

TRADE UNION EDUCATION TRAINING AND DEVELOPMENT INSTITUTE

Nedcom proposal - prepared by Nedcom sub committee

INTRODUCTION

There is acceptance within Cosatu that a Trade Union Education Institute should be urgently set up to assist in the building of Cosatu and affiliate capacity and skills in our new situation. It is recognised that there is a need for a more systematic, ongoing, professional education and development service which such an Institute could provide.

However, the form, status, control, programme of this Institute is not yet agreed upon. Cosatu is in danger of losing control of this project, as other bodies set up and acquire funds to train trade unionists.

The following proposal arises from Nedcom and its sub committee.
It sets out:

- * a draft proposal for a trade union education, training and development institute ;
- * a pilot/development project for 1995 (including draft programmes and budgets) which will lead to a fully fledged Institute in 1996.

The 1995 programme will focus on :

***Leadership development** (i.e. preparing leaders to deal with issues such as NEDLAC , labour reform and changes in union organisation).

***Staff Development** (i.e. reorientating and skilling organisers and administrators to handle new issues and new strategies).

***Organisational Capacity Development** (i.e. providing support and assistance to affiliates on issues such as staff development and shopsteward education and training).

DRAFT PROPOSAL FOR A TRADE UNION EDUCATION, TRAINING AND DEVELOPMENT INSTITUTE

Principles:

- * Cosatu should be the centre and the driving force in the setting up and running of the Institute, together with affiliates. It should network with/partner other organisations and institutions on delivery of our programmes;
- * The programmes and structures should be based on Cosatu principles, policies. They should develop and grow out of our experiences 1991-4 (e.g. Summer Schools);
- * The Institute should adopt a holistic approach and therefore will deal with basic skills and education (e.g. for staff); leadership and policy development (e.g. with CEC members; women leadership) and the necessary support systems;
- * Systematic programmes should eventually provide nationally recognised certificates for those who wish to take that route.

Purpose of the Institute

Capacity Building at all levels of affiliates and Cosatu through :

- * systematic and progressive education and training programmes for staff (organisers and administration), leading shop stewards, worker office bearers, specialists, women.
- * leadership programmes to allow active participation in union policy development, social policy development, negotiating forums;
- * support services such as participant follow up and support; organisational development advice; shop steward training assistance;
- * assistance in design and running of special workshops or programmes for current needs e.g. RDP forum participants.

Activities

1. Course and material development
2. Delivery of systematic courses
3. Special programme assistance/delivery
4. Liaison e.g. affiliates, education institutes, NGOs
5. Support services - affiliate assistance with s/s training, organisational development, participant support
6. Administration and finance

Structure

* Policy/Control

The CEC/Nedcom would have the final authority over the establishment and closure of the Institute. It would set out its broad policy objectives. On an annual basis it would receive financial and progress reports. Cosatu would set up a Management Board with affiliate representation.

* Management

Will oversee the implementation of Cosatu policy. It will be responsible for hiring/firing staff. The Board will appoint a Director to implement board decisions.

* Staff

Director - accountable to the Management Board - overall manager of the Institute;

Administrator- set up and supervise administration and finance;

Programme Coordinator - set up and develop education, training and development programmes as well as support activities. Education and training and support services will have full time coordinators.

A number of staff (as yet not determined) will need to be employed e.g. regional support staff, organisational development, shop steward training and material development specialists; facilitators. It is envisaged that facilitators will also be drawn from affiliate education staff and outside institutions.

Delivery

By Institute and affiliate staff, outside facilitators at the Central Institute and Regional Institute Centres as well as accredited outside institutions such as Workers Colleges, Universities, NGOs etc.

Finance

Government, donors, users.

PILOT/DEVELOPMENT PROJECT 1995

1995 should launch the Institute Pilot Project. This should consist of

- * delivery of a year long programme in three semesters (see Appendix A)
- * development of curriculum,courses, materials to be piloted in 1995
- * work on developing support services,especially the affiliate shop steward assistance programme and participant support;
- * building up networks with institutions,NGOs who will assist with provision (e.g. CALS,TURP);
- * feasibility study on full Institute and fund raising
- * development of administration and administrative and delivery centre (4th floor Cosatu House)

Implementation of Project

1. Overall responsibility - Education Secretary through which all discussions, correspondence etc will be channelled;
2. Planning and implementation - Nedcom subcommittee consisting of reps from affiliates,supported by current education staff, education staff seconded from affiliates and administrative support staff,
3. Regular reporting to GS/Office Bearers,CEC and Nedcom.

APPENDIX A - 1995 EDUCATION AND TRAINING PROGRAMME AND PROVISIONAL BUDGET

Aim:

- * to be a pilot to define curriculum and format of the Education and Training programmes for the Institute
- * to deliver education, training and build capacity for affiliates and Cosatu

Target Groups:

- * new organisers
- * selected organisers and shop stewards
- * administrators
- * secretaries and office bearers
- * union and federation leadership
- * women leadership

Programmes

- * will use already developed courses as a starting point
- * will include new methodologies and skills development programmes, assessment of participants and evaluation;
- * will be delivered in three blocks (semesters) using Cosatu and affiliate education and other staff, facilitators from other institutions (Cals, Cbdp etc); possible international "experts"

PROPOSED PROGRAMMES FOR 1995

Semester One - March/April - seven weeks

Week	Course/module Class one	Course/module Class two	Target group
1	Foundation course (compulsory section) *Communication *political economy *organising/negotiating *planning/management	Foundation course	New organisers/ full time shop stewards (40)
2	"	"	"
3	F.Course (option) Servicing/law -handling *dismissals *retrenchments *strikes *disputes	F.Course (option) Collective Bargaining-new areas overview * abet/grading * a.action * restructuring * productivity	New and other organisers (40)
4	F.Course (Option) Collective Bargaining	F.Course (Option) Servicing/law	"
5	<u>Leadership Development</u> Organisational Management * systems * handling staff * communication * planning * developing organisation	Educator	*OM Union secs and department heads (15) *Educator full time union educators (15)
6	Organisational Management continued	Training/Grading	Selected orgs/shop stewards (15)

7	Leadership Development Economics For National Negotiators (Focus on Nedlac, Industrial policy issues)	Work organisation	*Leadership CEC members Nedlac Womens S/C (50) *W.O Selected orgs/ss (15)
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Semester two - July August - 8 weeks

Week	Course/module	Course/module	Target group
1	Foundation course -class 3 (compulsory section)	Foundation course-Admin (compulsory) *Communication *Administration *Planning *Trade union history/policy	*New organisers/ full time shop stewards (20) *Admin Union/Cosatu admin (20)
2	"	"	"
3	F.Course (option) Servicing/law	F.Course Admin (option) Advice issues * UIF,WCA * Pay slips * Taking Statements	"
4	F.Course (Option) Collective Bargaining	F.Course Admin (Option) * Finances	"
5	New LRA	HSE *law *role of safety reps *taking up hse *hazard recognition *accidents	*LRA Snr orgs Secs legal officers/obs (15) *HSE HSE specialist Organisers(15)
6	Public Sector course *law *organising	Arbitration	*PS organisers/ obs from PS

	*collective bargaining *ps economics		unions (20) *Arb organisers/ legal officers
7	PS continued	Leadership- continued from semester one	
8	Economics of the factory *production economics *co finances		Organisers (15)

Semester Three October/November - 8 weeks

Weeks	Course/module		Target Group
1-8	Advanced Trade Union Studies Course-pilot certificate programme (curriculum still to be decided)		Selected organisers/ worker leadership (15)

Additional Programmes

1. Two week intensive women leadership course for affiliate women office bearers/shop stewards/coordinators with one week follow up. Course being developed with W.Cape Workers College;

Provisional Budget for 1995

Budgeting is based on the following assumptions:

1. Transport to the "Centre" will be paid by affiliates in line with Cosatu policy
2. Accomodation and food per head at R120,00
3. Administration and material costs estimated at 10%
4. Payment of some facilitators and material developers will be required

Semester one

1. Accomodation for participants		R218 400
Foundation Courses	R134 400	
Organisational Mgt	R 21 600	
Modular courses/specialist Courses e.g. educator	R 32 400	
Leadership	R 30 000	
2. Facilitator/material development		R 20 000
3. Administration/material		R 23 840
Total Semester One		<u>R262 240</u>

Semester two

Total Semester Two		<u>R262 240</u>
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Semester three

1. Accomodation		R100 800
2. Facilitators/material dev		R 25 000
3. Administration		R 12 580
Total Semester Three		<u>R138 380</u>
<u>GRAND TOTAL 1995</u>		<u>R662 860</u>