



Union Reps Core Training Programme 2022



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Welcome to TSSA Training

Our core reps training programme is designed to help you develop the basic skills and knowledge you need to support our members.

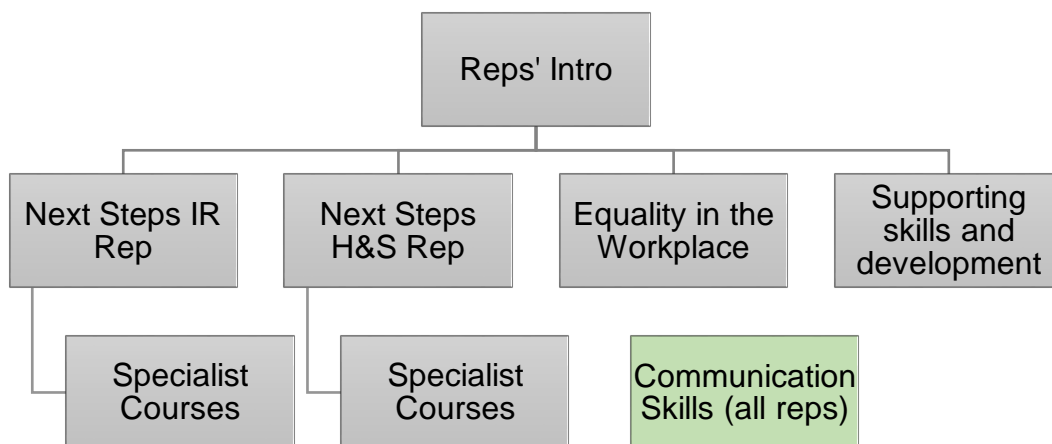
Whether you are a Health, Safety & Welfare Rep, an Industrial Relations Rep, Equality Rep or Skills Rep, we offer a range of support and training.

All new Reps are required to attend the Rep Introduction course which will provide an overview of all Rep roles, the Union, and how we work together to deliver for our members.

Our Communication Skills training is open to all Reps too, helping you to keep members informed and involved in our Union.

From then on, we provide more in-depth training covering aspects of each role followed by specialist 1 and 2 day courses dealing with key issues in detail.

Our approach to training gives you the flexibility to prioritise training on issues that affect your members and to manage your learning journey.



All our courses are TUC comparable and combine online self-paced learning and Zoom based virtual classroom sessions taught by qualified Trade Union Tutors.

Where TSSA is recognised by the employer, paid release to attend training should be granted. [Find out more.](#)

Sign up for training: www.tssa.org.uk/goingbeyond

Reps' Introduction Course

Purpose:

- To introduce the role of TSSA Reps, how we work together, and core activities.

Objectives:

- To increase understanding of the trade union approach to tackling issues.
- To develop skills to begin to effectively address members' concerns.
- To understand TSSA's equality agenda and how this benefits all members.

Learning outcomes:

- Understand the key functions of a trade union and the role and responsibilities of the rep.
- Know how to identify trade union issues in the workplace.
- Understand different means of handling members' concerns
- Understand how TSSA functions and where to seek support and guidance.
- Understand equal opportunity as a trade union issue.

Scheme of work:

- The course will involve a mix of online self-paced learning and zoom discussions
- The course will last 2 days.
- Links and resources will be available for reference.
- This course will provide a basis for further in-depth training around specific H&S issues and themes

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Communication Skills

Purpose:

- **For all TSSA Reps.** To explore different methods of communication with members and colleagues to ensure the union is visible and engaged.

Objectives:

- To ensure TSSA is active and visible within the workplace.
- To establish clear lines of communication with the people we represent.
- To explore techniques to better engage colleagues.

Learning outcomes:

- Understand GDPR compliant means of maintaining accurate data.
- Know how to communicate with colleagues using a variety of means.
- Know how to effectively use communication facilities provided by employers.
- Be confident in speaking with members and colleagues about issues at work.
- Understand how to challenge and be challenged in difficult circumstances.

Scheme of work:

- The course will involve a mix of online self-paced learning and zoom discussions
- The course will last 2 days.
- Links and resources will be available for reference.

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Industrial Relations Next Steps

Purpose:

- To introduce the specific role of a TSSA IR Rep, key skills and knowledge.

Objectives:

- To increase understanding of the trade union approach to industrial relations.
- To develop skills to engage members and potential members.
- To play a key role in improving members' lives at work.

Learning outcomes:

- Know the role and functions of a trade union representative.
- Understand the basics of UK employment law.
- Know how your recognition agreement works and how to use it..
- Know the trade union approach to tackling issues at work.
- Be able to inform and involve members around workplace issues.
- Be confident in representing members individually and collectively.
- Understand ways in which our trade union organises collectively

Scheme of work:

- The course will involve a mix of online self-paced learning and zoom discussions
- The course will last 2 days.
- Links and resources will be available for reference.
- This course will provide a basis for further in-depth training around specific issues and themes

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Representing members

Purpose:

- To explore how we represent members individually and collectively.

Objectives:

- To increase understanding of how to tackle individual and collective issues.
- To develop skills to represent members in disciplinary and grievance cases.
- To develop skills to represent members through the agreed collective bargaining machinery.

Learning outcomes:

- Be able to represent members in cases where capability or conduct is challenged.
- Be able to represent members in grievances
- Be able to raise and progress collective issues appropriately
- Understand how our collective approach benefits individuals and the wider workforce.
- Understand the process of consultation and negotiation to benefit members.

Scheme of work:

- The course will involve a mix of online self-paced learning and zoom discussions
- The course will last 1 day.
- Links and resources will be available for reference.

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Negotiating Skills

Purpose:

- To explore key negotiating techniques and ways of reaching suitable agreements.

Objectives:

- To increase understanding of negotiating theories and practices.
- To develop skills to effectively negotiate with employers.
- To understand how collective bargaining works.

Learning outcomes:

- Know your collective bargaining procedure and how it works.
- Understand different models of negotiation
- Know the trade union approach collective bargaining
- Be able to deploy a variety of negotiating techniques as appropriate.
- Know ways of keeping union members involved and informed about ongoing negotiations.

Scheme of work:

- The course will involve a mix of online self-paced learning and zoom discussions
- The course will last 1 day.
- Links and resources will be available for reference.

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Dealing with organisational change

Purpose:

- To explore how to handle organisational change including redundancies.

Objectives:

- To understand the legal framework covering organisational change.
- To develop skills to consult on behalf of members and potential members.
- To play a key role in protecting jobs and promoting equality.

Learning outcomes:

- Know the legal provisions covering changes at work.
- Understand your rights and responsibilities as a TSSA Rep
- Know the trade union approach to consultation
- Be able to consult with employers on behalf of the affected group of staff.
- Understand redundancy rights.
- Know ways of keeping union members involved and informed during periods of organisational change.

Scheme of work:

- The course will involve a mix of online self-paced learning and zoom discussions
- The course will last 1 day.
- Links and resources will be available for reference.

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TUPE transfers

Purpose:

- To explore the legal provisions and TSSA's role in consulting over TUPE transfers.

Objectives:

- To increase understanding of the TUPE legislation.
- To develop skills and knowledge to consult effectively over TUPE transfers.
- To ensure that workers' rights are respected when transfers take place.

Learning outcomes:

- Know the different types of transfer and legal rights.
- Understand TUPE "measures" and why these are important
- Identify further sources of information and support
- Be able to consult with employers over TUPE transfers
- Be able to communicate effectively with the affected workers

Scheme of work:

- The course will involve a mix of online self-paced learning and zoom discussions
- The course will last 1 day.
- Links and resources will be available for reference.

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Tackling Bullying & Harassment

Purpose:

- To explore how to appropriately handle situations where allegations of bullying and/or harassment have been made by or against members.

Objectives:

- To increase understanding of the legal framework.
- To develop understanding of allyship
- To develop a range of techniques to help resolve issues effectively

Learning outcomes:

- Understand the rights and responsibilities of employers and employees
- Know the legal distinction between bullying and harassment
- Be able to deploy a range of methods to handle cases of bullying or harassment at work.
- Understand TSSA's role in developing an inclusive and supportive workplace culture

Scheme of work:

- The course will involve a mix of online self-paced learning and zoom discussions
- The course will last 1 day.
- Links and resources will be available for reference.

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Health & Safety Next Steps

Purpose:

- To introduce the specific role of a TSSA H&S Rep, key skills and knowledge.

Objectives:

- To increase understanding of the trade union approach to H&S.
- To develop skills to engage members and potential members.
- To play a key role in improving H&S at work.

Learning outcomes:

- Know the role and functions of a trade union health and safety representative.
- Know the legal provisions for facilities and time off for trade union health and safety representatives
- Know the trade union approach to health and safety
- Be able to consult with members on health and safety issues.
- Be able to use a systematic approach to tackling hazards in own workplace
- Understand ways in which own trade union organises for health and safety
- Know ways of keeping union members involved and informed about health and safety matters.

Scheme of work:

- The course will involve a mix of online self-paced learning and zoom discussions
- The course will last 2 days.
- Links and resources will be available for reference.
- This course will provide a basis for further in-depth training around specific H&S issues and themes

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Risk Assessments

Purpose:

- To introduce the critical role of Risk Assessments in underpinning safe systems of work and a healthy work environment.

Objectives:

- To increase understanding of the trade union approach to H&S.
- To develop practical knowledge of Risk Assessments and how they can be used to make the workplace safer and more healthy
- To utilise local knowledge and experience of members in improving workplace health and safety

Learning outcomes:

- Understand the legislation covering risk assessments
- Understand the role of Union Reps and how to best use current legislation locally
- Know how to progress members issues and raise concerns
- Understand safe systems of work and how to monitor these
- organising and communication with members around the risk assessment process.

Scheme of work:

- The course will involve a mix of online self-paced learning and zoom discussions
- The course will last 1 day.
- Links and resources will be available for reference.

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Health & Safety Law

Purpose:

- To introduce the key pieces of legislation covering workplace health and safety.

Objectives:

- To increase understanding of the legal framework governing H&S.
- To develop practical knowledge of how to use legislation effectively
- To gain the ability to identify and research legislation

Learning outcomes:

- Know which laws cover which areas of workplace safety and health
- Identify the strengths and weaknesses of the laws
- Understand how the law is implemented with workplace processes and policies
- Understand the joint responsibility for health & safety
- Know how Union Reps can use legislation to make improvements at work.

Scheme of work:

- The course will involve a mix of online self-paced learning and zoom discussions
- The course will last 1 day.
- Links and resources will be available for reference.

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Inspections & Investigations

Purpose:

- To introduce the rights and responsibilities of H&S Reps in conducting inspections and participating in investigations.

Objectives:

- To increase understanding of the trade union approach to H&S.
- To develop practical knowledge of how to undertake an inspection
- To utilise local knowledge and experience of members in improving workplace health and safety

Learning outcomes:

- Understand the legislation giving Reps the right to inspect workplaces
- Understand how to conduct an inspection
- Know how to involve members in the inspection process
- Understand how to report and resolve identified issues
- organising and communication with members around inspections
- Know how to participate effectively within investigations

Scheme of work:

- The course will involve a mix of online self-paced learning and zoom discussions
- The course will last 1 day.
- Links and resources will be available for reference.

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Safety Committees & Consultation

Purpose:

- To introduce the role of Safety Committees and consultation with Unions over H&S at work

Objectives:

- To increase understanding of Safety Committees and the requirement for employer consultation with Unions.
- To develop practical knowledge of how to work within Safety Committees
- To understand how to consult effectively with employers

Learning outcomes:

- Know the law establishing the right to a Safety Committee
- Identify the key role and responsibility of a Safety Committee.
- Understand the framework for consultation with Union Reps over H&S at work
- Understand the role of a Safety Committee member
- Know how Union Reps can use Safety Committees and the consultation to improve H&S at work.

Scheme of work:

- The course will involve a mix of online self-paced learning and zoom discussions
- The course will last 1 day.
- Links and resources will be available for reference.

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Equality in the workplace

Purpose:

- To introduce the role TSSA in ensuring equality, diversity and inclusion of all is a priority at work

Objectives:

- To increase understanding of equality legislation
- To develop practical knowledge of how to campaign effectively for a more diverse and inclusive workplace
- To understand how to manage casework which has an equality/diversity component.

Learning outcomes:

- Know the basic parameters of the Equality Act
- Identify how employers should operate to ensure their responsibilities under the Act are met.
- Understand how greater diversity and inclusion benefits workers and employers
- Understand the role of a TSSA Equality Rep
- Know how to handle cases which touch upon equality issues
- Understand and implement how TSSA can be more inclusive of all our members

Scheme of work:

- The course will involve a mix of online self-paced learning and zoom discussions
- The course will last 2 days.
- Links and resources will be available for reference.

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Supporting skills & development

Purpose:

- To introduce the TSSA's skills agenda and how we organise to support career progression and professional development.

Objectives:

- To increase understanding of the skills crisis and TSSA's skills agenda.
- To increase understanding of how a high skills approach benefits TSSA members and employers.
- To play a key role in campaigning for workforce development.

Learning outcomes:

- Know the role and functions of a TSSA Skills Rep.
- Understand PDR/appraisal processes.
- Understand apprenticeships and how they work
- Be able to consult with members about their career development opportunities.
- Know ways to ensure up-skilling and professional development is offered fairly to all.
- Understand workforce development planning
- Know ways of keeping union members involved and informed about skills and professional development.

Scheme of work:

- The course will involve a mix of online self-paced learning and zoom discussions
- The course will last 2 days.
- Links and resources will be available for reference.

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Going Beyond: More learning opportunities

In addition to our core reps programme, TSSA runs many more events and courses open to all members. We host events based on our ongoing campaigns and key themes that members wish to discuss in more detail.

These are regularly advertised on our website events page and in the Going Beyond Newsletter, so it's worth keeping an eye out as there is sure to be something that interests you coming up.

In 2022 we will run events around the following themes:

- Neurodiversity
- BAME inclusion
- LGBT+ inclusion
- Domestic abuse
- The Future of Rail
- Mental Health & Well-being
- Being a good ally
- Managing people

And much, much more!

Many of our events are open to all members, not just reps, so spread the word.

Communities of Practice

We recognise that learning doesn't just happen in a classroom or lecture style event, but through informal interaction with colleagues and peers. Communities of practice are groups of people who share a concern or a passion for something they do and learn how to do it better as they interact with their community.

This year TSSA will connect passionate, like-minded individuals who will actively discuss, problem solve and innovate new thinking and approaches towards the problems we are facing. The outputs from this approach can then be applied within your context, to create real meaningful change for our members.

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