

Your handy guide to NUJ reps' training



NUJ
NATIONAL UNION
OF
JOURNALISTS

www.nuj.org.uk

“I already had a lot of experience as an MoC at the BBC but Caroline’s focus on the legislation and regulations that underpin our industrial agreements was invaluable as was the opportunity to share best practice. It will really boost your confidence to have Caroline’s training behind you.”

Martine Croxall, BBC Rep

NUJ Training

Unions have a long and proud tradition of delivering education and training and today the NUJ plays a major role providing reps with the information and tools they need to recruit and organise in the media industry, provide members with advice, represent them when problems arise and negotiate with employers.

All our training is hands-on and practical and will put reps on a sure footing with employment and equality law as well as providing them with the confidence to carry out their role. Equality and health and safety are the bedrock of our training and run through every course.

The union provides opportunities to develop professional skills as technological developments and the use of social media requires many of us to update our skills.

NUJ Active, the union’s bi-monthly newsletter gives the latest news of learning, training and networking opportunities.

The Reps' Programme

Putting together a pay claim, dealing with a bullying manager, creating an active chapel and negotiating a robust house agreement are among the skills of a successful rep.

Reps are the bedrock of the union and the NUJ offers full support and training to help them in their role, recruit more members to lighten the load and provide a collective voice for staff, casuals and freelancers working in media, publishing and PR and communications.

The rep's training is a four-stage programme which encompasses health and safety and equality modules in a package to meet all the needs of a member representing colleagues and negotiating with employers.

The course will provide a rep with the:

- Knowledge of the key elements of the Equality Act, employment and health and safety legislation.
- Understanding of the union's structures and how to set up a branch and chapel.
- Strategies, arguments and tactics to support the union's position and to resolve disputes and problems at work.
- Skills to conduct a formal disciplinary procedure.

The programme gives a rep the confidence to do their job and where to get support and advice when needed.

The classes are also a great way for reps to come together to share workplace problems and solve them. Classmates often stay in contact to help each other out long after the course has finished.

Once the four stages are completed, there is a range of specialised and advanced courses available, such as:

- Dealing with bullying, harassment and stress.
- Advanced negotiation.
- Organising and recruitment.
- Advanced health and safety.

“The method of delivery of the reps’ courses in bite-sized chunks meant that we didn’t get overwhelmed with information overload. The tutor was really well informed. We finished with role-playing, an excellent way of consolidating all we had learned.”

Alan Lodge, freelance photographer

- Union learning.
- Employment law updates.

NUJ training courses are updated regularly in line with new working practices and laws and can be customised to meet the needs of all NUJ reps and members.

Freelances

The NUJ provides subsidised courses as part of its programme: **First Steps in Freelancing** which provides practical advice on your first steps as a freelance and **Winning and negotiating** which provides ideas and practice on how to be successful at selling your stories and getting paid proper rates.

The union's freelance office regularly puts on free workshops by accountancy firm HW Fisher & Company answering questions on **tax for the self-employed** and **Freelance Salons** with special speakers and an opportunity to network.

I came to the reps' course with little experience or knowledge and learnt the basics of the role as well as how to go about representing members and negotiating with management. Caroline was very engaging and knowledgeable. I now feel equipped to take on the situations thrown at me as a rep on my newspaper.

Hannah Mirsky, local newspapers

Other training opportunities

Federation of Entertainment Unions:

NUJ members in England are eligible to take part in free workshops and webinars to help them with their professional development as freelancers. The website hosts a range of online courses, tutorials and quick tip guides.

<https://www.feustraining.org/>

NUJ Training Scotland runs courses including on: social media; filming for i-devices; feature writing and writing for the web; PR; and Adobe Photoshop, plus a range of online training, which can be found at

<https://nujtrainingscotland.com/>

NUJ Training Wales holds courses on mentoring and coaching; filming and editing on an iPhone/iPad; and data journalism. The full list and dates can be found at

<http://www.nujtrainingwales.org/>

All these courses are dependent on government funding.

TUC Education provides a range of courses, webinars and eNotes and describes itself as a one-stop-shop for all types of union rep.

<https://www.tuceducation.org.uk/course/index.php?categoryid=82>

More info...

Where to go

The reps' training is carried out at the union's London, Manchester, Glasgow and Dublin offices and the training programme is run by tutor Caroline Holmes, who can be contacted at tuttraining@nuj.org.uk

NUJ website

The dates for trade union training can be found on the NUJ website at:

<https://www.nuj.org.uk/news/nuj-trade-union-training/>

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