

Education Programme

September – December 2021

Activist Education

As we go into the last part of a year that has been challenging for UNISON Education, our Autumn/Winter programme will continue to offer the courses that have proved to be most successful and popular in 2021. We are also introducing a new course on having effective union conversations – whether that's encouraging members to get involved in the union, handling difficult and challenging conversations, and developing confidence in speaking to members.

At the time of writing, we are still unsure of a date when we can return to class-based courses, but we have started planning for that return and will keep branches updated as the situation changes.

However, 2021 has shown us that online learning also has many merits, and our 2022 programme will include face to face courses (Covid permitting) but also fully online courses; and courses with a mixture of both.

Also, if your branch has a training need, we are happy to discuss the possibility of bespoke courses and in-branch options. Please send us an email and we'll be happy to talk to you.

Mark Everden

Regional Organiser (Education)

Courses



Organising Steward (online) - This course is FULLY BOOKED

20, 27 September, 4, 11 & 18 October

30 hours over 5 weeks

9.30am – 4.30pm - Via Zoom

To complete the training, you must be able to attend all 5 'live' sessions.

[Apply Here](#)

or

Organising Steward (online)

2, 9, 16, 23 & 30 November

30 hours over 5 weeks

9.30am-4.30pm - Via Zoom

To complete the training, you must be able to attend all 5 'live' sessions.

[Apply Here](#)

<https://southwest.unison.org.uk/events/organisingstewardnovember/>

This course consists of online meetings, on the days above, plus remote learning via an online learning platform totalling 30 hours of learning over 5 weeks.

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
- 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



Health and Safety Stage 1 (online)

12, 19, 26 November, 3 & 10 December – 9.30 am – 4.30pm

30 hours over 5 weeks

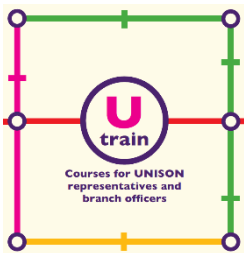
[Apply Here](#)

<https://southwest.unison.org.uk/events/healthandsafetynov/>

This online version of the Stage 1 Health and Safety Course is aimed at new Health and Safety Representatives.

The course will cover:

- The role of the H&S Rep
- The rights of the H&S rep and health and safety law
- Responsibilities of the employer
- Carrying out workplace inspections
- Understanding Risk Assessment
- Organising around health and safety issues
- Raising health and safety issue with the employer



Stewards Pathway - Further Representation Skills (online)

30 September & 7 October 2021

9.30am – 12.30pm

Two half days sessions with a workplace activity in between

This course reinforces some approaches and procedures for representing members introduced in the Organising Stewards Course and explores in more detail:

- The process for identifying needs and exploring what is and isn't a case
- Recapping on useful sources of information
- Preparing for a grievance or capability case
- Planning and building a case
- Possible outcomes of a case
- Building confidence and getting organised

[Apply here](#)

<https://southwest.unison.org.uk/events/furtherrepresentationskills-q4/>

Stewards Pathway - Communicating with Members (online)

5 & 22 October 2021

2pm - 4pm

Two 2-hour sessions two weeks apart

This course is 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.

[Apply here](#)

<https://southwest.unison.org.uk/events/stewardspathwayscomms-q4/>

ERA Refresher (online)

11, 18, 25 November & 2 December 2021

9.30am – 11am

Four 90-minute sessions one week apart

[Apply here](#)

<https://southwest.unison.org.uk/events/erarefresher-q4/>

This online 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.

Dealing with Online Hearings (online)

Option 1: 6 September

12.30pm-1.30pm

One 1-hour session

[Apply here](#)

<https://southwest.unison.org.uk/events/dealingwithonlinehearings-q4op1/>

Or

Option 2: 15 November

12.30pm - 1.30pm

One 1-hour session

[Apply here](#)

<https://southwest.unison.org.uk/events/dealingwithonlinehearings-q4op2/>

This short workshop is aimed at stewards who are currently representing members online in Grievance or Disciplinary Hearings

It covers:

- How to approach online hearings
- Preparation for an online hearing
- Communicating with the member about the case
- UNISON's representation protocols

Please note if you have recently completed the online ERA course you do not need to attend this course as the content is very similar.

Mentoring in the Branch (online)

8 & 15 October 2021

9.30am - 11.30am

Two 2-hour sessions one week apart

[Apply here](#)

<https://southwest.unison.org.uk/events/stewardspathwaysmentoring-q4/>

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.

COVID Safety in the Workplace and Risk Assessments

4 October 2021

9.30am - 12pm

[Apply here](#)

<https://southwest.unison.org.uk/events/covidsafetyq4/>

As restrictions are lifted and there is a shift to return to work for some, this workshop will cover:

- The impact of Covid-19 on the workplace
- Health and Safety issues of Covid-19
- The legal responsibilities of employers to make workplaces Covid-safe
- How a risk assessment works
- The rights of employees and safety reps regarding Covid-19

GDPR and Data Protection Refresher

17 November 2021

2pm – 4pm

[Apply here](#)

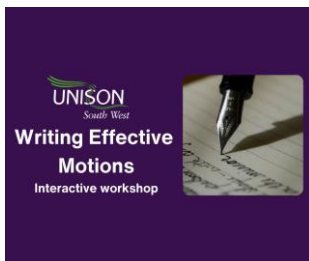
<https://southwest.unison.org.uk/events/gdprrefresherq4/>

This workshop is aimed at both new reps and stewards and more experienced reps who are looking for a refresher on GDPR and the importance of this legislation for reps and branches.

It will cover:

- How GDPR works
- The legal responsibilities of UNISON under GDPR
- How to ensure that Branches are GDPR compliant
- GDPR and the Case Form/representation of members

NEW COURSE



Writing Effective Motions

29 November 2021

9.30am-12.30pm

[Apply here](#)

<https://southwest.unison.org.uk/events/effectivemotions/>

This course is for all UNISON activists looking to gain skills in writing effective motions for branch meetings and conferences.

The course includes:

- The structure of an effective motion
- How to word your motion to increase the chance it is heard
- Does and don'ts of motion writing
- How committees and conferences handle motions
- A chance to practice motion writing

NEW COURSE



Having effective conversations

9 December

10am – 12pm & 2pm – 4pm

One 4-hour session with a break in the middle

[Apply here](#)

<https://southwest.unison.org.uk/events/effectiveconversations/>

This new course is aimed at both experienced and new activists and will look at how to have more effective conversations with members and other activists.

The course will include:

- How to tackle apathy and encourage members to get more involved
- How effective conversations helps union organising
- Gaining confidence in speaking to members
- How to handle difficult conversations and how to challenge and overcome negative responses

EMPLOYMENT LAW WORKSHOPS



Understanding Contracts of Employment

20 September

9.30am - 12.30pm

[Apply here](#)

<https://southwest.unison.org.uk/events/understandingcontractsq4/>

Contracts are the basis employment law and understanding how they work is essential to understanding how workplace law works.

This workshop will show:

- How a contract is made
- What needs to be in a contract
- How the contract of employment operates
- How it can be ended

Understanding Dismissals

21 October

09.30-12.30 pm

[Apply here](#)

<https://southwest.unison.org.uk/events/understandingdismissalsq4/>

This workshop will give you an understanding of:

- How dismissals can occur
- What is a fair or unfair dismissal
- Circumstances where dismissals can occur
- The remedies members have against dismissal

Understanding Trade Union Law

12 November

9.30am - 12.30pm

[Apply here](#)

<https://southwest.unison.org.uk/events/understandingtradeunionlawq4/>

The UK has some of the most restrictive legislation on what trade unions can do, and how we operate. This workshop will cover:

- Who decides if a trade union is legally a trade union
- Industrial action – how the law on strike action works
- Union political funds
- Trade Union recognition

Understanding the Law on Equality & Discrimination

16 November

9.30am-12.30pm

[Apply here](#)

<https://southwest.unison.org.uk/events/understandingthelawonequalityq4/>

Equality is at the heart of UNISON's actions and values. This workshop will cover:

- How the Equality Act works
- How the law defines discrimination
- Who is covered by equality laws
- The importance of defending equality legislation
- How we organise around equality and diversity

Understanding Redundancies & TUPE

30 November

9.30am - 12.30pm

[Apply here](#)

<https://southwest.unison.org.uk/events/understandingredundanciestupeq4/>

This workshop will give you an understanding in:

- What redundancy and TUPE transfer are
- The legal circumstances in which they can happen
- The process that needs to be followed
- UNISON's role in supporting and representing members on these issues

Understanding Employment Tribunals

8 December

9.30am - 12.30pm

[Apply here](#)

<https://southwest.unison.org.uk/events/understandingemploymenttribunalsq4/>

Recently UNISON won an historical legal victory challenging the government's introduction of fees for employment tribunal. This workshop will give you the background on the importance of tribunals including:

- What issues can be taken to a tribunal
- The process of submitting an Employment Tribunal claim
- How the tribunal hearing works and how it makes decisions
- The importance of tribunals for working people and how we won the fees case



MEMBER LEARNING OPTIONS

SEPTEMBER – DECEMBER

It has been really great to meet with lots of new learners from UNISON South West over the last 8 months. Our offers in September to November will still be online. I hope that soon we will be able to resume in class learning offers across the region for members.

Learning doesn't just mean vocational training – getting the skills needed to do a particular task or job – however important that is UNISON means learning in the broadest sense, providing people with the skills and confidence to progress and participate at work, in the union, and in wider society.

There are a range of learning offers FREE to UNISON members. Improve skills and network with members from across the region. All the learning options until the end of the year will be held online.

If you are in a local branch and want to organise a learning offer for local members, please do not hesitate to contact me.

Natalie Chadwick

UNISON Regional Learning & Development Organiser SW



Your Skills, Your Future (UNISON / Workers Education Association) *(Draft Details)*

21st, 28th September & 5th October - Lunch and Learn offer - *Awaiting tutor confirmation*

12-2pm

Zoom 3 x 2 hours - Lunch and learn offer

<https://southwest.unison.org.uk/events/yourskillsyourfuture/>

Skills recognition workshop for all members

Are you feeling stuck in your current job? Explore what skills you have, how to make the most of them, and how to develop new skills. Whether you want to learn for work or in your personal life, this workshop is for you.

In this course, which takes place over two three-hour sessions, you will:

- Build an understanding of different types of skills
- Be able to recognise the skills being used in different contexts
- Identify your own skills across a range of different contexts and then apply these in a work setting

Every member who attends all sessions and completes this course offer will receive a certificate of attendance.

BOOKING LINK

Please note: This course is waiting tutor confirmation. For all updates please check our webpage



Autism Awareness Course UNISON / Open University

Revised Date from September

Taking interest for October Half Term Holidays 25th Oct – 5th Nov

9.30am -1pm

(CPD accredited - via TEAMS)

<https://southwest.unison.org.uk/events/autism-awareness/>

This course is aimed at school support staff. The day covers:

- what autism is
- symptoms of autism
- areas of difficulty
- supporting children with autism

BOOKING LINK



Facing Change Together (UNISON / Workers Education Association) *(Draft details)*

11th & 18th, 25th November - *Awaiting tutor confirmation*

10am -12pm

Zoom 2 x 3 hours - Mornings

<https://southwest.unison.org.uk/events/facingchangetogether/>

To support members during times of change at work. Are things changing at work?

This session will look at practical ways that we, as UNISON members, can help and support each other during times of change or uncertainty. You will find out about the relevance of working together and ways the union can help and advise you. Learn with us to:

- Identify and use strategies to help deal with change
- Have increased confidence with the job application process, including CV and application forms
- Identify my personal stress and use strategies to help combat it
- Confidently answer common interview questions and competency-based interview questions.

Every member who attends all sessions and completes this course offer will receive a certificate of attendance.

BOOKING LINK

Please note: This course is waiting tutor confirmation. For all updates please check our webpage



MindfulnessUK
Teacher Training Centre

Mindfulness Taster with Mindfulness UK

Introduction to Mindfulness - Taster Session - 16 spaces available (online)

Zoom - 2-hour sessions

14th September 12pm -2pm

lunch and learn offer or

13th October 6pm – 8pm (revised from Sept)

<https://southwest.unison.org.uk/events/mindfulnessstastersept/>

Explore mindfulness and compassion and assess if you would like to learn more. A

2-hour introductory session to mindfulness. In partnership with Mindfulness UK

<https://mindfulnessuk.com/>

Learn more about mindfulness. Explore the benefits of mindfulness. Take home mindfulness techniques to aid everyday life.

BOOKING LINK

This course is waiting tutor confirmation. For all updates please check our webpage



Compassionate and Mindful Resilience Course

Tuesdays – 2nd , 9th , 16th , 23rd November

Evening Sessions 6-8pm.

From these sessions we will take a list of interested members to explore Mindfulness Further and organise a full course offer for compassion and Mindfulness Resilience. A blend of learning through concepts, practice and exercises delivered online. This course is 8 hours in total. During the full course offer you will learn to:

- Explore Mindfulness
- Cultivate emotional intelligence
- Develop resilience
- Create Positive home practice

Via zoom – Tutor Kate Elliott Mindfulness UK

BOOKING LINK



Become part of our Regional Education Network

To help us as a union get the word out across the region about learning we have volunteers who love learning and want to spread the word. These volunteers are called Union Learning representatives (ULRs).

- Are you willing to encourage and support other colleagues with learning in the workplace?
- Want to share a positive learning experience and get colleagues to get involved?
- Why not become a learning rep in your workplace?

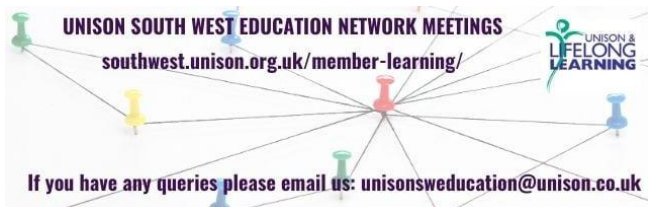
<https://learning.unison.org.uk/branch-education-team/ulrs/> - more information here!

Any UNISON member who is interested in learning and enjoys helping people can become a ULR; you don't need to be involved in the branch already. ULRs help their colleagues identify the skills

they need to move on and help them sort out things like time off to train, loans, grants and funding, or any additional support they might need.

Training is available and you can be part of our great regional education network.

If you are interested and want to know more [Register your interest here:](#)



Learning and Networking for Learning Reps in the Southwest

Education network Meetings and Power Hour Options

Education Network Meeting

Tuesday 14th September

4pm - 5.30pm

A great opportunity to network with other reps from the Education network. An update on the regional programme, our national Learning & Organising services offers and training for reps.

Register Here: <https://zoom.us/meeting/register/tJEIfu2tqzsrGNE7jzR-VPy3wuSM2iVoe3wB>



Power Hour - 1:1 Learning Conversations

Thursday 21st October

12.30pm -1.30pm

How to build confidence to talk to members and colleagues about UNISONs learning offer?

Register Here: <https://zoom.us/meeting/register/tJlod-GsrzorEtFMWJSQIKwva5sdW7nF1aHd>



Power Hour – Lunch & Learn

Wednesday 17th November

4pm - 5pm

Lunch & Learn Events - Support and guidance on how to run a lunch and learn event in your workplace.

Register Here: <https://zoom.us/meeting/register/tJwlf-qprDssH9S6yR8zRtgVYfUs0ViEoqKR>



Healthcare Student Offers - Upcoming Courses available to healthcare students

OFFER 1:

DRUG CALCULATIONS TASTER SESSION

2 hours (*Offer open to ALL Students in Healthcare*)

9th September 1130-1330pm

Description: A quick boost of skills to help understand and know the maths behind calculating dosages for oral medication

Open to all students in healthcare

We have 100 spaces on each taster session available. Open to Members and Non-Members

OFFER 2:

ACADEMIC STUDY TASTER SESSION

2 hours – (*Offer open to ALL Students in Healthcare*)

22nd September 1800-2000pm

Description: This taster workshop will provide students with an overview of the requirements of academic study. It will enable students to review their personal and professional goals, time management and prioritisation. Students will be given an overview of academic study including learning styles, research, plagiarism, writing, referencing and critiquing.

Open to all students in Healthcare

We have 100 spaces on each taster session available. open to Members and Non-Members

OFFER 3:

ACADEMIC STUDY FULL COURSE OFFER

3 x 4.5 hour sessions (Saturdays in October) UNISON MEMBERS ONLY

9th ,16th ,23rd October – 1000-1430pm (Inc breaks)

This course aims to give you more confidence to study

Description: Expanding on from the taster session. This course will help you to develop your confidence and study skills to enable you to read and analyse text, develop researching and assignment writing skills and using ICT to support your learning. You will practice speaking and listening communication skills to express your views and opinions.

We have 15 spaces available on this course.

BOOKING LINK

There is still more to come this quarter, so we encourage you to like and share our social media

In the South West we use our webpage and social media to advertise and share the news about what's on offer for our members.

<https://southwest.unison.org.uk/member-learning/>

Facebook: <https://www.facebook.com/unisonsweducationandequalities>

Twitter: https://twitter.com/SW_EduEqual

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EQUALITIES

SEPTEMBER - DECEMBER



This autumn/winter our Equality Education will be more branch and Self Organised Group focused.

We have committed to develop a Branch Equality Development Day Course. We will pilot the course in four branches who have had this work in their action plans for some time. After refining the course, we intend to make to course available for all branches in 2022.

Over the last year we have been developing a Race Discrimination Claims Protocol Workshop in consultation with Black Members Self Organised Group and Branch Officers. We are running a final pilot of the Course for the Development and Organising Committee in September and will then begin to roll out the training branch by branch. This is compulsory training for all branches, and it is intended all Branch Officers and Stewards should be trained. Arrangements to run the course in each branch will be made in consultation with Branch Committees.

Over the Autumn all four Regional Self Organised Groups are due to hold their regional AGMs. We are considering the practicality of in person or online meetings in these uncertain times, so although venues for in person meetings have been provisionally booked, we are mindful these events may have to take place online. The provisional dates are as follows, members who identify with the self-organised groups and would like to attend should please save the relevant dates:

LGBT+	11 or 13 September	The date and format is currently out to consultation with members of regional LGBT+ network We have provisionally booked the Great Western Hotel Taunton for 11 September
Women	8 – 10 October	We have provisionally booked Croyde for a residential Womens Conference.
Black Members	5-7 November	We have provisionally booked Croyde for a residential Black Members Training Event.
Disabled Members	27 November	We have provisionally booked the Great Western Hotel Taunton

There are also 2 national courses due to run during this period:

Disabled Members Officers and Contacts Training: <https://www.unison.org.uk/events/training-for-disabled-members-branch-officers-and-contacts/>

LGBT+ Branch Officers and Contacts Training: <https://www.unison.org.uk/events/lgbt-branch-officers-contacts-training/>

For the latest Equalities news and updates please see our regional website:
<https://southwest.unison.org.uk/equality/>