

Non residential representative regional training

GLASGOW – Region 1

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)

1583 3 – 6 February – Glasgow
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

MANCHESTER – Region 2

**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

NEWCASTLE – Region 3

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

shop steward stage 1 (nocn accredited)

1578 20 – 23 January – Stockton
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

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

Shop steward stage 1 (nocn accredited)

1576 13 – 16 January – Wakefield
1628 8 – 11 June – Wakefield
1686 7 – 10 Dec – Wakefield

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

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

managing safely (iosh & nocn accredited)

1626 24 – 28 May – Wakefield

COVENTRY – Region 4
**Unit 1, 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 September – Coventry

NEEDHAM MARKET – Region 5
**Unit 6 Maitland Road, Lion Barn
Business Park Needham Market,
Ipswich, Suffolk IP6 8NW**
Tel: 01449 723387
Fax: 01449 723389

1590 17 – 20 February – Derby
1598 9 – 12 Mar – Needham Mkt
1630 15 – 18 June – Derby
1636 6 – 9 July – Needham Mkt
1671 26 – 29 Oct – Needham Mkt
1679 16 – 19 November – Derby

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

1577 12 – 16 Jan – Needham Mkt
1613 19 – 23 April – Derby
1634 28 June – 2 Jul – Needham Mkt
1657 20 – 24 September – Derby

managing safely (iosh & nocn accredited)

1609 29 March – 2 April – Derby
1664 4 – 8 October – Needham Mkt

Bangor – Region 6
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

BRISTOL – Region 6
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 September – 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 – Region 6
52 Stuart Road, Plymouth,
Devon PL3 4EE
Tel: 01752 663114
Fax: 01752 229486

Shop stewards stage 1 (nocn accredited)

1580 27 – 30 January – Plymouth
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

SWANSEA – Region 6
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)

1579 19 – 23 January – Swansea
1652 6 – 10 September – Swansea

managing safely (iosh & nocn accredited)

1641 19 – 23 July – Swansea

SOUTHAMPTON – Region 7
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 – Soton
1620 11 – 14 May – Maidstone
1642 27 – 30 July – Dagenham
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

BELFAST – Region 8
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

Residential representative training 2004 at Esher Place and Wortley Hall

shop steward stage 1

(oxocn/*nocn accredited)

- 1575 12 – 16 January – *Wortley Hall
- 1501 19 – 23 January – Esher
- 1511 23 – 27 February – Esher
- 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/*nocn accredited)

- 1505 2 – 6 February – Esher
- 1515 15 – 19 March – Esher
- 1600 15 – 19 March – *Wortley Hall
- 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

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

employment law stage 1

(oxocn accredited)

- 1503 26 – 30 January – Esher
- 1508 9 – 13 February – Esher
- 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)

- 1509 16 – 19 February – Esher
- 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)

- 1506 2 – 5 February – Esher

- 1557 25 – 28 October – Esher

Working Safely/Risk Assessment

(iosh, rospa & oxocn/*nocn accredited)

- 1502 19 – 23 January – Esher
- 1581 26 – 30 January – *Wortley Hall
- 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/*nocn accredited)

- 1504 26 – 30 January – Esher
- 1507 2 – 6 February – Esher
- 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

- 1569 9 – 13 February – Esher
- 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

ESHER PLACE, ESHER, SURREY

Esher Place as it stands was built in the 19th Century and is set in eight acres of land. Esher Place opened as Britain's first Trade Union College in spring 1953. The college has recently undergone an extensive refurbishment and now boasts 10 technically advanced conference and training rooms and 54 ensuite bedrooms; each having a remote control television, radio/alarm call systems and hospitality tray.

WORTLEY HALL, WORTLEY VILLAGE, SHEFFIELD

Wortley Hall is an 18th Century Mansion set in 26 Acres of formal gardens, a small lake and woodland. The hall has 52 bedrooms, 39 of which are en-suite. The remaining standard rooms are not en-suite, but have a washbasin, hot/cold water, tea making and colour TV.

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.

HOW TO APPLY FOR COURSES

Residential Esher Place/Wortley Hall

Please complete an education course application form and return to Amicus the union (AEEU section), Education Dept, Hayes Court, West Common Road, Hayes, Bromley, Kent BR2 7AU or alternatively you can fax your form on: 0208 315 8221. If the course date you apply for is fully subscribed you will automatically be placed on the next available and notified accordingly.

Non Residential Regional Training

Please complete an education course application form and return it to your regional office.

Amicus the union (MSF section) Training courses

If you are interested in attending a course that is organised by MSF, then please contact the training dept at Whitehall College for a course prospectus on tel: 01279 755677