ACTION POINTS FOR TRADE UNIONISTS

NATIONAL AND REGIONAL OFFICIALS can:

- give official support to the service through circulars or letters to districts and branches
- inform the membership about the service through union journals
- ensure the provision of the service through national agreements

DISTRICT OFFICERS can:

- supply details of concentrations of ethnic minority workers to Industrial Language Training Units
- negotiate for on-site language training in local agreements
- examine the need for language training for ethnic minority workers in preparation for industrial relations duties or training
- request advice and assistance in presenting basic trade union information to ethnic minority members

BRANCH OFFICIALS can:

- inform local workplaces of Industrial Language Training provision
- negotiate the provision and the terms of on-site language training
- invite Industrial Language trainers to address branches

SHOP STEWARDS AND CONVENORS can:

- introduce the service into their companies
- press management to provide in-plant training
- ensure full co-operation by the membership
- take an active part in the design of programmes and the teaching

TRADES COUNCILS can:

- invite ILT trainers to address them
- inform affiliated branches of the local provision
- provide strategic advice to ILT units about approaches to local workplaces and affiliated branches

EDUCATION AND TRAINING OFFICERS can:

- arrange for language training for those ethnic minority representatives who would not otherwise be ready for recognised trade union training
- arrange for communications training for shop floor or other officials in communicating with the ethnic minority membership
- request linguistic advice about the appropriateness of training and information material designed for ethnic minority members

LAY MEMBERS can:

- support in-plant language training
- inform their representatives about the need for language training
- request their branch to discuss with the local unit the communication needs of their minority group members
- report specific needs; e.g. health and safety, where ethnic minority workers need help both for their own benefit and that of the workforce at large

Published by: Trades Union Congress
Printed by: Macdermott & Chant Ltd. (TU)
London and Welshpool.

INDUSTRIAL LANGUAGE TRAINING

A TUC STATEMENT

INDUSTRIAL LANGUAGE T

THE TUC's SUPPORT FOR INDUSTRIAL LANGUAGE TRAINING IS CENTRAL TO THE CAMPAIGN TO PROMOTE GOOD RACE RELATIONS AT WORK, AND TO SECURE EQUAL OPPORTUNITY FOR ALL RACES AND ETHNIC GROUPS IN EMPLOYMENT.

THE EFFECT OF POOR COMMUNICATION IN ENGLISH

Without significant improvement in their English language skills many ethnic minority workers will not achieve their full potential in terms of their employment possibilities, nor will they be able to play an effective part in the trade union Movement. Inadequate communication skills in English affects the worker in many different ways. For a trade union it means that certain channels are closed, and members can become isolated, frustrated, and in effect unrepresented. They will rarely participate and are often neither willing nor able to take on wider responsibilities at the workplace and in the Movement.

THE PART PLAYED BY LANGUAGE TRAINING

The aim of Industrial Language Training is to release the full potential of ethnic minority workers both for themselves and for those they work with. This involves giving workplace-related language training to the workers themselves and advice on communications and cultural matters to those involved in industrial relations and industrial training.

Industrial Language Training will not be fully used for the benefit of the trade union Movement unless trade unionists recognise the needs and call on the service directly. Good communication can draw the membership closer together. Without it, racist beliefs can grow up which will cause confusion and divide the workforce.

MODEL CLAUSE FOR NEGOTIATORS

As a means of ensuring the introduction of language training into the workplace the TUC recommends the negotiation of the following as a clause in appropriate collective agreements or as an agreement:

"The parties to this agreement are committed to action which will promote effective communication in this multi-racial workplace. The management undertake to arrange appropriate specialist assessment of the needs of the workplace and to arrange language and communication skills training to meet those needs."

Assessment of language training needs is best carried out by qualified staff from the ILT service. Lay assessment may fail to identify the real problems.

Appropriate language training should usually be at the workplace and in work time. Experience has shown that it is often impractical for people to attend regular classes on any other basis. There are positive benefits for employers so they should be willing to provide language training on the same basis as other training.

Back-up information and training is also recommended for English-speaking personnel and union representatives. For language training to be effective, there often needs to be a new awareness and commitment to overcoming communication problems on the part of English-speaking people.

THE INDUSTRIAL LANGUAGE TRAINING SERVICE

The Service is provided by the Further and Adult Education Service of thirty local authorities in different parts of Britain and is funded by Central Government through the Manpower Services Commission. Each ILT unit has its own staff with knowledge of needs and industry in its own area.

The National Centre for Industrial Language Training provides a national dimension to the service in terms of standards, development and promotion.

The ILT Service meets the wide range of different needs which exist in multi-racial workplaces for more effective communication skills. The precise form the programmes take varies from workplace to workplace and is constantly changing and developing. But most programmes have certain features in common.

1. Improving the language and communication skills in English of workers from minority groups in ways relevant to their work and workplace.

2. Providing supervisors, trade unionists and others with skills and information relevant to effective communication across a language barrier and with different ethnic and cultural groups.

3. Assisting with other matters which are affected by difficulties of language and

5. Training for union officials, representatives, and stewards on cultural and communication matters have been developed in several areas by ILT units.

BIRMINGHAM INDUSTRIAL
LANGUAGE TRAINING SERVICES
HANDSWORTH TECHNICAL COLLEGE
SOHO ROAD, BIRMINGHAM B21 9BP
TEL: 021-551 6031

follow and understand. Action along these lines can remove informal arrangements which may lend themselves to malpractices.

Health and Safety

- Trade union representatives in the workplace should ensure that ethnic minority workers fully understand all health and safety regulations and that, where necessary, these are translated into the relevant ethnic languages.

OVERCOMING DISADVANTAGE

Because of past discrimination many black workers are still unable to compete for jobs equally with white workers. To counteract these effects and to tackle the specific disadvantages faced by members of ethnic minority groups, unions should press for:

- Industrial language training for ethnic minority workers who speak little English.
- Recruitment material designed to encourage applications by ethnic minorities and displayed or publicised where ethnic groups will see such material.
- The development of basic training courses by employers and ITBs, open to all unqualified black workers to counteract disadvantage, improve their status and ability, and provide the appropriate industrial qualifications.

SOURCES OF INFORMATION

The above recommendations provide a foundation for the development of equal opportunities. Information and wider guidance to build on these proposals can be obtained from the TUC and the following organisations.

Commission for Racial Equality, Elliot House, Allington Street, London SW1E 5EH. *01-828 7022*

Department of Employment Race Relations Advisory Service, Caxton House, Tothill Street, London SW1H 9NA. *01-213 7739*

Industrial Language Training Centre Havelock Centre, Havelock Road, Southall, Middlesex UB2 4NZ. *01-571 2241*

TUC MODEL EQUAL OPPORTUNITIES CLAUSE

"The parties to this agreement are committed to the development of positive policies to promote equal opportunity in employment regardless of workers' sex, marital status, creed, colour, race or ethnic origins. This principle will apply in respect of all conditions of work including pay, hours of work, holiday entitlement, overtime and shiftwork, work allocation, guaranteed earnings, sick pay, pensions, recruitment, training, promotion and redundancy (nothing in this clause is designed to undermine the protections for women workers in the Factories Act).

"The management undertake to draw opportunities for training and promotion to the attention of all eligible employees, and to inform all employees of this agreement on equal opportunity. The parties agree that they will revise from time to time, through their joint machinery, the operation of this equal opportunity policy. If any employee considers that he or she is suffering from unequal treatment on grounds of sex, marital status, creed, colour, race or ethnic origins, he or she may make a complaint which will be dealt with through the agreed procedures for dealing with grievances."

Published by the Trades Union Congress
Printed by Twentieth Century Press (TU)

BLACK WORKERS

A TUC CHARTER FOR EQUALITY OF OPPORTUNITY

EQUAL OPPORTUNITIES WITHIN TRADE UNIONS

Trade unions cannot just talk about equal opportunity they must be seen to be taking active steps to make it a reality. As a first step, they should examine their own structures and procedures. The following checklist is commended to unions to improve equal opportunities within their own organisations and activities.

Trade Union Organisation

- The National Executive Committee of the union should declare publicly to all its members the commitment of the union to involving black workers in the activities of the union at all levels.
- The structure of the union should be examined to ensure the removal of barriers which can prevent black workers from reaching union office and decision-making bodies (eg shop stewards, branch officials, regional and national committees, national officials etc).
- The National Executive Committee should consider the possibility of setting up an advisory committee within its constitutional machinery to ensure that the issue of equal opportunities is actively pursued.
- Similar committees at regional, divisional and district level could also assist by encouraging the active involvement of black workers in the general activities of the union.

Trade Union Recruitment

- When trade unions are seen to be fighting for the rights of their black members, this will encourage other black workers to join and become active in the trade union Movement. To assist trade union organisers and to attract black workers, unions should consider the production of recruitment material and sections of membership cards in the appropriate ethnic minority languages.

Trade Union Education

- Trade unions should examine their educational provision to ensure that the issues of equal opportunities and racialism are adequately covered. In certain areas of the country, it could be beneficial to develop courses in basic trade unionism aimed specifically at ethnic minorities, and where possible, presented in ethnic minority languages.

Trade Union Publications

- The content of journals and other union publications should ensure that they reflect the multi-racial nature of their membership and consider matters of relevance to ethnic minorities.

Grievance Procedure

- Trade unions are urged to ensure that officials at all levels deal particularly vigorously and effectively with any employment grievances, concerning racial discrimination, which are brought to them by their members.

Trade Union Representatives

- Trade unionists who act in a representative position for the trade union Movement on public bodies should ensure that the cause of equal opportunities is pursued by those organisations.

Racialists at Work

- Trade unions should review their rules and policies in order to ensure that trade union members are not allowed to use the trade union Movement as a means of disseminating racialist propaganda and ideas. Unions should also ensure that the myths and propaganda of racialists are countered, and the positive contribution ethnic minorities have given to industry and services is publicised.

Trade Unions and Social Activities

- Ethnic minority members should be encouraged to attend any social club or social activity organised by or for workers to help them to integrate into the working community.

EQUALITY AT WORK

Trade unionists know from past experience that the best means of eliminating disadvantages or discrimination in the workplace is through collective bargaining. The recommendations below are framed to ensure equal opportunities for black workers and are commended to union negotiators as collective bargaining objectives.

Equal Opportunities Clause

- An important initial step should be to negotiate an equal opportunities clause in appropriate collective agreements or as an agreement in itself. The TUC model clause is printed on the back of this Charter. Such a clause should be published and distributed throughout those areas covered by the agreement.

Reviewing and Implementing an Equal Opportunities Policy

- Once an agreement on an equal opportunities policy has been reached, trade unions and management should regularly review employment practices and the structure of the workforce to see that there is no direct discrimination against ethnic minorities in the areas of recruitment, promotion and training opportunities.
- Similarly a joint review should be carried out to ensure that indirect discrimination is not occurring in these fields. For example, are qualifications or English tests being applied which give advantages to one race over another, but are not really necessary for the job in question; or do recruitment methods prevent ethnic minorities from becoming aware of vacancies?
- If either direct or indirect discrimination practices are discovered, steps must be taken to eliminate them immediately.

Personnel Procedures

- An important step for eliminating both direct and indirect discrimination is to ensure personnel procedures for recruitment, promotion etc are clearly laid down for all to

EQUAL OPPORTUNITIES
IS A TRADE UNION ISSUE!

WE BELIEVE THAT EQUAL OPPORTUNITIES IS A TRADE UNION ISSUE.

Improvements in pay and conditions can be of little real value to people who are excluded from employment opportunities or trade union activity because of racism or other forms of discrimination.

ILT is a Professional Training Service with a wide experience of meeting the needs of the Trade Union Movement.

A National Organisation, with 30 units including 6 in the West Midlands region, ILT is supported by the TUC.

The TUC's Black Workers Charter recommends ILT's Training Services.

The Training enables Trade Unions to maximise the involvement of all its members and so strengthen the Movement as a Whole.

BLACK WORKERS

A TUC CHARTER FOR EQUALITY OF OPPORTUNITY

ALL ILT'S COURSES AIM TO INVOLVE MORE BLACK MEMBERS IN THE BUSINESS AND ACTIVITY OF THE UNION AT ALL LEVELS.

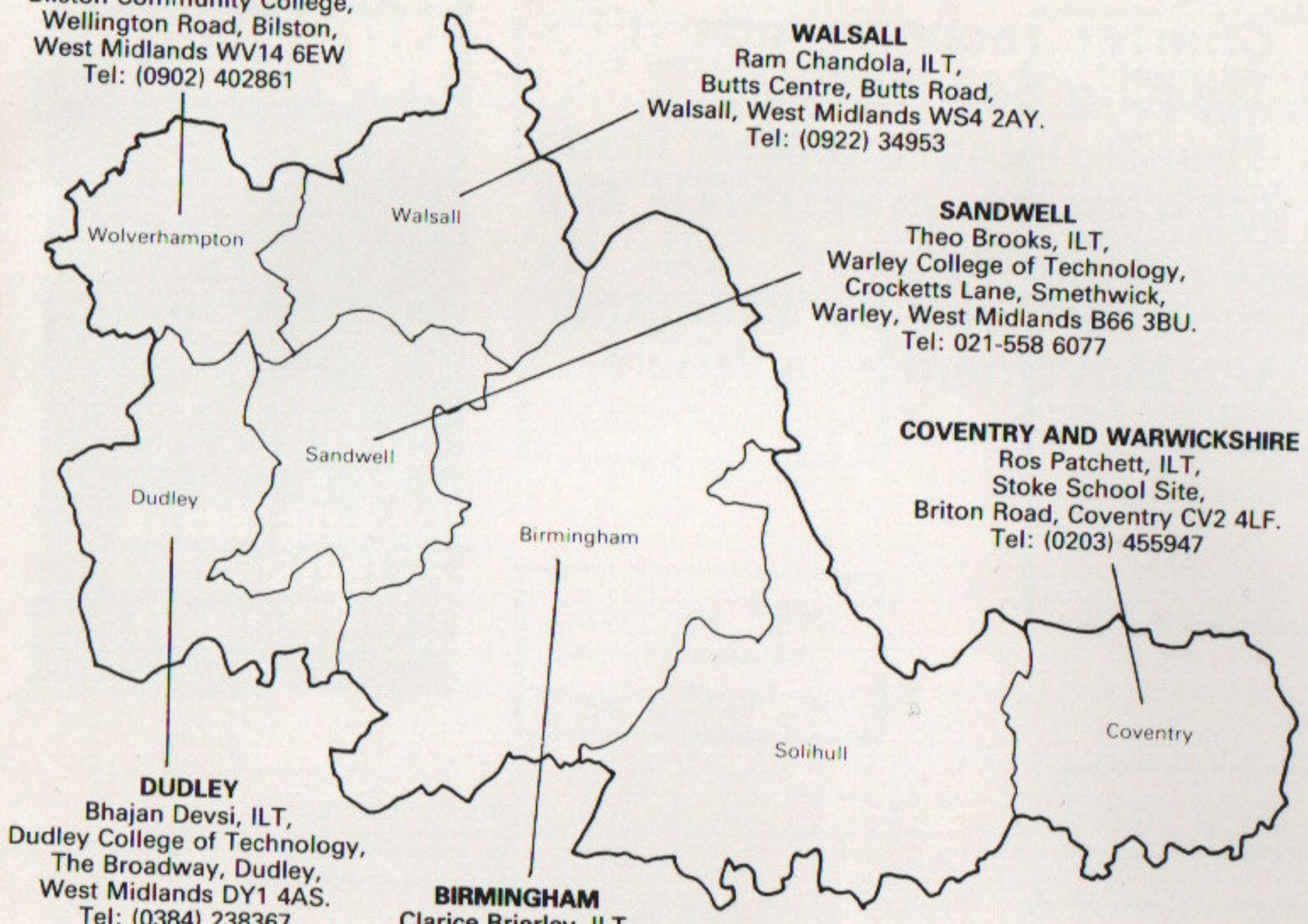
WE SPECIALISE IN:

- ★ Advice and Training for effective equal opportunity procedures.
- ★ Racism Awareness Training to promote positive attitudes and break down barriers.
- ★ Black Shop Stewards Courses for negotiating skills and knowledge of the Union.
- ★ Follow-on Shop Stewards Courses for black and white for greater participation at higher levels in the Union.

Many ILT Trade Union Courses are TUC approved.

These Courses may be run not only in English but also in other languages such as Punjabi and Urdu according to your needs.

ILT in the West Midlands



WOLVERHAMPTON
Sujinder Sangha, ILT,
Bilston Community College,
Wellington Road, Bilston,
West Midlands WV14 6EW
Tel: (0902) 402861

WALSALL
Ram Chandola, ILT,
Butts Centre, Butts Road,
Walsall, West Midlands WS4 2AY.
Tel: (0922) 34953

SANDWELL
Theo Brooks, ILT,
Warley College of Technology,
Crocketts Lane, Smethwick,
Warley, West Midlands B66 3BU.
Tel: 021-558 6077

COVENTRY AND WARWICKSHIRE
Ros Patchett, ILT,
Stoke School Site,
Briton Road, Coventry CV2 4LF.
Tel: (0203) 455947

DUDLEY
Bhajan Devsi, ILT,
Dudley College of Technology,
The Broadway, Dudley,
West Midlands DY1 4AS.
Tel: (0384) 238367

BIRMINGHAM
Clarice Brierley, ILT,
Handsworth Technical College,
The Council House, Soho Road,
Birmingham B21 9DP.
Tel: 021-551 6031, Ext: 222

ILT in the West Midlands

There is an ILT unit near *YOU!*

There are 6 ILT Units in the West Midlands Region. Each offers a range of Training Services to meet the needs of the Trade Union Movement.

I/We wish to know more about ILT. Please contact me/us

Name..... Address.....

.....

Phone..... (Work/Home) .....

UNION..... BRANCH.....

WORKPLACE.....

Please return this slip to your local ILT Unit.

Typeset and Lithographed by Birmingham Printers (1982) Ltd., Stratford Street North, Birmingham B11 1BY.

ILT

TUC education in the Midlands

EQUAL OPPORTUNITIES
—A TRADE UNION ISSUE!

BIRMINGHAM ILT SERVICES

TRADE UNION WORKSHOPS

There's a lot of talk about equal opportunities these days . . . .

January 1986

Employers are aware that riots are bad for business. The President of Birmingham's Chamber of Commerce and Industry wrote to all the Chamber's members, reminding them that an employer is responsible not only for any discriminatory acts of his own but also for unlawful discrimination by his employees. The President went on to urge members to demonstrate that race plays no part in influencing their choice of people for training or jobs.

Are you equal to negotiating for equal opportunities?

Birmingham ILT Services is running a series of 1-day training workshops for Birmingham trade union representatives (full-time officials, convenors and shop stewards).

The workshops offer TRADE UNIONISTS the opportunity to find out about the extent of race discrimination in employment and also to find out about TRADE UNION initiatives in anti-racism/equal opportunities activity.

Please return the attached slip to Birmingham ILT Services, Handsworth Technical College, The Council House, Soho Road, Birmingham B21 9DP.

Dates:	Wednesday	14th May 1986	9:30 - 5:00
	Tuesday	20th May 1986	9:30 - 5:00
	Friday	20th June 1986	9:30 - 4:30

Fee: £20 per participant (includes lunch)

Birmingham ILT Services is one of 30 ILT units in local education authorities. The national ILT scheme is supported by the TUC and ILT units provide a range of training services to trade unions.

Are you an Asian shop steward?

Are you interested in basic shop steward training?

Do you sometimes have difficulty communicating in English?

This course is for YOU.

Course Features :-

* Preparation for other T.U.C. training

* English and mother-tongue teaching

* Television and newspaper materials

* Video role-play

* Trade union journals

* Guest speakers

The course is free and all representatives attending will get free TUC / ILT training materials.

T.U.C.
REGIONAL
EDUCATION
OFFICE

LANGUAGE and COMMUNICATION SKILLS

for Asian shop stewards

BIRMINGHAM
INDUSTRIAL
LANGUAGE
TRAINING
SERVICES

3 Courses each year

WHEN

Course 1	Autumn term	3rd Oct. 1985 For 10 weeks Every Thursday
Course 2	Spring term	16th Jan. 1986 For 10 weeks Every Thursday
Course 3	Summer term	18th May 1986 For 10 weeks Every Thursday

WHERE

Handsworth Technical College, Soho Rd.,
Handsworth, Birmingham, B21 9DP.

HOW

Ask your employer for paid release to attend this TUC/ILT course. You have legal rights to this under employment legislation protection.

WHY

"Trade unions should examine their educational provision to ensure that the issues of equal opportunities and racialism are adequately covered. In certain areas of the country it could be beneficial to develop courses in basic trade unionism aimed specifically at ethnic minorities and, where possible, presented in ethnic minority languages."

- TUC Black Workers Charter.

WHAT COURSE MEMBERS HAVE SAID

"I learnt a lot on this course about discrimination."
- Kala Khan, NSMM Shop Steward.

"Language to negotiate with Management was useful."
- Gurmail Singh, USDAW Shop Steward.

"I would encourage everyone to attend. It is useful for getting information on specific topics e.g. Pensions."
C. Espeut, BFAWU Branch Secy.

TUC/ILT Course in Communication Skills for shop stewards who speak English as their second language

I would like to join the above course.

Name ..... Home address .....

Trade Union .....

Employer .....

Telephone ..... Telephone .....

Please return this form to:-

* Sardul Dhesi
Birmingham I.L.T.
Handsworth Technical College
Soho Road
Handsworth
Birmingham B21 9DP

OR

* Pat Hughes
T.U.C. Education Office
1150 Stratford Road
Hall Green
Birmingham B28 8AF