

UNISON South West

Membership Education Programme 2019



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INTRODUCTION

Welcome to the 2019 edition of the South West members education & training programme.

This course programme helps us get the message out to our UNISON members about what courses/workshops are available throughout the year.

We select courses that will not only help in your work life but also in your personal life to develop skills and confidence and share your experiences with other UNISON members. We also listen to your requests as members and do our best to accommodate what course/workshops you have asked us for.

All of our courses/workshops are delivered by experienced tutors in a relaxed environment.

We aim to be flexible about where and when we deliver and we base this on members requests as much as we are able. We have not set dates in this year's programme as last year's experiment of dating our courses did not work. Out of 12 dated courses only 3 ran. We have been far more successful with running them either directly with Branches and Teams or where we ask you to express an interest and we compile a waiting list so that we can deliver a course when there is enough interest to run it.

If you are considering trying to get a course/workshop off the ground in your Branch or area then it is always worth a call to see what courses and workshops are available for you.

Basic IT, Numeracy and Literacy options are also available in 2019 so please contact us about this. We also have a new "nurses drug

calculation" course that has been developed nationally for us to deliver and a one day workshop called "get that job".

We are also hoping to develop extra training for Union Learning Representatives and Branch Education/Lifelong Learning coordinators with a course around delivering short ½ hour workshops.

If you have any questions at all about learning in the workplace why not contact your local UNISON branch.

Edna Warwick

Regional Learning and Development Organiser

LEARNING THROUGH UNISON

Learning through UNISON can help you develop your confidence, skills and knowledge.

Our courses can help you:

- become more active and involved around issues that concern you
- tackle change and uncertainty at work
- progress your career
- learn for fun and personal development

Our learning opportunities include the award-winning Return to Learn Programme and Women's Lives Course, provided by UNISON, which is aimed at members who want to get back into learning. No previous qualifications are needed for any courses, and there are no costs to individual members.

As a Region we also offer a wide range of courses which include Assertiveness, Confidence, 'Get that Job', Social Media and Basic IT Skills and initiatives to support health and well being. We can also offer training to assist with maths and reading development.

Have a look at this booklet and if you are interested in any of our courses contact your local Union Learning Representative, Education Co-ordinator or a member of the Regional Education and Equalities Team.

SHORT WORKSHOPS

Things get better when you learn in UNISON.

UNISON is offering members the following fully funded one day learning workshops as an introduction to UNISON learning.

Workshops last four to five hours and can potentially be delivered anywhere in the South West for UNISON members.

Dates aren't specified but will be organised on an expression of interest basis. If you would like to attend one of these courses please apply to the Education and Equalities team at unionsweducation@unison.co.uk to be added to a waiting list. Once there is sufficient numbers to run a course we will be in touch.

You can also speak to your local branch about a course being organised locally for you and your colleagues.

YOUR SKILLS, YOUR FUTURE

If you are feeling that you may want to apply for another job or change the direction of what you do within your workplace or you may want to go for a promotion but don't feel you have the necessary skills, this workshop could be for you. 'Your skills, your future' will help you to identify and explore the skills you have gained at work and your private life - you may be surprised at how skilled you already are! You will learn how to make the most of your existing skills, think about which of them may be transferrable and you will be given the tools to set about developing new skills.

The workshop is designed to give you confidence and help you to develop and move forward in your work or in your private life.

POWER TO BE YOU, BUILD YOUR CONFIDENCE

This one day member workshop is a short confidence building taster session to help you to improve self-esteem and give you some ideas and tips for addressing confidence, assertiveness and speaking in a group or at meetings.

The workshop will also raise awareness of other UNISON education and development opportunities, including longer confidence, assertiveness and public speaking courses.

GET THAT JOB

This one day member workshop has been developed to look at your feelings about applying for jobs, your existing levels of confidence in relation to work and personal life, acknowledge your strengths and skills.

We also look at the job application process, application forms and the person specification.

UNISON/OPEN UNIVERSITY WORKSHOPS

UNISON works in partnership with The Open University. The purpose of the partnership was to increase participation in education amongst workers delivering public sector services. Many members have accessed Open University courses and training. The courses are delivered by experienced Open University Lecturers and has received excellent feedback from members who attend the courses.

The courses are arranged via your local branch and the Regional Learning and Development Organiser.

These courses will be delivered based on members' requests. If you are interested in these courses please complete a course booking form and send to the Education and Equalities Team unionsweducation@unison.co.uk

DEMENTIA AWARENESS

This workshop will help you understand what is meant by the term dementia, the types and causes. How having dementia affects the way a person behaves and functions, that there is more to a person than the dementia and that it is possible to live well.

MENTAL HEALTH AWARENESS

This workshop aims to provide an introduction to mental health in the UK.

It enables learners to understand the main mental health problems that people face and gain an insight into the experience

of having mental distress. It will look at some of the misconceptions associated with mental health enabling you to take a revised awareness into the workplace.

MANAGING CLASSROOM BEHAVIOUR

This workshop is aimed at members working in schools. The aim is to help you begin to understand student behaviour and how your response may aid or escalate a situation. Useful techniques will be shared to provide some practical guidance to help you manage behaviour.

RETURN TO LEARN (R2L)

This course is specially designed for adults who have been away from learning for a long time and would now like to take up new learning opportunities in a supportive environment.

What you will gain from R2L

This course is designed to offer you an interesting and challenging way of developing your skills in an educational setting. The skills that you develop will be relevant and helpful in different parts of your life. For example, the writing skills unit will help you in writing reports for work, letters to official organisations, job applications or writing for your own personal enjoyment.

Times and Timings

The course will last about six to eight months and is designed to fit around the other demands on your time. R2L is a mixture of traditional 'face-to-face' group study with a tutor and of 'distance learning'. This means that you will have regular (usually fortnightly) group meetings with your tutor and you will also be required to do some work on your own and in your own time. In between the meetings you will have the possibility of telephone contact with your tutor and if you have access to the internet you will be able to get further support online.

Are there any exams and do I get a qualification?

No exams, but we do use an assessment procedure to certify students' achievements. Anyone completing assignments will get a certificate which can be used to demonstrate successful study.

Venue and Dates: TBC

Fee: This course is fully funded for UNISON members and all costs and expenses will be paid for by UNISON including

workbooks, travel and the residential. UNISON will help with childcare or dependent care costs

MAKING A DIFFERENCE - RESIDENTIAL WEEKEND

Who is it for?

This weekend residential course from UNISON is designed for students who have attended Return to Learn or Women's Lives and would like to share about how they have moved on since completing the course and may now even be ready to get more involved within their community and find out more about UNISON and what we campaign around.

What will I learn?

During the course you will:

- consider what it means to live in a democracy
- learn how to speak up about issues which are important to you
- experience being part of a team to complete a challenge
- discuss how the written word influences our lives
- discover the history of UNISON and the campaigns it has been involved in
- explore websites which help us to campaign, petition and lobby for the things that matter in local communities and workplaces
- take part in discussions, culminating in a parliamentary debate

WOMEN'S LIVES

Women's Lives is not about going back to school. It is a course designed for women who have been away from learning for a long time and would now like to take up new learning opportunities. There are no tests or exams, but you will get a recognised certificate.

Education and Women

Another aim of this course is to develop your understanding of issues relating to women. You might think why have "women's education?" Statistics show that sometimes women are worse off than men. Some women are worse off than other women: for example, Black women might find it harder to get a job, or working class women might have less chance of getting a good education.

Over the past twenty or thirty years, women have decided that in order to understand better what it means to be a woman, it is important to develop "women's education". Women also feel that the achievements of women - in history, in politics, in trade unions - have often been overlooked, or hidden away. Education about women, for women and by women is therefore important to help us understand women's lives.

What will I learn?

This short course will help you to develop some basic study skills, these include:

- reading and understanding (comprehension)
- note taking
- writing
- research skills
- analysing skills

You will also develop other skills, such as working with others and listening skills.

Venue and dates: TBC

Fee: This course is fully funded for UNISON members and all costs and expenses will be paid for by UNISON including workbooks, travel and the residential. UNISON will help with childcare or dependent care costs

REGIONAL COURSES

DRUG CALCULATIONS

Who is it for?

Student nurses

What will I learn?

On completion of this course you will be able to calculate:

- dosages of oral medication
- dosages of medication for injections
- dosages for intravenous infusion
- paediatric doses

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 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 deafblind 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 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 weekends are 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 Bay 21 - 23 June

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

CONFIDENCE BUILDING AND ASSERTIVENESS FOR WOMEN MEMBERS

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

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 - 6 October

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

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

PATHWAYS INTO UNISON FOR WOMEN

Introduction

“Pathways” has been designed for women in UNISON who are interested in knowing more about the union the 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

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: <i>for and on behalf of the Branch</i> | |
|--|--|

| | |
|--------------------------|--|
| 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/