



UNION LEARNING REPRESENTATIVE (ULR) ROLE DESCRIPTION

Depending on the workplace situation ULRs are likely to undertake the following sorts of activities:

Union Learning Representatives (ULRs) will make every effort to:

1. Talk to all the employees in their constituency about their learning interests and needs including, for example, carrying out learning surveys
2. Publicise and promote the benefits of learning with drop-in days or surgeries, posters, newsletters, articles etc
3. Signpost any individual employees to more specialist learning advice givers and providers as required
4. Negotiate possible external and internal company funding for learning (for example bursaries, employer contributions, special rates with providers etc)
5. Keep up to date with RMT, Government, TUC and company learning initiatives through attending conferences, seminars, training events etc
6. Support employees who are apprehensive about engaging in learning or training and mentor them through the process
7. Contact and build links with local learning providers and any funding providers
8. Help employees to negotiate with their employers to meet their learning needs e.g. agreeing shift rearrangement so a learner can attend a course regularly
9. Help to build a learning culture in their companies and in the RMT
10. Regularly attend their branch meetings and give reports on activity
11. Try to organise at least one course or learning event in the workplace per year



12. Network with other ULRs in their company and work jointly where possible

13. Keep their employers and Lear ULR informed of activity

14. Keep RMT Learning advised of all learning activities in their company

This list is not exclusive and does not prevent good practise that currently exists that does not fall into any of the above categories. The RMT Learning Team will support ULRs in achieving the above objectives.