

2015: Union Education

South Australia

The ACTU Organising Centre's Education Program aims to develop the skills and knowledge of Union staff, Union leaders, delegates and activists. It provides an important opportunity for unionists to reflect on their work in their union and the importance of the union movement. We also work with Unions to build comprehensive internal programs in order to strengthen capacity and grow. Contact Jane Clarke or our Melbourne Office to enquire.

ADVOCACY

This course is for officials who will present matters in the Fair Work Commission (FWC) or other industrial tribunals. *Advocacy* is designed as a step by step approach to researching and presenting a submission to FWC or other jurisdictions.

The course identifies the areas in which FWC can arbitrate, and those matters that an advocate can take to the Magistrates Court, both State and Federal.

The course will spend a significant amount of time covering techniques and practices for researching and presenting a case including:

- Elements of a contested case
- Research
- Structuring a case
- Using exhibits
- Precedent
- Mounting an argument
- Dealing with witnesses
- Presenting a case

Dates	Cost
9 - 13 February	\$1,200 per person

UNION GOVERNANCE

Fair Work Commission (FWC) Approved

The Fair Work (Registered Organisations) Act 2009 requires union officers with financial decision-making responsibilities (including elected officials, finance staff and members of management committee) to undertake FWC Approved training within six months of their appointment. All of the sessions refer to the relevant legislation, and use case studies and practical examples.

The course has four main topics as required by legislation:

- financial governance requirements of the legislation;
- conflict of interest and disclosure of financial interests;
- financial management issues, and;
- reading and understanding financial reports.

Dates	Cost
26 February 17 June	\$195 per person

TRANS-TASMAN EDUCATORS CONFERENCE SAVE THE DATE 28 - 30 OCTOBER ADELAIDE

SA is once again hosting the Trans Tasman Education conference. This conference provides a unique opportunity for educators both in the room and on the job to reflect on their practice, and share ideas and activities. This conference ensures that we ground ourselves as union educators with a commitment to changing the world for working people. Further details of the conference will be available early in 2015.

Enrol via Course Application Form

Enquiries

SA Jane Clarke | jclarke@actu.org.au | 08 8279 2230
Melbourne Office orgcentre@actu.org.au | 03 9664 7360
www.actu.org.au/UnionEducation

All prices GST inclusive



Delegate Development

South Australia

CORE SKILLS FOR DELEGATES

This course is for new representatives. *Core Skills* introduces the role, knowledge and skills involved in being a workplace representative, and discusses how to represent members effectively, communication skills, and how to strengthen union organisation in the workplace. Participants will practice skills such as identifying issues, holding one-on-one conversations, and solving problems in the workplace.

Rates start from \$750 per day (for training up to 10 people).

To schedule this course for your Union representatives, contact Jane Clarke.

WORKPLACE UNION LEADERS

For experienced delegates and workplace leaders from across different unions.

Workplace Union Leaders aims to develop leadership and communication skills amongst union delegates at a workplace and industry level. It aims to ensure that union delegates, as workplace leaders, have a comprehensive understanding of movement wide issues and organising strategies.

On completion of this course participants will be able to:

- Provide leadership based on the values of the Australian union movement
- Conduct an analysis of power as it operates at a workplace and industry level
- Identify the key economic and political relationships within which unions operate at an industry state, national and international level
- Relate issues in their workplace to union wide campaigns
- Identify the key steps and processes in effective campaigns to win industrial outcomes for members
- Demonstrate high level communication skills
- Motivate workers to take part in collective action
- Develop basic workplace campaign plans
- Identify ways of involving members in workplace campaigns

Note: Participants must have completed level one delegate development and, where available, further training. Participants must also be active within their union at a workplace or Branch level.

Dates
7- 11 September

Cost
\$375 per person

Enrol via Course Application Form

Enquiries

SA Jane Clarke | jclarke@actu.org.au | 08 8279 2230
Melbourne Office orgcentre@actu.org.au | 03 9664 7360
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Organiser Development

South Australia

ORGANISING FOUNDATIONS

This course is aimed specifically at newly appointed organisers.

Organising Foundations covers current organising techniques, skills and knowledge essential to being an effective organiser.

Topics include:

- communicating with workers
- planning
- identifying workplace leaders
- building union culture

The course covers essential approaches and techniques that underpin effective organising within the contemporary union movement, including:

- The organising approach to unionism
- The characteristics of an organised workplace and the role of the organiser in building union strength
- Effective planning and campaigning
- Identifying and developing activists
- Communication skills
- Recruiting workers to the union

Dates

Part 1: 28 - 30 July
Part 2: 25 - 26 August

Cost

\$975 per person

GRIEVANCE HANDLING FOR ORGANISERS

This course develops Organisers' skills in dealing with member grievances.

The course builds on the skills introduced in our entry level course for Organisers and develops skills for problem solving and negotiating outcomes at the workplace level.

Practical case studies are included, along with opportunities to practice skills and different approaches with other participants.

Dates

12 - 14 August

Cost

\$585 per person

CAMPAIGNING SKILLS FOR ORGANISERS

For Organisers and Officials who have campaigning responsibilities as part of their role.

This course explores the fundamental skills and knowledge required to deliver an effective union campaign. The course will look at the essential steps in planning and delivering an effective campaign, developing strategies with achievable objectives and goals, and using campaigning to advance the union's objectives and priorities.

Dates

20 - 22 May

Cost

\$585 per person

Enrol via Course Application Form

Enquiries

SA Jane Clarke | jclarke@actu.org.au | 08 8279 2230
Melbourne Office orgcentre@actu.org.au | 03 9664 7360
www.actu.org.au/UnionEducation

All prices GST inclusive



COURSE APPLICATION

Course

Course Name	<input type="text"/>
Location	<input type="checkbox"/> ACT <input type="checkbox"/> NSW <input type="checkbox"/> NT <input type="checkbox"/> QLD <input type="checkbox"/> SA <input type="checkbox"/> TAS <input type="checkbox"/> VIC <input type="checkbox"/> WA
Dates	<input type="text"/>

Applicant

First Name(s) & Surname	<input type="text"/>	D.O.B	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="checkbox"/> F <input type="checkbox"/> M
Home Address	<input type="text"/>			
Email*	<input type="text"/>	<input type="checkbox"/> Please DO NOT subscribe me to the Course Newsletter		
Mobile	<input type="text"/>	Language spoken at home	<input type="text"/>	
Are you of Aboriginal or Torres Strait Islander origin?	<input type="checkbox"/> No	<input type="checkbox"/> Yes, Aboriginal	<input type="checkbox"/> Yes, Torres Strait Islander	

Employment

Union/Employer Name	<input type="text"/>	Branch*	<input type="text"/>
Position	<input type="text"/>	Work Phone	(<input type="text"/>) <input type="text"/>
Work Address	<input type="text"/>		
Line Manager's Name	<input type="text"/>	Phone	(<input type="text"/>) <input type="text"/>
Email	<input type="text"/>	Educator may contact Line Manager in regards to your training	

Billing Please complete only if billing details are different from employment details above

Union/Employer Name	<input type="text"/>	Branch*	<input type="text"/>
Postal Address	<input type="text"/>		

Authorisation Your Union/Employer must authorise payment for the course by signing below**

Name	<input type="text"/>	Position	<input type="text"/>
Signature**	<input type="text"/>	Email*	<input type="text"/>

Entry Requirements If enrolling in a course below, please ensure you have completed the pre-requisite training

Craft of Organising	<input type="checkbox"/> I have completed Organising Foundations	Year	<input type="text"/>
Lead Organiser Development	<input type="checkbox"/> I have completed Craft of Organising	Year	<input type="text"/>
Advanced Corporate Research	<input type="checkbox"/> I have completed Intro to Strategic Industry & Corporate Research	Year	<input type="text"/>
Further details of Experience	<input type="text"/>		

Submit to Course Administration, ACTU Organising Centre
orgcentre@actu.org.au | Fax: 03 9670 0837
Level 4, 365 Queen Street, Melbourne VIC 3000

A TAX INVOICE WILL BE SENT TO THE BILLING ADDRESS ABOVE

* These field are compulsory

** Completing this section gives ACTU Organising Centre permission to issue a tax invoice to the Union / Employer authorised. If filling in electronically, this application must be **printed** and **signed** prior to submission.

Cancellation Policy: In order to receive a full course refund, participants must cancel their enrolment at least ten (10) working days prior to course commencement. Notification of course cancellation should be submitted in writing to orgcentre@actu.org.au. Fees cannot be refunded, waived or transferred if notification is received after this date. Please note: This refund policy does not apply to Residential Courses. No refunds, waivers or transfers can be given once participants have enrolled in Residential Courses. Delivery of all courses is dependent on sufficient enrolments. For scheduled courses, participants will receive confirmation of course delivery two (2) weeks prior to course commencement. If participants are travelling from interstate to attend courses, travel arrangements should not be made before the course has been confirmed in writing. The ACTU Organising Centre does not acknowledge liability for reimbursement of lost flight /accommodation costs, where travel arrangements are made prior to course confirmation.