

Activist Training Course Programme

May – August 2024

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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 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

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 online 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

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 (May – August 2024)

Training Course	Dates / Times	Apply by	Cost per delegate	Virtual / Venue*
Writing a Motion & UNISON Structures	13 May 2024 (10:00 - 16:00)	12-Apr-24	£30	Leeds
How to be a Good Trans Ally	15 May 2024 (10:00 - 12:45)	15-Apr-24	FREE	Virtual
Further Representation Skills	23, 24 May 2024	19-Apr-24	£40	Sheffield
How to be a Good Trans Ally	10 June 2024 (13:00 - 15:45)	10-May-24	FREE	Virtual
Organising Steward	10, 11, 12, 13, 14 June 2024	8-May-24	£150	Leeds
Organising Steward Virtual Training	12, 14, 19, 21, 26 June 2024 (3 x Wed/2 x Fri)	10-May-24	£50	Virtual
Health & Safety Representatives	17, 18, 19, 20, 21 June 2024	17-May-24	£150	Leeds
Making Equality Central to your Union Practice	19 June 2024	17-May-24	£30	Leeds
Bargaining & Campaigning for Insourcing	25 June 2024 (10:00 - 16:30)	24-May-24	£30	Leeds
Organising around the NHS Job Evaluation Scheme	26 June (10:00 - 15:30)	24-May-24	£30	Leeds
Workplace Reps Refresher	8, 9 July 2024	7-Jun-24	£60	Leeds
Supporting Reps Well Being (Speak Up)	10 July 2024 (10:00 - 13:00)	7-Jun-24	£25	Virtual
Team Negotiating Skills	10, 11, 12 July 2024	7-Jun-24	£90	Leeds
Equality Awareness for Lay Tutors	15, 16 July 2024	14-Jun-24	£60	Leeds
Organising Steward	15, 16, 17, 18, 19 July 2024	14-Jun-24	£150	Leeds
Workplace Reps Refresher	18, 19 July 2024	17-Jun-24	£40	Bradford
Race Protocol	22 July 2024 (10.00 - 12.45)	21-Jun-24	£15	Virtual
Making Equality Central to your Union Practice	23 July 2024 (9:30 - 16:00)	21-Jun-24	£25	Virtual

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

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

*Bradford courses are to be held in person at Bradford UNISON, 21-23 Neal Street, Bradford, BD5 0BX.

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 online 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 an online course, delivered by an experienced TUC tutor.

This course is 30 hours learning in total.

Dates for online training:

12, 14, 19, 21, 26 June 2024 (3 x Wednesdays, 2 x Fridays)

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

Branch Charge: £50 per delegate for online training



Dates for face-to-face training:

10, 11, 12, 13, 14 June 2024

15, 16, 17, 18, 19 July 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



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 an online 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:

17, 18, 19, 20, 21 June 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



UNISON Learning & Organising National Online Courses

UNISON Online Stewards Course Summer 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 online live tutorial sessions using Microsoft Teams. This will run between 10:00-12:00 on 3, 10, 17 June 2024.

Dates for online training:

3 June – 10 July 2024

Branch Charge: £50 per delegate for online training



Union Learning Representatives (ULR) Online Training

The course will be delivered online over MS Teams and 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
- networking and making contacts
- advertising and communicating with members
- where to find help and resources

You must be able to attend all four sessions of the course dates below, and complete approximately one hour of homework after each session.

Dates and times for online training:

4, 11, 18, 25 June 2024 (9:30-13:00 each day)

Branch Charge: £50 per delegate for online training



Love Learning?

Make a difference and become a Union Learning Rep (ULR)

If you are passionate about learning why not become a ULR encouraging and supporting colleagues with their learning. The ULR role is crucial in supporting members in the workplace to take up worthwhile, enjoyable and at times life changing learning opportunities.

Grow your skills and confidence whilst sharing UNISON's fabulous learning offer. Email our team to find out more yhmemberlearning@unison.co.uk

Watch this video and learn why this union role might be right for you:
[ULR role](#)

You can also find out more about being a ULR by completing our short online learning module introducing the role, which you can find on our [e-learning site](#)



Follow-On Courses for Activists

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:

8, 9 July 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



Local Learning Hubs

We are working closely with branches to offer training via Local Learning Hubs to bring training opportunities closer to you. We have set up a hub in West Yorkshire and South Yorkshire and we are continuing to develop more hubs across the region.

West Yorkshire Local Learning Hub Workplace Reps Refresher Training

Bradford UNISON have kindly offered to run this course as part of our new Local Learning Hub initiative in West Yorkshire. Please note that charges will apply in cases of non-attendance/late cancellation, or where delegates do not complete the training.

Dates for face-to-face training:

18, 19 July 2024

The face-to-face training will be delivered over 2 days and will take place at Bradford UNISON, 21-23 Neal Street, Bradford, BD5 0BX. This is a non-residential course.

Branch Charge: £40 per delegate for the face-to-face training



South Yorkshire Local Learning Hub 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: 23, 24 May 2024

The face-to-face training will be delivered over 2 days and will take place at Niagara Conference Centre in Sheffield. This is a non-residential course.

Branch Charge: £40 per delegate for the face-to-face training





Stewards at the South Yorkshire Learning Hub

Sheffield Teaching Hospitals have kindly offered to run this course as part of our new Local Learning Hub initiative in South Yorkshire. Please note that charges will apply in cases of non-attendance/late cancellation, or where delegates do not complete the training.

Sheffield Teaching Hospitals Branch ran our first South Yorkshire Learning Hub Organising Steward course recently at the Niagra Conference Centre in Sheffield.

Here are a few quotes from the training:

“Importance of local location, diversity of experience in age/sector of the group”

“I plan to represent disabled members and improve working conditions for them and people like me”

“I thought the course was well structured and organised and left me feeling like I had a solid foundation to work on”

“We currently have some organisational changes coming up for pay and T&Cs. I can now help my branch supporting members through consultation”

Team Negotiating Skills

This three-day course is aimed at activists with little experience of negotiating, or those with some experience but who wish to improve their skills.

The course will demonstrate:

- How to be a more effective team negotiator
- Different negotiating styles
- Analysis of the different stages of negotiations
- Building negotiating skills through role practice

Dates for face-to-face training:

10, 11, 12 July 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



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 online training:

10 July 2024 (10:00-13:00)

This training will take place via Zoom.

Branch Charge: £25 per delegate for online 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 and times for face-to-face training:

25 June 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:

13 May 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



Equality Courses for Activists

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 attend 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 online 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 and times for face-to-face training:

19 June 2024 (09:30-16:00)

The 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



Dates and times for online training:

23 July 2024 (09:30-16:00)

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

Branch Charge: £25 per delegate for the face-to-face training



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.

Dates and times for online training:

22 July 2024 (10:00-12:45)

This online workshop will be delivered via Microsoft Teams.

Cost to branch: £15 per delegate



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 bring 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.

These groups meet locally and nationally to discuss, campaign and organise around the specific issues that affect them.

Find out more here: <https://yorks.unison.org.uk/equality/>

**Celebrating 2024
Year of LGBT+ workers**

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.

Date and time for online training:

15 May 2024 (10:00 - 12:45)

10 June 2024 (13:00 - 15:45)



This course will be delivered via Microsoft Teams.

Branch Charge: Free (online 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.

Tutor Training

Equality Awareness for Lay Tutors

This course has been specifically designed for UNISON lay tutors and is an integral and essential part of the UNISON lay tutor training programme.

It is important for all UNISON tutors to have a common understanding of how discrimination and oppression operate in society and within ourselves in order to challenge it effectively through our practice. Therefore, all UNISON lay tutors will be required to undertake this training as part of the tutor training scheme.

The purpose of this course is to help lay tutors to improve their own education practice by:

- Building confidence
- Dealing with equality issues assertively
- Developing their understanding of equality issues.

Lay tutors must first have attended UNISON Discussion Leading Skills and Lay Tutor Training.

Dates for face-to-face training:

15, 16 July 2024

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

Branch Charge: £60 per delegate



Organising around the NHS Job Evaluation Scheme

The aims of the course are to enable the learner to:

- Introduce the role of UNISON in implementing job evaluation (JE)
- A recap on the role and importance of job evaluation (JE) including for equal pay
- Look at the key features of the NHS Job Evaluation scheme
- Find out more about how to ‘health-check’ your local JE practices and capacity
- Enable you to deal with initial job evaluation enquiries
- Identify organising and recruitment opportunities in the branch related to job evaluation
- Develop an action plan for your branch
- Signpost sources of help and guidance on job evaluation issues
- To encourage learners to get further involved with job evaluation and to consider training possibilities to become a job evaluation practitioner

Date and time for face-to-face training:

26 June 2024 (10:00-15:30)

The 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



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/>)
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/>

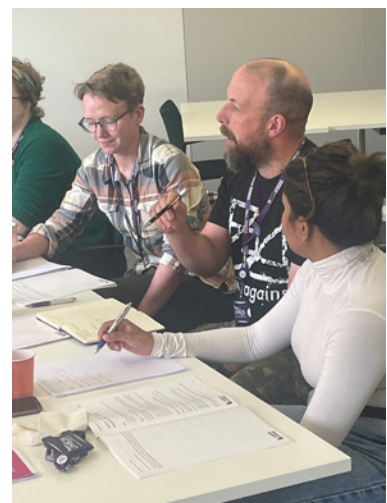


Useful Links For Reps

- **UNISON Member Learning**
<https://yorks.unison.org.uk/life-long-learning>
- **UNISON Branch Officer Training:**
https://yorks.unison.org.uk/content/uploads/sites/31/2024/01/YH-Education-Programme-Branch-Officers-2024_web.pdf
- **UNISON e-learning**
<https://e-learning.unison.org.uk/>
- **UNISON Organising Space:**
<https://organisingspace.unison.org.uk/OS/login/>

TUC – Useful Links and Videos

- **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 and Organising

National Online 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 or by phone on: 0207 121 5116

And you can also find us on:

[Facebook](#) | [Twitter](#) | [Youtube](#) | [Instagram](#)

UNISON Online Stewards Course Summer 2024

3 June – 10 July 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 online live tutorial sessions using Microsoft Teams. This will run between 10:00-12:00 on 3, 10, 17 June 2024.

Branch Charge: £50

UNISON Online Union Learning Representative (ULR)

4, 11, 18, 25 June 2024 (9:30-13:00 each day)

The course will be delivered online over MS Teams and 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
- networking and making contacts
- advertising and communicating with members
- where to find help and resources

You must be able to attend all four sessions of the course dates below, and complete approximately one hour of homework after each session.

Branch Charge: £50 per delegate

Climate Crisis and Green Skills

8, 15, 22 May 2024

This three-module online course is designed to support branch activists to plan a strategy to engage with environmental issues in the workplace and at a wider level.

The course will cover:

- Inequality and the impact of climate change
- UNISON policy and the role of the environmental officer/green rep
- Branch Organisation
- Understanding the sectoral impacts of climate change
- Developing a strategy to approach the employer and just transition agreements
- Working with external organisations

Please note to get the most from this course there will be some materials circulated in advance for pre-course reading. The sessions will be delivered virtually via MS Teams. Participants must attend all three sessions to complete the course.

Branch Charge: £25 per delegate

Getting Started with Mentoring Skills and Practice

8 May 2024 (10:00-12:30)

5 June 2024 (10:00-12:30)

If you are interested in mentoring skills and want to find out more about it, then this course could be just the right place to start.

Mentoring offers the potential to build and develop confidence. It offers techniques to work through a particular issue. It can act as a sounding board to help resolve any potential conflict or barrier.

Access to Work

7 May 2024 (12:30-13:30)

This 90-minute webinar will help activists and members to better support disabled members in obtaining Access to Work, the government scheme that can help pay for reasonable adjustments at work.

We will also look at how to give disabled members the tools to obtain Access to Work for themselves and will hear from members about their experience of getting support.

How to Tackle Sexism and Sexual Harassment in Schools

5 June 2024 (16:00-17:30)

The session is aimed specifically for school staff and will look into raising awareness of the whole school culture on addressing sexism.

Research carried out in 2017 highlighted the widespread extent of sexism in schools. Over a third (37%) of girls at mixed-sex schools said that they had been sexually harassed while at school with over a third (34%) of primary school staff saying they witnessed gender stereotyping in their schools on at least a weekly basis. Unfortunately, little has changed since then.

The session will cover:

- Evidence on the scale and nature of sexism in schools
- How to tackle sexual harassment, sexist language and gender stereotyping in your role as support staff
- Why a whole-school approach is most effective for tackling sexism
- Ofsted and legal requirements to tackle sexism and sexual harassment

The session will be delivered by UK Feminista, an organisation dedicated to supporting people and organisations to take action and create lasting change in achieving equality between men and women.

Advanced Employment Law Courses

Advanced Employment Law: Disability Discrimination

21, 22, 23 May 2024 (9:00-13:00 each day)

It can be difficult to recognise when members have a realistic chance of proving disability discrimination and activists may lack confidence in this area. This course will give practical skills for discussing the matter with members and recognising possible cases. More generally, it will build skills of interviewing members and analysing evidence which can be applied to supporting members with any issues.

This course is aimed at experienced reps, who should be ERA accredited and have a basic understanding of employment law (for example, through having attended an Introduction to Employment Law course in their region). The course will be delivered over three consecutive morning sessions (9am to 1pm) on the 21st, 22nd and 23rd of May.

This course is suitable for any experienced rep, not just those who identify with or have an interest in a particular equality strand. Any rep may find themselves asked to deal with a case which turns out to have a discrimination element, and it is important to be able to recognise that and deal with it appropriately.

To apply, you must:

- Be an accredited representative and senior steward, convenor or branch officer
- Have previously attended an Introduction to Employment law course or equivalent
- Be able to commit to attending all of the above dates for the full session (9am – 1pm)
- Be prepared to spend approx. 1 hour on pre-course exercises
- Be prepared to spend approx. 1 hour on homework during the afternoon/evening of the first three days of the course
- Have agreed facility time (time off) from your employer to attend the full course if attending during working hours
- Be able to participate fully in the sessions, which are highly interactive
- Have agreement from your branch to attend

Branch Charge: A charge of £180 will be made to your branch should your application be successful.

Advanced Employment Law: Sexual Harassment

3 July 2024 (9:00-16:00)

This course is part of our expanding set of courses on discrimination under the Equality Act 2010. It goes well with our course on sex discrimination law which covers flexible working issues and menopause discrimination.

This one-day course works through a film and discusses how to interview a member sensitively, how to prove that sexual harassment happened, time-limits, and the difficulties facing workers who bring tribunal cases in this area.

A very small amount of pre-course reading will be expected in order to make best use of the time.

To apply, you must:

- Be ERA accredited and active in supporting and representing members
- Have previously completed Introduction to Employment Law or advanced employment law course
- Have agreed facility time (time off) from your employer to attend the full day, if attending during working hours
- Be prepared to spend up to 1 hour at home before the training day on reading which we will send you in advance
- Be able to participate fully in the session, which is highly interactive
- Have agreement from your branch to attend

The course will be delivered virtually over Microsoft Teams.

Branch Charge: If your application is successful a charge of £90 will be made to your branch.

Advanced Employment Law: Religion and Belief Discrimination

8 July 2024 (9:00-13:00)

To add to our set of on-line courses looking at protected characteristics under the Equality Act, this new half day course will talk about discrimination on the basis of religion or philosophical belief.

The session will cover direct discrimination against workers because of their religion; the position when workers need time off for religious Sabbaths, holidays or prayers; free speech and the limits to protection (when someone can be dismissed e.g. for inappropriate proselytising or for refusing to uphold the rights of others).

We will also look at what kind of philosophical beliefs may be protected.

To apply, you must:

- Be ERA accredited and active in supporting and representing members
- Have previously completed Introduction to Employment Law or advanced employment law course
- Have agreed facility time (time off) from your employer to attend the full day, if attending during working hours
- Be prepared to spend up to 1 hour at home before the training day on reading which we will send you in advance
- Be able to participate fully in the session, which is highly interactive
- Have agreement from your branch to attend

The course will be delivered virtually over Microsoft Teams.

Branch Charge: If your application is successful a charge of £75 will be made to your branch.

National online courses: Please check our national website at: <https://learning.unison.org.uk/events/> for more information, branch charges and how to apply. You will need branch approval to attend.

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>

Alternatively, branches can email 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 online) 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.

UNISON College Bursary Scheme

UNISON wants to help members realise their potential. The bursary scheme offers members support in paying fees for training or courses pursued for personal or professional development.

Find out more here:

<https://learning.unison.org.uk/unison-college-bursary-scheme/>





Yorkshire and Humberside Regional Education Team

Contact details

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

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Instagram: www.instagram.com/unisonyorkshumber/

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

*‘Inspiring all to
learn & succeed’*

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



EDUCATION AND TRAINING

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