

SCAN QR CODE



# Education 2026

"LEARN. ORGANISE. WIN."

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# Introduction

In 2026, we will be continuing with our strategy of prioritising:

- The training of new reps and activists
- Offering a programme to develop the skills and confidence of all activists in organising, negotiating and being a voice in their workplaces
- Drawing members into activism

We will also roll out equality training for reps and branches – continuing to ensure that all activists feel confident in identifying discrimination, organising and representing for fairer workplaces.

Keep an eye out for training offers and events as the year progresses. These will include training on UNISON's successful Organising to Win Strategy, helping reps and activists feel more confident of winning change in their workplaces and encouraging members to be involved in their union. Additionally, we will be offering training opportunities for members who want to be more active in their union, but not wanting to take the step to become an accredited rep.

2026 is UNISON's Year of Green Activity and we will be offering a number of webinars, seminars and training opportunities, both regionally and nationally, on how to organise around green issues, create sustainability and exploring how environmental issues and climate change impact members, the wider community and world.

Finally, the Education Team will be launching a full review of our Education Programme looking at everything from the training we offer, how and when we deliver training, and the best ways for activists and members to access our education offers.

The review will involve branches, activists and members and there will be plenty of opportunities to give us your views and ideas.

This review will also include some pilot courses using hybrid techniques (where learners can join both online or in person) or a more modular approach to come of our main courses, allowing learners to access courses at times more suited to them.



**Mark Everden**

Regional Education Organiser UNISON SW



**Dawn Eccles**

Chair of UNISON South West Development and Organising Strategic Committee



**Karen Williams**

Regional Manager UNISON SW

# Course Fees Explained

Fees are charged to cover the expenses associated with specific items such as instruction, production of materials and training venues. We have a schedule of fees that are chargeable to the branch for each person attending a course.

Please note: This charge is payable by the branch and not the individual representative or UNISON member.

2026 schedule of fees:

Course	Cost
5 Day	£100.00
3 Day	£ 80.00
2 Day	£ 50.00
1 Day	£ 25.00
Half Day (In person)	£ 20.00
Half Day (Online)	£ 15.00

These fees apply to all regionally run activist courses and workshops. If branches request bespoke courses these will be looked at on a case-by-case basis.

## South West Regional Branch Levy

We also offer a levy system (1.5%) where a branch can make a one-off payment annually instead of being charged on a pay-as-you-go basis. We will be happy to speak to branches about this option.

N.B Agreed by South West Regional committee in conjunction with D&O and F&R Committee on 11 December 2025.



**Mark Everden**

Regional Education Organiser UNISON SW



# UNISON Learning

## How to Apply

Welcome to UNISON's South West Regional Education Programme for 2026.

Both details and booking links for any course you wish to attend, can be found within this Programme.

Please make sure your attendance is authorised by your Branch Secretary or Branch Education Coordinator. If a space is confirmed your registration will be acknowledged and confirmation via our Eventbrite booking system will be sent to your chosen email. Before the course starts you will be sent joining instructions.

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## Course Charges

There are no charges for you as an individual member as your branch will be charged (where applicable)

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## Expenses

Your branch will also be responsible for funding out of pocket expenses, e.g. mileage, bus or train travel and parking. Please contact your branch for advice on how to make a claim. When attending any UNISON course or event you should never be out of pocket.

Please keep receipts for parking, bus fare and train travel. Speak with your branch about claiming these costs back using your local expenses procedure. You can also speak with your branch about requesting expenses in advance, they can also help to pre arrange / pre book travel.

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## Equal Opportunities

Equal opportunities and facilities for disabled members mean that no member should be deterred from applying for a course because of their individual circumstances. UNISON believes that venues should be accessible. We are more than happy to discuss individual needs or requirements before the course if it would be helpful. Please tell us if you have specific needs during your course registration.



# UNISON Learning

## Cancellations

If you need to cancel your place on a course, you must notify us immediately. Failure to do so may deprive another member of a place and your branch may have to pay for the costs associated with your registration.

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## Course Details

All the course details can be found in our programme with active links which will take you through to our Eventbrite booking system so that you can register. The running time of each course is specified in the details. [Our full programme can be viewed HERE](#)

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## Venue

Venue details will be sent out at least 7-10 days before the course start date. Please contact our education inbox if you have any concerns or queries. 01823 285 324 or email [unisonsweducation@unison.co.uk](mailto:unisonsweducation@unison.co.uk)

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## Parking

Some of our venues have parking available but if not you will be advised of the nearest pay and display option. Should you need to pre book an accessible space please let our Regional Education Administrator Maria know. 01823 285 324 or email [unisonsweducation@unison.co.uk](mailto:unisonsweducation@unison.co.uk)

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## Catering

If lunch / catering is provided you will be made aware of this. Dietary requirements/ allergies can be added to your registration. If catering is not provided most of our venues have a variety of shops and cafes nearby or a kitchen you are welcome to use.

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## What are UNISON courses like?

Our courses and events are friendly and informal. Our training is aimed at making learning a fun rather than a daunting experience. Everyone's views and experiences are listened to. You will not be lectured at but will be given every opportunity to participate and there is no exam at the end.

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## Reasonable Adjustments

Please let us know on the booking form via Eventbrite if you have any additional needs that we can support you with to enable you to fully participate in the event.



# UNISON Learning

## Child Care and Dependants

UNISON will endeavour to provide child and dependent care support for all those requiring it in order to attend UNISON courses / events. Assistance is available to fund child and dependent care (at home or in a crèche) should that be necessary. If you require such assistance please let us know as soon as possible.

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## Introductions - NEC Scheme of Accreditation and Training

### Activist Training - Scheme of Accreditation

The goal, as set out in the NEC scheme of accreditation (as amended by motion 12 National Delegate Conference 2022) is that all UNISON representatives must attend:

- Appropriate introduction training for their role within 1 year of appointment.
- Equality training within 2 years of induction.
- ERA Refresher training within 5 years of accreditation.

All representatives and branch officers to attend:

- Challenging Racism in the Workplace course within a maximum of 3 years of appointment.

UNISON training is designed to give you, our union activists, the skills you need to carry out your role in your branch or workplace and to ensure that you can perform them with confidence.

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## Mandatory GDPR Learning for all Active Members

Please make sure you have completed your data protection training, all activists need to undertake our short online course to be compliant with the law. UNISON activists need to ensure that they've completed special training on data protection so as to ensure the union remains within the law.

At National Delegate Conference in June 2024, the following rule was passed: "G5.3(6) The stewards shall complete the union's mandatory data protection training within three months of being elected; and any subsequent annual refresher training".

As activists are very busy, it has been ensured that the training is as quick and simple to undertake as possible. The training takes approximately 20 minutes and can be accessed by clicking on the following link – UNISON e-learning (<https://e-learning.unison.org.uk/>)

Although many activists will have received data protection training from their employer, as a trade union, UNISON processes large amounts of special category data that by law requires extra protection and any training provided by an employer will not satisfy this requirement.

To log on, you will need your MyUNISON details. If you cannot remember your log-in details or require your password re-setting, you will need to contact UNISONdirect on 08000 857857.

# UNISON Learning

## Time off to learn - Facility Time

### What is facility time?

Facility time is time off from an individual's job, granted by the employer, to enable a UNISON rep to carry out their trade union role including training associated with this. This can include time off to complete trade union related online / hybrid training. In the first instance seek your local agreement from your employer to understand the process of requesting facility time / trade union time off to attend training.

Where there isn't a recognition agreement or facility time agreement, members should seek advice from their branch in regards to time off for training.

Branch Finder - <https://branches.unison.org.uk/>

### How do I request facility time?

You will need to request facility time from your manager in order to receive time off to complete any training. As soon as you have the dates of the course you would like to complete, approach your manager and request the facility time you require; try and give them as much notice as possible.

Make sure to specify the amount of uninterrupted time needed to complete the course and any tutorial dates/times that you must attend. If you have a work diary or calendar, block out the time that you are completing the course so colleagues know not to interrupt you. If this first conversation with your manager is a verbal discussion, follow up with an email to confirm the conversation.

There is also further information via ACAS (Advisory, Conciliation and Arbitration Service) Read more here [ACAS - time off for trade union duties & activities](#)

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# Working Together Guidelines

## Our commitment

UNISON is committed to the fullest possible participation of all its members in the activities of the trade union whilst attending any of our trade union education courses and events. Delegates should not be put off from taking part because of the actions, attitudes or language of other attendees. The following guidelines have been drawn up to help delegates meet UNISON's commitment to the full participation of all its members in a practical and constructive way. You will see that underlying this guide is a commitment to the principle that everyone has equal rights to benefit from, to contribute to and to enjoy the course. We assume that course members will agree with these principles and hope the guidelines will assist in putting them into practice.

## Working Together guidelines

A key feature of trade union education is the value it places upon the knowledge, experience and skills that each attendee brings with them - both in terms of their trade union work and everyday lives. It is important that everyone feels equal and able to contribute if they so wish. Please:

- Listen to what others have to say and avoid being dismissive
- Wait until a speaker has finished and do not interrupt
- Aim to have reasoned discussion, not arguments
- Any criticism should be constructive and help delegates to develop confidence, skills and knowledge
- Make your own contribution as clear and brief as possible and do not dominate the discussion
- Ensure that everyone who wishes to speak is given encouragement and the opportunity to do so
- It is equally important that members on the course can speak openly about problems they or their members have experienced in the full knowledge that personal or sensitive information is restricted to the classroom
- Confidentiality must be respected

## Language

UNISON aims to be inclusive of all its members, enabling them to take part in all its activities. This brings with it a responsibility for all of us to make sure that we do not use language that others might find offensive. This means thinking about, for example, how you talk about individuals or groups. It means avoiding making statements, comments or jokes that are based on your own or others' prejudice about individuals or groups of people. Body language is also an important part of communication and should not be used to interrupt or disconcert speakers.

## Jargon

Jargon is a barrier to good communication. The more we become involved in trade union work, the more likely we are to use jargon. Take care to explain any jargon or initials you use that others may not be familiar with, so that everyone understands what you are talking about. Please feel ok to ask if jargon is used and for it to be explained.

# Working Together Guidelines....cont

## **Harassment**

To ensure the full participation of all attendees, there must be no harassment of any kind. In general terms, harassment is unwanted conduct that has the purpose or effect of violating the dignity of the person, or creating an intimidating, hostile, degrading, humiliating or offensive environment for that person, if it could be considered to have that effect. What is important is not necessarily the action but how the recipient feels about what has been done. It may be related to age, disability, gender reassignment, race, maternity, pregnancy, marital or civil partnership status, religion or belief, sex, sexual orientation, or any personal characteristic of the individual, and may be persistent or an isolated incident. Harassment creates an unpleasant or intimidating atmosphere and should be challenged.

## **Time Keeping**

Please ensure that you arrive to the training / event in plenty of time, especially if you are new to the area where the course is being held. This can allow the session to start on time and for unnecessary interruptions to be avoided.

If you arrive late, please try not to disturb the session and if possible, advise the course administrator, tutor, facilitator, or person running the course/event.

## **Use of social media / mobile phones / tablets and other electronic devices**

Please try not to use any of the above during the session (unless being used to enable you to join the event) as this can distract you from fully taking part in the session and you may miss aspects of the course / event. If you need your phone on during the meeting, please notify the tutor/facilitator/person running the event, otherwise please switch them off.

## **Recording of events**

At times UNISON may wish to record a session; if this is happening on the workshop/event that you are attending, you will have advance notice and permission from the South West Education Team would have been agreed prior to the session. You will be notified in pre-course information and at the start of the session that the event is being recorded. You may be asked to complete a form around photographs being taken at the event. If you have any questions about this please do not hesitate to ask.

## **Smoking and e-cigarettes (In person events)**

Smoking or use of e-cigarettes is not permitted in UNISON courses/ events and we would appreciate it if you do not smoke or use e-cigarettes during online events. A dedicated area will be available and the location of this will be notified to you at the beginning of the course/event.

## **Conclusion**

These guidelines are intended for you to use during the course or event to counter problems as they arise, and to ensure that no-one feels excluded from the course because of language, actions, or attitudes of other course attendees. They also look to promote UNISON's policies on discrimination and equal opportunities in a positive way as far as the conduct of trade union education courses are concerned. If you have any concerns about anything regarding these guidelines, please speak to the tutor/facilitator, event organiser or contact the Equality & Engagement Team.

Email: [unisonsweducation@unison.co.uk](mailto:unisonsweducation@unison.co.uk) / Tel: 01823 285 324

# Getting More Involved



**UNISON 101**

## Step 1 - UNISON 101

Learning for all members. Learn more on how your union works, the structures and gain a greater knowledge on wider democracy.

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**Understanding your union**

## Step 2 - Understanding your union

A new half day workshop aimed at new UNISON activists (representatives or active members) AGMs, Branch Meetings and more - This is an orientation on how UNISON is member-led and how member democracy works.

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**Understand your workplace**

## Step 3-Understand your workplace

A new one-day course on the importance of gaining information to make a change in your workplace. Aimed at active members, new leaders and activists in workplaces. The key to organising is understanding your workplace, and using information to plan organising.

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**Campaigning in your workplace**

## Step 4 - Campaigning in your workplace

This course will look at how campaigning on issues is the bedrock of the way UNISON organises. Aimed at workplace activists and concentrates on the issues that can arise at workplace level.

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**Effective conversations**

## Step 5 - Effective conversations

The most effective way we can communicate with members and potential members is by having one-to-one conversations. This course will look at effective ways to have conversations that can help with recruitment and encourage other members to get more involved in UNISON.

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**Skills for campaigning**

## Step 4 - Skills for campaigning

Research and Information Skills for Campaigning (NEW!) This new pilot course will look at the importance of understanding the employers we deal with, and how key information can strengthen both our campaigns and negotiations.

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# Getting More Involved

## UNISON 101 - HOW TO GET MORE ACTIVE IN YOUR UNION

A new workshop on what UNISON is, what we do and how to get involved. This course runs 09:30-13:30

**Course Aims:**

- ✓What is a trade union
- ✓How our structures work
- ✓What a branch is and what we do in workplaces
- ✓What we campaign on
- ✓How to get involved

DATE	VENUE	REGISTER HERE
17 <sup>th</sup> March	Online	<a href="#"><u>REGISTER HERE</u></a>
8 <sup>th</sup> September	Online	<a href="#"><u>REGISTER HERE</u></a>

## UNDERSTANDING YOUR UNION

A new half day workshop aimed at new UNISON activists (representatives or active members) This is an orientation on how UNISON is member-led and how member democracy works.

This course runs 09:30-12:00

**Course Aims:**

- ✓How UNISON's structures work
- ✓How decisions are made at all levels of your union
- ✓The importance of Annual General Meetings and Conferences
- ✓How members can get more involved
- ✓The importance of your Branch in UNISON Democracy

DATE	VENUE	REGISTER HERE
6 <sup>th</sup> May	Online	<a href="#"><u>REGISTER HERE</u></a>
1 <sup>st</sup> July	Taunton	<a href="#"><u>REGISTER HERE</u></a>

# Getting More Involved

## UNDERSTANDING YOUR WORKPLACE

A new one-day course on the importance of gaining information to make a change in your workplace. The key to organising is understanding your workplace, and using information to plan organising.

This course will run from 09:30-16:30

### Course Aims:

- ✓Key methods of mapping membership
- ✓How to map issues in the workplace
- ✓Having effective conversations to gather information
- ✓The role of GDPR and the law in mapping
- ✓How to create a map that informs organising plans

DATE	VENUE	REGISTER HERE
5 <sup>th</sup> June	Taunton	<a href="#"><u>REGISTER HERE</u></a>
7 <sup>th</sup> July	Online	<a href="#"><u>REGISTER HERE</u></a>

## CAMPAIGNING IN YOUR WORKPLACE

This course will look at how campaigning on issues is the bedrock of the way UNISON organises.

It is aimed at workplace activists and concentrates on the issues that can arise at workplace level.

This course runs from 09:30-16:30

### Course Aims:

- ✓Understanding the organising potential of issues
- ✓The Organising to Win approach to planning a campaign
- ✓Testing issues to predict how successful the campaign will be
- ✓Developing Strategy and Tactics in a campaign
- ✓Communicating your campaign to members and the wider community

DATE	VENUE	REGISTER HERE
1 <sup>st</sup> September	Taunton	<a href="#"><u>REGISTER HERE</u></a>
9 <sup>th</sup> October	Online	<a href="#"><u>REGISTER HERE</u></a>

## HAVING EFFECTIVE UNION CONVERSATIONS

The most effective way we can communicate with members and potential members is by having one-to-one conversations. This course will look at effective ways to have conversations that can help with recruitment and encourage members to get more involved in UNISON.

This course will run from 09:30-16:30

### Course Aims:

- ✓UNISON's Six Step approach to organising conversations
- ✓Countering objections to joining UNISON
- ✓Inspiring members to get more involved
- ✓Useful techniques to build confidence in having organising conversations
- ✓Dealing with difficult conversation

DATE	VENUE	REGISTER HERE
26 <sup>th</sup> June	Taunton	<a href="#"><u>REGISTER HERE</u></a>
29 <sup>th</sup> July	Online	<a href="#"><u>REGISTER HERE</u></a>

## SKILLS FOR CAMPAIGNING

Research and Information Skills for Campaigning (NEW!) This new pilot course will look at the importance of understanding the employers we deal with, and how key information can strengthen both our campaigns and negotiations.

This course runs 09:30-16:30

This is aimed at all activists who want a deeper understanding of how we can effectively use data to create change in workplaces and win on issues.

### Course Aims:

- ✓How to do effective strategic research
- ✓Understanding how your employer works and how to access information
- ✓Using data to plan campaigns and negotiations
- ✓Best research tools and how to use them
- ✓Feeling confident using the Internet for research

DATE	VENUE	REGISTER HERE
19 <sup>th</sup> June	Taunton	<a href="#"><u>REGISTER HERE</u></a>
4 <sup>th</sup> November	Online	<a href="#"><u>REGISTER HERE</u></a>

# Organising Steward



**Organising Steward**



**Represent with confidence**



**Deal Maker**



**Speak & Succeed**

**Equality**



## Step 1 - Organising Steward

Complete your Stewards Training. "The Organising Steward". A 5 day course to gain the skills and knowledge to obtain ERA (Employment Relations Act) accreditation. 3 days to help you understand your union better and 2 days to understand how to support your members.

## Step 2 - Represent with confidence

Gaining confidence when supporting other members. If you are a steward who undertakes case work or supports colleagues with workplace issues. This 2 day course which takes you through learning more about case work with learning and interactive practice.

## Step 3 - Deal Maker - Confidence to negotiate

Want to build skills in negotiations? Next book on to our "Deal Maker" course. A 2 day course to help gain skills in negotiations. Become more of an effective negotiator within meetings with managers or when supporting members.

## Step 4 - Speak and Succeed - Find your voice

To speak up, whether it be at your local branch meeting, speaking with members or when attending a UNISON event or conference. This 3 day course will help you to be heard in your union, UNISON.

## Step 4 - Equality

All active members need to complete our equality in UNISON course. Essential learning. Equality is one of our key objectives in UNISON. All active members must attend this course within 2 years of their initial appointment.







We encourage all new Stewards to follow this supportive learning pathway designed to build knowledge, skills, and confidence within your union role. This pathway blends using practical experience from your workplace with guided learning. We also encourage branches to use mentoring, and peer to peer learning—allowing volunteers to grow at their own pace while gaining the tools they need to succeed.

# Steward



## THE ORGANISING STEWARD

This course will help you to develop your skills, knowledge and confidence to enable you to carry out the role of workplace steward.

 <p>Understand the role of an organising union in public services</p>	 <p>Work with members to tackle issues in your workplace</p>	 <p>Understand how procedures work in practice</p>
 <p>Work with members in resolving cases</p>	 <p>Know where your members are using mapping</p>	 <p>Understand more about UNISON structures</p>

This course will certify you as competent to accompany members at disciplinary and grievance hearings in order to comply with the Employment Relations Act (ERA)1999.

### Time off for training

The ACAS Code emphasises that training is important for union reps to enable them to carry out their duties and that it should be available to both new and experienced reps. Representatives of a union recognised by the employer should be allowed reasonable paid time off to undergo training in aspects of industrial relations activities relevant to the trade union duties that they carry out.

Read more here [ACAS - time off for trade union duties & activities](#)



# Steward

## THE ORGANISING STEWARD - VARIOUS VENUE OPTIONS.



This course runs 09:30 - 16:30 each day

You are required to attend all five days of training to gain your ERA accreditation.

Our initial five day training is tutored by The TUC on UNISON's behalf.


DATE	VENUE	REGISTER HERE
Wednesdays 28 Jan , 4 , 11, 25 Feb & 4 March	Taunton	<a href="#"><u>REGISTER HERE</u></a>
Tuesdays 2, 9 , 16 , 23 & 30 June	Taunton	<a href="#"><u>REGISTER HERE</u></a>
Tuesdays 5, 12 , 19 May & 2, 9 June	Exeter	<a href="#"><u>REGISTER HERE</u></a>
Tuesdays 27 Jan , 3 , 10 , 24 Feb & 3 March	Bristol	<a href="#"><u>REGISTER HERE</u></a>
Thursdays 7, 14 & 21 May & 4 & 11 June	Bristol	<a href="#"><u>REGISTER HERE</u></a>
12, 13, 14 May & 19, 20 May	Dorset	<a href="#"><u>REGISTER HERE</u></a>
Thursdays 29 Jan, 5, 12, 26 Feb & 5 March	Online via MS Teams	<b>FULL</b>
Fridays 12, 19, 26 June & 3, 10 July	Online via MS Teams	<a href="#"><u>REGISTER HERE</u></a>

# Steward Pathway

## REPRESENT WITH CONFIDENCE - FURTHER REP SKILLS

Are you a trade union representative supporting colleagues with workplace issues? Attend this 2 day course to build on the skills you learnt after attending your organising stewards course.

This course runs 09:30-16:30

 Advocate effectively for your members



Handle workplace concerns with confidence



Navigate sensitive situations professionally

The course reinforces some approaches and procedures introduced in the 5-day Stewards course and explores in more detail skills to represent members.

### Course Aims:

- ✓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

DATE	VENUE	REGISTER HERE
7 <sup>th</sup> & 8 <sup>th</sup> April	Bristol	<a href="#"><u>REGISTER HERE</u></a>
28 <sup>th</sup> & 29 <sup>th</sup> May	Exeter	<a href="#"><u>REGISTER HERE</u></a>
2 <sup>nd</sup> & 3 <sup>rd</sup> September	Taunton	<a href="#"><u>REGISTER HERE</u></a>
5 <sup>th</sup> & 6 <sup>th</sup> November	Dorset	<a href="#"><u>REGISTER HERE</u></a>



# Steward Pathway

## DEAL MAKER - CONFIDENCE TO NEGOTIATE

This course focuses on talking to employers as an essential part of the steward's role and stresses the importance of preparation and practice. Attend this 2 day course to grow confidence around negotiation skills.

This course runs from 09:30-16:30



Learn core confidence skills to negotiate



Gain practical skills to help you in your next workplace negotiation



Prepare, influence and become a winner

### Course Aims:

- ✓ 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

DATE	VENUE	REGISTER HERE
10 <sup>th</sup> & 11 <sup>th</sup> March	Bristol	<a href="#"><u>REGISTER HERE</u></a>
21 <sup>st</sup> & 22 <sup>nd</sup> May	Taunton	<a href="#"><u>REGISTER HERE</u></a>
27 <sup>th</sup> & 28 <sup>th</sup> October	Exeter	<a href="#"><u>REGISTER HERE</u></a>



# Steward Pathway

## SPEAK AND SUCCEED - FIND YOUR VOICE

Being confident in speaking in public, whether in a members meeting, the branch or at UNISON conferences, is a key activist skill. Together with the art of debate to win people over to the values and ideas of trade unionism. Gain skills to speak with confidence on this 3 day course.

This course runs from 09:30-16:30



Find your voice to stand out and be heard



Build confidence to speak and make an impact



Learn to art of storytelling to inspire

### Course Aims:

- ✓How to write an effective speech
- ✓Techniques and skills in delivering a speech
- ✓Confidence in speaking
- ✓Speaking at UNISON conferences
- ✓The use of storytelling in getting our ideas across
- ✓How to debate ideas effectively

DATE	VENUE	REGISTER HERE
24 <sup>th</sup> , 25 <sup>th</sup> & 26 <sup>th</sup> March	Bristol	<a href="#"><u>REGISTER HERE</u></a>
9 <sup>th</sup> , 10 <sup>th</sup> & 24 <sup>th</sup> June	Bristol	<a href="#"><u>REGISTER HERE</u></a>
10 <sup>th</sup> , 11 <sup>th</sup> , 22 <sup>nd</sup> September	Exeter	<a href="#"><u>REGISTER HERE</u></a>
21 <sup>st</sup> , 22 <sup>nd</sup> , 23 <sup>rd</sup> October	Exeter	<a href="#"><u>REGISTER HERE</u></a>



# Steward Pathway

## EQUALITY IN YOUR BRANCH

Note: This course or Making Equality Central to Your Union Practice, must be completed within two years of appointment.

This course will help you understand how discrimination affects our members, what the branches can do to tackle discrimination at work and encourage under-represented members to be involved in union activity. It will help you to build your local union organisation and play your part in tackling discrimination.

This course runs from 09:30-16:30



Become a champion of equality



The role you can take as a rep in fighting for equality



Understand more about key equality legislation

### Course Aims:

- ✓To develop your understanding of equality in UNISON.
- ✓To promote equality organising in your workplace and branch.
- ✓To enable you to understand the roles of the Branch Equalities Co-ordinator, Equality Reps and Self-Organised Groups officers.
- ✓To improve your knowledge of the tools you can use to tackle discrimination and promote equality.
- ✓To develop your branch equality action plan
- ✓To look at how you can contribute to your branch equality action plan.

Date	VENUE	REGISTER HERE
23 <sup>rd</sup> September	Taunton	<a href="#"><u>REGISTER HERE</u></a>



# Steward ERA Refresher

The course is designed to meet the requirements of the Employment Relations Act (ERA) recertification. This must be undertaken by stewards every 5 years.

It is UNISON policy that every steward attends a refresher course every five years to maintain their accreditation to represent members under the Employment Rights Act. If you think you are approaching the five year point please speak to your branch in good time.

This course involves group work and discussion and is a good opportunity to network and to share ideas and experiences. When attending this course you will be updated on any new developments internally and externally which impact upon your role as a UNISON rep. Gain an update on changes in the legislative and legal framework. Key networking opportunities and share skills and experience as UNISON reps.

This in person course runs between 09:30- 16:00 each day unless specified.

## Course Aims:

- ✓ 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.



# Steward ERA Refresher

DATE	VENUE	REGISTER HERE
12 <sup>th</sup> May	Taunton	<a href="#"><u>REGISTER HERE</u></a>
30 <sup>th</sup> September	Taunton	<a href="#"><u>REGISTER HERE</u></a>
3 <sup>rd</sup> March	Exeter	<a href="#"><u>REGISTER HERE</u></a>
20 <sup>th</sup> October	Exeter	<a href="#"><u>REGISTER HERE</u></a>
21 <sup>st</sup> April	Bristol	<a href="#"><u>REGISTER HERE</u></a>
11 <sup>th</sup> November	Bristol	<a href="#"><u>REGISTER HERE</u></a>
18 <sup>th</sup> June	Dorset	<a href="#"><u>REGISTER HERE</u></a>
3 x 90 mins   10:30-12:00 5, 12, 19 March	Online via MS Teams	<a href="#"><u>REGISTER HERE</u></a>
3 x 90 mins   10:30-12:00 4, 11, 18 December	Online via MS Teams	<a href="#"><u>REGISTER HERE</u></a>

# Equality in UNISON

PLEASE NOTE: Equality in your branch or Making Equality Central to Your Union Practice are mandatory courses for all reps which should be completed within two years of appointment.



The importance of learning

Branches have been encouraged to organise local equality training in conjunction with their dedicated organiser. If you are unable to attend this training there is one date being regionally offered in this years programme.

If you have not completed Equality training as part of your stewards pathway we encourage you to complete this training.

This course runs 09:30-16:30

## MAKING EQUALITY CENTRAL TO YOUR UNION PRACTICE

This course is for all representatives and branch officers.

Equality is written into our rule book and into our objectives and policies but making equality part of everyday business is no small task. Making equality central to your union practice is a course that explores internal and external tools, which can support equality bargaining, negotiating, and representation.

The course also looks at how to identify equality themes in organising and recruitment, as well as considering the different equality roles in UNISON and how you can utilise their support.

### Course Aims:

- ✓ To understand Equality in UNISON
- ✓ To introduce equality legislation and how you can use it in your role as a UNISON activist
- ✓ To make equality central to your union practice
- ✓ To find out more about UNISON's equality campaigns
- ✓ To look at how you can contribute to your branch equality action plan

Date	VENUE	REGISTER HERE
1 <sup>st</sup> October	Taunton	<a href="#"><u>REGISTER HERE</u></a>



# Further Learning

## CHALLENGING RACISM IN YOUR WORKPLACE

Note: All representatives and branch officers must complete this course within three years of appointment.

### The importance of learning

Challenging racism in the workplace is central to UNISON's work. Racism deepens the impact of labour market exploitation of Black workers. This can be manifested not only through bullying and harassment, but workplace structures and processes which covertly disadvantage Black workers.

Without a strong organising response to deeply rooted discrimination and ensuring that equality is placed firmly on the bargaining table, many of our members will suffer blighted life chance and opportunities.

This course and resources offer a range of ideas and checklists for activists to help them incorporate anti racism in their day-to-day campaigning, organising, recruitment and negotiation work, which in turn will help end the isolation felt by many Black workers and encourage proactive involvement in fighting for a fairer workplace.

We advise branches to speak with their organiser to arrange this learning to support Branch or individual need.

This course runs from 09:30-16:30 each day. Both days are mandatory

### Course Aims:

- ✓To raise your awareness of the opportunity's equality law provides to identify institutional racism and ensure that the issues are dealt with
- ✓To improve your knowledge of the tools you can use to engage with your employer on tackling race discrimination
- ✓To explore how an organising approach can be taken to tackling racism in the workplace
- ✓To build confidence in negotiating with employers and anticipating any challenges
- ✓To develop a realistic action plan for the branch



Date	VENUE	REGISTER HERE
8 <sup>th</sup> & 9 <sup>th</sup> December	Taunton	<a href="#"><u>REGISTER HERE</u></a>

# Further Learning

## RACE PROTOCOL TRAINING

This half day workshop is aimed at Branch Officers, Stewards, and Health & Safety Reps. This course is mandatory for all UNISON activists.



The importance of learning

It will give an overview of the UNISON's Race Discrimination Protocol and identify organising opportunities for branches and activists. South West Regional Council has agreed that this course is mandatory for all Branches, Branch Officers and Workplace Stewards following a call from the Southwest Black Members Group to ensure the protocol is more widely understood.

This online or in-person workshop is delivered by arrangement with individual branches.

We advise branches to speak with their organiser to arrange this learning to support Branch or individual need.

## TRANS ALLY TRAINING

This short workshop has been written together with the LGBT+ National self-organised group and Trans Caucus and is for both UNISON activists and members.

This online or in-person workshop is delivered by arrangement with individual branches. We advise branches to speak with their organiser to arrange this learning to support Branch or individual need.

### Course Aims:

- ✓The role of a Trans Ally and why it's needed
- ✓UNISON's definition of transgender
- ✓What you can do to be a good Trans Ally
- ✓Where to find resources and support



# Further Learning

## ACE/ARO (ASEXUAL/AROMANTIC) WORKSHOP

This Ace/Aro Awareness session is designed by UNISON's national LGBT+ committee as a safe space for members and reps to learn about some of the + identities.

It covers terminology, what being ace/aro means (and what it doesn't mean), the issues faced by people identifying as ace/aro in and out of work and how to be an ally to ace/aro members. There will be the opportunity for questions and discussion

Ace is the abbreviation of asexual, a term used specifically to describe a lack of, varying, or occasional experiences of sexual attraction. Aro is short for aromantic – used to describe having little or no romantic feeling towards others. You can find out more with this [factsheet](#).

We advise that branches speak to their organiser to arrange this learning to support Branch and individual need.



# Representative Development

## EFFECTIVE MOTION WRITING

Writing effective motions - How to participate in UNISON's democracy.

Learn how to write effective motions to submit to Branch Annual General Meetings, Regional Council and UNISON Conferences.

This course will run from 09:30-12:30

### Course Aims:

- ✓ Understand how an effective motion is constructed
- ✓ Understand UNISON's rules on motions
- ✓ Understand more on UNISON's structures
- ✓ Practice writing motions that effectively deliver on their contents
- ✓ Develop the confidence to move motions in different contexts from Branch Meetings to National Conferences

Date	VENUE	
9 <sup>th</sup> April	Online	<a href="#"><u>REGISTER HERE</u></a>
14 <sup>th</sup> April	Bristol	<a href="#"><u>REGISTER HERE</u></a>
12 <sup>th</sup> June	Taunton	<a href="#"><u>REGISTER HERE</u></a>
13 <sup>th</sup> October	Online	<a href="#"><u>REGISTER HERE</u></a>

# Pre-Conference Training

## NATIONAL DELEGATE CONFERENCE - NEW DELEGATE

Are you going to National Delegate Conference 2026 for the first time and wondering what you have to do, what it is like and how it works? Maybe, you have been before and want a refresher or a chance to discuss the agenda and meet the other delegates.

Come along to the National Delegate Pre-Conference Training.

This course runs from 09:30-16:30

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:

Course Aims:

- ✓ 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

Date	VENUE	REGISTER HERE
Monday 18 <sup>th</sup> May	Taunton	<a href="#"><u>REGISTER HERE</u></a>



# Employment Law

## FOR REPRESENTATIVES - TO HELP IMPROVE KNOWLEDGE ON THE LAW

Understanding how employment law works is essential for reps. This series of workshops will give an introduction to how the law works and how this relates to the role of the rep.

Who are these courses for?

- New reps/stewards who have completed the Organising Stewards course.
- Any experienced activists/reps/officers who want a refresher on the law

These are half day workshops which run online 09:30-12:00 via MS Teams.



## EMPLOYMENT LAW: UNDERSTANDING DISMISSALS

This course runs 09:30-12:00

This workshop will give you an understanding in:

### Course Aims:

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

Date	VENUE	REGISTER HERE
20 <sup>th</sup> March	Online	<a href="#"><u>REGISTER HERE</u></a>
12 <sup>th</sup> November	Online	<a href="#"><u>REGISTER HERE</u></a>

# Employment Law

## EMPLOYMENT LAW: UNDERSTANDING TUPE & REDUNDANCY

This course will run 09:30-12:00

This workshop will give you an understanding in:

**Course Aims:**

- ✓What redundancy and TUPE (Transfer of Undertakings (Protection of Employment) Regulations 2006) 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

Date	VENUE	REGISTER HERE
1 <sup>st</sup> April	Online	<a href="#"><u>REGISTER HERE</u></a>
30 <sup>th</sup> October	Online	<a href="#"><u>REGISTER HERE</u></a>

## EMPLOYMENT LAW: THE LAW ON EQUALITY & DISCRIMINATION

This course will run 09:30-12:00

Equality is at the heart of UNISON's actions and values.

**Course Aims:**

- ✓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

Date	VENUE	REGISTER HERE
27 <sup>th</sup> May	Online	<a href="#"><u>REGISTER HERE</u></a>
24 <sup>th</sup> November	Online	<a href="#"><u>REGISTER HERE</u></a>

# Employment Law

## EMPLOYMENT LAW: TRADE UNION LAW

This course runs from 09:30-12:00

The UK has some of the most restrictive legislation on what trade unions can do, and how they operate.

**Course Aims:**

- ✓ 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

Date	VENUE	REGISTER HERE
11 <sup>th</sup> June	Online	<a href="#"><u>REGISTER HERE</u></a>
25 <sup>th</sup> November	Online	<a href="#"><u>REGISTER HERE</u></a>

## EMPLOYMENT LAW: UNDERSTANDING EMPLOYMENT TRIBUNALS

This course runs from 09:30-12:00

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:

**Course Aims:**

- ✓ 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

Date	VENUE	REGISTER HERE
28 <sup>th</sup> January	Online	<a href="#"><u>REGISTER HERE</u></a>
17 <sup>th</sup> November	Online	<a href="#"><u>REGISTER HERE</u></a>

# Employment Law

## EMPLOYMENT LAW: UNDERSTANDING CONTRACTS OF EMPLOYMENT

This course runs from 09:30-12:00

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

### Course Aims:

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

Date	VENUE	REGISTER HERE
3 <sup>rd</sup> February	Online	<a href="#"><u>REGISTER HERE</u></a>
9 <sup>th</sup> September	Online	<a href="#"><u>REGISTER HERE</u></a>

## EMPLOYMENT LAW: THE LAW ON WHISTLEBLOWING

This course runs from 09:30-12:00

Whistleblowing can be a difficult and complicated issue in the workplace.

### Course Aims:

- ✓What counts as whistleblowing
- ✓How the law works on this issue
- ✓the role of the rep in whistleblowing issues
- ✓How the process works

Date	VENUE	REGISTER HERE
24 <sup>th</sup> February	Online	<a href="#"><u>REGISTER HERE</u></a>
3 <sup>rd</sup> December	Online	<a href="#"><u>REGISTER HERE</u></a>

# Employment Law

## EMPLOYMENT LAW: THE LAW ON SICKNESS & DISABILITY

This course runs from 09:30-12:00

Sickness absence cases are still one of the main reasons that members seek UNISON support and representation.

### Course Aims:

- ✓What the law says on sick absence and disability
- ✓The employers responsibilities on sick absence disciplinary cases and dismissals
- ✓The rights of disabled people and sick absence
- ✓Good practice in representation

Date	VENUE	REGISTER HERE
20 <sup>th</sup> January	Online	<a href="#"><u>REGISTER HERE</u></a>
20 <sup>th</sup> November	Online	<a href="#"><u>REGISTER HERE</u></a>

## EMPLOYMENT LAW NEW PILOT COURSE 2026 - IN PERSON (BRISTOL)

Each session will run from 09:30 - 16:30

Please ensure you can attend all five days to complete this learning. In 2026 we will be piloting an in- person Employment course.

### Course Aims:

- ✓Understanding Contracts of Employment
- ✓Understanding Dismissals
- ✓Understanding TUPE /Redundancy
- ✓Equality Law
- ✓Trade Union Law
- ✓Understanding Employment Tribunals



Date	VENUE	REGISTER HERE
6, 7, 8 Oct & 15, 16 October	Bristol	<a href="#"><u>REGISTER HERE</u></a>

# Health & Safety



## Health & Safety Stage 1



## Risk Assessments



## H&S Refresher



## Disability & Reasonable adjustments

### Step 1 - Health & Safety

Complete your Health & Safety Training. "Stage 1". A 5 day course to gain the skills and knowledge to understand the role of the Health & Safety Representative. Learn about Health & Safety Law, the responsibilities of your employer and you as the representative.

### Step 2 - Risk Assessments

This 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 importance of risk assessments .

### Step 3- Health & Safety Refresher

This one-day online course 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.

### Step 4 - Health & Safety, Disability & Reasonable Adjustments

This course is for Health and Safety reps, workplace reps and equality/disabled members reps and officers. It will help H&S reps to gain knowledge in helping members to request reasonable adjustments and look at Disability Law in more detail.

### The importance of UNISON Health & Safety Reps

The role of the UNISON health and safety representative is independent of management. Representatives are there to represent the interests and concerns of UNISON members and respond on their behalf.

### Time off to train:

Trade union health and safety representatives are entitled to paid time off for training. The Regulations are clear. Regulation 4(2) of the Safety Representatives & Safety Committees Regulations states: "An employer shall permit a safety representative to take such time off with pay during the employee's working hours as shall be necessary for the purposes of ... undergoing such training in aspects of those functions as may be reasonable in all the circumstances having regard to any relevant provisions of a code of practice relating to time off for training approved for the time being by the Health and Safety Executive under section 16 of the 1974 Act."

# Health & Safety







## HEALTH & SAFETY - STAGE 1

This course is aimed at newly elected Health and Safety Representatives. It will enable you to start undertaken this important role with more confidence in your workplace.

This course runs from 09:30-16:30 each day.

You can also download this helpful [guide](#) if you are a new Health & Safety Representative.

This course will cover:

 Understand the role of the Health & Safety Rep	 The rights of the H&S Rep and more about H&S law	 How to carry out workplace inspections
 Understanding Risk Assessments	 How to organise around health & Safety issues in your workplace	 Gain confidence to raise concerns with your employer on H&S matters

Date	VENUE	REGISTER HERE
22 <sup>nd</sup> , 23 <sup>rd</sup> , 24 <sup>th</sup> & 29 <sup>th</sup> & 30 <sup>th</sup> April	Taunton	<a href="#">REGISTER HERE</a>
4 <sup>th</sup> , 11 <sup>th</sup> , 18 <sup>th</sup> , 25 <sup>th</sup> June & 2 <sup>nd</sup> July	Taunton	<a href="#">REGISTER HERE</a>



# Health & Safety Pathway

## RISK ASSESSMENTS

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.

This course runs from 09:30-16:30 each day.



Understand  
workplace risks



Boost your  
knowledge on  
legal and practical  
requirements



Turn your  
assessments in  
to real  
improvements

### Course Aims:

- ✓The range of risks in your 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 your workplace

Date	VENUE	REGISTER HERE
3 <sup>rd</sup> June	Taunton	<a href="#"><u>REGISTER HERE</u></a>



# Health & Safety Pathway

## HEALTH & SAFETY REFRESHER

This 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.

This course runs from 09:30-16:30 each day.

**Course Aims:**

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

Date	VENUE	REGISTER HERE
3 <sup>rd</sup> November	Taunton	<a href="#"><u>REGISTER HERE</u></a>

## HEALTH AND SAFETY, DISABILITY AND REASONABLE ADJUSTMENTS

This course is for health and safety reps, workplace reps and equality/disabled members reps and officers.

This course runs from 09:30-16:30 each day.

**Course Aims:**

- ✓The law on disability and reasonable adjustments
- ✓The role of UNISON reps is supporting members with reasonable adjustments
- ✓The responsibilities of employers
- ✓How to make an effective case for members

Date	VENUE	REGISTER HERE
1 <sup>st</sup> December	Bristol	<a href="#"><u>REGISTER HERE</u></a>

# SAVE THE DATE

Further details to follow. These events are organised regionally and charges are covered via your branch. Childcare provision is in place. Please discuss any requirements with our Administrator Maria.

## Get Active

15-17 May 2026

Croyde Bay UNISON , Braunton, North Devon

- ✓ Aimed at new active members
- ✓ Newly trained stewards are encouraged to attend
- ✓ Various workshops , speakers and plenary sessions. Inc networking , dedicated celebration and awards night event



## Branch Officers Training Weekend

9-12 July 2026

Croyde Bay UNISON , Braunton, North Devon

- ✓ Aimed at newly elected Branch Officers
- ✓ To support learning of key committee officials
- ✓ A dedicated learning weekend to help branch leaders with confidence , skills and knowledge



- Branch Secretary
- Branch Chair
- Branch Treasurer
- Health and Safety Officer
- Communications Office
- Equality Coordinator – This role will also cover aspects of: Black Members Officer, LGBT+ Officer & Disabled Members Officer\*
- Young Members Officer
- Branch Environmental/Green Officer (NEW!)
- Women's Officer

*\*We will be liaising with the Black Members, LGBT+, and Disabled Self Organised Groups to arrange specific training on these roles during the year and publicising nationally organised training for these roles.*

# Training Locations

## ➤ Bristol

Vintry Building  
20 Wine Street  
3<sup>rd</sup> Floor  
Bristol, BS1 2BD



## ➤ Taunton

Ground Floor, 2  
Tangier Way  
Castle Street  
Taunton  
TA1 4AS



## ➤ Exeter

UNISON House Exeter  
Business Park  
Emperor Way  
Exeter  
EX1 3QS



# Education Team



Your region has a dedicated team who are passionate about learning.



**Mark Everden**

Regional Education  
Organiser

Mark is the lead for Education in the region. He develops and creates the regional education programme and manages the team.



**Natalie Chadwick**

Regional Learning &  
Development Organiser

Natalie supports learning activists across the region and organises around member learning as a way to improve engagement.



**Maria Weston**

Regional Education  
Administrator

Maria is the administrator who supports the education programme and regional learning events.

# Contact Us

 **Website**

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

 **Social Media**

[www.facebook.com/unisonsweducationandequalities](http://www.facebook.com/unisonsweducationandequalities)

 **E-mail**

[unisonsweducation@unison.co.uk](mailto:unisonsweducation@unison.co.uk)

 **Phone**

01823 285 324

SCAN QR CODE



