

**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

	Page
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
Courses for Representatives/Officers	17
School/College Representatives	17
Health and Safety Representatives	25
Learning Representatives	29
Local Officers	31
Courses for Supply Teachers	37
Other Courses for Members	41
Trade Union Events	51
Seminars for Members	51
Tackling Under-representation	53
Contact Addresses	56
Notes	57

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.
- 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.

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;
- receipted 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) child care 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 £8.45 per hour may be claimed in respect of carer needs up to a maximum of £84.50 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

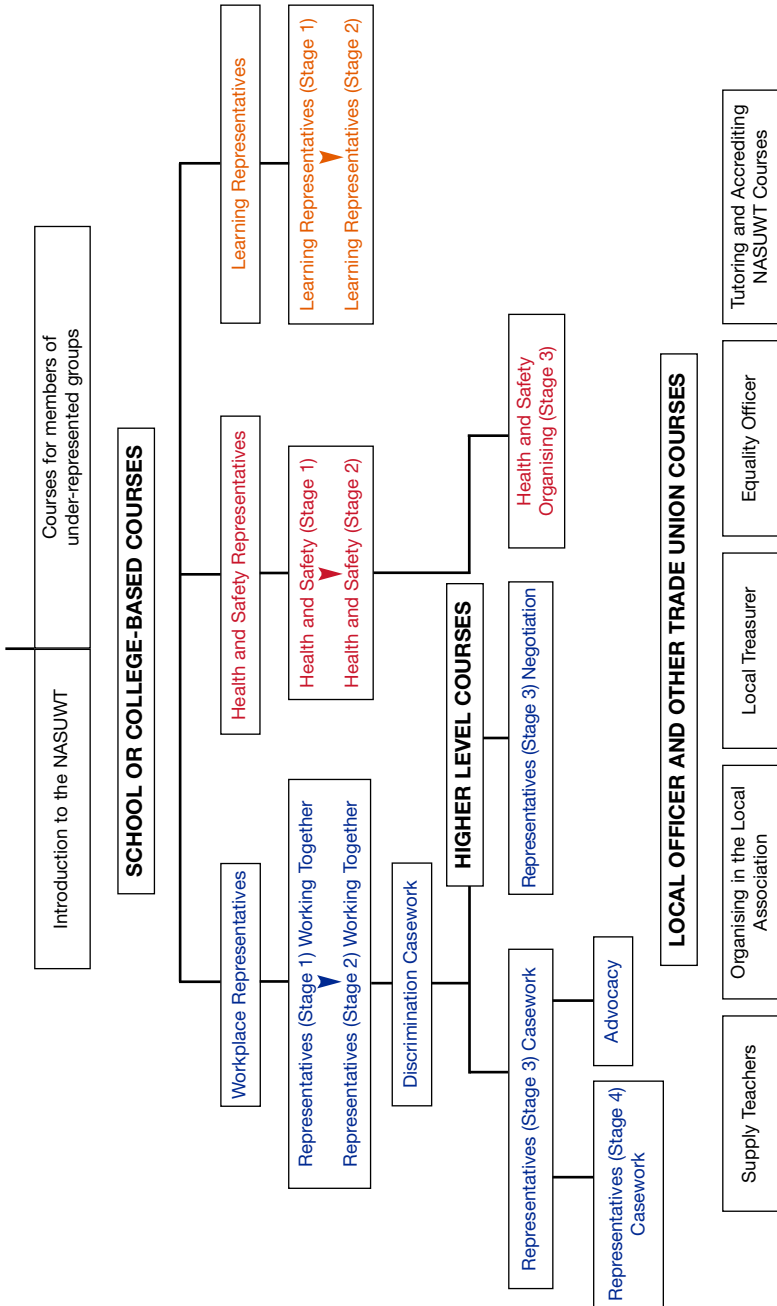
Reimbursement will not be made for:

- 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.

Structure of NASUWT Trade Union Courses

OPTIONAL TASTER 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'.

Location	Date	Code	Venue (if different from the Regional Centre)
Headquarters, Hillscourt Education Centre	13/14 November	AF001HO17	
Eastern Regional Centre	03/04 October 10/11 January 17/18 April	AF003REA17 AF001REA18 AF002REA18	
East Midlands Regional Centre	19/20 September 06/07 December 08/09 February 21/22 June 12/13 July	AF004REM17 AF005REM17 AF001REM18 AF002REM18 AF003REM18	
Greater London Regional Centre	16/17 November 02 & 12 February 11/12 June	AF003RLO17 AF001RLO18 AF003RLO18	
North East Regional Centre	15 & 23 November 03 & 11 July	AF002RNE17 AF001RNE18	
North West Regional Centre	16/17 October 25/26 January 30 April/01 May	AF004RNW17 AF001RNW18 AF002RNW18	

Location	Date	Code	Venue <i>(if different from the Regional Centre)</i>
South East Regional Centre	17/18 October	AF003RSE17	
	04/05 December	AF004RSE17	
	06/07 February	AF003RSE18	
	03/04 May	AF002RSE18	
South West Regional Centre	07/08 November	AF004RSW17	
	01/02 February	AF001RSW18	
	13/14 March	AF002RSW18	
	04/05 July	AF003RSW18	
West Midlands Regional Centre	05/06 October	AF003RWM17	
	08/09 March	AF001RWM18	
	28/29 June	AF002RWM18	
Yorkshire & Humberside Regional Centre	27/28 November	AF002RYO17	
	21/22 June	AF001RYO18	
Northern Ireland National Centre	24/25 October	AF003RNI17	
	12/13 April	AF001RNI18	
Scotland National Centre	01/02 November	AF002RSC17	
	30/31 January	AF001RSC18	
Wales National Centre	26/27 October	AF003RWA17	<i>St Asaph</i>
	22/23 March	AF001RWA18	
	20/21 June	AF002RWA18	

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'.

Location	Date	Code	Venue <i>(if different from the Regional Centre)</i>
Eastern Regional Centre	14/15 November 20/21 June	MH002REA17 MH001REA18	
East Midlands Regional Centre	07/08 November 13/14 March	MH002REM17 MH001REM18	
Greater London Regional Centre	04/05 July	MH001RLO18	
North West Regional Centre	14/15 November 05/06 July	MH001RNW17 MH001RNW18	
South East Regional Centre	06/07 November 30/31 January 22/23 March 07/08 June	MH004RSE17 MH001RSE18 MH004RSE18 MH003RSE18	
Yorkshire & Humberside Regional Centre	28/29 September 12/13 March	MH002RYO17 MH001RYO18	

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’.

Location	Date	Code	Venue <i>(if different from the Regional Centre)</i>
Headquarters, Hillscourt Education Centre	16/17 July	AH001HO18	
South East Regional Centre	09/10 July	AH001RSE18	

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>
Headquarters, Hillscourt Education Centre	09/10 October	AG003HO17	
	23/24 January	AG001HO18	
	21/22 June	AG002HO18	
Eastern Regional Centre	21/22 November	AG002REA17	
	07/08 May	AG001REA18	
East Midlands Regional Centre	10/11 October	AG003REM17	
	27/28 February	AG001REM18	
	04/05 July	AG002REM18	
Greater London Regional Centre	25/26 January	AG001RLO18	
North East Regional Centre	04 & 12 July	AG001RNE18	
North West Regional Centre	04/05 December	AG002RNW17	
South East Regional Centre	02/03 November	AG002RSE17	
	28/29 June	AG001RSE18	
South West Regional Centre	15/16 November	AG002RSW17	
	19/20 March	AG001RSW18	
West Midlands Regional Centre	16/17 November	AG002RWM17	
	14/15 June	AG001RWM18	
Yorkshire & Humberside Regional Centre	05/06 October	AG002RYO17	
	21/22 May	AG001RYO18	
Northern Ireland National Centre	17/18 January	AG001RNI18	
Scotland National Centre	04/05 October	AG001RSC17	
Wales National Centre	15/16 May	AG001RWA18	

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.

Location	Date	Code	Venue <i>(if different from the Regional Centre)</i>
Headquarters, Hillscourt Education Centre	30 October	VO002HO17	
Eastern Regional Centre	01 March	VO001REA18	
East Midlands Regional Centre	05 October 16 May	VO002REM17 VO001REM18	
Greater London Regional Centre	27 April	VO001RLO18	
North East Regional Centre	14 March	VO001RNE18	
North West Regional Centre	28 February	VO001RNW18	
South East Regional Centre	24 May	VO002RSE18	
South West Regional Centre	27 September 06 February 15 June	VO004RSW17 VO001RSW18 VO002RSW18	
West Midlands Regional Centre	23 November	VO001RWM17	
Yorkshire & Humberside Regional Centre	13 July	VO001RYO18	
Scotland National Centre	17 January	VO001RSC18	
Wales National Centre	13 October	VO002RWA17	
Northern Ireland National Centre	21 March	VO001RNI18	

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.

Location	Date	Code	Venue <i>(if different from the Regional Centre)</i>
Headquarters, Hillscourt Education Centre	01/02 November	LB003HO17	
	31 Jan/01 Feb	LB001HO18	
	18/19 April	LB002HO18	
Eastern Regional Centre	06/07 February	LB001REA18	
East Midlands Regional Centre	22/23 March	LB002REM18	
Greater London Regional Centre	27/28 March	LB001RLO18	
North West Regional Centre	27/28 September	LB002RNW17	
South East Regional Centre	11/12 July	LB001RSE18	
South West Regional Centre	09/10 May	LB001RSW18	
West Midlands Regional Centre	07/08 June	LB002RWM18	
Yorkshire & Humberside Regional Centre	07/08 March	LB001RYO18	

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 34.

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.

Location	Date	Code	Venue <i>(if different from the Regional Centre)</i>
Headquarters, Hillscourt Education Centre	07/08 November	LA003HO17	
	26/27 February	LA001HO18	
	02/03 May	LA002HO18	
Eastern Regional Centre	14/15 March	LA001REA18	
East Midlands Regional Centre	13/14 December	LA002REM17	
	12/13 June	LA001REM18	
Greater London Regional Centre	20/21 June	LA001RLO18	
North East Regional Centre	21/22 March	LA001RNE18	
North West Regional Centre	30/31 January	LA001RNW18	
South East Regional Centre	19/20 June	LA001RSE18	
South West Regional Centre	08/09 March	LA001RSW18	
West Midlands Regional Centre	18/19 October	LA002RWM17	
	09/10 July	LA001RWM18	
Yorkshire & Humberside Regional Centre	05/06 March	LA001RYO18	
Scotland National Centre	06/07 March	LA001RSC18	
Northern Ireland National Centre <i>*(for members in NI only)</i>	27/28 February	LA001RNI18	
Wales National Centre	02/03 July	LA001RWA18	

* Members in Northern Ireland should attend the Representatives Stage 3 Casework course at the NI 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.

Location	Date	Code	Venue <i>(if different from the Regional Centre)</i>
Headquarters, Hillscourt Education Centre	08/09 January	LC001HO18	
Eastern Regional Centre	19/20 September	LC001REA17	
East Midlands Regional Centre	30/31 January 27/28 June	LC001REM18 LC002REM18	
North West Regional Centre	12/13 March	LC001RNW18	
South East Regional Centre	13/14 November	LC001RSE17	
South West Regional Centre	26/27 June	LC001RSW18	
Yorkshire & Humberside Regional Centre	14/15 June	LC001RYO18	

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.

Location	Date	Code	Venue <i>(if different from the Regional Centre)</i>
Headquarters, Hillscourt Education Centre	03/04 October	BD001HO17	
Eastern Regional Centre	17/18 October	BD001REA17	
East Midlands Regional Centre	18/19 January	BD001REM18	
Greater London Regional Centre	10/11 July	BD001RLO18	
North West Regional Centre	23/24 April	BD001RNW18	
South West Regional Centre	12/13 July	BD001RSW18	
West Midlands Regional Centre	01/02 February	BD001RWM18	
Yorkshire & Humberside Regional Centre	04/05 July	BD001RYO18	

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.

Location	Date	Code	Venue <i>(if different from the Regional Centre)</i>
Headquarters, Hillscourt Education Centre	20 Jun/12 Oct	BG001HO18	
Greater London Regional Centre	27 Sep/09 Jan 23 Jan/02 May	BG003RLO17 BG001RLO18	
North West Regional Centre	10 Oct/05 Feb	BG001RNW17	
Northern Ireland National Centre	07 Nov/09 Jan 02 Feb/01 May	BG003RNI17 BG002RNI18	
Scotland National Centre	05 Sep/11 Jan	BG001RSC17	
Wales National Centre	27 Sep/07 Feb	BG002RWA17	

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.

Location	Date	Code	Venue <i>(if different from the Regional Centre)</i>
Headquarters, Hillscourt Education Centre	19/20 March	AC001HO18	
Greater London Regional Centre	06/07 June	AC001RLO18	
North West Regional Centre	28/29 November	AC001RNW17	
Northern Ireland National Centre	10/11 October	AC002RNI17	
Scotland National Centre	07/08 November	AC001RSC17	
Wales National Centre	26/27 April	AC001RWA18	

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).

Location	Date	Code	Venue <i>(if different from the Regional Centre)</i>
Headquarters, Hillscourt Education Centre	16 Jan/16 March	BY001HO18	
Greater London Regional Centre	26 Feb/14 May	BY001RLO18	

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 2017 Seminar Day and to invite booking.

Location	Date	Code	Contact
Headquarters, Hillscourt Education Centre	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.

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

LEARNING REPRESENTATIVES

The Learning Representative is a union member who has been elected to the union role of Learning Representative 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 course is offered on a residential basis at Hillscourt Education Centre or on a non-residential basis elsewhere.

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

Location	Date	Code	Venue <i>(if different from the Regional Centre)</i>
Headquarters, Hillscourt Education Centre	14/15 February	BR001HO18	
Eastern Regional Centre	04/05 July	BR001REA18	
South West Regional Centre	22/23 January	BR001RSW18	
Scotland National Centre	13/14 June	BR001RSC18	

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.

Location	Date	Code	Venue <i>(if different from the Regional Centre)</i>
Headquarters, Hillscourt Education Centre	21/22 May	BV001HO18	

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.

Location	Date	Code	Venue <i>(if different from the Regional Centre)</i>
Headquarters, Hillscourt Education Centre	19/20 October	LE004HO17	
	22/23 March	LE004HO18	
	14/15 June	LE002HO18	
Eastern Regional Centre	27/28 June	LE001REA18	
Greater London Regional Centre	23/24 July	LE001RLO18	
North West Regional Centre	09/10 May	LE001RNW18	
South West Regional Centre	06/07 December	LE001RSW17	
Northern Ireland National Centre	17/18 November	LE001RNI17	
Scotland National Centre	21/22 November	LE001RSC17	

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 to enable 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 or call 0121 453 6150.

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.

Location	Date	Code	Venue <i>(if different from the Regional Centre)</i>
Headquarters, Hillscourt Education Centre	28/29 November	BK001HO17	
Eastern Regional Centre	13/14 June	BK001REA18	
Northern Ireland National Centre	28/29 September	BK001RNI17	

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.

Location	Date	Code	Contact
Headquarters, Hillscourt Education Centre	11 October	EQU03HO17	<i>Conferences and Events Team</i>

BENEVOLENCE CASEWORK: FOR BENEVOLENCE VISITORS

The 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.

Location	Date	Code	Venue <i>(if different from the Regional Centre)</i>
Headquarters, Hillscourt Education Centre	04 October	AP001HO17	
Eastern Regional Centre	02 November	AP001REA17	
Greater London Regional Centre	17 May	AP001RLO18	
Yorkshire & Humberside Regional Centre	TBC	AP002RYO17	

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.

Location	Date	Code	Venue <i>(if different from the Regional Centre)</i>
Eastern Regional Centre	30 November	AT001REA17	
East Midlands Regional Centre	24 November	AT002REM17	
Greater London Regional Centre	22 September	AT001RLO17	
North West Regional Centre	07 March	AT001RNW18	
South East Regional Centre	14 June	AT001RSE18	
South West Regional Centre	10 January	AT001RSW18	
Wales National Centre	12 January 02 February	AT001RWA18 AT002RWA18	<i>St Asaph</i>
Yorkshire Humberside Regional Centre	13 November	AT002RYO17	

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. Caseworkers may attend any of the briefings in a location and date to suit individual needs.

Location	Date	Code	Venue <i>(if different from the Regional Centre)</i>
Eastern Regional Centre	28 November	LX006REA17	
	26 April	LX001REA18	
East Midlands Regional Centre	15 November	LX004REM17	
	07 June	LX001REM18	
Greater London Regional Centre	13 October	LX003RLO17	
	09 March	LX001RLO18	
	29 June	LX002RLO18	
North East Regional Centre	22 November	LX006RNE17	
	02 May	LX001RNE18	
	TBC	LX006RNE18	
	TBC	LX007RNE18	
North West Regional Centre	21 September	LX002RNW17	
	20 June	LX001RNW18	
South East Regional Centre	20 October	LX003RSE17	
	15 March	LX002RSE18	
	06 July	LX001RSE18	
South West Regional Centre	28 November	LX004RSW17	
	25 April	LX001RSW18	
	21 June	LX002RSW18	
West Midlands Regional Centre	13 November	LX003RWM17	
	22 March	LX001RWM18	
	21 June	LX002RWM18	
Northern Ireland Regional Centre	17 October	LX003RNI17	
	17 April	LX001RNI18	
Scotland National Centre	03 November	LX001RSC17	
	02 February	LX001RSC18	
Wales National Centre	17 Oct	LX002RWA17	
	25 Jan	LX002RWA18	<i>St Asaph</i>
	07 Mar	LX003RWA18	
	18 Jul	LX001RWA18	

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.

Location	Date	Code	Venue <i>(if different from the Regional Centre)</i>
Headquarters, Hillscourt Education Centre	26/27 February	CG001HO18	

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.

Location	Date	Code	Venue <i>(if different from the Regional Centre)</i>
Headquarters, Hillscourt Education Centre	17/18 May	CH001HO18	

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.

Location	Date	Code	Venue <i>(if different from the Regional Centre)</i>
Headquarters, Hillscourt Education Centre	14 March	CF001HO18	

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.

Location	Date	Code	Venue <i>(if different from the Regional Centre)</i>
Headquarters, Hillscourt Education Centre	12/13 February	CL001HO18	

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.

Location	Date	Code	Venue <i>(if different from the Regional Centre)</i>
Headquarters, Hillscourt Education Centre	26/27 April	CC001HO18	

* 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. The topics covered in these networking seminars are designed to equip supply teachers with the skills and knowledge to undertake their professional duties. Topics vary between regional and national centres and include subjects such as whiteboard training, behaviour management, ICT skills and assertiveness training.

Location	Date	Code	Venue <i>(if different from the Regional Centre)</i>
Eastern Regional Centre	13 February	LY001REA18	
	31 May	LY002REA18	
East Midlands Regional Centre	21 February	LY001REM18	
	11 April	LY002REM18	
Greater London Regional Centre	26 October	LY002RLO17	
	01 June	LY001RLO18	
North West Regional Centre	TBC	LY001RNW17	
	TBC	LY001RNW18	
South East Regional Centre	TBC	LY001RSE17	
	TBC	LY003RSE17	
	TBC	LY002RSE17	
South West Regional Centre	15 February	LY001RSW18	
	29 May	LY002RSW18	
Yorkshire Humberside Regional Centre	23 October	LY003RYO17	
	17 February	LY001RYO18	
	01 June	LY002RYO18	
West Midlands Regional Centre	24 October	LY003RWM17	
	20 February	LY001RWM18	
	30 May	LY002RWM18	

Location	Date	Code	Venue <i>(if different from the Regional Centre)</i>
Scotland Regional Centre	18 November	LY001RSC17	
Wales National Centre	02 November	LY001RWA17	

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.

Location	Date	Code	Venue <i>(if different from the Regional Centre)</i>
Eastern Regional Centre	26 October (am)	MY001REA17	
	26 October (pm)	MY002REA17	
East Midlands Regional Centre	24 October (am)	MY001REM17	
	24 October (pm)	MY002REM17	
North East Regional Centre	11 October (am)	MY005RNE17	
	28 March (pm)	MY001RNE18	
	06 June (pm)	MY002RNE18	
North West Regional Centre	13 February (am)	MY001RNW18	
	13 February (pm)	MY002RNW18	
South East Regional Centre	12 February (am)	MY001RSE18	
	12 February (pm)	MY002RSE18	
South West Regional Centre	24 October (am)	MY001RSW17	
	24 October (pm)	MY002RSW17	
Northern Ireland National Centre	03 November (am)	MY001RNI17	
	13 February (pm)	MY001RNI18	
	20 April (am)	MY002RNI18	
Wales National Centre	23 February (am)	MY001RWA18	
	23 February (pm)	MY002RWA18	

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 providing 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 23 September 2017. Further dates for the 2017-18 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 is aimed solely at supply teachers wishing to play a more active role within the NASUWT and will explore members' understanding of activism. The course will look at the various ways supply teachers can play an active part in their Local Associations and 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.

Location	Date	Code	Venue <i>(if different from the Regional Centre)</i>
Headquarters, Hillscourt Education Centre	19 May	MX001HO18	

OTHER COURSES

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

Course name	Page Number
Working Successfully in an Academy	41
Introduction to the NASUWT	41
Behaviour Management (one-day course)	41
Behaviour Management (two-day course)	42
Working Assertively	43
Dignity at Work: Your Rights, Their Responsibilities	43
Stress Management	44
Health and Safety Management	44
Staff Governors	45
Tutoring and Accrediting NASUWT Courses	45
Training Officers Training and Development Day	46
Workers on the Autism Spectrum and Trade Union Support	46

Course name	Page Number
Mental Health First Aid	47
Mental Health First Aid (MHFA) Lite	48
Mental Health Awareness	48
Neurodiversity Awareness	49
Introduction to Trans Awareness	49
Other events you may be interested in:	
Promoting Safe Workplaces for LGBTI Teachers	50
Programme of Consultation Conferences	53
Programme of Development Courses	53

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.

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

Location	Date	Code	Venue <i>(if different from the Regional Centre)</i>
Headquarters, Hillscourt Education Centre	05 February	DI001HO18	
Northern Ireland National Centre	11 November	DI001RNI17	

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.

Location	Date	Code	Venue <i>(if different from the Regional Centre)</i>
Headquarters, Hillscourt Education Centre	30 November 18 May	DG003HO17 DG001HO18	

Location	Date	Code	Venue <i>(if different from the Regional Centre)</i>
Eastern Regional Centre	12 December	DG001REA17	
East Midlands Regional Centre	17 November 26 January	DG002REM17 DG001REM18	
Greater London Regional Centre	08 November 01 March	DG002RLO17 DG001RLO18	
North East Regional Centre	02 December 07 March	DG001RNE17 DG001RNE18	
North West Regional Centre	07 November	DG001RNW17	
Northern Ireland Regional Centre	06 October 16 March 25 May	DG002RNI17 DG001RNI18 DG002RNI18	
South West Regional Centre	04 December 06 March	DG001RSW17 DG001RSW18	
Yorkshire & Humberside Regional Centre	07 February	DG001RYO18	
Scotland National Centre	28 November	DG003RSC17	
Wales National Centre	14 November 16 March 07 June	DG001RWA17 DG002RWA18 DG001RWA18	<i>St Asaph</i>
West Midlands Centre	12 October	DG001RWM17	

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.

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

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.

Location	Date	Code	Venue <i>(if different from the Regional Centre)</i>
Headquarters, Hillscourt Education Centre	12 March	FA001HO18	
	04 July	FA002HO18	
Eastern Regional Centre	07 November	FA001REA17	
East Midlands Regional Centre	03 May	FA001REM18	
Greater London Regional Centre	07 February	FA001RLO18	
	02 July	FA002RLO18	
South East Regional Centre	30 September	FA002RSE17	<i>Holiday Inn, Oxford</i>
	10 March	FA002RSE18	<i>Holiday Inn, Oxford</i>
	14 March	FA001RSE18	<i>Holiday Inn, Oxford</i>
South West Regional Centre	18 May	FA001RSW18	
Yorkshire & Humberside Regional Centre	21/22 September	FA002RYO17	
	28 Feb/01 Mar	FA001RYO18	
Northern Ireland National Centre	12 May	FA001RNI18	
	16 June	FA002RNI18	
Scotland National Centre	06 February	FA001RSC18	
West Midlands Regional Centre	15 February	FA001RWM18	

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.

Location	Date	Code	Venue <i>(if different from the Regional Centre)</i>
Headquarters, Hillscourt Education Centre	27/28 September	DJ001HO17	
Eastern Regional Centre	13/14 September	DJ001REA17	
East Midlands Regional Centre	TBC	DJ001REM18	
South East Regional Centre	05/06 March	DJ001RSE18	
South West Regional Centre	18/19 January	DJ001RSW18	
Wales Regional Centre	09 March	DJ001RWA18	
Northern Ireland National Centre	14 October	DJ001RNI17	

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.

Location	Date	Code	Venue <i>(if different from the Regional Centre)</i>
Northern Ireland National Centre	25 November 28 April	DC002RNI17 DC001RNI18	
East Midlands Regional Centre	22 November	DC001REM17	
Eastern Regional Centre	21 March	DC001REA18	
Scotland National Centre	22 May	DC001RSC18	

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'.

Location	Date	Code	Venue <i>(if different from the Regional Centre)</i>
Headquarters, Hillscourt Education Centre	16 November	DA001HO17	
Northern Ireland National Centre	14 November	DA002RNI17	

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 and Wales, 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.

Location	Date	Code	Venue <i>(if different from the Regional Centre)</i>
Headquarters, Hillscourt Education Centre	28 June	AW001HO18	
Eastern Regional Centre	27 February	AW001REA18	
Northern Ireland National Centre	20 February	AW001RNI18	

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).

Location	Date	Code	Venue <i>(if different from the Regional Centre)</i>
Headquarters, Hillscourt Centre	05/06 June	BO001HO18	
Eastern Regional Centre	23/24 May	BO001REA18	
East Midlands Regional Centre	18/19 June	BO001REM18	
South East Regional Centre	23/24 January	BO001RSE18	
South West Regional Centre	02/03 November	BO001RSW17	
North West Regional Centre	18/19 April	BO001RNW18	
Yorkshire & Humberside Regional Centre	09/10 July	BO001RYO18	
Northern Ireland National Centre	29/30 November	BO001RNI17	
West Midlands Regional Centre	20/21 November 01/02 March	BO003RWM17 BO001RWM18	

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.

Location	Date	Code	Contact
Headquarters, Hillscourt Education Centre	09 November	TRA01HO17	<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 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.

Location	Date	Code	Venue <i>(if different from the Regional Centre)</i>
Headquarters, Hillscourt Education Centre	15 May	DL001HO18	

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.

Location	Date	Code	Venue <i>(if different from the Regional Centre)</i>
Eastern Regional Centre	21/22 February	DM001REA18	
East Midlands Regional Centre	20/21 March	DM001REM18	
Great London Regional Centre	18/19 January	DM001RLO18	
North East Regional Centre	29 Nov & 07 Dec 20 & 28 June	DM003RNE17 DM001RNE18	
North West Regional Centre	02/03 October 11/12 June	DM002RNW17 DM001RNW18	
South East Regional Centre	25/26 January 17/18 May	DM002RSE18 DM003RSE18	
South West Regional Centre	21/22 November	DM001RSW17	
West Midlands Regional Centre	29/30 November	DM002RWM17	
Yorkshire and Humberside Regional Centre	26/27 April	DM001RYO18	

MENTAL HEALTH FIRST AID (MHFA) LITE

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.

Location	Date	Code	Venue <i>(if different from the Regional Centre)</i>
North East Regional Centre	18 October	EM001RNE17	
	24 April	EM001RNE18	
South East Regional Centre	17 November	EM001RSE17	

MENTAL HEALTH AWARENESS

This course offers support in raising awareness around mental health issues – it is not a medical or forensic consideration of mental health. The course is aimed at NASUWT members and NASUWT Representatives to help them become more aware of an increasingly common issue and get them thinking about how they might offer assistance and solidarity to their colleagues who are or may be exhibiting signs of mental health problems.

Location	Date	Code	Venue <i>(if different from the Regional Centre)</i>
Eastern Regional Centre	25 January	DN001REA18	
South East Regional Centre	19 October	DN001RSE17	
South West Regional Centre	16 July	DN001RSW18	
Scotland National Centre	12 September	DN001RSC17	
Wales National Centre	05 December	DN001RWA17	
	12 December	DN002RWA17	<i>St Asaph</i>
Northern Ireland National Centre	26 January	DN001RNI18	

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.

Location	Date	Code	Venue <i>(if different from the Regional Centre)</i>
Headquarters, Hillscourt Education Centre	23 April	DO001HO18	

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.

Location	Date	Code	Venue <i>(if different from the Regional Centre)</i>
Headquarters, Hillscourt Education Centre	04 November	DP002HO17	
	20 February	DP001HO18	

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.

Location	Date	Code	Venue <i>(if different from the Regional Centre)</i>
Headquarters, Hillscourt Education Centre	14 July	LZ002HO18	

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
Eastern Regional Centre	23 September	BF001REA17	<i>Performance Management Appraisal Briefing</i>
Greater London Regional Centre	09 September	BF004RLO17	<i>Performance Management Briefing for Members</i>
	11 September (pm)	BF005RLO17	<i>Performance Management for School Reps</i>
	11 Sept (twilight)	BF006RLO17	<i>Performance Management for School Reps</i>
	15 March	BF003RLO18	<i>Pre-retirement Seminar</i>
	22 June (pm)	BF001RLO18	<i>Performance Management for School Reps</i>
	22 June (twilight)	BF002RLO18	<i>Performance Management for School Reps</i>
North West Regional Centre	24 May	BF002RNW18	<i>Financial Planning for Retirement</i>
Northern Ireland* National Centre	02 December	BF003RNI17	<i>Preparing for Teaching Post</i>
	24 February	BF002RNI18	<i>Preparing for Teaching Post</i>
	24 April	BF001RNI18	<i>Managing Social Media Abuse in Schools</i>
	02 June	BF003RNI18	<i>Preparing for Teaching Post</i>
Scotland National Centre**	30 September	BF002RSC17	<i>Primary school teachers</i>
	20 January	BF001RSC18	<i>NQT Follow-up Seminar</i>

Location	Date	Code	Subject
South East Regional Centre	22 June	BF001RSE18	<i>Health, Safety and Wellbeing Seminar</i>
South West Regional Centre	03 October	BF001RSW17	<i>Organising and Recruitment of Local Secretaries</i>
Yorkshire & Humberside Regional Centre	16 September	BF003RYO17	<i>Voice Care</i>
	20 October	BF004RYO17	<i>E-Safety Stage 1</i>
	03 November	BF005RYO17	<i>Stress and Wellbeing</i>
	17 March	BF001RYO18	<i>Voice Care</i>
	31 May	BF002RYO18	<i>E-Safety Stage 2</i>
	TBC	BF006RYO17	<i>Neurolinguistic programming</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.

Conference	Date	Location	Contact
BME Teachers	27 January	ICC Birmingham	<i>Conferences and Events Team</i>
Disabled Teachers	23 June	Hilton Metropole Birmingham	<i>Conferences and Events Team</i>
LGBTI Teachers	10 February	Birmingham Conferences and Events Centre (BCEC)	<i>Conferences and Events Team</i>
Women Teachers	07 October	Hilton Metropole Birmingham	<i>Conferences and Events Team</i>
Young Teachers	02 December	Hilton Metropole Birmingham	<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).

EVENTS FOR BLACK AND MINORITY ETHNIC MEMBERS

Location	Date	Code	Venue
Headquarters, Hillscourt Education Centre	17 February	BL001HO18	
Eastern Regional Centre	21 April	BL001REA18	
East Midlands Regional Centre	TBC	BL001REM18	
South East Regional Centre	03 July	BL001RSE18	
South West Regional Centre	03 March	BL002RSW18	
Scotland National Centre	28 April	BL001RSC18	
Wales National Centre	14 July	BL001RWA18	

EVENTS FOR DISABLED MEMBERS

Location	Date	Code	Venue
Headquarters, Hillscourt Education Centre	30 June	LN001HO18	
Greater London Regional Centre	19 May	LN001RLO18	
Scotland National Centre	17 March	LN001RSC18	

EVENTS FOR LGBTI MEMBERS

Location	Date	Code	Venue
Headquarters, Hillscourt Education Centre	12 May	LM001HO18	
East Midlands Regional Centre	TBC	LM001REM18	
North East Regional Centre	09 June	LM001RNE18	
Scotland National Centre	24 February	LM001RSC18	

EVENTS FOR WOMEN MEMBERS

Location	Date	Code	Venue
Headquarters, Hillscourt Education Centre	09 December	BC001HO17	
North West Regional Centre	03 Mar	BC001RNW18	
South East Regional Centre	09 May	BC001RSE18	
West Midlands Regional Centre	17 May	BC001RWM18	
Yorkshire & Humberside Regional Centre	12 February	BC001RYO18	
Scotland National Centre	09 September	BC001RSC17	

EVENTS FOR YOUNG MEMBERS

Location	Date	Code	Venue
Headquarters, Hillscourt Education Centre	24 March	BM001HO18	
Eastern Regional Centre	04 November	BM001REA17	
Greater London Regional Centre	17 March	BM001RLO18	
West Midlands Regional Centre	05 July	BM001RWM18	
Scotland National Centre	10 March	BM001RSC18	

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

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NASUWT

The Teachers' Union

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

Tel: 03330 145550

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