

GENERAL

- 157** TUC Diploma in Employment Law
- 158** TUC Diploma in Occupational Health & Safety Course
- 159** TUC Diploma in Trade Union and Labour Studies
- 160** Health & Safety Stage III
- 161** Postal Agreements & Procedures Course – CWUHQ, London

EQUAL OPPORTUNITIES

- 162** Harassment Complaints Database: Union Policy
- 163** Mandatory Equality & Diversity Training

HEALTH AND SAFETY

No items this week

TELECOMS

No items this week

POSTAL

No items this week

LETTERS TO BRANCHES

- 339** 01/05/08 Annual Leave: 2 – 9 May 2008 – Glynis Winestein
- 340** 01/05/08 PBS Pay Supplements – Dave Ward
- 341** 01/05/08 Pay and Modernisation Agreement – £300 Lump Sum Payment – Dave Ward
- 342** 02/05/08 TUC Safety Reps Award 2008 – Dave Joyce
- 343** 02/05/08 TUC Safety Reps Survey 2008 – Dave Joyce
- 344** 02/05/08 Monterey Newsletter – Simon Sapper
- 345** 02/05/08 Weekend Network Changes – Martin Collins/Terry Pullinger
- 346** 02/05/08 CWU T&FS Survey on Attitudes to Career and Retirement – Online Questionnaire – Bill McClory
- 347** 02/05/08 Hand Held Postal Digital Systems – (TDA) – Bob Gibson
- 348** 06/05/08 Government Review Interim Report – Dave Ward
- 349** 08/05/08 National Executive Council and National Representative Elections 2008 – Tony Kearns
- 350** 08/05/08 Scotland Regional Youth Meeting – Wednesday 21 May 2008 – Simon Sapper

157

TUC Diploma in Employment Law

This course is aimed at senior union activists, branch officers and CWU ET panellists, whose role requires a working knowledge of employment law.

It is desirable for applicants to have completed the CWU Skills or Health and Safety programme, or be able to demonstrate that they have significant comparable experience of day to day working with employment law. All applicants must be able to demonstrate that their application has the support of the branch.

The course continues in the trade union tradition of providing the opportunity for learners to question the development and function of employment law, individual rights at work resulting from it and its significance to trade unions. As with all CWU courses, the course is accredited by the National Open College Network.

Aims and Ethos

The aims of the certificate course are:

1. To provide guided learning through which the student will become more effective as a workplace representative
2. To promote an understanding of a trade union approach to employment law
3. To deepen and extend the capacities of students, enabling them to access full-time officer posts or higher education opportunities
4. To widen and deepen the understanding of trade union and workplace issues and offer up to date detail of new developments
5. To develop personal/study skills, the ability to work collectively and generally improve the confidence of students to study at a higher level.

Course Structure

The course is made up of three subject modules:

1. The changing nature of law
2. Employment law and the individual
3. Trade union and collective rights

These are supported by four study skill modules:

1. Communications and study skills
2. Research project
3. ICT
4. Legal skills

The residential element of the course will be run at Alvescot on the following dates. These four residential weeks will be supplemented by distance learning:

Week one	1 – 5 September 2008
Week two	10 – 14 November 2008
Week three	2 – 6 February 2009
Week four	23 – 27 March 2009

The closing date for nominations is **17th July 2008**

Applicants must be able to attend on all the dates listed above. They should also bear in mind that they will be expected to complete projects, essays and reports in their own time. It is expected that applicants should allow at least four to six hours per week to fulfil their commitment to the course.

This course currently attracts paid release from BT, however, this could change during future negotiations. It is unpaid release for those in Royal Mail.

All courses at Alvescot are residential. The cost of tuition, food and accommodation will be met from the general fund. Branches are required to meet the cost of travelling and subsistence payments. Branches requiring financial assistance from the general fund to enable them to send students to the course must submit the request with the nomination, to enable the trustees to consider the request in time.

The education centre can offer child-minding facilities for a maximum of three under school age children at any one time. If any applicant from your branch would like child-minding facilities, can you please advise the age and sex of the child on the application form. Further information on the child-minding arrangements will then be sent to successful applicants.

There are specific application forms for this course which can be obtained from the education centre at Alvescot.

Application forms should be addressed to **Trish Lavelle**, Head of Education & Training, CWU Education & Training Centre, Alvescot Lodge, Alvescot, Bampton, Oxon OX18 2PY. Telephone: **01993 843373**; Fax: **01993 840960**; Email: **mtodd@cwu.org**

158

TUC Diploma in Occupational Health & Safety Course

The TUC has designed and created this course for trade union safety reps who have a genuine desire to study health & safety at an advanced level. The importance of this course has been recognised by the Institution of Occupational Safety & Health (IOSH) and can lead to Tech IOSH status.

The CWU in partnership with Solihull College can now offer CWU safety representatives an opportunity to gain this diploma in Occupational Health & Safety. This exciting course will be a combination of residential and distance learning. This course has been specially designed to enable members to gain

this diploma through a fast track approach.

The residential component of this course will be held at Alvescot Lodge on the following dates:

Week one	15 – 19 September 2008
Week two	3 – 7 November 2008
Week three	26 – 30 January 2009
Week four	30 March – 3 April 2009

The closing date for nominations is **31st July 2008**

Applicants for this course must have already completed the union's Health & Safety Stage I, II & III training courses. Applicants must be able to attend on all the dates listed above. They should also bear in mind that they will be expected to complete projects, essays and reports in their own time, this will include evening work on the residential weeks. It is expected that applicants should allow at least four to six hours per week to fulfil their commitment to the course. The course is also accredited with the National Open College Network.

This course attracts paid release from all employers.

We particularly encourage branches to nominate women, ethnic minorities, people with disabilities and young members who are often under-represented on the CWU Education and Training Programme.

Nominations should be made on the form for education courses and returned to Alvescot Lodge by the closing date. If you nominate more than one member (a maximum of two) please indicate the order of preference. If a member is refused a place due to over subscription, please indicate this on a subsequent application.

Application forms should be addressed to **Trish Lavelle**, Head of Education & Training, CWU Education & Training Centre, Alvescot Lodge, Alvescot, Bampton, Oxon OX18 2PY. Telephone: **01993 843373**; Fax: **01993 840960**; Email: **mtodd@cwu.org**

159

TUC Diploma in Trade Union and Labour Studies

The CWU in partnership with the TUC is offering CWU activists a fast track course, which will result in the award of a Certificate in Trade Union Studies. The course is targeted at CWU activists who are involved in the industrial relations process.

In normal circumstances the TUC run this course for trade unionists over a full academic year, with participants attending the course one day per week. It is proposed that the residential element of the course will be run at Alvescot on the following dates:

Week One	1 – 5 September 2008
Week Two	10 – 14 November 2008
Week Three	2 – 6 February 2009

The closing date for nominations is **17th July 2008**

Applicants must be able to attend on all the dates listed above. They should also bear in mind that they will be expected to complete projects, essays and reports in their own time. It is expected that applicants should allow at least four to six hours per week to fulfil their commitment to the course. The course is also accredited with the National Open College Network.

The four residential weeks will be supplemented by distance learning, thus enabling CWU members to gain the Certificate in Trade Union Studies in just a few months.

The course is designed to help members:

1. Widen their educational opportunities
2. Broaden their knowledge of the trade union and labour movement
3. Increase their understanding of the British trade union movement as democratic organisations
4. Understand the historical role of trade unions and the labour movement
5. Increase their knowledge of equal opportunities practice
6. Develop and improve study skills.

The course will include looking at everyday problems and activities in the union and labour movement. It will analyse the wider issues and develop strategies for the future.

The course will provide students with the opportunity of building a personal relationship with their tutor, but will also involve some study at home. The teaching methods will focus on tutor lectures/seminars, group work, role-plays, case studies and student presentations.

Everyone who completes the course will gain a Certificate of Trade Union Studies which is a formally recognised academic qualification and could be used in the future to access university education or employment in the labour movement. But most importantly will enable serious activists to expand their knowledge and understanding of both the British and international trade union movement.

This course currently attracts paid release from BT, however, this could change during future negotiations. It is unpaid release for those in Royal Mail.

Application forms should be addressed to **Trish Lavelle**, Head of Education & Training, CWU Education & Training Centre, Alvescot Lodge, Alvescot, Bampton, Oxon OX18 2PY. Telephone: **01993 843373**; Fax: **01993 840960**; Email: **mtodd@cwu.org**

160 Health & Safety Stage III

A Health and Safety Stage III has been

organised by the Education and Training Department. This course is being held at the Elstead Hotel in Bournemouth. This course is accredited with the National Open College Network. This is a fully integrated course.

The course will be held from **22 – 26 September 2008** and the closing date for nominations is **7th August 2008**

Applicants for this course will have already attended the union's Health & Safety Stage I & II courses.

This course will give a substantive overview of the following:

- COSHH
- RIDDOR
- Stress in the workplace
- Risk assessments

Special leave with pay will apply. For Postal branches, please refer to LTB No. 096/07, issued 5th February 2007.

Nominations should be made on an 'application for union courses' form and returned to Alvescot Lodge by the closing date shown. If a member is refused a place, due to oversubscription, then indicate this on a subsequent application for another date.

Application forms should be addressed to **Trish Lavelle**, Head of Education & Training, CWU Education & Training Centre, Alvescot Lodge, Alvescot, Bampton, Oxon OX18 2PY. Telephone: **01993 843373**; Fax: **01993 840960**; Email: **mtodd@cwu.org**

161 Postal Agreements & Procedures Course – CWU HQ, London

The Communication Workers Union have organised a Postal Agreements & Procedures course, to be held at CWU HQ in London.

The course will be held from **14 – 18 July 2008**

Special leave with pay applies. Please refer to LTB No. 096/07, issued 5th February 2007.

It aims to give more in-depth training on the main agreements that you will use in your day to day work as a CWU representative, including:

- Conduct & attendance
- Grievance procedures
- Managing the Surplus Framework
- Manpower resourcing

Nominations should be made on the form for education courses and returned to Alvescot Lodge as soon as possible.

Application forms should be addressed to **Trish Lavelle**, Head of Education & Training, CWU Education & Training Centre, Alvescot Lodge, Alvescot, Bampton, Oxon OX18 2PY. Telephone: **01993 843373**; Fax: **01993 840960**; Email: **mtodd@cwu.org**

EQUAL OPPORTUNITIES

162 Harassment Complaints Database: Union Policy

Branches are again reminded of the need to fill in the Harassment Complaints Database (HCD) forms, as illustrated in LTB 450/04.

Please ensure that all representatives have a copy of LTB 450/04 as it contains useful guidance as well as the form itself.

Branches may also find LTB 289/04 useful which contains information on the Harassment Helpline and the Harassment Advice Network as well as the HCD. The completion of the HCD forms is part of our agreement with the Equal Opportunities Commission and is, therefore, CWU policy (the full agreement can be found in LTB 292/04).

The Equal Opportunities Commission has raised concerns with us regarding the completion rate, which we need to address, otherwise we will fall foul of the agreement. Therefore, please ensure that any complaint raised with branch representatives by members that involves possible harassment should be notified to HQ via these forms.

We appreciate that this will add to an already busy work schedule for those representatives that have the responsibility for completing them, but there is no scope for non-compliance.

We must accept that this will become an accepted culture in terms of harassment reporting. The data that will come through to HQ will be vital in enabling us to analyse and identify any obvious patterns where problems exist.

We extend our appreciation to all those branches already complying with the policy and look forward to the co-operation of all branches in this matter.

Any enquiries regarding this paragraph please contact **Michèle Emerson** at CWU Head Office, 150 The Broadway, Wimbledon, London SW19 1RX.

163 Mandatory Equality & Diversity Training

Branch secretaries are requested to ensure that any person in their branch who has CWU rep responsibilities and has not yet completed their mandatory equality & diversity training are enrolled in the courses that are planned throughout the regions in the forthcoming months.

All reps must do the training – this includes divisional reps, area reps, unit reps and branch officers.

For clarification on dates please contact your regional secretary. The training has been running now for over three years and there are still a substantial number of reps who have not completed the training.

Your co-operation in this matter is greatly appreciated. Equal Opportunities Department.

October 2007 – June 2008: The London Socialist Film Co-op. There will be a number of films showing the second Sunday of every month. Film(s) includes La Última Cena/The Last Supper all showing Sunday 14 October 2007. Tomás Gutiérrez Alea is best known for his Memories of Underdevelopment. The Last Supper is unfairly neglected, made during the height of 'the cold war', showing a Cuba that was unknown and a history that was of little interest to audiences of that time. Discussion led by Michael Chanan, Professor of Film and Video at Roehampton University, London, Jacqui McKenzie, Caribbean Labour Solidarity, Dionne Walker and many more. For all enquiries and the full programme contact **020 7278 5764**.

Thursday 8th, Friday 9th and Saturday 10th May 2008: Ila Haifa – A Special Performance of Palestinian Art and Culture in London. To be held at the Greenwood Theatre, Weston Street, London SE1 3RA, at 7.30 pm. This May, al Zaytouna, Britain's leading dabke dance troupe, will be performing the first adaptation of Ghassan Kanafani's "Ila Haifa" (Returning to Haifa) fusing music, theatre, contemporary and traditional Palestinian dance. Tickets cost £15 full, £12 concession in advance, and £17 full and £15 on the door. To purchase tickets by card, call **020 7700 6192**, or send a cheque payable to PSC to PSC Box BM PSA London WC1N 3XX. The performance coincides with the Nakba rally in London on 10 May, so participation in the rally can be combined with a trip to the theatre. Funds raised through the performance will be used to develop the work of al Zaytouna and PSC. Email: info@palestinecampaign.org Web: www.palestinecampaign.org

Saturday 17 May 2008 – Friday 23 May inclusive: Adult Learners' Week 2008. Adult Learners' Week encourages thousands of adults, whatever their age and background, to give learning a go: whether it's learning for pleasure, catching up on skills missed out on at school or getting that new job or promotion. It also celebrates the learning achievements of those adults already learning and brings their inspirational stories to a wider audience. Thursday 22nd May, celebrates Learning in the Workplace. Contact for more information www.niace.org.uk/ALW/2008/workplace/contact.htm

Sunday 8th June – Friday 13th June 2008:

CWU Annual Conference. Liverpool.

Monday 16 June 2008: TUC Climate Change Conference: A Just Transition – Trade Unions & Climate Change. 09:30 to 16:30 to be held at Congress House, Great Russell Street, London, WC1B 3LS. The TUC has played a leading role to date in working with affiliates globally, through the ITUC, to support a new treaty. This event will provide a timely opportunity for the TUC to engage in public debate with key affiliates in the trade union movement, and other key stakeholders in Government and business and NGOs, to develop and promote TUC policy, reputation and support for an effective climate change strategy. Keynote speakers amongst others will include Rt Hon Hilary Benn, Secretary of State for the Environment and Frances O'Grady, TUC General Secretary. To register for this free event, please complete the flyer www.tuc.org.uk/extras/climatechange08.pdf and return to **Emma Richards**, TUC, Congress House, Great Russell Street, London WC1B 3LS or email erichards@tuc.org.uk

Thursday 3 July 2008 – Friday 4 July inclusive: TUC LGBT Conference. Will be held at Congress House, Great Russell Street, London WC1B 3LS. The TUC LGBT Conference 2008 takes place at Congress House. It is one of the largest annual gatherings of LGBT activists and workers. Unions will be invited to submit motions for debate, and send delegations, early in 2008. The TUC welcomes visitors from relevant organisations to the event. For more information contact **Peter Purton, 020 7467 1271, ppurton@tuc.org.uk**

Wednesday 16 July 2008 – Friday 18 July inclusive: Tolpuddle Green Camp 2008. 10:00 to 18:00 daily. To be held at Tolpuddle, Dorset, DT2 7EH. There will be a charge for food, from a subsidised organic cafe on site. Participants will bring their own tents to camp on site. For people interested in taking a wider view of their role as environmental champions, and taking forward the idea of Green Reps in the workplace. Based at the site of the Tolpuddle Festival, with the 2008 festival beginning as the Green Camp ends on Friday 18th July. Course participants will camp on site for a programme of presentations, discussion and activity and local visits. Successful completers will receive a Level 2 Award from the Open College Network. For more information contact **South West TUC**, tel: **0117 947 0521** email: southwest@tuc.org.uk or visit www.unionlearn.org.uk/extrasul/

[greencamp08.pdf](#) to download information leaflet.

Friday 18 July 2008 – Sunday 20 July inclusive: Tolpuddle Festival. On February 24th, 1834, six farm labourers from the Dorset village of Tolpuddle were arrested on a charge of taking part in an 'illegal oath' ceremony. In the eyes of their masters, however, the real offence was that they had dared to form a trade union to defend their livelihood. For this they were sentenced to seven years' transportation to the penal colonies of Australia. The sentences provoked an immense outcry, leading to the first great mass trade union protest. The campaign won free pardons and the martyrs' return to England. A historic episode in the struggle for trade unionists' rights in Great Britain. For more information contact **South West TUC: 0117 947 0521, southwest@tuc.org.uk**

.....
If you have anything for the events bulletin page please send your contribution to:

Marcia Murray
CWU Communication Department
150 The Broadway
Wimbledon SW19 1RX
Tel: **020 8971 7497**
Email: mmurray@cwu.org

Details must arrive nine days before publication and must include a contact phone number, brief summary of the event, email and website address. Listings are free, but inclusion is not guaranteed.

BRANCH MAGAZINE COMPETITION

The annual awards rewarding the very best CWU branch magazines are up for grabs once again – and the competition will reach its climax at Annual Conference in Liverpool next month.

To enter, all you have to do is decide which edition of the magazine was your best of the last twelve months and send three copies to: Marcia Murray, CWU Communications Department, 150 The Broadway, Wimbledon, London, SW19 1RX.

Deadline for entries is Tuesday May 27th, so don't delay – not least because, as in previous years, substantial prizes are at stake!