



# 2019: Members' Education Programme

UNISON believes that learning has a big impact on members' lives in the workplace and elsewhere, and so we are committed to lifelong learning. Our aim is to provide high quality free training for your personal and professional development and the range of training opportunities available is evolving all the time.

This guide sets out the free courses currently available to UNISON members in the Yorkshire & Humberside region.

# 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: 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 Only Courses

*These two friendly and fun courses are delivered by experienced female tutors in a Leeds Hotel from Saturday morning until Sunday lunchtime. Overnight accommodation is arranged for you and if you need childcare we will arrange a crèche. If a facilitator is needed, this can be discussed and arranged too.*

*The courses are open to non-activist women and will not involve any cost to you. Although these courses can be done in isolation, members applying for this course would benefit from completing the Building Confidence in Women course first as the Women’s Assertiveness course builds on the training done in that course.*



### Building Confidence In Women

Confidence is extremely important in almost every aspect of our lives, yet so many struggle to find it. The good news is that confidence can be learned and built on. In this fun and practical course, women work in pairs and small informal groups to look at the things which help them build confidence. We also look at the barriers which can get in the way of building confidence and develop a strategy for overcoming them.

This course is designed as a starting point for women who have attended little or no UNISON training before.

***“An excellent course for women who feel confidence may be lost, buried or taken a knock”***

#### **Building Confidence In Women**

Sat – Sun 2, 3 March 2019 (Apply by: 1 February 2019)
This course includes 1 night residential at the Novotel Hotel, Leeds
Sat – Sun 6, 7 July 2019 (Apply by: 3 June 2019)
This course includes 1 night residential at the Novotel Hotel, Leeds

**Cost to Branches: £150**





## 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.

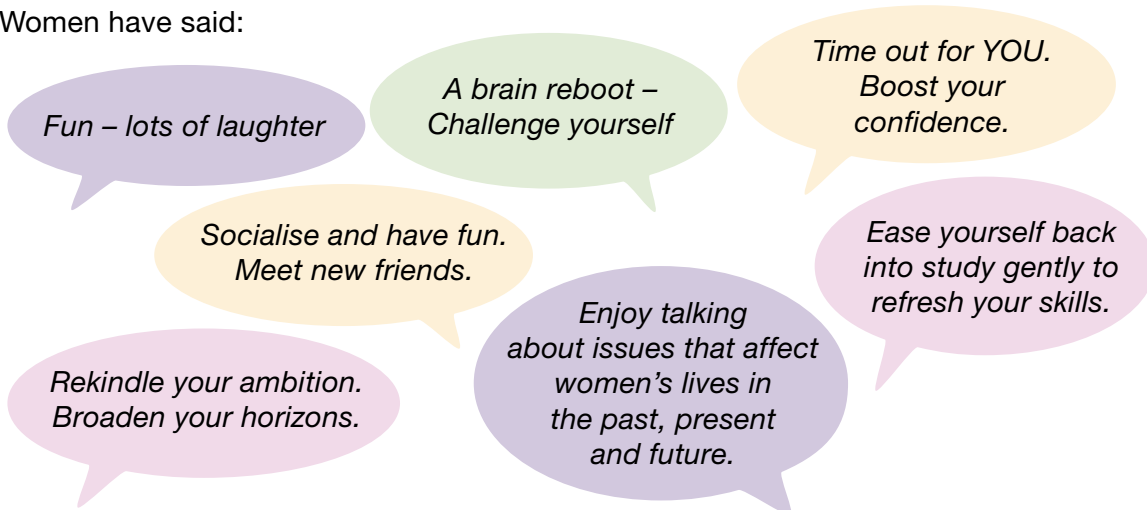
### What will it involve?

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](http://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](http://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](http://www.northern.ac.uk/doc/courses/shortcoursebooklet.pdf)

For further information and to apply, contact Northern College directly:  
 Email: [courses@northern.ac.uk](mailto:courses@northern.ac.uk)  
 Tel: 01226 776000  
 Web: [www.northern.ac.uk](http://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](mailto: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](http://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.



### ■ 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](mailto: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://organisingpace.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](http://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](http://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](http://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.

## ■ Practicalities

Our courses are friendly and informal and are aimed at making learning a fun experience. Everyone's views and experiences are valued and listened to. Most of the time is spent working in small groups. It is not like school; you will not be lectured at or suddenly called upon to give an answer.

Course times can vary but are usually 10.00am to 4.00pm. You will be given a specific start and finish time in the details sent to you when your place is confirmed on a course.

### **Course fees**

There is no cost to members attending any UNISON courses. Where there is a fee, it will be charged to your Branch.

### **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.



## **Your Education Team...**

*“inspiring all to learn, grow and succeed”*

# How to Apply for Members 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](http://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](mailto: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](http://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](http://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](http://www.unison-yorks.org.uk)**

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