

No. 242 /18

22nd April 2017

Dear Colleagues,

## Core Education & Training Programme (RESIDENTIAL) 2018/19

I am pleased to report that the National Executive Council has endorsed the attached CWU Education & Training Programme for residential training courses to be held during the Academic Year 2018/2019.

Branches are reminded that the majority of courses referred to in the core programme may be delivered locally / regionally via request from Regional and Regional Sub Committees, Regional Organising Committees and Branches through the Education & Training Department.

If assistance in developing a forward looking training plan is required, please also contact the CWU Education & Training Dept. in the normal way.

It is important to note that to remain consistent within the CWU, the following courses have been updated and split as "Parts 1 & 2".

Applications to attend courses authorised by the Branch Secretary should be submitted to Maxine Todd (CWU Course Administrator) and **both weeks 1 & 2 (where applicable) should be applied for at the same time.**

- Essential Skills
- Advanced Skills
- Equal Rights in the CWU
- Introduction to Health & Safety

Release protocols for attendance on the listed courses remain unchanged.

Any enquiries in relation to this LTB should be addressed to Lee Wakeman ([lwakeman@cwu.org](mailto:lwakeman@cwu.org)) or Maxine Todd ([mtodd@cwu.org](mailto:mtodd@cwu.org)).

Yours sincerely,

**Trish Lavelle**

Head of Education & Training