

INTRODUCTIONS - GETTING STARTED

Week 1 Date ____/____/____

09:00 INDUCTION

- Welcome to Hull College
- Course Methods
- Fire Procedure / valuables
- Session Times - Paid release, officially at work - expenses
- Lunch Arrangements
- Car parking
- Equal Opps
- Official Secrets Act
- Facilities / Smoking Policy
- Accreditation

Enrolment forms / Name cards

09:15 INTRODUCTIONS

Activity 'Course Introductions', Page 7

Students introduce themselves individually based upon the following questions:-

- Your Name
- Your Union / Positions held
- Your Workplace & Job
- How many Members do you represent?
- Information about members (shifts part time etc)
- Union experiences (H&S rep etc)
- Other TUC courses
- What do you hope to achieve

10 / 15 minutes to prepare and feedback to rest of group

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09:45 FEEDBACK

Take feedback from all students ending with self.

Name				
Workplace				
Union				
Other TUC?				
Name				
Workplace				
Union				
Other TUC?				
Name				
Workplace				
Union				
Other TUC?				
Name				
Workplace				
Union				
Other TUC?				
Name				
Workplace				
Union				
Other TUC?				

10:05 Building Tour

10:20 BREAK

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10:40 WHY ARE WE HERE?

Following on from the introductions we will take this further and find out a little more about why we became involved in the union movement. From this we will establish what a rep's duties are and what the major issues are in your own workplaces. We will then move on to prioritise the schedule for this course and make sure that it meets your needs as well as the learning outcomes defined by the TUC.

Activity 'Your Job as a Union Rep', Page 2.2

Working in groups discuss:-

- Why you became a rep?
- What do you think are the most important jobs as a rep?
- What are the main problems in your workplace?
- Any examples of Union successes in your workplace

Produce a list of skills that a rep needs to do their job. Note the key points on a flipchart to feedback to the rest of the group.

Group 1	R	Group 2	R	Group 3	R	Group 4	R	Group 5	R

30 minutes for the activity.

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11:30 PRIORITISE THE COURSE AIMS

Look at the course aims listed on page 1.1. In your groups look at these objectives and prioritise them in order of importance. Within your groups make sure you reach consensus on each item; if one or two group members do not agree with the others then debate the issue until an agreement is reached that everyone is happy with. Score the most important issue 1 point, down to the least important, 8 points.

	1	2	3	4	tot
Build confidence in your role and responsibilities as a rep					
Develop the skills you need to be an effective rep					
Use a systematic approach to problem solving					
Find and use information you need to represent members well					
Get your members involved and help build a stronger union					
Work out the TU approach to dealing with workplace issues					
Find the best way to take up issues with management					
Find out what your union says about improving pay and					

By averaging these out we will establish a prioritised list of aims for our course.

12:00 LUNCH

13:00 TRADE UNIONS TODAY

Modern trade unions have their origins over 200 years ago. When the Industrial Revolution began in Britain in the 1760s people moved from land working into factory working. This led to the need to organise workers to protect themselves against the employers. Naturally employers were very worried by the potential threat of organised trade unions. The last quarter of the 20th century saw massive changes in industrial relations from the strike culture of the militant seventies through the union bashing years under the Tory's, and Mrs Thatcher in particular, in the eighties and early nineties. The media coverage over these years has resulted in many conflicting and often inaccurate messages being portrayed regarding the trade union movement. Many workers associate joining a trade union with images of police and pickets fighting outside the Yorkshire coal mines. Many have preconceived ideas about trade unionism.

Some people have been brought up in trade union household, maybe the Father was a shop steward or a member in a strong unionised industry. These people tend to join when they first start work and remain members for life. Others will be reluctant to join for a variety of reasons; it is a major part of the reps role to tackle these reasons and recruit new members.

You will not be a successful recruiter unless you understand the role of the trade unions in the modern workplace.

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Activity 'Trade Unions Today', Page 1.10

Working in groups formulate a reasoned response to the following statements:-

1. Trade Unions are the best thing since sliced bread; they'll back you up in anything you do.
2. The law protects people at work, so they don't need to belong to a trade union.
3. Every member of staff can go and see their manager if they have a problem at work. They don't need a union rep.
4. Trade unions were important years ago, but are unnecessary in the modern workplace.

Keep notes on the discussions within your group and produce a flipchart to feedback to the main points to the rest of the group.

Groups for this activity:-

Group 1	R	Group 2	R	Group 3	R	Group 4	R	Group 5	R

20 minutes for the activity.

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13:40 FEEDBACK

<i>Trade Unions are the best thing since sliced They'll back you up in anything you do.</i>		Trade Unions will not back members involved in racist / sexist acts or actions which are against the individual union rule book or the principals of the TUC
<i>The law protects people at work, so they don't need to belong to a trade union</i>		The law is complex and legal advice is expensive. TU's provide representation without the need to use legal services and free legal services should that prove necessary.
<i>Every member of staff can go and see their manager if they have a problem at work. They don't need a union rep</i>		One member talking to a manager is a lone voice and easy to ignore. The collective voice of the trade union is the only effective vehicle. Remember the UNI SON advert?
<i>Trade unions were important years ago, but are unnecessary in the modern workplace</i>		Workers will always need representation for collective and individual issues. Unions today try to conduct business on behalf of the membership without the need for industrial action.

14:20 BREAK

14:40 SETTING UP THE COURSE MEETING

Group Discussion based around activity 'Setting up the Course Meeting' - page 2.6.
Facilitate discussion and write up points on whiteboard. Students to make notes.

- Why do we have meetings?
- What meetings have you attended?
- Meeting language - explanations
- Key people
- Meeting conduct
- Formal / Informal meetings.

Our Course Meeting: -

At the start of next week's afternoon session, and each session up to week 11, we will hold a course meeting. The course meeting is the governing body of this particular course. The meeting is your chance to discuss issues that arise in your workplaces during the course and raise issues

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regarding the actual course itself. Each week we will elect a chairperson to run the meeting and a secretary to take notes and produce minutes to present to the following meeting.

Standing orders.

Standing orders are the meeting's rules. They can cover a number of issues such as the duration of the meeting, speaking times, the meeting quorum etc.

Establish standing orders for the course meeting and produce flipchart.
Agenda.

Agree agenda - next week only or ongoing? If on-going produce flipchart.

Election of Chair / Secretary.

	Name	Moved	Seconded
Chairperson			
Secretary			

15:40 RECORDS OF ACHIEVEMENT

Hand out books and explain the system.

Page Number	Item	Level	How Achieved	Evidence
7	1.1	2	GD	PO, CF
10	2.1	2	GD	PO, CF, FC
11	3.1	2	GD	PO, CF, FC
11	3.2	2	GD	PO

15:50 WORKPLACE REPORT

Each week I will set you a task in the form of a workplace report. This is not homework, it is designed to be carried out in your workplace as part of your TU duties.

Workplace Report 'Mapping Your Workplace' page 2.9

This week there are two tasks to carry out: firstly to gather some information from your local trade union to use during the course. You will need:-

- Your Union's Rule Book
- Recruitment Materials
- Local Agreements (disciplinary, salary, sickness etc.)

The second task is to think about the members you represent, the areas of non-members, the ethnic, cultural and gender mix, and the terms and conditions of their employment.

The table on page 2.10 will help you. You may wish to produce your own to more accurately reflect your own workplace.