



2019: Full Education
Programme



Photo: Jess Hurd

Introduction

This programme is designed to help you get the education and training you need to be active in UNISON. The aim of the training is to help you in whatever union role you have; whether you are starting out, taking on a new role, or have been involved for some time.

Our education and training aims to meet the organising challenge and the priorities set by Regional Council by helping you:

- Apply the skills you have to your trade union role and develop new skills,
- Develop your understanding of workplace issues for sharing with your members,
- Explore what it means to be an activist in an organising union,
- Get the support you need through quality training.

Our courses aim to help meet the organising challenge in UNISON, and develop UNISON as an organising union so that we:

- Welcome and involve new members,
- Base our bargaining agenda on members' needs,
- Do things with members, not simply for them,
- Encourage members to be workplace reps at a level they are comfortable with,
- Work through a strong and effective network of local reps,
- Organise around the collective dimension to individual problems.

Welcome

Welcome to another year of Yorkshire & Humberside's Regional Education and Training Programme for 2019. It is our priority to have as diverse and suitable courses to meet all the needs of both our members and activists both new and old. Again this year we have endeavored to have courses as widely assessable as possible by offering access across the region, and making more use of the TUC both in the classroom and online. UNISON is also developing its own on line workshops and e-notes.

We are continuing to support venues from across the region as well as delivering more at the Regional HQ in Leeds; and we will also continue to use Northern College.

The massive unrelenting Tory cuts are continuing to affect not only Trade Union education but all adult further education, which makes our Lifelong Learning and member learning access even more important for our members and potential members and activists. In addition to our Regional Education Team, and our Organisers will continue working with branches, along with their organising duties to develop Lifelong Learning and ensure activists are trained to the highest standards with courses on most TU subjects. Learning and training are now firmly embedded with all branches development and future plans.



Wendy Nichols
Regional Convenor

The programme is designed to increase access to the most up to date training UNISON can offer, both for new and developing existing activists. The courses provided are directly aimed at building confidence and developing skills and abilities. We are sure that both you and UNISON will benefit from the experience.

It is never too late to learn.

Branch development is vital in recruiting and organising and retaining members. We are constantly striving to increase membership and provide a better service. Increasing membership and developing new activists from all sectors of the union will make us stronger and more representative of our members.

We believe that no member should be out of pocket attending UNISON courses. Branches and the Region will continue to contribute to ensure this, and access is freely available to as many members / activist as possible. Any additional travel costs or carer costs can be claimed from your branch, but you do need to speak to your branch and get their agreement in advance (details of help can be found within this programme).

We also offer for clarity a separate members only training programme detailing



some of the courses/workshops UNISON offers for **non activist** members. You can obtain a copy of this from your branch education co-ordinator or Branch Secretary. You can always find it on our website www.unison-yorks.org.uk/education.html.

We pride ourselves on offering an extremely friendly relaxed and supportive learning environment, and this gives opportunities to meet new people make new friends and build networks with other branches and activists learners to build on knowledge and skills. Working together with other trade unionists to achieve common goals is at the fundamental core of our organisation and we offer many opportunities for development.

So please access and enjoy our learning offer and don't be afraid to comment on things that went well or not as well as we are always striving to improve your learning experience and all feedback is carefully considered and used to improve our delivery.

This year we are offering many short workshops on various subjects such as Dementia, Autism, Retirement, alongside our Confidence Building workshops for both women and men.

The TUC now offer fully online and integrated courses webinars as well as E-notes. We will also be introducing Return to Learn and Women's Lives workshop taster sessions as a first step in unleashing members potential.

I hope you will participate and enjoy what we have to offer and I firmly believe UNISON has the best trained activist of any other union in the UK.

Wendy Nichols
Regional Convenor

Practicalities

What are our courses like? Our courses are friendly and informal and are aimed at making learning a 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.

Child Care. We provide crèche facilities on weekend residential courses when child care is needed (you need to ask for this at least two weeks prior to the course). A carers' allowance may be paid where care costs have been incurred in addition to those normally paid by the member. If you need child or dependant care to be provided at home, please let us know as soon as you can. A detailed form will be issued to you for completion.

Access. UNISON's policy is to use training venues which are fully accessible for those members with disabilities and we make every effort to do so. However, facilities for disabled members do vary between venues, so please let us know relevant details of your disability when booking a place. If you require a facilitator in order for you to take part then you need to tell us on the booking form who they are so we can book accommodation for them if necessary.

Ramadan. For those members attending courses during Ramadan the course tutors will liaise with the member and the training venue to ensure that food is available at the appropriate time for the member to break their fast.

Course Fees. There is no cost to members attending any UNISON courses. Course fees will be charged to your Branch on a subsidised basis.

Expenses. In line with your own Branch policy, you may reclaim travel and additional child care expenses from Branch funds. You are advised to find out what you may claim before attending the course.

Time Off. Members should contact their Branch Secretary or Branch Education Co-ordinator regarding time off to attend trade union courses.

Time off with pay is normally available to stewards/representatives to attend trade union courses. However, not all courses attract time off with pay. Also, some of our courses are open to any member and they are therefore not normally eligible for time off. If you are in doubt, contact your Branch Secretary/Branch Education Co-ordinator. For more information visit <https://learning.unison.org.uk>.

Additional Needs. If you have additional needs such as a requirement for a loop system or special dietary requirements, please let us know as soon as possible so that this can be arranged.

Closing Dates. These are indicated for each course.

Late applications. Please ensure that application forms are received before the closing date as late applications may mean that a course has to be cancelled or child/dependant care cannot be organised. Most courses have to operate on a minimum of 10 applicants, so please don't delay, send your form in today.

Venues. Most of our residential courses are run at venues where meals are provided and where special diets are catered for if you let us know in advance. Whenever possible, residential accommodation is usually on a non-shared basis.

Non-residential venues vary, but generally will include access to tea/coffee facilities and meals whenever possible.

Atmosphere. The Yorkshire & Humberside Region prides itself on the fact that our courses are relaxed, informal and supportive, so you are invited to dress comfortably at all times.

Cancellations. 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 us immediately. Whatever your reason for cancelling, it may mean that another member can be offered a place or that you can be accommodated on another course. Failure to notify us will mean that your Branch is asked to pay the full cost of your place on the course.

If course attendees or Branches cancel a place more than 2 weeks before the course is due to take place, then no charge will be made to Branches, as the Region should not have incurred any charge at that stage. However, a cancellation at this stage may result in low numbers of attendees, which may mean the course having to be cancelled.

If course attendees or branches cancel a place less than 2 weeks before the course is due to take place, then the Branch will be charged the full course fee. If a course participant does not attend the course and has not informed the Regional Education Administrator prior to the start of the course, then the Branch will be notified and will be charged the full cost of the course.

We would urge all Branches to contact us as soon as possible if they do have a cancellation, as we may then be able to offer the place to another activist or member.

Further Information. If you need any further information, or you have any queries about this programme, please contact: **Regional Education Administrator, UNISON Y&H Regional Centre, Commerce House, Wade Lane, Leeds, LS2 8NJ** or Tel: **0113 218 2330**

Your Education Team...

“inspiring all to learn, grow and succeed”



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These courses help with the first steps as a union activist. Courses in this section include: The Organising Steward's Course, Developing Representation Skills, Further Representation Skills, Negotiating Skills, Confidence Skills for Activists, Health and Safety Representatives, UNISON Learning Representative, and Equalities in Your Branch.

RUNNING THE BRANCH PAGES 14 – 17

These courses are aimed at people who have taken on roles involved in running the Branch, such as Branch Secretary, Branch Treasurer and other Branch Officer positions.

DEVELOPING YOUR SKILLS PAGES 18 – 22

These skills-based courses are aimed at activists who wish to develop the skills they need to carry out their role within UNISON. They include Lay Tutor Training, Strategic Campaigning and Digital and Numeracy Champions.

EMPLOYMENT LAW COURSES PAGES 23 – 25

These national and regional courses are aimed at giving activists and branch officials an overview of specific areas of employment law. They include: Contracts and TUPE, Disability Discrimination Law, Race and Sex Discrimination Law, and Introduction to Work Life Balance.

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We now offer a range Member Learning courses such as Confidence Building (Power to be You) and Get That Job. Workshops run by the Open University are Autism Awareness, Mental Health Awareness and Dementia. Other courses for members include Return to Learn and Pre-Retirement Workshops. We have a number of Women's courses which are run on a women-only basis, and include: Building Confidence in Women, Women's Assertiveness, Pathways Into UNISON, and Women's Lives.

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Instructions on how to apply for courses and where to go to download an application form.

Essential Development

Courses in this section are aimed at members who have recently become active in the union and who are looking to take up or develop their role as a steward or Branch official. These courses make up the first stage in activist training.

■ The Organising Steward

If you are a new steward then this is an essential course for you. This course looks at what the roles of the steward are and gives you the skills, knowledge and understanding to carry out these roles, for example recruiting members and involving them in the union and how to work with members to tackle problems at work.

This courses covers:

- Recruiting members,
- Keeping members informed,
- How to raise issues in UNISON,
- Proportionality and fair representation,
- Interviewing members,
- Understanding your grievance and disciplinary procedures.

You can find out more about the role of the Steward by completing our e-Note at <https://e-learning.unison.org.uk/>

The Organising Steward

Mon – Fri 28, 29, 30, 31 January, 1 Feb 2019 (Apply by: 4 January 2019)
Non-residential at UNISON Regional Centre, Leeds
Mon – Fri 25, 26, 27, 28 Feb, 1 March 2019 (Apply by: 25 January 2019)
Residential at Northern College, Barnsley
Mon – Fri 25, 26, 27, 28, 29 March 2019 (Apply by: 22 February 2019)
Non-residential at UNISON Regional Centre, Leeds
Mon – Fri, 29, 30 April, 1, 2, 3 May 2019 (Apply by: 29 March 2019)
Non-residential at UNISON Regional Centre, Leeds
Tue – Fri 18, 19, 20 June 2019; Tue – Wed 2, 3 July 2019 (Apply by: 17 May 2019)
Non-residential at East Riding College, Hull
Mon – Fri 8, 9, 10, 11, 12 July 2019 (Apply by: 7 June 2019)
Residential at Northern College, Barnsley
Mon – Fri 2, 3, 4, 5, 6 September 2019 (Apply by: 2 August 2019)
Residential at Northern College, Barnsley
Mon – Fri 7, 8, 9, 10, 11 October 2019 (Apply by: 6 September 2019)
Non-residential at UNISON Regional Centre, Leeds
Mon – Fri 4, 5, 6, 7, 8 November 2019 (Apply by: 4 October 2019)
Residential at Northern College, Barnsley
Mon – Fri 2, 3, 4, 5, 6 December 2019 (Apply by: 1 November 2019)
Residential at Northern College, Barnsley

Cost to Branches: £150

NOTE: All Stewards must attend an ERA re-accreditation refresher course no later than every 5 years. Participants can attend on a day delegate basis but there will be no reduction in cost to branches.

■ The Organising Steward – Online Version

Who is it for?

Any new steward who is unable to attend one of our face to face Organising Stewards courses (because of work patterns/domestic commitments).

This course will help you:

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

When will it start?

The Organising Steward – Online Version

14 January – 8 March 2019 (Apply by: 21 December 2019)
29 April – 28 June 2019 (Apply by: 5 April 2019)
9 September – 1 November 2019 (Apply by: 23 August 2019)

The course is free to you

What will an online course involve?

The course will use the same high quality materials, tutor support, and networking with other UNISON stewards as the face to face courses but will be accessed online from your workplace or local/employer learning centre. It will be delivered in a friendly, encouraging way by expert tutors.

You will access the course via the internet and work interactively on tasks with tutors and other course participants. Course activities contain discussion forums, quizzes, and workplace activities. You will need to spend approx 4-5 hours a week on the course over a 7 week period.

How will the online course work?

You will spend the first 3 weeks learning how to use the system by doing the Getting Ready for E-Learning (GREL) course. This will ensure that you are confident to use the ultra-reliable and user friendly learning environment. You will then start the course proper. We may be able to arrange a get together before the course starts, depending on logistics.

Do I need good IT skills to take part?

The starting point will be the ability to send an email and access the internet.

How much will it cost?

The course is free to you.

Will I get paid time off ?

Online learning should not be seen as an alternative to paid release from work. The law that says trade union reps are entitled to reasonable paid time off for education and training; this applies to online courses, whether learning takes place away from work or in work, at your workstation or your employer’s learning centre. Talk to your manager about what makes sense for you.

How do I apply?

For the application form, go to www.tuceducation.org.uk/findacourse/courses/63. Once you have registered, the TUC will send you a college enrolment form.

Complete and return no later than 2 weeks before the start date of the course. Please also tell your manager and branch that you have applied.

When will I hear if I have a place?

You will be contacted by the TUC no later than 2 weeks before the course starts.

“I found the course really useful and would recommend it to other stewards in my area – thank you.”

■ **Health and Safety Representatives**

This course is essential for new Health and Safety Representatives, or for those Health and Safety Representatives who have more experience but who haven’t yet had the chance to go on this course. This is a five day course, which will give you the knowledge and confidence to look at:

- What is the job and rights of a Health and Safety Representative?
- How do you interview a member? How do you start to prepare a case?
- How do you carry out a Health and Safety inspection?

You can find out more about the role of the Health & Safety Representative by completing our e-Note at <https://e-learning.unison.org.uk/>

Health and Safety Representatives

Mon – Fri 25, 26, 27, 28 Feb, 1 March 2019 (Apply by: 25 January 2019)
Non-residential at UNISON Regional Centre, Leeds
Mon – Fri 1, 2, 3, 4, 5 July 2019 (Apply by: 31 May 2019)
Residential at Northern College, Barnsley
Tue – Thu 1, 2, 3; Tue – Wed 15, 16 October 2019 (Apply by: 2 September 2019)
Non-residential at East Riding College, Hull

Cost to Branches: £150

Participants can attend residential courses on a day delegate basis (no accommodation) but there will be no reduction in cost to Branches.

■ Union Learning Representatives (ULR)

This course is intended to provide training in the role of Union Learning Rep. Are you interested in encouraging learning in your workplace? If yes, you could be a Union Learning Rep and help to change people's lives. Once you have been nominated as a Learning Rep by your Branch, the next step is to attend this course.

The role of the Learning Rep is to promote UNISON's Lifelong Learning Agenda and to encourage non-traditional learners to enter into learning opportunities both in the workplace and the wider community. The Employment Act 2002 gave Union Learning Reps paid release to train and carry out duties in the same way as Stewards and Health & Safety Representatives. If you would like to find out more, talk to your Branch Education Co-ordinator or Regional Learning and Development Officer.

You can find out more about the role of Union Learning Rep by completing our e-Note at <https://e-learning.unison.org.uk/>

Union Learning Representatives

Mon – Wed 17, 18, 19 June 2019 (Apply by: 17 May 2019)

Non-residential at UNISON Regional Centre, Leeds

Cost to Branches: £75

■ Look out for...

- Regional Learning Forum, March 2019, to be held in Leeds
- ULR Seminar, 18th September 2019, to be held in London

Follow On Training

■ Equalities in Your Branch

This course is aimed at existing and newly elected Branch Equality Representatives and Co-ordinators. It is also useful for any Branch Officers and Activists. The overall aim of this course is to help course members to:

- Promote equality in their branch,
- Promote equality in the workplace,
- Understand the role of Branch Equality Co-ordinators.

Equalities in Your Branch

Tue – Wed 9, 10 July 2019 (Apply by: 7 June 2019)

Non-residential at UNISON Regional Centre, Leeds

Cost to Branches: £50

Negotiating Skills for Activists

ERA Re-accreditation Course

This course is aimed at all activists and will equip you for negotiating with managers at a local level. The course looks at:

- Understanding the process of negotiating,
- Becoming familiar with different styles of negotiating,
- Working effectively as part of a negotiating team,
- Understanding how to prepare, present and negotiate on an issue,
- Developing and practising negotiating skills.

Negotiating Skills for Activists

Mon – Fri 24, 25, 26, 27, 28 June 2019 (Apply by: 24 May 2019)
Residential at Northern College, Barnsley
Mon – Fri 23, 24, 25, 26, 27 September 2019 (Apply by: 13 August 2019)
Residential at Northern College, Barnsley

Cost to Branches: £150

Please note: You may only attend this course if you have already completed one of the following courses: the Organising Steward, Health and Safety Reps, UNISON Learning Reps or the TUC equivalent (stage 1).

Participants can attend on a day delegate basis (no accommodation) but there will be no reduction in cost to Branches.

Further Representation Skills

ERA Re-accreditation Course

This 2 day course is designed to follow on from the 5 day Organising Stewards course or equivalent and is aimed at existing UNISON stewards. The course reinforces some approaches and procedures introduced in the 5 day course and explores in more detail:

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

Further Representation Skills

Wed – Thurs 6, 7 March 2019 (Apply by: 4 February 2019)
Non-residential at UNISON Regional Centre, Leeds
Mon – Tue 25, 26, November 2019 (Apply by: 4 October 2019)
Non-residential at UNISON Regional Centre, Leeds

Cost to Branches: £50

“Thanks to all, discussions were great, support was great and the knowledge people shared. It was really enjoyable and confidence building.”

■ Confidence Skills for Activists

This course is aimed at Stewards, Union Learning Reps and Health & Safety Reps. It will help you develop the communication skills you need to do your job as an activist.

- Do you worry about speaking to managers?
- Are you sometimes lost for words at a meeting?
- Don't know how to face an angry member or manager?
- Don't know the most effective way to put your thoughts into words?

This course is aimed to reverse this situation and you will leave with the skills you need to become a more confident person and activist. You should be able to represent yourself and members more effectively.

Confidence Skills for Activists

Mon 4 November 2019 (Apply by: 4 October 2019)
Non-residential at UNISON Regional Centre, Leeds

Cost to Branches: £25

■ UNISON Workplace Reps Refresher Course

ERA Re-accreditation Course

This two-day course is aimed at UNISON Workplace Representatives and Branch Officers who have completed their first stage course (The Organising Steward's Course) or the TUC 10 day course, some time in the past. It is designed to meet the requirements of the Employment Rights Act (ERA) re-accreditation. The purpose of the course is to update representatives on new developments both in UNISON and in the law.

UNISON Workplace Reps Refresher Courses

Mon – Tue 3, 4 June 2019 (Apply by: 3 May 2019)
Non-residential at Northern College, Barnsley
Mon – Tue 24, 25 October 2019 (Apply by: 23 September 2019)
Non-residential at UNISON Regional Centre, Leeds

Cost to Branches: £50

Running the Branch

■ Branch Officer Courses

These courses are designed for Branch Officials and committee members who have taken on responsibilities at Branch level (as compared with the workplace responsibilities of stewards and safety reps). The courses will help develop the knowledge and skills needed for different Branch roles, and will put them in the context of the organising approach.

Branch Secretary

Aimed at new Branch Secretaries or those who haven't attended training for some time. This course will help with the organising and administration part of the job. It will focus on building the Branch around the organising model. Once this course has been completed, Branch Secretaries will be eligible for the remaining 5 Branch Secretary courses, which should be completed over an 18 month period and cover topics such as managing the branch, organising, representation and bargaining, and leadership.

Equalities in Your Branch

Open to all Branch Equalities Officers and Branch Officers for Self Organised Groups, this course will look at the role of the Equalities Officer, how to organise for equalities in Branches. It will also look at equalities as a bargaining and campaigning issue.

Branch Education Co-ordinator

Good education within the Branch is vital for making local organisation work. This course is for Branch Education Officers and will look at how to identify your Branch education needs, how to budget for education, and how to encourage and support representatives in training.

Chairing Meetings

The course is aimed at anyone who has to chair a formal trade union meeting, whether it be a Branch meeting, Branch Committee, Working Group or Self Organised Group. Find out how to practise the skills needed to run a meeting that is fair to all participants. This is suitable for all activists but especially Branch Chairs.

Health and Safety Officer

This course covers the strategic role of organising Health and Safety Reps and members around health and safety issues. It is not suitable for Health and Safety Representatives who have not had any training or have only recently been trained. The course will look at the role of safety reps and the Branch, investigating hazards and members' complaints, agreements with the employer, and future planning.

Labour Link Officer

This course is intended to equip Labour Link Officers with the tools they need to undertake their role.

The aims of the course are:

- To understand why politics are important in the branch,
- To develop skills to encourage interest in political activity in the branch,
- To understand and respond to issues about Labour Link,
- To understand Labour Link procedures,
- To develop effective skills around campaigning.

Lifelong Learning Co-ordinator

This course will give Branch Lifelong Learning Co-ordinators the skills they need to carry out their role. The course will focus on:

- How to organise around learning,
- How to co-ordinate the activities of Union Learning Reps within the branch,
- How to ensure learning is linked into the branch's organising, bargaining and quality work.

Branch International Officer

This course will examine in detail the role and function of Branch International Officers and how we can make 'international solidarity' a reality, not just a slogan. The course will look at UNISON's international priorities, the effect of globalisation on developing countries, and how branch-based activities can make a difference.

Branch Officer Courses

All the above Branch Officer courses will take place on the following dates:

Sat – Sun 18, 19 May 2019 (Apply by: 12 April 2019)

Branch Officer courses are one night residential and will be held at the DoubleTree By Hilton Hotel, Leeds

Cost to Branches: £150

Note: Please ensure you indicate the specific course title on your application form. Due to demand some courses may not run so please indicate your first and second preference on your application eg Branch Secretary (1), Charing Meetings (2).

■ Branch Welfare Officers Training

Branch Welfare Officer training is a nationally co-ordinated programme.

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

This training will help Branch Welfare Officers to:

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

Branch Welfare Officers Training

Wed – Thu 3, 4 July 2019 (Apply by: 23 May 2019)

Venue: Manchester

To apply: Please email LearningandOrganising@unison.co.uk for an application form.

Branch Officer Training for Branch Treasurers

■ Branch Treasurer Online Accounting (OLBA)

Who is it for?

This one-day course is aimed at new and re-elected treasurers of non-live OLBA branches and newly appointed treasurers of live OLBA branches.

What will I learn?

This course provides practical guidance on using the online branch accounting system. The training will cover:

- How to use OLBA,
- A case study,
- Entering your receipts and payments,
- Accounts and reports.

All Branch Treasurers must attend a one day Branch Treasurer Online Accounting (OLBA) Course before attending the follow on Branch Officer Training Weekend.

Branch Treasurer Online Accounting (OLBA) Course

Thu 25 April 2019 (Apply by: 25 March 2019)

Non-residential at UNISON Regional Centre, Leeds

Wed 4 September 2019 (Apply by: 2 August 2019)

Non-residential at UNISON Regional Centre, Leeds

Cost to Branches: £25

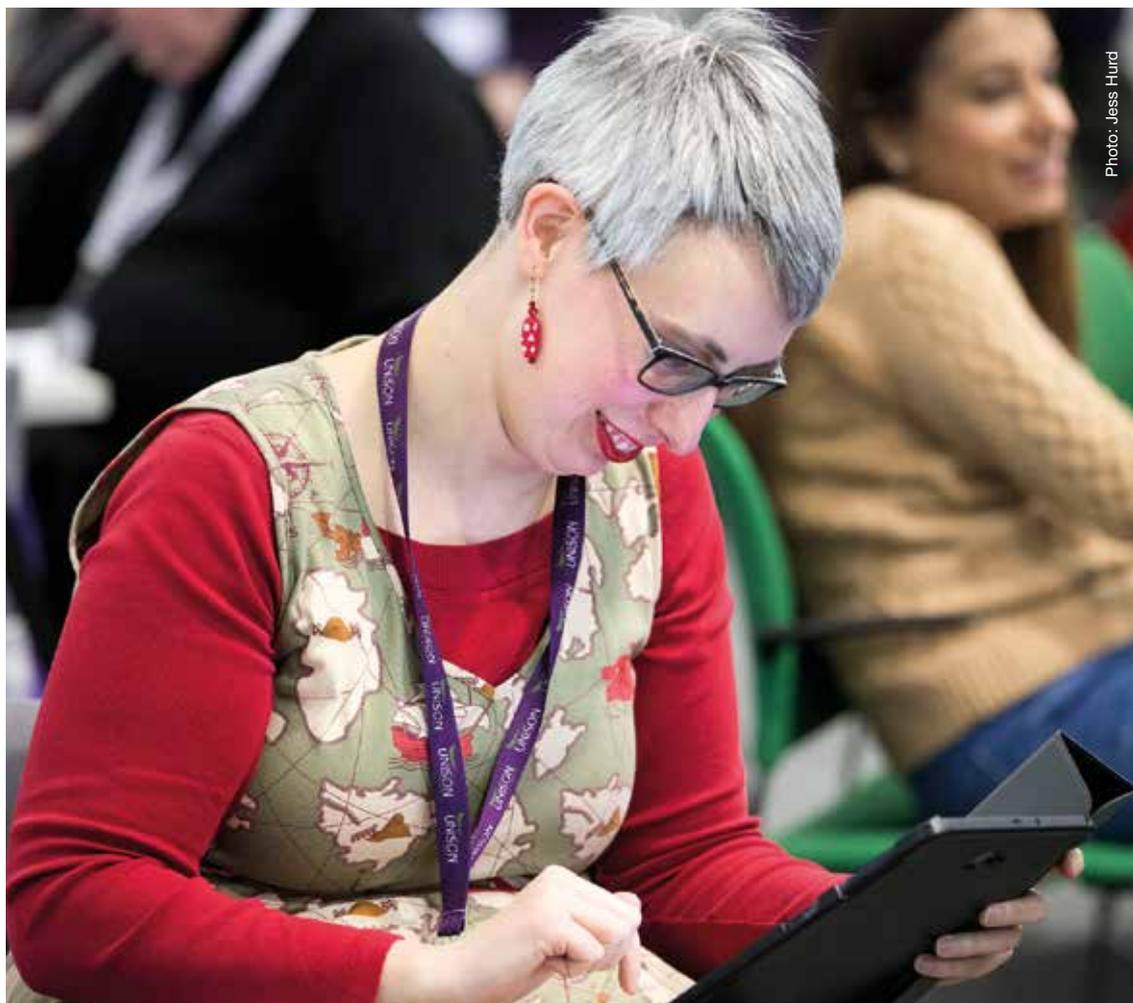


Photo: Jess Hurd

■ Finance and the Organised Branch

This course is designed for Branch Treasurers, Branch Secretaries and any other Branch Officer who is associated with Branch finances. The course runs for one day and involves individual activities, group work and discussion, as well as finding out information from your employer and outside sources. It is NOT designed to make the learner a 'financial expert' but to introduce them to some of the key issues facing members and branches in the trade union and the employing organisation. In particular, the course aims to help the learner to:

- Understand branch finances and branch funding,
- Work with the branch to establish transparency in financial transactions,
- Develop protocols for budget setting and procurement and a budgeting framework,
- Understand the role of budgeting and organising within a framework of UNISON's objectives,
- Promote an organising union through branch budgeting.

Another aim of this course, for UNISON, is to develop a new layer of activism amongst members, which introduces organising around finance.

Finance and the Organised Branch

Fri 27 September 2019 (Apply by: 27 August 2019)

Non-residential at UNISON Regional Centre, Leeds

Cost to Branches: £25

Developing Your Skills

UNISON Tutor Training Opportunities

UNISON’s Tutor Training Schemes are aimed at branch activists who want to use education methods to run organising-focused branch-based training for members. To maintain a consistent standard of tutor training, the schemes will operate the following training process:

To become a UNISON Lay Tutor you must complete Discussion Leading Skills | Lay Tutor Training | Equality Awareness for Lay Tutors courses.

To complete the tutor training basics route you must attend the Discussion Leading Skills and Leading and Delivering Short Workshop courses.

■ Discussion Leading Skills

This course is designed for branch activists who wish to improve their discussion leading skills and help build branch organisation. It also forms the first part of a programme aimed at developing lay tutors. The course introduces activists to education methods for use in branch activities. It aims to give activists the skills and confidence to run small branch and workplace discussions.

Discussion Leading Skills

Mon – Tue 18, 19 March 2019 (Apply by: 15 February 2019)

Non-residential at UNISON Regional Centre, Leeds

Cost to Branches: £50

Lay Tutor Training Programme

■ Lay Tutor Training

This course will build on the skills developed through the Discussion Leading Skills course and so must be completed before attending this part of the tutor training programme. The course will explore educational methods and their appropriateness to trade union education, consider how people learn and develop skills to run simple group-based activities.



Lay Tutor Training

Wed – Fri 22, 23, 24 May 2019 (Apply by: 23 April 2019)

Non-residential at UNISON Regional Centre, Leeds

Cost to Branches: £75

■ Equality Awareness for Lay Tutors

This course has been specifically designed for UNISON lay tutors and is an integral and essential part of the UNISON lay tutor training programme. Understanding the deep-rooted nature of prejudice and discrimination will help all lay tutors to carry out their role on behalf of UNISON confidently and effectively. The course aims to help lay tutors to improve their own education practice by developing their understanding of equality issues and learn how to deal with equality issues assertively.

Lay Tutors Equality Course

Mon – Wed 21, 22 October 2019 (Apply by: 20 September 2019)

Non-residential at UNISON Regional Centre, Leeds

Cost to Branches: £50

Tutor Training Basics

■ Leading and Delivering Short Workshops

This 3-day course will build on the skills developed through the Discussion Leading Skills course and so must be completed before attending this part of the programme. This introductory course on tutoring methods will give you the basic forms of educational methods used in UNISON education, consider the principles of a student centred approach to learning and both explore and practice how to run short group sessions.

Date for this workshop will be fixed on demand from applications and is non residential.

Cost to Branches: £75

Further Training

■ Strategic Campaigning

The course will look at different campaigns and explore the factors which made them successful and those which may prevent a campaign from succeeding; considerations for finding a good campaigning issue; developing a core message; deciding on targets and allies and looking at tactics.

Strategic Campaigning

Monday, 22 July 2019 (Apply by: 21 June 2019)

Non-residential at UNISON Regional Centre, Leeds

Cost to Branches: £25

Calendar of Courses 2019

Pink = Members courses
Purple = Activist courses

Month	Course title	Start date
January	Organising Steward – Online Version	Monday, 14 January 2019
	Organising Steward	Monday, 28 January 2019
February	Autism Awareness (Open University)	Tuesday, 5 February 2019
	Mental Health Awareness (Open University)	Friday, 8 February 2019
	Dementia Workshop (Open University)	Thursday, 14 February 2019
	Organising Steward	Monday, 25 February 2019
	Health & Safety Representatives	Monday, 25 February 2019
March	Building Confidence in Women	Saturday, 2 March 2019
	Further Representation Skills	Wednesday, 6 March 2019
	Every Day Living, Every Day Numbers	Tuesday, 12 March 2019
	Employment Law: Introduction to Employment Law	Wednesday, 13 March 2019
	Employment Law: Introduction to Contracts of Employment	Thursday, 14 March 2019
	Employment Law: Introduction to Work Life Balance	Friday, 15 March 2019
	Discussion Leading Skills	Thursday, 18 March 2019
	Pre-Retirement Workshop	Wednesday, 20 March 2019
	Confidence Building (Power to be You)	Friday, 22 March 2019
	Organising Steward	Monday, 25 March 2019
April	Assertiveness Habit	Thursday, 25 April 2019
	Branch Treasurer Online Accounting (OLBA) Training	Thursday, 25 April 2019
	Organising Steward	Monday, 29 April 2019
	Organising Steward – Online Version	Monday, 29 April 2019
May	Branch Officer Training Weekend	Saturday, 18 May 2019
	Lay Tutor Training	Wednesday, 22 May 2019
June	UNISON Workplace Reps Refresher	Monday, 3 June 2019
	Confidence Building (Power to be You) for Men	Friday, 7 June 2019
	Union Learning Representatives	Monday, 17 June 2019
	Organising Steward	Tuesday, 18 June 2019
	Women's Assertiveness	Saturday, 22 June 2019
	Negotiating Skills for Activists	Monday, 24 June 2019
Creative Writing	Wednesday, 26 June 2019	
July	Health & Safety Representatives	Monday, 1 July 2019
	Your Skills Your Future	Tuesday, 2 July 2019
	Building Confidence in Women	Saturday, 6 July 2019
	Equalities in your Branch	Tuesday, 9 July 2019
	Organising Steward	Monday, 15 July 2019
	Autism Awareness (Open University)	Tuesday, 16 July 2019
	Strategic Campaigning	Monday, 22 July 2019
September	Organising Steward	Monday, 2 September 2019
	Branch Treasurer Online Accounting (OLBA) Training	Wednesday, 4 September 2019
	Dementia Workshop (Open University)	Monday, 6 September 2019
	Confidence Building (Power to be You)	Monday, 9 September 2019
	Organising Steward – Online Version	Monday, 9 September 2019
	Pathways into UNISON	Saturday, 14 September 2019
	Negotiating Skills for Activists	Monday, 23 September 2019
	Branch Treasurer: Finance and the Organising Branch	Friday, 27 September 2019
October	Health & Safety Representatives	Tuesday, 1 October 2019
	Pre-Retirement Workshop	Wednesday, 2 October 2019
	Get That Job – a job applications workshop	Friday, 4 October 2019
	Every Day Living, Every Day Numbers	Monday, 7 October 2019
	Organising Steward	Monday, 7 October 2019
	Mental Health Awareness (Open University)	Friday, 15 October 2019
	Equality Awareness for Lay Tutors	Monday, 21 October 2019
	UNISON Workplace Reps Refresher	Thursday, 24 October 2019
	Women's Assertiveness	Saturday, 26 October 2019
November	Confidence Skills for Activists	Monday, 4 November 2019
	Organising Steward	Monday, 4 November 2019
	Assertiveness Habit	Thursday, 7 November 2019
	Further Representation Skills	Monday, 25 November 2019
	Employment Law: Introduction to Disability Discrimination Law	Thursday, 28 November 2019
	Employment Law: Introduction to Race & Sex Discrimination Law	Friday, 29 November 2019
December	Organising Steward	Monday, 2 December 2019
	Pre-Retirement Workshop	Wednesday, 4 December 2019

Course dates	Closing date for applications	Residential details	Venue
14 January - 8 March 2019	Friday, 21 December 2018	Distance Learning	Distance Learning
28, 29, 30, 31 January, 1 Feb 2019	Friday, 4 January 2019	Non-Residential	Regional Centre, Leeds
5 February 2019	Monday, 7 January 2019	Non-Residential	Regional Centre, Leeds
8 February 2019	Monday, 7 January 2019	Non-Residential	Regional Centre, Leeds
14 February 2019	Monday, 14 January 2019	Non-Residential	Regional Centre, Leeds
25, 26, 27, 28 Feb, 1 March 2019	Friday, 25 January 2019	4 Nights Residential	Northern College
25, 26, 27, 28 Feb, 1 March 2019	Friday, 25 January 2019	Non-Residential	Regional Centre, Leeds
2, 3 March 2019	Friday, 1 February 2019	1 Nights Residential	Novotel Hotel, Leeds
6, 7 March 2019	Monday, 4 February 2019	Non-Residential	Regional Centre, Leeds
12 March 2019	Monday, 11 February 2019	Non-Residential	Regional Centre, Leeds
13 March 2019	Monday, 11 February 2019	Non-Residential	Regional Centre, Leeds
14 March 2019	Monday, 11 February 2019	Non-Residential	Regional Centre, Leeds
15 March 2019	Monday, 11 February 2019	Non-Residential	Regional Centre, Leeds
18, 19 March 2019	Friday, 15 February 2019	Non-Residential	Regional Centre, Leeds
20 March 2019	Monday, 18 February 2019	Non-Residential	Regional Centre, Leeds
22 March 2019	Friday, 22 February 2019	Non-Residential	Regional Centre, Leeds
25, 26, 27, 28, 29 March 2019	Friday, 22 February 2019	Non-Residential	Regional Centre, Leeds
25 April 2019	Monday, 25 March 2019	Non-Residential	Regional Centre, Leeds
25 April 2019	Monday, 25 March 2019	Non-Residential	Regional Centre, Leeds
29, 30 April, 1, 2, 3 May 2019	Monday, 25 March 2019	Non-Residential	Regional Centre, Leeds
29 April - 28 June 2019	Friday, 5 April 2019	Distance Learning	Distance Learning
18, 19 May 2019	Monday, 12 April 2019	1 Night Residential	DoubleTree by Hilton Leeds
22, 23, 24 May 2019	Tuesday, 23 April 2019	Non-Residential	Regional Centre, Leeds
3, 4 June 2019	Friday, 3 May 2019	Non-Residential	Northern College
7 June 2019	Friday, 9 May 2019	Non-Residential	Regional Centre, Leeds
17, 18, 19 June 2019	Friday, 17 May 2019	Non-Residential	Regional Centre, Leeds
18, 19, 20 June, 2, 3 July 2019	Friday, 17 May 2019	Non-Residential	East Riding College, Hull
22, 23 June 2019	Monday, 20 May 2019	1 Night Residential	Novotel Hotel, Leeds
24, 25, 26, 27, 28 June 2019	Friday, 24 May 2019	4 Night Residential	Northern College
26 June 2019	Friday, 24 May 2019	Non-Residential	Regional Centre, Leeds
1, 2, 3, 4, 5 July 2019	Friday, 31 May 2019	4 Night Residential	Northern College
2 July 2019	Monday, 3 June 2019	Non-Residential	Regional Centre, Leeds
6, 7 July 2019	Monday, 3 June 2019	Non-Residential	Novotel Hotel, Leeds
9, 10 July 2019	Friday, 7 June 2019	Non-Residential	Regional Centre, Leeds
15, 16, 17, 18, 19 July 2019	Friday, 14 June 2019	4 Night Residential	Northern College
16 July 2019	Friday, 14 June 2019	Non-Residential	Regional Centre, Leeds
22 July 2019	Friday, 21 June 2019	Non-Residential	Regional Centre, Leeds
2, 3, 4, 5, 6 September 2019	Friday, 2 August 2019	4 Night Residential	Northern College
4 September 2019	Friday, 2 August 2019	Non-Residential	Regional Centre, Leeds
6 September 2019	Monday, 5 August 2019	Non-Residential	Regional Centre, Leeds
9 September 2019	Friday, 9 August 2019	Non-Residential	Regional Centre, Leeds
9 September - 1 November 2019	Friday, 23 August 2019	Distance Learning	Distance Learning
14, 15 September 2019	Friday, 9 August 2019	1 Night Residential	Novotel Hotel, Leeds
23, 24, 25, 26, 27 September 2019	Friday, 23 August 2019	4 Night Residential	Northern College
27 September 2019	Tuesday, 27 August 2019	Non-Residential	Regional Centre, Leeds
1, 2, 3, 15, 16 October 2019	Monday, 2 September 2019	Non-Residential	East Riding College, Hull
2 October 2019	Monday, 2 September 2019	Non-Residential	Regional Centre, Leeds
4 October 2019	Monday, 2 September 2019	Non-Residential	Regional Centre, Leeds
7 October 2019	Friday, 6 September 2019	Non-Residential	Venue TBC, Leeds
7, 8, 9, 10, 11 October 2019	Friday, 6 September 2019	Non-Residential	Regional Centre, Leeds
15 October 2019	Friday, 13 September 2019	Non-Residential	Regional Centre, Leeds
21, 22 October 2019	Friday, 20 September 2019	Non-Residential	Regional Centre, Leeds
24, 25 October 2019	Monday, 23 September 2019	Non-Residential	Regional Centre, Leeds
26, 27 October 2019	Monday, 23 September 2019	1 Night Residential	Novotel Hotel, Leeds
4 November 2019	Friday, 4 October 2019	Non-Residential	Regional Centre, Leeds
4, 5, 6, 7, 8 November 2019	Friday, 4 October 2019	4 Night Residential	Northern College
7 November 2019	Friday, 4 October 2019	Non-Residential	Regional Centre, Leeds
25, 26, November 2019	Friday, 4 October 2019	Non-Residential	Regional Centre, Leeds
28 November 2019	Friday, 25 October 2019	Non-Residential	Regional Centre, Leeds
29 November 2019	Friday, 25 October 2019	Non-Residential	Regional Centre, Leeds
2, 3, 4, 5, 6 December 2019	Friday, 1 November 2019	4 Night Residential	Northern College
4 December 2019	Friday, 1 November 2019	Non-Residential	Regional Centre, Leeds

■ Self Organised Groups and Young Members' Forum

UNISON promotes equality and encourages activism through its Young Members' Forum and its four self organised groups which include Women Members, Black Members, Disabled Members and Lesbian, Gay, Bisexual and Transgender Members. This year there will be one day training courses for each of these groups and Young Members. The courses are open to any member who identifies as being from the relevant group and are a great way to network with other members who share the same concerns and aspirations.

Dates have yet to be confirmed but the courses are non residential and will be held at UNISON Regional Centre, Leeds.

Cost to Branches: £25 full day. £12.50 half day.

Become a Champion at Work

■ Digital Champion Workshop

You don't need to be an IT whizz to be a Digital Champion, just a willingness to support others with their digital confidence. From accessing payslips and requesting annual leave to doing a weekly shop or booking a restaurant, we all need digital skills. This workshop will explore what it means to be a Digital Champion and provide you with the skills to support colleagues through changes at work brought by the digitization of public services.

■ Numeracy Champion Workshop

You don't need to be a Maths expert to be a Numeracy Champion, just a willingness to support others with their numeracy skills. From cooking, booking holidays and finding the best deal, good numeracy skills are essential for work and life in general. This workshop will explore what it means to be a Numeracy Champion, understand maths anxiety and provide you with the skills to support people with their numeracy skills.



Dates for these workshops will be fixed based on demand from applications. If you are interested in running one of these workshops in your branch/workplace, please email r.bent@unison.co.uk for further details.

Employment Law Courses

■ National Employment Law Courses

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

CONTRACTS, REDUNDANCY AND TUPE

26, 27, 28 March 2019: Closing date for receipt of applications: **14 February**

26, 27, 28 November 2019: Closing date for receipt of applications: **15 October**

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

DISABILITY DISCRIMINATION LAW

20 & 21 March 2019: Closing date for receipt of applications: **7 February**

12 & 13 November 2019: Closing date for receipt of applications: **1 October**

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

MATERNITY AND PARENTAL RIGHTS

21 May 2019: Closing date for receipt of applications: **9 April**

8 October 2019: Closing date for receipt of applications: **27 August**

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

RACE AND SEX DISCRIMINATION LAW

14, 15, 16 May 2019: Closing date for receipt of applications: **2 April**

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

UNFAIR DISMISSALS AND EMPLOYMENT TRIBUNALS

1, 2, 3 October 2019: Closing date for receipt of applications: **20 August**

This course will help reps to use the law to underpin negotiations with employers

on dismissal issues in internal disciplinary hearings, and to develop analytical skills useful in all areas of their work. While activists are not expected to represent at tribunal cases, understanding the importance of time limits and evidence gathering at an early stage will ensure sound groundwork should a case eventually go to tribunal. This course covers the law of unfair dismissal: who can claim unfair dismissal and what makes a dismissal unfair, especially in the context of misconduct. It follows a misconduct dismissal through every stage of preparation for a tribunal case, finishing with a mock video of the tribunal hearing. This course does not cover unfair dismissal in the context of redundancy, contract variation or TUPE as that is the subject of the Contracts, Redundancy and TUPE course.

All courses will be held in UNISON Centre, 130 Euston Road, London NW1 2AY. Unless otherwise stated in the joining instructions all courses will start at 11am on the first day, 9.30am on the second/third day. All days will finish at 4.30pm.

HOW TO APPLY: To apply, please phone or email for an application form (see below) and return it to: **UNISON Learning & Organising Services, UNISON Centre, 130 Euston Road, London NW1 2AY.** Tel: **0207 121 5116** Fax: **0207 121 5758** Email: **learningandorganising@unison.co.uk**

ALLOCATION OF COURSE PLACES: To ensure the effective application of UNISON principles of Proportionality and Fair Representation, places are allocated on national courses immediately after the closing date instead of on a first come first served basis. If courses are oversubscribed, selections are made on the basis of achieving Fair Representation and Proportionality, as set out in UNISON Rules, and to ensure a fair spread of participants from regions and sectors where appropriate. In-depth employment law courses supplement the range of training offered at regional level. They are aimed at experienced activists and this is also taken into account when offering places on these courses.

CHARGES: Branches will be charged the following course fees:

- IF THE PARTICIPANT STAYS OVERNIGHT: £325 for 3-day courses, £200 for 2-day courses and £125 for 1-day courses. Accommodation, travel and care costs and a £5 per day out-of-pocket allowance will be paid from LAOS
- IF THE PARTICIPANT IS NON RESIDENTIAL: £225 for 3-day courses, £150 for 2-day courses and £75 for 1-day courses. Travel and care costs and a £5 per day out-of-pocket allowance will be paid from LAOS.

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

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

CANCELLATION POLICY: Where places on courses are cancelled without good cause charges will be levied as follows:

- 2 weeks and over – no charge
- 1 – 2 weeks before the start of the course – 50% of the course fee
- 0 – 7 days before of the start of the course – 100% of the course fee.

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

Regional Employment Law Courses

ERA Re-accreditation

These courses are aimed at stewards or branch officials and will give an overview of specific areas of employment law. They will look at what the law actually says and how it may be applied.

There are 5 one day courses – you can either do all 5 days or pick the day or days to suit your interest. These courses will give a basic grounding in those areas of employment law and will help you to identify possible legal cases, which may be run in conjunction with the region.

Introduction to Employment Law

Wed, 13 March 2019 (Apply by: 11 February 2019)

Non-residential at UNISON Regional Centre, Leeds

Introduction to Contracts of Employment

Thu, 14 March 2019 (Apply by: 11 February 2019)

Non-residential at UNISON Regional Centre, Leeds

Introduction to Work Life Balance

Fri, 15 March 2019 (Apply by: 11 February 2019)

Non-residential at UNISON Regional Centre, Leeds

Introduction to Disability Discrimination Law (Equality Act)

Thu 28 November 2019 (Apply by: 25 October 2019)

Non-residential at UNISON Regional Centre, Leeds

Introduction to Race and Sex Discrimination Law (Equality Act)

Fri 29 November 2019 (Apply by: 25 October 2019)

Non-residential at UNISON Regional Centre, Leeds

Cost to Branches: £25 per course



Open University Courses



■ Autism Awareness

This course is a one day session delivered by an Open University lecturer and is open to UNISON members and activists.

The general content of the day is as follows:

- Historical background to autism,
- Characteristics of autism,
- Areas of difficulty,
- Typical behaviours,
- Some strategies for dealing with people with autism.

The course is not intended to be a day about how to manage someone with autism in a setting, but is more of a general introduction with some guidance given.

Autism Awareness

Tue 5 February 2019 (Apply by: Monday, 7 January 2019)
Non-residential at UNISON Regional Centre, Leeds
Tue 16 July 2019 (Apply by: 14 June 2019)
Non-residential at UNISON Regional Centre, Leeds

Cost to branches: FREE

■ Mental Health Awareness Workshop

This course is a one day session delivered by an Open University lecturer and is open to UNISON members and activists.

Objectives for the day:

- Understand the main mental health problems that people face,
- Gain an insight into the experience of having mental distress,
- Explore some strategies for promoting good mental health,
- Be able to take a revised awareness to the workplace.

The day covers: mental health issues; perception of mental health; experiencing mental health problems; types of mental health problems (including anxiety, depression, suicide and self harm, bipolar disorder, schizophrenia, personality disorders, eating disorders); legal considerations; what can individuals do; medication and treatment; and useful organisations and signposting.

Mental Health Awareness Workshop

Fri 8 February 2019 (Apply by: 7 January 2019)
Non-residential at UNISON Regional Centre, Leeds
Fri 15 October 2019 (Apply by: 13 September 2019)
Non-residential at UNISON Regional Centre, Leeds

Cost to Branches: FREE



■ Dementia Workshop

A short workshop run by The Open University providing an introduction on dementia care. The workshop aims to:

- Define dementia – types and causes and that dementia is not part of natural ageing.
- Explain how dementia affects the way a person behaves and functions – it’s not just about losing memory.
- Discuss the concept of ‘there is more to a person than the dementia’.
- Discuss the importance of knowing about the person and person centred care – ‘this is me’.
- Explore issues and ways of making it possible to live well with dementia.
- Consider ways in which care environments can be made more dementia-friendly.

Dementia Workshop

Thu 14 February 2019 (Apply by: 14 January 2019)
Non-residential at UNISON Regional Centre, Leeds
Mon 6 September 2019 (Apply by: 5 August 2019)
Non-residential at UNISON Regional Centre, Leeds

Cost to Branches: FREE



Women's Assertiveness

Assertiveness training offers a means of learning an invaluable set of communication skills, which helps us to express our opinions, needs, and feelings honestly and directly. The philosophy behind assertiveness training is expressly non-competitive and great care is taken to enable each participant to strengthen their self-esteem and prevent themselves being manipulated or exploited. The course is delivered in a friendly and relaxed atmosphere. You will leave the weekend with some useful techniques to be able to assert yourself in different situations.

“The training has been really good, I now feel ready to assert myself. Both outside and at work. Thank you!”

Women's Assertiveness

Sat – Sun 22, 23 June 2019 (Apply by: 20 May 2019)
This course includes 1 night residential at the Novotel Hotel, Leeds
Sat – Sun 26, 27 October 2019 (Apply by: 23 September 2019)
This course includes 1 night residential at the Novotel Hotel, Leeds

Cost to Branches: £150



Pathways Into UNISON

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.

The course also explores why women do or do not get involved in the union, appreciate the skills that many women develop, not just at work but in dealing with day to day life and gain confidence in their ability to use those skills in the union.

Lauramay says:

“Attending training with UNISON is so simple and easy. It’s fun. You meet new people and learn new skills and gain knowledge from the courses you attend. They cover expenses and can even arrange child care. I felt really looked after and they removed the obstacles that have put me off attending training in the past. It was great to do something different and know that everything was arranged and planned; it was a weight off my mind. I can’t wait to attend more courses provided by UNISON and would encourage others to look into the courses available and try them. Even if you think the course might not be something that you first want to do, look into the course and you never know you might really enjoy it! I did!”

As well as attending the Pathways course, Lauramay has recently completed the Return to Learn course and is now a trained workplace rep and assistant branch treasurer for her branch.

Pathways into UNISON

Sat – Sun 14, 15 September 2019 (Apply by: 9 August 2019)
This course includes 1 night residential at Novotel Hotel, Leeds

Cost to Branches: FREE

Get Back Into Learning and Change your Life



UNISON aims to give all members the opportunity to get back into learning, to develop new skills, build self confidence and experience the enjoyment of learning and the satisfaction of achievement.

*Together with the WEA (Workers Education Association), UNISON runs a programme of courses including our award winning programme *Return to Learn* and *Women's Lives*. Both are designed for members who want to return to education.*

■ Return to Learn

If you are someone who wants to get back into education but have been put off in the past because it all seemed too difficult, then *Return to Learn* is the course for you. It is designed for members who may have been away from learning for some time. Members from all walks of life and work backgrounds have benefited from the *Return to Learn* course for over 25 years.

What's in the course?

The course will develop your skills and give you confidence in four key areas: writing, investigating/research, analysing and problem solving and working with numbers together with basic computer skills. Whilst there are units to complete and assignments to hand in, the focus is on attending the sessions and taking part in the conversations, discussions and debates.

What will it involve?

The course is run in a welcoming and supportive environment so it's not like going back to school! You will meet once every one or two weeks in the evening at a local venue for 16 weeks. Each session lasts two or two and half hours. Study groups are very informal with opportunities to swap ideas, experiences and develop your study skills. Your tutor will help and advise you throughout the course. Previous participants have found the sessions exciting and fun as well as challenging. There is also a free residential weekend school. At the end of the course you will receive a certificate from UNISON and the WEA.

What will it cost?

Return to Learn is FREE to any UNISON member. UNISON pays the cost of all materials, travel expenses and all the costs associated with the residential school.

Elson's story:

Before attending the *Return to Learn* course, Elson, a porter at a local hospital, was afraid to go to interviews, but not now, "I look forward to them because it is an opportunity to sell myself..." In fact Elson enjoyed the course so much that he signed up to become a UNISON Learning Rep. He also recognises that education is the key to improving one's life and states, "...if your children see you doing it and see it's attainable then you are an inspiration to them."

Elson hopes to continue with his learning and train to become a nurse.

■ Women's Lives

Women's Lives is a course specifically designed for women who have been away from learning for a long time but would now like to take up new learning opportunities. Women's Lives is not at all like courses you might remember from school or college. It has been designed to make it easier for women like you to get back into education.

What's in the course?

The course looks at issues of interest to women and draws on your experiences at work and personal life. The aim is to boost your skills with other likeminded women in a friendly and supportive environment. You will look at writing, investigating/ research, analysing and problem solving skills. Whilst there are units to complete and assignments to hand in, the focus is on attending the sessions and taking part in the conversations, discussions and debates.

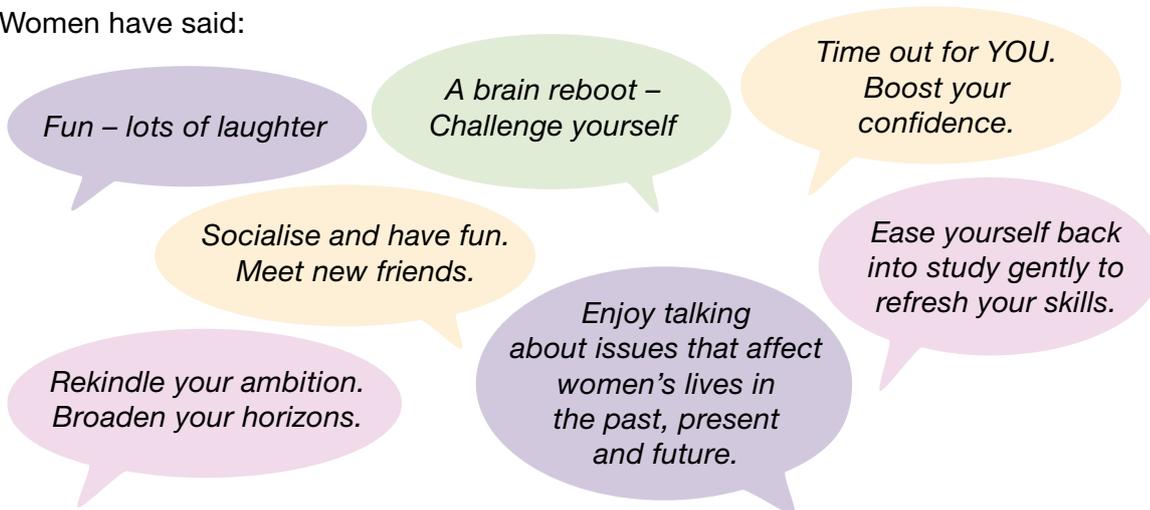
What will it involve?

You will join a regular study group which meets once every one or two weeks in the evening at a local venue for ten weeks. Each session lasts two hours. The course is delivered by a female tutor who will help, advise and give you feedback. There will also be a free residential weekend school. At the end of the course you will receive a certificate from UNISON and the WEA.

Women's Lives is FREE!

This is a course for female UNISON members only and all costs and expenses will be paid for by UNISON including workbooks, travel expenses, and all the costs associated with the weekend school.

Women have said:



If you are interested in either *Return to Learn* or *Women's Lives* they will run in the following areas from September 2019:

- Return to Learn – Leeds, Sheffield
- Women's Lives – Barnsley, Huddersfield/Halifax

If you are unsure if these courses are for you, one day taster sessions are being scheduled in these areas.

Please contact our Education Team to express your interest by emailing t.shearer@unison.co.uk or calling **0113 2182330**.

FREE 'Taster' Workshops



Try our free one-day 'taster' workshops for members as an introduction to UNISON learning. Explore the skills you have, how to make the most of them, and how to develop new skills. Workshops on offer include:

- Confidence Building (Power to be You)
- Confidence Building (Power to be You) – For Men Only 

This one day workshop will:

- Help to improve self-esteem,
- Provide ideas and tips for addressing your own confidence and assertiveness issues,
- Look at how to deal with criticism,
- Help to speak with confidence.

Confidence Building (Power to be You)

Fri 22 March 2019 (Apply by: 22 February 2019) – For All

Non-residential at UNISON Regional Centre, Leeds

Fri 7 June 2019 (Apply by: Friday, 9 May 2019) – For Men Only 

Non-residential at UNISON Regional Centre, Leeds

Mon 9 September 2019 (Apply by: 9 August 2019) – For All

Non-residential at UNISON Regional Centre, Leeds

Cost to Branches: FREE

Assertiveness Habit

This one day workshop will help you to:

- Understand the meaning of assertive, passive and aggressive behaviour,
- Consider the nature and impact of behaviour on ourselves and on others,
- Practise a more assertive approach to a range of situations,
- Speak with more confidence.

Assertiveness Habit

Thu 25 April 2019 (Apply by: 25 March 2019)

Non-residential at UNISON Regional Centre, Leeds

Thu 7 November 2019 (Apply by: 4 October 2019)

Non-residential at UNISON Regional Centre, Leeds

Cost to Branches: FREE

■ Your Skills, Your Future

This one day workshop will:

- Help you identify your existing, transferable, and potential skills for the purpose of personal or professional development,
- Help you to feel more confident about your skills and abilities,
- Identify ways to seek out opportunities for skills development,
- Highlight your achievements.

Your Skills Your Future

Mon 2 July 2019 (Apply by: 3 June 2019)

Non-residential at UNISON Regional Centre, Leeds

Cost to Branches: FREE

■ Get That Job – a Job Applications Workshop

This one day workshop will:

- Discuss feelings about applying for jobs,
- Identify your existing levels of confidence in relation to work and personal life,
- Acknowledge your strengths and skills,
- Explore the job application process and application forms,
- Increase confidence in demonstrating your skills and experience on application forms, particularly in relation to the Person Specification.

Get That Job

Mon 4 October 2019 (Apply by: 2 September 2019)

Non-residential at UNISON Regional Centre, Leeds

Cost to Branches: FREE

■ Creative Writing

Everyone is talented, original and has something important to say. This workshop will inspire you to get writing using fun and entertaining ways to tap into your imagination.

The aim of this one day workshop:

- To have a go at some creative writing exercises,
- To explore the benefits of creative writing,
- To develop confidence in your own creative writing skills.

Creative Writing

Wed 26 June 2019 (Apply by: 24 May 2019)

Non-residential at UNISON Regional Centre, Leeds

Cost to Branches: FREE

■ Everyday Living, Everyday Numbers

Having good numeracy skills and the confidence to try them out is vital for all of us. It helps us understand when we're getting a good deal and when we're being 'ripped off'.

This one day workshop will:

- Explore ways to show that numbers can be fun,
- Explore attitudes towards numbers,
- Develop confidence in use of numbers and numeracy.

Everyday Living, Everyday Numbers

Tue 12 March 2019 (Apply by: 11 February 2019)
Non-residential at UNISON Regional Centre, Leeds
Mon 7 October 2019 (Apply by: 6 September 2019)
Non-residential in Leeds, venue to be confirmed

Cost to Branches: FREE

■ Pre-Retirement Workshop

This workshop, run by True Bearing Chartered, will make you aware of your choices and aid you in your decision making around retirement.

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

- Create your own route path from the world of work to the world of retirement,
- Identify changes in both pensions and financial regulations which will affect your retirement decisions,
- Identify the long term issues affecting your retirement,
- Identify personal and lifestyle actions which will help to improve your retirement,
- Start the process of planning for a successful retirement.

Pre-Retirement Workshop

Wed 20 March 2019 (Apply by: 18 February 2019)
Non-residential at UNISON Regional Centre, Leeds
Wed 2 October 2019 (Apply by: 2 September 2019)
Non-residential at UNISON Regional Centre, Leeds
Wed 4 December 2019 (Apply by: 1 November 2019)
Non-residential at UNISON Regional Centre, Leeds

Cost to Branches: £10

Further Learning Opportunities

■ Get online with Learn My Way

Take your first steps online and learn basic IT skills for FREE.

Learn My Way really does make online learning easy! It doesn't matter if you've never touched a mouse or a keyboard before. You'll discover how to use a keyboard, mouse, touchscreen and computer, how to keep in touch with email, how to use the internet, and how to stay safe online.



Start learning today by logging on to **www.learnmyway.com** to register using our centre code number 8000526 or speak to your Union Learning Rep to help get you started.



■ Free Taster Opportunity with the National Extension College (NEC)



NEC is the UK's leading provider of distance learning below degree level. Study at your own pace, in your own time around your other commitments. NEC is currently offering a range of free taster courses exclusive to union members to help you decide if distance learning is for you, including:

- Children's Growth and Development
- Critical Thinking
- Short Stories
- Spelling, Punctuation and Grammar

To find out more, go to **www.nec.ac.uk/content/nec-working-partnership-unison**

■ Power Up Your Number Skills!

Many of us say we're not numbers people. But numbers play a big part in all our lives. With the help of National Numeracy you can sharpen your numeracy skills and build your confidence with maths. Being better with numbers isn't a special talent; it's something we can all learn.

Start now and take the online challenge and get the resources to help you improve.

Visit: <https://lp.nnchallenge.org.uk/unison-yorkshire-humber>



Jane says:

“Maths still panics me but the National Numeracy Challenge has made me feel more at ease and I have given it a go. I’ve gone up from a score of 30 to 80 and I was amazed.

“If I can do it anyone can do it!”



■ Courses at Northern College

Northern College is an adult residential college providing a range of educational opportunities. The college is set in the extensive grounds of Wentworth Castle. UNISON works in partnership with Northern College to provide training for members and activists.

You can study a wide range of subjects from courses to improve your literacy and numeracy skills to Information Technology, Social Sciences and Health, Social Care, Wellbeing and Parenting. Whilst some courses are free, other courses start from £45 upwards. Limited childcare places are also available for children over 6 months and under 12 years.

For the full range of subjects available, view their brochure online at: www.northern.ac.uk/doc/courses/shortcoursebooklet.pdf

For further information and to apply, contact Northern College directly:
 Email: courses@northern.ac.uk
 Tel: 01226 776000
 Web: www.northern.ac.uk



Please quote 'UNISON' when applying.

■ UNISON Learning Grants

To help you get ahead and develop your career, UNISON offers the following learning grants for members who are studying at their own expense:

- Learning Grants of up to £200 for courses including GCSEs, A-levels, BTec, Foundation and undergraduate degrees and most personal or career development courses.
- Open University Grants of £200 for a 30 point course and £300 for a 60 point course.
- Personal learning development Grants of £300 for School Support Staff and Care Workers.
- Certificate or Diploma grants of up to £300 towards fees for members on Trade Union and Labour Movement or Women's Studies courses.

Find the application form and more information at <https://learning.unison.org.uk/financial-support>

You can also call the Learning and Organising Team on **020 71215116** or email: LearningAndOrganising@unison.co.uk

■ UNISON and The Open University Working In Partnership

UNISON and **The Open University** partnership is based firmly on a shared goal to extend learning opportunities to those who have previously been unable to access them. Whether you're looking for short bites of non-accredited learning or an academic qualification, the partnership offers learning opportunities that can help you meet your personal and professional goals.



- Study OU Access Modules – If you want to study with the OU but you're not quite sure you are ready, an OU Access module is the ideal way to prepare. You may even be able to study for free.
- OpenLearn is the Open University's web access point for its open and free online resources for adult learners.
- A suite of six free online courses aimed at those who wish to improve their skills, knowledge and career prospects in specific areas.

For more information visit: www.open.ac.uk/choose/unison

You can also ring **0300 303 5303** to speak to an OU adviser.

Free Distance Learning Courses with recognised accreditation

We are pleased to offer a range of accredited **Level 2** fully funded distance learning courses in partnership with Bradford College. These courses offer you the flexibility of studying from anywhere at any time and last 6 or 9 weeks. To be eligible learners must be aged 19 and over, lived in the EU for the past 3 years and not currently studying on another course prior to starting.

Bradford College
...Further and Higher Education

■ Paper-based courses

- Preparing to Work in Adult Social Care
- Understanding Autism
- Understanding Behaviour that Challenges
- Principles of Business Administration
- Principles of Care Planning
- Introducing Caring for Children and Young People
- Common Health Conditions
- Counselling Skills
- Customer Service
- Principles of Dementia Care*
- Understanding the Care and Management of Diabetes*
- Dignity and Safeguarding in Adult and Social Care*
- Principles of End of Life Care
- Equality and Diversity*
- Information, Advice and Guidance
- Lean Organisation Management Techniques
- Principles of Working with Individuals with Learning Disabilities
- Prevention and Control of Infection in Health Care Settings*
- Awareness of Mental Health Problems
- Nutrition and Health
- Understanding the Safe Handling of Medication in Health and Social Care
- Understanding Safeguarding and Prevent
- Principles of Team Leading*

- Recognised qualification – NCFE CACHE
- Assessment based only – NO exam or test to sit
- Dedicated tutor support

NB A charge of £130 will be made for non completion of a course.

* are also available online

For more information or to sign up email r.bent@unison.co.uk or call **07985 291267**.



Useful Information

■ Handy weblinks

UNISON Learning and Organising Website: <https://learning.unison.org.uk>

UNISON e-Notes: <https://e-learning.unison.org.uk>

Organising Space: <https://organisingspace.unison.org.uk> – the Organising Space, where we are encouraging ULRs and other activists to network and share resources.

TUC Education: www.tuceducation.org.uk

■ Learning Discounts for UNISON Members

Members can get fee discounts for distance learning from the following:

National Extension College (NEC)

NEC offer a 10% discount to UNISON members on all its courses. Simply quote your UNISON membership number when enrolling.

The full list of courses can be found at www.nec.ac.uk.

The Open College of the Arts

Find your creative discipline with OCA. Choose from drawing, photography, creative writing and painting, plus more. Members can claim a 10% discount.

Visit their website: www.oca.ac.uk

E-Careers

UNISON members can claim a 10% discount on any e-Careers course by quoting **UNISON10**. Course categories include Teaching, Childcare & Education, Business & Work and Health, Safety & Compliance.

Visit their website <https://ecareers.unison.org.uk/>

And do remember, you may be able to get help with the cost of education that you're undertaking at your own expense with UNISON's Learning Grants.

■ Financial help to kickstart your branch learning

Kickstart grants are exactly what they sound like: they help you 'kickstart' learning activity in your branch. To qualify for a Kickstart grant your learning activity must involve either recruiting Union Learning Reps, engaging learners in English, Maths and IT, developing skills for the workplace OR tackling barriers to equality and diversity. The funding can be used to pay for venue and catering costs, learning equipment or resources. **NB** Kickstart grants can't be used to pay for tutor costs or activist training.



There are two levels of funding available:

- **Kickstart** – up to £250 to support learning events and engage existing and potential members eg paying for refreshments at a workshop or buying a bookcase for a workplace reading group
- **Moving On** – £250-£2,500 to help put sustainable learning in place eg buying IT equipment for a learning centre

To apply for funding email kickstart@unison.co.uk for an application form. If you would like to discuss the Kickstart programme further, contact Learning and Organising Services on 0207 121 5116.

■ UNISON's learning site

Any UNISON member can create an account on our online learning site and enrol themselves in e-Notes (quick, interactive online modules) on a wide range of topics. These give a useful overview of the subject and direct learners to further resources. e-Notes include: **Dyslexia Awareness**, **Introduction to Apprenticeships**, and **The Role of the Union Learning Representative**.

Visit: <https://e-learning.unison.org.uk>

■ The Organising Space

The Organising Space provides a safe space for UNISON activists in all sorts of different roles to connect with each other and share their experiences. There's a dedicated chat in which you can discuss learning and a library of resources that you can download and use to organise and promote learning activity in your branch. UNISON activists can log in to the Space using their my.UNISON account.

Visit: <https://organisingpace.unison.org.uk>

How to Apply for Courses

To apply, please complete an application form and send it to your Branch office for approval. An application form can be downloaded from our website at www.unison-yorks.org.uk/education.html

Your branch will then forward your application form to the UNISON Regional Office to book your place on the course. Branches should send application forms to our Regional Education Administrator by email at y&heducation@unison.co.uk or sent to **UNISON Regional Office, Commerce House, Wade Lane, Leeds, LS2 8NJ**. Scanned applications will be accepted and do not need to be sent in the post.

Please note that all applications must be signed by a Branch Officer to give approval for the delegate to attend the training. If an application form is not complete then it will be returned back to the Branch.

Please note that places for training cannot be reserved without an application form.

If you have any queries about this process then please call the Regional Education Team on **0113 218 2330**.



Get Involved

Being a member of UNISON is more than just a membership card. Why not join UNISON's network of people across the region who tackle work issues and improve conditions for themselves and colleagues through their UNISON branch. You don't have to commit a lot of time or be an expert to get more involved. A little time and enthusiasm are all that's needed. Give it a try; you'll be amazed how much you get out of it. You'll get the support and training you need to ensure you are confident and equipped in your role.

Support your colleagues by helping your UNISON branch

- Become a **workplace contact** sharing information with colleagues
- Become a **workplace steward** offering advice on issues at work and represent members in cases
- Make sure your colleagues are safe and healthy at work by becoming a **health and safety representative**
- Support your colleagues learning and development and become a **union learning representative (ULR)**
- Stand up for equality in your workplace and help change views, policies and lives by becoming an **equality representative**

Visit: unison.org.uk/for-activists

Challenge Inequality

Join one of the UNISON groups that campaign for equality for women members, black members, lesbian, gay, bisexual and transgender (LGBT) members and young members. Self organised groups and forums brings together members from these under represented groups to help the union identify and challenge discrimination and build equality. It can be a great way for you to get involved in the union whilst developing your skills, expertise and confidence.

Visit: unison.org.uk/equality

If you're ready to get involved just contact your local branch.







2019: Full Education
Programme

**You can find details of all the
courses we run on our website
www.unison-yorks.org.uk**

Regional Education Administrator,
UNISON Y&H Regional Centre,
Commerce House,
Wade Lane, Leeds,
LS2 8NJ
0113 218 2330