

Aegis
the union

www.aegistheunion.co.uk

**AEGIS UNIONLEARN
Unionlearn Rep
(ULR)
INFORMATION PACK**

WELCOME!

Congratulations! You have taken the first steps in deciding to become a Unionlearn Rep (ULR); this is also an opportunity for your own self-development.

What makes a great ULR:

You don't need a degree or to be a learning professional as you will be provided with full training to be a ULR.

You do need to be a member of union, Aegis, and believe that lifelong learning can help change lives.

You will help us to raise the awareness of the benefits of learning in the workplace and your community.

In the booklet you will find:

- TUC Education - A brief introduction.
- Useful resources.
- ULR - Role and Key Responsibilities.
- Code of Conduct Agreement (please sign and return).

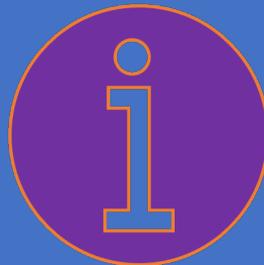


TUC Education

The TUC provides training for union reps, union members and union professionals. All workers should have access to training and development. ULRs are influential in supporting, developing and improving the learning culture within the workplace.

The ULR role involves raising awareness about the value of learning, helping organise courses in the workplace and supporting and encouraging members to take part in learning.

Over the past 11 years, more than 35,000 Unionlearn Representatives (ULRs) have been trained and nearly a quarter of a million people are being given training and learning opportunities through their union every year.



Learn with Aegis Website	https://www.aegistheunion.co.uk/learn-with-aegis-england/ Resources on the types of courses available, links to our microsite with The Skills Network and Wranx.
TUC Education	https://www.tuc.org.uk/training How it works - https://www.tuc.org.uk/national/about-tuc
TUC Education Rep guidance: Union Learning reps (ULRs)	https://www.tuc.org.uk/union-reps/learning-and-skills/union-learning-reps-ulrs
Unionlearn from the TUC	https://www.unionlearn.org.uk/ Subscribe to receive email updates on events and ULR information

ULR Role and Key Responsibilities

Your Training

ULRs are entitled to reasonable paid time off for training and for carrying out their duties.



As part of your development, you will be invited to attend the Level 1 ULR course, completed online or at a training venue. This can be followed by Level 2. Both will provide you with some of the skills needed to be a ULR.

You will also need to register with the TUC Education website so you can look at any of the online courses and e-notes that are there to support you in doing your role.

See the useful resources pages.

Introduce yourself

- Meet with your manager, explain who Learn with Aegis are and what you will be doing as a ULR.
- Get yourself noticed: make some time in your team meetings/huddles.



Meeting potential learners

- Find out the reason why they want to learn. Is it job related, for career progression or hobby/personal interest?
- When discussing courses be realistic; we can find some fully funded or discounted courses, but this is not always possible.

See the next page how Daya helped Bob.....



Daya has recently become a ULR and is based in branch. She has been speaking to her colleague Bob in between helping customers.

Bob mentions he would eventually like to become a Team Leader and would also like to learn some basic Spanish for an upcoming holiday.

See how she supported Bob with his learning query.





Aegis Representatives' Code of Conduct

As a Representative of Aegis, it is important that you yourself follow good practice and recommend good practice to members.

This will involve adhering to Company rules as well as to your Aegis responsibilities.

If Representatives do not adhere to Company rules and standards or in some way fail to comply with Aegis requirements, then it is likely that they may be replaced as Representatives.

Aegis is a Union run by the staff for the staff, so it cannot be seen to condone actions that would harm the Company or draw it into conflict with the Company over already agreed practices.

With this in mind, Representatives should consider the following action points for their conduct and how they may adapt these actions to help them in fulfilling their Aegis role:

Confidentiality

A Representative must bear in mind that s/he is privy to confidential meetings, literature, and involved with discussions with Aegis members who may bring their problems to you. It is of paramount importance that you do not discuss confidential information with people who are not Representatives, unless you have prior agreement from the General Secretary of Aegis to do so.

Discretion and Respect

A Representative must strive to act with discretion and respect. You may be required to be involved in meetings with senior management and asked for your opinion on certain matters. Please bear in mind that whilst you are entitled to voice your opinion, other people are entitled to theirs. You must listen and show respect and display a balanced attitude after considering all the facts.

Professionalism

A Representative must at all times be professional in his/her approach. Please bear in mind that you are representing Aegis as an organisation and you must strive to maintain the credibility of this organisation so that the integrity is not compromised in any way.

Approachable

An Aegis Representative's effectiveness relies greatly on approachability. When approached by a member, show interest and give your full attention. However, you must remember to take control of the situation so it is best to set a time and a place where both parties feel comfortable so that free and frank discussion can take place.

Impartial

A Representative must behave in a non-discriminatory manner. You must help the members and put your own personal beliefs to one side. It is important to treat everyone fairly and not to give preferential treatment to some members and not to others.

Fairness

As a Representative you must try to be fair and open-minded. You will often be approached by members who may require your help and advice. It is important to make sure that you obtain all the facts and not jump to premature conclusions. Please do not hesitate to liaise with Aegis colleagues to avoid getting out of your depth.

Effectiveness

You must endeavour to attend the majority of meetings that you are invited to attend. By doing so, you will be up-to-date with all that is going on and be better placed to help the members. It is important to share the workload with your colleagues so that this is distributed as evenly as possible. If at any time you are unable to attend a meeting, please let the person who is organising this meeting know that you will not be there.

Training

You must be willing to undertake training courses in order to update/learn new skills which will equip you to perform the role in a professional manner. We owe it to our members to be knowledgeable and skilled so that we can represent them more effectively.

If a Representative does not adhere to Company rules and standards, or in some way fails to comply with Aegis requirements, it is likely that this will be brought to the attention of the Aegis Executive who may vote to remove the individual as a Representative of Aegis.

I have received a copy of and agree to abide by the Aegis Representatives' Guide and Code of Conduct.

Name	
Employer	
Position held in company	
Signature	
Date	