

Policy briefing



Thursday 15 July 2010

NIACE, Renaissance House, 20 Princess Road West, Leicester LE1 6TP



The Right to Request Time to Train

Please retain pages 1-4

Background

Since April 2010, a statutory right to request time to train has been in force for organisations with more than 250 employees. From April 2011, this will be extended to employees in organisations of all sizes.

The right to request time to train is modelled on the existing right to request flexible working and it has been estimated by Government that up to a million workers may get new training opportunities over the next three years as a result of this new law.

The Trades Union Congress (TUC) is working closely with individual unions to ensure that workplace representatives are well-prepared to assist employees use the new right to best effect. While unions will be at the forefront of pushing for collective requests and the introduction of workplace-level agreements, colleges, training providers and guidance workers also have an important role in raising individual awareness of what may be possible and encouraging good practice among employers.

At present more than 10 million people in the workforce are offered no training by their employer and too many employers still need convincing that training is good for their business. A disproportionate number of such workers are older and less well-qualified raising important questions about equity.

Presenters

The session will be led by Richard Blakeley, Policy and Campaigns Officer, Unionlearn, who leads the TUC's Right to Request Time to Train project. Richard's earlier career included the lead on lifelong learning policy for UNIFI (trade union for financial services workers, now part of UNITE) between 1998 and 2004, where he was central to setting up the Campaign for Paid Educational Leave in conjunction with other trade unions and campaigning organisations including NIACE.

The campaign ran from 2000 to 2004 and significantly raised the issue of paid time off to train up the political agenda. In 2009, Richard joined Unionlearn as a policy and campaigns officer and has worked closely with the Department for Business, Innovation and Skills to write guidance and promote the new right to request time to train. Richard has also worked for a sector skills council and in local government.

Aims

This briefing seminar will:

- introduce participants to what the law says
- examine how individuals can exercise their new right
- explore how guidance workers and education and training providers can use the new right to promote workplace-led learning to employers and employees alike
- understand how a right to request time to train is located among other employment rights such as flexible working and how it sits alongside other initiatives and trends
- provide an opportunity to share knowledge and practice of how different organisations can support learning in the workplace at every level.

Audience

This event will be of particular interest to:

- Information, Advice and Guidance workers
- Outreach and employer liaison officers in colleges and training providers
- HR, personnel and training professionals in businesses and public services
- Staff of Sector Skills Councils.

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Programme

- 09:45** Arrival and registration (tea/coffee available)
- 10:15** Welcome and introduction
Alastair Thomson, Principal Advocacy Officer, NIACE
- 10:45** Keynote address
Richard Blakeley, Policy and Campaigns Officer, Unionlearn
- 11:15** Questions, discussions and closing remarks
- 12:00** Lunch and networking (tea/coffee available)
- 12:30** Depart

This programme is correct at the time of going to press. The organisers reserve the right to make changes to the published programme in the event of one or more of the advertised speakers being unable to attend. Delegates have no claim against NIACE in respect of such changes.

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Event information

- Arrival and registration is at 9:45am for a 10:15am start. The event will end at 12:30pm
- Event fee per person per event (includes lunch, tea/coffee):
 £69 (NIACE members)
 £85 (Non NIACE members)
NB: NIACE does not charge VAT on conference and course fees
- If you wish us to invoice your employer we require a copy of the Purchase Order
- Please note that the absence of a Purchase Order / Order Number will delay the processing of your application form
- Only application forms with the payments section completed will be processed
- Places will be allocated in order of receipt of completed application forms (one form per person)
- Participants should be prepared to take their own notes as there will not be handouts for all sessions
- If you have not received an e-mail confirming your attendance and joining instructions 4 working days before the event please contact:

NIACE Events Team

Tel: 0116 204 2833

Fax: 0116 254 8368

Minicom: 0116 255 6049

E-mail: events@niace.org.uk

Application conditions

Event: Thursday 15 July 2010

Closing Date: Thursday 1 July 2010

- Cancellations are non-refundable
- The full fee is payable prior to the event
- Substitutions are to be advised **5 working days** prior to the event
- A **10 working days** notice period is required for provision of electronic note-takers, sign language interpreters and transcription to Braille
- Completed and signed application forms must be faxed or posted to NIACE by the closing date. Reservations by telephone cannot be accepted
- Application forms are individually acknowledged by e-mail. Joining instructions, including map and directions, will be e-mailed out one week before the event.

NIACE, the National Institute of Adult Continuing Education, was founded in 1921. The National Institute seeks to secure an education system responsive to the diversity of adults' needs and aspirations as learners, and in particular to those who benefited least from initial education. It is our belief that a system fit for adults of all ages and in all their complexity will work better for all learners.

The National Institute is active in many areas - in research, development, publishing, seminars, conferences and training courses, and has an active individual membership.

NIACE is a company limited by guarantee.
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NIACE Events Team
 Renaissance House, 20 Princess Road West
 Leicester LE1 6TP
 Tel: 0116 204 2833 Fax: 0116 254 8368
 Minicom: 0116 255 6049
 E-mail: events@niace.org.uk
 Website: <http://www.niace.org.uk/events>



INVESTOR IN PEOPLE



promoting adult learning



Please PRINT a copy, complete and return. Please complete the application in **BLOCK CAPITALS**.

My organisation has authorised my attendance on **Thursday 15 July 2010, Leicester**

Participant's details

Title _____ Full name _____

Job title _____ Organisation _____

Daytime tel No. _____ Mobile No. _____ Fax No. _____

Please provide an e-mail address that is your own and regularly accessed as this will be used to send you joining instructions.

E-mail

Please indicate which sector you work in: _____

Address _____

_____ Postcode _____

This is my Home address Work address

Joining instructions will be sent by e-mail, if you would prefer to receive these by post, please tick this box

Payment - NIACE does not charge VAT on conference/course fees (The signatory is responsible for payment)

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I enclose a cheque for £..... made payable to NIACE

Please send me a receipt

I enclose Purchase Order No. _____

and request you to invoice my employer for £.....

Please note that the absence of a Purchase Order/ Order Number will delay the processing of your application form.

Invoice address:

Please debit my credit/debit card with the value of £.....

We do not accept payment by AMEX

Valid from: Expires on:

Three digit security code on reverse of card:

Issue No: (Switch/Maestro)

Name as it appears on the card:

Cardholder's signature:

Cardholder's address:

Participant's requirements

I have no special requirements	I will require a hearing loop
I will need support for my visual impairment	I will need wheelchair access
I will need an electronic note-taker	I will need facilities for an assistance dog
I will require a sign language interpreter (please specify)	
I require event materials in a specified format (please specify)	
I have the following dietary requirements (please specify)	
I have further additional requirements (please specify)	

NIACE requires a 10 working days notice period to make arrangements for electronic note-takers, sign language interpreters and transcription to Braille.

Sectoral Monitoring

Adult Education College	Community Education Provider	Further Education
Government Body	Higher Education	Information/ Guidance Provider
Learning and Skills Council	Libraries, Museums, Archives, Arts	Local Government (inc. Ed Authorities)
Media	Offender Education	Open, Distance or e-learning Provider
Union	Vocational Education and Training	Voluntary Sector and Charities

Ethnic and Equal Opportunities Monitoring

Bangladeshi	Black African	Black Caribbean	Chinese
Dual Heritage	Indian	Other Asian	Other Black
Pakistani	White	Any other ethnic group	
Gender	Female	Male	
Age	Under 30	31-50	51+

Agreement

By signing the form the individual agrees to this event's Terms and Conditions

Signature	PRINT First (given) and family names	Date
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Data Protection Act

The National Institute of Adult Continuing Education (NIACE) is registered under the Data Protection Act 1998 (Registration Number Z7412510). Personal information supplied to NIACE will be stored securely and used in relation to NIACE's work. Full details of the purposes for which NIACE processes personal information is in our Data Protection Register entry, which can be found on the Information Commissioner's website www.informationcommissioner.gov.uk. At no time will we divulge personal information to third parties without your express consent. Participants may be contacted by letter or e-mail with details of future events and publications organised or promoted by NIACE which may be of interest to you. Database mailing update forms are sent out periodically. These provide you with the opportunity to have your details amended or deleted from the database. If you wish to receive such further information please tick this box

Please return completed application form to: Fax: 0116 254 8368
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 Enquiries to: Tel: 0116 204 2833 Email: events@niace.org.uk