

**A guide to the learning and development pathway for
RCN representatives**

Information Pack for the RCN West Midlands Region

RCN West Midlands Region – Representatives Pathway 2011-12

USEFUL CONTACTS FOR YOUR REGION	
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Getting a place on Module 1

All newly accredited representatives should receive a date for attending Module 1 from your regional office within three months of being accredited. Together with your Module 1 date, you will receive details of who your mentor is. This is usually the RCN officer who is covering the RCN branch you have been nominated from. It is important that you contact your mentor to introduce yourself and agree how you are going to work together as part of your learning on the Module 1.

You do not need to fill out an application form to get a place on a module 1 course, but if you do not receive details, please contact your regional administrator (details attached).

MODULE 1 – FOUNDATION			
Course Code	Facilitated Learning (Days 1-3)	Supported Learning (Day 4)	Facilitated Learning (Day 5)
FOND100111	23, 24 & 25 May 2011 RCN West Midlands Office, Birmingham	20 June 2011 Work / home based	18 July 2011 RCN West Midlands Office, Birmingham
FOND100121	19, 20 & 21 September 2011 RCN West Midlands Office, Birmingham	18 October 2011 Work / home based	14 November 2011 RCN West Midlands Office, Birmingham
FOND100131	23, 24 & 25 January 2012 RCN West Midlands Office, Birmingham	20 February 2012 Work / home based	23 March 2012 RCN West Midlands Office, Birmingham

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Getting a place on Module 2

1. Identify which course you want to attend.
2. Complete the Module 2 nomination form within the pack.
3. Discuss with your mentor and ask them to sign this form.
4. Send the form to the learning and development administrator (details on application form).
5. You will receive a letter confirming your place and further information on your chosen Module 2 programme.

MODULE 2 – STEWARDS			
Course Code	Facilitated Learning (Days 1-3)	Supported Learning (Day 4)	Facilitated Learning (Day 5)
DEVSD00049	26, 27 & 28 July 2011 RCN West Midlands Office, Birmingham	14 September 2011 Work / home based	17 October 2011 RCN West Midlands Office, Birmingham
DEVSD00054	21, 22 & 23 November 2011 RCN East Midlands Office, Nottingham	10 January 2012 Work / home based	6 February 2012 RCN East Midlands Office, Nottingham
DEVSD00057	5, 6 & 7 March 2012 RCN West Midlands Office, Birmingham	2 April 2012 Work / home based	30 April 2012 RCN West Midlands Office, Birmingham

MODULE 2 – LEARNING REPRESENTATIVES			
Course Code	Facilitated Learning (Days 1-3)	Supported Learning (Day 4)	Facilitated Learning (Day 5)
DEVLE00020	24, 25 & 26 May 2011 RCN HQ, London	16 June 2011 Work / home based	14 July 2011 RCN HQ, London
DEVLE00021	20, 21 & 22 July 2011 RCN Yorkshire and the Humber Office, Leeds	6 September 2011 Work / home based	30 September 2011 RCN Yorkshire and the Humber Office, Leeds
DEVLE00022	5, 6 & 7 December 2011 RCN South West Office, Exeter	10 January 2012 Work / home based	15 February 2012 RCN South West Office, Exeter
*DEVLE00023	27, 28 & 29 February 2012 RCN West Midlands Office, Birmingham	26 March 2012 Work / home based	23 April 2012 RCN West Midlands Office, Birmingham

***The learning representative course for your region is highlighted; however, you are able to attend the course in another region if that date is more agreeable.**

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MODULE 2 – SAFETY REPRESENTATIVES			
Course Code	Facilitated Learning (Days 1-3)	Supported Learning (Day 4)	Facilitated Learning (Day 5)
DEVSA00021	5, 6 & 7 April 2011 RCN HQ, London	3 May 2011 Work / home based	1 June 2011 RCN HQ, London
*DEVSA00022	27, 28 & 29 June 2011 RCN East Midlands Office, Nottingham	25 July 2011 Work / home based	12 September 2011 RCN East Midlands Office, Nottingham
DEVSA00023	19, 20 & 21 September 2011 RCN South West Office, Exeter	25 October 2011 Work / home based	25 November 2011 RCN South West Office, Exeter
DEVSA00024	17, 18 & 19 October 2011 RCN Yorkshire and the Humber Office, Leeds	18 November 2011 Work / home based	16 December 2011 RCN Yorkshire and the Humber Office, Leeds
DEVSA00025	13, 14 & 15 March 2012 RCN HQ, London	12 April 2012 Work / home based	15 May 2012 RCN HQ, London

***The safety representative course for your region is highlighted; however, you are able to attend the course in another region if that date is more agreeable.**

RCN representatives expenses policy – guidance notes

The guidance notes are taken from the new 'RCN Expenses Guidance for Office Holders, Members and Volunteers' (full copy available on request) and are applicable to you in your role as an RCN representative.

General Rules

- Expenses should be claimed using the paper-based expense method using the approved expenses claim form. Claim forms not completed properly and legibly, those which include items outside of the policy or are not properly authorised will not be paid and will be returned to the claimant for corrective action.
- Claimants must sign their own expense claim form. This responsibility cannot be delegated to someone else.
- VAT receipts should be provided in all cases. Failure to provide a legitimate receipt may invalidate the claim. If no receipt is available then a written explanation should be attached to the claim.
- Claims should be submitted on a monthly basis and no later than by the end of the month following the month in which the expense was incurred.
- Claimants who miss the claiming deadline by more than one month will be advised of the possibility of loss of future claims. Once a claimant has received two such notices regarding late submission of claims, future late claims may be reduced by 50%. Any claim more than 3 months late, without good reason, may be refused if the claimant has received two such notices about late claims. Unless in exceptional circumstances, no claim made more than 4 months after the month in which the expense was incurred will be reimbursed.

Authorisation framework

- The member of staff authorising the expense claim is responsible for satisfying themselves that the appropriate policies/claim rates etc. have been adhered to and must approve the form accordingly.

Claimable Expenses

Private Car

- A passenger business mile rate may be claimed for carrying fellow potential claimants in a car or van on journeys which are also work journeys for them. Where a passenger is carried, the name of the passenger must be noted on the expense claim form.

Taxis

- The normal expectation is that public transport will be used in all instances, particularly in Central London. The use of taxis must be exceptional and will not normally be reimbursed. However it is acknowledged that there will be instances when taxi use is appropriate. These instances may include:
 - i) use of public transport is not possible, for example due to a disability;
 - ii) unavailability of public transport;
 - iii) emergencies;
 - iv) a shared taxi being cheaper than public transport;
 - v) cost benefit of time saved (nb: taxis are not always quicker than public transport);
 - vi) late night situations;
 - vii) where transportation of luggage/equipment is involved;
 - viii) where parking costs for private car would exceed taxi costs (e.g. airport parking)
- Taxi expenses must always be supported by a receipt and full explanation outlining the business reason must be provided by the claimant to support any expense claim for use of taxis. This must be considered fully by the authoriser of the claim.

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Subsistence

- Office holders, members and volunteers may claim the cost of lunch, up to the approved rate, and this will be reimbursed if:
 - i) the claimant is occupied on RCN business for more than 4 hours in any one day and
 - ii) lunch is not otherwise available (example – as part of a training course)
- Alcohol cannot be claimed as part of a normal subsistence claim.

Telephones

- The cost of calls on privately owned phones/mobiles, made in the course of authorised RCN business, can only be claimed at the rate at which they were billed by submitting an itemised bill marked showing the business calls or by providing details of the call (date, time and duration) and proof of the tariff applying. Claims without a supporting itemised call record and associated explanation will not be accepted for reimbursement.
- Mobile phone rentals are not reclaimable.
- Pay-as-you-go mobile phone top-up cards. When personal pay-as-you-go mobiles are used it is impossible to ascertain the degree of business usage in the absence of itemised billing. When top-up vouchers or receipts are reimbursed, these will be reported to HM Revenue and Customs as part of the P11D year end process as taxable benefits to the claimants. Claimants are therefore required to obtain their own personal tax relief themselves by writing to HMRC.

Entertaining

- Business entertaining is the provision of food and drink to third parties, by staff and/or office holders, and is not a taxable benefit for those staff and/or office holders who also receive the provision incidentally.
- All business entertaining should be approved in advance by the authoriser.
- Claims for business entertaining must include details of the third parties being entertained and the reason(s) for the entertainment being provided.
- Members, including stewards, learning and safety representatives but not office holders, are considered to be third parties for the purpose of entertaining. Members claiming their own expenses should adhere to the subsistence limits.

Claiming Process

Manual Expense Claims

- Claims should be made on the appropriate form. There is only one form. The status of the claimant, i.e. Council member, Board member, steward, safety representative, member, should be recorded on the form.
- Where mileage in a private vehicle is being claimed then a business journey log should also be completed specifying "from/to" and also the reason for the journey.
- For paper-based claims, a separate claim form should be completed for each area of work or activity that will be authorised by a different person or RCN department. This will ensure that the authorisation process is as efficient as possible and that delay in reimbursing the expenses is kept to a minimum.
- Members should include their membership number on the claim form.
- Receipts should be attached to the claim form using a staple. They should be in date order to correspond with the details on the claim form itself.
- If a receipt is not available then a full explanation should be made on the claim form.
- Payment will normally be made by a transfer directly into a bank account. Any changes to a claimants bank details should be notified to the Payments Section in the HQ Finance department.

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Nomination form for Module 2 Programmes – PLEASE COMPLETE IN CAPITALS

FOR OFFICE USE ONLY:				
DATE STAMP:				
DATE LETTER SENT TO REP				
DATE FILED	HARD COPY:		ELECTRONIC COPY:	
DATE TRAFFIC LIGHT UPDATED			MD UPDATED:	
NAME OF YOUR COURSE:				
Title of Module				
Date of Module				
Location of Module				
YOUR DETAILS				
Your Name (Mr/Mrs/Ms/other)				
Type of Representative (i.e. Steward, Safety, Learning)				
Have you completed a Module 1 in the last 12 months?	YES/NO			
Home Address				
Telephone Number				
Email Address				
RCN Membership No.				
Regional Office				
Workplace Address				
Name of Manager				
Your signature				Date:
Mentor signature				Date:

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Mentor Name (please print)	
A signature from your mentor indicates that you can demonstrate you have completed the learning outcomes within module 1 as outlined in the prospectus	
Do you have any special dietary requirements?	
Do you have any disability requirements/	
YOUR TRAVEL	
The RCN will cover travel and accommodation requirements in compliance with the RCN expenses policy, please help us to establish your requirements by completing the following:	
Which Station will you be travelling from?	
How long will the journey take from your home to the outgoing station?	
WHERE TO SEND YOUR FORM	
Post your form to: Pam D'Silva, Representing and Influencing Team, RCN West Midlands Office, Lyndon House, 58-62 Hagley Rd, Edgbaston, B16 8PE or fax to: 0121 455 6270	