



Workplace Learning Agreement

Contents

1. Partners	1
2. Principles	1
3. Who the agreement covers	2
4. The establishment of a joint union/employer Learning Partnership Committee.....	2
5. Signed.....	3

1. Partners

University of Leeds
University and College Union (UCU)
Unite (amicus section)
UNISON

2. Principles

- 2.1. In participating in the agreement, the partners will adhere to the following principles:
 - 2.1.1. Lifelong learning benefits the individual, workplace and society.
 - 2.1.2. Employers have a duty to encourage and enable all employees to learn and develop.
 - 2.1.3. Trade unions have a duty to encourage and enable their members to learn and develop.
 - 2.1.4. Equality of opportunities and equal access to enhance skill levels in order to meet both the business objectives of the employer as well as the individual learning and development needs of the employees.
 - 2.1.5. Although participation by employees will be on a voluntary basis, the Unions agree to actively encourage their members to fully participate in all learning initiatives and opportunities.
- 2.2. It is recognised that having a clear workplace learning agreement will encourage:
 - 2.2.1. Dialogue between unions and employer over learning matters.
 - 2.2.2. A sharing of resources and expertise in the arena of learning.
 - 2.2.3. Staff to feel confident in the learning opportunities they can access.
 - 2.2.4. Advisors/ reps to work in partnership with the employer.

3. Who the agreement covers

- 3.1. This agreement covers all full and part-time (including hourly paid) employees of the University.
- 3.2. The employer will undertake to ensure that this agreement will not be used as an alternative to collective bargaining with the unions and agrees to maintain and use existing negotiating procedures and arrangements other than those specified in this agreement.
- 3.3. The partners agree that all individual grievances arising from any other educational or learning initiative shall be subject to the existing grievance procedures.
- 3.4. This agreement recognises the statutory rights of union learner reps.
- 3.5. The partners will allow the learning reps to use workplace/union facilities to support their role where possible. Access will be facilitated to use a PC at the workplace, and the usual facilities to be allowed, in line with other elected union representatives.
- 3.6. The partners will raise awareness of, and provide information on, learning opportunities to members of the workforce.

4. The establishment of a joint union/employer Learning Partnership Committee

- 4.1. The partners agree to establish a joint union/employer Learning Partnership Committee (LPC), which will be responsible for helping to introduce, implement and monitor learning initiatives.
- 4.2. The main responsibilities of the committee will include helping to:
 - identify the learning needs of both the staff and the employer;
 - prioritise learning needs;
 - identify those groups and individuals who might benefit from the particular learning initiatives;
 - ensure that adequate facility time is provided for learning representatives;
 - ensure that workplace union learning reps are supported to take suitable training enabling them to offer support, advice and guidance to their members and to promote a learning culture in the workplace.
- 4.3. The partners agree that any learning needs analysis is undertaken with the full co-operation of all partners, and that any such analysis will be solely for learning and educational purposes. The analysis will not be used in relation to other issues such as pay, review, redundancy, disciplinary, procedures etc.
- 4.4. The partners commit to ensuring that learning programmes for individuals are regularly reviewed.
- 4.5. The LPC will comprise of 3 employer representatives and 3 union representatives (one from each of the recognised trade unions) and the employer will place at least one senior member of its management team on the LPC, so that the committee is then able to take effective decisions.
- 4.6. The partners agree to ensure that all sectors of the workplace are represented on the LPC, and that members of the LPC are provided with all relevant information

concerning the learning provision and their duties/responsibilities as members of the committee.

- 4.7. The partners will have the responsibility of disseminating information on matters relating to learning in the workplace and will ensure that all employees and managers are made aware of learning opportunities available and the work of the LPC.
- 4.8. The LPC normally will meet once a term to carry out the tasks as identified by this partnership agreement.
- 4.9. A chairperson and secretary will be appointed at the first meeting of the LPC, and once a year thereafter, to facilitate the future meetings of the committee.
- 4.10. The partners will ensure that staff are made aware of the learning agreement and the employer will support managers in facilitating reasonable time off for learning opportunities.

5. Signed

For the University _____ Date _____

For the University and College Union _____ Date _____

For Unite (amicus section) _____ Date _____

For UNISON _____ Date _____