Fire Brigades Union
National Education Programme 2014

January 2014
National Education Programme 2014

The national education programme for 2014 comprises a range of courses intended to assist Branch, Brigade, Section and Regional Officials with their development as union representatives.

This brochure has been designed to guide you as an active member or official through a range of development opportunities available to you. Help in planning your development is available from your Branch & Section Officials, Brigade Education Officer & Regional Education & Learning Organiser.

These pathways to learning set out the full range of courses available through the FBU. The Union recognises that our officials need certain skills and knowledge to do their job. The pathways show you the training routes available to you to develop those skills and knowledge. Core courses, and more besides, are provided by Head Office. The courses will all give you the skills you need to carry out your role as an FBU official. Please check with your branch and brigade officials for more details. All officials’ courses are free to the FBU member, although there may be a charge to your region.

As a member or official there are training courses available to help you learn essential new skills for your work and personal life and give you the confidence to have more influence in the union and take on an active role.

Each official's pathway contains core introductory courses that are a recommended starting point when you are first elected. After that you can choose from the optional courses in your own pathway, or from another, depending upon your needs. Another option, after your core introductory courses, would be to progress to the TUC follow-on pathway.

The Union values the contribution of every workplace and brigade official and is committed to offering you development opportunities to help you work effectively in your branch or brigade role, including providing you with a named contact who can help you to get started. These development opportunities will help you as an individual to develop new skills in addition to your contribution to your branch and brigade organisation through your collective effort.

As well as the support that the FBU offers to help you get started as an official, you will need to be pro-active in finding new opportunities to put your new skills into practice following training courses. This means following up on agreed actions, and seeking out information and support to enable you to carry out your role successfully.

Branch officials, health & safety reps and union learning reps, including part-time or retained reps, have the right to paid time-off for training for their role.
The **National School 2014** is the major educational event in the Union's calendar and is being re-launched as our “flagship” course in November 2014, covering industrial as well as wider political, economic and social issues. The school will be run over 5 days, Monday to Friday. If you are offered a place on the school you will be given a pre-course assignment to help you prepare for the school. During the school you will be expected to work together with other members attending the school on relevant project reports, bringing together coursework and guided learning on external educational visits that will be incorporated into the week’s learning activities.

The union is proud of our tradition of broader trade union education and you as active members, branch, section and brigade officials are encouraged to participate in learning opportunities within the active members, branch and brigade official's pathway. The introductory course “Engaging with Politics” is linked to the “Developing Campaigning & Organising Skills” course within the brigade and regional official’s follow-on pathway.

You are expected to attend at least one of these courses prior to applying for the first year of National School.

All the education and training provided within this programme and you will be supported by Trade Union Education Tutors trained working though TUC approved providers. Courses are accredited within the TUC Education Service/National Open College Framework and nationally recognised. You will receive credits for courses that you complete successfully. I hope that you will take advantage of the education and development opportunities available within the programme this year.

**Sean Starbuck**  
**National Officer**  
**January 2014**
Introduction

Inclusive and Welcoming

The Fire Brigades Union is committed to equal treatment regardless of sex, religion, race, disability, sexual orientation or age. The aims of our education programme include equal participation by all groups and delivering skills, knowledge and understanding to learners so you can assist all of your members and colleagues. The programme and its pathways aim to provide you with quality learning experiences supported by a system of accreditation that can continue to point you towards future learning opportunities.

FBU & TUC Learning Materials

FBU Education will provide you with learning materials for all FBU courses. These are regularly reviewed & revised with the active involvement of practicing trade union studies tutors and FBU and TUC policy experts. Evidence of learning achievement is recorded and you will receive regular and appropriate feedback from your tutors.

Our trade union education programme has a range of objectives for you including:

- *Helping you as active members and officials improve your performance both in your workplace and in the union*
- *Giving you opportunities to achieve a greater understanding of trade union policies and priorities*
- *Developing an understanding of the wider political context within which you work*
- *Encouraging and developing you as active members and officials*
- *Improving your study skills and personal confidence whilst you participate in educational activities*
- *Recognition of your learning achievements through accreditation*

The national programme of union education includes a comprehensive range of learning opportunities for active members and officials. I hope that you will find these courses relevant to and encourage you to participate fully in this year’s programme.

Trevor Cave
Director of Education
January 2014
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<td>LGBT School 2014 - Section Officials &amp; members</td>
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Pathways to learning for FBU officials and active members

The diagrams to be found on the following pages have been designed to guide you as an active members or official through a range of development opportunities available to you. Help in planning your development is available from your Branch & Section Officials, Brigade Education Officer & Regional Education & Learning Organiser.

These pathways to learning set out the full range of courses available through the FBU. The Union recognises that our officials need certain skills and knowledge to do their job. The pathways show you the training routes available to you to develop those skills and knowledge. Core courses, and more besides, are provided by Head Office. The courses will all give you the skills you need to carry out your role as an FBU official. Please check with your branch and brigade officials for more details. All officials’ courses are free to the FBU member, although there may be a charge to your region.

As a member or official there are training courses available to help you learn essential new skills for your work and personal life and give you the confidence to have more influence in the union and take on an active role. Some of these courses are free, others are offered at a discount for you as a FBU member.

Each official's pathway contains core introductory courses that are a recommended starting point when you are first elected. After that you can choose from the optional courses in your own pathway, or from another, depending upon your needs. Another option, after your core introductory courses, would be to progress to the TUC follow-on pathway.

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Branch officials, health & safety reps and union learning reps, including part-time or retained reps, have the right to paid time-off for training for their role.
FBU pathways to learning for officials and members

Branch & Brigade Officials
Introductory Pathway

Introductory Branch Officials & Handling Members Problems
- Branch & Brigade Officials

Introduction to Fairness at Work & Tackling Bullying & Harassment
- Branch & Brigade Officials

Preparing Discipline Casework & Representation at Hearings
- Branch & Brigade Officials

Engaging with Politics - Developing Campaign Skills Part 1
- Branch & Brigade Officials

Handling Internal Investigations (ADAE) & Identifying Bullying & Harassment
- Branch & Brigade Officials (optional)
FBU pathways to learning for officials and members

Branch & Brigade Health & Safety Reps Introductory Pathway

Introductory Health, Safety & Welfare in the UKFRS
- Branch & Brigade Safety Reps

Dealing with Accidents, Injuries & Claims
- Branch & Brigade Safety Reps
FBU pathways to learning for officials and members

Brigade & Regional Officials
Follow-on Pathway

Bargaining Skills
- Brigade & Regional Officials

Understanding IRMP & Challenging within the Process
- Brigade & Regional Officials

Engaging with Politics - Developing Campaigning & Organising Skills Part 2
- Brigade & Regional Officials

Understanding FRS Funding & Financial Information - a Trade Union Approach
- Brigade & Regional Officials

Understanding & Handling Pensions Appeals
- Brigade & Regional Officials

Developing Effective Writing Skills
- Brigade & Regional Officials

Building Union Membership in the UKFRS
- Regional Treasurers & Brigade Organisers

Handling Serious Accident Investigations
- Brigade Safety Reps & Regional Officials

Fire Brigades Union
Education Programme
FBU pathways to learning for officials and members

Active Members, Branch & Brigade Officials
Follow-on Pathway

Engaging with Politics - Developing Campaign Skills
- Active Members, Branch & Brigade Officials

National School Year 1
- Active Members, Branch & Brigade Officials

National School Year 2
- Active Members, Branch & Brigade Officials
FBU pathways to learning for officials and members

**Active Members & Section Officials Pathway**

- **Women’s School**  
  Active Members & Section Officials

- **B&EMM School**  
  Active Members & Section Officials

- **LGBT School**  
  Active Members & Section Officials

**Access to Branch & Brigade Officials Introductory Pathway**  
and or Active Members, Branch, Brigade & Regional Officials Follow-on Pathways for appropriate courses

- **National School Year 1**  
  Active Members, Branch & Brigade Officials

- **National School Year 2**  
  - Active Members, Branch & Brigade Officials
FBU pathways to learning for officials and members

Active Members, Branch & Brigade Officials
Follow-on Pathway

Engaging with Politics - Developing Campaign Skills
- Active Members, Branch & Brigade Officials

National School Year 1
- Active Members, Branch & Brigade Officials

National School Year 2
- Active Members, Branch & Brigade Officials
FBU pathways to learning for officials and members

Branch & Brigade Union Learning Reps Pathway

TUC Union Learning Reps Stage 1 - 5 day course (blended learning)
- Union Learning Reps & RELO’s

TUC Union Learning Reps Stage 2 - 5 day course
- Union Learning Reps & RELO’s

Dyslexia Awareness - 3 day course
- Union Learning Reps & RELO’s

Supporting Learners in the UKFRS - 3 day course
- Union Learning Reps & RELO’s

Promoting Union Learning & Organising in the UKFRS - 2 day course
- Union Learning Reps & RELO’s

Dyslexia Workplace Assessors - 5 day course (blended learning)
- Union Learning Reps & RELO’s
How you should apply for Union Courses, Schools & Seminars

To apply for courses in the National Programme (except the Section Schools)
Course applications are invited by Head Office circular.

The appropriate regional official(s) will identify and nominate the candidate and complete the application form after confirming their attendance and all other relevant details with the individual. The form should be endorsed by the Regional Secretary or RELO and returned before the closing date shown. There is no longer a requirement for the nominee to sign the form. A separate completed copy of the application form on behalf of each of the region’s nominees is required. All forms should be returned to: Sean Starbuck, National Officer, Fire Brigades Union, Bradley House, 68 Coombe Road, Kingston upon Thames, Surrey, KT2 7AE.

To apply for Section Schools & Seminars
To apply for one of the Section Schools – members must fill in an application form, and then have it endorsed by their Regional Secretary who will then return it before the closing date to the Secretary of that Section.
Introductory Branch Officials & Handling Members’ Problems

This course “Introductory Branch Officials & Handling Members’ Problems” has been designed by FBU Head Office Education & the TUC Education Service to help Branch Officials improve their skills, update their knowledge and gain confidence as local Officials to organise effectively in their workplace, help members and represent them. During the course there will be opportunities to develop organising and representation skills, find out how to handle members’ problems in the workplace and take up issues and problems with management.

This course will be helpful for FBU officials who may have union responsibilities and functions covered by section 6 of the NJC agreement on Discipline, Grievance & Disputes etc. For example accompanying and representing FBU members at disciplinary hearings or representing members who have requested assistance with a grievance.

Course Aims
The course will help officials to:

- **Understand their role and responsibilities as Branch officials**
- **Find and use relevant information and resources including union policies, procedures and agreements**
- **Improve practical skills including note-taking; interviewing members; running meetings and reporting back**
- **Develop a systematic approach to help with handling members’ problems and casework, including helping members with disciplinary issues and grievances.**
- **Make use of agreements to take up issues and problems with management**

Applications
Course applications are invited by Head Office circular.

Course Dates, Times & Venue
Course dates and venues are advised by Head Office circular.
Courses are scheduled to start with registration from 12.00, then lunch at 12.30 on the first day and finish with lunch at 13.00 on the third day, all participants should make arrangements to be at the advertised venue before the starting time on the first day.

Accreditation
The course is accredited within the TUC Education Service/National Open College Network Programme, FBU Officials completing the course will be able to claim the appropriate credit from the awarding body (NOCN).
Introduction to Fairness at Work & Tackling Bullying and Harassment

This course “Introduction to Fairness at Work & Tackling Bullying and Harassment” has been designed by FBU Head Office Education & the TUC Education Service to help Branch & Brigade officials improve their skills, update their knowledge and gain confidence as local Officials to deal with Fairness at Work issues in the workplace. This programme is also intended to increase awareness and knowledge of the issue of workplace bullying & harassment.

The course will help officials gain the confidence to challenge unacceptable behaviour, and set clear standards of behaviour, in order to create a positive working environment. During the course there will be opportunities to find out about how to handle members’ problems in the workplace and take up issues and problems with management.

Course Aims
The course will help officials to:

- Understand their role and responsibilities as FBU officials when dealing with Fairness at Work issues such as bullying and harassment
- Find and use relevant information and resources
- Use union policies and procedures including those detailed in the FBU publication “All Different. All Equal”
- Develop a systematic approach to help deal with Fairness at Work issues, handling member’s problems and casework
- Have a greater awareness and understanding of what constitutes bullying & harassment, the effects on the individual and the organisation, and health, safety & welfare implications

Applications
Course applications are invited by Head Office circular.

Course Dates, Times & Venue
Course dates and venues are advised by Head Office circular. Courses are scheduled to start with registration from 12.00, then lunch at 12.30 on the first day and finish with lunch at 13.00 on the third day, all participants should make arrangements to be at the advertised venue before the starting time on the first day.

Accreditation
The course is accredited within the TUC Education Service/National Open College Network Programme, FBU Officials completing the course will be able to claim the appropriate credit from the awarding body (NOCN).
Preparing Discipline Casework & Representation at Hearings

This course “Preparing Discipline Casework & Representation at Hearings” has been designed by FBU Head Office Education & the TUC Education Service for FBU officials who may have union responsibilities and functions covered by section 6 of the NJC agreement on Discipline, Grievance & Disputes etc. They may also have responsibility for accompanying and representing FBU members at disciplinary hearings. The course will concentrate on addressing the question of handling member’s disciplinary problems and grievances within the context of the current NJC Agreement. There will also be a need to take into account relevant employment law, including the ACAS Code of Practice 1 “Disciplinary and Grievance Procedures” and related guidance. The course will also include opportunities to develop skills for preparing and presenting cases at disciplinary hearings.

Course Aims
The course will help officials to:

- **Find out about their role and responsibilities as FBU officials when dealing with casework**
- **Understand the NJC Agreement, related local agreements and discuss trade union issues**
- **Think about how to make best use of the NJC Agreement, as well as related local agreements, in order to provide effective support and representation, when handling both discipline or grievance cases**
- **Consider the relevance of the ACAS Code of practice “Disciplinary and Grievance Procedures” and related guidance**
- **Develop relevant trade union skills for preparing and presenting a case at a disciplinary hearing**

Applications
Course applications are invited by Head Office circular.

Course Dates, Times & Venue
Course dates and venues are advised by Head Office circular. Courses are scheduled to start with registration from 12.00, then lunch at 12.30 on the first day and finish with lunch at 13.00 on the third day, all participants should make arrangements to be at the advertised venue before the starting time on the first day.

Accreditation
The course is accredited within the TUC Education Service/National Open College Network Programme, FBU Officials completing the course will be able to claim the appropriate credit from the awarding body (NOCN).
Handling Internal Investigations (ADAE) & Identifying Bullying and Harassment

This course “Handling Internal Investigations (ADAE) & Identifying Bullying and Harassment” has been designed by FBU Head Office Education & the TUC Education Service to help officials who may be involved in specific tasks implementing the union’s Fairness at Work policy. The course will also help increase awareness and knowledge of the issue of workplace bullying & harassment.

The course will help officials gain the confidence to challenge unacceptable behaviour, and set clear standards of behaviour, in order to create a positive working environment. During the course there will be opportunities to find out about how to handle members’ problems in the workplace and take up issues and problems with management.

Course Aims
The course will help officials to:

- **Understand their role and responsibilities as FBU officials when dealing with Fairness at Work issues in the workplace including conducting internal investigations**
- **Consider the union’s Fairness at Work policy and how the policy may be implemented effectively within the context of national and local agreements**
- **Develop essential skills including note-taking; interviewing and listening; preparing and running investigations; writing and presenting reports**
- **Identify an “arguable defence” and other relevant legal points**
- **Find and use relevant information and resources**
- **Have a greater awareness and understanding of what constitutes bullying & harassment and its effects on the individual and organisations**

Applications
Course applications are invited by Head Office circular.

Course Dates, Times & Venue
Course dates and venues are advised by Head Office circular. Courses are scheduled to start with registration from 12.00, then lunch at 12.30 on the first day and finish with lunch at 13.00 on the third day, all participants should make arrangements to be at the advertised venue before the starting time on the first day.

Accreditation
The course is accredited within the TUC Education Service/National Open College Network Programme, FBU Officials completing the course will be able to claim the appropriate credit from the awarding body (NOCN).
Bargaining Skills

This course “Bargaining Skills” is designed to help FBU Officials in Brigade and Regional positions, improve their skills, update their knowledge and gain confidence when taking planning, preparing and taking part in negotiations with managers and employers. The course will also help with related issues such as organising effectively in the workplace.

Course Aims
The course will help participants to:

- Discuss the role and responsibilities of FBU Officials and consider trade union objectives when using national and local agreements
- Analyse a range of negotiating and bargaining styles and define their own
- Think about how to evaluate bargaining goals and consider what is involved in “leverage” and how to apply it
- Improve their practical skills including planning and preparing for effective participation in negotiations
- Consider how to find and use information to prepare a union case, claim or response
- Develop a systematic approach to help with handling members’ problems and issues, relating bargaining to organising in the workplace

Applications
Course applications are invited by Head Office circular.

Course Dates, Times & Venue
Course dates and venues are advised by Head Office circular. Courses are scheduled to start with registration from 12.00, then lunch at 12.30 on the first day and finish with lunch at 13.00 on the third day, all participants should make arrangements to be at the advertised venue before the starting time on the first day.

Accreditation
The course is accredited within the TUC Education Service/National Open College Network Programme, FBU Officials completing the course will be able to claim the appropriate credit from the awarding body (NOCN).
Engaging with Politics – Developing Campaign Skills Part 1

This course “Engaging with Politics – Developing Campaign Skills Part 1” is designed to help FBU Officials and active members discuss the relevance of politics to trade unions and the FBU and understand how unions, especially the FBU, may be involved in politics at national, regional and local level. The course will include opportunities for participants to update their knowledge of relevant contemporary issues, both industrial and political, and develop their campaign skills in pursuit of trade union objectives. The course will also help with related issues such as organising effectively in the workplace.

Course Aims
The course will help participants to:

- Understand how the FBU is involved in politics at national, regional and local level and discuss the relevance of politics to trade unions and the FBU
- Think about what trade unions and the FBU want from governments, both national and local and how to engage in the political process
- Discuss current issues within the UK Fire Service and identify campaign priorities for the union and its members
- Think about the relevance of political ideas in pursuit of trade union objectives such as fair and equal treatment
- Consider how to campaign and organise effectively in the workplace

Applications
Course applications are invited by Head Office circular.

Course Dates, Times & Venue
Course dates and venues are advised by Head Office circular. Courses are scheduled to start with registration from 12.00, then lunch at 12.30 on the first day and finish with lunch at 13.00 on the third day, all participants should make arrangements to be at the advertised venue before the starting time on the first day.

Accreditation
The course is accredited within the TUC Education Service/National Open College Network Programme, FBU Officials completing the course will be able to claim the appropriate credit from the awarding body (NOCN).
Getting Organised: Building Union Membership in the UKFRS
- A course for Regional Treasurers and Brigade Organisers

This course “Getting Organised - Building Union Membership in the UKFRS”, has been designed by FBU Head Office Education & the TUC Education Service to help Brigade Organisers, together with Regional Treasurers, understand the importance of organising to build a stronger union for the future to stand up to the challenges that we face both nationally and in individual Brigades. It will focus specifically on the roles of the Regional Treasurer & Brigade Organiser in the context of recognising the need for all Officials to play a part in the recruitment and retention of members thereby strengthening organisation in all parts of the Service.

Course Aims
The course will help participants to:

- **Review local systems, structures, agreements and procedures to support work building the union especially those involving the recruitment and retention of members**
- **Practice a range of skills that can be used in union work when taking a lead with recruiting, organising and campaigning at local level**
- **Understand and implement monitoring and reviewing processes to check the effectiveness and impact of activities and outcomes to recruit effectively and build the Union**
- **Identify and share sources of information, resources and support that can be used in activities to build the union**
- **Prepare to carry out membership health checks for both current and potential areas of union organisation within each Brigade**

Applications
Course applications are invited by Head Office circular.

Course Dates, Times & Venue
Course dates and venues are advised by Head Office circular. Courses are scheduled to start with registration from 12.00, then lunch at 12.30 on the first day and finish with lunch at 13.00 on the third day, all participants should make arrangements to be at the advertised venue before the starting time on the first day.

Accreditation
The course is accredited within the TUC Education Service/National Open College Network Programme, FBU Officials completing the course will be able to claim the appropriate credit from the awarding body (NOCN).
Developing Campaigning & Organising Skills in the UKFRS

This course “Developing Campaigning & Organising Skills in the UKFRS” has been designed by FBU Head Office Education & the TUC Education Service to help Regional & Brigade Officials understand the importance of developing the union’s organising and campaigning capacity. It will assist them with building a stronger union for the future to stand up to the challenges faced both nationally and in individual Brigades. The course will be particularly useful for Brigade Organisers and other members of their organising teams. There will be opportunities to develop specific campaigning skills and also a broader consideration of ways to effectively engage in the political process.

Course Aims
The course will help participants to:

- Discuss how the FBU can be involved in politics at national, regional and local level and discuss the relevance of politics to trade unions and the FBU
- Think about the relevance of political ideas in pursuit of trade union objectives and discuss current issues for the FBU within the UK Fire Service and identify priorities for the union and its members
- Understand how to build effective union campaigns around specific issues using planning and mapping tools and techniques
- Consider how to communicate effectively with their elected political representatives and other decision makers and engage in the political process
- Discuss how to maximise the involvement of members, other trade unionists, trade unions, Trades Councils, and the wider community
- Think about how to make use of relevant campaign materials and communication techniques

Applications
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Course Dates, Times & Venue
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Accreditation
The course is accredited within the TUC Education Service/National Open College Network Programme, FBU Officials completing the course will be able to claim the appropriate credit from the awarding body (NOCN).
Promoting & Developing Union Learning & Organising in the UKFRS

This course, “Promoting & Developing Union Learning & Organising in the UKFRS”, has been designed by FBU Head Office Education, FBU Union Learning & the TUC Education Service to help FBU Officials, especially Union Learning Reps, Regional Education & Learning Organisers, other Regional Officials as well as Brigade Officials, continue to promote union learning in the workplace and discuss how that can contribute to strengthening union organisation in the workplace.

Course Aims
The course will help participants to:

- Discuss how and why the FBU can be involved in continuing to promote Union Learning in the UKFRS
- Update their knowledge of contemporary learning and development issues in the workplace
- Develop best practice in pursuit of FBU objectives for union learning and building organising in the workplace
- Think about how to continue to support embedding union learning and help strengthen organisation and membership in the workplace

Applications
Course applications are invited by Head Office circular.

Course Dates, Times & Venue
Course dates and venues are advised by Head Office circular.
This course is scheduled to start with registration from 12.00, then lunch at 12.30 on the first day and finish at 15.00 on the second day, all participants should make arrangements to be at the advertised venue before the starting time on the first day.

Accreditation
The course is accredited within the TUC Education Service/National Open College Network Programme, FBU Officials completing the course will be able to claim the appropriate credit from the awarding body (NOCN).
Understanding and Handling Pensions Appeals

This course “Understanding and Handling Pensions Appeals” has been designed by FBU Head Office Education and the TUC Education Service to help FBU Officials, especially Brigade and Regional, who will be taking part in preparation and representation on behalf of members involved in the ill-health retirement process.

The course will help Officials with planning and preparing to challenge and offer credible alternatives during these processes.

Course Aims
The course will help participants to:

- Understand the guidance and processes utilised when dealing with potential ill health retirements
- Think about how to utilise the guidance effectively when engaging with management during the processes
- Prepare a strategy to try to achieve the outcome that the member is seeking
- Prepare any relevant documentation that could be required during the process
- Consider key objectives and develop in depth the ideas and arguments you can utilise as part of this process

Applications
Course applications are invited by Head Office circular.

Course Dates, Times & Venue
Course dates and venues are advised by Head Office circular. Courses are scheduled to start with registration from 12.00, then lunch at 12.30 on the first day and finish with lunch at 13.00 on the third day, all participants should make arrangements to be at the advertised venue before the starting time on the first day.

Accreditation
The course is accredited within the TUC Education Service/National Open College Network Programme, FBU Officials completing the course will be able to claim the appropriate credit from the awarding body (NOCN).
Understanding Fire & Rescue Service Funding & Financial Information – A Trade Union Approach

This course, “Understanding Fire & Rescue Service Funding & Financial Information – a Trade Union Approach”, has been designed by FBU Head Office Education and the TUC Education Service to help Regional & Brigade Officials understand FRS funding and read relevant financial information in their Brigades.

The course will help Officials develop a trade union approach to handling, interpreting and using relevant financial information so that they can contribute effectively in the processes of both negotiation and consultation. It will therefore be particularly useful when preparing to take up issues with both senior management and elected local councillors including members of Fire Authorities and Fire Boards.

Course Aims
The course will help participants to:

- Develop a basic understanding of local government finance and how FRS funding is determined
- Increase their knowledge of relevant legislation as it applies to FRS funding in their Brigades
- Understand the basis on which FRS Authorities / Boards take financial decisions
- Find and use relevant information and resources and consider the rights trade unions have to financial information
- Identify basic accounting and financial terms and read financial information including medium term financial plans, budgets, out-turns, statements of accounts, summaries etc
- Develop practical skills

Applications
Course applications are invited by Head Office circular.

Course Dates, Times & Venue
Course dates and venues are advised by Head Office circular. Courses are scheduled to start with registration from 12.00, then lunch at 12.30 on the first day and finish with lunch at 13.00 on the third day, all participants should make arrangements to be at the advertised venue before the starting time on the first day.

Accreditation
The course is accredited within the TUC Education Service/National Open College Network Programme, FBU Officials completing the course will be able to claim the appropriate credit from the awarding body (NOCN).
Understanding Integrated Risk Management Planning & Challenging within the Process

This course “Understanding Integrated Risk Management Planning & Challenging within the Process” has been designed by FBU Head Office Education and the TUC Education Service to help FBU Officials prepare to participate in the consultation process concerned with the development and implementation of Brigade Integrated Risk Management Plans. Officials will find this revised and updated course particularly valuable as part of it will look specifically at the latest (2012) Fire & Rescue Framework Document for England. The 2012 English Framework continues to support the process of IRMP and goes into more detail about the content of IRMPs than previous frameworks did. During the course there will be opportunities to discuss how ongoing support for the IRMP process may be used to challenge fire and rescue service risk management planning. Officials will also be able to improve their skills, update their knowledge to help them when preparing to take up issues with both senior management and elected local councillors, including members of Fire Authorities and Fire Boards.

Course Aims
The course will help participants to:
- Understand the principles of Integrated Risk Management Planning and how to apply best practice in the development and implementation of local Brigade plans
- Discuss the role and responsibilities of FBU Officials and consider trade union objectives when engaging and challenging within the consultation process
- Think about how to engage effectively with local politicians and community groups when dealing with IRMP on an on-going basis
- Improve practical skills including planning and preparing for effective participation in the process
- Develop a systematic and strategic approach to taking up issues with Employers and Senior Management

Applications
Course applications are invited by Head Office circular.

Course Dates, Times & Venue
Course dates and venues are advised by Head Office circular. Courses are scheduled to start with registration from 12.00, then lunch at 12.30 on the first day and finish with lunch at 13.00 on the third day, all participants should make arrangements to be at the advertised venue before the starting time on the first day.

Accreditation
The course is accredited within the TUC Education Service/National Open College Network Programme, FBU Officials completing the course will be able to claim the appropriate credit from the awarding body (NOCN).
The National School 2014 – Year One & Year Two

The annual National School provides opportunities for participants to update their knowledge, and develop their skills and confidence to engage in debates covering current Fire Service employment issues; what’s happening at the National Joint Council and matters with a wider social and political relevance. The course programme is designed by FBU Head Office Education and supported by the TUC Education Service.

Course Aims
The School will help participants to:

- Understand the importance of trade union activities at both local, national and international levels and the ways in which these can interlink
- Discuss key current issues for the FBU within the UK Fire Service, of concern to the National Joint Council and identify priorities for the union and its members
- Consider wider issues of concern to trade unionists including an opportunity to update yourself on fairness, equality and employment law
- Consider how the union might develop strategies for building an effective organisation at all levels in order to protect the interests of the membership
- Think about the relevance of political ideas in pursuit of trade union objectives such as fair and equal treatment
- Discuss how to tackle racism and challenge far right ideas in the workplace
- Understand the broader trade union and labour movement, both national and international, and factors affecting its development both now and in the past

Applications
Course applications are invited by Head Office circular.

Course Dates, Times & Venue
10th – 14th November 2014; Wortley Hall
The National School scheduled to start with registration from 12.00, then lunch at 12.30 on the first day and finish with lunch at 13.00 on the final day, all participants should make arrangements to be at the advertised venue before the starting time on the first day.

Accreditation
The course is accredited within the TUC Education Service/National Open College Network Programme, FBU Officials completing the course will be able to claim the appropriate credit from the awarding body (NOCN).
Section Seminars and Schools

The Women’s School 2014
Further information on the 2014 Women’s School can be obtained from the Women’s Section Secretary, Fire Brigades Union, Bradley House, 68 Coombe Road, Kingston upon Thames, Surrey, KT2 7AE.
To apply for the Women’s School members must fill in an application form then return it before the closing date to the Secretary of the Section.

The B&EMM Section School 2014
Further information on the 2013 B&EMM School can be obtained from the B&EMM Section Secretary, Fire Brigades Union, Bradley House, 68 Coombe Road, Kingston upon Thames, Surrey, KT2 7AE.
To apply for the B&EMM School members must fill in an application form then return it before the closing date to the Secretary of the Section.

The LGBT Section School 2014
Further information on the 2014 LGBT School can be obtained from the Secretary, LGBT Section, Fire Brigades Union, Bradley House, 68 Coombe Road, Kingston upon Thames, Surrey, KT2 7AE.
To apply for the LGBT School members must fill in an application form then return it before the closing date to the Secretary LGBT Section.

CSNC Seminars & Courses
Further information on CSNC seminars and courses can be obtained from the CSNC Secretary, Fire Brigades Union, Bradley House, 68 Coombe Road, Kingston upon Thames, Surrey, KT2 7AE.
To apply for the CSNC Seminar members must fill in an application form then return it before the closing date to the Secretary of the Section.

ONC Seminars & Courses
Further information on ONC seminar and courses can be obtained from the Secretary, ONC, Fire Brigades Union, Bradley House, 68 Coombe Road, Kingston upon Thames, Surrey, KT2 7AE.
To apply for the ONC Seminar members must fill in an application form then return it before the closing date to the Secretary of the Section.
TUC Education for FBU Officials

FBU Officials can also apply, with the help and guidance of their Brigade Education Officers and Regional Education & Learning Organisers, for a range of courses offered by the TUC Education Service in their localities. TUC Education offers high quality, accredited training through a network of colleges of further and higher education across the UK. Courses are offered flexibly to suit the needs of union reps and Officials, generally on a day release basis. Courses relevant to Officials include the following and there are also a range of other specialised short courses programmed within each region. For further information contact your Brigade or Regional Officials. You can also look at the TUC’s Unionlearn website: [http://www.unionlearn.org.uk/education/index.cfm](http://www.unionlearn.org.uk/education/index.cfm)

Health & Safety Stage 1
This day release course is for union representatives involved in health and safety.

It covers:

- Identifying the main hazards and problems in your workplace
- Finding and using information about safety standards for your workplace
- Building union organisation for health, safety and welfare
- Developing effective procedures for taking up problems with management

Next Steps for Safety Reps - Health & Safety Stage 2
This day release course is for all union representatives who have completed the Stage One Health and Safety course and who have had further practical experience since then.

It covers:

- Building a safe and healthy workplace
- Building health and safety organisation
- Keeping up to date on health and safety
- Effecting change on health and safety

Union Representatives Stage 1
An introductory day release course for union representatives that helps develop the skills, knowledge and confidence needed to represent their members.

It covers:

- Building union membership
- The job of the union rep
- Handling grievances and discipline
- Representing members
- Your rights and negotiating at work
Making and using agreements

Union Representatives Stage 2 (Stepping Up)
This day release course is for union representatives who have completed a Union Representatives Stage One course. It covers:

- The trade union context
- Planning
- Organising
- Campaigning
- Rights at work
- Collective bargaining
- Leading on the collective agenda

Union Learning Representatives
A day release course for union representatives and learning representatives interested in training and development in the workplace. It covers:

- Trade unions and lifelong learning
- Giving members advice and guidance on training and development
- Building union organisation for learning in the workplace
- Representing and supporting members and learning

TUC Diploma in Occupational Health & Safety
A one year day-release course for union representatives with Health & Safety duties and an interest in wider aspects of:

- Health, safety, welfare and environmental issues
- Workplace Environment & Hazards
- Workplace Organisation for Health and Safety
- Workplace Health and Safety Law

TUC Diploma in Employment Law
A one year day-release course for union representatives with a specific interest in:

- Advocacy and legal research skills
- The changing nature of Employment Law
- Trade Union Collective Rights
- Employment Law and the Individual (contracts)
TUC Diploma in Equalities
A one year day-release course for union representatives with a specific interest in:

- *Equality issues at work – different equality themes; union & workplace policies & practices; using trade union values to build the case for equality*
- *Equality and the law – UK equality legislation & UK institutions & procedures for equality*
- *Working for equality – equality theory & practice; equality tools; using union equality structures & strategies*

Accreditation & Awards for FBU and TUC Courses

Most of the FBU course programme is offered with the assistance of the TUC Education Service and is therefore accredited through the National Open College Network (NOCN). This offers FBU Officials as trade union students the option of gaining credits for their achievements in learning.

The TUC Education Programme is part of the new qualification system for England and Wales, the Qualifications and Curriculum Framework (QCF). All credits that are achieved on TUC courses can be used to build towards Awards, Certificates and Diplomas issued through the TUC awarding body, the NOCN. TUC course tutors will advise Officials on how to build the credits they can achieve on their courses into a recognised trade union qualification. The structure of accreditation enables credits earned through the TUC Education Programme to be transferred to vocational awards or other further and higher education and training opportunities. Further details can be obtained by contacting TUC Regional Education Officers or from TUC recognised Trade Union Studies providers.

Negotiating Paid Release

The granting by the employer of paid release from work for FBU Officials to attend TUC and FBU approved courses is a right provided by the Employment Protection and Health and Safety legislation. This right is further strengthened by the ACAS Code of Practice on paid release for further training, legislation covering Union Learning Representatives and the Health and Safety at Work Act Code of Practice. If Officials have difficulty in securing release on a regular basis they should seek the support of their Brigade or Regional Officials as appropriate. For further information contact your Brigade or Regional Office.

Fire Brigades Union Education Programme
FBU Union Learning for Union Members

Helping To Build Awareness of Education and Union Learning Opportunities within the UKFRS

Members and their Union Learning Representative...
FBU Union Learning Representatives are a new type of Union activist trained to support and promote learning and personal development of Union members and colleagues in the workplace. Their role includes:

- **Raising awareness and promoting the value of learning**
- **Providing information on learning**
- **Identifying learning needs**
- **Working with employers and other partners to improve access to learning opportunities**
- **Monitoring quality of provision, and supporting equal opportunities in learning**

For members, the Union Learning Representative is someone they can trust and talk about training and information; someone whose advice will be kept confidential. FBU Union Learning Representatives can also assist the Union in representing members' learning needs and support negotiations with employers about learning issues.

What FBU Union Learning Can Do for You

- **Are you interested in learning new skills?**
- **Do you want to brush up your existing skills?**
- **Do you want to return to education?**

The FBU Union Learning Representative can offer advice and support on learning available to you with our Union Learning Centres or Education providers that work in partnership with us. For further details please contact your Union Learning Representative, your Regional Education & Learning Organiser or your Regional Office.
TUC & ICTU Regional Education Officers and the TUC Education Service in the Regions

TUC Education Regional course brochures can be found at http://www.unionlearn.org.uk/education/index.cfm?mins=145

For TUC & ICTU Education information please contact the TUC or ICTU Regional Education Officer at one of the following offices:

**TUC Northern Region**

Regional Education Officer  
5th Floor  
Commercial Union House  
39 Pilgrim Street  
Newcastle upon Tyne  
NE1 6QE  
e: unionlearnnorthern@tuc.org.uk  
t: 0191 227 5552  
www.unionlearn.org.uk/northern

**Education Officer**  
Ian West  
e: iwest@tuc.org.uk

**TUC North West Region**

Regional Education Officer  
Second Floor  
Orleans House  
Edmund Street  
Liverpool L3 9NG  
e: unionlearnnorthwest@tuc.org.uk  
t: 0151 236 7678  
www.unionlearn.org.uk/northwest

**Education Officer**  
Pete Holland  
e: pholland@tuc.org.uk
**TUC Yorkshire and the Humber Region**

Regional Education Officer  
33 Park Place  
Leeds  
LS1 2RY  
t: 0113 242 9296  
f: 0113 244 1161  
e: unionlearnyandyh@tuc.org.uk  
[www.unionlearn.org.uk/yorkshirehumber](http://www.unionlearn.org.uk/yorkshirehumber)

Education Officer  
Ian West  
e: iwest@tuc.org.uk

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**TUC East & West Midland Region**

Regional Education Officer  
24 Livery Street  
Birmingham  
B3 2PA  
t: 0121 236 4454  
f: 0121 236 7324  
e: unionlearnmidlands@tuc.org.uk  
[www.unionlearn.org.uk/midlands](http://www.unionlearn.org.uk/midlands)

Education Officer  
Peter Try  
e: ptry@tuc.org.uk

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**TUC Southern & Eastern Region**

Regional Education Officer  
Congress House  
Great Russell Street  
London WC1B 3LS  
t: 020 7467 1237  
f: 020 7467 1366  
e: unionlearnsertuc@tuc.org.uk  
[www.unionlearn.org.uk/sertuc](http://www.unionlearn.org.uk/sertuc)

**Education Officers**

Rob Hancock & Teresa Daly  
e: rhancock@tuc.org.uk

t: 020 7467 1369  
e: tdaly@tuc.org.uk  
t: 020 7467 1238

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**TUC South West Region**

Regional Education Officer  
Church House  
Church Road  
Filton  
Bristol  
BS34 7BD  
t: 0117 947 0521  
f: 0117 947 0523  
e: unionlearnsouthwest@tuc.org.uk  
[www.unionlearn.org.uk/southwest](http://www.unionlearn.org.uk/southwest)

**Education Officer**

Marie Hughes  
e: mhughes@tuc.org.uk
Wales TUC Education
Regional Education Officer
Transport House
1 Cathedral Road
Cardiff CF11 9SD
t: 029 2034 7010
f: 029 2022 1940
e: wtuc@tuc.org.uk
www.unionlearn.org.uk/wales
Education Officer
Julie Cook
e jcook@tuc.org.uk

Northern Ireland ICTU Education
Education Officer
ICTU
Congress House
3 Crescent Gardens
Belfast
BT7 1NS
t: 02890 247940

Education Officer ICTU
Clare Moore
e clare.moore@ictuni.org
Scotland - TUC Education

Regional Education Officer
TUC Education
4th floor
John Smith House
145-165 West Regent Street
Glasgow
G2 4RZ
t 0141 221 8545
f 0141 221 8575
www.unionlearn.org.uk/scotland

Education Officer
Harry Cunningham
e hcunningham@tuc.org.uk

Please note that the TUC Regions do not coincide with the current FBU Regions. Additionally new Officials being signposted to relevant TUC courses may wish to attend at a TUC Centre near their home and again this may be in an adjacent Region. Therefore Regional Officials wishing to obtain details of the TUC programme offered within their FBU Region may find it useful to contact / be on the mailing list of more than one TUC Region / Regional Education Officers.

Both the FBU Head Office and your regional TUC Offices will be pleased to give advice regarding geographical boundaries and location of providers.