

**National and Regional  
Education and  
Training Courses**

## From the General Secretary

The commitment and dedication of a highly skilled and well-motivated teacher workforce is essential to a world-class education system.

Crucial to the aim of securing a highly skilled workforce is the work of elected NASUWT Representatives all over the UK, working hard to make life better for their colleagues, giving teachers a voice in decisions that affect them, and standing up for justice, fairness and equality.

Good employers welcome the contribution to good industrial relations made by well-informed and skilled trade union representatives. This important role is recognised in legislation as representatives have the statutory right to time off work with pay to attend appropriate training courses organised by their trade union. The NASUWT invests in the provision of free, high-quality education and training courses for all of its Representatives. No other teacher trade union provides such a wide range of training and development opportunities.

I hope that you find this course-programme booklet informative. I urge you to use your entitlement to reasonable time off for training in order to attend a course either at your National Centre, Regional Centre or National Headquarters. If you encounter difficulty in securing paid time off to attend, please contact the Member Support Advice Team (for members in England) on 03330 145550 or, for members in Northern Ireland, Scotland and Wales, your National Centre, for assistance.

As the Union's courses are accredited, it may be possible to claim expenses associated with courses from your school's professional development budget.

The NASUWT provides other professional training, seminars and continuing professional development (CPD) opportunities for teachers and school leaders on a variety of issues.

I hope that you will take advantage of our education, training and events programme and that we will have the pleasure of welcoming you during the year at one of our training events.

Yours sincerely



**Chris Keates (Ms)**

# CONTENTS

	<b>Page</b>
Applying for a Course	7
Expenses Guidance for Members on Attending National Training Courses	9
Structure of NASUWT Trade Union Courses	13
Accreditation of NASUWT Courses	15
<b>Courses for Representatives/Officers</b>	<b>17</b>
School/College Representatives	17
Health and Safety Representatives	25
Learning Representatives	29
Local Officers	31
<b>Courses for Supply Teachers</b>	<b>39</b>
<b>Other Courses for Members</b>	<b>43</b>
<b>Trade Union Events</b>	<b>53</b>
Seminars for Members	53
<b>Tackling Under-representation</b>	<b>55</b>
<b>Contact Addresses</b>	<b>58</b>

# Applying for a course listed in this booklet is easy – follow the steps below

- A. Read the course descriptions and choose a course**  
Check that you are eligible to attend the course. Some courses are for specific groups within the Union such as Health and Safety Representatives. The intention is that NASUWT Representatives progress through the matrix of courses, so if you are an NASUWT Representative and have not yet been trained, you should enrol on a Stage 1 course. Representatives who have been trained at Stage 1 and 2 should enrol on one (or more) of the Stage 3 courses. Courses are offered at four stages and the NASUWT would like every Workplace Representative to be trained to Stage 2, as a minimum.
- B. Check the location of the centre at which the course is to be held**  
You can attend courses at your own Regional Centre, at Hillscourt Education Centre in Rednal, or at another Regional/National Centre if you wish.
- If possible, please attend courses at your own Regional/National Centre.
- Members in Scotland and Northern Ireland should, where possible, attend courses at their respective centres in Edinburgh and Belfast where the course content will reflect the particular local circumstances.
- C. Apply by e-mail, phone or letter to the centre where the course is running**  
Contact details are given at the back of this booklet. Courses at Hillscourt Education Centre in Rednal are provided on a residential basis, with on-site accommodation for those who need it. Courses in Regional and National Centres may be offered on a residential basis and accommodation is usually available for those needing it. Please enquire with the relevant centre when making your booking.
- D. Arrange for time off work to attend the course**  
Elected Representatives of the NASUWT have a statutory right to reasonable time off with pay in order to receive training. Leaflets explaining your entitlements are available. If you encounter difficulty in securing paid time off to attend, please contact the Member Support Advice Team (for members in England) on 03330 145550 or, for members in Northern Ireland, Scotland and Wales, your National Centre, for assistance.

**The centre will contact you with course information and travel details closer to the date of the event.**

# **EXPENSES GUIDANCE FOR MEMBERS ON ATTENDING NATIONAL TRAINING COURSES**

## **1 GENERAL INFORMATION**

### **1.1 Reimbursement of Expenses**

Expenses will be reimbursed for items of expenditure as detailed in this guidance and only if this expenditure has been incurred as a direct result of attending an NASUWT training course which has incurred expenditure over and above what a member would normally incur on that day.

Claims for expenditure outside of this guidance must be approved in advance by the National Union. All such requests should, in the first instance, be directed to the Equality and Training Team at [equalityandtraining@mail.nasuwt.org.uk](mailto:equalityandtraining@mail.nasuwt.org.uk).

All claims should be made within three months of the training course being claimed for. They must be on the appropriate Expenses Claim Form, which will be provided by the NASUWT as part of the training course paperwork.

### **1.2 Receipts**

All claims for reimbursement of expenditure, with the exception of mileage claims, must be accompanied by itemised receipts. Debit or credit card slips with no itemised information are not acceptable. Non-receipted claims will be returned to the claimant, requesting the provision of receipts. If receipts are not provided, the claims may not be paid.

### **1.3 Taxation Issues**

If in the unlikely event that a claim was to be paid without a receipt, the NASUWT is legally obliged to notify HMRC of such payments as they are taxable.

HMRC considers a payment for anything the claimant cannot demonstrate as having normally spent in the course of that day as a benefit in kind and therefore taxable. If this guidance is strictly adhered to, members should not incur any tax liability for expense claims made, unless it is explicitly detailed as a benefit in kind.

### **1.4 Cancellation Policy**

The NASUWT is committed to enabling the participation of all members at training courses by providing places for them free of charge. Many of the training courses we organise are oversubscribed and have waiting lists. Occasionally, a member will book to attend a training course and then not attend without giving notice.

This results in a charge to the Union and in a place becoming available that could have been allocated to another member. Therefore, non-attendance

without prior notice may result in an administration fee of £50. It may also affect that member's ability to register for future training courses.

If you find you are unable to attend a training course after making a booking, please contact the Regional Centre where the course is being held, or the Equality and Training Team for Headquarters courses only. Prompt notification will allow places to be made available for other members who wish to attend the training course.

## **1.5 Travel**

When attending a nationally organised NASUWT training course, members will make their own travel arrangements. The NASUWT will reimburse travel expenses at the following rates:

- mileage at 45p per mile (if members share a car, only the driver can claim for the mileage; no extra payment can be claimed by any member);
- receipted parking charges related to the event;
- receipted standard rail fare;
- receipts for other public transport fares if applicable.\*

\*The London Underground system should normally be used in London.

Members are asked to select the most economical travel option. Taxi fares may be claimed, with receipts, where practical considerations outweigh costs. For example: more than one member sharing a taxi will result in less expenditure than public transport, or a member may have demonstrable safety concerns. Whenever possible, this should be agreed with the NASUWT in advance. It is accepted that members with disabilities may travel outside of this guidance.

## **1.6 Accommodation**

### ***Accommodation at Headquarters***

Members who require accommodation the night prior to a training course should contact the Equality and Training Team. This will attract no charge to the member attending the training course and will be on a dinner, bed and breakfast basis.

### ***Accommodation at NASUWT Centres***

Members who require accommodation the night prior to a training course should contact the NASUWT Centre where the course is being held.

### ***Meals***

Members can claim for the purchase of a meal and a drink when away from home at normal meal times, either due to travelling to or from an NASUWT training course or there being no meal provided during that attendance.

Claims cannot be paid for food purchased to be eaten at home.

The allowance for main meals is the actual receipted cost up to:

- |       |           |        |
|-------|-----------|--------|
| (i)   | Breakfast | £9.00  |
| (ii)  | Lunch     | £10.00 |
| (iii) | Dinner    | £25.00 |

These tariffs cannot be aggregated.

These amounts are not aspirational but a maximum tariff which enables reasonable expenses to be claimed for meals, regardless of a member's geographical location. A beverage with a meal, within the prescribed maxima, may be claimed as part of the allowance.

## **2 NASUWT CARE REIMBURSEMENT SCHEME**

The NASUWT operates a care reimbursement scheme. This payment is to provide support for any additional costs incurred by attendees who have to extend their usual care provision for:

- (i) childcare for children between 0 and 16 years;
- (ii) elderly person care;
- (iii) disabled person care;
- (iv) care for persons who are ill.

An allowance of £8.75 per hour may be claimed in respect of carer needs up to a maximum of £87.50 per day outside of any existing carer arrangements.

Claims must always be accompanied by official business receipts including the care providers' Ofsted registration number, which should always be available from a registered childminder looking after children below the age of 8, and/or their company/business number.

Reimbursement will not be made for partners, family or friends for childcare provision who are not registered childminders or people registered at the same address as the claimant.

Reimbursement of expenses is subject to NASUWT authorisation and only costs which can be demonstrated as having been incurred as a result of the engagement of a registered care provider will be reimbursed.

For information: care is a taxable benefit in kind and will be declared to HMRC on the end-of-year tax forms.

## **3 ATTENDING WITH CARERS**

The NASUWT recognises that in some cases, members who are listed on the NASUWT membership system as having a disability may require a carer to

accompany them. Levels of carer assistance will vary, depending on need. These may include travel, accommodation or day-delegate facilities. Each request will be considered on an individual basis.

#### **4 EXCLUSIONS**

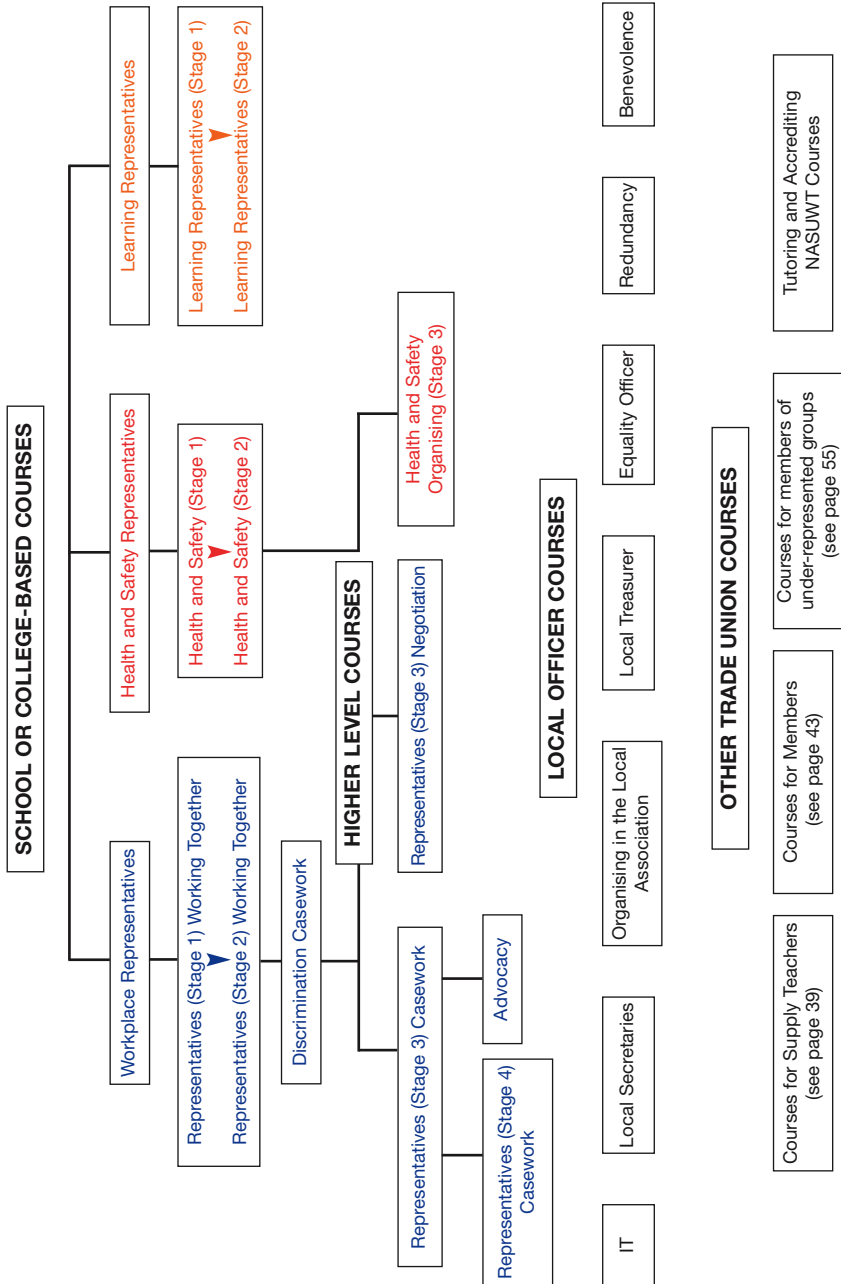
Reimbursement will not be made for:

- incidentals including newspapers or other journals and magazines;
- items of confectionary or other refreshments outside of the provision of a meal in accordance with 1.6. For the avoidance of doubt, this includes: sweets, gum, savoury snack packets not included in a meal deal, and alcohol;
- pet sitting or food;
- constituent ingredients to make meals.

For clarification and further information on any element of this guidance, please contact the Equality and Training Team by telephone on 03330 145550 or e-mail [equalityandtraining@mail.nasuwat.org.uk](mailto:equalityandtraining@mail.nasuwat.org.uk).



# Structure of NASUWT Trade Union Courses



## Accreditation of NASUWT Courses

Since 2004, courses for representatives have been accredited through the TUC and National Open College Network (NOCN). This has enabled course participants to obtain credits through the NOCN.

This allows NASUWT members to include these credits as part of their continuing professional development (CPD) record, which could be helpful in their teaching career prospects, and the accumulation of these credits may assist in seeking access to higher level Trade Union courses run by the TUC.

The course programme has been designed to allow representatives to progress through stages, since each stage builds on the skills and knowledge learned previously. The progress chart is shown in the diagram on page 13.

All representatives are encouraged to progress through the levels of training courses and those completing courses at Stage 2 are eligible to apply for the higher level courses within that training strand.

To achieve full caseworker accreditation, the following modules are mandatory: Working Together Stage 1; Working Together Stage 2; Discrimination Casework; and Representatives Stage 3 Casework. Accreditation will be received after all four courses have been completed.

Additionally, caseworkers are required to attend **one** of the following modules/training events per year, at National/Regional centres, to keep their knowledge and skills updated in order to maintain their accreditation: a Thompsons Legal Briefing; Representatives (Stage 3) Negotiation; Representatives (Stage 4) Casework; Advocacy; Equality Officers course; or caseworker forums. **Please note** that caseworkers may choose any module/training event which suits their training requirements each year from this additional list.

Members who are local branch officers are automatically regarded as representatives and able to access representatives' courses.

Please note that all accreditation is subject to internal and external quality assurance processes.

# COURSES FOR REPRESENTATIVES/OFFICERS

## SCHOOL/COLLEGE REPRESENTATIVES

These courses are offered to elected NASUWT School/College Representatives.

In most cases, NASUWT Representatives are entitled by statute to reasonable time off work with pay in order to receive the training offered. Any difficulty in securing time off with pay should be reported to the NASUWT Local Association Secretary or Regional/National Centre.

### REPRESENTATIVES (STAGE 1): WORKING TOGETHER

This two-day course equips NASUWT Representatives working in schools and academies covered by the School Teachers' Pay and Conditions Document (STPCD) with the essential knowledge, skills and confidence needed to carry out the role of trade union representative. This is a perfect opportunity to meet other colleagues working in similar circumstances and to discuss common problems with a skilled tutor.

This is an ESSENTIAL foundation course for every NASUWT Representative. Following successful completion of the course, the NASUWT will accredit participants as 'Workplace Representatives'.

<b>Location</b>	<b>Date</b>	<b>Code</b>	<b>Venue</b> (if different from the Regional Centre)
<b>Headquarters, Hillscourt Education Centre</b>	14/15 November	AF001HO18	
<b>Eastern Regional Centre</b>	02/03 October 08/09 May	AF003REA18 AF001REA19	
<b>East Midlands Regional Centre</b>	26/27 September 05/06 December 05/06 February 19/20 June 09/10 July	AF005REM18 AF006REM18 AF001REM19 AF002REM19 AF003REM19	
<b>Greater London Regional Centre</b>	13/14 November 18/19 February 10/11 June	AF004RLO18 AF001RLO19 AF002RLO19	
<b>North East Regional Centre</b>	13/21 November 03/04 July	AF003RNE18 AF001RNE19	
<b>North West Regional Centre</b>	02/03 October 15/16 November 30/31 January 26/27 June	AF003RNW18 AF004RNW18 AF001RNW19 AF002RNW19	

<b>Location</b>	<b>Date</b>	<b>Code</b>	<b>Venue</b> <i>(if different from the Regional Centre)</i>
<b>South East Regional Centre</b>	16/17 October	AF004RSE18	
	03/04 December	AF005RSE18	
	05/06 February	AF001RSE19	
	02/03 May	AF002RSE19	
<b>South West Regional Centre</b>	05/06 November	AF004RSW18	
	05/06 February	AF001RSW19	
	03/04 April	AF002RSW19	
	04/05 July	AF003RSW19	
<b>West Midlands Regional Centre</b>	03/04 October	AF003RWM18	
	07/08 March	AF001RWM19	
	25/26 June	AF002RWM19	
<b>Yorkshire &amp; Humberside Regional Centre</b>	15/16 October	AF003RYO18	
	30/31 January	AF001RYO19	
	11/12 July	AF002RYO19	
<b>Northern Ireland National Centre*</b> <i>(for members in NI only)</i>	17/18 October	AF002RNI18	
	27/28 March	AF001RNI19	
<b>Scotland National Centre</b>	31 Oct/01 Nov	AF002RSC18	
	30/31 January	AF001RSC19	
<b>Wales National Centre</b>	25/26 October	AF003RWA18	
	28/29 March	AF001RWA19	<i>St Asaph</i>
	18/19 June	AF002RWA19	

\* Members in Northern Ireland should attend the Representatives (Stage 1): Working Together course at the Northern Ireland National Centre only.

## **REPRESENTATIVES (STAGE 1): WORKING TOGETHER FOR REPRESENTATIVES IN ACADEMY SCHOOLS**

This two-day course is tailored especially for NASUWT Representatives working in Academy schools **not** following the School Teachers' Pay and Conditions Document (STPCD). It equips NASUWT Representatives with the essential knowledge and skills to carry out the role of trade union representatives in these settings. This is a perfect opportunity to meet with other colleagues working in similar circumstances and to discuss common problems with a skilled tutor.

This is an ESSENTIAL foundation course for every NASUWT Representative not working to the STPCD. Following successful completion of the course, the NASUWT will accredit participants as 'Workplace Representatives'.

<b>Location</b>	<b>Date</b>	<b>Code</b>	<b>Venue</b> <i>(if different from the Regional Centre)</i>
<b>East Midlands Regional Centre</b>	06/07 November 12/13 March	MH002REM18 MH001REM19	
<b>Greater London Regional Centre</b>	02/03 July	MH001RLO19	
<b>North West Regional Centre</b>	24/25 April	MH001RNW19	
<b>South East Regional Centre</b>	05/06 November 24/25 January 06/07 March 13/14 June	MH005RSE18 MH001RSE19 MH002RSE19 MH003RSE19	

## **REPRESENTATIVES (STAGE 1): WORKING TOGETHER FOR REPRESENTATIVES IN INDEPENDENT SCHOOLS**

This two-day course is tailored especially for NASUWT Representatives working in independent schools. It equips NASUWT Representatives with the essential knowledge and skills needed to carry out the role of trade union representative in these settings. This is a perfect opportunity to meet with other colleagues working in similar circumstances and to discuss common problems with a skilled tutor.

This is an ESSENTIAL foundation course for every NASUWT Representative in an independent setting. Following successful completion of the course, the NASUWT will accredit participants as ‘Workplace Representatives’.

<b>Location</b>	<b>Date</b>	<b>Code</b>	<b>Venue</b> <i>(if different from the Regional Centre)</i>
<b>Headquarters, Hillscourt Education Centre</b>	03/04 July	AH001HO19	
<b>Greater London Regional Centre</b>	08/09 April	AH001RLO19	
<b>South East Regional Centre</b>	08/09 July	AH001RSE19	

## REPRESENTATIVES (STAGE 2): WORKING TOGETHER

This is a course for NASUWT Representatives in all educational settings who have completed Working Together (Stage 1).

Experienced trade union tutors help participants acquire a deeper understanding of the issues facing teachers, particularly the context of individual and collective issues for NASUWT members. The course helps participants develop the negotiating, casework-handling and organising skills needed to tackle issues in the modern workplace.

Location	Date	Code	Venue <i>(if different from the Regional Centre)</i>
<b>Headquarters, Hillscourt Education Centre</b>	15/16 October	AG003HO18	
	23/24 January	AG001HO19	
	10/11 July	AG002HO19	
<b>Eastern Regional Centre</b>	27/28 November	AG002REA18	
	13/14 March	AG001REA19	
<b>East Midlands Regional Centre</b>	02/03 October	AG003REM18	
	06/07 March	AG001REM19	
	03/04 July	AG002REM19	
<b>Greater London Regional Centre</b>	24/25 January	AG001RLO19	
	08/09 July	AG002RLO19	
<b>North East Regional Centre</b>	09/10 July	AG001RNE19	
<b>North West Regional Centre</b>	22/23 January	AG002RNW19	
	03/04 June	AG001RNW19	
<b>South East Regional Centre</b>	29/30 November	AG002RSE18	
	23/24 May	AG001RSE19	
<b>South West Regional Centre</b>	20/21 November	AG002RSW18	
	20/21 March	AG001RSW19	
<b>West Midlands Regional Centre</b>	15/16 November	AG002RWM18	
	13/14 June	AG001RWM19	
<b>Yorkshire &amp; Humberside Regional Centre</b>	26/27 November	AG002RYO18	
	14/15 March	AG001RYO19	
<b>Northern Ireland National Centre*</b> <i>(for members in NI only)</i>	15/16 January	AG001RNI19	
<b>Scotland National Centre</b>	13/14 November	AG001RSC18	
	06/07 February	AG001RSC19	
<b>Wales National Centre</b>	02/03 April	AG001RWA19	

\* Members in Northern Ireland should attend the Representatives (Stage 2): Working Together course at the Northern Ireland National Centre only.

**DISCRIMINATION CASEWORK**  
**(MANDATORY ACCREDITATION REQUIREMENT)**

This one-day course will equip caseworkers with practical skills and knowledge for identifying and tackling discrimination cases. The course will cover the Union’s legal avenue for addressing discrimination casework, as well as give an overview of discrimination law and how this should be applied in practice. It includes practical case studies on identifying the different strands of discrimination and the prohibited conduct to be applied in each case.

<b>Location</b>	<b>Date</b>	<b>Code</b>	<b>Venue</b> <i>(if different from the Regional Centre)</i>
<b>Headquarters, Hillscourt Education Centre</b>	11 December	VO001HO18	
<b>Eastern Regional Centre</b>	26 February	VO001REA19	
<b>East Midlands Regional Centre</b>	05 October	VO002REM19	
<b>Greater London Regional Centre</b>	21 September	VO002RLO18	
<b>North East Regional Centre</b>	13 March	VO001RNE19	
<b>North West Regional Centre</b>	13 May	VO001RNW19	
<b>South East Regional Centre</b>	27 June	VO001RSE19	
<b>South West Regional Centre</b>	11 February	VO001RSW19	
<b>West Midlands Regional Centre</b>	22 November	VO002RWM18	
<b>Yorkshire &amp; Humberside Regional Centre</b>	28 January	VO001RYO19	
<b>Scotland National Centre</b>	31 May	VO001RSC19	
<b>Wales National Centre</b>	14 November	VO001RWA18	
<b>Northern Ireland National Centre*</b> <i>(for members in NI only)</i>	07 March	VO001RNI19	

\* Members in Northern Ireland should attend the Discrimination Casework course at the Northern Ireland National Centre only.

## REPRESENTATIVES (STAGE 3): NEGOTIATION

Negotiation is a skill central to the role of any trade union representative. This activity-based course teaches the theory and practice of negotiation in a structured, practical way. Research into successful negotiating strategies is drawn upon and will inform discussions and activities.

The course allows NASUWT members to practise and develop negotiating skills in a safe and supportive environment.

Those who have completed Working Together (Stage 2), or who are actively engaged in negotiation at either Local Association or Federation level, are eligible to apply for a place on these courses. The course usually needs a minimum of six participants.

Please note, this course is **not** suitable for members teaching in Northern Ireland.

<b>Location</b>	<b>Date</b>	<b>Code</b>	<b>Venue</b> <i>(if different from the Regional Centre)</i>
<b>Headquarters, Hillscourt Education Centre</b>	05/06 November	LB003HO18	
	17/18 January	LB001HO19	
	19/20 June	LB002HO19	
<b>East Midlands Regional Centre</b>	14/15 March	LB001REM19	
<b>Greater London Regional Centre</b>	07/08 March	LB001RLO19	
<b>North West Regional Centre</b>	08/09 May	LB001RNW19	
<b>South East Regional Centre</b>	10/11 July	LB001RSE19	
<b>South West Regional Centre</b>	15/16 May	LB001RSW19	
<b>West Midlands Regional Centre</b>	04/05 June	LB001RWM19	
<b>Yorkshire &amp; Humberside Regional Centre</b>	11/12 February	LB001RYO19	

## REPRESENTATIVES (STAGE 3): CASEWORK

Dealing with members' problems can be challenging. This course focuses on skills essential in successfully handling the more complex problems that can come the way of Local Association Caseworkers. The course teaches how to deal with problems in a systematic manner; how to interview members; how to research documents and papers; and how to assemble a 'case'. There are opportunities to discuss issues with experienced tutors.

Upon successful completion of this and the mandatory Discrimination course, participants will be accredited by the Union as a 'Casework Representative'.



After achieving this accreditation, it is important that Casework Representatives keep their skills and knowledge updated through attending relevant Casework Briefings, which are listed on page 35.

Those who have completed Working Together (Stage 2), or who are actively engaged in negotiation at either Local Association or Federation level, are eligible to apply for a place on these courses. The course usually needs at least six participants to run.

<b>Location</b>	<b>Date</b>	<b>Code</b>	<b>Venue</b> <i>(if different from the Regional Centre)</i>
<b>Headquarters, Hillscourt Education Centre</b>	31 Oct/01 Nov 25/26 February 13/14 June	LA003HO18 LA001HO19 LA002HO19	
<b>Eastern Regional Centre</b>	24/25 April	LA001REA19	
<b>East Midlands Regional Centre</b>	12/13 December 06/07 June	LA002REM18 LA001REM19	
<b>Greater London Regional Centre</b>	12/13 June	LA001RLO19	
<b>North East Regional Centre</b>	20/21 March	LA001RNE19	
<b>North West Regional Centre</b>	06/07 February	LA001RNW19	
<b>South East Regional Centre</b>	25/26 June	LA001RSE19	
<b>South West Regional Centre</b>	04/05 March	LA001RSW19	
<b>West Midlands Regional Centre</b>	17/18 October 08/09 July	LA002RWM18 LA001RWM19	
<b>Yorkshire &amp; Humberside Regional Centre</b>	28/29 March	LA001RYO19	
<b>Scotland National Centre</b>	06/07 March	LA001RSC18	
<b>Northern Ireland National Centre*</b> <i>(for members in NI only)</i>	07/08 February	LA001RNI19	
<b>Wales National Centre</b>	02/03 July	LA001RWA19	

\* Members in Northern Ireland should attend the Representatives (Stage 3): Casework course at the Northern Ireland National Centre only.

## **REPRESENTATIVES (STAGE 4): CASEWORK**

This is a course for experienced NASUWT caseworkers. Using a mixture of simulation, presentation and discussion, participants deal with a complex and serious issue on behalf of a fictional member. In the process, caseworkers examine the nature of difficult decisions that have to be made, how to use procedures effectively and how to access the Union's legal services appropriately.

Applicants will have already completed Casework (Stage 3) and have experience of handling members' cases. The course usually needs at least three participants to run. Please note, this course is **not** suitable for members teaching in Northern Ireland.

<b>Location</b>	<b>Date</b>	<b>Code</b>	<b>Venue</b> <i>(if different from the Regional Centre)</i>
<b>Headquarters, Hillscourt Education Centre</b>	14/15 January	LC001HO19	
<b>Eastern Regional Centre</b>	19/20 September	LC001REA18	
<b>East Midlands Regional Centre</b>	12/13 February 17/18 June	LC001REM19 LC002REM19	
<b>Greater London Regional Centre</b>	11/12 July	LC001RLO19	
<b>North West Regional Centre</b>	15/16 October	LC002RNW18	
<b>South East Regional Centre</b>	12/13 November	LC001RSE18	
<b>South West Regional Centre</b>	19/20 June	LC001RSW19	
<b>Yorkshire &amp; Humberside Regional Centre</b>	17/18 June	LC001RYO19	

## **ADVOCACY**

After developing the skills and competencies necessary to represent a member, the member's case may have to be presented and argued before a third party, such as a governing body.

This course teaches the practical skills of organising and presenting a case orally, how best to argue the case and how to question witnesses effectively.

Normally, applicants will be expected to have completed the Casework (Stage 3) course. The course usually needs at least four participants to run.

<b>Location</b>	<b>Date</b>	<b>Code</b>	<b>Venue</b> <i>(if different from the Regional Centre)</i>
<b>Headquarters, Hillscourt Education Centre</b>	01/02 October	BD001HO18	
<b>Eastern Regional Centre</b>	17/18 October	BD001REA18	
<b>East Midlands Regional Centre</b>	16/17 January	BD001REM19	
<b>South West Regional Centre</b>	08/09 July	BD001RSW19	
<b>Yorkshire &amp; Humberside Regional Centre</b>	01/02 July	BD001RYO19	
<b>Northern Ireland National Centre</b>	19/20 March	BD001RNI19	

## HEALTH AND SAFETY REPRESENTATIVES

### HEALTH AND SAFETY REPRESENTATIVES (STAGE 1)

The NASUWT Health and Safety Representative in schools is an essential part of the NASUWT team, working to improve the lives of teachers. This course provides the NASUWT Health and Safety Representative with the relevant knowledge and skills to tackle the physical, environmental and organisational factors which have a detrimental effect on the health and wellbeing of members. Participants also gain an understanding of the legal duties of employers, managers and employees in respect of health and safety.

The course is in two parts of one day each, separated by several months, and those who are (or are about to become) NASUWT Health and Safety Representatives are eligible to apply for places on these courses.

This course will include online resources and activities.

<b>Location</b>	<b>Date</b>	<b>Code</b>	<b>Venue</b> <i>(if different from the Regional Centre)</i>
<b>Headquarters, Hillscourt Education Centre</b>	09 Jul/18 Oct	BG001HO19	
<b>Greater London Regional Centre</b>	26 Sep/16 Jan 12 Feb/18 Jun	BG003RLO18 BG001RLO19	
<b>North West Regional Centre</b>	03 Dec/04 Mar 03 May/05 Jul	BG002RNW18 BG001RNW19	
<b>Northern Ireland National Centre</b>	06 Nov/08 Jan 19 Feb/14 May	BG003RNI18 BG001RNI19	
<b>Scotland National Centre</b>	06 Sep/17 Jan	BG001RSC18	
<b>Wales National Centre</b>	13 Feb/14 May	BG001RWA19	

### HEALTH AND SAFETY REPRESENTATIVES (STAGE 2)

NASUWT Health and Safety Representatives are at the forefront of the fight to protect and secure the physical and mental health, safety and welfare of teachers.

The Health and Safety (Stage 2) course builds on knowledge and skills acquired at Stage 1 and enables trained representatives to extend knowledge of health and safety law and action planning, facilitated by skilled tutors. The course focuses, in particular, upon the processes of risk assessment and a more detailed examination of health and safety problems within schools and colleges.

The NASUWT encourages every eligible Health and Safety Representative to attend this course.

This course will include online resources and activities.

<b>Location</b>	<b>Date</b>	<b>Code</b>	<b>Venue</b> <i>(if different from the Regional Centre)</i>
<b>Headquarters, Hillscourt Education Centre</b>	19/20 March	AC001HO19	
<b>Greater London Regional Centre</b>	15/16 May	AC001RLO19	
<b>North East Regional Centre</b>	12/13 September	AC002RNE18	
<b>North West Regional Centre</b>	21/22 November	AC001RNW18	
<b>Northern Ireland National Centre</b>	22/23 January	AC001RNI19	
<b>Scotland National Centre</b>	06/07 November	AC001RSC18	
<b>Wales National Centre</b>	12/13 December	AC002RWA18	<i>St Asaph</i>

### **HEALTH AND SAFETY (STAGE 3): ORGANISING**

This course is for trained Health and Safety Representatives and focuses on using good health and safety practice to organise successfully within the workplace and develop the NASUWT's effectiveness. The course looks at: organising around health and safety; identifying and developing safety representatives; working constructively with the employer; safety committees; extending safety representatives' rights; promoting equality using health and safety; and action planning.

The course is aimed at Local Association Health and Safety Officers, Health and Safety Training Officers and Health and Safety Co-ordinators and is open to anyone who has completed Health and Safety (Stage 2).

<b>Location</b>	<b>Date</b>	<b>Code</b>	<b>Venue</b> <i>(if different from the Regional Centre)</i>
<b>Headquarters, Hillscourt Education Centre</b>	16 Jan/15 March	BY001HO19	
<b>Greater London Regional Centre</b>	04 Mar/20 May	BY001RLO19	

### **ANNUAL HEALTH AND SAFETY SEMINAR**

This event is designed to bring NASUWT Health and Safety Representatives and other key office holders up to date with current issues and to improve their understanding of health, safety and welfare issues in the workplace.

Delegates have access to a combination of keynote speeches, good practice seminars and Q&A sessions, all of which are of practical assistance in providing support to members.

The Seminar Day is held at the Union’s Headquarters at Rednal in June and is relevant for NASUWT members holding the following positions within the Union:

- Health and Safety Workplace Representatives
- Local Association Health and Safety Co-ordinators
- Federation Health and Safety Co-ordinators
- Health and Safety Training Officers
- Workplace Representatives
- Local Association Secretaries
- Federation Secretaries
- National Executive Members

The Union will contact members holding the positions indicated above to provide details of the 2018 Seminar Day and to invite booking.

<b>Location</b>	<b>Date</b>	<b>Code</b>	<b>Contact</b>
<b>Headquarters, Hillscourt Education Centre</b>	TBC		<i>Conferences and Events Team</i>

### **REGIONAL HEALTH AND SAFETY REPRESENTATIVES’ BRIEFING**

This regional briefing will look at issues relevant to the work of Health and Safety Representatives within the area.

<b>Location</b>	<b>Date</b>	<b>Code</b>	<b>Venue</b> <i>(if different from the Regional Centre)</i>
<b>TBC</b>	TBC		



## LEARNING REPRESENTATIVES

The Learning Representative is a union member who has been elected to the union role in a school or college. The Learning Representative is trained to support the professional development of colleagues in the workplace. The role can include: raising awareness and promoting the value of CPD; providing information on learning opportunities; identifying members' learning needs; working with employers and other partners to improve access to learning opportunities; monitoring quality of provision; and supporting equality of access to learning.

For members, the Learning Representative is someone to go to for information about training; someone who can be trusted. Learning Representatives can assist in assessing members' learning needs, help members follow up training needs identified in performance management objectives and support negotiations with employers about learning issues.

### LEARNING REPRESENTATIVES (STAGE 1)

This two-day course equips Learning Representatives with the knowledge, skills and confidence needed to carry out their role. This is an opportunity to meet other colleagues and discuss common problems with an experienced tutor. The course covers: the role of the Learning Representative; facilities for Learning Representatives; identifying learning needs in the workplace; interviewing members; giving advice; and constructing an action plan.

This is an essential foundation course for NASUWT Learning Representatives. The course usually needs at least four participants to run.

<b>Location</b>	<b>Date</b>	<b>Code</b>	<b>Venue</b> <i>(if different from the Regional Centre)</i>
<b>Headquarters, Hillscourt Education Centre</b>	25/26 March	BR001HO19	
<b>Scotland National Centre</b>	13/14 March	BR001RSC19	
<b>Wales National Centre</b>	29/30 October	BR001RWA18	

## LEARNING REPRESENTATIVES (STAGE 2)

This course is for the more experienced NASUWT Learning Representatives who have completed Learning Representatives (Stage 1). Experienced trade union tutors will help NASUWT Learning Representatives to acquire a deeper understanding of issues they face when dealing with members.

The course provides an understanding of how learning relates to union organising in the workplace and builds knowledge of current learning initiatives, equality of access to learning and Union Learning Agreements (ULAs).

The course usually needs at least four participants to run.

<b>Location</b>	<b>Date</b>	<b>Code</b>	<b>Venue</b> <i>(if different from the Regional Centre)</i>
<b>Headquarters, Hillscourt Education Centre</b>	11/12 June	BV001HO19	



## LOCAL OFFICERS

### ORGANISING IN THE LOCAL ASSOCIATION

This course is essential for members active within their Local Association and is particularly effective where local secretaries, assistant secretaries and other members of the Local Association team attend the course together.

The course compares and contrasts the 'servicing' and 'organising' models of trade unions, evaluates the differences in approach and examines the effective use of an organising model within the NASUWT.

Using an active learning approach, course participants examine how to: develop their Local Association; build a strong and active union in the workplace; recruit new members and activists; organise in teams; tackle the barriers to trade union organisation; and organise and campaign around workplace issues.

<b>Location</b>	<b>Date</b>	<b>Code</b>	<b>Venue</b> <i>(if different from the Regional Centre)</i>
<b>Headquarters, Hillscourt Education Centre</b>	08/09 October	LE005HO18	
	04/05 March	LE001HO19	
	17/18 June	LE002HO19	
<b>Eastern Regional Centre</b>	26/27 June	LE001REA19	
<b>East Midlands Regional Centre</b>	05/06 July	LE001REM19	
<b>Greater London Regional Centre</b>	24/25 July	LE001RLO19	
<b>North West Regional Centre</b>	22/23 May	LE001RNW19	
<b>South East Regional Centre</b>	28/29 March	LE001RSE19	
<b>South West Regional Centre</b>	10/11 December	LE001RSW18	
<b>Northern Ireland National Centre</b>	25/26 October	LE001RNI18	
<b>Wales National Centre</b>	29/30 January	LE001RWA19	<i>St Asaph</i>

### LOCAL SECRETARIES

This course is aimed at local secretaries. The one-day course will cover the responsibilities of the local secretary and will include:

- planning LA meetings/Federation meetings;
- quorums;

- nominations;
- facility time;
- the role of the regional/national centres;
- communication with members;
- casework referrals.

<b>Location</b>	<b>Date</b>	<b>Code</b>	<b>Venue</b> <i>(if different from the Regional Centre)</i>
<b>Headquarters, Hillscourt Education Centre</b>	12 September	LK002HO18	
<b>North West Regional Centre</b>	09 October	LK001RNW18	

## **TREASURER**

### **ADMINISTERING NASUWT FINANCES LOCALLY**

Bespoke training is available to support members taking on local officer roles which include administering the finances of the Union locally. The training is delivered by staff colleagues from the Finance Team and the National Treasurer, depending on availability, and can be delivered to individuals or small groups to ensure that all participants are able to receive relevant information to their role.

This training covers the financial procedures adopted by the National Executive in July 2014 and takes participants through the practicalities of completing paperwork, submitting claims to the National Union and year-end reconciliation.

The training day will start at a time that enables participants to travel to Hillscourt, the Union's headquarters. Lunch will be provided and travel costs reimbursed. Attendance should not normally require overnight accommodation, although the National Treasurer will look at any requests on a case-by-case basis.

To arrange this training, please contact the Finance Team on [finance@mail.nasuwt.org.uk](mailto:finance@mail.nasuwt.org.uk) or call 03330 145550.

There is also a variety of information on the NASUWT website that will assist local officers in the interim before they have attended this training.

## **EQUALITY OFFICERS**

The Local Association Equality Officer holds an important position within the structure of the NASUWT. This person is an essential part of the local team and brings an overview of the equality issues which are central to the NASUWT's bargaining agenda.

This course equips Equality Officers with the skills to identify and tackle the range of problems that members who are part of under-represented groups face.

The course considers the legislative background to equality issues and focuses on successful organising around equality issues in workplaces.

<b>Location</b>	<b>Date</b>	<b>Code</b>	<b>Venue</b> <i>(if different from the Regional Centre)</i>
<b>Headquarters, Hillscourt Education Centre</b>	28/29 November	BK001HO18	
<b>Eastern Regional Centre</b>	12/13 June	BK001REA19	
<b>Northern Ireland National Centre</b>	04/05 December	BK001RNI18	

### **EQUALITY OFFICERS' TRAINING AND DEVELOPMENT DAY**

These briefings are one-day events addressing issues of particular concern to NASUWT Equality Officers. They highlight relevant legislative changes and consider issues raised by NASUWT activists. The briefings take place once a term, regularly include external experts on issues within the field of equalities, and are essential events for all Equality Officers.

<b>Location</b>	<b>Date</b>	<b>Code</b>	<b>Contact</b>
<b>Headquarters, Hillscourt Education Centre</b>	10 October	EQU02HO18	<i>Conferences and Events Team</i>

### **BENEVOLENCE CASEWORK: FOR BENEVOLENCE VISITORS**

This course equips members handling benevolence casework for the first time (or new to the role) with the relevant knowledge and skills. Local Association members handling benevolence casework and Benevolence Federation workers are eligible to apply.

<b>Location</b>	<b>Date</b>	<b>Code</b>	<b>Venue</b> <i>(if different from the Regional Centre)</i>
<b>Headquarters, Hillscourt Education Centre</b>	02 July	AP001HO19	
<b>Eastern Regional Centre</b>	09 October	AP001REA18	
<b>East Midlands Regional Centre</b>	20 March	AP001REM19	
<b>Greater London Regional Centre</b>	23 May	AP001RLO19	

## REDUNDANCY

This course for Local Association caseworkers provides an update on the law relating to redundancy and enables the spreading of good casework practice. Other issues covered during the day are: redundancy avoidance; redundancy procedures; and redundancy hearings. This is an opportunity for those handling redundancy situations to share experiences.

Local Association Officers and caseworkers are eligible to apply.

<b>Location</b>	<b>Date</b>	<b>Code</b>	<b>Venue</b> <i>(if different from the Regional Centre)</i>
<b>Eastern Regional Centre</b>	04 December	AT001REA18	
<b>East Midlands Regional Centre</b>	22 November	AT001REM18	
<b>Greater London Regional Centre</b>	19 October	AT001RLO18	
<b>North East Regional Centre</b>	22 January	AT001RNE19	
<b>North West Regional Centre</b>	11 December	AT002RNW18	
<b>South East Regional Centre</b>	20 June	AT001RSE19	
<b>Wales National Centre</b>	17 January 05 February	AT001RWA19 AT002RWA19	<i>St Asaph</i>
<b>Yorkshire Humberside Regional Centre</b>	19 November	AT001RYO18	

**CASEWORKER THOMPSON BRIEFINGS (SUPPLEMENTARY ACCREDITATION REQUIREMENT)**

These briefings consider issues of particular interest to NASUWT caseworkers and Local Secretaries. They focus on current developments in employment law, sharing good practice and other relevant issues identified by local representatives. Accredited Casework Representatives should attend these events on a regular basis in order to keep their skills and knowledge up to date and to keep their accreditation valid. Whilst caseworkers may attend any of the briefings nationally, it is preferable to attend your own National or Regional Briefing so that you can network with other caseworkers and the staff, who will have the local knowledge and experience to support you better.

<b>Location</b>	<b>Date</b>	<b>Code</b>	<b>Venue</b> <i>(if different from the Regional Centre)</i>
<b>Eastern Regional Centre</b>	20 November	LX006REA18	
	20 June	LX001REA19	
<b>East Midlands Regional Centre</b>	04 October	LX002REM18	
	09 October	LX003REM18	
	02 April	LX003REM19	
	03 April	LX001REM19	
	21 May	LX002REM19	
<b>Greater London Regional Centre</b>	30 November	LX003RLO18	
	01 March	LX001RLO19	
	21 June	LX002RLO19	
<b>North East Regional Centre</b>	23 November	LX008RNE18	
	TBC	LX006RNE18	
	TBC	LX007RNE18	
	15 January	LX001RNE19	
	20 June	LX002RNE19	
<b>North West Regional Centre</b>	18 October	LX009RNW18	
	24 January	LX001RNW19	
	16 May	LX002RNW19	
<b>South East Regional Centre</b>	11 October	LX003RSE18	
	15 March	LX002RSE19	
	12 July	LX003RSE19	
<b>South West Regional Centre</b>	30 November	LX003RSW18	
	30 April	LX001RSW19	
	10 June	LX002RSW19	
<b>West Midlands Regional Centre</b>	12 November	LX003RWM18	
	21 March	LX001RWM19	
	20 June	LX002RWM19	

<b>Location</b>	<b>Date</b>	<b>Code</b>	<b>Venue</b> <i>(if different from the Regional Centre)</i>
<b>Yorkshire &amp; Humberside Regional Centre</b>	07 February	LX001RYO19	
	17 July	LX002RYO19	
<b>Northern Ireland National Centre</b>	18 September	LX003RNI18	
	11 October	LX002RNI18	
	20 November	LX004RNI18	
	31 January	LX002RNI19	
	14 March	LX001RNI19	
	21 March	LX003RNI19	
	07 May	LX004RNI19	
	11 June	LX005RNI19	
<b>Wales National Centre</b>	17 October	LX004RWA18	
	21 March	LX001RWA19	<i>St Asaph</i>

## **ICT COURSES FOR LOCAL ASSOCIATION OFFICERS**

All of these courses are held on a residential basis at Hillscourt Education Centre. Attendance at the courses is restricted to those holding elected positions at Local Association, Federation or national level. There is no course fee and travelling expenses are paid. Please note that special conditions are attached to some courses.

### **EXCEL (STAGE 1)\***

Excel is the spreadsheet application within Microsoft Office. The course covers spreadsheet design, formatting, basic formulae and functions, printing, graphs, data sorting and absolute addressing. Spreadsheets are a useful tool for Local Association Treasurers but their usefulness extends far beyond simple book-keeping.

<b>Location</b>	<b>Date</b>	<b>Code</b>	<b>Venue</b> <i>(if different from the Regional Centre)</i>
-----------------	-------------	-------------	--

<b>Headquarters, Hillscourt Education Centre</b>	12/13 February	CG001HO19	
--	----------------	-----------	--

### **EXCEL (STAGE 2)\***

Excel (Stage 2) builds on what has been learnt in the Stage 1 course, moving onto the more advanced features. It covers the use of functions, particularly the 'if' function, conditional formatting, named ranges, vertical lookup tables and spreadsheet design techniques. The database facility within Excel is covered in detail including pivot tables. Applicants must have attended the Excel Stage 1 course.

<b>Location</b>	<b>Date</b>	<b>Code</b>	<b>Venue</b> <i>(if different from the Regional Centre)</i>
-----------------	-------------	-------------	--

<b>Headquarters, Hillscourt Education Centre</b>	23/24 May	CH001HO19	
--	-----------	-----------	--

## POWERPOINT (STAGE 1)\*

PowerPoint is a presentation application. The course looks at outline view, slide view, slide sorter view, notes view and slide show. It also covers masters, designs and animation effects. Once you have learned to use PowerPoint, you will be able to put together full-colour animated electronic presentations, use pictures to enhance your displays or prepare professional quality OHP slides.

<b>Location</b>	<b>Date</b>	<b>Code</b>	<b>Venue</b> <i>(if different from the Regional Centre)</i>
<b>Headquarters, Hillscourt Education Centre</b>	04 April	CF001HO19	

## USING THE INTERNET AND SOCIAL NETWORKING FOR ORGANISING

The internet is a valuable tool for Local Associations to involve members and raise awareness of activities. This is a two-day residential course which will look at how social media sites can be used to benefit trade union organising. The course will cover how to use Facebook, Twitter and YouTube, as well as using the NASUWT website and social media forums.

<b>Location</b>	<b>Date</b>	<b>Code</b>	<b>Venue</b> <i>(if different from the Regional Centre)</i>
<b>Headquarters, Hillscourt Education Centre</b>	06/07 March	CL001HO19	

## WORD\*

This is a two-day residential course.

### DAY 1: DEVELOPING SKILLS IN WORD

Knowledge of how to use Word (2010), the word-processing application within the Microsoft Office Suite, is essential for all NASUWT Local Association Officers. The course covers: character and paragraph formatting, including indents, spacing, bullets and numbering; page layout; headers and footers; access toolbar; tabs; group commands; and ribbons and templates. Some time will be devoted to thorough file maintenance, covering the creation of folders, moving files from one folder to another, and folder organisation.

### DAY 2: USING WORD AS A PUBLISHING TOOL

You will apply knowledge of Word functions to produce marketing materials and publications: insert graphics and images and columns and tables. You will cover the design of newsletters, posters, leaflets and postcards and all aspects of layout, prepare to print and copy, save as a PDF for e-mail distribution, upload as a webpage and more.

<b>Location</b>	<b>Date</b>	<b>Code</b>	<b>Venue</b> <i>(if different from the Regional Centre)</i>
<b>Headquarters, Hillscourt Education Centre</b>	04/05 February	CC001HO19	

\* This ICT course may also be useful for those on a Supply contract.



## COURSES FOR SUPPLY TEACHERS

### INTRODUCTION

Supply teachers are an integral part of the NASUWT team and a vital resource for schools. The NASUWT provides a range of specific courses for supply teachers throughout the year, many of which take place during the weekend or outside of term time. The Union recognises that some supply teachers are not able to access continuing professional development (CPD) courses alongside other teachers and has therefore included a wide range of professional courses on relevant subjects. These courses are listed below with appropriate page references.

### SUPPLY TEACHERS' NETWORK SEMINARS – REGIONAL

NASUWT Supply Teachers' Network Seminars are held in regional/national centres throughout the year. As this is a networking event, we request that you make every effort to attend the seminar in your own region. The topics covered in these networking seminars are designed to equip supply teachers with the skills and knowledge to undertake their professional duties. A wide variety of subjects are covered at these events, e.g. whiteboard training, behaviour management, ICT skills and assertiveness training.

Location	Date	Code	Venue <i>(if different from the Regional Centre)</i>
<b>Eastern Regional Centre</b>	19 February	LY001REA19	
	30 May	LY002REA19	
<b>East Midlands Regional Centre</b>	20 February	LY001REM19	
	10 April	LY002REM19	
<b>Greater London Regional Centre</b>	25 October	LY002RLO18	
	30 May	LY001RLO19	
<b>North West Regional Centre</b>	TBC	LY001RNW18	
	TBC	LY001RNW19	
<b>South West Regional Centre</b>	19 February	LY001RSW19	
<b>Yorkshire Humberside Regional Centre</b>	02 November	LY003RYO18	
	18 February	LY001RYO19	
	29 May	LY002RYO19	
<b>West Midlands Regional Centre</b>	30 October	LY003RWM18	
	20 February	LY001RWM19	
	30 May	LY002RWM19	
<b>Northern Ireland National Centre</b>	02 November	LY001RNI18	
	11 February	LY001RNI19	
	18 April	LY002RNI19	

<b>Location</b>	<b>Date</b>	<b>Code</b>	<b>Venue</b> <i>(if different from the Regional Centre)</i>
<b>Scotland National Centre</b>	08 December	LY001RSC18	
<b>Wales National Centre</b>	01 November 27 February 30 May	LY002RWA18 LY002RWA19 LY003RWA19	<i>St Asaph</i>

## **SUPPLY TEACHERS' SAFEGUARDING COURSE**

This course is aimed at supply teachers ONLY. The NASUWT is concerned that supply teachers are vulnerable as they do not get the same support as staff in schools. This training will incorporate developing areas such as the dangers of Facebook and how to keep yourself safe from false allegations.

The session will be interactive with lots of case discussions within school settings.

<b>Location</b>	<b>Date</b>	<b>Code</b>	<b>Venue</b> <i>(if different from the Regional Centre)</i>
<b>Eastern Regional Centre</b>	23 October (am) 23 October (pm)	MY001REA18 MY002REA18	
<b>East Midlands Regional Centre</b>	23 October (am) 23 October (pm)	MY001REM18 MY002REM18	
<b>Greater London Regional Centre</b>	21 February (am) 21 February (pm)	MY001RLO19 MY002RLO19	
<b>North East Regional Centre</b>	23 March (am)	MY001RNE19	
<b>North West Regional Centre</b>	TBC (am) TBC (pm)	MY001RNW19 MY002RNW19	
<b>South West Regional Centre</b>	24 October (am) 24 October (pm)	MY003RSW18 MY004RSW18	
<b>Northern Ireland National Centre</b>	25 January (am)	MY001RNI19	
<b>Wales National Centre</b>	26 April (am) 26 April (pm)	MY001RWA19 MY002RWA19	

## NATIONAL SUPPLY TEACHER CONFERENCES

The NASUWT has a programme of national consultation conferences for supply teacher members, to provide the opportunity for members to be updated on current developments in education. These consultation conferences provide a number of continuing professional development (CPD) workshops, as well as opportunities to network with other supply teachers.

If you are interested in attending conferences for supply teachers, please contact the Conferences and Events team to reserve your place.

The date of the next conference is 08 September 2018. Further dates for the 2018-19 academic year will be publicised on the NASUWT website.

## SUPPLY TEACHERS' DEVELOPMENT COURSE

The NASUWT firmly believes that supply teachers have a fundamental role to play in the democratic structures of the Union. This new course has been specifically written to enable supply teachers to play a more active role within their Local Association. It will explore ways to engage and inform the wider teaching workforce, whilst ensuring that supply teachers are fully represented within the Union at all levels.

This course is **NOT** suitable for existing activists within the Union.

<b>Location</b>	<b>Date</b>	<b>Code</b>	<b>Venue</b> <i>(if different from the Regional Centre)</i>
<b>Headquarters, Hillscourt Education Centre</b>	11 May	MX001HO19	

## OTHER COURSES

Supply teachers are also able to attend the following courses and events. Please see the page indicated for further details.

<b>Course name</b>	<b>Page Number</b>
Working Successfully in an Academy	43
Introduction to the NASUWT	43
Behaviour Management (one-day course)	43
Behaviour Management (two-day course)	45
Working Assertively	45
Dignity at Work: Your Rights, Their Responsibilities	45
Stress Management	46
Health and Safety Management	46
Staff Governors	47
Tutoring and Accrediting NASUWT Courses	47
Training Officers Training and Development Day	48
Workers on the Autism Spectrum and Trade Union Support	48

<b>Course name</b>	<b>Page Number</b>
Mental Health First Aid	49
Mental Health First Aid (half-day adult)	50
Neurodiversity Awareness	50
Introduction to Trans Awareness	51
<b>Other events you may be interested in:</b>	
Promoting Safe Workplaces for LGBTI Teachers	51
Programme of Consultation Conferences	55
Programme of Development Courses	55

## OTHER COURSES FOR MEMBERS

### WORKING SUCCESSFULLY IN AN ACADEMY

This course is designed to equip members and representatives with the tools for securing effective working conditions in an Academy Trust. It will provide practical skills and training on issues such as negotiation, bargaining and organising, specifically for representatives and members working in an Academy Trust.

<b>Location</b>	<b>Date</b>	<b>Code</b>	<b>Venue</b> <i>(if different from the Regional Centre)</i>
<b>Headquarters, Hillscourt Education Centre</b>	TBC		

### INTRODUCTION TO THE NASUWT

This one-day course is open to all members of the NASUWT who want to find out more about their Union. If you are interested in becoming more active but do not know how, or simply want to understand more about how the Union works, this one-day course is ideal.

The course gives an overview of the role of the Union; considers the variety of different roles within the NASUWT; demystifies the structure of the NASUWT; and considers the key issues facing teachers in the workplace.

<b>Location</b>	<b>Date</b>	<b>Code</b>	<b>Venue</b> <i>(if different from the Regional Centre)</i>
<b>Headquarters, Hillscourt Education Centre</b>	04 February	DI001HO19	
<b>Eastern Regional Centre</b>	31 October	DI001REA18	

### BEHAVIOUR MANAGEMENT (one-day course)

This course helps equip members with a range of practical skills to address problematic behaviour within the classroom. Sessions look at how to motivate pupils; the appropriate use of language; understanding and defusing anger; and dealing successfully with violence. The importance of a whole school approach is the underlying principle in this course and members who wish to develop or refresh their own classroom management skills should attend.

<b>Location</b>	<b>Date</b>	<b>Code</b>	<b>Venue</b> <i>(if different from the Regional Centre)</i>
<b>Headquarters, Hillscourt Education Centre</b>	16 November	DG003HO18	
	16 May	DG001HO19	
	05 August	DG002HO19	

<b>Location</b>	<b>Date</b>	<b>Code</b>	<b>Venue</b> <i>(if different from the Regional Centre)</i>
<b>Eastern Regional Centre</b>	29 November	DG001REA18	
<b>East Midlands Regional Centre</b>	13 November	DG002REM18	
<b>Greater London Regional Centre</b>	07 November 05 March	DG002RLO18 DG001RLO19	
<b>South West Regional Centre</b>	04 December	DG002RSW18	
<b>West Midlands Regional Centre</b>	11 October	DG001RWM18	
<b>Northern Ireland National Centre</b>	30 November 01 March 10 May	DG003RNI18 DG001RNI19 DG002RNI19	
<b>Wales National Centre</b>	11 October 12 March 05 June	DG003RWA18 DG001RWA19 DG002RWA19	<i>St Asaph</i>

### **BEHAVIOUR MANAGEMENT (two-day course)**

This two-day course will help equip members with a range of practical skills to address problematic behaviour in the classroom.

Day one will cover unwanted behaviours; the appropriate use of language; rewards and sanctions; and behaviour strategies. Members will leave with a plan of action for use in the classroom before the commencement of day two.

Day two will cover evaluations of different behaviour strategies; behaviour management policies; and the importance of a whole school approach with regards to dealing with persistent offenders.

Members must complete both days in order to gain the full benefit of the training.

<b>Location</b>	<b>Date</b>	<b>Code</b>	<b>Venue</b> <i>(if different from the Regional Centre)</i>
<b>East Midlands Regional Centre</b>	22 Jan/21 Mar	EG001REM19	
<b>North East Regional Centre</b>	07 Nov/06 Mar	EG001RNE18	
<b>South West Regional Centre</b>	14 Mar/13 Jun	EG001RSW19	
<b>Yorkshire &amp; Humberside Regional Centre</b>	06 Feb/05 Jun	EG001RYO19	
<b>Scotland National Centre</b>	28 Nov/20 Feb	EG001RSC18	

## WORKING ASSERTIVELY

This course differs from commercially available courses in that it addresses assertiveness skills in the context of schools, colleges and trade unions. The course is potentially valuable to everyone and skills acquired on the course are particularly useful to those seeking career progression; those coping with workplace bullying; or those who feel that they are not in control of their working lives. The course aims to build upon strengths and develop skills to enable confident communication as a basis for personal and professional development and leadership. The course is based upon cognitive behaviour techniques (CBT) and can also help with behaviour management in the classroom. It is the beginning of a process which can have long-term benefits for the emotional health and professional skills of teachers.

<b>Location</b>	<b>Date</b>	<b>Code</b>	<b>Venue</b> <i>(if different from the Regional Centre)</i>
<b>Headquarters, Hillscourt Education Centre</b>	29 March	FA001HO19	
	27 June	FA002HO19	
	06 August	FA003HO19	
<b>Eastern Regional Centre</b>	11 December	FA001REA18	
<b>East Midlands Regional Centre</b>	01 May	FA001REM19	
<b>Greater London Regional Centre</b>	06 February	FA001RLO19	
	26 June	FA002RLO19	
<b>South East Regional Centre</b>	13 March	FA001RSE19	
<b>South West Regional Centre</b>	23 May	FA001RSW19	
<b>West Midlands Regional Centre</b>	14 February	FA001RWM19	
<b>Yorkshire &amp; Humberside Regional Centre</b>	27/28 September	FA002RYO18	
	27/28 February	FA001RYO19	
<b>Northern Ireland National Centre</b>	01 June	FA001RNI19	
<b>Scotland National Centre</b>	28 February	FA001RSC19	

## DIGNITY AT WORK: YOUR RIGHTS, THEIR RESPONSIBILITIES

Surveys regularly show that teachers are subject to bullying in their workplace. This practical course focuses on identifying bullying behaviour and developing personal strategies to deal successfully with bullying. It considers the legal framework; bullying from an organisational perspective; and how to raise the issue collectively within schools and colleges.

This course is open to members dealing with bullying situations and Representatives who are tackling, or wish to tackle, bullying within the workplace.

<b>Location</b>	<b>Date</b>	<b>Code</b>	<b>Venue</b> <i>(if different from the Regional Centre)</i>
<b>Headquarters, Hillscourt Education Centre</b>	18/19 September	DJ001HO18	
<b>Eastern Regional Centre</b>	18 May	DJ001REA19	
<b>East Midlands Regional Centre</b>	TBC	DJ001REM18	
<b>South East Regional Centre</b>	04/05 March	DJ001RSE19	
<b>South West Regional Centre</b>	15/16 January	DJ001RSW19	
<b>Northern Ireland National Centre</b>	10 November	DJ001RNI18	

## **STRESS MANAGEMENT**

The NASUWT has taken an exciting and proactive approach to stress management by offering this training and development opportunity. The course dispels some traditional myths about stress and focuses on the wellbeing of the individual teacher. It provides opportunities for individuals to explore their own responses to stressful situations and develop self-awareness, encouraging participants to identify strategies to build their own resilience.

<b>Location</b>	<b>Date</b>	<b>Code</b>	<b>Venue</b> <i>(if different from the Regional Centre)</i>
<b>Eastern Regional Centre</b>	19 March	DC001REA19	
<b>East Midlands Regional Centre</b>	20 November	DC001REM18	
<b>Northern Ireland National Centre</b>	24 November 06 April	DC002RNI18 DC001RNI19	
<b>Scotland National Centre</b>	21 May	DC001RSC19	

## **HEALTH AND SAFETY MANAGEMENT**

Senior managers in schools and colleges carry responsibility for the effective management of health and safety. School leaders must develop and implement appropriate management strategies to ensure that teachers, employees and pupils are safe and healthy whilst in schools and colleges.

This one-day course introduces NASUWT members with senior management responsibility to the knowledge and skills needed in health and safety and is built around 'Five Steps to Successful Safety Management'.



<b>Location</b>	<b>Date</b>	<b>Code</b>	<b>Venue</b> <i>(if different from the Regional Centre)</i>
<b>Headquarters, Hillscourt Education Centre</b>	16 November	DA001HO18	
<b>North East Regional Centre</b>	05 February	DA001RNE19	
<b>Northern Ireland National Centre</b>	14 November	DA001RNI18	

## **STAFF GOVERNORS**

Governing bodies have significant power to affect the working lives of teachers. This course offers teachers who serve on governing bodies (as staff governors or in another capacity) the opportunity to learn how the law applies to the composition and operation of school governing bodies in England, Wales and Northern Ireland, and considers how to operate effectively as a member of the governing body.

The course tackles some common misconceptions about staff governors and will enable participants to resist attempts to prevent their full participation in the deliberations and decisions of the governing body.

The course is open to any NASUWT member who is a governor of a school in any capacity.

<b>Location</b>	<b>Date</b>	<b>Code</b>	<b>Venue</b> <i>(if different from the Regional Centre)</i>
<b>Headquarters, Hillscourt Education Centre</b>	25 June	AW001HO19	
<b>Eastern Regional Centre</b>	13 February	AW001REA19	
<b>Northern Ireland National Centre*</b> <i>(for members in Northern Ireland only)</i>	29 January	AW001RNI19	

\* Members in Northern Ireland should attend the Staff Governors course at the Northern Ireland National Centre only.

## **TUTORING AND ACCREDITING NASUWT COURSES**

The NASUWT's training programme is delivered by activists who are also experienced tutors.

This course explains the NASUWT training programme and educational methodologies and familiarises participants with the skills and strategies required to deliver successful training courses.

The course also considers the National Open College Network accreditation system and the important role of tutors in the quality assurance process.

Please note that this course is restricted to members who have extensive experience in their Union role and have completed at least one of the following:

Representatives Working Together (Stage 2); Health and Safety Representatives (Stage 2); or Learning Representatives (Stage 2).

<b>Location</b>	<b>Date</b>	<b>Code</b>	<b>Venue</b> <i>(if different from the Regional Centre)</i>
<b>Headquarters, Hillscourt Education Centre</b>	02/03 April	BO001HO19	
<b>Eastern Regional Centre</b>	14/15 November	BO002REA18	
<b>East Midlands Regional Centre</b>	04/05 June	BO001REM19	
<b>South East Regional Centre</b>	22/23 January	BO001RSE19	
<b>South West Regional Centre</b>	14/15 November	BO001RSW18	
<b>North East Regional Centre</b>	30/31 January	BO001RNE19	
<b>North West Regional Centre</b>	26/27 February	BO001RNW19	
<b>West Midlands Regional Centre</b>	21/22 February	BO001RWM19	
<b>Northern Ireland National Centre</b>	27/28 November	BO001RNI18	

### **TRAINING OFFICERS' TRAINING AND DEVELOPMENT DAY**

This is an annual event for NASUWT tutors. The briefing brings tutors up to date with the key changes impacting upon training for NASUWT Representatives and allows discussion of the NASUWT's local and national training strategy. It is essential that tutors attend this event.

<b>Location</b>	<b>Date</b>	<b>Code</b>	<b>Contact</b>
<b>Headquarters, Hillscourt Education Centre</b>	08 November	TRA01HOE18	<i>Conferences and Events Team</i>

### **WORKERS ON THE AUTISM SPECTRUM AND TRADE UNION SUPPORT**

This is a one-day NASUWT training course on autism in the workplace aimed at Local Association Officers, Equality Officers, Caseworkers and Workplace Representatives.

This course will look at:

- What is Autism? Realities and Myths;
- Autism Issues at Work;
- Making the Workplace more Autism-friendly; and
- Autistic Workers, Carers and the Law.

This one-day briefing is for all Union Representatives, Local Association Officers, Equality Officers and members who want to find out more about the autistic spectrum (including Asperger's syndrome) and become more confident in dealing with related issues in the workplace for colleagues. The day will consist of a mixture of presentations and activities.

**Please note – this briefing is not aimed at people whose work is with autistic children, but is for trade unionists who are organising and representing members in the workplace.**

<b>Location</b>	<b>Date</b>	<b>Code</b>	<b>Venue</b> <i>(if different from the Regional Centre)</i>
<b>Headquarters, Hillscourt Education Centre</b>	14 May	DL001HO19	

## **MENTAL HEALTH FIRST AID**

This is a practical course for members to become Mental Health First Aiders in the workplace and offers guidance to enable members to: spot early signs; help someone experiencing a problem; provide help on a first aid basis; help stop a mental illness from getting worse; help someone recover faster; guide someone to the right support; and reduce the stigma of mental health problems.

<b>Location</b>	<b>Date</b>	<b>Code</b>	<b>Venue</b> <i>(if different from the Regional Centre)</i>
<b>Eastern Regional Centre</b>	30/31 January	DM001REA19	
<b>East Midlands Regional Centre</b>	18/19 September 26/27 March	DM002REM18 DM001REM19	
<b>Greater London Regional Centre</b>	13/14 December	DM002RLO18	
<b>North East Regional Centre</b>	28 Nov/06 Dec 19/27 June	DM002RNE18 DM001RNE19	
<b>North West Regional Centre</b>	22/23 October 17/18 June	DM002RNW18 DM001RNW19	
<b>South East Regional Centre</b>	17/18 January 16/17 May	DM001RSE19 DM002RSE19	
<b>South West Regional Centre</b>	26/27 November	DM001RSW18	
<b>West Midlands Regional Centre</b>	19/20 November	DM001RWM18	
<b>Yorkshire and Humberside Regional Centre</b>	23/24 January	DM001RYO19	

## MENTAL HEALTH FIRST AID (half-day adult)

This is a three-hour introductory mental health awareness course that will help equip you in this area. The aims and objectives of the course include enabling participants to:

- gain a wider understanding, for themselves and others, of some issues surrounding mental health;
- gain a greater understanding of how and why positive and negative mental health affects business;
- work more effectively with people experiencing mental health problems.

<b>Location</b>	<b>Date</b>	<b>Code</b>	<b>Venue</b> <i>(if different from the Regional Centre)</i>
<b>Eastern Regional Centre</b>	01 November	EM001REA18	
<b>Greater London Regional Centre</b>	16 October	EM001RLO18	
<b>South East Regional Centre</b>	19 October	EM001RSE18	
<b>South West Regional Centre</b>	28 June	EM001RSW19	
<b>North East Regional Centre</b>	17 October 02 May	EM003RNE18 EM001RNE19	
<b>Scotland National Centre</b>	12 September	EM001RSC18	
<b>Wales National Centre</b>	11 June	EM001RWA19	<i>St Asaph</i>
<b>Northern Ireland National Centre</b>	13 June	EM001RNI19	

## NEURODIVERSITY AWARENESS

This is an awareness-building course which will explore strategies for celebrating, promoting and organising around neurodiversity in the workplace. This course is open to all members and should be of particular interest to school representatives, lay officers and caseworkers.

<b>Location</b>	<b>Date</b>	<b>Code</b>	<b>Venue</b> <i>(if different from the Regional Centre)</i>
<b>Headquarters, Hillscourt Education Centre</b>	01 April	DO001HO19	

## INTRODUCTION TO TRANS AWARENESS

This course is for all members and covers the inclusion of transgender and transsexual people, gender reassignment and gender diversity. The course will: explore key terms and uses of language around gender, sexual orientation and trans identities; offer insight into the legislation around the rights and responsibilities around trans identities in the Equalities Act 2010; and touch on how schools and colleges can ensure they are being trans-inclusive.

<b>Location</b>	<b>Date</b>	<b>Code</b>	<b>Venue</b> <i>(if different from the Regional Centre)</i>
<b>Headquarters, Hillscourt</b>	17 November	DP002HO18	
<b>Education Centre</b>	19 February	DP001HO19	

## PROMOTING SAFE WORKPLACES FOR LGBTI TEACHERS

This is a one-day seminar looking at employment issues for LGBTI teachers. It is open to all NASUWT members and focuses on what it means to be 'out' in the workplace. It considers the nature and scope of homophobic, biphobic and transphobic harassment; relevant legal protections at work; teaching in faith schools; trade union solutions to problems faced by LGBTI members; and other relevant issues.

<b>Location</b>	<b>Date</b>	<b>Code</b>	<b>Venue</b> <i>(if different from the Regional Centre)</i>
<b>Headquarters, Hillscourt</b>	29 June	LZ001HO19	
<b>Education Centre</b>			

## TRADE UNION EVENTS

### SEMINARS FOR MEMBERS

These seminars each focus on a topic of interest to NASUWT members and are led by practising teachers and other experts. The seminars are free to members and travel expenses will be paid.

Location	Date	Code	Subject
<b>Eastern Regional Centre</b>	22 September	BF001REA18	<i>Performance Management Appraisal Briefing</i>
<b>Greater London Regional Centre</b>	08 September	BF005RLO18	<i>Performance Management Briefing for Members</i>
	17 September	BF006RLO18	<i>Performance Management for School Reps</i>
	17 September	BF007RLO18	<i>Performance Management for School Reps</i>
	20 March	BF004RLO19	<i>Pre-retirement Seminar</i>
	17 July	BF002RLO19	<i>Performance Management for School Reps</i>
	17 July	BF003RLO19	<i>Performance Management for School Reps</i>
	26 July	BF001RLO19	<i>Performance Management Briefing for Members</i>
<b>North West Regional Centre</b>	27 September	BF007RNW18	<i>Thompsons Briefing</i>
	20 June	BF001RNW19	<i>Thompsons Briefing</i>
<b>Northern Ireland* National Centre</b>	23 October	BF004RNI18	<i>Managing Social Media Abuse in Schools</i>
	08 December	BF005RNI18	<i>Preparing for Teaching Post</i>
	09 April	BF001RNI19	<i>Managing Social Media Abuse in Schools</i>
	08 June	BF002RNI19	<i>Preparing for Teaching Post</i>

<b>Location</b>	<b>Date</b>	<b>Code</b>	<b>Subject</b>
<b>Scotland National Centre**</b>	10 November	BF002RSC18	<i>Primary school teachers</i>
	26 January	BF001RSC19	<i>NQT Follow-up Seminar</i>
	14 February	BF002RSC19	<i>Health &amp; Safety Representatives Seminar</i>
<b>South East Regional Centre</b>	21 June	BF001RSE19	<i>Health, Safety and Wellbeing Seminar</i>
<b>South West Regional Centre</b>	04 October	BF001RSW18	<i>Organising and Recruitment of Local Secretaries</i>
<b>Yorkshire &amp; Humberside Regional Centre</b>	15 September	BF004RYO18	<i>Voice Care</i>
	09 March	BF001RYO19	<i>Voice Care</i>
<b>East Midlands Regional Centre</b>	31 January	BF001REM19	<i>Wellbeing Session</i>

*\*Please note, these seminars are for members in Northern Ireland only.*

*\*\*Please note, these seminars are for members in Scotland only.*

# TACKLING UNDER-REPRESENTATION

## PROGRAMME OF CONSULTATION CONFERENCES

The NASUWT has a successful annual programme of consultation conferences aimed specifically at members from under-represented groups. These events provide opportunities to hear from high-profile external speakers, debate current topics and network with colleagues. Issues arising from the conferences are used to inform and shape NASUWT policy and practice with government, national bodies, trade unions, schools and colleges.

<b>Conference</b>	<b>Date</b>	<b>Location</b>	<b>Contact</b>
<b>BME Teachers</b>	19 January	ICC Birmingham	<i>Conferences and Events Team</i>
<b>Disabled Teachers</b>	22 June	Hilton Metropole Birmingham	<i>Conferences and Events Team</i>
<b>LGBTI Teachers</b>	23 February	Birmingham Conferences and Events Centre (BCEC)	<i>Conferences and Events Team</i>
<b>Women Teachers</b>	06 October	ICC Birmingham	<i>Conferences and Events Team</i>
<b>Young Teachers</b>	01 December	Birmingham Conferences and Events Centre (BCEC)	<i>Conferences and Events Team</i>

## PROGRAMME OF DEVELOPMENT COURSES

The NASUWT offers development courses specifically for black and minority ethnic (BME) members, disabled members, lesbian, gay, bisexual, trans and intersex (LGBTI) members, women members, and young members.

The NASUWT is actively seeking to improve the participation of under-represented groups in the running of the Union, and specifically encouraging members within traditionally under-represented groups to become Workplace Representatives and branch activists. Our development courses are designed to give a flavour of what it is like to be an NASUWT activist; to identify barriers that exist for young teachers, women, LGBTI, disabled and BME members; and construct action plans both for members and the Union itself to remove those barriers.

The content of the development courses is essentially the same and is only changed periodically. It is therefore only appropriate for members to attend any one of these courses once every three years.

If you would like to book on a development course, please contact either your Regional Centre or the Equality and Training Team on 03330 145550 (e-mail: [equalityandtraining@mail.nasuwt.org.uk](mailto:equalityandtraining@mail.nasuwt.org.uk)).



## EVENTS FOR BLACK AND MINORITY ETHNIC MEMBERS

Location	Date	Code	Venue
Headquarters, Hillscourt Education Centre	16 February	BL001HO19	
East Midlands Regional Centre	TBC	BL001REM18	
Scotland National Centre	27 April	BL001RSC19	

## EVENTS FOR DISABLED MEMBERS

Location	Date	Code	Venue
Headquarters, Hillscourt Education Centre	22 September	LN002HO18	
Scotland National Centre	09 March	LN001RSC19	
Wales National Centre	13 July	LN001RWA19	

## EVENTS FOR LGBTI MEMBERS

Location	Date	Code	Venue
Headquarters, Hillscourt Education Centre	18 May	LM001HO19	
East Midlands Regional Centre	TBC	LM001REM18	
Greater London Regional Centre	16 March	LM001RLO19	
South East Regional Centre	05 July	LM001RSE19	
North East Regional Centre	08 June	LM001RNE19	
Scotland National Centre	23 February	LM001RSC19	

## EVENTS FOR WOMEN MEMBERS

Location	Date	Code	Venue
Headquarters, Hillscourt Education Centre	17 November	BC001HO18	
Eastern Regional Centre	16 March	BC001REA19	
East Midlands Regional Centre	25 October	BC001REM18	
Greater London Regional Centre	11 May	BC001RLO19	
South West Regional Centre	30 March	BC001RSW19	
West Midlands Regional Centre	16 May	BC001RWM19	
Scotland National Centre	08 September	BC001RSC18	

## EVENTS FOR YOUNG MEMBERS

Location	Date	Code	Venue
Headquarters, Hillscourt Education Centre	23 March	BM001HO19	
Eastern Regional Centre	26 January	BM001REA19	
East Midlands Regional Centre	16 April	BM001REM19	
West Midlands Regional Centre	04 July	BM001RWM19	
Scotland National Centre	16 March	BM001RSC19	

# CONTACT ADDRESSES

## **Member Support Advice (MSA) Team** **03330 145550**

### **Eastern Regional Centre**

NASUWT, St James House, The Anderson Centre,  
Olding Road, Bury St Edmunds, Suffolk IP33 3TA

### **East Midlands Regional Centre**

NASUWT, Colliers Way, Phoenix Park,  
Nottingham NG8 6AT

### **Greater London Regional Centre**

NASUWT, 65 St John Street,  
Farringdon, London EC1M 4AN

### **North East Regional Centre**

NASUWT, Witney Way, Boldon Colliery,  
Tyne & Wear NE35 9PE

### **North West Regional Centre**

NASUWT, North Quarry Business Village,  
Skull House Lane, Appley Bridge,  
Lancashire WN6 9DL

### **South East Regional Centre**

NASUWT, Milestone House, Portsmouth Road, Send,  
Surrey GU23 7JZ

### **South West Regional Centre**

NASUWT, 2 Marlborough Court, Manaton Close,  
Matford Business Park, Exeter EX2 8PF

### **West Midlands Regional Centre**

NASUWT, Ludgate Court, Water Street,  
Birmingham B3 1EP

### **Yorkshire & Humberside Regional Centre**

NASUWT, 241 Leeds Road, Rothwell,  
Leeds LS26 0GR

### **Northern Ireland National Centre**

NASUWT Northern Ireland  
Ben Madigan House, Edgewater Office Park,  
Edgewater Road, Belfast BT3 9JQ

Tel: 028 9078 4480

E-mail: rc-nireland@mail.nasuwt.org.uk

### **Scotland National Centre**

NASUWT Scotland  
35 Young Street North Lane, Edinburgh EH2 4JD

Tel: 0131 226 8480

E-mail: rc-scotland@mail.nasuwt.org.uk

### **Wales National Centre**

NASUWT Cymru  
Greenwood Close, Cardiff Gate Business Park,  
Cardiff CF23 8RD

Tel: 029 2054 6080

E-mail: rc-wales-cymru@mail.nasuwt.org.uk

## **Headquarters**

Hillscourt Education Centre, Rose Hill, Rednal, Birmingham B45 8RS  
Tel: 03330 145550

E-mail: advice@mail.nasuwt.org.uk

Website: www.nasuwt.org.uk

# **NASUWT**

The Teachers' Union

Hillscourt Education Centre, Rose Hill, Rednal, Birmingham B45 8RS

Tel: 03330 145550

E-mail: [advice@mail.nasuwt.org.uk](mailto:advice@mail.nasuwt.org.uk) Website: [www.nasuwt.org.uk](http://www.nasuwt.org.uk)