

No: 168/25

12th August 2025

TO: ALL BRANCHES

Dear Colleague,

Employment Tribunal Workshop

The purpose of this LTB is to advise branches that a one-day workshop will take place on the 12th November 2025 between 10am-5pm at Summer Lane, Birmingham B19 3TH.

The workshop will be delivered by Paul Kennedy and will assist Representatives and Officials who have responsibilities for Employment Tribunal applications and issues.

The day is a mix of presentations with Q&A's and will:

- Emphasise the importance of representative's knowledge on the various individual procedures where members require representation.
- Provide practical advice on internal representation of cases.
- Explain the legal time limits for submitting Employment Tribunal applications.
- Explain how Early Conciliation works.
- Explain the importance of detailing the members claim and issues when completing the Employment Tribunal application and providing guidance on this.
- Explain how to calculate compensation when completing the ET application.

Applications should be made via the membership Portal by the cut-off dates shown below.

Date	Workshop	Cut off
12/11/2025	Casework and Employment Tribunals	15/10/2025

Any enquiries on this LTB should be directed to courseadmin@cwu.org

Yours sincerely,



Kate Hudson
Head of Equality, Education & Development