

WORKPLACE REPRESENTATIVES

# RCM ACTIVISTS

## Training Brochure 2019



Promoting · Supporting · Influencing

[www.rcm.org.uk/wpr](http://www.rcm.org.uk/wpr)



## **RCM Activists Training Brochure 2019**

**For more details contact:**

**Services to Members Directorate**

**The Royal College of Midwives**

15 Mansfield Street

London W1G 9NH

Tel: **0300 303 0444** | Email: [wpr.training@rcm.org.uk](mailto:wpr.training@rcm.org.uk)

## Contents

Are you interested in developing your role as an RCM Steward, Health and Safety Representative or Learning Representative? .....	4
RCM Workplace Representatives Training FAQs .....	5
Residential Training Courses 2019 .....	7
RCM Workplace Representatives Training Course Descriptions .....	8
Introductory Course for Stewards .....	8
Getting the Best Deal for Members .....	8
Introductory Course for Health and Safety Representatives .....	10
Advanced course for Health and Safety Representatives .....	10
Learning Representatives Stage 1 course .....	10
Learning Representatives Stage 2 course .....	10
Activists refresher course .....	11
About our venues .....	12
Country / Regional Training Days 2019 .....	14
MSW Advocates and Branch Officers Training .....	16

## Are you interested in developing your role as an RCM Steward, Health and Safety Representative or Learning Representative?

We provide high quality training programmes for all accredited RCM workplace representatives covering everything you need to help you to support and represent members in the workplace. Our free residential courses will provide you with the knowledge to understand employment relations, your employer's health and safety duties, support members education and learning and develop skills to help you recruit, organise and retain members. You can continue and supplement your learning online through i-learn. We have updated our residential programme for 2019 to reflect the feedback we have received from delegates over the past 12 months.

We offer reimbursement of reasonable travel expenses, childcare and carer costs. The RCM will cover the cost of your accommodation and meals during the course. **You are legally entitled to paid time off work to attend these RCM courses as an accredited RCM workplace representative.**

All newly accredited RCM workplace representatives will be automatically enrolled on the next available introductory course for their role during the accreditation process. Your training programme as a workplace representative also includes free attendance at the RCM Activists Conferences.

### IMPORTANT NOTICE

These courses are very popular and are often over subscribed with many people on the reserve lists. Therefore, please do your utmost to attend the course you have been booked on and advise us in good time if you are unable to attend. Please be aware that the cost to the RCM in respect of your attendance at any of the reps courses is approximately £300 a day. If you do not attend the course, these costs will still be incurred by the RCM, unless you let us know at least 6 weeks before the start of the course.

## RCM Workplace Representatives Training FAQs

### Am I entitled to paid time off?

**YES you are.** You have a legal right to reasonable time off at your normal rate of pay to attend RCM training courses related to your role as a workplace representative. You will, however, need the agreement of your manager, who will appreciate as much notice as possible. We provide you with a letter to complete for each course which you can use to request time off from your manager.

### Can I claim for travel expenses?

**YES you can.** The RCM will pay reasonable travel expenses to and from the venue with the expectation that you will travel the cheapest method available, bearing in mind health and safety implications particularly in regards to driving. We encourage you to travel by public transport and please note you should be booking train tickets at least 8 weeks in advance **to secure the cheapest fares. Sometimes buying two single tickets can be cheaper than a return.** You will receive a claim form during the course to submit. All receipts must be attached to the form and if you drive the RCM pays mileage at 28p a mile.



### Can I claim for childcare and carer costs?

**YES you can.** The RCM will meet the cost of reasonable childcare and carer costs. The amount will be up to **but not exceeding £50 per day.** Evidence of costs incurred is required prior to the claim being made.

### What about accommodation?

All the courses are fully residential and based in high standard venues in England and Scotland. Breakfast, lunch, dinner and, tea and coffee are provided during the course. The RCM does not pay for alcohol or soft drinks. **You may be required to provide a credit/debit card to cover any expenses on arrival.** All bedrooms are single occupancy and en-suite. This year we are offering courses in Bedfordshire, Edinburgh Gloucestershire, Leeds and Liverpool.



## **Will I have the opportunity to meet RCM staff?**

A National/Regional Officer is present on all courses and will be pleased to help with any queries you may have. You may also meet other RCM staff.

## **What time does the course begin and end?**

All courses run over 4 days and 3 nights beginning at 12.30pm with lunch on the first day and ending at 12.30pm with lunch on the final day.

## **Country/regional training days**

Workplace Representatives are also invited to attend country/regional training days that provide skills and updates on a range of workplace issues including disciplinary and grievance procedures, employment law, health and well-being. It is an opportunity to network with other Workplace Representatives and

meet RCM staff. Travel expenses for these study days may be claimed back from your local RCM branch. Details of country/ regional training days for workplace representatives can be found in this brochure or on the RCM website <https://www.rcm.org.uk>

## **Certificates and evaluation**

You will be able to download a certificate of attendance from i-learn to save in your i-folio.

## **Joining instructions and pre course work**

You will receive an email with an i-learn enrolment code 8 weeks before the course start date which will give you access to the welcome letter, joining directions, pre-course work information and ground rules.

**If you have any other questions please contact [wpr.training@rcm.org.uk](mailto:wpr.training@rcm.org.uk)**

## Residential Training Courses 2019

Date	Venue	Course
14-17 January	Malmaison, Leeds	Introductory Stewards
28-31 January	Wyboston Lakes Training Centre, St Neots	Introductory Health and Safety
11-14 February	Wyboston Lakes, Training Centre, St Neots	Learning Representatives stage 1
25-28 February	Malmaison, Leeds	Getting the Best Deal for Members
11-14 March	Novotel Edinburgh Centre, Edinburgh	Introductory Stewards
25-28 March	The Fire Service College, Moreton-in-the-Marsh	Activists Refresher
1-4 April	Hope Street Hotel, Liverpool	Learning Representatives Stage 2
29 April – 2 May	Wyboston Lakes, Training Centre, St Neots	Advanced Health and Safety
13-16 May	The Fire Service College, Moreton-in-the-Marsh	Getting the Best Deal for Members
3-6 June	The Fire Service College, Moreton-in-the-Marsh	Introductory Health and Safety
17-20 June	Hope Street Hotel, Liverpool	Learning Representatives Stage 1
8-11 July	The Fire Service College, Moreton-in-the-Marsh	Introductory Stewards
9-12 September	Hope Street Hotel, Liverpool	Introductory Stewards
7-10 October	Malmaison, Leeds	Introductory Health and Safety
28-31 October	Hope Street Hotel, Liverpool	Advanced Health and Safety
4-7 November	Malmaison, Leeds	Getting the Best Deal for Members
18-21 November	Wyboston Lakes, Training Centre, St Neots	Introductory Stewards

\* These courses are subject to change.

To book your place on a course please email: [wprtraining@rcm.org.uk](mailto:wprtraining@rcm.org.uk). Please provide the following details: **your RCM membership number, your full name and the title and dates of the course that you are interested in attending.** Once you have been accepted on to the course you will receive an email confirmation.

## RCM Workplace Representatives Training Course Descriptions

### Introductory course for Stewards

An essential first course for all new or less experienced stewards. Stewards should complete this course before attending the Getting the Best Deal for Members. There will be pre course activities to complete online in i-learn. The course includes:

- the role and legal rights of an RCM steward
- how to access support and information
- a general overview of employment relations in the NHS
- dealing with members' problems at work
- using disciplinary and grievance procedures
- negotiating on behalf of members
- the recruitment and retention of RCM members

### Getting the Best Deal for Members

This course follows on from the Introductory Course for Stewards, and provides stewards with an opportunity to develop their knowledge and skills in the representation of members and negotiating on behalf of members. There will be pre course activities to complete online in i-learn. The course includes:

- dealing with representation issues, such as handling capability and disciplinary cases
- understanding the role of the NMC, and how the RCM supports members in cases
- how to raise the profile of the RCM and the ongoing recruitment and retention of RCM members
- working with other NHS trade unions
- how to prepare for negotiating meetings
- developing skills and confidence as a negotiator





## Introductory course for Health and Safety Representatives

An essential course for all newly accredited or inexperienced health and safety representatives and for experienced stewards who wish to gain a basic understanding of key features of health and safety at work. There will be pre course activities to complete online in i-learn. The course includes:

- the role and legal rights of the RCM health and safety rep
- trade union facilities for RCM health and safety reps
- understanding the law on health, safety and welfare at work
- the legal duties of employers to provide a healthy and safe working environment for staff
- considering how to improve workplace health and safety standards for RCM members

## Advanced course for Health and Safety Representatives

The course provides an opportunity to build on the basic elements covered during the Introductory Health and Safety course, so you should complete the Introductory course before attending the Advanced course. There will be pre course activities to complete online in i-learn. The course includes:

- reviewing the key features of the role of the RCM Health and Safety Representative
- the important issues relating to working time for RCM members
- understanding work-related stress and applying the HSE stress management standards
- identifying the hazards of lone working for maternity staff
- identifying bullying & undermining behaviour

## Learning Representatives Stage 1 course

This course is delivered in a blended format using e-learning through i-learn followed by a residential section and further support in i-learn. It aims to give new learning representatives the skills to help members identify their learning needs and improve their knowledge and skills at work or in their personal lives. The course includes:

- the role of the learning representative
- statutory rights and facilities for learning representatives
- working with members and employers
- understanding learning in the workplace and lifelong learning
- undertaking learning needs surveys

## Learning Representatives Stage 2 course

This course is aimed at experienced learning representatives who have completed the Introductory Course. The course is delivered using a blended format with work on i-learn and a residential section. The course includes:

- ideas section - organise a collaborative session so reps can organise a joint event
- negotiating on learning
- networking and sharing experiences with learning representatives
- publicising and promoting lifelong learning events
- current updates and resources
- organising effective learning events
- collaborative working

## Activists refresher course

A course for stewards, health and safety and learning representatives who would benefit from a refresher course on their role and an opportunity to update their knowledge and skills in the supporting, representing and negotiating on behalf of members. This course is aimed at those workplace representatives that may have taken a break from their WPR role or would benefit from a refresher course. **The course is only open to activists who have not attended a residential course in the past 2 years.**

This will be a fast paced course. It will assume a

degree of existing knowledge with time to share experiences and provide mutual engagement. There will be pre course activities to complete online in i-learn. The course includes:

- the role and legal rights of an RCM steward, health and safety and learning representative
- how to access support and information
- dealing with members' problems at work
- understanding learning in the workplace and lifelong learning
- working with members and employers
- negotiating on behalf of members
- the recruitment and retention of RCM members

## FEEDBACK FROM 2018 COURSE

*"Knowledgeable, supportive, rewarding and interesting. A very interactive course with a huge amount of resources to use – brilliant!"*

*"Networking with other RCM reps has been such a positive experience. I would recommend this course to anyone!"*



## About our venues

We choose our venues for the quality of their facilities, convenient location and value for money. Below are short descriptions about each venue which will help you plan your stay.



### Malmaison, 1 Swinegate, Leeds, LS1 4AG

Set in a converted Victorian office block, this plush hotel is 3 minutes' walk from upscale shopping at Trinity Leeds and 9 minutes' walk from Leeds train station. Limited chargeable parking is available at the hotel. Alternative discounted parking is available at Q parks just 200 yards from the hotel £12.00 for 24 hrs.

**For directions:** <https://www.malmaison.com/locations/leeds/directions>

### Hope Street Hotel, 40 Hope Street, Liverpool L1 9DA

Situated in the heart of Liverpool's Georgian neighbourhood, near the Liverpool Philharmonic Hall, Everyman Theatre. Limited parking is available at £12 per night on a first come first served basis. Alternative discounted parking is also available close by.

**For further information and directions:** <https://www.hopestreethotel.co.uk/location>



### Novotel Edinburgh Centre Hotel, 80 Lauriston Place, Edinburgh, EH3 9DE

Located in the heart of the Scottish capital with on site heated pool & spa. Limited paid parking facilities are available on site. The hotel is a 40 minute tram ride from the airport and half a mile from Haymarket train station.

**For directions:** <https://www.accorhotels.com/gb/hotel-3271-novotel-edinburgh-centre/index.shtml>





## **The Fire Service College, London Road, Moreton-in-Marsh, Gloucestershire, GL56 0RH**

Situated centrally in the heart of the Cotswolds, this venue is easily accessible being within easy reach of major road and rail networks. A five minute drives from Moreton-in-Marsh mainline station which can get you to us from central London in less than two hours, and are just over an hour's drive from central Birmingham.

**For directions:** <http://www.phoenixetc.co.uk/contact-us/how-to-find-us/>

## **Wyboston Lakes Training Centre, Great North Road, Wyboston, Bedfordshire, MK44 3AL**

Set in 350 acres, this modern hotel and conference/training resort is 2.8 miles from the market town of St. Neots. The nearest rail station to Wyboston Lakes is St Neots; 10 minutes drive away and there is free parking onsite.

**For directions:** <http://www.wybostonlakes.co.uk/directions-business.aspx>





## Country / Regional Training Days 2019

In addition to our residential courses, RCM officers provide free training days in your country or region where you can meet your regional or national officer and other activists from your area to focus on local issues. To book a place on any of the training days, please visit the RCM website <https://www.rcm.org.uk>

Date	Venue	Country / Regional Training Day
7th February	RCM Wales Office	Wales (Vicky Richards)
5th March	RCM London Office	London (Liz Cummings)
8th March	Royal Hampshire County Hospital	South Central (Gabby Dowds-Quinn)
11th March	Copthorne Hotel, Newcastle	North East
12th March	Birmingham Women's Hospital	West Midlands (Julia Ellis)
12th March	The Studio, Manchester	North West (Lesley Wood and Liz Stubbs)
14th March	RCM London Office	London (Linda Allan)
14th March	The Disability Resource Centre, Dunstable	East of England (Barbara Narey)
15th March	Royal Devon & Exeter Hospital	South West (Julia Chandler)
20th March	Age Concern, Leeds	East Midlands, Yorkshire & Humberside (Suzanne Miller & Lynne Galvin)
21st March	RCM Scotland Office	Scotland (Emma Currer and Jackie Mitchell)
10th June	Bristol	South West (Julia Chandler)
15th May	RCM Wales Office	Wales (Vicky Richards)
23rd May	North Wales	Wales (Vicky Richards)
12th June	Age Concern, Leeds	East Midlands, Yorkshire and Humberside (Suzanne Miller and Lynne Galvin)
17th June	Copthorne Hotel, Newcastle	North East
2nd July	Birmingham Women's Hospital	West Midlands (Julia Ellis)
3rd September	Quaker Meeting House, Liverpool	North West (Lesley Wood and Liz Stubbs)
4th September	RCM Wales Office	Wales (Vicky Richards)

Date	Venue	Country / Regional Training Day
4th September	RCM London Office	London (Liz Cummings)
11th September	RCM London Office	London (Linda Allan)
12th September	Exeter Racecourse	South West (Julia Chandler)
12th September	Mercure Elcot Park, Newbury	South Central (Gabby Dowds-Quinn)
17th September	Age Concern, Leeds	East Midlands, Yorkshire & Humberside (Suzanne Miller & Lynne Galvin)
18th September	Education and Conference Centre, Cambridge	East of England (Barbara Narey)
24th October	RCM Scotland Office	Scotland (Emma Curren and Jackie Mitchell)
3rd December	The Studio Manchester	North West (Lesley Wood and Liz Stubbs)
4th December	RCM Wales Office	Wales (Vicky Richards)
4th December	Royal Devon & Exeter Hospital	South West (Julia Chandler)
4th December	RCM London Office	South Central (Gabby Dowds-Quinn)
4th December	RCM London Office	London (Linda Allan)
5th December	RCM London Office	London (Liz Cummings)
9th December	Copthorne Hotel Newcastle	North East
10th December	Birmingham Women's Hospital	West Midlands (Julia Ellis)
13th December	RCM London Office	East of England (Barbara Narey)

\* These training days are subject to change.

## MSW Advocates and Branch Officers Training

In addition to our residential courses, and country and regional training days, RCM Organisers provide free MSW Advocate and Branch Officer training days.

MSW Advocate training is a chance to network with your peers and develop new skills in communication and leadership while getting the opportunity to update RCM staff of news and views from your region and workplace.

Branch Officers training will support you with the confidence to carry out your roles, to encourage leadership, networking, best practice and consider priorities for the coming year.

To book a place on any of the training days, please visit the RCM website <https://www.rcm.org.uk>

Date	Venue	Training Day
6th February	The Studio, Leeds	MSW Advocates Stage 2
12th February	Copthorne Hotel, Newcastle	Branch Officers
25th April	Bristol	Branch Officers
10th July	RCM London Office	MSW Advocate Stage 2
14th October	The Studio, Leeds	MSW Advocate Stage 1
15th October	The Studio, Leeds	Branch Officers
27th November	RCM London Office	MSW Advocate Stage 1
2nd December	RCM London Office	Branch Officers



## Apply for your courses now

Your opportunity to:

- develop your knowledge, skills and confidence
- learn about RCM policy
- share experiences and problems with other RCM members
- network with other RCM Workplace Representatives
- meet RCM staff

[rcm.org.uk](http://rcm.org.uk)

[wpr.training@rcm.org.uk](mailto:wpr.training@rcm.org.uk)





Promoting • Supporting • Influencing