

No. 331/2019

31st May 2019

Education & Training Programme: August 2019 – December 2019

Dear Colleague,

Listed below is the CWU residential education and training programme for August 2019 – December 2019 which will assist branches in making necessary arrangements for students. Applications for reps must be made in the normal way.

A further LTB will be issued in due course with information regarding the continuation of the programme. Successful applicants will not receive any paperwork until after the closing date for applications:

| Date | Course | Venue |
|------------------|--|----------------|
| August | | |
| 29 July – 2 | Essential Skills Part 1 | Alvescot Lodge |
| 5 – 9 | Postal Agreements & Procedures | Alvescot Lodge |
| 12 – 16 | Introduction to Health & Safety Part 1 | Alvescot Lodge |
| 19 – 21 | Mental Health Awareness | Alvescot Lodge |
| 21 – 23 | Grievance & Discipline | Alvescot Lodge |
| 21 – 23 | Financial Secretaries/Treasurers | Alvescot Lodge |
| 28 – 30 | Bank Holiday Branch Secretaries Module 1 | Alvescot Lodge |
| September | | |
| 2 – 6 | Employment Law Week 1 | Alvescot Lodge |
| 2 – 6 | Occupational Health & Safety Week 1 | Alvescot Lodge |
| 9 – 13 | Equal Rights Part 1 | Alvescot Lodge |
| 9 – 13 | Union Learning Reps Part 1 | Alvescot Lodge |
| 16 – 20 | Essential Skills Part 1 | Alvescot Lodge |
| 23 – 27 | Intermediate Health & Safety Part 1 | Alvescot Lodge |
| October | | |
| 30 Sept – 4 | Introduction to Health & Safety Part 1 | Alvescot Lodge |
| 7 – 11 | Essential Skills Part 2 | Alvescot Lodge |
| 14 – 18 | Advanced Skills Part 1 | Alvescot Lodge |
| 21 – 25 | Postal Agreements & Procedures | Alvescot Lodge |
| 28 – 1 Nov | Introduction to Health & Safety Part 2 | Alvescot Lodge |
| November | | |
| 4 - 8 | Employment Law Week 2 | Alvescot Lodge |
| 4 - 8 | Occupational Health & Safety Week 2 | Alvescot Lodge |
| 11 - 15 | Essential Skills Part 1 | Alvescot Lodge |
| 18 - 22 | Introduction to Health & Safety Part 1 | Alvescot Lodge |
| 25 - 29 | Intermediate Health & Safety Part 1 | Alvescot Lodge |
| December | | |
| 2 - 6 | TBC | Alvescot Lodge |
| 9 - 13 | TBC | Alvescot Lodge |

| | | |
|---------|-----------|----------------|
| 16 – 20 | No course | Alvescot Lodge |
| 23 - 27 | No course | Alvescot Lodge |

Branches are reminded that additional support can be given where students encounter learning differences. For example, if individuals are dyslexic, additional resources, formats and aids are available.

Any enquiries on the above LTB should be addressed to lwakeman@cwu.org

Yours sincerely,

Trish Lavelle
Head of Equality, Training and Development