

**BFAWU LEARNING SERVICES**  
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# BFAWU Learning Services

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## The BFAWU Learning Services celebrates the opening of a new Learning Centre at PCL Hatfield.

On the 4th December 2019 we held the Official Opening of the Learning Centre at PCL, Hatfield. It was well attended by both the company, the BFAWU and the Learning Services.

Manager and Lauren Hindley, HR Manager and her team.

We are now looking forward to the start of the English courses in early January and we have had interest shown with the on-line level 2 courses with Learning Curve.

We had the official cutting of the ribbon at the Learning Centre, performed by Ronnie Draper, our General Secretary, who said it was great to see the learning moving forward with PCL. Everyone then had a look around the centre and discussed the courses we would run and how the centre can be used as a Union office for the reps on site and also a quiet study room as the computers are all internet enabled.



John McNamara, National General Manager of Operations, Paul Winter, Business Development Manager, Ronnie Draper, General Secretary, Carol Hillaby, Project Worker, Lisa Greenfield, Project Manager.



We then moved to the boardroom for lunch and more discussions around the learning agenda. The day was well attended with Lisa Greenfield, Project Manager and Julie Oakley from the Learning Services, Ronnie Draper and Lukasz Bemka from BFAWU and from the company John McNamara, National General Manager of Operations, Paul Winter, Business Development



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## Manor Bakeries, Stoke

Mick is the Branch Secretary at Manor Bakeries, in Stoke. Mick took over from Warren Broomhall just one year ago. I asked him how he had found his new position. He told me, "it had been a very large learning curve just to get into the swing of things. Getting my time management together, lots of things seemed to come all at once."

In the last few years he has also completed his Shop Stewards stage 1, stage 2 and stage 3 with the GFTU and his Health and Safety stage 1, stage 2 and stage 3 and has just completed his ULR stage 1 and Negotiating skills at Northern College.

Mick has also completed many Learning Curve Level 2 Distance Learning courses to help in his position and he has started to complete the TUC's own educational E.Notes; which are short courses on various subjects, from Facility Time Awareness, Fit for work, and Menopausal support in the workplace.

Mick went on to say, "The union has been a fantastic support to me in my own educational needs and we have support from the Learning Services that provide information into new courses. They help to signpost to other courses that can be very helpful. The union learning services has provided the computers for all the workforce here to use, and the company to use for the courses that they put on through Valkyri.

The company will give release to the Union Representatives to do the courses that are away from the factory, and they give everyone who do the English, Maths and I.T. courses a payment of half the time they do on

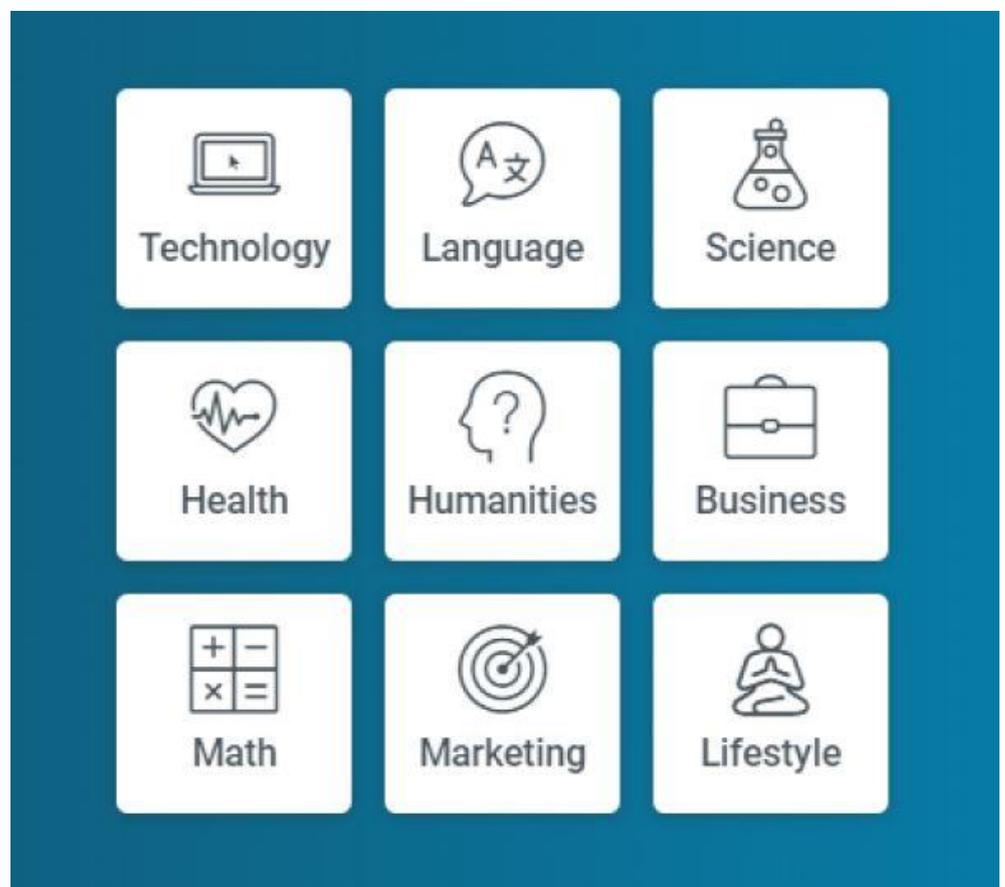
these courses.

I am now looking to do some more of these distance learning courses to help me in my position as we're never too old to learn



Check out our direct link through Alison for a wide range of FREE courses.

<https://bit.ly/2VWvABw>





eNotes are a great resource to help reps keep up to date on key workplace issues. Each eNote is a self-contained module that contains a mixture of text, video and quizzes. They last between 20 and 45 minutes and can be returned to as many times as you like.

- NEW: Sexual Harassment
- NEW: Religion or belief
- Mental health in the workplace
- Mentoring - a guide for union representatives
- Migration
- Work-related Upper Limb Disorders
- Facility Time
- Equality Law
- Understanding Universal Credit
- Vulnerable Employment
- Apprenticeships
- NEW: The Union Learning Advantage
- NEW: Citizen Maths
- Language support for workers
- Cancer in the workplace
- Union Learning Reps - introduction
- Fit for Work
- Domestic Violence
- Bargaining for Skills
- Supporting mid-life development
- Climbing Frame
- The Sick Note
- NEW: Apprenticeships - know your rights
- Health and Safety and Organising
- Working with Figures
- Pregnancy and maternity discrimination
- Supporting Learners into Higher Learning
- Industrial Partnerships
- Building a Stronger Workplace Union
- A Living Wage
- Additional Paternity Leave
- Supporting Learners
- European Works Councils

## LOAF Learning Centre, Warburton's Enfield

When we decided to open a learning centre in Warburton's we had a joint discussion around naming the centre and we came up with LOAF: Learning Opens Avenues Forever, very fitting. At the time our project had funds available to kit out the centre completely with desks, chairs, computers and printer, those were the days!

The LOAF learning centre was opened over 10 years ago by Joe Marino, Johnathan Warburton and MP Joan Ryan and is still being used today.

We started with 6 computers in a room overlooking the bakery. The room was identified by the site manager but we quickly became aware that the positioning was not great as it was on the management floor and as space was short the company decided to move us. They supplied us with a porta cabin in the carpark which went down really well, I was running Computers for Beginners courses weekly, taking people who couldn't even use a computer and teaching them the basics.

I was also delivering the ECDL programme, for those who don't know this is the European Computer Driving Licence and consists of 7 elements to learn (Word, Excel, PowerPoint, Access, Internet and Email and How a Computer works) and, of course 7 exams. My success story here is Mandy Ambrose who is now working with the BFAWU on the Executive Council as the National Vice President. Mandy came to me knowing very little about

computers but worked tirelessly to achieve her goal and went on to become a ULR on site, look how far being a ULR can take you???

After a while we were moved back into the building but to a smaller room so we took away 3 of the computers and now only have the 3. The centre is still being used for staff training, a quiet room for learning, a branch office and of course for our English course that we have running with KEITs.

In my time I have seen site managers come and go but they all were, and still are, very supportive to union learning and do as much as they possibly can to help us.



**Warburton's**  
Family Bakers

## Mental Health Awareness Course in Greggs Balliol

Another Mental Health Awareness course was delivered by Jo Gray, this time in Greggs Balliol in Newcastle.

The course was well attended by both Union Members and management. Steve Nevin the BFAWU Branch Secretary also attended the course and it was enjoyed by all. Everyone felt they had learnt valuable information which they could use to help themselves and others. Some of the attendees even signed up to do the Level 2 NFCE Accredited Mental Health Awareness Course.

If you would like more information on a course near you please speak to your Project Worker or you can email us at [bfawuls@bfawu.org](mailto:bfawuls@bfawu.org) You can also follow us on Facebook by searching BFAWU Learning Services.



If you would like to receive the Learning Services Newsletter please email the above address expressing your interest.

## Mental Health First Aid Distance Learning course coming soon!!

Follow our Facebook page *BFAWU Learning Services* for more updates.



Potential for Development

## Mental Health First Aid & Mental Health Advocacy in the Workplace

Evidence suggests that almost 13% of all absences at work can be attributed to a mental health condition. With 1 in 4 adults suffering from mental health problems, it's more important than ever that organisations have an understanding of how to support employees. Learning Curve Group have the potential to develop a Level 2 qualification in Understanding Mental Health First Aid and Mental Health Advocacy in the Workplace. The qualification would cover:

- Exploring Mental Health
- How to support individuals with mental ill health
- Understand a mentally healthy environment

# Are you interested in becoming a digital champion?

Over 7 million people do not know how to use the internet. They are from all walks of life and ages. They are missing out on so much! Being a Digital Champion is about inspiring people!

## Who can be a Digital champion?

You don't need to be experts in using computers but you do need to know the basics to be able to help people.



Contact your Project Worker today for more information.

## Things that can motivate workplace learners to improve their English and Maths

Knowing it's never too late  
Knowing the learning will be relevant and will be useful at work and in everyday life  
Understanding why and how English/Maths will help in their job, make fewer mistakes and give an understanding of production targets  
Having their existing skills recognised then topping up and filling gaps, not starting from scratch  
Having the chance to get a qualification  
Having a greater sense of job security/ more employment options/ promotion prospects  
Being able to use their new skills with confidence

## Things that can motivate employers to support employees to improve their English and Maths

Better communications and relationships within the organisation  
Fewer mistakes with savings in costs and time  
More chances to promote from within saving advertising, waiting and other costs associated  
Improved skills offer greater flexibility in uncertain times  
Opportunities to learn will boost employees, motivation and loyalty  
Support for employee training can generate positive PR and enhance the company's reputation making it a 'want to work for' company  
Employee training generates evidence for quality awards

**"Learning is a lifelong journey!"**

## Upcoming events:

### ULR Training Event Location: Quorn Grange Hotel

The BFAWU Learning Services are holding a training event at Quorn Grange Hotel on the 16-17th March 2020.

We will be upskilling the ULR's and have a number of taster sessions and training activities for them to participate in;

Maths—New approach  
Grammar for confidence  
Value my skills  
Over view on online learning  
Apprenticeships and the Trade Union  
Digital Champions  
Plus much more.

If you are interested in attending please contact your Project Worker for more details.

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**TULIP**

6 week English Taster Course starting 10th February 2020.

**unionlearn**  
from the TUC

Union learn have some amazing events taking place in the next few weeks, to take advantage of attending please get in touch with your Project Worker today.

#### Launching the TU Officer Apprentice Standard

3rd February 2020	4-6pm	London
6th February 2020	2-4pm	Manchester

#### Work, Skill & Digital

13th February 2020	10.30-4pm	Bristol
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#### Delivering effective career kickstart reviews

4th March 2020	12-4pm	Leeds
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#### Learning health & well being

9th March 2020	10-3pm	London
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