

**Industrial**

# Union Representative Training

## Level One: Schools (TUT)

### About the course

This two-day course is designed for both Union Representatives and Deputy Representatives.

The training will provide essential knowledge and skills to support representatives in their important role of providing union leadership in schools. Learn the roles and responsibilities of this position and build confidence to succeed in this role.

Please note:

SSTUWA may fund travel and accommodation expenses for currently elected representatives outside the metropolitan area. Each regional application will be assessed by the Education and Training Coordinator for funding approval.

### Date

Thursday 8 and  
Friday 9 September 2022

### Time

9am - 3pm

### Cost

Nil: Members Only

### Facilitator

Cherry Bogunovich, Natalie  
Swinbourn, Natalie Blewitt - SSTUWA

### Nominated Audience

Elected Union and Deputy  
Representatives

### Venue

SSTUWA Office  
1 West Street  
West Perth WA 6005  
(08) 9210 6035

### Outcomes

On completion of the course Union Representatives will have:

- A clear understanding of their role and responsibilities in the workplace.
- Practiced skills and developed strategies to represent, advocate, manage, advise and lead members at the workplace.
- Explored support structures and legal processes that lead to dispute resolution.
- Planned how to better manage union business at their workplace.

### Teacher Registration Board of WA

Professional Standards for Teachers in WA

AITSL Australian Professional Standards for Teachers

**TRBWA**

Teacher Registration Board  
of Western Australia

### This training relates to:

- Standard 6 - Engage in professional learning
- Standard 7 - Engage professionally with colleagues, parents/carers and the community.

**Industrial****SSTUWA**  
The State School Teachers' Union of W.A. [Inc.]

# Union Representative Training

## Level One: Schools (TUT)

Thursday 8 and  
Friday 9 September 2022

**Given name:** \_\_\_\_\_ **Surname:** \_\_\_\_\_

**Union ID no:** \_\_\_\_\_ **School/workplace:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Mobile:** \_\_\_\_\_

**Email:** \_\_\_\_\_

### Travel

Members outside the metro area may be eligible for SSTUWA-funded travel and accommodation to attend this course. Each regional application will be assessed by the ETC coordinator for funding approval.

**Accommodation required**

**No of nights** \_\_\_\_\_ **Arrival date** \_\_\_\_\_ **Departure date** \_\_\_\_\_

**Air travel required**

**Preferred dates/times:** **Arrival** \_\_\_\_\_ **Departure** \_\_\_\_\_

**Driving own car**

**Approx KMs** \_\_\_\_\_

### Send completed form to

**SSTUWA Education and Training Centre**

**Email:** [training@sstuwa.org.au](mailto:training@sstuwa.org.au)

**Or register online at [sstuwa.org.au](http://sstuwa.org.au)**

Please note: All courses are run subject to minimum booking numbers.

### Trade union training leave

Members in schools and TAFE colleges are eligible for five days of paid leave per year to attend trade union training.

To comply with TUT leave requirements applicants must:

- Submit applications to principal four weeks prior to the event.
- Provide DoE/principal with a copy of the course registration.
- Be nominated by the SSTUWA under the "nominated audience" for the course.

The school **will not be charged** for the salary of the person attending trade union training - this is covered by the DoE. However, if a **relief teacher** is required, this is funded through the school's one line budget.

#### For school administration

When processing TUT leave applications:

- Ensure staff attending training have selected **TUT Leave** in HRMIS.
- Project code 1471 will be generated within the payment system.