



# Activist Education Programme 2022

January – April 2022



## 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 our Yorkshire & Humberside Region's Activist Education and Training Programme. We have adapted our learning programme to virtual courses over the past couple of years due to the pandemic, and we will continue to offer online learning to our members moving forward. We recognise that some members would prefer to attend training in person and we do hope to get back to face to face training later this year. The training we run is subject to government guidelines and we continue to follow health and safety measures to protect our staff and our members.

We have reviewed our fees for both online and face to face learning for 2022. Our online fees will remain the same, at £10 for one day courses and £30 for longer courses. Our fees are being reviewed on an ongoing basis, and we will advise you if there are any further changes.

## Calendar of Virtual Courses

Training Course	Dates / Times	Apply by	Cost to Branch*
<b>Mental Health at Work</b>	1, 2 Feb 2022 (9.30-13.00 each day)	7 Jan 22	£10
<b>Introduction to Employment Rights &amp; Contract Law</b>	3, 10, 17 Feb 2022 (3 x Thursdays 9.30-12.30)	7 Jan 22	£30
<b>Race Protocol Workshop</b>	10 Feb 2022 (Thursday, 10.00-12.30)	14 Jan 22	£10
<b>Mental Health at Work</b>	2, 3 Mar 2022 (09.30-13.00 each day)	4 Feb 22	£10
<b>Organising Steward (Stage 1+2)</b>	2, 9, 16, 23, 30 Mar 2022 (5 x Wednesdays 9.30-16.30)	4 Feb 22	£30
<b>Organising Steward (Stage 1+2)</b>	4, 11, 18, 25 Mar, 1 Apr 2022 (5 X Fridays)	4 Feb 22	£30
<b>Health &amp; Safety Representatives</b>	4, 11, 18, 25 Mar, 1 Apr 2022 (5 x Fridays)	4 Feb 22	£30
<b>Workplace Reps Refresher</b>	9, 10, 16, 17 Mar 2022 (10.00-12.00 each day)	7 Feb 22	£30
<b>Race Protocol Workshop</b>	22 Mar 2022 (Tuesday, 10.00-12.30)	21 Feb 22	£10
<b>Tackling Bullying &amp; Harassment at Work</b>	23 Mar 2022 (Wednesday, 9.30-15.00)	21 Feb 22	£10
<b>Workplace Reps Refresher</b>	19, 20, 26, 27 Apr 2022 (10.00-12.00 each day)	18 Mar 22	£30
<b>Digital Communications &amp; Organising</b>	28 Apr 2022 (9.30-14.30)	25 Mar 22	Free

*\*this cost is per delegate*

## How to apply

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 <https://yorks.unison.org.uk/apply-for-courses>

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 [t.shearer@unison.co.uk](mailto:t.shearer@unison.co.uk)  
Scanned applications will be accepted and do not need to be sent in the post.

### **Cancellation Fees**

Cancellation fees for virtual training will apply for all cancellations within 1 week of the course start date.

If you have any queries about this process then please call the Regional Education Team on 0113 218 2330 or email [t.shearer@unison.co.uk](mailto:t.shearer@unison.co.uk)

## Activist Courses

### ● 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.

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

Our virtual steward course delivers the same learning outcomes as the face-to-face Stage 1 + Stage 2 workplace representatives course combination. We have transformed our classroom-based course into a virtual course, delivered by an experienced TUC tutor. This course is 30 hours learning in total.

This virtual training will be delivered via Microsoft Teams and will be accredited through East Riding College.

**Branch Charge:** £30 per delegate for virtual training

### ● Tackling Bullying and Harassment at Work

This virtual workshop is aimed Branch Officers and Activists.

The aims of this course are to:

- Give participants an understanding of the issues of bullying and harassment at work
- Encourage participants to challenge bullying and harassment in the workplace individually and collectively
- Plan what to do on return to the work environment

This course will be delivered via Microsoft Teams.

**Branch Charge:** £10 per delegate

## ● Mental Health at Work

The virtual course is aimed at Health and Safety Reps/Other Branch Activists.

Mental health at work is a health and safety issue. An unhealthy workplace has physical risks AND psychological risks which can be just as damaging.

Building a mentally healthier workplace involves ensuring your employer adheres to the relevant health and safety legislation and guidance. It also involves organising, bargaining and building partnerships.

This course includes:

- What affects our mental health at work
- Dealing with mental health issues
- Legal obligations of employers
- Organising to improve mental health at work

UNISON recommends this course as a basis for all other mental health training.

This course will be delivered via Zoom.

**Branch Charge:** £10 per delegate

## ● Introduction to Employment Rights and Contract Law

This course is designed as a general introduction to the law on employment rights and contracts of employment and is aimed at stewards with little experience of employment law and no previous training in employment law beyond what is covered in the general stewards' induction course: The Organising Steward.

The course will cover:

- Employment rights – what they are, how they are defined.
- The basics of contracts of employment
- The different types of dismissal
- An overview of discrimination law

**Note** that this course does not deal with any issues specific to the Covid-19 pandemic, e.g. how furlough works, when SSP is additionally payable etc. The course is concerned only with core employment law principles.

To apply, you must:

- Be able to commit to attending all 3 course dates for the full 3 hours.
- Be able to access a secure internet connection and have a computer or tablet on which to access to Zoom
- Have permission from your employer if you are using their IT equipment
- Have agreed Facility Time (time off) from your employer to attend the full 3-hour session if attending during working hours.
- Be prepared to spend approx. 2 hours at home before and in between training sessions on exercises which we will send you in advance.
- Have agreement from your branch to attend.

This course will be delivered via Zoom.

**Branch Charge:** £30 per delegate

## ● Race Protocol Virtual Workshop

This virtual workshop is aimed at Branch Officers, Stewards and Health & Safety reps.

The workshop will give an overview of the UNISON's Race Discrimination Protocol and identify organising opportunities for branches and activists.

This course will be delivered via Microsoft Teams.

**Branch charge:** £10 per delegate

## ● Health & Safety Representatives

Our Organising for Health and Safety course is essential for new health and safety representatives. We have transformed our classroom based course into an virtual course, delivered by an experienced TUC tutor.

You will learn about health and safety legislation, including the law relating to risk assessment, and also your employer's responsibilities. It will help you work with members to tackle workplace issues and develop your confidence to represent them effectively. 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.

- 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?

This course is 30 hours learning in total.

The virtual training will be delivered via Microsoft Teams and will be accredited through East Riding College.

**Branch Charge:** £30 per delegate for virtual training

## ● Workplace Reps Virtual Refresher Training

This virtual training course will be delivered in 4 modules and it is designed to meet the requirements of the Employment Rights Act (ERA) re-accreditation for further training of steward and workplace reps.

The course aims to:

- Update reps on new legislation
- Introduce new developments within UNISON
- Share skills and experience to further develop approach as a UNISON rep

All stewards must attend ERA re-accreditation refresher course no later than every 5 years.

This course will be delivered via Microsoft Teams.

**Branch Charge:** £30 per delegate

## ● Digital Communications & Organising

This virtual course is aimed at the branch communications officer or the branch officer responsible for planning the branches organising strategy.

This virtual training session will cover:

- Some basics on different social media platforms to use and how to set them up for a UNISON branch.
- How to use social media in an organising / campaigning way as well as just for communicating – i.e. what you are saying to what audience and what platform is better for different audiences, tactics and messages.
- How to get your members to go from passive readers of social media to action.
- How to use certain platforms to make graphic, videos or to programme in your social media
- How to amplify your message using adverts
- How to use social media to promote UNISON's and your own branch's messages and TU politics in a way that is consistent and abides with UNISON's democratic processes.

The session is designed to give your branch some tactical insights and guidance for planning your branch social media and digital organising strategy; skill you up in the



basics and help you navigate the pitfalls. After the training further support and guidance can be accessed.

This course will be delivered via Microsoft Teams.

**Branch Charge:** Free

## GDPR e-note

This e-note is aimed at all activists. While dealing with members, you may have some dealings with members' personal data. This might include people's names, financial details, home and email addresses, age, or gender. And, because membership of a trade union is classed as 'sensitive personal data', it requires extra care.

UNISON has created an e-note (a short online learning module) that covers the main data protection issues that you need to be aware of as a UNISON activist. It outlines the scope and requirements of the law and explains what you should do to ensure that you and your branch don't breach the GDPR (general data protection requirement).

To complete this activity, you need to:

1. Create an account on MyUNISON (you may already have done this, if you've ever used the Organising Space, the Online Conference System (OCS), or My Details)
2. Log in to the e-learning site at <https://e-learning.unison.org.uk>
3. Find the course (you can find it under the category 'More for activists', linked from the front page, or go directly to <https://e-learning.unison.org.uk/course/view.php?id=42>)
4. Select 'Enrol me'. This will give you access to the e-note.
5. Select 'Data protection and the GDPR – click this link'. Then select 'Start'.
6. The module should take you around 20 minutes to work through. Be sure to complete the quiz at the end of the module and select 'Complete' at the end – this ensures that your learning will be recorded.

## Contact details

**UNISON Yorkshire & Humberside Regional Centre,  
Quayside House, Canal Wharf, Leeds LS11 5PS**

Yorkshire & Humberside website: <https://yorks.unison.org.uk/>

Learning & Organising Services website: <https://learning.unison.org.uk/>

Education Team email: [t.shearer@unison.co.uk](mailto:t.shearer@unison.co.uk)