

REPRESENTATIVES TRAINING

NON RESIDENTIAL REPRESENTATIVE REGIONAL TRAINING

Here is a complete calendar of regional and residential representatives' training, offered by the former Amicus-AEEU section Education Department, for 2004. These courses are open to workplace reps across the whole of Amicus. Next issue, we will print the comprehensive 2004 calendar of courses offered by the former Amicus-MSF section

Education Department, which, again, are open to all reps; the residential courses are run at Whitehall College near Bishop's Stortford. Meantime, view courses online at www.amicustheunion.org – click on Education. See also the Whitehall College website – go to www.amicustheunion.org – Education and select Whitehall Online.

SCOTLAND

Glasgow, John Smith House
145 – 165 West Regent Street
Glasgow G2 4RZ
Tel: 0141 248 7131
Fax: 0141 221 3898

shop steward stage 1 (nocn accredited)

1625 25 – 28 May – Glasgow
1662 5 – 8 October – Glasgow

working safely/risk assessment (iosh, rospa/nocn accredited)

1591 23 – 27 Feb – Glasgow
1661 27 Sep – 1 Oct – Glasgow

managing safely (iosh & nocn accredited)

1602 15 – 19 March – Glasgow

NORTH WEST REGION

Manchester, Parkgates, Bury New Road, Prestwich, Manchester, M25 0JW
Tel: 0161 798 8976
Fax: 0161 798 9109/9721

shop stewards stage 1 (nocn accredited)

1596 9 – 12 March – Manchester
1612 20 – 23 April – Southport
1623 18 – 21 May – Manchester
1648 10 – 13 August – Southport
1681 23 – 26 Nov – Manchester

working safely/risk assessment (iosh, rospa & nocn accredited)

1592 23 – 27 Feb – Manchester
1631 14 – 18 June – Southport
1651 6 – 10 Sept – Manchester
1670 18 – 22 October – Southport

managing safely (iosh & nocn accredited)

1639 12 – 16 July – Manchester
1685 29 Nov – 3 Dec – Southport

NORTH EAST REGION

Newcastle, 3 Park Drive, Forest Hall, Newcastle upon Tyne, NE12 9JN
Tel: 0191 266 7116
Fax: 0191 215 0547

shop steward stage 1 (nocn accredited)

1586 10 – 13 Feb – Newcastle
1632 22 – 25 June – Stockton
1640 20 – 23 July – Newcastle
1667 12 – 15 October – Stockton
1682 23 – 26 Nov – Newcastle

working safely/risk assessment (iosh, rospa & nocn accredited)

1605 22 – 26 March – Stockton
1614 19 – 23 April – Newcastle
1646 2 – 6 August – Newcastle
1655 13 – 17 September – Stockton

managing safely

(iosh & nocn accredited)
1629 7 – 11 June – Newcastle
1675 1 – 5 November – Stockton

YORKSHIRE & HUMBERSIDE REGION

Wakefield, Citrine House, Borough Road, Wakefield, West Yorkshire WF1 3AZ
Tel: 01924 371765
Fax: 01924 290327

shop steward stage 1 (nocn accredited)

1576 3 – 6 February – Wakefield
1708 23 – 26 Mar – Wakefield
1628 8 – 11 June – Wakefield
1709 7 – 10 Sept – Wakefield
1686 7 – 10 Dec – Wakefield

working safely/risk assessment (iosh, rospa & nocn accredited)

1616 26 – 30 April – Wakefield
1710 26 – 30 Jul – Wakefield
1660 27 Sept – 1 Oct – Wakefield

managing safely (iosh & nocn accredited)

1626 24 – 28 May – Wakefield

Sheffield, Sovereign Court, 300 Barrow Road, Sheffield S9 1JQ
Tel: 0114 243 5672
Fax: 0114 244 7490

shop steward stage 1 (nocn accredited)

1696 2 – 5 March – Sheffield
1697 9 – 12 November – Sheffield

working safely/risk assessment (iosh/rospa/nocn accredited)

1706 28 June – 2 July – Sheffield

managing safely/risk assessment (iosh & nocn accredited)

1707 16 – 20 August – Sheffield

WEST MIDLANDS REGION

Coventry, Unit I, Kings Chambers, Hertford Place, Coventry, West Midlands CV1 3JZ
Tel: 024 7622 7522
Fax: 024 7625 1456

shop steward stage 1 (nocn accredited)

1582 3 – 6 February – Coventry
1594 2 – 5 March – Stoke
1617 27 – 30 April – West Bromwich
1624 25 – 28 May – Coventry
1643 27 – 30 July – West Bromwich
1677 9 – 12 November – Coventry
1687 7 – 10 Dec – West Bromwich

working safely/risk assessment

(iosh, rospa & nocn accredited)

1585 9 – 13 Feb – West Bromwich
1601 15 – 19 March – Coventry
1668 11 – 15 October – Stoke
1673 1 – 5 Nov – West Bromwich

managing safely (iosh & nocn accredited)

1637 5 – 9 July – West Bromwich
1658 20 – 24 Sept – Coventry

EASTERN REGION

Needham Market, Unit 6 Maitland Road, Lion Barn Business Park Needham Market, Ipswich, Suffolk IP6 8NW
Tel: 01449 723387
Fax: 01449 723389

1598 9 – 12 Mar – Needham Mkt
1636 6 – 9 July – Needham Mkt
1671 26 – 29 Oct – Needham Mkt

working safely/risk assessment (iosh, rospa & nocn accredited)

1634 28 June – 2 Jul – Needham Mkt

managing safely (iosh & nocn accredited)

1664 4 – 8 October – Needham Mkt

EAST MIDLANDS REGION

Nottingham, Unit 1, Pelham Court, Pelham Road, Sherwood Rise, Nottingham, NG5 1AP
Tel: 0115 9609100
Fax: 0115 985 6015

1590 17 – 20 February – Derby
1630 15 – 18 June – Derby
1679 16 – 19 November – Derby

working safely/risk assessment (iosh, rospa & nocn accredited)

1613 19 – 23 April – Derby
1657 20 – 24 September – Derby

managing safely (iosh & nocn accredited)

1609 29 March – 2 April – Derby

WALES

Bangor, 270 High Street, Gwynedd LL57 1PD
Tel: 01248 362098
Fax: 01248 371323

shop steward stage 1 (nocn accredited)

1604 23 – 26 March – Mold
1611 20 – 23 April – Bangor
1647 10 – 13 August – Bangor
1663 5 – 8 October – Mold
1683 30 Nov – 3 Dec – Bangor

working safely/risk assessment

(iosh, rospa & nocn accredited)

1599 8 – 12 March – Bangor
1644 26 – 30 July – Mold

managing safely (iosh & nocn accredited)

1650 23 – 28 August – Bangor

Swansea

North Hill, 7 St James Crescent Swansea, SA1 6DZ
Tel: 01792 470434
Fax: 01792 478249

1608 30 Mar – 2 Apr – Swansea
1659 28 Sept – 1 Oct – Swansea
1678 9 – 12 November – Swansea

working safely/risk assessment (iosh, rospa & nocn accredited)

1652 6 – 10 Sept – Swansea

managing safely (iosh & nocn accredited)

1641 19 – 23 July – Swansea

SOUTH WEST REGION

Bristol, 11 Belgrave Road, Clifton, Bristol BS8 2AA
Tel: 0117 973 4039
Fax: 0117 946 6069

shop steward stage 1 (nocn accredited)

1593 2 – 5 March – Bristol
1656 21 – 24 Sept – Bristol
1676 9 – 12 November – Bristol

working safely/risk assessment (iosh, rospa & nocn accredited)

1584 9 – 13 February – Bristol
1672 25 – 29 October – Bristol

managing safely (iosh & nocn accredited)

1621 10 – 14 May – Bristol

Plymouth, 52 Stuart Road, Plymouth, Devon PL3 4EE
Tel: 01752 663114
Fax: 01752 229486

shop stewards stage 1 (nocn accredited)

1653 14 – 17 Sept – Plymouth

working safely/risk assessment (iosh, rospa & nocn accredited)

1587 16 – 20 February – Plymouth
1665 11 – 15 October – Plymouth

managing safely (iosh & nocn accredited)

1603 22 – 26 March – Plymouth
1680 22 – 26 Nov – Plymouth

NON RESIDENTIAL REPRESENTATIVE REGIONAL TRAINING

SOUTH EAST REGION

Southampton, Hatch Lodge, 27 High Street, West End, Southampton, Hants SO30 3AA
Tel: 023 8047 4688
Fax: 023 8047 7402

shop stewards stage 1 (nocn accredited)

1595 2 – 5 March – Luton
1607 30 March – 2 April – Slough
1620 11 – 14 May – Maidstone
1642 27 – 30 July – Crawley
1645 3 – 6 August – Maidstone

working safely/risk assessment (iosh, rospa & nocn accredited)

1615 19 – 23 April – Soton
1633 21 – 25 June – Maidstone
1635 28 June – 2 July – Luton

managing safely

(iosh & nocn accredited)

1688 15 – 19 November – Maidstone

NORTHERN IRELAND

Belfast, Unit 1 Citylink Business Park, 8 Albert Street, Belfast BT12 4HB
Tel: 028 90245785
Fax: 024 7625 1456

working safely/risk assessment (iosh & rospa accredited)

1691 2 – 6 February – Belfast
1690 14 – 18 June – Belfast

managing safely

(iosh accredited)

1692 24 – 28 May – Belfast

shop stewards stage 1

1701 8 – 11 March – Belfast
1702 13 – 16 September – Belfast
1703 8 – 11 Nov – Belfast

shop steward stage 2

1704 17 – 20 May – Belfast
1705 29 Nov – 2 Dec – Belfast

RESIDENTIAL REPRESENTATIVE TRAINING 2004 AT ESHER PLACE AND WORTLEY HALL

shop steward stage 1 (oxocn accredited)

1519 22 – 26 March – Esher
1606 29 Mar – 2 Apr – *Wortley Hall
1622 17 – 21 May – *Wortley Hall
1537 5 – 9 July – Esher
1649 16 – 20 August – *Wortley Hall
1546 20 – 24 September – Esher
1555 25 – 29 October – Esher
1562 22 – 26 November – Esher

shop steward stage 2 (oxocn accredited)

1525 26 – 30 April – Esher
1530 17 – 21 May – Esher
1535 14 – 18 June – Esher
1538 19 – 23 July – Esher
1540 16 – 20 August – Esher
1543 6 – 10 September – Esher
1654 13 – 17 Sept – *Wortley Hall
1552 18 – 22 October – Esher

shop steward stage 3 (oxocn accredited)

1528 10 – 14 May – Esher
1559 15 – 19 November – Esher

employment law stage 1 (oxocn accredited)

1516 15 – 19 March – Esher
1526 26 – 30 April – Esher
1544 6 – 10 September – Esher
1553 18 – 22 October – Esher

employment law stage 2 (oxocn accredited)

1533 24 – 28 May – Esher
1549 11 – 15 October – Esher
1564 29 Nov – 3 December – Esher

advocacy skills

1510 16 – 20 February – Esher
1561 15 – 19 November – Esher

human resource management (oxocn accredited)

1522 5 – 8 April – Esher

Branch Officers

1524 14 – 16 April – Esher
1560 15 – 18 November – Esher

pensions stage 1 (oxocn accredited)

1534 24 – 27 May – Esher
1542 16 – 19 August – Esher

pensions stage 2

1521 5 – 8 April – Esher
1536 21 – 24 June – Esher
1551 11 – 14 October – Esher

pension trustees (oxocn accredited)

1557 25 – 28 October – Esher

Working Safely/Risk Assessment (iosh, rospa & oxocn/*nocn accredited)

1513 8 – 12 March – Esher
1610 19 – 23 April – *Wortley Hall
1532 17 – 21 May – Esher
1627 7 – 11 June – *Wortley Hall
1638 12 – 16 July – *Wortley Hall
1539 19 – 23 July – Esher
1547 20 – 24 September – Esher
1548 4 – 8 October – Esher
1556 25 – 29 October – Esher
1558 8 – 12 November – Esher
1567 6 – 10 December – Esher

Managing Safely

(iosh & oxocn accredited)

1588 16 – 20 February – *Wortley Hall
1512 23 – 27 February – Esher
1518 15 – 19 March – Esher
1527 26 – 30 April – Esher
1618 10 – 14 May – *Wortley Hall
1531 17 – 21 May – Esher
1541 16 – 20 August – Esher
1545 6 – 10 September – Esher
1554 18 – 22 October – Esher
1669 18 – 22 October – *Wortley Hall
1563 22 – 26 November – Esher
1565 6 – 10 December – Esher

Computer Skills – Beginners

1570 8 – 12 March – Esher
1572 2 – 6 August – Esher
1573 27 September – 1 Oct – Esher

Computer Skills – Advanced

1571 28 June – 2 July – Esher
1574 1 – 5 November – Esher

Equal opportunities

1523 5 – 8 April – Esher

HOW TO APPLY FOR COURSES

Use the form on the back page of this magazine – also available to download online at www.amicustheunion.org (click on Education).

A full 2004 calendar of courses organised by the former Amicus-MSF Education Department will be printed in the next issue of the Activist. Details can be viewed now online at www.amicustheunion.org – Education. See also the Whitehall College site – www.amicustheunion.org and select Education and Whitehall Online.



Want to know more about the residential venues?

Information about Whitehall College, Wortley Hall and Esher Place is available on the web – www.amicustheunion.org and select Education.

Paid Time Off

Paid time off is normally available for all reps who are attending a union approved health and safety course or approved industrial relations training in accordance with ACAS code of practice 3, time off for trade union duties and activities. If you have any problems or

questions about your rights to paid time off for training then please contact your Regional Official.

Certification/Accreditation

An Institute of Occupational Safety and Health (IOSH) certificate will be awarded to all those that attend the Working Safely/Managing Safely course and successfully complete the written and practical assessments. Both courses are recognised by the Royal Society for the Prevention of Accidents (ROSPA)

OxOCN and NOCN credits are nationally recognised and accepted as a means of entry to further study by many further and higher education providers and by a large number of employers and trainers.

Your certificate may help you to move on to other learning programmes and to prove to an employer that you have learned new skills or knowledge.