

# TUC

Changing the world  
of work for good



Education for Trade Unionists 2025

## Be the change your workplace needs to see, with a nationally recognised Trade Union qualification.

The Manchester College offers an excellent NOCN accredited education and training pathway for union reps and members as well as an exciting, accessible training suite for anyone wanting to up-skill in numerous areas.

Our courses range from the full ten day TUC programme with progression to Level 2 diplomas, short three-day courses covering equality, women in leadership, dealing with bullying and harassment, public speaking and mental health awareness.

We can also offer bespoke briefing sessions on many topics including managing stress, emotional intelligence and dyslexia awareness – free of charge (see page 5 for more details).

Our learning environment is open and accessible, with all students able to participate and feel valued, embracing the diversity that the trade union movement has to offer.

We are a large and diverse team with backgrounds in both the public and private sectors and specialisms in Health & Safety, Employment and Equality Law and Mental Health. Trade Union tutors offer great support to learners and through our methods of group work, discussion, research activities and tutor input, the TUC Education programme at The Manchester College is a great way to return to learning at any age.

Our team work within the TUC values of justice and fairness, equality and equity, democracy and unity. Join us today and take informed, positive action for your colleagues.

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# MEET THE TEAM



## Mike Dearing

Trade Union Education Co-ordinator  
mdearing@tmc.ac.uk  
Tel: 0161 674 1443

I am a member of Unison and have worked at The Manchester College for over 15 years, specifically within Trade Union Education. I am committed to helping develop provision in Greater Manchester and the North West with a view to making trade union education accessible to as many reps and members as possible.



## Michelle Graham

Trade Union Education Co-ordinator  
mgraham@tmc.ac.uk  
Tel: 0161 674 6825

I have been working within trade unions for well over ten years as a trainer, project worker, officer, organiser, and case worker and have been an activist and rep. I have also been a proud part of many national campaigns that have gone on to help influence UK legislation. I have been involved in writing and delivering courses around employment law for several years and strongly believe in equality of opportunity within education, which is one of the many reasons why I am proud to be part of the Trade Union Education team here at The Manchester College.



## Tim Kearney

Trade Union Education Tutor  
tkearney@tmc.ac.uk  
Tel: 0161 674 1453

I joined The Manchester College in 2012 to teach trade union education and employee relations. I have 18 years' previous experience as a PCS activist and lay official in the civil service including a short spell as a full-time officer working for PCS. I am now a UCU member. My academic background is in history and politics, I also deliver on a BSc module in employee relations and employment law as part of the colleges HE provision. I remain strongly committed to my trade union roots and also believe in making education accessible to all.



## Dave Allday

Trade Union Education Tutor  
dallday@tmc.ac.uk  
Tel: 0161 674 1445

I've been an active trade unionist and worked as a trade union tutor for over 13 years. I previously worked in the civil service, voluntary sector and in passenger transport. I really enjoy my role as a tutor - no two days are ever the same.



## Cath Roberts

Trade Union Education Tutor  
catherineroberts@tmc.ac.uk  
Tel: 0161 674 1448

I have worked in trade union education in the Greater Manchester area as a tutor, course and workforce development co-ordinator for 15 years and I am a member of UCU. My background is in Further Education and local government. I worked as a member of support staff for 15 years. I became an activist and steward for NALGO which is now Unison; yes I remember the purple book! I teach on all the core courses, particularly the union learning representatives course.



## Nigel Williams

Trade Union Education Tutor  
nwilliams@tmc.ac.uk  
Tel: 0161 674 1406

I've been a trade union activist for nearly three decades. I first became active in the Civil Service as a workplace rep, branch secretary and regional secretary for the Civil and Public Services Association. My union gave me a scholarship to study at Ruskin College, Oxford where I undertook a Diploma in Labour Studies. I worked for the TUC for a number of years before running TUC Education Centres at Stockport College and Ruskin College while playing an active role within the University and College Union.



## Janet Farrar

Trade Union Education Tutor  
jfarrar@tmc.ac.uk  
Tel: 0161 674 7084

I am passionate about trade unionism and am particularly focussed on issues of equality and mental health. Having previously been a member of USDAW and Unison, I am now a UCU member and activist. I currently chair UCU's UK Further Education Committee (FEC) and will take over as President of UCU in June 2022 when I will chair the NEC for the year's term. I was Branch Chair at an FE college and built a strong branch over several years. I strongly believe that education should be accessible to everyone and feel privileged to be delivering trade union education programmes at TMC.



## Paul Pritchard

Trade Union Education Tutor  
pjpritchard@tmc.ac.uk  
Tel: 0161 674 6088

I have been an active trade unionist for over 40 years, holding many positions over that time, and still do with UCU. The majority of my union activity has been with the NCU/CWU where I spent quite a while as a full time lay official. I was fortunate enough that CWU sponsored me for a degree in labour and trade union studies and saw enough in me to open up the opportunity to become a trade union educator, 20 years ago. After a short break from teaching I returned to TU education in 2020 with The Manchester College.

# FREE

## “Bite-size” Briefings & Learning Events for Reps and Members

We want all union branches to know that we can now run short briefing sessions on any topic you are interested in to union reps and members for free.

This can include bespoke courses to meet your specific training needs.

Recent examples of sessions that we have delivered include:

### MENTAL HEALTH AWARENESS

This one-day course is a basic introduction and covers:

- What is mental health?
- Health and wellbeing issues in your workplace
- Images and impact of mental health
- Signs and symptoms of mental health
- Mental health problems, treatment and impact
- Discrimination in the workplace.

### BULLYING AND HARASSMENT

This one-day session has been designed to open a dialogue about what is acceptable and what is unacceptable behaviour in the workplace. By the end of the course participants will be able to:

- Define and recognise bullying
- Identify work organisation and staffing issues that contribute to workplace bullying
- Make employers and employees aware of what they can do to recognise and eliminate workplace bullying
- Develop a workplace strategy to inform people about what to do if they witness or suffer bullying
- Develop a workplace policy on bullying at work
- Understand that bullying affects everyone and can be seen in a wider context beyond that of a health and safety issue.

# WE CAN ALSO OFFER

Deliver sessions on the following:

- Absence Management Procedures
- Dyslexia Awareness
- TUPE
- Social Media for Trade Unionists
- Mentoring in the Workplace
- Representational Skills
- Stress at Work
- Trade Union Act
- Emotional Intelligence
- Unconscious Bias
- Menopause

- Women in the Workplace
- Employability Skills
- Basic IT
- Risk assessment
- Neurodiversity Awareness
- Addressing Reps Burnout.

Offer updates/refresher briefings on:

- Health & Safety
- Employment Law
- Equalities Law.



All of these can be delivered on either branch or employer premises, we can also offer shorter sessions to be fitted around existing meetings and if time-off is an issue evening and weekend sessions can also be offered.

Please contact us to let us know your training needs:

Mike Dearing

📞 0161 674 1401/1443 or 07894 806 103

✉️ MDearing@tmc.ac.uk



# NOCN AWARD LEVEL COURSES

These accredited courses are available and suitable for union representatives (workplace rep or steward, health and safety rep, union learning rep or equality rep) and members and lead to an NOCN award. In addition to classroom based courses we can also offer 'Blended' programmes of study that combine classroom and distance (online) learning.

## EQUALITY REPS

This course is aimed at those with a role in promoting awareness, negotiating or representing members on equality issues. The course covers:

- Raising awareness of the equality agenda within workplaces and trade unions
- Enables Unions Reps to make equality and diversity part of the collective bargaining agenda
- Working with any vulnerable workers to ensure fair treatment.

3 March - 17 March 2025 | 12 June - 26 June 2025 | 7 November - 21 November 2025

\*Delivered one day per week for three weeks.

## SOCIAL MEDIA FOR TRADE UNIONISTS

Technology can be a great communication tool, it does however have positive and negative aspects. This course will cover:

- Using social media and the benefits of using it as a branch communication tool
- Awareness of the potential misuse of social media and potential pitfalls for the unwary.

Contact us for information on course dates.

\*Delivered one day per week for three weeks.

## PUBLIC SPEAKING AND COMMUNICATION SKILLS

This course is aimed at members, reps and officials who want to develop confidence in speaking in public. The course covers:

- Becoming more assertive
- Confidence in actively taking part in meetings
- Improve chairing skills including developing and speaking on motions/resolutions and amendments.

Contact us for information on course dates.

\*Delivered one day per week for three weeks.

## DEALING WITH BULLYING AND HARASSMENT IN THE WORKPLACE

This short course is aimed at all Union Reps who want to learn about the cause and symptoms of workplace stress and how Union Reps can work with others to raise awareness. The course covers:

- Developing policies and procedures to alleviate workplace stress
- Causes and effects of bullying and harassment and how intimidating behaviour can develop
- Supporting members who may experience bullying in the workplace.

21 March - 4 April 2025 | 2 July - 16 July 2025 | 14 November - 28 November 2025

\*Delivered one day per week for three weeks.

## DOMESTIC ABUSE – A TRADE UNION ISSUE

This course is for union reps – including safety reps – who want to learn about:

- Why domestic violence is a trade union issue
- Know how to support members experiencing domestic violence
- Identify workplace and trade union action on domestic violence.

9 May - 23 May 2025 | 27 October - 10 November 2025

\*Delivered one day per week for three weeks.

## WOMEN IN LEADERSHIP

This course has been developed as part of an on-going programme dealing with empowerment of under-represented people into leadership and is ideal for new and aspiring women leaders. The course covers:

- Core skills and understanding needed to deal with leadership responsibilities, building confidence and providing opportunities to develop strategic approaches.
- Improving communications, increasing productivity through motivated and inclusive teams
- Leadership skills.

9 May - 23 May 2025 | 6 November - 20 November 2025

\*Delivered one day per week for three weeks.

## RISK ASSESSMENT

This course has been developed as part of an on-going programme dealing with empowerment of under-represented people into leadership and is ideal for new and aspiring women leaders. The course covers:

- The key legal requirements
- The risk assessment process
- How to relate risk assessment to strategies for improving health and safety at work.

Contact us for information on course dates.

## BUILDING SUPPORT GROUPS FOR REPS

This course is ideal for all trade union representatives, and covers:

- How to recognise when you or other reps need support
- Signs and symptoms of stress and mental ill health
- How to help yourself and others who may be showing signs of stress and mental ill health
- How to develop a detailed trade union response to supporting issues - reps burnout
- How to network with other reps and your wider union to address rep burn out and build support networks.

21 March - 4 April 2025 | 4 July - 18 July 2025 | 3 November - 17 November 2025

\*Delivered one day per week for three weeks

## EXPERIENCED REPS FOLLOW ON

If it is some time since you have had your skills and knowledge updated, this is an opportunity to do that. This 3 day course will include:

- Legal updates, including relevant case law
- Effective Bargaining and Negotiation
- Representation
- Organising.

Contact us for information on course dates.

\*Delivered one day per week for three weeks.

## MENOPAUSE: A TRADE UNION ISSUE

This course should help learners to:

- Define what the menopause is and identify the range of symptoms
- Identify the potential discrimination that may occur at work
- Understand the relevant law
- Identify the trade union approach and support in the workplace.

Contact us for information on course dates.

## SEXUAL HARASSMENT IN THE WORKPLACE

This course is aimed at members, reps and officials who want to develop confidence in This short course will focus on:

- Defining The Issue
- Sexual Harassment – who is affected?
- The legal framework
- Case studies
- Developing a trade union approach.

Contact us for information on course dates.





# HEALTH & SAFETY

Health and Safety at work is always a major issue for all employees. Work places that have trade union health and safety reps have a significantly lower rate of accidents. If you are a newly appointed safety rep or if you want to build on existing training by further developing confidence, experience, knowledge and skills then these NOCN accredited courses are suitable for you.

## Your pathway to amazing



### STAGE 1

#### HEALTH AND SAFETY STAGE 1

This is the introductory Trade Union Course which aims to help Union Reps maintain and improve health and safety. The course covers:

- Role and responsibilities, including legal rights and how to represent members.
- Identifying hazards, find information and relevant legal standards
- The role and duties of employers, managers and employees and how to participate in safety committees and other meetings.

22 January - 2 April 2025 | 28 April - 14 July 2025 | 2 October - 11 December 2025

\*Delivered one day per week for ten weeks.

### STAGE 2

#### HEALTH AND SAFETY STAGE 2 – NEXT STEPS FOR SAFETY REPS

Progressing on to this course will lead to a NOCN accredited Level 2 Certificate. The course covers:

- Building a safe and healthy workplace
- Effecting change
- Keeping up to date on health and safety
- Planning for the future.

20 January - 31 March 2025 | 30 April - 9 July 2025 | 30 September - 9 December 2025

\*Delivered one day per week for ten weeks.

### DIPLOMA

#### DIPLOMA IN OCCUPATIONAL HEALTH AND SAFETY LEVEL 2

This course is aimed at reps that have completed Health & Safety Stages 1 and 2 and would like to extend their knowledge of occupational health and safety issues. The diploma covers:

- Occupational Health and Safety and the environment
- Healthy and safety organisation
- The law and international issues.

24 September 2025 - 29 July 2026

\*Delivered via a combination of classroom and online sessions.



# UNION REPS

These NOCN accredited courses are essential for any workplace union reps, stewards and union learning reps. Find out what it means to be in these roles and how to represent your members effectively.

## Your pathway to amazing



### STAGE 1

#### UNION REPS STAGE 1

Start your journey as a Union Rep. This course will help you understand the reps role and find information on members' contractual and statutory rights. The course includes:

- How to take up members' problems with their employers
- Representing members' at grievance and discipline meetings
- Participating in union meetings and activities.

23 January - 3 April 2025 | 29 April - 8 July 2025 | 29 September - 8 December 2025

\*Delivered one day per week for ten weeks.

### STAGE 2

#### CERTIFICATE IN EMPLOYMENT LAW

This is a follow-on course after the Union Reps Stage 1 course has been completed. The course covers:

- Relevant employment law and rights
- Advanced negotiating rights and using employment law at work
- Responding to changes in the workplace
- Developing union organisation and communications with members.

21 January - 1 April 2025 | 1 May - 10 July 2025 | 1 October - 10 December 2025

\*Delivered one day per week for ten weeks.

### DIPLOMA

#### DIPLOMA IN EMPLOYMENT LAW LEVEL 2

This diploma looks more deeply at the law in relation to work and employment. The course covers:

- The origins, development, structure and machinery of employment law
- The role of Europe including contracts, dismissal, trade union and collective rights, communication and study skills.

25 September 2025 - 30 July 2026

\*Delivered via a combination of classroom and online sessions.

#### UNION LEARNING REPS

This course is specifically for those who provide advice and support to members on learning opportunities. This course is delivered in two parts. Completing the first part will lead to an Award in the ULR Pathway. Learners who complete both parts will achieve the Certificate. The course covers:

- Providing information to members about learning, negotiating on training, learning with employers and building up reference files of up to date information on learning
- Enabling Union Learning Reps to signpost members to other sources of advice and guidance.

24 January - 4 April 2025 | 2 May - 11 July 2025 | 3 October - 12 December 2025

\*Delivered one day per week for ten weeks.



# MENTAL HEALTH

Mental health in the workplace is increasingly important, these courses cover why it is important and how to deal with mental health issues.

## Your pathway to amazing



### BRIEFING

#### MENTAL HEALTH BRIEFING

Our Mental Health briefings are short, informative sessions where issues are identified, discussed and explored with excellent resources provided and signposting to further data or learning opportunities.

Attendees will leave with a broad overview of the subject matter and skills to inform further debate. These sessions are a great way of getting to grips with defining mental health, looking at key issues and planning around them. A great introduction to the mental health pathway.

### SHORT COURSE

#### MENTAL HEALTH AWARENESS SHORT COURSE

This short introductory course will help trade union reps recognise and deal with workplace issues relating to mental health. The course covers:

- Strategies to deal with and raise awareness of the topic
- Identifying signs and symptoms of mental ill-health
- Raising awareness
- Strategies for support
- Action planning for progress.

7 March - 21 March 2025 | 26 June - 10 July 2025 | 17 November - 1 December 2025

\*Delivered one day per week.

### CERTIFICATE

#### MENTAL HEALTH CERTIFICATE

This course is aimed at union reps that have completed the 3 day short course. The course covers:

- Dealing with mental health issues in the workplace
- Promoting workplace wellbeing
- Developing awareness of relevant legislation and employer policies
- Developing the skills required to act on behalf of workers that may be experiencing mental health issues.

Contact us for information on course dates.

\*Delivered via a combination of classroom and online sessions – one classroom session per month, remainder online.

### FIRST AID

#### MENTAL HEALTH FIRST AID

Mental Health First Aid (MHFA) is an internationally recognised two day training course, designed to teach people how to spot the signs and symptoms of mental ill health and provide help on a first aid basis.

\*For further information please see pages 17 and 18.



# MENTAL HEALTH FIRST AID



Mental Health First Aid (MHFA) is an internationally recognised two day training course, designed to teach people how to spot the signs and symptoms of mental ill health and provide help on a first aid basis.

We currently offer Adult MHFA and Youth MHFA. Mental Health First Aiders have:

- An in depth understanding of mental health and the factors that can affect wellbeing
- Practical skills to spot the triggers and signs of mental health issues
- Confidence to step in, reassure and support a person in distress
- Enhanced interpersonal skills such as non-judgemental listening
- Knowledge to help someone recover their health by guiding them to further support - whether that's self-help resources, through their employer, the NHS, or a mix - engaging with parents, carers and external agencies where appropriate
- Ability to support a young person with a long term mental health issues or disability to thrive
- Tools to look after your own mental wellbeing.

## COURSE DATES

### ADULT MHFA

Contact us for information on course dates and pricing.

### YOUTH MHFA

Contact us for information on course dates and pricing.

The MHFA course is delivered over two days / four sessions:

#### SESSION 1

- Early signs of a mental health problem
- Provide help on a first aid basis
- Preventing someone from hurting themselves or others
- Helping to stop a mental illness from getting worse
- Helping someone recover faster
- Guide someone towards the right support
- Reducing the stigma of mental health problems.

#### SESSION 2

- Suicide in England
- How to help someone who is suicidal
- Listening non-judgementally
- First aid for depression

#### SESSION 3

- What is anxiety?
- When is anxiety a problem?
- Alcohol, drugs and anxiety disorders
- Crisis first aid for panic attacks
- Crisis first aid for acute stress reaction
- Some common thinking distortions
- Treatment and resources for anxiety
- Self-harm
- Eating disorders.

#### SESSION 4

- What is psychosis?
- Understanding psychosis
- Schizophrenia and bipolar disorder
- Recovery from psychosis
- Crisis first aid for acute psychosis
- Treatment and resources for psychosis
- Action planning for using MHFA.

# DIPLOMAS

Our range of Diploma courses have been developed to help experienced union representatives and officials take their learning further. We currently provide access to three Diplomas which are delivered over 36 weeks via blended learning, this combines class-based and online learning. We also take learners through GREL (Getting Ready for E-Learning), a short, accredited course which demonstrates how online learning works.

## COURSE DATES

### DIPLOMA IN EMPLOYMENT LAW LEVEL 2

This diploma looks more deeply at the law in relation to work and employment. The course covers:

- The origins, development, structure and machinery of employment law
- The role of Europe including contracts, dismissal, trade union and collective rights, communication and study skills.

25 September 2025 - 30 July 2026

\*Delivered via a combination of classroom and online sessions

### DIPLOMA IN OCCUPATIONAL HEALTH AND SAFETY LEVEL 2

This course is aimed at reps that have completed Health & Safety Stages 1 and 2 and would like to extend their Knowledge of occupational health and safety issues. The diploma covers:

- Occupational Health and Safety and the environment
- Healthy and safety organisation
- The law and international issues.

24 September 2025 - 29 July 2026

\*Delivered via a combination of classroom and online sessions

### DIPLOMA IN EQUALITIES

This course is primarily for experienced trade union reps whose role would benefit from a wider understanding of equality issues. Learners look at:

- Workplace equality issues
- the law in relation to equality
- Working towards equality with workplaces and the trade union

23 September 2025 - 28 July 2026

• \*Delivered via a combination of classroom and online sessions

# HOW TO APPLY

There are no fees for attending a Trade Union Education course. To apply:

- Please review the prospectus and select a course
- Fill in the application form enclosed
- Apply for paid release from work (with your employer)
- Make sure that it has been countersigned by your union branch officer
- Note the details of the course for your records and return the completed form to the address or email address below.

## Negotiating Paid Release From Work

Normally Union Reps get release through collective agreements with their employers.

There is legal backing in the Trade Union and Labour Relations Act 1992 and section 43 of the Employment Act 2002. There is also a linked ACAS Code of Practice – Time Off for Trade Union Duties and Activities. The Health and Safety at Work act also has a section on paid release for Safety Representatives with a code of practice – Time Off for Safety Representatives.

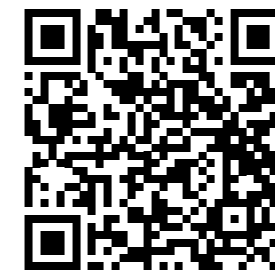
If you have any problems obtaining paid release you should contact your Senior Union Rep or full-time officer once you have applied.

## Registration Form

Please return your completed form to:

Mike Dearing  
Trade Union Education  
The Manchester College  
Shena Simon Campus  
Whitworth Street  
Manchester  
M1 3HB

Or by email (with Branch Officers signature) [MDearing@tmc.ac.uk](mailto:MDearing@tmc.ac.uk)  
Or alternatively scan the QR code to complete our secure online registration form.



# Registration Form



I would like to apply for a place on a course listed below:

Course Title  Course Date  /  /

Course Location

First Name  Surname

Home Address

Postcode

Email Address (if any)

Mobile Number

Ethnicity  Date of Birth  /  /

Would you describe yourself as having any additional support needs?  Yes  No

If yes, please give details

Trade Union

Name of Employer

Home Address

Postcode

Daytime Telephone Number

I am a fully paid member and representative of my Union and my employer has agreed to me attending this course without loss of earning.

Branch Officer Name  Tel/Email

Please tick here if you would like your details to be added to our mail list for trade union education updates.

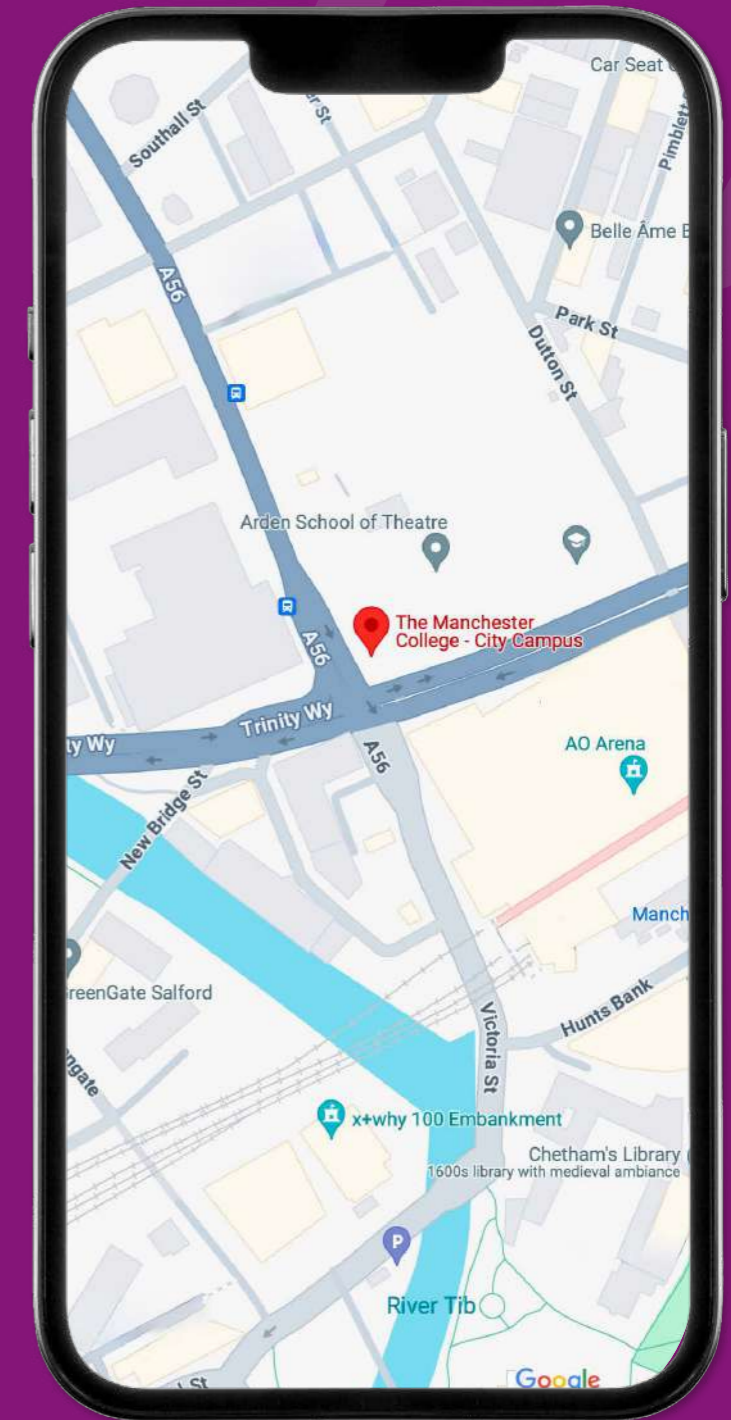
Signature of Applicant

# HOW TO FIND US

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The Manchester College  
City Campus Manchester  
60 Great Ducie Street  
Manchester  
M3 1PT

Office Number: 0161 674 1401

General E-mail: [TUED@tmc.ac.uk](mailto:TUED@tmc.ac.uk)



Scan the QR code to visit our website





Take your skills to the next level  
and book on a course today.

 0161 674 1401     @TUEDTMC     [tmc.ac.uk](https://www.tmc.ac.uk)

*The Manchester College is committed to equality of opportunity, non-discriminatory practices and supporting individual students.*

*This information is also available in a range of formats, such as large print, on request.*