



**2011/12**

# **National Training**

# **local officers**



**Apply online at [www.teachers.org.uk/training](http://www.teachers.org.uk/training)**

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**For all the latest updates and more information on Learning with the NUT go to:**

**[www.teachers.org.uk/training](http://www.teachers.org.uk/training)**

**[www.teachers.org.uk/cpd](http://www.teachers.org.uk/cpd)**

**[www.teachers.org.uk/ict-skills](http://www.teachers.org.uk/ict-skills)**

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**NUT**



# learning with the **NUT**

## **NUT Continuing Professional Development**

Phone  
020 7380 4719

Email  
[nutcpd@nut.org.uk](mailto:nutcpd@nut.org.uk)

## **NUT National Training**

Phone  
020 7380 4781

Email  
[training@nut.org.uk](mailto:training@nut.org.uk)

## **NUT ICT Skills for Teachers**

Phone  
020 7380 4807

Email  
[ictskills@nut.org.uk](mailto:ictskills@nut.org.uk)

# NUT Local Officers' Training

Dear Colleague

Welcome to the guide to the NUT's national training programme for the school year 2011-2012. This booklet contains details of courses for local officers. We hope that you decide to apply.

## **What does the National Training Programme offer?**

The national training programme offers a wide selection of residential training for officers of local associations and divisions. Courses offer opportunities for you to develop your skills and knowledge and increase your confidence in your role as an officer.

## **What kind of training is on offer?**

The training programme for local officers consists of courses for new officers and for those who are more experienced.

The courses are about:

- NUT policy;
- representation;
- organising;
- campaigning; and
- negotiating

## **How does the training work?**

The training courses are based on trade union principles and emphasise the NUT's policies and achievements. Active learning methods, such as small group discussions, problem-solving exercises, case studies, brainstorming and role play, are used. Each course provides the opportunity to work collaboratively with colleagues to solve common problems in a supportive environment.

## **Who are the tutors?**

NUT staff from headquarters, the regional offices and NUT Cymru in Wales, act as tutors on the courses, together with guest tutors who facilitate parts of certain courses as appropriate.

## **Where are the courses held?**

All courses take place at the NUT's national training centre, Stoke Rochford Hall, near Grantham, Lincolnshire. View the facilities at [www.stokerochfordhall.co.uk](http://www.stokerochfordhall.co.uk).

## **Why residential courses?**

Residential training offers you a chance to reflect and to learn away from the day-to-day demands of work. It also offers a great opportunity to make contacts and exchange ideas outside the training room.

## **How long do the courses last?**

Courses last for three days unless specified otherwise. Normally, each course begins with lunch on the first day and ends with lunch on the last day, allowing you ample travel time.

## **Open to all**

The NUT particularly encourages applications from and wants to see an increase in the numbers of women, black, lesbian, gay, bisexual, trans and disabled members attending our courses. We hope you decide to apply.

# NUT Local Officers' Training

## **Courses are free**

All courses are free to you and your association. We reimburse your travelling expenses and provide your food, accommodation and course materials.

### **I am a carer. Will the NUT support me?**

If you have caring responsibilities for a child or other dependant, please contact the NUT on 020 7380 4781 to discuss possible ways in which we may be able to assist you.

Options may include:

- financial assistance for caring costs whilst you are away from home;
- a dependant accompanying you to Stoke Rochford Hall;
- bringing a child and an additional carer to Stoke Rochford Hall; and
- staying at a nearby venue with crèche facilities.

### **Is there access for disabled participants?**

Some of the bedrooms and training rooms are wheelchair accessible. If you are a wheelchair user or have other access needs, for example visual or hearing impairments, or have difficulties in walking or using stairs, please let us know when you apply, so that arrangements can be made to meet your requirements.

### **Am I entitled to time off to attend?**

Some NUT local officers are entitled to time off with pay, during working hours, for training related to their role. There should be a facilities agreement with the local authority which includes reference to training.

### **What if I have difficulties?**

If you experience any difficulties in attending an NUT course, please contact your association/division secretary. If you are the association/division secretary, you may wish to contact your regional office in England or NUT Cymru in Wales.

### **How do I keep up-to-date with training opportunities?**

Details of all national training courses for local officers are available online at [www.teachers.org.uk/training](http://www.teachers.org.uk/training).

### **How do I apply?**

To apply for an NUT local officers' course, other than the Division Secretaries' Briefing and New Secretaries' courses, visit [www.teachers.org.uk/training](http://www.teachers.org.uk/training). Alternatively, complete and return the application form at the end of this brochure.

Places are limited, so please try to book early. Applications cannot normally be accepted less than a fortnight before the start of a course.

### **And finally ...**

... we look forward to meeting you on an NUT training course in the near future.



CHRISTINE BLOWER  
General Secretary

# Autumn Courses

## New Secretaries of Associations and Divisions

Preceding the Division Secretaries' Briefing, an induction course is held for division and association secretaries who are new or recently elected to office. The course will provide opportunities to develop the following skills:

- office and time management;
- using ICT in union work;
- building a strong and healthy union;
- collective approaches to casework; and
- negotiation skills.

**Please do not use the enclosed application form to apply for a place on this course.**

**Course Dates**

**Course NWS/11**

**Mon 10 to Wed 12  
October 2011**

**Length: 3 days**

*Sets you  
right on  
track*

**Circular No. 11-104/O&M includes the application form for Division Secretaries' Briefing and the New Secretaries' course.**

To receive a copy please go to [www.teachers.org.uk/dsb](http://www.teachers.org.uk/dsb) or email [training@nut.org.uk](mailto:training@nut.org.uk).

## Division Secretaries' Briefing

This annual briefing is a must for all division secretaries.

Plenary and workshops sessions will brief you on current issues and provide opportunities to network and build your skills.

**Please do not use the enclosed application form to apply for a place at the briefing.**

**Course Dates**

**Course DSB/11**

**Wed 12 to Fri 14  
October 2011**

**Length: 3 days**

# Autumn Courses

## Equality Matters for Officers

This course examines the role of the local association and division equality officer. It provides:

- opportunities to discuss how the equality officer can help promote and strengthen the Union at local level and implement NUT policies;
- an introduction to negotiating for equality; and
- an update on the legal and policy framework.

This important course is relevant to:

- newly-appointed and existing equality officers; and
- ALL local officers wishing to develop an equal opportunities perspective.

**Course Dates**

**Course EMO/11**

**Mon 14 to Wed 16  
November 2011**

**Length: 3 days**

## Local Association and Division Treasurers

This course is open to all local association and division treasurers. Participants will be trained in how to utilise a chosen software programme to best effect in keeping accounts and presenting complex information.

The course aims to:

- identify strategies for effectively using NUT funds to organise, campaign and benefit members;
- examine the treasurer's role in promoting the NUT and its activities; and
- support the development of accounting and related skills.

All treasurers are welcome to apply.

**Course Dates**

**Course TRE/11**

**Mon 14 to Wed 16  
November 2011**

**Length: 3 days**

**Extremely  
valuable  
and useful**

*to any officer*

# Autumn Courses

## Health and Safety Advisers' Briefing

This is an annual briefing which advisers are invited to attend each year.

The briefing covers issues of current concern. In addition, the briefing addresses recent developments in the law and practice in the health and safety field. Through participation in a series of workshops it enables advisers to share experiences on practical negotiations and casework on health and safety issues.

This briefing is open to all NUT health and safety advisers and to division and association secretaries who, in the absence of elected advisers, undertake advisory work in this area.

**Course Dates**

**Course HSA/11**

**Mon 21 to Wed 23  
November 2011**

**Length: 3 days**

## Campaigning Skills for NUT Activists

The ability to build and manage effective campaigns is an essential part of the role of local officers.

The course will address:

- initiating local campaigns;
- involving members and others in NUT campaigns;
- using the Union's resources, including Hearth, to support campaigning activity;
- seeking and developing opportunities to use campaigning to promote the Union's organising priorities; and
- getting the message across in the media.

**Course Dates**

**Course CAM/11**

**Mon 5 to Wed 7  
December 2011**

**Length: 3 days**

# Autumn Courses

## Learning Representatives: Level Two

This course gives experienced NUT learning representatives the opportunity to develop their skills and knowledge.

This course aims to:

- update you on current Government policy on learning and skills;
- help you plan and organise local learning and development events;
- develop your negotiating skills including local learning agreements;
- help you develop local learning representatives' networks; and
- help you use ICT to support your role.

All accredited NUT learning representatives who have previously attended the Learning Representatives: Level One course are welcome to apply.

**Course Dates**

**Course LR2/11**

**Wed 7 to Fri 9  
December 2011**

**Length: 3 days**



P. J. Arkell

# Stoke Rochford Hall

## Special rates for local associations and divisions

Whether you are planning a large conference, training, a small seminar or team building event, Stoke Rochford Hall provides the perfect focused environment, with no distractions, allowing delegates to concentrate on what is important.

Our professional team of event co-ordinators will ensure that your event receives the highest level of customer care. Whatever your request, we will endeavour to impress you with our efficiency and commitment to ensure a successful event.

### **For more information please contact:**

Conference and Events Team,  
Stoke Rochford Hall, Stoke Rochford,  
Grantham, Lincolnshire NG33 5EJ

**Telephone:** 01476 530337

**Email:** [enquiries@stokerochfordhall.co.uk](mailto:enquiries@stokerochfordhall.co.uk)

**Visit:** [www.stokerochfordhall.co.uk](http://www.stokerochfordhall.co.uk)

## Training Trainers

This course is for local officers wishing to carry out training for members and representatives at local level.

The course aims to:

- identify the skills needed for working with groups;
- enable participants to plan and deliver a training session; and
- address ways of promoting the NUT's organising priorities through local training.

**Notes:** Participants must have attended at least one NUT training course in the past.

The course does NOT deal with the use of IT programmes, such as PowerPoint, in making presentations.

The course is of particular relevance to NUT learning representatives.

**Course Dates**

**Course TT/12**

**Mon 12 to Wed 14  
March 2012**

**Length: 3 days**

## Learning Representatives: Level One

As a local officer and division-based learning representative, you will promote and co-ordinate union learning activity across your division. You will be the principal NUT contact with the local authority on matters relating to learning and skills.

This is an accredited course for new NUT learning representatives. The course aims to:

- develop your skills and knowledge about the learning representative role;
- help you find out about Government policies and programmes for learning and skills;
- help you promote the value of learning and skills among NUT members; and
- assist with consulting members and identifying their school-based learning needs.

**Note:** Please ensure that your application form is signed by your division secretary.

**Course Dates**

**Course LR1/12**

**Wed 14 to  
Fri 16 March 2012**

**Length: 3 days**

# Spring Courses

## Casework Strategies for Local Officers

This course aims to equip local officers with strategies for managing casework.

The course will address:

- casework procedures and record keeping;
- essential employment and discrimination law;
- dealing collectively with issues of concern; and
- using casework to build membership.

All local officers who undertake casework are welcome to apply.

**Course Dates**

**Course CW/12**

**Wed 14 to Fri  
16 March 2012**

**Length: 3 days**

## Aspiring and New Local Officers **NEW!**

Members and representatives who are involved in the Union at school/college or association/division level are vital to the development of the Union. This course offers you the opportunity to:

- build skills and knowledge about local officers' roles;
- increase awareness of how the Union works and the resources available to support you;
- explore ways of building a strong and healthy Union locally; and
- manage issues of concern collectively.

**Note:** This course is also for active members who do not hold an officer role.

**Course Dates**

**Course ASP/12**

**Fri 23 to Sun 25  
March 2012**

**Length: 3 days**

# The NUT's national training centre: Stoke Rochford Hall



The NUT's national training centre, Stoke Rochford Hall, is a superb Victorian mansion, surrounded by 28 acres of open parkland, near Grantham, Lincolnshire. All bedrooms are en-suite and equipped to a high specification.

Conveniently situated off the A1, just south of Grantham, which is the nearest rail station. From the station it is a 20 minute taxi ride to Stoke Rochford Hall. The NUT organises your taxi from the station to Stoke Rochford Hall.



## Special Rates for NUT Course Delegates

### Why not extend your stay at Stoke Rochford Hall?

- Arrive a day early, refreshed and ready for your course
- Stay on afterwards to relax with new colleagues or old friends
- Ask the family to join you when your course is over and enjoy a well deserved weekend break away together

Partners not on a course are also welcome to join you throughout the duration of your course at no additional cost (bed and breakfast only).

### Special rates for NUT members

As an NUT member you are welcome to stay at Stoke Rochford Hall whenever you wish. Remember to ask about special rates for NUT members when you book.

Work out or unwind at the on-site Leisure Club. Residential Membership is available free of charge to all guests.

For up-to-date tariffs, to check availability or make a booking please contact **Conference and Events** in one of the following ways:

**Telephone: 01476 530337**

**Email: [enquiries@stokerochfordhall.co.uk](mailto:enquiries@stokerochfordhall.co.uk)**

**[www.stokerochfordhall.co.uk](http://www.stokerochfordhall.co.uk)**

# Summer Courses

## Representing Members: Grievance and Disciplinary Procedures

Employees have a statutory right to be accompanied by a trade union official at disciplinary or grievance hearings. This can be used to gain a foothold in schools such as free schools, where the NUT might not be recognised.

The Employment Relations Act 1999 required that such officials have written certification that they have experience of, or have received training in, acting as a worker's companion at disciplinary or grievance hearings.

This course provides certification to all who attend.

The course will provide the opportunity to develop knowledge and practise skills. It will include:

- an overview of relevant employment legislation; and
- an opportunity to prepare for a hearing.

**Course Dates**

**Course GD/12**

**Mon 18 to Wed 20  
June 2012**

**Length: 3 days**

## Young Teachers' Officers

Young teachers' officers play an invaluable role in building local Union strength and activity. Young teachers' officers take a lead in engaging young teachers in Union activity and in developing young teachers' networks for shared support.

This course aims to:

- develop your skills and knowledge about the young teachers' officer role;
- increase your awareness of NUT structures and resources available to support you in your role;
- focus on issues which affect young teachers and explore how to increase young teachers' engagement with the wider work of the Union; and
- help you plan and develop local young teacher activity.

All local association and division young teachers' officers and young in-service members interested in taking on the role are welcome to apply.

**Course Dates**

**Course YTO/12**

**Fri 15 to Sun 17  
June 2012**

**Length: 3 days**

# Summer Courses

## Using ICT in Union Work

This 'hands-on' course for local officers provides an opportunity to develop ICT skills, through the Microsoft Office suite. Hearth, the NUT's community website, forms a central part of the course. The course will examine how ICT and Hearth can help to:

- make the local officer's workload easier to manage;
- promote the NUT and its policies; and
- enhance communication with members.

The course caters for beginners and people with some experience of using ICT who wish to develop their skills. The course will include small group work, where appropriate, to assist officers in developing and practising their skills.

**Would you be interested in an advanced course in Using ICT in Union Work?**

**If you are please email [training@nut.org.uk](mailto:training@nut.org.uk) with your suggestions for course content.**

**Course Dates**

**Course ICT/12**

**Wed 20 to Fri 22  
June 2012**

## New Secretaries Follow-up **NEW!**

The course will provide opportunities to enhance your knowledge and skills. It will have a generic focus. You will be able to practise your skills and prepare an action plan for the future development of your association or division and for your future training needs.

Association and division secretaries in post for less than two years, who have already attended a course for New Secretaries are welcome to attend. Please email [training@nut.org.uk](mailto:training@nut.org.uk) if you have any queries.

**Course Dates**

**Course NSF/12**

**Mon 25 to Wed 27  
June 2012**

**Length: 3 days**

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# Lifelong Learning

## Become an NUT learning rep

Lifelong learning is union work. Help change the landscape of local union activity. Promote learning opportunities for both professional and personal development, talk to and support teachers and investigate their learning needs, organise local courses and much more.

Train for the role on a three day accredited course at the Union's national training centre, Stoke Rochford Hall (see page 13).

For further information, please contact the learning representatives' unit at

NUT Headquarters

Telephone

020 7380 4822/4881

Email

[learning.reps@nut.org.uk](mailto:learning.reps@nut.org.uk)

**unionlearn**

with the TUC

Unions are changing lives through learning  
visit [www.unionlearn.org.uk](http://www.unionlearn.org.uk)



**learning**  
with the  
**NUT**

# Application Form

Ideally apply online at [www.teachers.org.uk/training](http://www.teachers.org.uk/training), alternatively complete and return this form.

Please use this form to apply for any local officers' course other than Division Secretaries' Briefing and New Secretaries.

Course \_\_\_\_\_

\_\_\_\_\_ Course code \_\_\_\_\_

Title: Mr/Mrs/Ms/Miss/Dr \_\_\_\_\_

First name \_\_\_\_\_

Surname \_\_\_\_\_

Division/Local Association \_\_\_\_\_

NUT office(s) held \_\_\_\_\_

How long have you held the post(s)? \_\_\_\_\_

Have you held another officer role? \_\_\_\_\_

Please specify: \_\_\_\_\_ Length of office: \_\_\_\_\_

NUT Membership no. \_\_\_\_\_

Correspondence address. \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Mobile tel. no. \_\_\_\_\_

Daytime tel. no. \_\_\_\_\_

Evening tel. no. \_\_\_\_\_

Email Address: \_\_\_\_\_

School name: \_\_\_\_\_

School tel. no: \_\_\_\_\_

Detach here and return 

**If you have any queries about any of the courses or their content, please contact us on 020 7380 4781/4837 or email [training@nut.org.uk](mailto:training@nut.org.uk).**

Type of institution (please tick all that apply):

- |             |                          |                  |                          |
|-------------|--------------------------|------------------|--------------------------|
| Primary     | <input type="checkbox"/> | Middle           | <input type="checkbox"/> |
| Secondary   | <input type="checkbox"/> | 6th form college | <input type="checkbox"/> |
| Special     | <input type="checkbox"/> | Service          | <input type="checkbox"/> |
| Academy     | <input type="checkbox"/> | Free             | <input type="checkbox"/> |
| Independent | <input type="checkbox"/> | Unit             | <input type="checkbox"/> |

Other (please describe): \_\_\_\_\_

Have you attended a national training course before? Yes  No   
(Please specify courses and dates.)

Course(s) \_\_\_\_\_

\_\_\_\_\_

Date(s) \_\_\_\_\_

Please indicate any particular issues you would like the course to cover:

\_\_\_\_\_

\_\_\_\_\_

Please indicate any access needs you have:

\_\_\_\_\_

\_\_\_\_\_

On receipt of your application you will be sent a course participants' requirements form requesting details of any special needs you may have.

How did you find out about this course? Tick ALL boxes that apply

- |                             |                          |                |                          |
|-----------------------------|--------------------------|----------------|--------------------------|
| Circular                    | <input type="checkbox"/> | NUT website    | <input type="checkbox"/> |
| Regional/Wales office       | <input type="checkbox"/> | Hearth         | <input type="checkbox"/> |
| Learning representative     | <input type="checkbox"/> | Training Email | <input type="checkbox"/> |
| <i>The Teacher</i> magazine | <input type="checkbox"/> | Twitter        | <input type="checkbox"/> |

Other (please list): \_\_\_\_\_

Please return this form to:

Organising and Membership

National Union of Teachers, Hamilton House,

Mabledon Place, London WC1H 9BD

Telephone: 020 7380 4781 / 4837

# Application Form

Ideally apply online at [www.teachers.org.uk/training](http://www.teachers.org.uk/training), alternatively complete and return this form.

Please use this form to apply for any local officers' course other than Division Secretaries' Briefing and New Secretaries.

Course \_\_\_\_\_

\_\_\_\_\_ Course code \_\_\_\_\_

Title: Mr/Mrs/Ms/Miss/Dr \_\_\_\_\_

First name \_\_\_\_\_

Surname \_\_\_\_\_

Division/Local Association \_\_\_\_\_

NUT office(s) held \_\_\_\_\_

How long have you held the post(s)? \_\_\_\_\_

Have you held another officer role? \_\_\_\_\_

Please specify: \_\_\_\_\_ Length of office: \_\_\_\_\_

NUT Membership no. \_\_\_\_\_

Correspondence address. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Mobile tel. no. \_\_\_\_\_

Daytime tel. no. \_\_\_\_\_

Evening tel. no. \_\_\_\_\_

Email Address: \_\_\_\_\_

School name: \_\_\_\_\_

\_\_\_\_\_

School tel. no: \_\_\_\_\_

Detach here and return



**If you have any queries about any of the courses or their content, please contact us on 020 7380 4781/4837 or email [training@nut.org.uk](mailto:training@nut.org.uk).**

Type of institution (please tick all that apply):

- |             |                          |                  |                          |
|-------------|--------------------------|------------------|--------------------------|
| Primary     | <input type="checkbox"/> | Middle           | <input type="checkbox"/> |
| Secondary   | <input type="checkbox"/> | 6th form college | <input type="checkbox"/> |
| Special     | <input type="checkbox"/> | Service          | <input type="checkbox"/> |
| Academy     | <input type="checkbox"/> | Free             | <input type="checkbox"/> |
| Independent | <input type="checkbox"/> | Unit             | <input type="checkbox"/> |

Other (please describe): \_\_\_\_\_

Have you attended a national training course before? Yes  No   
(Please specify courses and dates.)

Course(s) \_\_\_\_\_

\_\_\_\_\_

Date(s) \_\_\_\_\_

Please indicate any particular issues you would like the course to cover:

\_\_\_\_\_

\_\_\_\_\_

Please indicate any access needs you have:

\_\_\_\_\_

\_\_\_\_\_

On receipt of your application you will be sent a course participants' requirements form requesting details of any special needs you may have.

How did you find out about this course? Tick ALL boxes that apply

- |                             |                          |                |                          |
|-----------------------------|--------------------------|----------------|--------------------------|
| Circular                    | <input type="checkbox"/> | NUT website    | <input type="checkbox"/> |
| Regional/Wales office       | <input type="checkbox"/> | Hearth         | <input type="checkbox"/> |
| Learning representative     | <input type="checkbox"/> | Training Email | <input type="checkbox"/> |
| <i>The Teacher</i> magazine | <input type="checkbox"/> | Twitter        | <input type="checkbox"/> |

Other (please list): \_\_\_\_\_

Please return this form to:

Organising and Membership

National Union of Teachers, Hamilton House,

Mabledon Place, London WC1H 9BD

Telephone: 020 7380 4781 / 4837