

2017

**Courses for all South West
UNISON Activists**

ACTIVISTS



Introduction

We appreciate all the challenges that our members continue to face on a daily basis and we believe UNISON courses can really help support our members. Learning not only provides increased knowledge and skills but also helps develop confidence. There are courses ranging from Building Confidence for Young Members, Understanding Equality and Diversity in your Workplace, Disability Rights, Reclaiming the F Word to a course specifically to build Black Leadership.

Other courses will provide members with life skills that demonstrate how to recognise and deal with challenges in normal daily living and now includes Wellbeing at Work and Mental Health Awareness training.

We invite you to look through this programme and book yourself or your branch onto one, or more, of these exciting courses as they will not only help boost your confidence and your skills, they will also help you recognise your existing abilities and develop them.

We wish you an enjoyable journey of discovery.

Darienne Flemington and Karen Rice
Co Chairs of Development and Organising Committee

During 2016 UNISON has faced many challenges, and education remains an essential part of how the union organises. In 2017, we are offering our full range of courses for activists to continue providing them with the skills and knowledge needed to face these challenges – whether wider political issues, or representing members in the workplace. We have also introduced some new courses and programmes – a refresher course for Health and Safety Representatives, a course on getting our message across in campaigning work, an introduction to employment law, plus a leadership programme for Black members to encourage participation in the union.

We are introducing a series of courses and workshops on political education covering a wide range of subjects, which will be rolled out across the region throughout the year.

Finally, following our review of education in the region, we are looking to deliver the programme more flexibly by encouraging branches to contact us and discuss bespoke ways of delivering courses. Throughout 2017 we are happy to try new formats and timings of courses in discussion with branches, with the view to incorporating this in the 2018 programme; as well as to continue to tackle the issue of course cancellations. If you have any questions or requests for courses do not hesitate to contact either Max Marks or myself at the Taunton Regional Office.

Mark Everden – Regional Organiser (Education)

Courses for Activists

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Courses that help develop workplace representatives

Programme of Learning

This programme of learning has been designed for newly elected and less experienced UNISON stewards organising in the workplace. As a steward you are a vital link in the union chain and have an important role to play in organising members at local level.

UNISON's ability to support and represent its members with their employer is very much dependent upon the strength of membership organisation. The union is more likely to be get good results where it has strong membership organisation. Strong membership organisation is based on sound organising principles.

Over the past year, in conjunction with branches and organisers, we have developed the following programme of learning for all our stewards.

The Organising Steward – 5 days

What will I learn?

The course aims to develop your skills, knowledge and confidence to enable you to carry out the role of a steward in UNISON, including to:

- understand the role of an organising union in public services
- recognise the importance of equalities in UNISON
- work with members to tackle issues in the workplace
- work with members in resolving cases
- know where and when to seek advice and guidance
- understand how procedures work in practice
- handle grievance and disciplinary and similar types of cases as the representative of UNISON members within your workplace
- be certified as competent to accompany members at a disciplinary and grievance hearing in order to comply with the Employment Relations Act 1999
- understand the broader roles in which UNISON operates, including internationally.

Fee: There is no charge to branches for this course

Bristol UNISON Office	Exeter UNISON Office	Taunton UNISON Office
27 January, 3, 10, 17 & 24 February	26 January, 2, 9, 16 & 23 February	25 January, 1, 8, 15 & 22 February
21, 28 April, 5, 12 & 19 May	20, 27 April, 4, 11 & 18 May	19, 26 April, 3, 10 & 17 May
15, 22, 29 Sept, 6, 13 October	14, 21, 28 September, 5 & 12 October	13, 20, 27 September, 4 & 11 October
Truro, Cornwall County Branch Office	Wareham UNISON Office	
No course planned for January	25 January, 1, 8, 15 & 22 February	
20, 27 April, 11, 18 & 25 May	18, 25 April, 2, 9 & 16 May	
14, 21, 28 September, 5 & 12 October	13, 20, 27 September, 4 & 11 October	

Stewards Pathways

In the South West Region we have developed a specific learning pathway for our workplace stewards. It consists of a combination of core training, known as the Organising Steward, which takes place over 5 consecutive days (see page 4 for dates and venues where this is run) followed by 5 further modules:

1. Communicating with Members
2. Further Representation Skills
3. Making Equalities Central to your Practice
4. Introduction to Bargaining
5. Wellbeing at Work

See page 8 for dates and venues

The good thing is that this means, as a steward you have a very clear programme of development which will keep you up to date with any new changes in procedure or law. You can also take your time and use these sessions to reflect on what has been happening in your new UNISON role.

Many stewards find it helpful to look through the dates and then book the core training (The Organising Steward) along with dates for the 5 other modules.

If you have any questions please do not hesitate to ring or e-mail the Education and Equalities Team on 01823 285314 or unisonsweducation@unison.co.uk and we will try and help.

Please see overleaf some information on what each of the courses cover.

Module 1: Communicating with Members

This is a one-day course aimed at helping stewards communicate effectively with members from an organising perspective. It provides an opportunity to develop skills in a variety of communication methods including starting conversations, managing discussions, listening to members' views and using emails and other media.

Module 2: Further Representation Skills

The course reinforces some approaches and procedures introduced in the 5 day Stewards course and explores in more detail:

- Process for identifying needs and exploring what is and isn't a case
- Recap on sources of information especially the ACAS code
- Preparing for a grievance and a capability case
- Planning and building a case including interviewing witnesses
- Possible outcomes from cases
- Building confidence, getting organised and looking after yourself

Module 3: Making Equalities Central to Your Practice

This course covers UNISON's commitment to reflecting the diversity of its members and an introduction to equality legislation. It is designed to raise awareness of potential discrimination in the workplace.

The course will help participants to:

- review UNISON's rules in relation to proportionality, fair representation and self-organisation
- have an understanding of the development of anti-discrimination legislation, culminating in the Equality Act 2010
- have an understanding of the definitions of direct and indirect discrimination, victimisation, harassment and equal pay
- recognise when discrimination is taking place in the workplace
- have a view of the coalition government's approach to amending the legislation
- understand how the Public Sector Equality Duty could be of use in improving members' terms and conditions at work
- have an awareness of legislation relating to work and family life

Module 4: Introduction to Bargaining

The course focuses on talking to employers as an essential part of the steward's role and stresses the importance of preparation and practice.

The course aims to develop your skills, knowledge and will help stewards to:

- Understand what negotiating is
- Understand how to negotiate and appreciate different management styles
- Develop an effective negotiating team
- Develop casework skills
- Prepare a claim with bargaining information
- Learn how to respond to tactics during negotiations

Module 5: Wellbeing at Work

Mental health and how we feel affects every part of our lives and everyone can experience difficult or “bad” days when we might feel down, worried or upset. However there are lots of things we can do to look after our mental health and emotional wellbeing.

The course will help you to:

- manage personal boundaries in dealing with stress and anxiety
- develop self awareness and meaningful self-management
- explore ways of looking after yourself whilst meeting the demands of being a union representative
- find practical ways of managing and dealing with problems
- recognise symptoms of stress and anxiety and how they can affect individuals
- find self management techniques
- recognise the importance and value of having some “me time”, topping up your tank and having fun!

Pathway courses for Stewards who have attended the Organising Steward course in **January or April 2016 or an earlier course**

Course	Venue	Date
Communicating with Members	Bristol, Exeter, Truro and Wareham	14 September 2016
	Taunton	15 September 2016
Further Representation Skills	Bristol, Exeter, Truro and Wareham	9 & 10 November 2016
	Taunton	16 & 17 November 2016
Making Equalities Central to your Practice	Bristol, Exeter, Truro and Wareham	18 October 2016
	Taunton	20 October 2016
Introduction to Bargaining	Taunton	22 November 2016
	Bristol, Exeter, Truro & Wareham	24 November 2016
Wellbeing at Work	Bristol	12 October 2016
	Taunton	4 October 2016
	Wareham	18 October 2016
	Truro	23 March 2017

Pathway courses for Stewards who have attended the Organising Steward Course in **September 2016 or an earlier course**

Course	Venue	Date
Communicating with Members	Bristol, Exeter, Taunton	14 February 2017
	Wareham and Truro	16 February 2017
Further Representation	Bristol, Exeter, Taunton	24 & 25 May 2017
	Wareham and Truro	7 & 8 June 2017
Making Equalities Central to your Practice	Bristol, Exeter, Truro and Wareham	17 January 2017
	Taunton	19 January 2017
Introduction to Bargaining	Bristol, Exeter, Truro and Wareham	9 March 2017
	Taunton	6 March 2017
Wellbeing at Work	Bristol	9 March 2017
	Taunton	26 April 2017
	Wareham	16 March 2017
	Truro	23 March 2017

Pathway courses for Stewards who have attended the Organising Steward Course in **January or April 2017 or an earlier course**

Course	Venue	Date
Communicating with Members	Bristol, Exeter, Taunton	7 September 2017
	Wareham and Truro	14 September 2017
Further Representation Skills	Bristol, Exeter, Taunton, Wareham and Truro	18 & 19 October 2017
Making Equalities Central to your Practice	Bristol, Exeter, Taunton	7 November 2017
	Wareham and Truro	14 November 2017
Introduction to Bargaining	Bristol, Exeter, Taunton	18 January 2018
	Wareham and Truro	25 January 2018
Wellbeing at Work	Bristol	8 June 2017
	Taunton	15 June 2017
	Wareham	22 June 2017
	Truro	29 June 2017

Pathway courses for Stewards who have attended the Organising Steward Course in **September 2017 or an earlier course**

Course	Venue	Date
Communicating with Members	Bristol, Exeter, Taunton	6 February 2018
	Wareham and Truro	13 February 2018
Further Representation Skills	Bristol, Exeter, Taunton	7 & 8 March 2018
	Wareham and Truro	14 & 15 March 18
Making Equalities Central to your Practice	Bristol, Exeter, Taunton	17 April 2018
	Wareham and Truro	24 April 2018
Introduction to Bargaining	Bristol, Exeter, Taunton	17 May 2018
	Wareham and Truro	24 May 2018
Wellbeing at Work	Bristol	7 June 18
	Taunton	12 June 18
	Wareham	19 June 18
	Truro	28 June 18

Union Learning Representative (ULR) 3 days

Have you always wanted to get involved in the union but did not want to take up the usual role of shop steward? Then the Union Learning Representative role could be what you are looking for. This is a way of being involved but through a completely different route. This role is part of the UNISON branch and is about enabling colleagues to get back into learning. The role also involves you acting as a sign post to point people in the right direction for help or advice in other avenues of learning.

As a Union Learning Representative you can use a variety of skills and develop the role at your own pace. You will become part of the Branch Education Team within your local Branch working closely with the Education Co-ordinator/Lifelong Learning Co-ordinator.

As a Union Learning Representative (ULR) you may do some of the following:

- Attend local employer education groups
- Run information sessions and publicise UNISON courses
- Take part in induction processes making new starters aware of learning opportunities
- Run various information stalls with the employer to publicise training opportunities alongside them
- Take an active part in Adult Learners Week and Learning @ Work Day
- You may also be involved in recruiting new members and learners to attend workplace partnership courses.

ULR Training is for 3 days, normally one day a week over 3 weeks. You will need to attend all 3 days of this training.

Venue and Dates: Exeter - 25 April, 3 & 17 May,
Taunton - 5, 12 & 19 October

Fee: There is no charge to branches for these courses

UNISON Health and Safety Stage 1

Due to the uncertainty over funding for future TUC Health and Safety Courses*, we have reintroduced the UNISON five day Stage 1 Health and Safety Course. This course is essential for all newly appointed Health and Safety Representatives, and provides learners with the knowledge required to carry out the role in the workplace.

Topics covered include:

- The Role of the Health and Safety Rep
- The rights of a Health and Safety Rep and the Safety Reps and Safety Committees regulations
- The responsibilities of the employer under Health and Safety Law
- Carrying out workplace inspections
- Raising health and safety issues and negotiating with the employer

**** We still encourage Health and Safety Reps to attend the TUC courses if they are running. (See contact details for TUC in this section)***

Venue and Dates: Bristol – 5, 12, 19, 26 June & 3 July
Exeter – 2, 9, 16, 23 & 30 November

Health & Safety Stage One – TUC 10 day course

This course is for newly appointed and untrained Health & Safety Representatives and covers the basic training you need. It is designed to help you build the skills, knowledge and confidence you need to carry out the role. The training is scheduled to run one day a week for 10 weeks. Please apply for this course using the application form in the South West TUC Education brochure. Copies of this are sent to each Branch.

All courses are on the website at www.tuceducation.org.uk/findacourse/ with online application available. If you would prefer a paper application form please contact the TUC direct via their website at www.unionlearn.org.uk

Health and Safety Refresher Course

This new one day course is aimed at experienced Health and Safety Representatives and provides both an update on Health and Safety law and the opportunity to discuss how we organise around Health and Safety issues.

The course includes:

- Legal updates
- Evaluating how we engage with Health and Safety in the workplace
- Organising and campaigning on Health and Safety issues.

Venue and Dates: Wareham – 9 March, Exeter – 12 July,
Taunton – 6 November,
Bristol – 13 December

Education Network Day (residential)

Who is it for?

Union Learning Representatives (ULRs), Life Long Learning Co-ordinators, Education Co-ordinators/Lay Tutors.

What are Network Days/Forums?

They are training sessions that we run once or twice a year. This event is chance to receive updates on subjects such as the functional skills programme for level one and two requirements. It is a great way of keeping representatives in touch with new courses, finding out about developments and highlights what's new on the learning front. In the past it has been used to plan events such as Adult Learners Week/Learning at Work Day. It is a day when Education Teams can suggest ways to make their roles more effective and offer examples of good practice. It is always a friendly and relaxed atmosphere.

This year we are going to try a different approach and turn the one day event into a training weekend, where in addition to the above we would like to give ULR's, Education Coordinators and Lifelong Learning Coordinators a chance carryout some stage two training, for example in Dyslexia and Power to Be You.

Venue and Date: Croyde – 5-7 May, Croyde – 10-12 November

Fee: There is no charge to branches for these courses

Equality in your Branch

Who is it for?

All activists

This course is designed as an introduction to equality in the branch and is primarily aimed at branch officers and activists considering improving equality organising in their branch.

The aims of the course will enable participants to:

- Understand the roles of the Branch Equalities Co-ordinator, Equality Reps and Self-Organised Groups officers in UNISON.
- Develop an understanding of equality in UNISON.
- To develop knowledge of the tools that can be used to tackle discrimination and promote equality in the workplace.
- Promote equality organising in their workplace and branch and contribute of the Branch Development Plan.
- Develop realistic action plans using SMART objectives.

Venue and Date: Bristol – 6 April

Fee: There is no charge to branches for this course

Domestic Violence and Abuse and the Workplace

- Are you aware of UNISON's guidance Domestic violence and abuse: a trade union issue?
- Do you know how domestic abuse affects victims, colleagues and managers?
- Do you know how much domestic abuse costs your organisation?
- Does your employer have a domestic abuse policy?

The issues surrounding domestic violence and abuse are complex particularly as legislation now recognises controlling and coercive behaviour. This training delivered by Women's Aid will cover the following;-

- The global context of domestic violence and abuse
- The UK context - relating to the workplace
- Revisiting domestic violence/abuse and the use of coercion.
- Understanding of how supporting/working alongside a victim/survivor may impact on colleagues and managers.

- Recognising the signs and symptoms of someone experiencing domestic violence/abuse.
- Supporting an employee/colleague experiencing domestic violence in the work place.
- Asking the question and responding effectively to a disclosure.
- Domestic violence policy and procedures – the way forward including negotiating a policy with your employer.

Who is it for?

Activists

Come and see how you might help to improve the lives of those experiencing domestic abuse in your workplace.

Venue and date: Bristol – 22nd March 2017

Fee: There is a charge of £25 per delegate to branches for this course

Self Organised Groups (SOGs) and Young Members Forum

This day is aimed at members who are active at branch level and identify with self-organisation (woman, black, disabled, LGBT and/or a young member) or active in one (or more) of the Regional Self Organised Groups or Young Members' forum.

This event aims to identify common issues that the regional Self Organised Groups (SOG's) and Young Members (YM) can jointly campaign around, promote UNISON's Equality objective and identify ways that the SOGs and Young Members can influence the mainstream objectives and activities across the region. Part of the day will include training around a specific issue, details of which will be confirmed nearer the time.

This is always an informative day and a great opportunity to come together.

Venue and Date: Taunton 24 February

Fee: There is no charge to branches for this course

Disability Rights

Who is it for?

All activists and members. This course will provide an introduction to how the law works in the area of Disability rights and tackling disability discrimination in the workplace. It includes:

- The legal definition of disability
- The definition of discrimination and the duty to make reasonable adjustments
- Identifying Legal cases in the workplace
- The steps activists may take to challenge disability discrimination at work to improve the rights of disabled members

Venue and Date: Bristol – 12 July

Fee: There is no charge to branches for this course

Sex Discrimination (non-residential)

Women and men, including transsexual people, have the right not to be discriminated against at work because of their sex. What constitutes sexist behaviour or a sexist remark? Are your workplace policies equality proofed to ensure against sex discrimination? Many members suffer at work due to lax attitudes regarding discriminatory behaviour, such as sexism in the workplace. More than a quarter of women have experienced some form of sex discrimination in the workplace.

Who is it for?

This 2 day course is for women only. It is open to Branch Women's Officers, women stewards and Equality co-ordinators who would like to be more familiar with equality legislation, the four legal forms of sex discrimination and confident to support and advise members.

The course will cover:-

- Attitudes, behaviour and language
- Examining workplace cultures
- The Equality Act (2010)
- Workplace policies

Venue & date: Taunton - 22 & 23 June (non-residential)

Fee: There is no charge to branches for this course

Black Leadership

Who is it for?

The Black Leadership course is open to all *black activists within the South West region.

What will I learn?

The course covers:

- The political and social context of black communities within the UK
- Black voices in society
- Inspirational Black Leaders
- Why black members should get involved in UNISON
- The influence and role of black members in UNISON
- Black members as leaders within the union and workplaces
- Campaigning and organising around black issues

This course is still in the planning stages, and dates/venue will be advertised shortly via branch email networks, the UNISON website and the Black Members Self-Organised Group.

Venue and date: To be confirmed

Fee: There is no charge to branches for this course

**In UNISON 'Black' with a capital B – is used to indicate people with a shared history. 'Black' is used in a broad political and inclusive sense to describe people in the UK who have suffered from colonialism and enslavement in the past and continue to experience racism and diminished opportunities in today's society.*

Courses that help Run, Develop and Organise your Branch

Branch Officers Training

The Branch Officer weekend has been an important feature of the South West Activist programme for some years now and has proved very successful.

Unfortunately our usual venue is not available this year and at time of printing we are securing another venue. Dates and details of the venue will follow in the new year.

Venue and Date: To be confirmed

Fee: Charge of £125 per delegate to Branches for this course.

Who is it for?

All newly elected or re-elected Branch Officers, or members interested in taking up one of these roles.

This course will help you understand:

- the structure of UNISON, its aims and objectives and how it operates
- the key duties and role of your specific post

Information of what each course will cover on the training is listed below:

Branch Secretaries

Who is it for?

New Branch Secretaries, Assistant Branch Secretaries, Senior Branch Activists.

This course will help you:

- Develop an understanding of the Branch Secretary and Assistant Branch Secretary
- Consider the role of the Branch Secretary/Assistant Branch Secretary in the current economic and political context
- To develop ideas and strategies to build strong branch organisation
- To reflect on how you lead a branch in changing times

Chairing Skills

This course will help you to:

- identify the skills you need to Chair a meeting well
- feel more confident to Chair and facilitate meetings
- prepare an agenda
- write union motions and amendments
- look at ways to make union meetings more 'user friendly' and accessible

Communication Officers

What will I learn?

- to explain UNISON's policies and provide the information members need to play an active role in their union
- to also assist in helping create a positive image for the Branch
- to show you how to produce newssheets or bulletins for distribution to your branch members

Education Co-ordinators/Lifelong Learning Co-ordinators

This training is now run jointly as these roles either crossover or are carried out by one person.

What will I learn?

- How these roles have changed and how they differ
- What we mean by the Organising Challenge
- How the co-ordinators role fits into the Branch Assessments
- How to build training plans
- How to build individual training plans and maintain records
- To ensure the work of the learning reps is integrated into the branch
- To build a pro-active team

Equality Co-ordinators

This course is suitable for all equalities co-ordinators, branch black, and disabled officers.

What will I learn?

- To understand the role
- To promote equality in the branch and workplace
- To advise on how to have a co-ordinating role among self organised groups

Health and Safety Officers

What will I learn?

- To understand the role of the Branch Health and Safety Officer and how to promote Health and Safety
- To develop structures within your branch
- To develop skills to support Health and Safety Representatives

International Officers

What will I learn?

- To co-ordinate the Branch's work on international relations
- To ensure that Branch members are informed of National Policy on international matters
- To encourage members of the Branch to take action and participate in International solidarity activities organised nationally or regionally
- To seek to develop an international perspective amongst members, workplace representatives and Branch Officers

Women's Officers

What will I learn?

This course will show how:

- Women's Officers contribute to the effectiveness of the Branch
- Women's Officers link with the Regional Structures
- To access resources, including advice on harassment and discrimination
- To make useful links and gain information on campaigning issues
- To build strategies for supporting and developing Women in their Branches

LGBT Branch officers and Contacts

This is for all LGBT (lesbian, gay, bisexual or transgender) branch officers and contacts.

It will cover;-

- how to develop strategies to support LGBT members in your branch,
- how to campaign and get LGBT equality on the bargaining agenda
- what's involved in becoming an LGBT activist,
- Developing LGBT self-organisation
- where to get the resources and support you need

Treasurers

Who is it for?

This course is designed for Branch Treasurers and Branch Officers who are interested in the role of branch finances. The course involves individual activities, group work and discussion as well as finding out information about UNISON and your branch. This course is **NOT** designed to make you into a 'financial expert' but to introduce you to some of the key issues facing the trade union and the UNISON branch.

The aims of the course will enable the Branch Treasurer to:

- Identify the main duties and responsibilities of a UNISON Branch Treasurer
- To recognise the role of the Branch Treasurer in organising and supporting the branch
- Understand the branch accounting cycle
- Understand the role of the Branch Treasurer in budgeting and managing finances as part of the Join Branch Assessment (JBA)
- To identify the role that branch finance plays supporting and achieving UNISON's priorities and objectives
- To recognise the role of the Branch Treasurer in organising and supporting the branch

(Treasurers wishing to attend this course must have previously completed Module 1 OLBA training)

Young Members Officers

What will I learn?

This aims of this course are:

- Goal setting
- Maximising your time as a member (both pre and post age 27)
- Looking at change
- Speaking with Confidence

Branch Welfare Officer

With jobs cuts and benefit reductions increasing the strain on household budgets and finances, our Branch Welfare Officers need more than ever to be equipped to help members overcome the difficulties they face with practical advice and support. This training will help branch welfare officers (BWOs) to:

- Understand their role and the confidentiality it involves.
- Understand the UNISON Welfare charity structure and staff responsibilities.
- Understand the application process and areas where welfare can assist members.
- Develop influencing and communication skills and practice active listening.
- Promote 'There for You' to managers and as a part of recruitment drives.
- Practice presentation skills and to handle problems in an assertive manner.
- Understand the importance of promoting and publicising 'There for You'.

There are two stages to BWO training, an online e-note and a face-to-face course:

Stage 1: Online e-note (1 hour)

You will need access to a computer with internet connection but no particular computer skills are needed. You can do this at your workplace, at home or in your branch office. You may wish to use earphones to avoid disturbing those around you. You don't have to complete the e-note in one go - you can exit at any point and return to where you left off when you next log in.

To register for the e-note:

- Visit <https://www.tuceducation.org.uk/course/view/php?id=938> to access the Branch Welfare Officers e-note.
- You will be asked to log into the TUC Education online site, who host this module for UNISON. Once logged in, you will be taken to the e-note page.

If you don't have a username and password, click 'Register'. Complete the form, then return to <https://www.tuceducation.org.uk/course/view/php?id=938> and log in.

If you don't have access to a computer, contact 'There for you' so that other arrangements can be made for you by calling 020 7121 5620.

Stage 2: Two-day face-to-face course

This course will help you develop skills and knowledge for your role. You must complete the e-note module first as you will use this information during the course. The course is delivered on a regional or cross-regional basis.

Venue and Dates: Bristol, 19 & 20 July 2017. Closing date for applications 6 June 2017.

To apply: Download an application form or contact UNISON Learning and Organising Services, UNISON Centre, 130 Euston Road, London NW1 2AY. Tel: 0207 121 5116. Email: LearningAndOrganising@unison.co.uk

Charges for nationally organised courses: Branches will be charged a fee of £150.00 for each participant on the two day course. Accommodation, travel and care costs will be paid nationally, as well as a £10.00 per day out of pocket allowance.

Please note that the course fees are currently under review and may increase after publication of the programme.

Facilitation and Dependent Care: It is UNISON policy that no member should be deterred from applying for courses because of facilitation needs, necessary childcare or other care commitments.

Allocation of Course Places: To ensure the effective application of UNISON principles of Proportionality and Fair Representation, places are allocated on national courses immediately after the closing date instead of on a first-come first-served basis. If courses are oversubscribed, places are allocated on the basis of achieving Fair Representation and Proportionality, as set out in UNISON Rules, and to ensure a fair spread of participants from branches, regions and sectors where appropriate.

Cancellation Policy: A charge will be made for course places cancelled without good cause:

- within two weeks of the course start date: 50% of the course cost
- within one week of the course start date: 100% of the course cost.

Lay Tutor Training (residential)

Who is it for?

This course is aimed at branch activists who want to use education methods to run organising focused branch-based training for members and for activists who may have previously attended Discussion Leaders training.

What will I learn?

Completing this course will help you to understand:

- teaching and learning approaches for trade union education
- how to run a simple group based activity
- how to research and gather information in preparation for a simple activity
- how equality and diversity issues relate to learners' needs on courses
- how tutoring knowledge and skills can engage activists around union organising
- the benefits of a group learning process

Venue and Dates: Croyde 5 & 6 July and 15 & 16 November (residential)

Participants will be required to attend all four dates in order to complete the course.

Fee: there is a charge of £125 per delegate for each set of dates to branches for this course

Courses that help develop your skills when negotiating

Bullying and Harassment

Who is it for?

All UNISON Workplace Representatives, Health & Safety Representatives and Branch Officers

What will I learn?

- To define and recognise bullying
- To understand how legislation applies to workplace bullying
- To develop a workplace policy on bullying at work
- To understand how bullying affects both the individual as well as the wide workplace culture

Venue and date: Waiting list – please express an interest in this course to be added to the waiting list by contacting the team.

Fee: There is no charge to branches for this course

Mental Health (non-residential)

Who is it for?

The course is aimed at Stewards, H&S Reps, Equalities Reps and Branch Officers, to help them deal with the increasingly common situation of employees who are diagnosed with mental health issues.

Trade unions have always been at the forefront of identifying and campaigning on issues that affect their members' safety and health. For example: asbestos, hazardous substances and Work Related Upper Limb Disorders (WRULDs). So it is with mental health.

What will I learn?

The course aims to help Reps to:

- outline some commonly held perceptions about mental health

- identify some of the common signs and symptoms of poor mental health in the workplace
- discuss and explore strategies for early intervention and support for members experiencing mental ill health
- negotiate a mental well-being policy with your employer
- find strategies for coping with union-related stress and getting help and support

Venue and date: Exeter – 9 & 10 May

Fee: There is no charge to branches for this course

Getting Our Message Across (non-residential)

Communications are key in union campaigning, and this new two day course will give learners the knowledge and skills to:

- Understand the importance of communicating our campaigns, and to maximise the effectiveness of campaigning
- Devise a campaign message that motivates members to get involved
- Communicate our values through campaign messages
- Write and deliver speeches that inspire and encourage members to become more active.

Venue and dates: Bristol – 9 & 10 February
 Exeter – 15 & 16 May
 Taunton – 21 & 22 September
 Wareham – 6 & 7 December

Fee: There is no charge to branches for this course

Introduction to Employment Law

This is a new five day course aimed at all stewards, reps and activists. The course introduces learners to the main concepts of employment law and how the law relates to the workplace.

Topic covered include:

- How the law has developed over time
- How laws are made
- Contacts of Employment
- The law on redundancy, TUPE and dismissal
- Employment Tribunals
- Equality Law
- Industrial Action Law
- Trade Union Recognition

Venue and dates: Bristol – 9, 16, 23, 30 May & 6 June
Taunton – 4, 11, 18 & 25 May
Exeter – 3, 10, 17, 24 & 31 October

Fee: There is no charge to branches for this course

Political Education

Throughout 2017 we will be introducing a series of new courses and workshops looking at the political issues that the union faces. Aimed at all activists and potential activists, sessions planned so far will include:

- How the economy works
- The history of the trade union movement and lessons for today
- Getting involved in your local community
- The history of austerity and what it means for UNISON

These courses aim to give activists a deeper understanding of society and politics in the 21st century, as well as an introduction to the ideas and events that have built the trade union movement.

As well as courses, we will be looking to supplement the programme with guest speakers and other events. We will also be producing a recommended reading list for activists and setting up a series of political

reading groups around the region.

We are still planning this programme and will advertise courses and events throughout the year via email, the website and directly to activists and branches.

Venue and dates: To be confirmed

Fee: There is no charge to branches for this course

Build Your Confidence (2 days – non-residential)

Who is it for?

Any UNISON member who would like to feel more confident.

This new two-day course is aimed at any UNISON member who wants to take positive steps towards building their self-confidence. The course follows a similar format to Women's Assertiveness but is a mixed course, available to men and women.

This course will help you to:

- explore issues around confidence
- investigate your idea of a confident person
- recognise body language and unspoken communication
- raise awareness of different behaviour types and hidden agendas
- deal with criticism constructively
- look to the future

By the end of the course, you will be able to:

- better understand your own confidence
- identify and use confident behaviour
- communicate assertively
- plan the changes required to behave in a more confident manner
- identify development opportunities

Venue and date: Please express an interest in this course to be added to the waiting list by contacting the team.

Fee: There is a charge of £50 per delegate to branches for this course

Autism Awareness

This course is aimed at people whose employment brings them into contact with people with autistic spectrum disorders (ASD). Learners will benefit from the fact that the tutor team will include an adult with ASD and will therefore have the opportunity to put questions to an individual who has first-hand knowledge and experience of autism and the challenges this poses on a daily basis.

This course will:

- help individuals manage positive interaction with those with an ASD
- improve and enhance the experience for those with an ASD
- understand why ASD awareness is important not only on a personal basis but also for their respective organisations

Venue and Date: Taunton – 15 February

Fee: There is a charge of £25 per delegate to branches for this course

Deaf and Deafblind Awareness

This half day deaf and deaf-blind awareness course is designed to enable participants to be more effective in communication when coming into contact with deaf and deafblind people through both their work and social lives.

Venue and date: Taunton – 28 September – morning workshop

Fee: There is a charge of £25 per delegate to branches for this course

Introduction to Sign Language

This half day course is designed to give people an insight into British Sign Language and on completion of this half day workshop will allow the delegate to conduct a “pleasantries” conversation.

Venue and date: Taunton – 28 September – afternoon workshop

Fee: There is a charge of £25 per delegate to branches for this course

Introduction to Mindfulness (residential)

The weekend will be both informative and experiential, enabling participants to:

- gain a thorough understanding of what mindfulness is
- experience a variety of foundational mindfulness practices
- learn how to incorporate mindfulness techniques into daily life
- receive a comprehensive information pack to refer to in the future
- take home guided CDs for continuing home practice

Learning mindfulness is a relaxing and enjoyable experience, and provides people with the skills to reduce stress and become more creative and fulfilled.

The many benefits that the regular practice of mindfulness can bring have been widely demonstrated in both clinical and work settings, and are backed up by neuroscience research showing that the brain develops new pathways which support improvements in mood, mental clarity and focus, and reduce anxiety.

The course is suitable for anyone who is open to learning new skills that will enhance the quality of your life. No prior experience is required. The course can also act as a refresher for people who have previously learned mindfulness.

Venue and Date: Croyde – 23 to 25 June 2017 (residential)

Fee: There is a charge of £300 per delegate to branches for this residential course

Courses for Women

Confidence Building and Assertiveness for Women Members (residential)

Who is it for?

This course is available to any woman member of UNISON.

This friendly and supportive 2 day course is aimed at women who want to take positive steps towards building their self-confidence and learn how to behave and communicate assertively.

What will I learn?

The course will help participants to:

- Assess and understand issues around confidence and assertiveness
- Investigate their idea of a confident woman
- Recognise body language and unspoken communication
- Raise awareness of different behaviour type and hidden agendas
- Say no
- Deal with criticism constructively
- Look to the future
- Course outcomes

By the end of the course you will be able to:

- Better understand issues around confidence and assertiveness
- Identify and use confident behaviour
- Communicate assertively
- Plan the changes required to behave in a confident and assertive manner
- Identify development opportunities

Venue and Date: Croyde 21-23 April (residential)

Fee: There is a charge of £125 per delegate to branches for this course

Women's History and Reclaiming the F Word (2 days – non residential)

It is a well known fact that measures to reduce the deficit are having a greater impact on women both in terms of cuts to jobs and benefits and services that support women's everyday lives. There is also a growing likelihood that women will be the ones left filling the gaps as state services are withdrawn. It seems that time appears to be turning back on women's equality. This course is essential to empower women members and encourage them to become more active in their union.

Who is it for and what will I learn?

This course is open to all women members and/or activists and looks at the history of women in work, society and the trade unions and covers issues such as:

- Women's suffrage • Women and politics • Feminist theories
- Women and trade union movement • Women in public life

Date and Venue: Taunton – 13 & 14 September (non-residential)

Fee: There is no charge to branches for this course

Confidence for Young Women members (residential)

A two day training course aimed at young women members (under the age of 27) who want to become more active in UNISON or existing young women members who want to improve their confidence in different situations.

This course will:

- Boost your self-esteem by looking at your own strengths and areas of development
- Practice assertiveness skills
- Encourage positive thinking
- Increase your confidence to network and participate in meetings/conferences
- Reading body language to build rapport and create a more confident you

Venue and Date: Taunton - 9 & 10 November (residential)

Fee: There is a charge of £125 to branches for this course

Branch Based Courses

Challenging Racism in the Workplace – Developing a Branch Strategy

All UNISON activists, not just equality co-ordinators, reps or black members' officers, are well placed to challenge racism in the workplace. This course will assist everyone within the branch to become proactive in identifying and challenging those issues that affect black workers in general, rather than focussing on individual concerns only, in order to ensure that all workers are treated fairly.

- Help to build an integrated and team approach for dealing with issues of racism collectively within the branch.
- Help you to gain an awareness of the opportunities Equality Act, provides to identify institutional racism and ensure that the issues are dealt with
- Improve your knowledge of the tools you can use to engage with your employer on tackling race discrimination
- Help you explore how an organising approach can be taken to tackling racism in the workplace
- Help to build confidence in negotiating with employers and anticipating any challenges

Who is it for?

This course is designed for a minimum of 2 Branch Officers to attend together and take back their action plan to the rest of the Branch Committee. It is recommended that at least one attendee should be a key branch negotiator (e.g. Branch Secretary, Service Conditions Officer, Convenor) and Equality Co-ordinator, or Black Member's Officer. Other interested activists or representatives are, of course, welcome. If in doubt ask if you have a different combination.

What will I learn?

This course will:

- Help to build an integrated and team approach for dealing with issues of racism collectively within the branch.
- Help you to gain an awareness of the opportunities the Equality Act

provides to identify institutional racism and ensure that the issues are dealt with

- Improve your knowledge of the tools you can use to engage with your employer on tackling race discrimination
- Help you explore how an organising approach can be taken to tackling racism in the workplace
- Help to build confidence in negotiating with employers and anticipating any challenges

Fee: There is no cost to branches for this course

Regional Courses

National Delegate Conference Pre-conference Training

Are you going to National Delegate Conference for the first time and wondering what you have to do, what it is like and how it works? Or maybe you have been before and want a refresher; a chance to discuss the agenda and meet the other delegates. Then come along to the National Delegate Pre-Conference Training.

What will I learn?

The aim of the briefing is to provide information to assist delegates to understand and participate in the National Delegate Conference by:

- explaining the role of the UNISON National Delegate Conference
- showing what Conference is like
- giving practical advice on how Conference works
- examining the Rules and Standing Orders governing Conference; and
- preparing delegates to participate on behalf of their branch.

Venue and Date: Taunton - To be confirmed

Fee: There is no charge to branches for this course

Self Organised Groups (SOGs) Pre-conference Training

Are you going to a SOG National Conference for the first time and wondering what you have to do, what it is like and how it works? Or maybe you've been before and want a refresher; a chance to discuss the agenda and meet the other delegates.

Pre-conference training is available for all National SOG Conferences and is arranged in consultation with each Regional Committee. The National Women's Conference is the first of the year and training has been arranged for Saturday 4 February 2017 in Taunton. For all other SOG Conferences you will be notified of the date soon after registration.

Online Branch Accounting System (OLBA)

This one-day course is aimed at new and re-elected treasurers of non-live OLBA branches and newly appointed treasurers of live OLBA branches and provides practical guidance on using the online branch accounting system.

The training will cover:

- How to use OLBA
- A Case Study
- Entering your receipts and payments
- Accounts and reports

Venue and date: Taunton 27 April and 10 October

Fee There is no charge to branches for this course

Bespoke Courses

As the set programme in this brochure, we are also encouraging branches to contact us if they wish to request additional courses. It could be that the times and dates of the set courses are not convenient for your activists; or that a branch may require any of the courses in this programme to be delivered in a bespoke way in terms of format or content. We are happy to discuss putting on additional courses. We would also encourage separate branches in the same geographical area to consider requesting joint bespoke courses.

We know that often a Monday to Friday 9 to 5 delivery of courses does not suit the working patterns of members and activists, and we are happy to discuss running courses in different formats e.g. morning or afternoon only courses, evening and weekend courses.

If you would like to discuss these options please fill in the form below and return to either Mark Everden or Max Marks at the Taunton Regional Office and we will arrange a time to discuss options with you.

PLEASE FIND BESPOKE COURSE FORM OVERLEAF

Bespoke Courses Form

Please use this form to give details of the course you would like to request in order that the Education and Equalities Team have the correct information on requirements in to be able to organise the correct training.

Branch Name	
Named contact in branch:	
Contact number/email:	
Name(s) of Regional/Area Officers:	
Course/course subject required:	
Dates (even if approximate):	
Length of course:	
Structure of course for longer courses (e.g. one day a week, consecutive days, modular blocks of days etc:	
Proposed venue: Contact details of person booking the venue or contact person at the venue:	
Number of learners anticipated (If you already have learner names, please attach names and membership numbers to this form)	
Any additional requirements/information?	

National Courses – Employment Law Courses

<https://www.unison.org.uk/get-involved/learning-development/activists/activist-training-pathways/>

The following in-depth employment law courses supplement the range of training offered at regional level and are aimed at experienced workplace representatives. *(Please see the dates for all these courses on page 40)*

Maternity and Parental Rights

This course is for UNISON activists who need to advise members on maternity and parental rights or who are looking to improve on statutory rights through negotiation. It will help you understand the complex law relating to these rights, including the recently introduced Shared Parental Leave rights. It will also give you an opportunity to compare negotiated contractual agreements with statutory rights to identify opportunities for seeking improvements. The course starts at 10.30am and finishes at 4.30 pm.

Contracts Redundancy & TUPE

This course will help activists develop their understanding of contracts of employment and member's potential rights on redundancy. It will enable them to recognise relevant legal issues when dealing with casework, campaigning and negotiating. It also covers unilateral variation of contract; TUPE; unfair dismissal in the context of changing contracts; redundancy & TUPE. It does not cover unfair dismissal in the areas of capability and misconduct.

Unfair Dismissals and Employment Tribunals

This course will help reps to use the law to underpin negotiations with employers on dismissal issues in internal disciplinary hearings, and to develop analytical skills useful in all areas of their work. While activists are not expected to represent at tribunal cases, understanding the importance of time limits and evidence gathering at an early stage will ensure sound

groundwork should a case eventually go to tribunal. This course covers the law of unfair dismissal: who can claim unfair dismissal and what makes a dismissal unfair, especially in the context of misconduct. It follows a misconduct dismissal through every stage of preparation for a tribunal case, finishing with a mock video of the tribunal hearing. This course does not cover unfair dismissal in the context of redundancy, contract variation or TUPE as that is the subject of the Contract, Redundancy and TUPE course.

Disability Discrimination Law

This course will help activists when representing members and negotiating with employers around disability issues by increasing their understanding of how often disability discrimination law applies and how it can be used to put pressure on employers to take positive steps. The course covers identifying potential cases of disability discrimination in the workplace, who disability discrimination law applies to, how to interview members with a potential case, the extent of the employer's duties to make reasonable adjustments, the relationship between sickness issues (e.g. back injury, depression) and disability discrimination, and recognising time-limits. It does not cover how to run a tribunal case. The course starts at 11am on Day 1 and finishes at 4.30pm on Day 2.

Race & Sex Discrimination Law

This course will help activists to recognise direct and indirect race and sex discrimination when dealing with casework in the branch. It will help them understand the questions to ask when interviewing members with potential cases. It will give them an overview of legislation and time-limits; understanding the questionnaire procedure; introduction to law on sexual harassment. It does not cover how to run a tribunal case. The course does not cover the law on pregnancy and maternity/paternity which is covered in the Maternity and Paternity Rights course.

Course dates opposite.

Employment Law Courses - **Dates**

2017 NATIONAL PROGRAMME	Days	Venue	Closing Date	Course Start Date	Course end date
Contracts Redundancy TUPE	3	UC	08-Feb-17	21-Mar-17	23-Mar-17
Disability Discrimination Law	2	UC	15-02-17	28-Mar-17	29-Mar-17
Maternity & Parental Rights	1	UC	11-Apr-17	25-May-17	25-May-17
Race and Sex Discrimination	3	UC	30 May-17	11-Jul-17	13-Jul-17
Unfair Dismissals & ETs	3	UC	06-Aug-17	19-Sep-17	21-Sep-17
Maternity & Parental Rights	1	UC	07-Sep-17	19-Oct-17	19-Oct-17
Contracts Redundancy TUPE	3	UC	26-Sep-17	07-Nov-17	09-Nov-17
Disability Discrimination Law	2	UC	07-Oct-17	21-Nov-17	22-Nov-17

All of the above courses will be held at UNISON Centre, London.
To apply, complete an application form and return it to:

Learning & Organising Services, UNISON Centre, 130 Euston Road,
London NW1 2AY.

E.mail: learningandorganising@unison.co.uk

Tel 0207 121 5383 Fax 0207 121 5758

ALLOCATION OF COURSE PLACES: To ensure the effective application of UNISON principles of Proportionality and Fair Representation places are allocated on national courses immediately after the closing

date instead of on a first come first served basis. If courses are oversubscribed, selections are made on the basis of achieving Fair Representation and Proportionality, as set out in UNISON Rules, and to ensure a fair spread of participants from regions and sectors where appropriate.

In-depth employment law courses supplement the range of training offered at regional level. They are aimed at experienced activists and this is also taken into account when offering places on these courses.

CHARGES: Branches will be charged a fee per participant of £225 for 3-day courses, £150 for 2-day courses and £75 for 1-day courses. Accommodation, travel and care costs and a £5 per day out-of-pocket allowance will be paid from national level. Please note that the course fees are currently under review and may increase after publication of the programme.

FACILITATION AND DEPENDENT CARE: It is UNISON policy that no member should be deterred from applying for a course because of facilitation needs, necessary childcare or other care commitments.

CANCELLATION POLICY: Where places on courses are cancelled without good cause charges will be levied as follows: Where places are cancelled within two weeks of the start of the course the cost will be 50% of the course cost. Where places are cancelled within one week of the start of the course the cancellation will be 100%.

OUR COMMITMENT TO EQUALITIES: As part of UNISON's equal opportunities policy in education there is a questionnaire at the back of the application form. This information will be strictly confidential and used only to monitor UNISON's ability to deliver educational opportunities fairly to all sections of its membership.

Course information

Our courses are friendly and informal, so you are invited to dress at all times for comfort. Our training is aimed to make learning fun rather than a daunting experience. Everybody's views and experiences are listened to. Much of the time is spent working in small groups. You won't be lectured to or suddenly be called to give answers and there are no exams at the end.

How do I apply for a course?

Download the application form giving us all your contact details, including a daytime telephone number and e-mail address in case we need to contact you at the last minute. It is also important for you to give us your UNISON membership number as not having this information can delay the processing of your application.

What do I do when I have completed my form?

Send your completed form to your local UNISON Branch for signing by a Branch Officer (usually the Branch Secretary or Education Co-ordinator) and ask them to send it, with any payment required, to the Education and Equalities Team. It is essential that your form has been sent to your local Branch first so that:

- we know your branch supports your application
- they know you have applied to attend a course
- they can help with paid time off
- they will pay your travel and meal expenses
- they will pay any course fees where necessary

If you do not know how to contact your local Branch please call the Education and Equalities Team on 01823 285314 or unisonsweducation@unison.co.uk to find out.

Are there closing dates for courses?

Yes, the deadline for applications being accepted on to courses is 12 days before the date the course is due to start. The earlier you apply, the easier it is for us to organise, most courses operate a minimum of 12 applicants in order to run so please do not delay. Late applications may mean the course has to be cancelled.

What happens once you receive my application?

Once your form has been signed by a Branch Officer and sent to us we will acknowledge receipt of your application, which confirms that you have been reserved a place on the course. Then approximately a week before the course begins we will send you final details confirming the course starting and finishing times and venue details.

Do I need to arrange time off to attend the course?

Yes, we strongly advise you to start arranging time off at the same time as you apply for a course. Inform your manager, using your local procedure. Don't delay your time off request by waiting until your course place has been confirmed, as your manager may then say that you didn't give them enough notice.

If you need help at any stage ask your local UNISON Branch. Time off with pay is normally available to Stewards/Representatives to attend trade union courses.

What happens if I need to cancel my place on a course?

If for any reason you find that you cannot attend a course on which you have been allocated a place, it is essential that you contact both your Branch and the Education and Equalities Team immediately. Whatever your reason for cancelling it may mean that another member may be offered a place on the course. If less than 72 hours notice is given, no refund will be made. However, if the course place is re-allocated monies will be refunded.

I have been told the course I want to attend is full/has been cancelled, what happens now?

We accept applications on a first come, first served basis, so if as sometimes happens a course is full we will try and offer you another option or where applicable add you to a waiting list for a future course. Unfortunately sometimes courses are cancelled, often due to lack of applications. We appreciate that this is frustrating and inconvenient and we do our best to avoid it. Where this is unavoidable we will try and offer you an alternative. Monies will be refunded if UNISON has to cancel the course.

I want to attend a course that states you need to express an interest, what does this mean?

Where some courses haven't recruited well in the past, they will now be recruited by expression of interest. Once enough expressions to make the course viable have been obtained we will then be able to organise and run the course with less chance of it being cancelled. Please contact your Branch or the team to express your interest in any of the courses that this applies to.

I want to attend a course that is being run outside of my Region, can I do this?

Yes, members may take the opportunity to attend courses run by other regions. Applications for these should be made through the Education and Equalities Team. Whilst course fees may be similar you need to be aware that accommodation and travel costs tend to make these more expensive for Branches.

I have child care/dependant responsibilities, what can you do to help?

Your Branch should pay any additional child/dependant care costs that result from attending a course - it is best to discuss this with your branch before attending.

I have specific needs will these be facilitated?

We seek to ensure that the venues we book, materials provided etc. meet the needs of our members who have identified on their booking form a specific need. Due to the wide varieties of facilitation available it is important that you let us know as soon as possible about your individual requirements.

I have applied for a residential course do I need to book my own accommodation?

No, your accommodation and your facilitator's (where applicable) will be booked by the Education and Equalities Team for the duration of the course.

I have applied for a non-residential course but need overnight accommodation – who books this?

Please contact your local Branch who can organise this for you.

I have special dietary requirements, will they be catered for?

Non-residential venues vary enormously but generally will include access to tea and coffee facilities and somewhere local for meals. Generally you will have to pay at the time for your lunch on these courses or bring your lunch with you. For venues where there are no local amenities close by lunch will be provided for you, we will let you know if lunch is provided or not in your confirmation letter. Most of our residential courses are run in locations where meals are provided and special dietary requirements can be catered. It is therefore essential that you let us know of any special requirements when filling in your application form.

Do all the courses start and finish at the same time?

Most of our courses are run on a non-residential basis and usually begin at either 9am or 9.30am and finish at 4.30pm on each day. Residential courses are usually held at weekends and normally start with an introduction session at 6pm then dinner, on the Friday evening and finish at approximately 1:00pm with lunch on the Sunday. These times may vary slightly depending on the course you are attending and you will be informed of the specific timings of your course in your confirmation letter.

Do I have to pay to attend any of the courses?

Whilst there is no cost to you as an individual member, for certain courses there will be a charge to the Branch. These are clearly marked within the programme.

Full costs will be incurred if there is less than 72 hours notice of cancellation.

Costs (where applicable):

- £125.00 per member for residential courses
- £25.00 per member per day for non-residents attending courses
- Payable at time of booking - Please make cheques payable to UNISON

Request for special courses:

£200.00 to be paid in advance.

Cancellations:

- Full charges will apply if less than 72 hours notice has been given to cancel attendance of a delegate on a course.
- If a special course has been arranged and is cancelled with less than 72 hours notice, full charges will also be incurred.

Can I claim my travel expenses for attending a course?

Yes, you can claim travel expenses you incur from attending a course from your local UNISON Branch by completing an expenses form. As allowances vary from Branch to branch we would advise that you check how much you can claim. The Branch Secretary or Education Co-ordinator will be able to help you.

Are there any bursaries available to members to attend courses?

Yes, the National Scheme for Financial Assistance for education is a scheme that provides financial help to members on Trade Union/Labour Studies Courses, those in general Non-Vocational Education and via a small scholarship programme supporting member and activist development. There are four types of award available; bursary, flexible bursary, Open University and book grants. For further information, including an application form please contact:

Bursaries Administrator
UNISON learning & organising services
130 Euston Road
London
NW1 2AY

Tel: 0207 121 5116

E-mail: learning&organising@unison.co.uk

Or visit our national website: <http://www.unison.org.uk/for-activists/training/>
and <https://www.unison.org.uk/for-members/unison-learning>

What do I do if I have further questions to ask before I apply for a course?
If you have any queries that have not been covered or you need any further information please contact the Education and Equalities Team on 01823 285314 or e-mail: unisonsweducation@unison.co.uk

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COURSE BOOKING FORM



Course Title:

Venue: Date:

Please ensure that this form has been signed by a branch officer and returned no later than 12 days before the course begins

1. Details of Person attending *(Please tick boxes as appropriate)*

Full Name: Membership No:

Address for correspondence:

..... Postcode:

Daytime Tel No: Email address:

Male Female

2. UNISON Details

Branch Employer

Elected role.....

Do you have any special dietary needs? Yes No

Do you require any access facilities? Yes No

For Residential Courses, is accommodation required? Yes No

If you need assistance with child/dependent care to attend this course please contact your branch

If you have answered yes to any of the above, please give details

.....

.....

Applicant's Signature: **Date:**

All applicants must ask their Branch Secretary or Education Co-Coordinator to complete and return this form.

Signed: **Position:**

for and on behalf of the Branch

This form must be completed and returned to:

The Education and Equalities Team, UNISON South West, UNISON House, The Crescent, Taunton, Somerset TA1 4DU. Tel: 01823 285314 E-mail: unisonsweduction@unison.co.uk

By no later than 12 days before the course

**PLEASE SEE OUR EDUCATION PROGRAMME FOR OUR COURSE CHARGES
POLICY PAYMENT TO BE MADE AT TIME OF BOOKING**