - it was excellent. Thanks for arranging an enjoyable course.' Learner who completed the TUC Equality Reps course online in Spring 2009.

Places are available on this course starting in April. See www.unionlearn.org.uk/equalityrepsonline for more information and application details

Free redundancy handbook



UNIONLEARN IS WORKING with the Financial Services Authority (FSA), the UK's financial regulator, as part of its Skills: Recession and Recovery project

to help those facing redundancy or in danger of losing their job. The FSA is piloting a practical handbook that provides impartial information on managing personal finances during volatile times.

The free handbook covers everything from dealing with job worries and redundancy rights to managing money and the entitlements you can claim. The sections help you to think through the steps to take when your job is under threat of redundancy.

To request a copy for your workplace, or to find out what other support the FSA can offer, visit the unionlearn website: www.tuc.org.uk/skills/tuc-17578-f0.cfm

unionlearn
with the TUC

NEW COURSE DATES...

Union rep 1

Due to overwhelming demand we have added three new Union Rep 1: induction courses to this year's existing programme:

- 15–16 April 2010, London
- 14–15 June 2010, Southampton
- 09–10 June 2010, Dartington, Totnes

For further information on the Union Reps pathway, or any of our courses visit: www.ucu.org.uk/training or email training@ucu.org.uk

UCU training – my experience

UCU training has been excellent. As branch secretary of an unrecognised UCU branch, it has been vital to quickly develop skills and knowledge in order to operate in an institution with little history of union activity or collective representation. UCU training has prepared me for this and more. I have enjoyed all of the different courses I've attended, and have learned a great deal. The training programme also brought me into contact with other union reps from around the country, which led to some enjoyable and fruitful exchanges – it's clearly important that, as reps, we find ways to discuss current issues and to share good practice. Joel, UCU Rep, London

Stay one step ahead with the Ruskin College MA

RUSKIN COLLEGE, ONE of the UK's leading providers of trade union education, is now recruiting to its highly successful masters degree programme in international labour and trade union studies (ILTUS). Past students have been drawn from across the UK trade union movement and internationally to examine the major challenges to organised labour, and critically examine and develop a range of responses.

For more information, or to register for the open day on 8 May 2010, email [Ian Manborde](mailto:imanborde@ruskin.ac.uk): imanborde@ruskin.ac.uk or visit www.ruskin.ac.uk/course/84/apply

UCU training update