

EDUCATION & TRAINING PROGRAMME: AUGUST 2018 – JULY 2019

Listed below is the CWU Education & Training Dept. Alvescot Lodge Residential Education Programme for August 2018 – July 2019 which will assist branches in making necessary arrangements for students.

Applications for reps can be made at any time. **Please note that courses that contain parts 1 and 2 are a single course and both parts must be applied for and completed within the same academic year.** Letters to Branches and notices on CWU websites and social media will be issued periodically giving more information about each course. Successful applicants will not receive any paperwork until after the closing date for applications.

Reference to “TBC” (to be confirmed) denotes dates where courses will be scheduled that are currently subject to ongoing course development. Subject to certain criteria, the majority of the courses listed below can be delivered at Regional Level via CWU Course Admin.

	COURSE	VENUE
AUGUST		
30 – 3	ESSENTIAL SKILLS PART 1	ALVESCOT
6 – 10	POSTAL AGREEMENTS & PROCEDURES	ALVESCOT
13 – 17	INTRODUCTION TO HEALTH & SAFETY PART 1	ALVESCOT
20 – 22	MENTAL HEALTH AWARENESS	ALVESCOT
22 – 24	GRIEVANCE & DISCIPLINE	ALVESCOT
22 – 24	FINANCIAL SECRETARIES/TREASURERS	ALVESCOT
29 – 31	BANK HOLIDAY BRANCH SECRETARIES MODULE 1	ALVESCOT
SEPTEMBER		
3 – 7	EMPLOYMENT LAW WEEK 1	ALVESCOT
3 – 7	OCCUPATIONAL HEALTH & SAFETY WEEK 1	ALVESCOT
10 – 14	EQUAL RIGHTS PART 1	ALVESCOT
10 – 14	UNION LEARNING REPS PART 1	ALVESCOT
17 – 21	ESSENTIAL SKILLS PART 1	ALVESCOT
24 – 28	INTERMEDIATE HEALTH & SAFETY PART 1	ALVESCOT
OCTOBER		
1 – 5	INTRODUCTION TO HEALTH & SAFETY PART 1	ALVESCOT
8 – 12	ESSENTIAL SKILLS PART 2	ALVESCOT
15 – 19	ADVANCED SKILLS PART 1	ALVESCOT
22 – 26	POSTAL AGREEMENTS & PROCEDURES	ALVESCOT
29 – 2	INTRODUCTION TO HEALTH & SAFETY PART 2	ALVESCOT
NOVEMBER		
5 – 9	EMPLOYMENT LAW WEEK 2	ALVESCOT
5 – 9	OCCUPATIONAL HEALTH & SAFETY WEEK 2	ALVESCOT
12 – 16	ESSENTIAL SKILLS PART 1	ALVESCOT
19 – 23	INTRODUCTION TO HEALTH & SAFETY PART 1	ALVESCOT
26 – 30	INTERMEDIATE HEALTH & SAFETY PART 1	ALVESCOT
DECEMBER		
3 – 7	TBC	ALVESCOT
10 – 14	TBC	ALVESCOT
17 – 21	CLOSED	ALVESCOT
24 – 28	CLOSED	ALVESCOT
JANUARY		
31 – 4	BANK HOLIDAY	ALVESCOT
7 – 11	ESSENTIAL SKILLS PART 1	ALVESCOT
14 – 18	EMPLOYMENT LAW WEEK 3	ALVESCOT
14 – 18	OCCUPATIONAL HEALTH & SAFETY WEEK 3	ALVESCOT
21 – 25	POSTAL AGREEMENTS & PROCEDURES	ALVESCOT
28 – 1	ADVANCED SKILLS PART 2	ALVESCOT

FEBRUARY		
4 – 8	INTRODUCTION TO HEALTH & SAFETY PART 2	ALVESCOT
11 – 15	INTERMEDIATE HEALTH & SAFETY PART 2	ALVESCOT
18 – 22	ESSENTIAL SKILLS PART 2	ALVESCOT
25 – 27	PUBLIC SPEAKING	ALVESCOT
27 – 29	BLACK MEMBERS LEADERSHIP 1	ALVESCOT
MARCH		
4 – 8	ESSENTIAL SKILLS PART 1	ALVESCOT
11 – 15	EQUAL RIGHTS PART 2	ALVESCOT
11 – 15	UNION LEARNING REPS PART 2	ALVESCOT
18 – 22	ADVANCED SKILLS PART 1	ALVESCOT
25 – 29	EMPLOYMENT LAW WEEK 4	ALVESCOT
25 – 29	OCCUPATIONAL HEALTH & SAFETY WEEK 4	ALVESCOT
APRIL		
1 – 5	ESSENTIAL SKILLS PART 2	ALVESCOT
8 – 12	INTRODUCTION TO HEALTH & SAFETY PART 1	ALVESCOT
15 – 16	BANK HOLIDAY CWU YOUNG WORKERS WORKSHOP	ALVESCOT
24 – 26	BANK HOLIDAY MENTAL HEALTH AWARENESS	ALVESCOT
29 – 3	ESSENTIAL SKILLS PART 1	ALVESCOT
29 – 3	POSTAL AGREEMENTS & PROCEDURES	ALVESCOT
MAY		
8 – 9	BANK HOLIDAY MANDATORY FAIR & EQUAL IN THE CWU	ALVESCOT
13 – 17	ADVANCED SKILLS PART 2	ALVESCOT
20 – 24	INTERMEDIATE HEALTH & SAFETY PART 1	ALVESCOT
29 – 31	BANK HOLIDAY CHAIRING MEETINGS	ALVESCOT
29 – 31	BRANCH SECRETARIES MODULE 2	
JUNE		
3 – 7	ESSENTIAL SKILLS PART 2	ALVESCOT
10 – 12	WOMEN'S LEADERSHIP	ALVESCOT
12 – 14	BLACK MEMBERS LEADERSHIP 2	ALVESCOT
17 – 21	INTERMEDIATE HEALTH & SAFETY PART 2	ALVESCOT
24 – 28	INTRODUCTION TO HEALTH & SAFETY PART 2	ALVESCOT
JULY		
1 – 5	POSTAL AGREEMENTS & PROCEDURES	ALVESCOT
8 – 12	ESSENTIAL SKILLS PART 2	ALVESCOT
15 – 19	INTERMEDIATE HEALTH & SAFETY PART 2	ALVESCOT
22 – 26	INTRODUCTION TO HEALTH & SAFETY PART 2	ALVESCOT

Branches are reminded that additional support can be given where students encounter learning differences. For example, if individuals are dyslexic, additional resources, formats and aids are available. For more information, please contact the E&T Dept.

Yours sincerely,

TRISH LAVELLE
Head of Education & Training