

# Activist Training Course Programme

January – April 2024

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## Introduction

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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 aim is 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

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Welcome to Yorkshire & Humberside's Regional Education and Training Programme. Firstly, we want to say a **huge thank you** for everything you do for our members in UNISON in Yorkshire & Humberside and thank you for taking



on these really vital roles. Having active reps in branches is crucial to support our members but is also really rewarding for you as an individual. These activist courses are designed to set you on your journey in your role – equip you with the basic knowledge and information you need to get started, or to help you develop your skills.

They will also provide you with a very valuable networking opportunities with other reps from other branches across the region. We offer support within the branch and within the Region so you don't ever feel alone.

*Continued overleaf...*

We are delivering more training at our UNISON Regional Centre in Leeds. The programme is designed to increase access to the most up to date training UNISON can offer both for new and developing existing activists. UNISON needs to continue to increase our activist base, and attract better equipped and motivated activists. The courses provided are aimed at building confidence and developing skills abilities. We are sure that both you and UNISON will benefit from the experience. **It is never too late to learn.**

UNISON College brings together learning, education and training that we provide for UNISON members and activists into one coherent offer. Building on our long tradition of providing high quality training, it will equip our activists with the confidence, knowledge and experience they need to advocate for our members, and empower our members to take control of their lives and shape their career. UNISON College is growing and developing all the time offering both virtual and face-to-face learning, together with a wide range of courses, workshops and e-notes.

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.

Branches and the Region will contribute to ensure no member should be out of pocket attending UNISON courses and that 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.

We also offer a separate members-only training programme detailing some of the courses/workshops UNISON offers for all members. You can obtain a copy of this from our website.

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.

We have reviewed our fees for both online and face-to-face learning for 2024. Our online multi-day courses will increase to £50 per delegate for courses such as our 5-day reps training courses, workplace reps refresher courses. Our online courses that run for just one day will be charged at £25 per delegate, per day or £15 per delegate, per half day. Our face-to-face fees will increase to £30 per day, per delegate or £15 per half day, per delegate.

Course fees have increased as approved by Regional Committee to cover our costs. We have increased our Residential courses due to the rising costs of hotel fees. Our Residential courses (when offered) will now be charged at £230 per delegate. Our fees are being reviewed on an ongoing basis, and we will advise you if there are any further changes.

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

**Wendy Nichols**  
*Regional Convenor*

**Karen Loughlin**  
*Regional Secretary*



## Practicalities

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Our courses are friendly and informal and are aimed at making learning fun. 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 in to give answers.

### **Access**

UNISON's policy is to use training venues that 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.

### **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 childcare expenses from Branch funds.

### **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 all members and they are therefore not normally eligible for time off. If you are in doubt, contact your Branch. For more information visit: <https://learning.unison.org.uk>.

### **Dietary Requirements**

If you have dietary requirements, please let us know so that this can be accommodated. If you would prefer to bring your own lunch, we have fridges where this can be stored at our Regional Centre in Leeds.

### **Reasonable Adjustments**

Please let us know if you require any adjustments to help your learning such as a requirement for a loop system. Our course material and workbooks are printed on white paper as standard but if you need these printing on a different colour paper to aid with reading if you have dyslexia, then please tell us. Our training rooms at our Regional Centre in Leeds have quite a lot of natural light so if it is more comfortable for you to not have the lights on, please let the tutor know and we will make every effort to make the room as comfortable as we can. We usually do small group work as well as work in a large group and there is a kitchen area where people can make and have tea / coffee and eat lunch.

### **Late applications**

Please ensure that applications are received before the closing date as late applications may mean that a course may be cancelled. Most courses operate on a minimum of 10 applicants, so please don't delay, send your form in today.

## Calendar of Courses (Jan – Apr 2024)

Training Course	Dates / Times	Apply by	Cost per delegate	Virtual / Venue*
Introduction to Employment Law	11, 18, 25 January 2024 (9:30-13:00 each day)	11 Dec 23	£50	Virtual
Mentoring	30, 31 January 2024	22 Dec 23	£60	QH
Making Equality Central to your Union Practice	2 February 2024	05 Jan 24	£30	QH
Organising Steward	5, 6, 7, 8, 9 February 2024	05 Jan 24	£150	QH
Organising Steward	5, 6, 7, 8, 9 February 2024	05 Jan 24	FREE**	NCCS
Bargaining & Campaigning for Insourcing	19 February 2024 (10:00-16:30)	19 Jan 24	£30	QH
Writing a Motion & UNISON Structures	20 February 2024 (10:00-16:00)	19 Jan 24	£30	QH
How to be a Good Trans Ally	21 February 2024	22 Jan 24	FREE	Virtual
Workplace Reps Refresher	22, 23 February 2024	22 Jan 24	£60	QH
Health & Safety Representatives	26, 27, 28, 29 February, 1 March 2024	26 Jan 24	£150	QH
Further Representation Skills	4, 5 March 2024	05 Feb 24	£60	QH
Organising Steward	5, 8, 12, 15, 22 March 2024 (2 x Tue/3 x Fri)	05 Feb 24	£50	Virtual
Making Equality Central to your Union Practice	6 March 2024	05 Feb 24	£30	QH
Supporting Reps Wellbeing (Speak Up)	8 March 2024	09 Feb 24	£25	Virtual
Lay Tutor Training	11, 12, 13 March 2024	12 Feb 24	£90	QH
Organising Steward	18, 19, 20, 21, 22 March 2024	19 Feb 24	£150	QH
Workplace Reps Refresher	26, 27 March 2024	26 Feb 24	£60	QH

\*QH courses are to be held in person at UNISON Regional Centre, Quayside House, Leeds.

\*\*NCCS courses are to be held in person at the Niagara Conference Centre, Sheffield

\*\*This course is provided as part of a Y&H pilot initiative to make some core activist training provision closer to Branches via sub-regional geographic training hubs. On this occasion Branches will not be charged for delegates who are registered as long as they attend for the full course. Please note a non-attendance/late cancellation fee of £150 will apply.

Note: Course times will be 9:30-16:30, unless otherwise stated.

## Initial Training for New Activists

### 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.

#### Dates for virtual training:

**5, 8, 12, 15, 22 March 2024 (2 x Tuesdays, 3 x Fridays)**

The virtual training will be delivered over 5 days via Microsoft Teams

**Branch Charge:** £50 per delegate for virtual training



#### Dates for face-to-face training:

**5, 6, 7, 8, 9 February 2024**

**18, 19, 20, 21, 22 March 2024**

The face-to-face training will be delivered over 5 days and will take place at UNISON Regional Centre, Quayside House. This is a non-residential course.

**Branch Charge:** £150 per delegate for face-to-face training





### **Sub-Regional Training Hubs**

This new initiative is being piloted in South Yorkshire. We are working to bring sub-regional training opportunities closer to you in the near future.



**Dates for South Yorkshire Sub-Regional Hub face-to-face training:**

**5, 6, 7, 8, 9 February 2024**

The face-to-face training will be delivered over 5 days and will take place at Niagara Conference Centre Sheffield.

**Branch Charge: FREE**

Sheffield Teaching Hospitals Branch have kindly offered to cover the costs associated with the pilot of this initiative. (Please note a fee of £150 will apply in cases of non-attendance/late cancellation, or where delegates do not complete the training).

## **UNISON Learning and Organising National Online Courses**

### [UNISON Online Stewards Course Spring 2024](#)

**22 January – 1 March 2024**

This course is hosted on the TUC web platform, from where you will be able to access the course resources as well as submit coursework and engage with other participants in closed forums. Although your learning will be mainly self-guided the course is led by experienced TUC tutors who will deliver three virtual live tutorial sessions using Microsoft Teams. This will run between 10:00-12:00 on 22 January, 29 January and 5 February 2024.

**Branch Charge: £50 per delegate**

### [Organising for Health & Safety Online Spring 2024](#)

**20 February – 26 March 2024 (6 x Tuesdays 10:00-15:00)**

The course runs every Tuesday from the 20 February to the 26 March. It is delivered via Microsoft Teams. The course equates to a total of 30 learning hours through a combination of online webinar tutorials, research, and written feedback. It is important to be able to commit to taking part in all six of the online tutorials.

**Branch Charge: £50 per delegate**

## Health & Safety Representatives Training

Our Organising for Health and Safety course is essential for new health and safety representatives. We have transformed our classroom-based course into a virtual course, delivered by an experienced tutor. You will learn about health and safety legislation, including the law relating to risk assessment, and 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.

### **Dates for face-to-face training:**

**26, 27, 28, 29 February, 1 March 2024**

This training will be delivered over 5 days and will take place at UNISON Regional Centre, Quayside House. This is a non-residential course.

**Branch Charge:** £150 per delegate for face-to-face training



## Union Learning Representatives (ULR) Training

This is an introductory session for new UNISON learning reps.

The course will cover:

- the role of the UNISON learning rep
- how to find out what people want to learn – and how
- making the case for learning
- managing expectations
- networking and making contacts
- advertising and communicating with members
- where to find help and resources

Please get in touch if you would like to be added to our waiting list for this training.

## Follow-On Courses for Activists

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### Workplace Reps Refresher Training

This training course 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.

#### **Dates for face-to-face training:**

**22, 23 February 2024**

**26, 27 March 2024**



The face-to-face training will be delivered over 2 days and will take place at UNISON Regional Centre, Quayside House. This is a non-residential course.

**Branch Charge:** £60 per delegate for the face-to-face training

### Further Representation Skills Training

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.

#### **Dates for face-to-face training: 4, 5 March 2024**

This face-to-face training will take place at UNISON Regional Centre, Quayside House. This is a non-residential course.



**Branch Charge:** £60 per delegate for the face-to-face training

## Introduction to Employment Law

This virtual 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

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 (in total) 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.

### Dates for virtual training:

**11, 18, 25 January 2024 (9:30-13:00 each day)**

The virtual training will be delivered via Zoom

**Branch Charge:** £50 per delegate for virtual training



## Supporting Reps Wellbeing

This course is open to all branch officers and reps.

This is an interactive workshop which explores issues affecting reps using the stress container model.

The workshop includes:

- What is mental health
- The impact of stigma and discrimination on mental health
- The stress container
- Mental health in the workplace
- Recognising mental ill health
- Self-care and wellbeing

### **Date for virtual training:**

**8 March 2024 (10:00-13:00)**

This training will take place via Zoom.

**Branch Charge:** £25 per delegate for virtual training



## Bargaining and Campaigning for Insourcing

Years of outsourcing of public services have led to substantial deterioration in services and in the terms and conditions of members. Now some public organisations are open to the idea of bringing services back in house.

This course aims to persuade employers, members, and the public of the benefits of insourcing and will cover the following areas:

- Winning the arguments
- Identifying key targets
- Identifying allies
- Agitating for change and building a campaign
- Creating an action time-line

### **Dates for face-to-face training:**

**19 February 2024 (10:00-16:30)**

This face-to-face training will take place at UNISON Regional Centre, Quayside House. This is a non-residential course.

**Branch Charge:** £30 per delegate for the face-to-face training



## Writing a Motion and UNISON Structures

This workshop is aimed at activists who are considering submitting motions to National Delegate Conference, service group conferences or self-organised group conferences.

The course aims:

- To understand of what a motion is and what they are used for
- To learn how to write a competent motion
- To help participants understand their role in policy making of the union, using democratic structures

### **Dates for face-to-face training:**

**20 February 2024 (10:00-16:00)**

This face-to-face training will take place at UNISON Regional Centre, Quayside House. This is a non-residential course.

**Branch Charge:** £30 per delegate for the face-to-face training



## Mentoring in the UNISON Branch

This two-day course is aimed at experienced activists and branch officers who will be supporting and mentoring new reps within the branch. Mentors will need to have the full branch support and engagement for these skills be put into practice within the branch. This course is designed introduce UNISON activists to some key mentoring skills

The aims of the course are:

- To gain an understanding of what is mentoring
- To understand the context of a regional or branch strategy on mentoring
- To develop key mentoring skills including listening and questioning
- To develop awareness of the process of developing stewards
- To agree the scope and boundaries of the role of mentors within the branch (or other group)

### **Dates for face-to-face training: 30, 31 January 2024**

This face-to-face training will take place at UNISON Regional Centre, Quayside House. This is a non-residential course.

**Branch Charge:** £60 per delegate for the face-to-face training



## Equality Courses for Activists

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*UNISON is committed to combatting the rise of discrimination and harassment through education and has a duty to ensure that activists are trained and equipped to recognise workplace discrimination and harassment and have the confidence to challenge it.*

*This training will build on what you might have learned on courses attended as part of training from your employer; however, these courses look at equalities from a Trade Union prospective and will often outline a collective industrial approach. All UNISON representatives (including Stewards, health and safety reps, union learning reps and equality reps) are required to equality training within two years of completing their induction training.*

*Those UNISON representatives and branch officers who undertake representation and negotiations should attend the Challenging Racism in the Workplace course and other appropriate equality training, such as UNISON's advance employment equality law courses, within three years of appointment.*



## Making Equality Central to your Union Practice

Equality is written into our rule book and into our objectives and policies but making equality part of everyday business is no small task. Making equality central to your union practice is a course that explores internal and external tools, which can support equality bargaining, negotiating, and representation. The course also looks at how to identify equality themes in organising and recruitment, as well as considering the different equality roles in UNISON and how you can utilise their support.

This virtual course is open to all activists and covers:

- Putting equality to the heart of what we do
- Equality Impact Assessment
- Organising and recruitment
- Equality in action
- UNISON race protocol
- Bargaining and negotiating
- Building your equality team
- Next Steps

UNISON is committed to combatting the rise of discrimination and harassment through education and has a duty to ensure that activists are trained and equipped to recognise workplace discrimination and harassment and have the confidence to challenge it. Therefore, all UNISON representatives (including Stewards, health and safety reps, union learning reps and equality reps) are required to undertake equality training within two years of completing their induction training.

### Dates for face-to-face training:

**2 February 2024 (9.30-16:00)**

**6 March 2024 (9.30-16:00)**



This **one day** face-to-face training will take place at UNISON Regional Centre, Quayside House. This is a non-residential course.

**Branch Charge:** £30 per delegate for the face-to-face training





## Challenging Racism in the Workplace

This course is designed for all Branch activists and negotiating reps. The course is designed to be run on a branch-by-branch basis or with groups of branches. It works best when groups of reps from a branch work together to develop an action plan based on their own employer(s) and experience.

The aims of this course are:

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

***If you are interested in running this course in your branch or between a few branches in your area, please get in touch.***



## How to be a Good Trans Ally

This workshop is aimed at members and activists who wish to find out more about the role of a trans ally and UNISON's campaign to promote trans equality.

Trans people and trans rights are becoming increasingly visible, but many still face real isolation. Every non-trans person can be an ally for trans equality but not everyone feels confident doing this. During this short workshop you will: consider the role of a trans ally and why it is needed; explore UNISON's definition of Transgender; understand what you can do to be a good trans ally and know where to find resources and support.

### **Dates for virtual training:**

**21 February 2024, 13.00-15.45**

This course will be delivered via Microsoft Teams.

**Branch Charge:** Free (virtual training)



## Tutor Training

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### Lay Tutor Training

This course is designed for branch activists and officers 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 workplace discussions.

#### Dates for face-to-face training:

**11, 12, 13 March 2024**

This face-to-face training will take place at UNISON Regional Centre, Quayside House. This is a non-residential course.

**Branch Charge:** £90 per delegate for the face-to-face training



## E-Learning and GDPR Training

To access UNISON e-Learning please visit <https://e-learning.unison.org.uk/>

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.



If you're a UNISON activist or member of staff, why not join the Organising Space? You can share experience or ask for advice in the Organising Through Learning community, and browse a huge collection of resources under Learning and Development.

Log in using your My.UNISON account at <https://my.unison.org.uk/>

You can access the Organising Space at <https://organisingspace.unison.org.uk/OS/>

## Useful Links For Reps

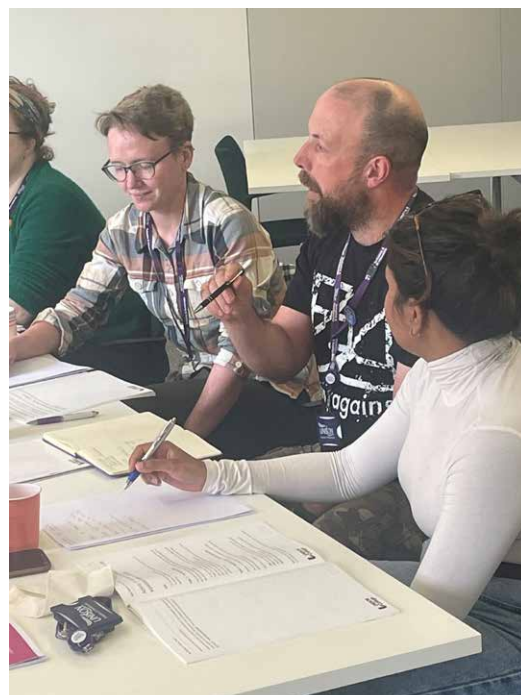
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- **UNISON e-learning**  
<https://e-learning.unison.org.uk/>
- **UNISON Organising Space:**  
<https://organisingpace.unison.org.uk/OS/login/>

## TUC – Useful Links and Videos

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- **Working Class History**  
<https://workingclasshistory.com/>
- **TUC Timeline to discover more about the history of the British trade union movement.**  
<http://www.unionhistory.info/timeline/timeline.php>
- **TUC Interactive Learning**  
<https://www.tuc.org.uk/Interactiveguides>



## UNISON Learning & Organising

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### National Courses

National Courses can be viewed online at <https://learning.unison.org.uk/events/>

Please check online for branch charges, further course details and how to apply. You can contact UNISON Learning and Organising Services via email on:

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

or by phone on: 0207 121 5116

**Facebook** [www.facebook.com/unisonlearning/](http://www.facebook.com/unisonlearning/)

**X** <https://twitter.com/unisonlearning>

**Youtube** [www.youtube.com/channel/UCz70a5D1L-4dRZ67xn653Dg](http://www.youtube.com/channel/UCz70a5D1L-4dRZ67xn653Dg)

**Instagram** [www.instagram.com/unisonlearning/](http://www.instagram.com/unisonlearning/)



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## UNISON Online Stewards Course Spring 2024

**22 January – 1 March 2024**

This course is hosted on the TUC web platform, from where you will be able to access the course resources as well as submit coursework and engage with other participants in closed forums. Although your learning will be mainly self-guided the course is lead by experienced TUC tutors who will deliver three virtual live tutorial sessions using Microsoft Teams. This will run between 10:00-12:00 on 22 January, 29 January and 5 February 2024.

**Branch Charge:** £50 per delegate

## Organising for Health & Safety Online Spring 2024

**20 February – 26 March 2024 (6 x Tuesdays 10:00-15:00)**

The course runs every Tuesday from the 20 February to the 26 March. It is delivered via Microsoft Teams. The course equates to a total of 30 learning hours through a combination of online webinar tutorials, research, and written feedback. It is important to be able to commit to taking part in all six of the online tutorials.

**Branch Charge:** £50 per delegate



## How to apply

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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>

Alternatively, branches can email [t.shearer@unison.co.uk](mailto:t.shearer@unison.co.uk) giving the members name, membership number and email address, as long as training has been approved by the branch.

### Cancellation Fees

We apply a cancellation fee for all course places where learners cancel their place close to the course running.

This applies for all courses (both face to face and virtual) where a place is cancelled within 2 weeks of the course start date.

This is because there are costs associated with running the courses whether they are online or in person.

Automatic exemptions can be applied in circumstances of

- Family bereavement
- Receiving treatment in hospital
- Where there is a waiting list, and the place is taken up by another learner

Branches can appeal cancellation costs by making an application to the region citing the reason for the cancellation. These appeals will be heard by a subcommittee of the Regional Committee.

## 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)

Facebook: [www.facebook.com/unisonyh](http://www.facebook.com/unisonyh)

Instagram: [www.instagram.com/unisonyorkshumber/](http://www.instagram.com/unisonyorkshumber/)

X/Twitter: <https://twitter.com/unisonyh>



GET **TRAINED** AND **ACTIVE**



**EDUCATION AND TRAINING**

[yorks.unison.org.uk](https://yorks.unison.org.uk)