

2020 Members' Education Programme



“Don't go through life,
Grow through life”

Eric Butterworth



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Introduction

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.



*If you are not willing to learn,
no one can help you.
If you are determined to learn,
no one can stop you.*

FREE Member Learning Workshops



Try our free one-day 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 ones. Workshops on offer include:

■ Confidence Building (Power to be You)

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)

Thu 19 March 2020 (Apply by: 21 February 2020)
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Non-residential at UNISON Regional Centre, Leeds
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Mon 7 September 2020 (Apply by: 7 August 2020)
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Non-residential at UNISON Regional Centre, Leeds
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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

Tue 19 May 2020 (Apply by: 20 April 2020)

Non-residential at UNISON Regional Centre, Leeds
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Mon 2 November 2020 (Apply by: 2 October 2020)
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Non-residential at UNISON Regional Centre, Leeds
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Cost to Branches: FREE

“Course was brilliant, facilitators were amazing, friendly and empathetic.”

■ 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 6 July 2020 (Apply by: 5 June 2020)
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 5 October 2020 (Apply by: 4 September 2020)
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 24 June 2020 (Apply by: 22 May 2020)
Non-residential at UNISON Regional Centre, Leeds

Cost to Branches: FREE

Power Up Your Number Skills – Everyday Maths

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

Power Up Your Number Skills

Wed 13 May 2020 (Apply by: 13 April 2020)

Non-residential at UNISON Regional Centre, Leeds

Cost to Branches: FREE

Dyslexia in the Workplace



This one-day course is aimed anyone with an interest in dyslexia and will cover:

- An introductory understanding of Dyslexia
- Strengths of individuals with Dyslexia
- Workplace barriers for employees with Dyslexia

Dyslexia in the Workplace

Tue 25 February 2020 (Apply by: 24 January 2020)

Non-residential at UNISON Regional Centre, Leeds

Cost to Branches: FREE

Neurodiversity in the Workplace



Neurodiversity is an umbrella term for autism, dyslexia, ADHD and Dyspraxia and on the day will cover:

- An introductory understanding of Neurodiversity
- Strengths of Neurodiverse individuals
- Workplace barriers for Neurodiverse employees

Neurodiversity in the Workplace

Wed 26 February 2020 (Apply by: 24 January 2020)

Non-residential at UNISON Regional Centre, Leeds

Cost to Branches: FREE

■ Manage Your Work-life Balance



The day will allow you to:

- Examine your current work-life balance
- Explore ways to cope with competing demands
- Reflect on obstacles to achieving balance

Manage Your Work-life Balance

Tue 28 April 2020 (Apply by: 27 March 2020)

Non-residential at UNISON Regional Centre, Leeds

■ Dignity in the Workplace



This one day workshop will look at:

- What is meant by dignity in the workplace
- Understanding unacceptable behaviour
- How to challenge unacceptable behaviour

Dignity in the Workplace

Thu 8 October 2020 (Apply by: 7 September 2020)

Non-residential at UNISON Regional Centre, Leeds

■ Introduction to Family History



After this course you will:

- Understand why researching family history can be a valuable activity
- Be able to draw your own family tree using common symbols
- Know how to start and progress your own research

Introduction to Family History

Tue 16 June 2020 (Apply by: 15 May 2020)

Non-residential at UNISON Regional Centre, Leeds

■ Cancer in the Workplace



This 2 day TUC course will help you:

- Find out more about cancer in the workplace, its causes and effects
- Become familiar with employment rights and benefits and how they can be used
- Be able to support and refer colleagues to useful organisations

Cancer in the Workplace

Mon, Tue 20, 21 July 2020 (Apply by: 19 June 2020)

Non-residential at East Riding College, Hull

Note: The courses on this page are Free to Branches.

Thinking of Retirement

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

Tue 31 March 2020 (Apply by: 28 February 2020)
Non-residential at UNISON Regional Centre, Leeds
Thu 1 October 2020 (Apply by: 4 September 2020)
Non-residential at UNISON Regional Centre, Leeds
Fri 4 December 2019 (Apply by: 2 November 2020)
Non-residential at UNISON Regional Centre, Leeds

Cost to Branches: £10

Open University Courses

Autism Awareness



A short workshop delivered by the Open University providing a general introduction to autism. Note this session is not intended to be about how to manage someone with autism in a particular setting.

The aims of the day include:

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

Autism Awareness

Wed 5 February 2020 (Apply by: 6 January 2020)
Non-residential at UNISON Regional Centre, Leeds
Thu 2 July 2020 (Apply by: 1 June 2020)
Non-residential at UNISON Regional Centre, Leeds

Cost to branches: FREE

Mental Health Awareness Workshop

A one day workshop delivered by the Open University that will help you:

- 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

Mental Health Awareness Workshop

Fri 7 February 2020 (Apply by: 6 January 2020)
Non-residential at UNISON Regional Centre, Leeds
Wed 14 October 2020 (Apply by: 14 September 2020)
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

Wed 9 September 2020 (Apply by: 7 August 2020)
Non-residential at UNISON Regional Centre, Leeds

Cost to Branches: FREE

“Fab course. Thanks for making it relevant and interesting”

Women Only Courses



These two friendly and fun courses are delivered by experienced female tutors at our UNISON Regional Office in Leeds from Saturday morning until Sunday lunchtime. Overnight accommodation is arranged for you.

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.

“It was useful to remind myself to value me. I will promote this course to others.”

Building Confidence In Women

Sat – Sun 7, 8 March 2020 (Apply by: 7 February 2020)
This course will be held at UNISON Regional Centre, Leeds with overnight accommodation at a Leeds hotel.
Sat – Sun 11, 12 July 2020 (Apply by: 8 June 2020)
This course will be held at UNISON Regional Centre, Leeds with overnight accommodation at a Leeds hotel.

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.

“I think knowing it was for women specifically helped me feel a lot more comfortable in the situations where we had to feedback.”

Women's Assertiveness

Sat – Sun 20, 21 June 2020 (Apply by: 18 May 2020)

This course will be held at UNISON Regional Centre, Leeds with overnight accommodation at a Leeds hotel.

Sat 31 Oct – Sun 1 Nov 2020 (Apply by: 28 September 2020)

This course will be held at UNISON Regional Centre, Leeds with overnight accommodation at a Leeds hotel.

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.

Pathways into UNISON

Sat – Sun 12, 13 September 2020 (Apply by: 17 August 2020)

This course will be held at UNISON Regional Centre, Leeds with overnight accommodation at a Leeds hotel.

Cost to Branches: FREE

“Thanks for a great course at the weekend. I thoroughly enjoyed it and found it to be really informative and unexpectedly confidence boosting!” – Grace, now a ULR for her branch

A Fantastic Opportunity to Ease Yourself Back into Learning!



The courses are designed to be a welcoming and supportive route back into learning. You will have support of a Worker's Education Association (WEA) Tutor, experienced in working with adults.

Return to Learn

- A 16 week course developing your study skills and giving you confidence in areas such as writing, problem solving and computer skills.
- Study groups meet on an evening weekly or fortnightly at a local venue. Each session lasts up to two and a half hours.

We plan to run **Return to Learn** from September 2021. Areas yet to be confirmed.

Women's Lives

- A 10 week course looking at issues of interest to women and drawing on experiences at work and personal life. The aim is to build confidence as well as study skills.
- Study groups meet once weekly or fortnightly in the evening at a local venue lasting two hours.

Women's Lives will run in Leeds, Sheffield, Grimsby and Scarborough starting from September 2020.

If you are interested in finding out more about either of these courses, information sessions will be held in each area during September 2020. They are a chance to meet the course tutor, find out more about the course and sign up! The sessions are likely to last up to two hours.

Return to Learn – Taster Workshop

You will have the opportunity to try out some learning approaches used in Return to Learn in a supportive and encouraging environment including:

- expressing your point of view
- solve a maths problem
- explore ideas for planning your study time

Return to Learn – Taster Workshop

Mon 11 May 2020 (Apply by: 10 April 2020)

Non-residential at UNISON Regional Centre, Leeds

Cost to Branches: FREE

Women's Lives – Taster Workshop

You will have the opportunity to try out some learning approaches used in Women's Lives in a supportive and encouraging environment.

- Discuss some aspects of women's life experiences
- Work in small groups to create a short text about your life as a woman
- Explore ideas for planning your study time

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

Women's Lives – Taster Workshop

Mon 22 June 2020 (Apply by: 22 May 2020)

Non-residential at UNISON Regional Centre, Leeds

Cost to Branches: FREE



Fully Funded 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*
- Falls Prevention

** are also available online*

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

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

NB If you do not complete the course, YOU will be liable for payment of any charges. Currently this is £130.

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.

■ Don't let numbers hold you back – Take the National Numeracy Challenge!

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/uniyah>



"I decided to do the challenge because of my family. I was getting asked maths questions from their homework and realised my maths was bad. I used the website on my phone and found the videos easy to follow and really clear. I did a little each day and I found myself starting to enjoy it. It became a habit and part of my routine. I answer their questions now without having to sneaky look at Google."

■ Family Maths Toolkit

National Numeracy also has a **Family Maths Toolkit** which is full of ideas to help parents, families and children aged 13 and under enjoy everyday maths activities together.

Why not visit www.familymathstoolkit.org.uk/ to find out more.



■ Everyday Skills in Maths and English

These free courses are ideal for anyone who wants to improve and refresh their everyday skills in Maths and English. They are available at two levels and you can choose the level that suits your ability and aspirations. They are divided into a series of easy-to-manage sections with interactive quizzes and activities to motivate and inspire you.



www.open.edu/openlearn/education-development/everyday-skills-maths-and-english

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 digitisation 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.



■ 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.

■ Courses at Northern College

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.

“The manner, the whole persona of the college is incredible, everyone, absolutely everyone, smiles and speaks to you. You are instantly put at ease and feel as though you have been here before – you are actually part of this college family!”

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

Wranx: <https://unionlearn.ulp.wranx.com> – bite sized learning to help improve knowledge on a range of subjects including Maths and English.

■ 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 £300 for courses including GCSEs, A-levels, BTec, Foundation and undergraduate degrees and most personal or career development courses.
- Open University grants of £250 for a 30 point course and up to £500 for a 60 point course.
- Certificate or Diploma grants of up to £500 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

■ 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.

“Our branch used Kickstart to put on a few training courses in the branch for members. The process for applying was simple. Our members love coming and we have more courses planned – I'll be filling those forms out again! Without Kickstart's continued help we couldn't have done this and the help we've given to our members has been well worth it.”

■ 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.

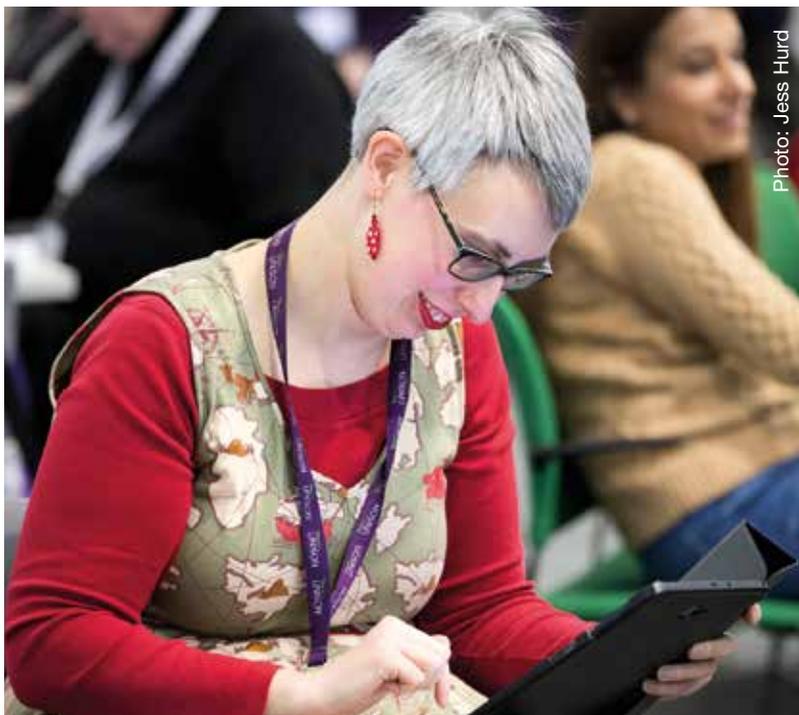


Photo: Jess Hurd

“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

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. 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.





**BLACK MEMBERS ARE
GETTING INVOLVED AND
CHALLENGING INEQUALITY**

2020 Full Education
Programme



"Don't go through life,
Grow through life"

Eric Butterworth

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