

The Fire Brigades Union



FBU Education Building our Union



The past we inherit; the future we build

Foreword

The FBU has always promoted Union education as a significant strategic resource within our armoury. It is sometimes said that "Knowledge is Power" and, probably more importantly, the slogan "Educate, Agitate, Organise" proclaims a very powerful sentiment. The Union's current education policy endorses this, recognising that the Union is now working in the biggest period of change in the Fire Service since the years immediately following the Second World War.

Furthermore it is a fact that the 'modernisation' agenda has affected all aspects of the work of the Fire Brigades Union resulting in various strands of work and discussion as the Union develops strategies for the way forward.

The education strategy focuses on the new challenges facing local Officials, challenges very different from those being faced a decade ago. New issues now confront Officials, along with changes and developments affecting the structures in which they operate. These issues include for example: negotiations on shift and duty systems; second contracts; new pensions arrangements; NJC "Grey Book" procedures, including the Protocol on Industrial Relations; and new equality and other workplace legislation.

FBU Officials are at the front line of defending our members' terms and conditions of employment, handling problems and issues in the workplace.

They are also a key to strengthening and building the Union's organisation for the issues and struggles facing us now and in the years to come. All our Officials need an effective and relevant programme of trade union education to help support them in that vital work.

It is my view that the Union education opportunities available to all Officials both in the National and Regional programmes are essential to our work and I would encourage you to take full advantage of them.



A handwritten signature in black ink that reads "M. Wrack". The signature is written in a cursive, slightly slanted style.

Matt Wrack
General Secretary



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 the FBU Education programme include equal participation by all groups and delivering skills, knowledge and understanding to learners so they can assist all of their members. The purpose of the programme is to deliver a quality learning experience, with a system of accreditation that points to future learning opportunities.

FBU & TUC Learning Materials

FBU Education develops and provides student materials for all FBU courses. These are regularly reviewed, revised and rewritten with the active involvement of practicing trade union studies tutors and both FBU and TUC policy experts. Evidence of learning achievement is recorded and students receive regular and appropriate feedback.

FBU trade union education and training has a range of objectives including:

- **Helping Union Representatives improve their performance both in their workplace and in the Union**
- **Achieving a greater understanding of trade union policies and priorities**
- **Gaining an understanding of the wider political context within which they work**
- **Encouraging and developing future activists and Officials**
- **Developing their study skills and personal confidence whilst participating in educational activities**
- **Recognition of learning achievements through accreditation**

The National Programme of Union Education includes a comprehensive range of learning opportunities for Officials supplemented by courses offered by Regions. I hope that Officials will find these courses relevant to them and encourage them to participate fully in this year's programme.

Sean Starbuck
National Officer





Fire Brigades Union

Education Programme

2011



The Union's National Education Programme for 2011 includes as a priority a range of courses that are intended to assist Brigade and Regional Officials with their development as Officials. The programme also includes details of the annual schools and seminars arranged by the Union's Sections and also the "flagship" of the programme – the National School 2011.

The range of courses on offer recognises the wide range of responsibilities Officials may have within their union role/s. These responsibilities can for example include:

- *Building workplace organisation – helping active members and branches to organise;*
- *Providing back-up, advice and support on organising and recruiting new members;*
- *Handling casework and representing members to management;*
- *Providing information and advice to members;*
- *Bargaining and negotiating with employers;*
- *Liaising with lawyers on legal cases;*
- *Representing members at tribunals;*
- *Organising union promotions, campaigns and/or events, including using the media;*
- *Representing the union publicly;*
- *Engaging with politics including putting the Union's case to Fire Authority / Board members;*
- *Keeping members informed of what is going on in the Union and in their Brigades/Workplaces;*
- *Representing members regarding grievances, disciplinaries and other issues;*
- *Dealing with specific issues such as Health, Safety & Welfare; Fairness at Work & Equality; Union Learning; Qualifications & Workforce Development; IRMPs; Pensions & Medical Appeals;*

The National School for 2011 is the major educational event in the Union's calendar and 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 especially in support of the fairness and equality agenda.

All the education and training provided within this programme is supported by Trade Union Education Tutors trained working through TUC approved providers. Courses accessed by FBU Officials are accredited within the TUC Education Service/National Open College Framework and nationally recognised. It is hoped that Officials will take advantage of the education and development opportunities available within the programme this year.

Trevor Cave
Director of Education

The National Education Programme 2011

The following table includes details of all courses included within the National Programme for 2011:

Month	Course/s:	Dates:	Location:
January	Understanding IRMPs & Challenging within the Process	10th – 12th	Wortley Hall
February	Understanding Public Sector Financial Information	14th – 16th	Wortley Hall
March	Promoting Union Learning	9th – 10th	Wortley Hall
	Pensions Update 2011	14th – 16th	Wortley Hall
	CSNC Seminar	29th – 31st	Wortley Hall
April	ONC Seminar	5th – 7th	Wortley Hall
	Women's School 2011	8th – 10th	Wortley Hall
May	Understanding Public Sector Financial Information	23rd – 25th	Wortley Hall
June	Discussion Leaders & Education Methods	20th – 22nd	Wortley Hall
	Health & Safety – Priority Issues	20th – 22nd	Wortley Hall

Month	Course/s:	Dates:	Location:
July	Fairness & Equalities Follow On	4th – 6th	Wortley Hall
	Rising to the Challenge – Contingency Planning	4th – 7th	Wortley Hall
October	Bargaining Skills for Union Officials	3rd – 5th	Wortley Hall
	B&EMM School 2011	14th – 16th	Wortley Hall
	LGBT School 2011	21st – 23rd	Wortley Hall
November	National School 2011 – Year 1	6th – 11th	Wortley Hall
	National School 2011 – Year 2	6th – 11th	Wortley Hall

An Introduction to Fire & Rescue Service Funding & Public Sector Financial Information

This course, "An Introduction to Fire & Rescue Service Funding & Public Sector Financial Information", has been designed by FBU Education to help Regional & Brigade Officials understand FRS funding and read financial information in their Brigades.

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 and the control systems that management use in order to ensure that decisions are put into operation**
- **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 and statements of accounts etc**
- **Develop practical skills**

To apply for this course Officials should fill in an application form; have it endorsed by their Regional Education & Learning Organiser/Regional Secretary who should then return it before the closing date to Head Office.

Understanding IRMP's & Challenging within the Process

This course "Understanding IRMPs & Challenging within the Process" will help FBU Officials prepare to participate in the consultation process concerned with the development and implementation of Brigade Integrated Risk Management Plans. It will help them improve their skills, update their knowledge and assist when preparing to take up issues with both senior management and elected local councillors including members of Fire Authorities and Fire Boards.

The course will help FBU Officials 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**

To apply for this course Officials should fill in an application form; have it endorsed by their Regional Education & Learning Organiser/Regional Secretary who should then return it before the closing date to Head Office.

Promoting & Developing Union Learning & Organising in the UKFRS

This course, "Promoting & Developing Union Learning & Organising in the UKFRS", has been designed by FBU Education and FBU Union Learning 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.

Aims

The course will help FBU Officials and active members 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;**

To apply for this course Officials should fill in an application form; have it endorsed by their Regional Education & Learning Organiser/Regional Secretary who should then return it before the closing date to Head Office.

Pensions Update 2011

This course "Pensions Update 2011" is designed for FBU Officials who may have responsibility for providing pensions' advice to members. It will be particularly of use to those Officials who wish to develop their confidence and skills in preparation and representation on behalf of members involved in the ill -health retirement process.

The course will therefore concentrate on sharing knowledge and discussing best practice when handling member's Pensions issues within the context of the current arrangements.

The course will help FBU Officials to:

- **Find out about recent developments with pension schemes in the UKFRS and discuss issues for members**
- **Understand the current ill - health retirement process in the UKFRS**

To apply for this course Officials should fill in an application form; have it endorsed by their Regional Education & Learning Organiser/Regional Secretary who should then return it before the closing date to Head Office.

The CSNC Seminar 2011

Further information on the 2011 CSNC Seminar 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.

The ONC Seminar 2011

Further information on the 2011 ONC Seminar 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.

The Women's School 2011

The Annual Women's School is an education event organised by the National Women's Committee of the Fire Brigades Union. The National Women's Committee is an elected group of serving FBU Women's members.

The Women's School is held annually during the Easter holidays to enable women members who have children pre-school or at school to participate fully in FBU education.

The Women's School is reviewed by the students each year and the following years programme is developed based on the reviews, experiences and priorities of women members.

The Women's School offers students the ability to share experiences with each other, learn more about the FBU and will give women the knowledge and skills to enable them to participate within the FBU and the wider trade union movement. Previous students have told us that one of their favourite aspects of the Women's School is the workshops. The students can pick from a wide range of workshops and participate in two over the duration of the school. Workshops vary from learning more about the FBU, knowing your rights in regard to maternity; stress busting, women's health and safety, to how to deal with bullying in the workplace.

Application forms will be sent with a cover letter to women member's home addresses in January 2011. Book early to avoid disappointment as the Women's School is usually oversubscribed.

Further information on the 2011 Women's School can be obtained from the Women's Section Secretary, Kerry Baigent, 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.

Discussion Leaders and Education Methods

This course "Discussion Leaders and Education Methods" is an introduction to leading discussions and running workshops and will be suitable for more experienced FBU officials who wish to develop appropriate skills, confidence and knowledge to participate in and contribute to the union's education programme for potential and new branch officials.

The course will assist participants in working out how they might best develop to help members become more active in the union and more effective as branch officials.

The course will help FBU Officials to:

- **Discuss aims and methods of handing participative discussions**
- **Contribute to planning and structuring a workshop**
- **Understand how to use simple and suitable materials to set up activities and discussion sessions**
- **Think about how to control timing and work to tight timings**
- **Consider the importance of clear summing up and agreeing action points**
- **Develop skills to get the most out of group work and facilitate maximum participation**

To apply for this course Officials should fill in an application form; have it endorsed by their Regional Education & Learning Organiser/Regional Secretary who should then return it before the closing date to Head Office.

Rising to the Challenge – Contingency Planning in Industrial Relations

This course "Rising to the Challenge – Contingency Planning in Industrial Relations", is designed for FBU Officials, especially those in Brigade and Regional positions, to improve their skills, update their knowledge and gain confidence when planning, preparing and taking part in negotiations within the context of national and local procedural agreements. This course therefore follows on from the courses run previously that focussed on a basic understanding of the national agreements that cover negotiation and consultation and how to apply these in the development and implementation of local procedural agreements and their relevance to workplace issues.

The course will also help with related issues such as organising and campaigning effectively, building the union and involving members.

The course will help FBU Officials to:

- **Deepen their understanding of the national and local agreements that cover negotiation and consultation and how to apply them**
- **Consider their role and responsibilities as FBU Officials when handling issues that are subject to potential dispute and know what is expected of both themselves and management within the agreed procedures and relevant employment law**
- **Think about their trade union principles and objectives when using national & local procedural agreements**
- **Discuss how to use agreements more effectively when taking up issues with management**
- **Improve practical skills including planning for every contingency, including various forms of industrial action**
- **Prepare their strategy for effective campaigning in support of their aims both within the workplace and wider community including handling public relations and the media**
- **Develop a systematic approach, both individually and collectively, to help them when handling difficult collective problems and issues**

Fairness and Equality in the workplace – Follow on Course

Introduction

The "Fairness at Work – Follow On" course has been designed by FBU Education to help Officials deal with Fairness at Work issues in the union and in the workplace and is intended for learners who have completed the Union's current "Fairness at Work – Introductory" course.

Course Aims

The course will help participants to:

- **Have a greater awareness and understanding of what constitutes Fairness at Work issues in the workplace such as bullying & harassment; racism; sexism; homophobia; ageism; unfair treatment of part-time workers etc**
- **Increase their knowledge of relevant legislation as it applies to Fairness at Work issues, including their Employer's responsibilities**
- **Understand the role and responsibilities as FBU Officials when dealing with Fairness at Work issues and the difficulties they may face in the workplace**
- **Find and use relevant information and resources**
- **Use union policies and procedures including those detailed in the FBU publication "All Different. All Equal."**
- **Make use of their agreements and procedures when taking up issues and problems with management**

To apply for this course Officials should fill in an application form; have it endorsed by their Regional Education & Learning Organiser/Regional Secretary who should then return it before the closing date to Head Office.

Health and Safety – Priority Issues

This course "Health and Safety Priority Issues" will help FBU Officials improve their skills, update their knowledge and gain confidence when taking part in FBU initiatives involving health, safety & welfare in their Brigades and other workplaces.

The course will help them in planning and preparing to take up issues with management and also organising effectively in the workplace, helping and involving members.

The course will help FBU Officials to:

- **Consider priorities issues for the Union's agenda on health, safety and welfare in the UKFRS**
- **Review the Union's recent and current initiatives and campaigns and contribute to the development of future strategies**
- **Discuss the Union's objectives when dealing with health, safety and welfare in the workplace and identify issues and concerns**
- **Find out about current and proposed health and safety legislation including duties placed on employers and issues for employees and their unions**
- **Think about how the Union can use health and safety legislation when representing members either individually or collectively**

To apply for this course Officials should fill in an application form; have it endorsed by their Regional Education & Learning Organiser/Regional Secretary who should then return it before the closing date to Head Office.

Bargaining Skills for Brigade Officials

This course "Bargaining Skills for Brigade Officials" will help FBU Officials, especially those 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.

The course will help FBU Officials 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**

To apply for one of these courses Officials should fill in an application form; have it endorsed by their Regional Education & Learning Organiser/Regional Secretary who should then return it before the closing date to Head Office.

The B&EMM Section School 2011

Since 1995 the Fire Brigades Union has held a school specifically for their Black and Ethnic Minority Members.

The B&EMM School (as it is popularly known) has evolved considerably, into a unique event where Black and Ethnic Minority members of the Fire and Rescue Service can meet in a comfortable environment, and experience a weekend where they are not in the minority – which for some of our members is something that they have never experienced in their whole careers.

Each year in the month of October (Black History Month) around 100 Black and Ethnic Minority FBU members – women and men; Fire Fighters; Officers; Fire Fighters (Control); Gay Lesbian or heterosexual; Retained; and Whole time meet at Wortley Hall near Sheffield, for the B&EMM School.

The B&EMM School is firstly an opportunity for you to meet with others from UK Fire and Rescue Services, who have the same roles as you; and who may also have similar experiences to you. There is no rank at the B&EMM School, we are all equal, and everyone will be valued for the contributions they make and for the experiences they choose to share.

We especially encourage our B&EMM women to attend this school, and we set aside specific time so they can network and discuss how B&EMM can best meet their needs.

The School is different every year. But the one constant each year is that the School is 'for us by us'. The B&EMM National Committee organise the school on your behalf, and endeavour to include current issues and concerns on the agenda year on year.

The format of the school is based around workshops; networking; and information. The school is like no other that you will attend or have attended, and year on year we are over subscribed. Our School is also accredited.

Further information on the 2011 B&EMM School can be obtained from the B&EMM Section Secretary, Samantha Samuels, 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 2011

The gay and lesbian school provides an opportunity for LGBT staff to meet in a safe environment. It is a mixture of education, sharing of information and experience, meeting new people and finding out what the FBU can do for you. There is a combination of speakers and workshops which will give an update on FBU campaigns, gives knowledge and skills to support yourself and others in the workplace as well as looking at LGBT issues in the wider society in the UK and internationally. The school is confidential and you do not have to be out at work to attend.

Further information on the 2011 LGBT School can be obtained from Yannick Dubois, 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 Yannick Dubois, LGBT Section.

The National School 2011

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 especially in support of the fairness and equality agenda.

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 up date 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**

To apply for this course Officials should fill in an application form; have it endorsed by their Regional Education & Learning Organiser/Regional Secretary who should then return it before the closing date to Head Office.

Regional Education for FBU Officials

FBU Officials can, with the help and guidance of their Brigade Education Officers and Regional Education & Learning Organisers, apply for a range of short courses offered within their Region. Most of these courses are supported by tutors from the TUC Education Service who are familiar with the FBU and the UKFRS. These courses are accredited within the TUC Education programme. Some courses will be offered on a residential basis over two or three days and others will be run on a day, non-residential basis.

Courses that may be included within Regional Education programmes include for example the following:

- **Introductory Branch Officials**
- **Introductory Health, Safety & Welfare at Work**
- **Handling Members' Problems**
- **Handling Discipline & Grievance**
- **Introductory Fairness at Work**
- **Tackling Bullying and Harassment**
- **Understanding Equality Impact Assessments**
- **Handling Internal (ADAE) Investigations**
- **Dealing with Accidents, Injuries & Claims**
- **Engaging with Politics & Campaigning – Introduction**
- **Conference Skills/Public Speaking**
- **Using the Media**
- **Handling Medical Appeals & Pensions Update**

Please note that this list is not exhaustive but indicative and additional courses may be offered from time to time to suit local needs and priorities.

For further details contact either your Brigade Education Officer, your Regional Education & Learning Organiser, or your Regional Office.

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>

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)**

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.

Applying for National Union Courses & Schools

To apply for a course offered in the National Programme (except the Equality Section Schools) all Officials must fill in an application form, then have it endorsed by their Regional Education & Learning Organiser / Regional Secretary or Sectional Secretary who will then return it before the closing date to Head Office.

To apply for one of the Equality Section Schools – The Women's School; the LGBT School; the B&EMM School or the ONC Seminar 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.

FBU 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.

National Programme – Course Application Form

To apply for a course fill in this application form, have it endorsed by your Regional Education & Learning Organiser/Regional Secretary who should return it before the closing date to Head Office.

To: Sean Starbuck, National Officer, Fire Brigades Union, Bradley House,
68 Coombe Road, Kingston upon Thames, Surrey, KT2 7AE.

I wish to apply for a place on the following course (Only apply for one course on this form, copy and complete further forms for additional courses.

COURSE TITLE:

COURSE DATES:

COURSE CODE:

Please Print:

Last name: First name:

Address: Postcode:

Home telephone: Mobile telephone:

E mail address:

Brigade: Union No:

Branch:

Your position/s held in the Union:

FBU Courses attended within the last year:

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TUC Courses attended within the last year:

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Do you require Crèche facilities? YES/NO (please circle)

Number of Children: Age/s: Sex:

For Bedroom Allocation: MALE/FEMALE (please circle)

Do you define yourself as disabled? YES/NO (please circle)

If you have any particular requirements please contact us as soon as possible.

I confirm that my Brigade has agreed to my attending this course without loss of earnings, when applicable.

Signature of Applicant: Date:

REGIONAL COMMITTEE USE

Region:

Name of Candidate:

Membership Number:

On behalf of the Region I confirm that this member has been endorsed as a candidate for the above course:

Signature of Regional Education & Learning Organiser / Regional Secretary:

.....

Date:

Contacts

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Elaine Hawkins – PA to National Officer
elaineh@fbu.org.uk

TUC 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 Education information** please contact the **TUC 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: unionlearnyandh@tuc.org.uk
www.unionlearn.org.uk/yorkshirehumber

Education Officer

Trevor Sargison
e: tsargison@tuc.org.uk

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

Education Officer

Peter Try
e: ptry@tuc.org.uk

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

Education Officer

Rob Hancock
e: rhancock@tuc.org.uk

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

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 TUC 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 Head Office and TUC Offices will be pleased to give advice regarding geographical boundaries and location of providers.