



STRONGER TOGETHER

CONGRESS

Irish Congress of Trade Unions

Programme of Training Courses

AUTUMN 2017/SPRING 2018

Welcome to the Congress Industrial Relations' Training Programme, running from Autumn 2017 to Spring 2018. Our courses are designed to equip officials and other trade union officers with the skills, knowledge and confidence to competently and professionally represent the interests of members. Our tutors and contributors are all of very high calibre and our aim is to deliver courses of the highest quality.

HOW TO REGISTER

Congress uses an online booking system for courses, which you can access along with further information, at: www.ictu.ie/unionlearning

In general, participants on our training courses should be nominated by their trade union. You can request a place by using the booking form online at www.ictu.ie/unionlearning

While applications will be forwarded to your union for approval, please follow your own union procedures in terms of applying for training courses. An email will be sent by Congress to confirm places and provide any other course detail as necessary.

To search for particular courses listed in this brochure, use the code listed in the 'Course Search' box on the website.

If you need any further information about these courses, or are interested in training not listed here, please contact Frank Vaughan in Congress at frank.vaughan@ictu.ie

Industrial Relations Courses

Programme Outline

This series of courses is designed to help trade union officials make the most effective use of the Revised Industrial Relations Mechanisms introduced under the Workplace Relations Act, 2015. The courses are designed to develop skills and knowledge on taking collective IR cases and employment rights cases, with emphasis on particular elements of employment law.

Who Should Attend?

The courses are designed for officials of affiliated unions who need to fully understand the new procedures of the Workplace Relations Commission (WRC) and who may need to make submissions, directly or by referral, to the Labour Court.

Course Methodology

These courses aim to be practical and participative and assist officials to be as effective as possible in their dealings with both the WRC and Labour Court bodies. The collective cases courses will include presentations from senior members of both bodies. The employment rights courses are led by Kevin Duffy and Michael Halpenny. These courses will involve participating in a mock Labour Court Hearing and participants will be presented with a case study on which they must work collectively as a group. For this reason, it is important that participants are available to attend the full duration of the course and must also be able to allocate time to group-work between classroom sessions.

The courses will be held at Congress Offices in Dublin and/or at the Labour Court/WRC in Lansdowne House.

Taking Collective Cases through the Industrial Relations Institutions

Dates: October 23, 2017

Time: 9:30 – 17:00

Venue: Labour Court/WRC,
Lansdowne House

Course Ref: IRCODE 2B

This is a one-day course but with some preparatory work required. The course is designed for those who will be taking collective cases through the WRC and Labour Court. The course will include consideration of the Conciliation Service of the WRC and guidance from Members of the Court on making written submissions to the LC. The course will feature some cases studies and will involve participants in a Mock Hearing in front of a full sitting of the Labour Court.

Employment Rights Disputes: Termination of Employment

Dates: Sept. 18 & 25, Oct. 2, 2017
(3 day course)

Time: 9:30 – 17:00

Venue: Congress, Parnell Square

Course Ref: IRCODE 1A

This course will present an overview of sources of law, writing submissions, necessary proofs, presenting evidence, dealing with appeals, the protocols and procedures of the Labour Court and also consider the Mediation and Adjudication services of the WRC. This course will explore the law relating to termination of employment and will include consideration of the following Acts (Termination of employment in the context of unlawful discrimination will be dealt with separately in the module *Equal Treatment in Employment & Occupation* – see below):

- Unfair Dismissals Act 1977 – 2015
- Minimum Notice and Terms of Employment Acts 1973-2005
- Redundancy Payments Acts 1967 – 2014
- Protection of Employment (Exceptional Collective Redundancies and Related Matters) Act 2007

Employment Rights Disputes: Equal Treatment in Employment and Occupations

Dates: November 6, 13 & 20, 2017
(3 day course)

Time: 9:30 – 17:00

Venue: Congress, Parnell Square

Course Ref: IRCODE 3A

This course will present an overview of sources of law, writing submissions, necessary proofs, presenting evidence, dealing with appeals, the protocols and procedures of the Labour Court and also consider the Mediation and Adjudication services of the WRC. This course will explore the law relating to equal treatment across a number of statutes and will also complement the earlier module *Termination of Employment*:

- Employment Equality Acts 1998 – 2015,
- Protection of Employees (Fixed-Term Work) Act 2003,
- Protection of Employees (Part-Time Work) Act 2001
- Protection of Employees (Temporary Agency Work) Act 2012

Understanding Company Accounts and Finances

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|--------------------|-----------------------------------------|
| Date: | 1 December 2017 |
| Time: | 9.30 am – 16.00 pm |
| Venue: | ICTU, 31/32 Parnell Square, Dublin 1 |
| Course Ref: | IRCODE 4C |

For many trade union negotiators the task of establishing the viability of a pay claim is often hampered by the lack of financial information on the company which faces them on the other side of the negotiating table. In addition a wealth of financial and accountancy jargon is often employed to help ‘muddy the waters.’ The purpose of this course is to cut through the jargon that so often confronts negotiators, familiarise or refresh their knowledge of the basic tools of accountancy and show where at least some of ‘secrets’ can be found in a set of accounts. It will also help negotiators track down the valuable financial data that is so important to their negotiating work.

Employment Rights Disputes: Work Organisation, Employment Status, Right to Information and Payment of Wages.

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|--------------------|-----------------------------------------------|
| Dates: | January 15, 22 and 29, 2018 (3 day course) |
| Time: | 9:30 – 17:00 |
| Venue: | Congress, Parnell Square |
| Course Ref: | IRCODE 5A |

This course will present an overview of sources of law, writing submissions, necessary proofs, presenting evidence, dealing with appeals, the protocols and procedures of the Labour Court and also consider the Mediation and Adjudication services of the WRC. This course will explore the law relating to some terms and conditions of employment and will include consideration of the following Acts*:

- Organisation of Working Time Act 1997,
- European Communities (Protection of Employees on Transfer of Undertaking) Regulations 2003.
- Terms of Employment (Information) Act 1994
- Payment of Wages Act 1993

**Proposed legislation based on the Competition (Amendment) Bill 2017 (dealing with freelance workers and a definition of “bogus self-employment”) and any amendments to the Terms of Employment (Information) Act 1994 and the Organisation of Working Time Act 1997 to deal with “banded hours” will also be covered in this course if enacted.*

Employment Rights Disputes: Termination of Employment

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|--------------------|----------------------------------------------|
| Dates: | February 13, 20 & 26, 2018 (3 day course) |
| Time: | 9:30 – 17:00 |
| Venue: | Congress, Parnell Square |
| Course Ref: | IRCODE 6A |

This is the second running of this course which will present an overview of sources of law, writing submissions, necessary proofs, presenting evidence, dealing with appeals, the protocols and procedures of the Labour Court and also consider the Mediation and Adjudication services of the WRC. This course will explore the law relating to termination of employment and will include consideration of the following Acts. (Termination of employment in the context of unlawful discrimination will be dealt with separately in the module *Equal Treatment in Employment and Occupation* - see below):

- Unfair Dismissals Act 1977 – 2015,
- Minimum Notice and Terms of Employment Acts 1973-2005
- Redundancy Payments Acts 1967 – 2014
- Protection of Employment (Exceptional Collective Redundancies and Related Matters) Act 2007

Taking Collective Cases through the Industrial Relations Institutions

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| Dates: | March 12, 2018 |
| Time: | 9:30 – 17:00 |
| Venue: | Labour Court/WRC, Lansdowne House |
| Course Ref: | IRCODE 7B |

This is a one-day course, but with some preparatory work required. The course is designed for those who will be taking collective cases through the WRC and Labour Court (LC). The course will include consideration of the Conciliation Service of the WRC and guidance from Members of the Court on making written submissions to the LC. The course will feature some cases studies and will involve participants in a ‘mock hearing’ in front of a full sitting of the Labour Court.

Employment Rights Disputes: Equal Treatment in Employment and Occupations

Dates: April 10, 17 & 23, 2018
(3 day course)

Time: 9:30 – 17:00

Venue: Congress, Parnell Square

Course Ref: IRCODE 8A

This is the second offer of this course which will present an overview of sources of law, writing submissions, necessary proofs, presenting evidence, dealing with appeals, the protocols and procedures of the Labour Court and also consider the Mediation and Adjudication services of the WRC. This course will explore the law relating to equal treatment across a number of statutes and will also complement the earlier module *Termination of Employment*:

- Employment Equality Acts 1998 – 2015,
- Protection of Employees (Fixed-Term Work) Act 2003,
- Protection of Employees (Part-Time Work) Act 2001
- Protection of Employees (Temporary Agency Work) Act 2012

Employment Rights Disputes: Work Organisation, Employment Status, Right to Information and Payment of Wages.

Dates: May 15, 22 & 28, 2018 (3 day course)

Time: 9:30 – 17:00

Venue: Congress, Parnell Square

Course Ref: IRCODE 9A

This course will present an overview of sources of law, writing submissions, necessary proofs, presenting evidence, dealing with appeals, the protocols and procedures of the Labour Court and also consider the Mediation and Adjudication services of the WRC. This course will explore the law relating to some terms and conditions of employment and will include consideration of the following Acts*:

- Organisation of Working Time Act 1997,
- European Communities (Protection of Employees on Transfer of Undertaking) Regulations 2003.
- Terms of Employment (Information) Act 1994
- Payment of Wages Act 1993

**Proposed legislation based on the Competition (Amendment) Bill 2017 (dealing with freelance workers and a definition of “bogus self-employment”) and any amendments to the Terms of Employment (Information) Act 1994 and the Organisation of Working Time Act 1997 to deal with “banded hours” will also be covered in this course if enacted.*

Tutor Profiles

KEVIN DUFFY was Chairman of the Labour Court from 2003 until he retired in June 2016. He was Deputy Chairman of the Court from 1997 until his appointment as Chairman. Prior to his appointment to the Labour Court he was Assistant General Secretary of Congress. He had previously been General Secretary of the Brick and Stonelayer's Union. He also served as a member of the Executive Council of Congress between 1980 and his appointment as Assistant General Secretary in 1988. Kevin holds the degree of Barrister-at-Law from Kings Inns Dublin and has been called to the bar. He is an Adjunct Professor of Law at National University of Ireland Maynooth. He also lectures in employment equality law at the Academy of European Law in Trier. He is currently chair of the Public Sector Pay Commission.

MICHAEL HALPENNY represented workers as a full time organiser for over thirty years and was formerly a SIPTU National Industrial Secretary. He later established the union's Legal Rights Unit and then the SIPTU Workers Rights Centre. He holds an Honours degree in History, Higher Diploma in Education, Diploma in Legal Studies and Barrister-at-Law Degree and has lectured for the National College of Ireland and other bodies. He is a regular contributor to trade

Additional Courses

Congress will be offering training in a number of other areas in Autumn 2017/ Spring 2018. These programmes are being finalised at present but will include:

**Health & Safety (HSCODE) - Economics and Political Economy (ECONCODE)
Project Management (PROJCODE) - Corporate Governance (CGOVCODE)**

Congress also offers - jointly with SIPTU College - access to the Level 6 Certificate in Trade Union Studies (NCI) which will commence in a number of cities around the country in September 2017. (NCICODE)

Details of all these courses will be available on the Congress training portal at

<http://www.ictu.ie/unionlearning>