

Policy for UCU reps wishing to attend TUC courses

All requests from reps to undertake general TUC training for which expenses will be claimed should be discussed and agreed with the UCU training officer **prior** to undertaking the course.

UCU training officer will assess each request on an individual basis.

Any rep attending a TUC course without prior agreement of the UCU training officer can assume they **will not** be able to claim expenses

Section 1

Any rep wishing to attend TUC training should in the first instance email the training officer with the following information:

- all course details i.e. dates, times, venue, delivering college
- an estimated cost of attendance i.e. travel, subsistence, accommodation (if required)
- an agreement from the relevant branch
- the skills the rep will gain and how they will subsequently feed back into their branch.

Section 2

The UCU training officer will then look at the following areas in making their assessment:

- is the course as local to the reps residential address as possible?
- is the course relevant to the reps position in the branch or their area of interest/development?
- is there a similar course being run by UCU in the area (or nationally) within a 3 month period?
- will it be more cost effective for the rep to attend the TUC course over the next available UCU course (either in the reps geographical area or outside)?
- are there any other personal circumstances that may prevent the rep attending the next available UCU course?
- is the rep committed to the course and can they attend the course in its entirety?
- does the rep have approval from their branch to attend the TUC course?
- the rep must be registered on the UCU membership data base and have a branch activity next to their name. See appendix 1 1.2

Section 3

If the training officer does not give authorisation for expenses to be paid the training officer will:

- write/email the rep with a full explanation of the decision and suggested alternatives.

This response may also be shared with the regional office for their information. It may be that the regional office may wish to set up a local event course covering the subject of the initial request.

The training officer's decision is final – however that would not preclude any reps putting in future request for TUC courses.

Should the training officer be unable to authorise expenses, but the branch still wish the rep to attend. Responsibility for any expenses incurred would then need to be negotiated between the rep and the branch. The rep would need to request expenses and permission from their branch as per any local branch rules.

Section 4

Should authorisation be granted.

The training officer will write to, or email the rep advising them of the decision along with the grounds for the decision. The training officer will also make it clear that in order for any expenses to be paid the rep should produce the following.

- a copy of the note, letter, email informing them that they have the required facility time from their employer to attend the course
- an estimate of any potential cost of attending the course – a form has been devised to aid reps in this process
- a copy of the relevant college enrolment form (these are generally completed on day one of the all TUC course) No expenses will be paid without a copy of the relevant enrolment form as this will be the reps proof that they attended day one of the course
- a course completion certificate from the relevant trade union studies department. In the absence of a course completion certificate the rep will need to negotiate with the relevant Trade union studies department another form of proof that the course was completed in full i.e. a conformation email to the UCU training officer from the course tutor inclusive of the dates attended, the course registration document (anonymised as appropriate by the redelivering TUC tutor or their department coordinator). All of the above would have to be agreed between the rep and the relevant trade union studies department. No expenses will be paid without evidence that the rep has attended all course. The training officer may be able to help the rep facilitate some of the above – however the responsibility for obtaining the required evidence will rest with the rep.

- the production of a UCU member expenses form containing the relevant documentation (as above) and completed as per UCU policy
- should the UCU training officer have concerns regarding the completion of the expenses form and any accompanying evidence the rep will be contacted and the concerns outlined.

Appendix 1

1. For any expenses to be paid a rep must be registered on the membership data base as a rep and will be contributing fully to the work of the Branch on completion of the course.
2. UCU training will not fund expenses for UCU members who are not actively contributing to the work of their branch.
3. Expenses for child care or other caring responsibilities will only be paid if outside of the reps normal working hours as per UCU expenses policy and previously estimated on the
4. Should the rep have missed any of the course expenses will not be paid for days that are missed.
5. Should the rep not complete the course in it's entirety they should contact the training officer immediately.

A rep should be a full paying member and not in one of the following categories – attached or unemployed. A further discussion with head of membership will take place to ensure we fully outline all categories of membership that would indicate the rep is not a full member with branch responsibility.