

UNISON South West Activists Courses 2019



UNISON
South West



CONTENTS

Introductions	2
Courses that help develop workplace representatives	5
Year of the Young Worker	16
Learning and Mentoring in the Branch	20
Equality in your Branch	24
Courses for Women	30
Courses for Branch Officers - helping run, develop and organise your Branch	33
Courses that help develop your skills when negotiating	41
Courses on Mental Health Awareness	43
General Development courses	45
Courses on Political Education	50
Regional and Bespoke courses	54
National courses - Employment Law courses	58
Course information	63
Course booking form	69

INTRODUCTION

2019 is a very important year for our union both nationally and regionally with it being the 'Year of the Young Worker'. It would be great to see young people being encouraged and supported to undertake our membership and activist courses. Enhancing members skills and knowledge give, not only, them power, but also our union power and is an essential part of how we organise as a union. We will also be holding events around apprenticeships in order to support individuals and branches.

We will be introducing a public speaking course this year, as well as continuing our political education. Mental health courses will also be available. A health and safety pathway, as well as our stewards pathway, can also be accessed. Equality courses will always be part of our programme as we are a union who has fairness and equality at its heart.

As ever, the Equality and Education Team will be available to support and advise branches in relation to any educational needs that they have. If you wish to discuss the potential for bespoke workshops or courses, or sufficient numbers to run extra courses to those advertised they are the ones to contact. They can also consider briefings/workshops for branch meetings or development days, but don't leave it until the last minute!

Debi Potter

Chair - Development and Organising Committee

EDUCATION

In 2019 we will continue to deliver quality education to all UNISON activists in the South West to equip them with the skills and knowledge they need to organise and represent effectively in the workplace.

We will continue with the new elements of the programme we introduced last year - a fuller programme for Health and Safety representatives, political education courses and a wider range of courses on mental health.

This year we have also introduced updated courses on Public Speaking and Motion Writing to give activists the confidence to get involved in their branch.

As 2019 is the Year of Young Workers, and reflecting the importance of young members to the future of UNISON, we will also be offering courses aimed at younger activists. We also encourage young activists to sign up to any of the courses we are offering this year.

Finally, we again encourage branches to discuss their educational needs with the Equality and Education Team. We are always happy to discuss and arrange bespoke courses for branches and provide workshops for branch meetings/development days.

Mark Everden

Regional Organiser (Education)

EQUALITY

In 2019 we want all UNISON South West Branches to reap the benefits of building activists knowledge of equality issues and legislation through learning.

Education provides a great springboard for UNISON members from under-represented groups to become more confident and active in UNISON. For new stewards, Equality Matters is an essential introduction to the issues and law on equality. Women and Health and Safety, part of the new Health and Safety Pathway, is open to all (women and men) and highlights the different risks women are exposed to in the workplace.

There are a raft of courses supporting and encouraging participation in self-organised groups in branches, in the region and nationally.

Through courses such as Challenging Racism in the Workplace, Understanding and Challenging Sexual Harassment, Disability Rights and Maternity and Parental Rights, we aim to empower UNISON activists and members to challenge discrimination and win equality.

We encourage every activist to find at least one course in this programme on an equality issue which affects you or you want to learn about and ask your branch to book you in.

Karen Williams

Regional Organiser (Women and Equality)

COURSES THAT HELP DEVELOP WORKPLACE REPRESENTATIVES

STEWARDS DEVELOPMENT PROGRAMME

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 get good results where it has strong membership organisation. Strong membership organisation is based on sound organising principles.

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 Employment Relations Act 1999

- understand the broader roles in which UNISON operates, including internationally

Venue and date: Please see table below

Fee: There is no charge to branches for this course

Bristol UNISON Office	Exeter UNISON Office	Taunton UNISON Office	Truro Cornwall County Branch Office	Wareham UNISON Office
17, 24, 31 January, 7 & 14 February	17, 24, 31 January, 7 & 14 February	No course planned	17, 24, 31 January, 7 & 14 February	15, 22, 29 January, 5 & 19 February
29 April, 13, 20 May, 3 & 10 June	25 April, 2, 9, 16 & 23 May	24 April, 1, 8, 15 & 22 May	25 April, 2, 9, 16 & 23 May	23, 30 April, 7, 14 & 21 May
16, 23, 30 September, 7 & 14 October	19, 26 September, 3, 10 & 17 October	25 September, 2, 9, 16 & 30 October	19, 26 September, 3, 10 & 17 October	17, 24 September, 1, 8, & 15 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 weeks followed by 5 further modules:

1. Communicating with Members
2. Further Representation Skills
3. Equality Matters

4. Introduction to Bargaining

5. Stress and Workload Management for Stewards

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.

If you have any questions please do not hesitate to ring or e-mail the **Education and Equalities Team** on **01823 285318** or **unionsweducation@unison.co.uk** and we will try and help.

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

MODULE: 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: Further Representation Skills

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

- the process for identifying needs and exploring what is and isn't a case
- recapping 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: Equality Matters

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
- 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: 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: Stress and Workload Management for Stewards

This course focuses on equipping stewards with the knowledge and skills needed to be able to look after their own wellbeing and manage the workload of the steward.

This course will help participants to:

- identify and manage sources of stress
- develop effective ways to manage workload
- find practical ways of managing and dealing with problems
- develop skills in time management

Course	Venue	Date
Further Representation Skills	Bristol	14 & 15 January
		7 & 8 May
		11 & 12 September
	Exeter and Truro	5 & 6 February
		5 & 6 June
		20 & 21 November
	Taunton	26 & 27 March
		27 & 28 November
	Wareham	22 & 23 May
Equality Matters	Bristol	22 January
		23 May
		17 September
	Exeter and Truro	16 April
		15 October
	Taunton	23 May
	Wareham	24 April
Communicating with Members	Bristol	19 March
		25 July
		26 November
	Exeter and Truro	23 April
		22 October
	Taunton	4 July
	Wareham	11 July

Introduction to Bargaining	Bristol	14 March 10 July 21 November
	Exeter and Truro	14 March 12 September
	Taunton	28 March 12 November
	Wareham	9 May
Stress and Workload Management	Bristol	6 February 14 May 13 November
	Exeter and Truro	2 April 3 July 8 October
	Taunton	11 October
	Wareham	19 September

ERA REFRESHER COURSE

The course is designed to meet the requirements of the Employment Relations Act (ERA) recertification. It involves group work and discussion. It is also a good opportunity to network and share ideas and experiences.

The course will:

- update reps on new legislation relevant to their role
- introduce new developments in UNISON
- develop new skills and ideas including preparing for, and representing, cases and encouraging and supporting new activists

We actively encourage branches to hold this course within the branch and would be happy to help you organise this. Please discuss with your Regional Organiser or complete the Bespoke Course booking form.

Venue and dates: Taunton 27 & 28 February
Exeter 11 & 12 June
Bristol 16 & 17 October

Fee: There is no charge to branches for these courses

In addition to the above, we also offer a 5 day Introduction to Employment Law.

INTRODUCTION TO EMPLOYMENT LAW

This is a 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.

Topics covered include:

- how the law has developed over time
- how laws are made
- contracts of employment
- the law on redundancy, TUPE and dismissal
- employment tribunals
- equality law
- industrial action law
- Trade Union Recognition

Venue and dates: Bristol 1, 8, 22, 29 March & 12 April
Exeter 4, 11, 18, 25 November &
2 December

Fee: There is no charge to branches for this course

HEALTH AND SAFETY REPRESENTATIVES' DEVELOPMENT PROGRAMME

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

Venue and dates: Wareham 26 February, 5, 12, 19 & 26 March
Bristol 4, 11, 18, 25 March & 1 April
Taunton 24 September,
1, 8, 15 & 22 October

Fee: There is no charge to branches for these courses

HEALTH & SAFETY STAGE ONE - TUC 10 DAY COURSE

* We still encourage Health and Safety reps to attend the TUC courses if they are running*

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.

The next 10 day TUC Health and Safety Stage 1 course is planned to run at City of Bristol College (Ashley Down Campus) for 10 Wednesdays from the 30 January 2019 (with a half term break on 20 February).

The TUC are also planning to run the Stage Two Health and Safety Course: Next Steps for Safety Reps. It will run for 10 Tuesdays from Tuesday 22 January until 2 April with half term break on 19 February.

The TUC also offers a fully online course.

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 & 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: Exeter 12 February
Taunton 25 April
Bristol 6 June
Wareham 12 September
Truro 16 October

Fee: There is no charge to branches for these courses

HEALTH & SAFETY PATHWAY COURSES

These are a series of follow up courses for Health and Safety Representatives who have completed their Stage One training.

Women and Health and Safety - 1 day

The course is aimed at Stewards, Health and Safety representatives and branch officers who want to know more about the health and safety implications for women in the work place.

The course will cover:

- health and safety issues and their effect on women in the workplace
- risk assessments for pregnant women and new mothers in the workplace
- negotiating with management on specific issues affecting women's' health and safety in the workplace

Venue and date: Taunton 12 March

Fee: There is no charge to branches for these courses

Manual Handling - 2 days

This course is for Health and Safety Reps who have completed their Stage 1 training, and is especially aimed at those who represent members whose jobs require manual handling

The course will cover:

- definitions of manual handling and who is at risk
- the key legal requirements concerning manual handling
- the role of the safety rep to manual handling risk assessments
- review training, work equipment and personal protective equipment in relation to manual handling

Venue and date: Taunton 10 & 11 July (non-residential)

Fee: There is no charge to branches for these courses

Risk Assessments - 2 days

The course is designed for new or inexperienced UNISON Health and Safety Representatives. It can also be used as a 'refresher' for the more experienced reps in focusing on the risk assessment campaign.

The course will cover:

- the range of risks in the workplace
- the key legal requirements concerning risk assessments, and the criteria used
- UNISON's approach to risk assessment
- how risk assessment can be used as part of a workplace strategy for improving the health, safety and welfare of members
- developing a risk assessment resource pack for use in workplaces

Venue and dates: Taunton 7 & 8 November (non-residential)

Fee: There is no charge to branches for these courses

Tackling Stress at Work - 2 days

This course is open to all Health and Safety Representatives, Stewards and activists.

The course will cover:

- the causes of stress and its effects on the health of members
- statutory and common law concerning stress
- understanding how risk assessments can be used as part of a workplace strategy on stress prevention
- preparing and implementing a policy on stress prevention
- identifying measures to include in a workplace stress reduction programme
- developing stress resource materials and information for use in the workplace and union

Venue and date: Taunton 10 & 11 December (non-residential)

Fee: There is no charge to branches for these courses

YEAR OF THE YOUNG WORKER

The year of the young worker is an exciting year long campaign, aiming to recruit more young workers into UNISON, as well as getting more young members active in UNISON. Young Members are not just the future, we are the now.

UNISON are revolutionising young member structures, and putting a highlight on the importance of education. Education has always been the key to everyone's future. However, young people are not able to take these opportunities and this is where UNISON comes in. We are able to offer a wide variety of education courses that are aimed to help young people develop skills and gain a voice in their union.

Throughout the year we will also be announcing new courses and events.

Kendal Bromley-Bewes

Chair, UNISON South West Region Young Members

CONFIDENCE FOR YOUNG WOMEN MEMBERS - 2 DAYS

A two day training course aimed at young women members (26 and under) who want to become more active in UNISON and or 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
- look at reading body language to build rapport and create a more confident you

Venue and date: Taunton 5 & 6 September (non-residential)

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

MENTAL HEALTH AWARENESS FOR MENTAL HEALTH AT WORK WEEK

Who is it for?

The course is aimed at activists and members 26 years old and under, to help them understand the issues around mental health in the workplace, and deal with the increasingly common situation of employees who are diagnosed with mental health issues.

What will I learn?

The course aims to help learners 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
- find strategies for coping with stress and getting help and support

Venue and Date: Bristol 17 May

Fee: There is no charge to branches for this course

TRADE UNION HISTORY

A one day course to learn about the history of unions, the victories we have had, and how unions have influenced the society we live in now.

Who is it for?

Members and Activists who are 26 years old and under.

What will I learn?

The course aims to help learners to:

- how and why trade unions came into being
- how economics and politics have shaped the kind of unions we have today
- the history of UNISON
- the key events and victories in trade union history
- how the lessons of history can help us today

Venue and Date: Taunton 2 July

Fee: There is no charge to branches for this course

UNISON SOUTH WEST REGION APPRENTICESHIP FORUM

Who is it for?

All members, activists, stewards and branch officers, though we strongly encourage apprentices and members/activists who are 26 years old and under to attend.

The one day forum is an opportunity for reps and branch officers to find out more about apprenticeships and how the apprenticeship levy on employers is working, discuss issues related to apprenticeships and plan branch involvement.

The day includes:

- apprentices - policy, legislation and the levy: an update.
- negotiating around apprenticeships
- developing plans for supporting apprentices - identifying what support you might need and using the UNISON apprenticeship toolkit
- mentoring apprentices and the role of UNISON

Venue and date: Taunton 15 July

Fee: There is no charge to branches for this course

REGIONAL YOUNG MEMBERS WEEKEND

There has never been a more important time for young people to join, and become active, in UNISON. The issues facing young people at the current time are both within the workplace (job insecurity, low pay etc.) and beyond (housing, access to education etc.)

This weekend of workshops, speakers and training events is open to all UNISON Young Members who want to develop their skills and knowledge in campaigning and organising around the issues they face.

This weekend will also train learners how to take up the role of the Branch Young Members Officer.

The aims of the weekend are:

- how to campaign on issues
- speaking with confidence
- creating change in the workplace and beyond
- getting involved in both UNISON and your community

Venue and date: Bristol 2 & 3 November (residential)

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

LEARNING AND MENTORING IN THE BRANCH

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 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 signpost 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 Learning at Work Week (13-19 May) 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 in order to complete the course.

Venue and dates: Taunton 26 February, 5 & 19 March
Bristol 4, 11 & 18 June
Wareham 25 September, 2 & 9 October

Fee: There is no charge to branches for these courses

EDUCATION FORUM

Who is it for?

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

What are Forums?

These forums are a networking opportunity for education activists 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 course developments and highlighting what's new on the learning front. If there is anyone in your branch that would be interested in becoming a ULR or active in education then they are welcome to come along with you.

This is also a chance for you to share events and ideas that your branch may be involved in. 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.

Venue and Date: Taunton 21 May

Fee: There is no charge to branches for these courses

MENTORING

This course is aimed at both newly elected stewards and experienced activists/officers. It introduces the principle of mentoring as a means of support for new stewards.

The course will cover:

- what is mentoring?
- understanding the context of a regional or branch strategy on mentoring
- developing key mentoring skills
- the process of developing stewards
- agreeing the scope and boundaries of the role of mentors

We actively encourage branches to hold this course within the branch and would be happy to help you organise this. Please discuss with your Regional Organiser or complete the Bespoke Course booking form.

Venue and dates: Taunton 13 March
Bristol 26 June
Exeter 5 November

Fee: There is no charge to branches for this course

APPRENTICESHIPS

UNISON SOUTH WEST REGION APPRENTICESHIP FORUM

This one day forum is an opportunity for reps and branch officers to find out more apprenticeships and how the apprenticeship levy on employers is working, discuss issues related to apprenticeships and plan branch involvement.

The day includes:

- apprentices - policy, legislation and the levy: an update

- negotiating around apprenticeships
- developing plans for supporting apprentices - identifying what support you might need and using the UNISON apprenticeship toolkit
- mentoring apprentices and the role of UNISON

Venue and date: Taunton 15 July

Fee: There is no charge to branches for this course

APPRENTICESHIP MENTORING: A NEW ONE DAY COURSE

Mentoring can be an effective approach to supporting apprentices and helping them progress in their careers. It's also a good way of supporting and improving communication between the employer and apprentice, often giving apprentices 'a voice'. The mentor's role is to support and encourage the apprentice and a ULR or activist is often well placed to mentor apprentices. This training is aimed at UNISON members and activists who have an interest in mentoring and who are mentoring apprentices, or want to engage with their employer to boost UNISON's profile around apprenticeship support.

Completing this course will help learners:

- consider the purpose, benefits and scope of mentoring apprentices
- introduce the key skills of mentoring - listening and questioning
- explore the practicalities of mentoring apprentices and signpost for further support

Venue and Date: Taunton 10 September

Fee: There is no charge to branches for this course

EQUALITY IN YOUR BRANCH

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
- 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 to Branch Development Plan
- develop realistic action plans using SMART objectives

Venue and date: Exeter 13 March

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?

All activists and members

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

Venue and date: Exeter 18 July

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

EQUALITY FORUM

Who is it for?

This day is aimed at all activists with an equality role in the branch - Disabled and Black Members Officers, LGBT and Women's Officers' Equality Co-ordinators, Equality Reps and Young Members Officers.

The 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 objectives and identify ways that the SOG's and Young Members can influence campaigns and organising 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 6 November

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: Taunton 5 February

Fee: There is no charge to branches for this course

UNDERSTANDING AND CHALLENGING SEXUAL HARASSMENT

Women and men, including transgender 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 primarily open to Branch Women's Officers, women Stewards and Equality Co-ordinators who would like to be more familiar with equality legislation, the 4 legal forms of sex discrimination and confident to support and advise members. Interested women holding other key roles in the branch are also welcome.

The course will cover:

- attitudes, behaviour and language
- examining workplace cultures
- the Equality Act (2010)
- workplace policies

Venue and date: Bristol 21 & 22 November (non-residential)

Fee: There is no charge to branches for this course

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 and give you an opportunity to compare negotiated contractual agreements with statutory rights to identify opportunities for seeking improvements.

Venue and date: Taunton 3 April

Fee: There is no charge to branches for this course

CHALLENGING RACISM IN THE WORKPLACE: DEVELOPING A BRANCH STRATEGY

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?

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 pro-active in identifying and challenging those issues that affect Black workers in general, in order to ensure that all workers are treated fairly.

It will also help:

- build an integrated and team approach for dealing with issues of racism collectively within the branch
- 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
- explore how an organising approach can be taken to tackle racism in the workplace
- build confidence in negotiating with employers and anticipating any challenges

Please send expressions of interest to the Education and Equalities Team to be added to a waiting list. A course will be organised once there is enough people wishing to attend.

Fee: There is no cost to branches for this course

COURSES FOR WOMEN

CONFIDENCE BUILDING AND ASSERTIVENESS FOR WOMEN MEMBERS

Who is it for?

All women members and activists

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 Bay 4 to 6 October

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

CONFIDENCE FOR YOUNG WOMEN MEMBERS

A 2 day training course aimed at young women members (26 and under) who want to become more active in UNISON and or 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
- look at reading body language to build rapport and create a more confident you

Venue and date: Taunton 5 & 6 September (non-residential)

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

PATHWAYS INTO UNISON FOR WOMEN

Introduction:

“Pathways” has been designed for women in UNISON who are interested in knowing more about the union. This course is particularly useful for members who have completed Return to Learn or Women’s Lives.

A key purpose of the course is to provide an opportunity for women to find out more about UNISON, gain confidence in their skills and abilities and to recognise how they can put these to use in union work, without having to commit all their spare time and energy.

“Pathways” provides a general introduction to UNISON and women’s involvement in the union.

The course will help participants to:

- explore why women do or don’t get involved in the union and why it’s important that they are involved
- be more familiar with how UNISON works and how women members can get involved
- appreciate the skills that many women develop, not just at work but in dealing with day to day life
- appreciate how existing skills can be applied in new situations, including in working life and in the union
- gain confidence in your ability to use your skills in the union
- develop an action plan
- find out about further development opportunities with the union

Who the course is aimed at:

This course is particularly suitable for women members who are new to union involvement and want to find out more about how it works.

Venue and Dates: Croyde Bay 15 - 17 March
8 - 10 November

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

COURSES FOR BRANCH OFFICERS – HELPING 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.

Venue and Date: Croyde Bay 9 - 12 May

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 role

- 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?

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

- how to ensure the work of the learning reps is integrated into the branch
- how 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?

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

Health and Safety Officers

What will I learn?

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

International Officers

What will I learn?

- how to co-ordinate the Branches work on international relations
- how to ensure that Branch members are informed of National Policy on in international matters
- how to encourage members of the Branch to take action and participate in International solidarity activities organised nationally or regionally
- how 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

Black Members Officer

What will I learn?

- to understand the role and develop ideas and strategies to build strong Black member organisation in your branch
- how to promote equality and Black members' issues in the branch and workplace, and get Black issues onto the employer's bargaining agenda
- how to advise Black members about getting involved in the Black Members' and other self organised groups, and becoming an activist

- how to develop Black Member self-organisation, and build strategies for supporting and developing Black Members in your branch and within the wider UNISON structures
- how to access resources and support, including advice on race issues in the workplace including racial harassment and discrimination
- how to network within UNISON's structures and make useful links and gain information on Black Members' campaigning issues

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
- 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 Joint Branch Assessment (JBA)
- identify the role that branch finance plays supporting and achieving UNISON's priorities and objectives
- recognise the role of the Branch Treasurer in organising and supporting the branch

NB Treasurers wishing to attend this course must have previously completed Module 1 OLBA training please see page 55 for details.

Please note that this year's Regional Young Members Officers training will take place as part of the Regional Young Members weekend on page 19.

Branch Welfare Officer

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

UNISON BWO training has two stages:

Stage 1: a short introductory online module (1 hour).

Stage 2: a two day face-to-face course.

Course Aims:

This training will help branch welfare officers (BWOs) to:

- understand their role and the confidentiality it involves
- understand the 'There for You' 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'

Stage 1: Accessing the online e-note (1 hour)

You will need access to a computer with internet connection but no specialised 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, go to e-learning.unison.org.uk

If you have used this site before:

- log in with your username and password
- under the heading 'e-note categories', click on 'UNISON activists'
- click on 'Branch Welfare Officers'. Click on the yellow box and then click 'Enter'
- the e-note will open in a new window

If you are new to the site:

- click on 'Create new account' and complete the registration form
- verify your email address by clicking on the link sent to you via email
- return to e-learning.unison.org.uk and log in using the username and password you have just created
- under the heading 'e-note categories', click on 'UNISON activists'
- click on 'Branch Welfare Officers'. Click on the yellow box and then click 'Enter'
- the e-note will open in a new window

If you experience difficulty logging into or using the learning site, please contact learningandorganising@unison.co.uk

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**.

**South West, Wales & West Midlands

Venue and date: Taunton 17 & 18 September

Contact: learningandorganising@unison.co.uk

**Nationally organised cross-regional courses:

To apply complete an application form and return it to:

UNISON Learning and Organising Services

UNISON Centre

130 Euston Road

London NW1 2AY

Tel: **0207 121 5116**

Email: learningandorganising@unison.co.uk

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 dates: Taunton 13 February
Bristol 2 May
Exeter 17 July

If the above dates are not convenient or you have a number of activists in your branch wishing to attend the course please express an interest by contacting the team. A course can then be organised if there is enough demand.

Fee: There is no charge to branches for this course

SICKNESS ABSENCE - 1 DAY

Sickness Absence Policies affect UNISON members across all sectors that the union represents. The current economic climate, government policies, expenditure cuts, tendering, structural

changes, changing patterns of work, skill mix, the increased emphasis on individual performance and management attitudes all contribute to sickness absence levels. That is why it is important for UNISON activists and members to learn how to tackle the increasing implementation of unfair sickness absence policies in the workplace.

Who is it for?

The course is designed for activists who have some experience of dealing with sickness absence issues and who wish to understand the issues in more depth. It can also be used by those activists with less experience but who are faced with an unfair sickness absence policy and wish to know more.

What will I learn?

The course will help participants to:

- identify common problems
- identify ways to improve policies
- be aware of the way stress impacts on sickness levels
- practice attending a sickness monitoring interview
- be aware of equality issues
- put together an action plan for the branch

Venue and date: Taunton 30 & 31 January (non-residential)

Fee: There is no charge to branches for this course

COURSES ON MENTAL HEALTH AWARENESS

MENTAL HEALTH AWARENESS

Who is it for?

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

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 dates: Taunton 9 & 10 May (non-residential)
Bristol 3 & 4 October (non-residential)

Fee: There is no charge to branches for this course

NEGOTIATING WITH EMPLOYERS ON MENTAL HEALTH - 1 DAY

A 1 day course looking at negotiating with employers around mental health in more depth.

This course will cover:

- identifying negotiating issues
- negotiating a workplace mental health policy
- negotiating around sickness absence policies
- working in partnership with employers on mental health

Venue and dates: Taunton 4 June
Exeter 19 November

Fee: There is no charge to branches for this course

GENERAL DEVELOPMENT COURSES

PUBLIC SPEAKING AND SPEECH WRITING – 2 DAYS

Who is this course for?

All UNISON activists, stewards and officers

The course is designed to give all UNISON activists the knowledge, confidence and skills required to write and deliver effective speeches. This course will be a mixture of theory, practice and will involve analysing and understanding lessons from speeches from history - from Martin Luther King Jr. via Tony Benn to Michelle Obama.

The course will help activists to:

- understand how an effective speech is constructed
- practice writing speeches that convey our messages and values - and inspire people to action
- develop the confidence to deliver speeches in different contexts - from branch meetings to national conferences

Learners can attend this course as a stand-alone 2 day course, but we highly encourage that they consider also attending the Writing Motions course held after this course.

Venue and dates: Bristol 21 & 22 February (non-residential)
Exeter 9 & 10 July (non-residential)
Taunton 26 & 27 September (non residential)

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

WRITING EFFECTIVE MOTIONS – 1 DAY

Who is this course for?

All UNISON Activists, Stewards and Branch Officers.

The course is designed to give all UNISON activists the knowledge, confidence and skills required to write and move effective motions.

The course will help activists to:

- understand how an effective motions is constructed
- understand UNISON's rules on motions and UNISON's structures
- practice writing motions that effectively deliver on their contents
- develop the confidence to move motion in different contexts - from branch meetings to national conferences

Learners can attend this course as a stand-alone 1 day course, but we highly encourage that they consider also attending the Public Speaking and Writing Speeches course.

Venue and dates: Bristol 3 April
 Exeter 5 September
 Taunton 3 December

Fee: There is a charge of £25 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.

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:

- have a better understanding of 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 organisation

Venue and date: Taunton 19 June

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 both through their work and social lives.

Venue and date: Taunton 26 June (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 26 June (afternoon workshop)

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

INTRODUCTION TO MINDFULNESS

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 21 to 23 June

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

COURSES ON POLITICAL EDUCATION

UNDERSTANDING THE ECONOMY

This 5 session evening class is an opportunity to learn how the economy works, how economics affects our lives, and our jobs. Taught by Dr Peter Dwyer, Lecturer in Economics from Ruskin College, Oxford this course is taught from the perspective of ordinary people and not the financial elite.

Topics covered:

- what is the economy and how does it affect us?
- capitalism - what it is, and does it work?
- the Global Economy - the impact of globalisation
- what influence do we have over the economy?
- the economics of work and everyday life

Venue and dates: TBC

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

PRACTICAL SOLIDARITY AND STREET ACTIVISM

(in conjunction with the Ron Todd Foundation)

This course is aimed at all UNISON activists engaged in, or considering, campaigning in their workplaces and in their communities.

This residential course teaches both the skills and theory of modern community and workplace campaigning. It is a dynamic, interactive course designed to give representatives the skills, knowledge and confidence to engage in effective campaigning and street activism.

The course will cover:

- sharing campaigning skills and good practice
- theories and application of street activism
- building a framework for effective activism and achieving goals
- taking campaigning into communities and beyond the workplace
- the practicalities of building a movement and challenging apathy

Venue and dates: TBC

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

POLITICAL WORKSHOPS AVAILABLE TO BE DELIVERED IN BRANCHES

We have a number of political workshops that are available to be run in branches as part of branch development days, branch committees etc. Each workshop is between one and 3 hours in duration.

Workshops include:

- why voting matters - encouraging members to vote and get involved in democracy
- marching in Our Footsteps - workshop on the importance of rallies and marches in union history, and the practicalities of organising them
- defending Public Services and Challenging Austerity
- one to one conversations on Issues - a workshop on the importance of one to one conversations in building political campaigns
- the welfare state: worth defending - looks at the origin of the welfare state and why it is under threat

- understanding the threat to the welfare state - looks at basic ideas about economics and introduces the idea of neoliberalism
- getting active and making a difference - planning effective action
- practicing lobbying - gaining confidence to talk to MPs and other elected officials

“FORWARD STILL AND FURTHER TO GO”

We have a number of short workshops on Womens’ History and Campaigning under the title of “Forward Still and Further to Go”:

These workshops are available to branches either individually or in any combination as a longer course. These workshops are about great examples of how women have campaigned and organised in the past, and how this can inform our campaigning today.

- Glasgow Rent Strike 2015
- The History of the Match Workers Strike
- Trade Union Women and the Campaign for Gaining the Vote
- Women and Austerity
- Women and the 1934 Hunger March
- Women and the Welfare State
- Women in Unions and Society Today

To request any of these workshops be held in your branch, please fill in the Bespoke Course application form on and return to the Education and Equality Team.

TRADE UNION HISTORY

Throughout 2019 we will be running various workshops and short courses on the history of trade unions - where we came from, how

we got here and what our history is teaching us about campaigning and organising now and in the future. We will be inviting various guest speakers to deliver this part of the programme.

All events will be advertised via branches, Branch Education Co-ordinators, Branch Secretaries and the Regional UNISON website and social media sites.

REGIONAL AND BESPOKE 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 29 April

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 2 February 2019 Taunton.

Black Members pre-conference training:

Saturday 5 January 2019 Bristol

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 untrained treasurers 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 dates: Taunton 30 April
Taunton 23 October

Fee: There is no charge to branches for this course

BESPOKE COURSES

As well 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 bespoke courses expression of interest form and return to The Education and Equalities Team.

UNISON SOUTH WEST BESPOKE COURSE - EXPRESSION OF INTEREST FORM

Please give details of the course you are interested in running in your branch in order that the Education and Equality Team have as much information to enable to organise the suitable training

Branch

Contact person

Contact details

Name of UNISON South West Regional Organiser/Area Organiser

Details of course requested (please give as much information as possible)

Approximate date course required and venue

Please return to:

The Education and Equality Team, unionswededucation@unison.co.uk

UNISON South West, Ground Floor, 2 Tangier Central, Castle Street , Taunton, Somerset TA1 4AS

NATIONAL COURSES - EMPLOYMENT LAW COURSES

EMPLOYMENT LAW COURSES 2019

The following advanced employment law courses supplement the range of training offered at regional level and are aimed at experienced workplace representatives who should be ERA accredited and have a basic understanding of employment law.

CONTRACTS REDUNDANCY AND TUPE

Date: 26, 27, 28 March

Closing date for receipt of applications: 14 February

Date: 26, 27, 28 November

Closing date for receipt of applications: 15 October

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.

DISABILITY DISCRIMINATION LAW

Date: 20 & 21 March

Closing date for receipt of applications: 7 February

Date: 12 & 13 November

Closing date for receipt of applications: 1 October

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.

MATERNITY AND PARENTAL RIGHTS

Date: 21 May

Closing date for receipt of applications: 9 April

Date: 8 October

Closing date for receipt of applications: 27 August

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.

RACE AND SEX DISCRIMINATION LAW

Date: 14, 15, 16 May

Closing date for receipt of applications: 2 April

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.

UNFAIR DISMISSALS AND EMPLOYMENT TRIBUNALS

Date: 1, 2, 3 October

Closing date for receipt of applications: 20 August

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.

ALL COURSES WILL BE HELD

In UNISON Centre, 130 Euston Road, London NW1 2AY.

Unless otherwise stated in the joining instructions all courses will start at 11am on the first day, 9.30am on the second/third day. All days will finish at 4:30pm.

To apply, complete the form overleaf and return it to:

Learning & Organising Services

UNISON Centre

130 Euston Road

London NW1 2AY

Email: 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 the following course fees:

If the participant stays overnight: £325 for 3-day courses, £250 for 2-day courses and £125 for 1-day courses. Accommodation, travel and care costs and a £5 per day out-of-pocket allowance will be paid by LAOS.

If the participant is non residential: £225 for 3-day courses, £150 for 2-day courses and £75 for 1-day courses. Travel and care costs and a £5 per day out-of-pocket allowance will be paid by LAOS.

Branches will be notified the total that will be charged in relation to course fees as soon as possible after the event. The amount will then be taken via deduction direct from branch funds on the 15th of the month after processing.

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:

- **2 weeks & over:** no charge
- **1 - 2 weeks before the start of the course:** 50% of the course fee
- **0 - 7 days before of the start of the course:** 100% of the course fee

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.

www.learning.unison.org.uk/activist-training

NATIONAL COURSES - APPLICATION FORM

how to apply

1. Complete a booking form
2. Get it signed by your Branch Secretary or Branch Education Co-ordinator
3. Return it, by the closing date, to:

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

Email: LearningAndOrganising@unison.co.uk

Course places are not allocated until the closing date and applicants should not make travel arrangements etc. until they receive confirmation of their place from LAOS. We can only accept email applications when they are sent by your branch secretary and convey all the information requested on the form.

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 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 285318** or **unionsweducation@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. Where there is a charge for a course and the notification is less than 72 hours.

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.

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 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):

- The full venue delegate rate per member for residential courses (Payable via Branch Reclaim after the course date)

Request for special courses:

- £200.00 to be paid in advance (invoiced to Branch)

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, there are a variety of bursaries available to support your learning.

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: **learningandorgansing@unison.co.uk**

Or visit our national website: **learning.unison.org.uk/**

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 285318** or **e-mail: unisonsweduction@unison.co.uk**

UNISON SOUTH WEST COURSE BOOKING FORM

Course Title

Venue:

Date of course:

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

Full Name:

Membership No:

Address for correspondence:

Postcode:

Daytime contact tel no/
e-mail:

Do you Identify yourself as:

Male

Female

In another way

2. UNISON Details

Branch:

Employer:

Elected role:

Do you have any special dietary needs?

Yes

No

Do you require any access facilities?	Yes		No	
Would you like to speak to someone before you attend the course?	Yes		No	
Do you require accommodation (for residential courses only)?	Yes		No	
Do you need assistance with child/dependent care to enable you to attend this course? (please contact your local branch for help with this)	Yes		No	

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

Applicant's Signature

Date

PLEASE NOTE: all applicants must forward this form to their Branch Secretary or Education Co-ordinator to authorise and return to The Education and Equalities Team

Signed: *for and on behalf of the Branch*

Branch Officer position:

Once completed please return to:

The Education and Equalities Team, UNISON South West, 2 Tangier Central, Castle Street, Taunton, Somerset TA1 4AS

e-mail: unionsweducation@unison.co.uk

Please see our education programme for course charges information

Union Learning Representatives are UNISON's key education resource

They help members identify and access training, spread the news about our training programmes and take an active part in learning events. As a ULR you will use your existing skills and develop new ones.

Many of our members miss out on our comprehensive programme of courses because we do not have enough ULRs. Are you interested in joining our Education Team?

As a ULR you will receive 3 days training and will be supported in your role. All you need is a belief that education is important. If you think this role is for you contact the Education and Equalities Team.

Education Co-ordinators and Life Long Learning Co-ordinators

UNISON members in these vital voluntary roles work hard to ensure the training needs of our representatives and members are met in partnership with the Education and Equalities Team.

Many Branches have these roles filled, sadly a number of Branches do not. UNISON members who take on these roles are supported to undertake training, learn new skills, gain more confidence and experience a great sense of satisfaction in the work they do.

If you are interested in either of these roles please contact the Education and Equalities team for more information.



**UNISON, Ground Floor
2 Tangier Central, Castle Street
Taunton, Somerset, TA1 4AS**

Tel: 01823 285318

E-mail: unionsweducation@unison.co.uk

www.southwest.unison.org.uk/member-learning/