

**CWU EDUCATION & TRAINING PROGRAMME:
JANUARY – DECEMBER 2012 (Postal)**



I list below the CWU Education Dept. residential programme for JANUARY - DECEMBER 2012. Regional courses are organised to assist Reps who cannot attend residential courses and the same release protocols apply. This programme has been reproduced to assist Branches in making the necessary arrangements for students.

Applications can be made at any time but to assist arrangements 4-6 weeks' notice should normally be provided to the employer.

Letters to Branches, paragraphs in the Branch Officers Bulletins and on the Web will be issued periodically, giving more information about each course. Successful applicants will not receive any paperwork until after the closing date for applications. Reference to "TBC" (to be confirmed) denotes dates where courses will be scheduled that are currently subject to on-going course development with various CWU Departments.

	COURSE	VENUE
JANUARY		
2 – 6	NO COURSE (Bank Holiday Monday)	ALVESCOT
9 – 13	ADVANCED SKILLS PART 2	ALVESCOT
16 – 20	COMMUNICATION & MEDIA SKILLS	ALVESCOT
16 – 20	UNION SKILLS 1	ALVESCOT
23 – 27	EMPLOYMENT LAW (WEEK 3)	ALVESCOT
23 – 27	HEALTH & SAFETY STAGE 1	ALVESCOT
FEBRUARY		
30 – 3	HEALTH & SAFETY STAGE 3	ALVESCOT
6 – 10	UNION SKILLS 2	ALVESCOT
13 – 17	HEALTH & SAFETY STAGE 2	ALVESCOT
20 – 24	OCCUPATIONAL HEALTH	ALVESCOT
27 – 2	POSTAL AGREEMENTS & PROCEDURES	ALVESCOT
MARCH		
5 – 9	ADVANCED SKILLS PART 3	ALVESCOT
12 – 16	UNION SKILLS 3	ALVESCOT
19 – 23	EMPLOYMENT LAW (WEEK 4)	ALVESCOT
19 – 23	TBC	ALVESCOT
26 – 30	UNION SKILLS 1	ALVESCOT
APRIL		
2 – 4	CHAIRING MEETINGS (Easter – Good Friday)	ALVESCOT
10 – 12	BRANCH SECRETARIES MODULE 2 (Easter – Bank Holiday Monday)	ALVESCOT
16 – 20	HEALTH & SAFETY STAGE 3	ALVESCOT
23 – 27	ANNUAL CONFERENCE POSTAL AGREEMENTS & PROCEDURES	ALVESCOT
MAY		
30 – 4	UNION SKILLS 1	ALVESCOT
8 – 10	FINANCIAL SECRETARIES/TREASURERS (Bank Holiday Monday)	ALVESCOT
14 – 18	HEALTH & SAFETY STAGE 1	ALVESCOT
21 – 25	POSTAL AGREEMENTS & PROCEDURES	ALVESCOT
28 – 1	DISCUSSION LEADERS	ALVESCOT

JUNE		
4 – 8	TBC (Bank Holiday Monday + Diamond Jubilee Holiday on Tues)	ALVESCOT
11 – 13	BRANCH SECRETARIES TRAINING	ALVESCOT
13 – 15	BRANCH SECRETARIES MODULE 2	ALVESCOT
18 – 22	UNION SKILLS 2	ALVESCOT
25 – 29	UNION LEARNING REPS PART 1	ALVESCOT
25 – 29	EQUAL RIGHTS PART 1	ALVESCOT
JULY		
2 – 6	UNION SKILLS 1	ALVESCOT
9 – 13	OCCUPATIONAL HEALTH	ALVESCOT
16 – 20	HEALTH & SAFETY STAGE 2	ALVESCOT
23 – 27	TBC	ALVESCOT
23 – 27	UNION SKILLS 1	ALVESCOT
30 – 3	UNION SKILLS 3	ALVESCOT
AUGUST		
6 – 10	POSTAL AGREEMENTS & PROCEDURES	ALVESCOT
13 – 17	UNION SKILLS 2	ALVESCOT
20 – 24	HEALTH & SAFETY STAGE 3	ALVESCOT
28 – 30	CHAIRING MEETINGS (Bank Holiday Monday)	ALVESCOT
SEPTEMBER		
3 – 7	DISABILITY CHAMPIONS	ALVESCOT
10 – 14	UNION SKILLS 1	ALVESCOT
17 – 21	HEALTH & SAFETY STAGE 1	ALVESCOT
24 – 28	UNION SKILLS 3	ALVESCOT
OCTOBER		
1 – 5	TBC	ALVESCOT
1 – 5	EMPLOYMENT LAW (WEEK 1)	
8 – 12	UNION SKILLS 1	ALVESCOT
15 – 19	COMMUNICATIONS & MEDIA SKILLS	ALVESCOT
22 – 26	UNION LEARNING REPS PART 2	ALVESCOT
22 – 26	EQUAL RIGHTS PART 2	
29 – 2	POSTAL AGREEMENTS & PROCEDURES	ALVESCOT
NOVEMBER		
5 – 9	ADVANCED SKILLS PART 1	ALVESCOT
12 – 16	HEALTH & SAFETY STAGE 2	ALVESCOT
19 – 23	TBC	ALVESCOT
19 – 23	EMPLOYMENT LAW (WEEK 2)	
26 – 30	UNION SKILLS 2	ALVESCOT
DECEMBER		
3 – 7	TBC	ALVESCOT
10 – 14	TBC	ALVESCOT
17 – 21	CLOSED	ALVESCOT
24 – 28	CLOSED	ALVESCOT

Branches are reminded that additional support can be given where students encounter learning differences. For example, if individuals are dyslexic, additional resources, formats and aids are available. For more information, please contact the E&T Dept.

Yours sincerely,

TRISH LAVELLE
Head of Education & Training