

LTB 511/20

23rd October 2020

To: ALL BRANCHES

Dear Colleague,

Virtual Classroom Courses – Interim Training Programme

Introduction

As restrictions due to Covid-19 continue, we are aware of a growing need for education and training to be delivered.

To this end we have arranged for a number of online (virtual classroom) courses to be delivered regionally by our Further Education Partners in the devolved nations.

We will be reviewing this programme whilst it is being delivered to consider further provision in this way during the period of the pandemic.

Courses in Wales and England

Date	Course	Cut-off date
January		
11 – 15	Introduction to H&S Part 1 5 Days duration (Mon – Fri) Timings to be set by the tutor to include setting of self-directed study and time away from screen*	20 Nov 20
Wed 13th	Mandatory Fair & Equal (1 Day) Single Day duration (Wednesday) Timings to be set by the tutor to include setting of self-directed study and time away from screen**	20 Nov 20
18 - 22	Postal Agreements & Procedures*	27 Nov 20
Wed 20 th	Mandatory Fair & Equal**	27 Nov 20
25 – 29	Essential Skills Part 1*	4 Dec 20
February		
2 – 4	Mental Health Awareness (3 Days Tuesday ,Wednesday, Thursday)	11 Dec 20

Wed 10 th	Mandatory Fair & Equal**	11 Dec 20
15 – 19	Equal Rights Part 1* (all strands)	11 Dec 20
Wed 17 th	Mandatory Fair & Equal **	11 Dec 20
March		
1 – 5	Union Learning Reps Part 1*	8 Jan 21
8 - 12	Introduction to H&S Part 2*	15 Jan 21
Wed 10 th	Mandatory Fair & Equal**	15 Jan 21
16 - 18	BAME Leadership Part 1 (3 Days Tuesday, Wednesday, Thursday)	22 Jan 21
Wed 17 th	Mandatory Fair & Equal**	22 Jan 21
22 - 26	Essential Skills Part 2*	29 Jan 21
29 - 31	Women's Leadership (3 Days Monday, Tuesday, Wednesday)	5 Feb 21

Courses in Scotland / Northern Ireland

Date 2021	Course	Cut-off date
January		
11 – 15	Introduction to H&S Part 1* 5 Days duration (Mon – Fri) Timings to be set by the tutor to include setting of self-directed study and time away from screen*	20 Nov 20
Wed 20 th	Mandatory Fair & Equal (1 Day, 2 day NI) Single Day (2 in NI) Day duration (Wednesday) Timings to be set by the tutor to include setting of self-directed study and time away from screen**	27 Nov 20
25 – 29	Postal Agreements & Procedures*	4 Dec 20
February		
Wed 3 rd	Mandatory Fair & Equal**	11 Dec 20

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General Secretary: Dave Ward

8 – 12	Essential Skills Part 1*	11 Dec 20
16 – 18	Mental Health Awareness (3 Days Tuesday, Wednesday, Thursday)	11 Dec 20
Wed 24th	Mandatory Fair & Equal**	11 Dec 20
March		
1 -5	Equal Rights Part 1* (all strands)	8 Jan 21
10	Mandatory Fair & Equal**	15 Jan 21
15 – 19	Union Learning Reps Part 1*	22 Jan 21
22 -26	Introduction to H&S Part 2*	29 Jan 21
31st	Mandatory Fair & Equal**	5 Feb 21
April		
5 – 16	No course	
20 – 22	BAME Leadership Part 1 (3 Days Tuesday, Wednesday, Thursday)	26 Feb 21
23rd	Mandatory Fair & Equal**	26 Feb 21
26 – 30	Essential Skills Part 2	5 Mar 21
May		
4 – 6	Women’s Leadership (3 Days Tuesday, Wednesday, Thursday)	12 Mar 21

Application Process

Authorised applications must be received by the cut-off dates. Branches must send an email to courseadmin@cwu.org via the **Branch Secretary** only with the following information:

- Title and date of course
- Name of applicant
- Branch
- Membership number of applicant

- Contact email address for the applicant
- Contact mobile number
- Any adjustments that require consideration

When applications have been received applicants **MUST** be registered as CWU Reps/Officers on the OLS system for applications to be processed.

Attached is a guide on how to add Reps/Officers to the OLS for new Branch Secretaries.

The above is an interim online application procedure whilst a new process is in development.

IT, Infrastructure and learning differences

Having tested online delivery of samples of both accredited and unaccredited courses, it is crucial that the student is set up appropriately and in good time before the training commences.

The learner must preferably have access to a good PC / laptop. Tablets can be used but have some limitation in our experience. Attending training courses using a mobile phone will not be allowed.

There must be a stable internet connection from the learning is taking place.

Colleges will also be in contact before the course to advise of any additional requirements.

We would appreciate Branches assistance in ensuring any applicants are prepared in line with the above points. If any reps encounter difficulties getting set up with IT equipment in preparation for course attendance, please advise their Branch Secretary, Union Learning Rep or the Equality, Education & Development as soon as possible.

Additionally, upon application; please ensure that we are aware in good time of any adjustments that may need to be arranged such as issues relating to dyslexia or sight / hearing differences.

Release & Notice

Paid release should normally apply where the union is recognised and / or in line with any existing agreements.

Please forward any enquiries relating to this LTB to learn@cwu.org in the first instance.

Finally, we are sure that Branches appreciate that this is a particularly challenging time for all concerned, including our partner providers and therefore we acknowledge and thank you in advance for your patience with this approach.

Yours sincerely,



Kate Hudson
Head of Equality, Training & Development