

**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)

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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. Nonreceipted 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 consider 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 resulting in less expenditure than public transport or 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 £6.70 per hour may be claimed in respect of carer needs up to a maximum of £46.90 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 were 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

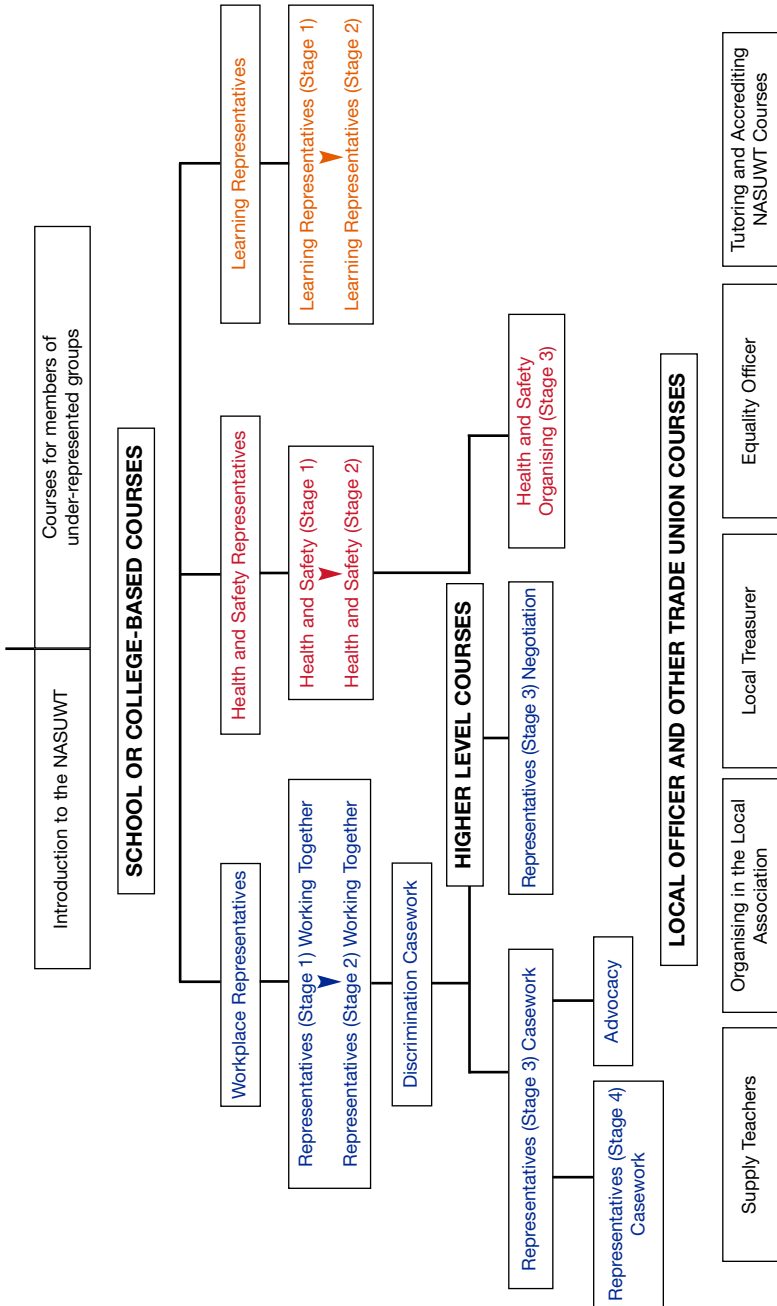
Reimbursement will not be made for:

- 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.nasuwt.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 enables 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 10.

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 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 at National/Regional centres. **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 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	09/10 November	AF002HO16	
Eastern Regional Centre	05/06 October 11/12 January 26/27 April	AF003REA16 AF001REA17 AF002REA17	
East Midlands Regional Centre	28/29 September 06/07 December 08/09 February 21/22 June 12/13 July	AF004REM16 AF005REM16 AF001REM17 AF002REM17 AF003REM17	
Greater London Regional Centre	16/17 November 03 & 13 February 11/12 May	AF003RLO16 AF001RLO17 AF002RLO17	
North East Regional Centre	19 Oct & 03 Nov 04 & 11 July	AF002RNE16 AF001RNE17	
North West Regional Centre	10/11 October 12/13 December 25/26 January 13/14 March	AF004RNW16 AF005RNW16 AF001RNW17 AF002RNW17	

Location	Date	Code	Venue <i>(if different from the Regional Centre)</i>
South East Regional Centre	18/19 October	AF003RSE16	
	05/06 December	AF004RSE16	
	07/08 February	AF001RSE17	
	04/05 May	AF002RSE17	
South West Regional Centre	05/06 October	AF004RSW16	
	10/11 November	AF005RSW16	
	08/09 February	AF001RSW17	
	09/10 March	AF002RSW17	
	05/06 July	AF003RSW17	
West Midlands Regional Centre	06/07 October	AF004RWM16	
	09/10 March	AF001RWM17	
	29/30 June	AF002RWM17	
Yorkshire & Humberside Regional Centre	26/27 September	AF002RYO16	
	07/08 December	AF003RYO16	
	15/16 June	AF001RYO17	
Northern Ireland National Centre	24/25 November	AF002RNI16	
	27/28 April	AF002RNI17	
Scotland National Centre	25/26 October	AF002RSC16	
	04/05 May	AF001RSC17	
Wales National Centre	13/14 October	AF002RWA16	<i>St Asaph</i>
	20/21 October	AF003RWA16	

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	02/03 November 21/22 June	MH002REA16 MH001REA17	
East Midlands Regional Centre	01/02 November 09/10 March	MH002REM16 MH001REM17	
Greater London Regional Centre	05/06 July	MH001RLO17	
North West Regional Centre	09/10 November	MH001RNW16	
South East Regional Centre	07/08 November 30/31 January 08/09 March 08/09 June	MH005RSE16 MH001RSE17 MH002RSE17 MH003RSE17	
Yorkshire & Humberside Regional Centre	13/14 March	MH001RYO17	

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	12/13 July	AH001HO17	
Greater London Regional Centre	07/08 October	AH002RLO16	

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	19/20 October	AG003HO16	
	23/24 January	AG001HO17	
	15/16 June	AG002HO17	
Eastern Regional Centre	23/24 November	AG002REA16	
	10/11 May	AG001REA17	
East Midlands Regional Centre	10/11 October	AG003REM16	
	21/22 February	AG001REM17	
	04/05 July	AG002REM17	
Greater London Regional Centre	16/17 January	AG001RLO17	
North East Regional Centre	07/15 June	AG001RNE17	
North West Regional Centre	06/07 February	AG001RNW17	
South East Regional Centre	03/04 November	AG002RSE16	
	10/11 May	AG001RSE17	
South West Regional Centre	15/16 November	AG002RSW16	
	22/23 March	AG001RSW17	
West Midlands Regional Centre	17/18 November	AG003RWM16	
	15/16 June	AG001RWM17	
Yorkshire & Humberside Regional Centre	04/05 October	AG002RYO16	
	25/26 May	AG001RYO17	
Northern Ireland National Centre	19/20 January	AG001RNI17	
Scotland National Centre	10/11 November	AG001RSC16	

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	16 November	VO001HO16	
Eastern Regional Centre	01 March	VO001REA17	
East Midlands Regional Centre	05 October 18 May	VO002REM16 VO001REM17	
Greater London Regional Centre	28 April	VO001RLO17	
North East Regional Centre	14 March	VO001RNE17	
North West Regional Centre	08 March	VO001RNW17	
South East Regional Centre	22 March	VO001RSE17	
South West Regional Centre	27 September 03 February 07 June	VO001RSW16 VO001RSW17 VO002RSW17	
West Midlands Regional Centre	22 November	VO001RWM16	
Yorkshire & Humberside Regional Centre	03 July	VO001RYO17	
Scotland National Centre	23 February	VO001RSC17	
Wales National Centre	23 June	VO001RWA17	<i>St Asaph</i>
Northern Ireland National Centre	03 March	VO001RNI17	

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	LB003HO16	
	31 Jan/01 Feb	LB001HO17	
	03/04 April	LB002HO17	
Eastern Regional Centre	08/09 February	LB001REA17	
East Midlands Regional Centre	14/15 March	LB001REM17	
Greater London Regional Centre	28/29 March	LB001RLO17	
North West Regional Centre	09/10 May	LB001RNW17	
South East Regional Centre	12/13 July	LB001RSE17	
South West Regional Centre	10/11 May	LB001RSW17	
West Midlands Regional Centre	08/09 June	LB001RWM17	
Yorkshire & Humberside Regional Centre	28/29 November	LB001RYO16	

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 30.

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	LA003HO16	
	13/14 February	LA001HO17	
	03/04 May	LA002HO17	
Eastern Regional Centre	08/09 March	LA001REA17	
East Midlands Regional Centre	13/14 December	LA002REM16	
Greater London Regional Centre	05/06 December	LA001RLO16	
North East Regional Centre	06/13 July	LA001RNE17	
North West Regional Centre	22/23 March	LA001RNW17	
South East Regional Centre	20/21 June	LA001RSE17	
South West Regional Centre	18/19 January	LA001RSW17	
West Midlands Regional Centre	18/19 October	LA003RWM16	
	10/11 July	LA001RWM17	
Yorkshire & Humberside Regional Centre	01/02 March	LA001RYO17	
Scotland National Centre	01/02 February	LA001RSC17	
Northern Ireland National Centre	26/27 January	LA001RNI17	

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	17/18 January	LC001HO17	
Eastern Regional Centre	21/22 September	LC001REA16	
East Midlands Regional Centre	13/14 September 28/29 June	LC002REM16 LC001REM17	
Greater London Regional Centre	11/12 July	LC001RLO17	
North West Regional Centre	03/04 July	LC001RNW17	
South East Regional Centre	14/15 November	LC001RSE16	
South West Regional Centre	21/22 June	LC001RSW17	
Yorkshire & Humberside Regional Centre	26/27 June	LC001RYO17	

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	05/06 October	BD001HO16	
Eastern Regional Centre	18/19 October	BD001REA16	
East Midlands Regional Centre	18/19 January	BD001REM17	
North West Regional Centre	26/27 April	BD001RNW17	
South West Regional Centre	15/16 June	BD001RSW17	
West Midlands Regional Centre	02/03 February	BD001RWM17	
Yorkshire & Humberside Regional Centre	27/28 March	BD001RYO17	

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.

Location	Date	Code	Venue <i>(if different from the Regional Centre)</i>
Headquarters, Hillscourt Education Centre	13 Jun/12 Oct	BG001HO17	
Eastern Regional Centre	27 Sep/19 Jan 07 Jun/12 Oct	BG002REA16 BG001REA17	
East Midlands Regional Centre	27 Sep/24 Jan 21 Mar/11 Jul	BG002REM16 BG001REM17	
Greater London Regional Centre	21 Sep/10 Jan 24 Jan/3 May	BG002RLO16 BG001RLO17	
North East Regional Centre	05 Oct/10 Jan	BG001RNE16	
North West Regional Centre	17 Nov/28 Feb	BG001RNW16	
South East Regional Centre	10 Nov/01 Feb 22 Jun/21 Sep	BG002RSE16 BG001RSE17	
South West Regional Centre	03 Mar/09 Jun	BG001RSW17	
West Midlands Regional Centre	16 Mar/23 Jun	BG001RWM17	
Yorkshire & Humberside Regional Centre	28 Apr/07 Jul	BG001RYO17	
Northern Ireland National Centre	11 Oct/10 Jan 7 Feb/16 May	BG002RNI16 BG001RNI17	
Scotland National Centre	09 Sep/11 Jan	BG001RSC16	
Wales National Centre	26 May/14 Jul	BG001RWA17	

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	14/15 March	AC001HO17	
Eastern Regional Centre	16/17 May	AC001REA17	
East Midlands Regional Centre	28 Feb/01 Mar	AC001REM17	
Greater London Regional Centre	07/08 June	AC001RLO17	
North East Regional Centre	28/29 June	AC001RNE17	
South East Regional Centre	17/18 May	AC001RSE17	
South West Regional Centre	29/30 June	AC001RSW17	
West Midlands Regional Centre	13/14 July	AC001RWM17	
Yorkshire & Humberside Regional Centre	19/20 June	AC001RYO17	
Northern Ireland National Centre	27/28 February	AC001RNI17	
Scotland National Centre	13/14 December	AC001RSC16	
Wales National Centre	08/09 December	AC001RWA16	

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	26 Jan/28 Mar	BY001HO17	
Greater London Regional Centre	27 Feb/08 May	BY001RLO17	
North West Regional Centre	16 Mar/22 Jun	BY001RNW17	

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>
South East Regional Centre	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	01/02 March	BROO1HO17	
Eastern Regional Centre	04/05 July	BROO1REA17	
Scotland National Centre	TBC		

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	24/25 May	BV001HO17	

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	22/23 March 19/20 June	LE001HO17 LE002HO17	
Eastern Regional Centre	27/28 June	LE001REA17	
North West Regional Centre	06/07 December	LE002RNW16	
South West Regional Centre	29/30 September	LE001RSW16	
Yorkshire & Humberside Regional Centre	30 Jun/01 Jul	LE001RYO17	<i>Thorpe Park Hotel, Leeds</i>

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 even before they have attended this training.

EQUALITY OFFICERS

Local Association Equality Officer is 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 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	24/25 November	BK001HO16	
Eastern Regional Centre	14/15 June	BK001REA17	

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 to attend.

Location	Date	Code	Contact
Headquarters, Hillscourt Education Centre	13 October	EQU03HOE16	<i>Conferences and Events Team</i>
	07 March	EQU01HOE17	
	06 July	EQU02HOE17	

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	TBC		
Eastern Regional Centre	10 November	AP001REA16	
Greater London Regional Centre	TBC	AP001RLO16	
Yorkshire & Humberside Regional Centre	14 July	AP001RYO17	

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	01 December	AT001REA16	
East Midlands Regional Centre	29 November	AT001REM16	
Great London Regional Centre	16 September	AT001RLO16	
North East Regional Centre	25 January	AT001RNE17	
North West Regional Centre	16 May	AT001RNW17	
South East Regional Centre	15 June	AT001RSE17	
Wales National Centre	20 January 03 February	AT001RWA17 AT002RWA17	<i>St Asaph</i>
Yorkshire Humberside Regional Centre	18 November 27 January	AT002RYO16 AT001RYO17	

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	17 November	LX005REA16	
	22 March	LX001REA17	
East Midlands Regional Centre	15 November	LX003REM16	
	08 June	LX001REM17	
Greater London Regional Centre	25 November	LX003RLO16	
	03 March	LX001RYO17	
	30 June	LX002RLO17	
North East Regional Centre	18 November	LX004RNE16	
	21 June	LX005RNE17	
North West Regional Centre	17 October	LX003RNW16	
	12 June	LX001RNW17	
South East Regional Centre	21 October	LX003RSE16	
	16 March	LX001RSE17	
	07 July	LX002RSE17	
South West Regional Centre	23 November	LX003RSW16	
	20 January	LX001RSW17	
	27 April	LX002RSW17	
	27 June	LX003RSW17	
West Midlands Regional Centre	11 November	LX005RWM16	
	23 March	LX001RWM17	
	22 June	LX002RWM17	
Northern Ireland Regional Centre	14 October	LX001RNI16	
	23 March	LX001RNI17	
Wales National Centre	24 March	LX001RWA17	
Yorkshire Humberside Regional Centre	TBC	LX001RYO17	

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	02/03 February	CG001HO17	

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	15/16 May	CH001HO17	

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	20 March	CF001HO17	

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	14/15 February	CL001HO17	

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, 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	27/28 April	CC001HO17	

* 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	LY001REA17	
	01 June	LY002REA17	
East Midlands Regional Centre	14 February	LY001REM17	
	12 April	LY002REM17	
North West Regional Centre	08 October	LY001RNW16	
	TBC	LY001RNW17	
South East Regional Centre	TBC	LY002RSE16	
	TBC	LY003RSE16	
South West Regional Centre	14 February	LY001RSW17	
	02 June	LY002RSW17	
Greater London Regional Centre	27 October	LY001RLO16	
	02 June	LY001RLO17	
Yorkshire Humberside Regional Centre	24 October	LY001RYO16	
	18 February	LY001RYO17	
	31 May	LY002RYO17	
Northern Ireland Regional Centre	01 November	LY001RNI16	
	21 February	LY002RNI17	
	12 April	LY003RNI17	
West Midlands Regional Centre	25 October	LY004RWM16	
	21 February	LY001RWM17	
	30 May	LY002RWM17	

Location	Date	Code	Venue <i>(if different from the Regional Centre)</i>
Scotland Regional Centre	TBC	LY001RSC16	

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	24 October (am)	MY001REA16	
	24 October (pm)	MY003REA16	
East Midlands Regional Centre	19 October (am)	MY001REM16	
	19 October (pm)	MY002REM16	
Greater London Regional Centre	15 February (am)	MY001RLO17	
	15 February (pm)	MY002RLO17	
North East Regional Centre	22 October (am)	MY003RNE16	
	11 March (am)	MY001RNE17	
	20 May (am)	MY002RNE17	
North West Regional Centre	16 February (am)	MY001RNW17	
	16 February (pm)	MY002RNW17	
South East Regional Centre	13 February (am)	MY001RSE17	
	13 February (pm)	MY002RSE17	
South West Regional Centre	26 October (am)	MY001RSW16	
	26 October (pm)	MY002RSW16	

NATIONAL SUPPLY TEACHER SEMINARS

The termly National Supply Teacher Seminars have grown in popularity, often with a waiting list for places. They provide a space for supply teachers to get together and share their experiences and engage in lively discussions about issues such as pay and conditions and employment practices. The seminars also provide practical and professional advice. If you are interested in attending seminars for supply teachers, please contact the Conferences and Events team to reserve your place.

The date of the next seminar is 17 September 2016. Further dates for the 2016-17 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.

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

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
Introduction to the NASUWT	37
Behaviour Management	37
Working Assertively	38
Dignity at Work: Your Rights, Their Responsibilities	39
Stress Management	39
Tutoring and Accrediting NASUWT Courses	41
Workers on the Autism Spectrum and Trade Union Support	42
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Excel Stages 1 and 2	31
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Other events you may be interested in:	
Trade Union Events	45
Programme of Consultation Conferences	47
Programme of Development courses	47
Promoting Safe Workplaces for LGBTI Teachers	49

OTHER COURSES FOR MEMBERS

WORKING SUCCESSFULLY IN AN ACADEMY

This course will equip workplace representatives and members 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	10 February	DI001HO17	
Eastern Regional Centre	02 February	DI001REA17	
Greater London Regional Centre	22 September 20 October 24 November	DI002RLO16 DI003RLO16 DI004RLO16	

BEHAVIOUR MANAGEMENT

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	14 November 18 August	DG002HO16 DG001HO17	
Eastern Regional Centre	06 December	DG002REA16	
East Midlands Regional Centre	26 January	DG001REM17	
Greater London Regional Centre	09 November 01 March	DG003RLO16 DG001RLO17	
North East Regional Centre	03 December	DG001RNE16	
North West Regional Centre	29 November	DG001RNW16	
Northern Ireland Regional Centre	08 October 19 November 31 March	DG002RNI16 DG003RNI16 DG001RNI17	
South West Regional Centre	01 December	DG001RSW16	
Yorkshire & Humberside Regional Centre	08 February	DG001RYO17	
Scotland National Centre	08 June	DG001RSC17	
Wales National Centre	04 November	DG003RWA16	
West Midlands Centre	13 October	DG001RWM16	

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	01 April	FA001HO17	
	04 July	FA002HO17	
	23 August	FA003HO17	
Eastern Regional Centre	30 November	FA001REA16	
East Midlands Regional Centre	04 May	FA001REM17	
Greater London Regional Centre	08 February	FA002RLO17	
	10 July	FA003RLO17	
South East Regional Centre	15 March	FA001RSE17	
South West Regional Centre	18 May	FA001RSW17	
Yorkshire & Humberside Regional Centre	19/20 September	FA002RYO16	
	22/23 March	FA001RYO17	
Northern Ireland National Centre	11 & 25 May	FA001RNI17	
	08 & 22 June	FA002RNI17	
Scotland National Centre	09 March	FA001RSC17	
West Midlands Regional Centre	16 February	FA001RWM17	

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 or wish to tackle bullying within the workplace.

Location	Date	Code	Venue <i>(if different from the Regional Centre)</i>
Headquarters, Hillscourt Education Centre	29/30 September	DJ001HO16	
Eastern Regional Centre	13/14 September	DJ001REA16	
South East Regional Centre	06/07 March	DJ001RSE17	
South West Regional Centre	26/27 January	DJ001RSW17	

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	22 October 13 May	DC002RNI16 DC001RNI17	
East Midlands Regional Centre	22 November	DC001REM16	
Eastern Regional Centre	16 March	DC001REA17	

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	22 November	DA001HO16	
Northern Ireland National Centre	18 October 04 April	DA001RNI16 DA001RNI17	

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	27 June	AW001HO17	
Eastern Regional Centre	28 February	AW001REA17	

TUTORING AND ACCREDITING NASUWT COURSES

The NASUWT's training programme is delivered by activists and accredited via the National Open College Network.

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 (Stage 2), Working Together; 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	06/07 June	BO001HO17	
Eastern Regional Centre	23/24 May	BO001REA17	
East Midlands Regional Centre	13/14 June	BO001REM17	
South East Regional Centre	24/25 January	BO001RSE17	
South West Regional Centre	28/29 November	BO001RSW16	
North West Regional Centre	27/28 June	BO001RNW17	
Yorkshire & Humberside Regional Centre	20/21 October	BO001RYO16	
Northern Ireland National Centre	01/02 December	BO001RNI16	
West Midlands Regional Centre	09/10 November 01/02 March	BO001RWM16 BO001RWM17	

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	03 November	TRA01HOE16	Conferences and Events Team

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. 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	08 May	DL001HO17	
Yorkshire and Humber Regional Centre	21 November	DL001RYO16	

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	22/23 February	DM001REA17	
East Midlands Regional Centre	29/30 March	DM001REM17	
North West Regional Centre	18/19 October	DM001RNW16	
North East Regional Centre	TBC TBC	DM003RNE16 DM001RNE17	
South East Regional Centre	19/20 January	DM001RSE17	
South West Regional Centre	7/8 November	DM001RSW16	
West Midlands Regional Centre	29/30 November	DM001RWM16	
Yorkshire and Humberside Regional Centre	9/10 March	DM001RYO17	

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	11 October	DN001REA16	
Greater London Regional Centre	01 December	DN001RLO16	
South East Regional Centre	20 October	DN001RSE16	
South West Regional Centre	13 July	DN001RSW17	

NEURODIVERSITY AWARENESS

This is an awareness-building course which will also 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	17 October	D0002HO16	
Education Centre	26 April	D0001HO17	

INTRODUCTION TO TRANS AWARENESS

This half-day 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	19 November (am)	DP05HO16	
Education Centre	23 November (am)	DP03HO16	
	23 November (pm)	DP04HO16	

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
Greater London Regional Centre	07 September	BF004RLO16	<i>Performance Management for School Reps</i>
	10 September	BF003RLO16	<i>Performance Management for School Reps</i>
	16 March	BF001RLO17	<i>Pre-retirement</i>
	03 July	BF002RLO17	<i>Performance Management for School Reps</i>
North West Regional Centre	17 September	BF007RNW16	<i>Special Education Needs</i>
	03 February	BF001RNW17	<i>Pre-retirement</i>
	15 October	BF008RNW16	<i>Mental Health Introduction</i>
	31 March	BF002RNW17	<i>Pre-retirement</i>
	10 July	BF003RNW17	<i>Financial Planning for Retirement</i>
Northern Ireland* National Centre	29 September	BF005RNI16	<i>Managing Social Media Abuse in Schools</i>
	05 November	BF006RNI16	<i>Teacher Training Assessment Seminar: Supply Teachers</i>
	25 April	BF001RNI17	<i>Managing Social Media Abuse in Schools</i>
	10 June	BF002RNI17	<i>Teacher Training Assessment: New Teachers</i>
Scotland National Centre**	28 January	BF001RSC17	<i>NQT Follow-up Seminar</i>

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

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

Location	Date	Code	Subject
South East Regional Centre	23 June	BF001RSE17	<i>Health, Safety and Wellbeing Training Seminar</i>
Yorkshire & Humberside Regional Centre	17 September	BF002RYO16	<i>Voice Care</i>
	14 October	BF003RYO16	<i>E-Safety Stage 1</i>
	18 March	BF001RYO17	<i>Voice Care</i>
	28 June	BF002RYO17	<i>E-Safety Stage 1</i>

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	3 December	ICC Birmingham	<i>Conferences and Events Team</i>
Disabled Teachers	24 June	Hilton Metropole Birmingham	<i>Conferences and Events Team</i>
LGBTI Teachers	11 February	Holday Inn Birmingham	<i>Conferences and Events Team</i>
Women Teachers	15 October	ICC Birmingham	<i>Conferences and Events Team</i>
Young Teachers	21 January	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	04 March	BLOO1HO17	
Greater London Regional Centre	06 May 2017	BL001RLO17	
South West Regional Centre	16 September	BLOO1RSW16	
Northern Ireland National Centre	20 May	BLOO1RNI17	
Scotland National Centre	29 October	BLOO1RSC16	

EVENTS FOR DISABLED MEMBERS

Location	Date	Code	Venue
Headquarters, Hillscourt Education Centre	01 October	LN002HO16	
Eastern Regional Centre	05 November	LN001REA16	
North East Regional Centre	09 February	LN001RNE17	
Yorkshire & Humberside Regional Centre	04 March	LN001RYO17	
Northern Ireland National Centre	06 May	LN001RNI17	
Scotland National Centre	01 October	LN001RSC16	

EVENTS FOR LGBTI MEMBERS

Location	Date	Code	Venue
Headquarters, Hillscourt Education Centre	13 May	LM001HO17	
Greater London Regional Centre	11 March	LM001RLO17	
South East Regional Centre	11 June	LM001RSE17	
Northern Ireland National Centre	12 November	LM001RNI16	
Scotland National Centre	25 February	LM001RSC17	

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 harassment; relevant legal protections at work; teaching in faith schools; trade union solutions to problems faced by LGBTI members; and explores other relevant issues.

Location	Date	Code	Venue
Headquarters, Hillscourt Education Centre	08 October	LZ002HO16	

EVENTS FOR WOMEN MEMBERS

Location	Date	Code	Venue
Headquarters, Hillscourt Education Centre	10 December	BC001HO16	
East Midlands Regional Centre	TBC	BC001REM17	
Eastern Regional Centre	04 March	BC001REA17	
North West Regional Centre	11 March	BC001RNW17	
South East Regional Centre	04 March	BC001RSE17	
West Midlands Regional Centre	16 May	BC001RWM17	
Northern Ireland National Centre	25 February	BC001RNI17	
Scotland National Centre	10 September	BC001RSC16	

EVENTS FOR YOUNG MEMBERS

Location	Date	Code	Venue
Headquarters, Hillscourt Education Centre	25 March	BM001HO17	
East Midlands Regional Centre	TBC	BM001REM16	
West Midlands Regional Centre	03 July	BM001RWM17	
Northern Ireland National Centre	25 March	BM001RNI17	
Scotland National Centre	26 November	BM002RSC16	

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

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