



**Learning Agreement
between**

**Unite the Union,
Unison
and Management
at**

**Strathclyde Partnership for
Transport**

LEARNING AGREEMENT BETWEEN UNITE THE UNION, UNISON AND MANAGEMENT AT STRATHCLYDE PARTNERSHIP FOR TRANSPORT.

INTRODUCTION: All parties share a common objective to the principles of lifelong learning as a vehicle for personal and work related development for all employees on the site.

1. **Principles:** Unite the Union and Unison (Hereafter known as 'The Unions') and Strathclyde Partnership for Transport (SPT) are committed to:

- 1.1 Establishing a joint lifelong learning facilitation group
- 1.2 Meeting the obligations between parties regarding time off and facilities for Union Learning Representatives as detailed in the relevant legislation.
- 1.3 Encouraging and supporting employees to engage in life long learning and personal development
- 1.4 Equal opportunity for all employees will be as per the SPT policy statement

2. Learning Representatives

- 2.1 The Unions and SPT are both committed to the learning representative scheme and will provide such support as is reasonably required to ensure that the Learning Representative can successfully undertake their role.
- 2.2 SPT and the Unions will identify and recruit an initial set-up of four Learning Representatives: one at Consort House, one covering the Bus Stations and Travel Centres, and two for Broomloan. The role of 'Lead Learning Representative' will be based at Broomloan. It is agreed by Management that any staff representative may be co-opted in the absence of a Learning Representative. This structure will be regularly reviewed as per point 3.8 below, initially on a six-monthly basis.
- 2.3 Each Learning Representative will be allocated reasonable time off to undertake their duties. The Unions recognise the need for operational requirements to be met and SPT recognises the desire for flexibility around the interpretation of the Learning Representative time allocation. The Learning Representative will give reasonable notice when requesting approval to perform their role.
- 2.4 Both the Unions and SPT recognise the need for Learning Representatives to attend regular update meetings on developments on Life Long Learning. Additional update meetings will be mutually agreed and paid time off will be allocated.
- 2.5 The Learning Representative role will include:
 - Raising the awareness of lifelong learning.

- Provide information and advice around learning opportunities that can be funded and sourced within SPT and externally
- Conducting a learning needs analysis and arranging learning opportunities in partnership with SPT management
- Working in partnership with SPT management on the learning agenda
- Regularly attending the steering group meeting at local level.
- Promoting Individual Learning Accounts and lifelong learning
- Facilitating opportunities for Further and Higher Education sponsorship by SPT.

2.6. SPT will provide Learning Representatives with appropriate facilities for storing confidential records, reasonable access to telephone and reprographic equipment, use of notice boards, access to intranet and internet facilities and access to meeting spaces where confidential discussions with learners can take place. It should be noted that the retention of records of training achievement will be held centrally by the L&D Officer and Subway Training Officer for audit purposes. Learning Representatives will have access to these records through the L&D Officer and Subway Training Officer.

2.7 SPT and the Unions will arrange Learning Representative training and release staff from duty to attend. SPT will utilise the recognised Learning Representative courses which are fully accredited by Unite, Unison and the TUC.

3. Co-operative working

3.1 A joint facilitation group comprised of appropriate representatives from management and Learning Representatives. A secretary and chair will be appointed at the first meeting. The remit of this group shall be to jointly negotiate access to learning opportunities. The group will meet on a monthly basis for the first year.

3.2 External organisations will be invited to participate in the facilitation group as required. Service level agreements will be developed with learning providers (e.g. colleges) to provide appropriate learning opportunities as agreed by the facilitation group.

3.3 Although Learning Representatives clearly form part of both Unite the Union and Unison's remit as an independent trade union and will function as such, Learning Representatives will regularly consult with management on their activities and projects. SPT will encourage employees to avail themselves of the Learner Representative services.

3.4 A structured schedule which outlines specific dates and frequency of meetings will be set with the SPT training department, to ensure a cohesive learning agenda.

3.5 The Unions and SPT will regularly discuss developments in learning and work around:

- Identifying common goals
- Business needs with regards to workforce development
- Assisting to build up IDP portfolios for all staff
- Promoting the concept of Mature Apprenticeships and providing appropriate mentoring, subject to Maintenance restructuring.
- Working towards the creation of Modern Apprenticeships within the organisation
- Developing a framework for the resolution of individual's learning needs
- Extending learning opportunities to employees and working to remove barriers to participation
- Onsite provision of learning opportunities, such as LearnDirect, ILLA Scotland etc
- Reasonable access to the onsite computer/learning suite which is situated at the Broomloan depot. This suite will also act as an IT learning centre.
- Investors in People accreditation. The work of the group will contribute towards Investors in People accreditation for SPT.
- IT support. The development of a drop in IT learning centre.

3.6 SPT and the Unions will share monitoring and evaluating on information around the impact of the learning agenda, with a view to refining and developing its effectiveness.

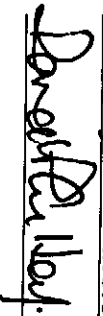
3.7 Provision will be made for discussions as detailed in 3.1, 3.4 and 3.5 above at appropriate levels within existing bargaining structures

3.8 This agreement will be reviewed after one year then every two years after that.

3.9. This agreement is complimentary to the "Sector Skills Agreement and the ACAS code of practice

Signatories

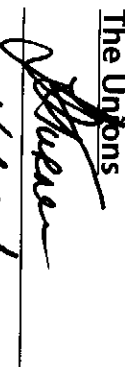
Strathclyde Partnership for Transport



Date

7 August 2008

The Unions





Date

7 August 2008