

Oxfordshire

Kent

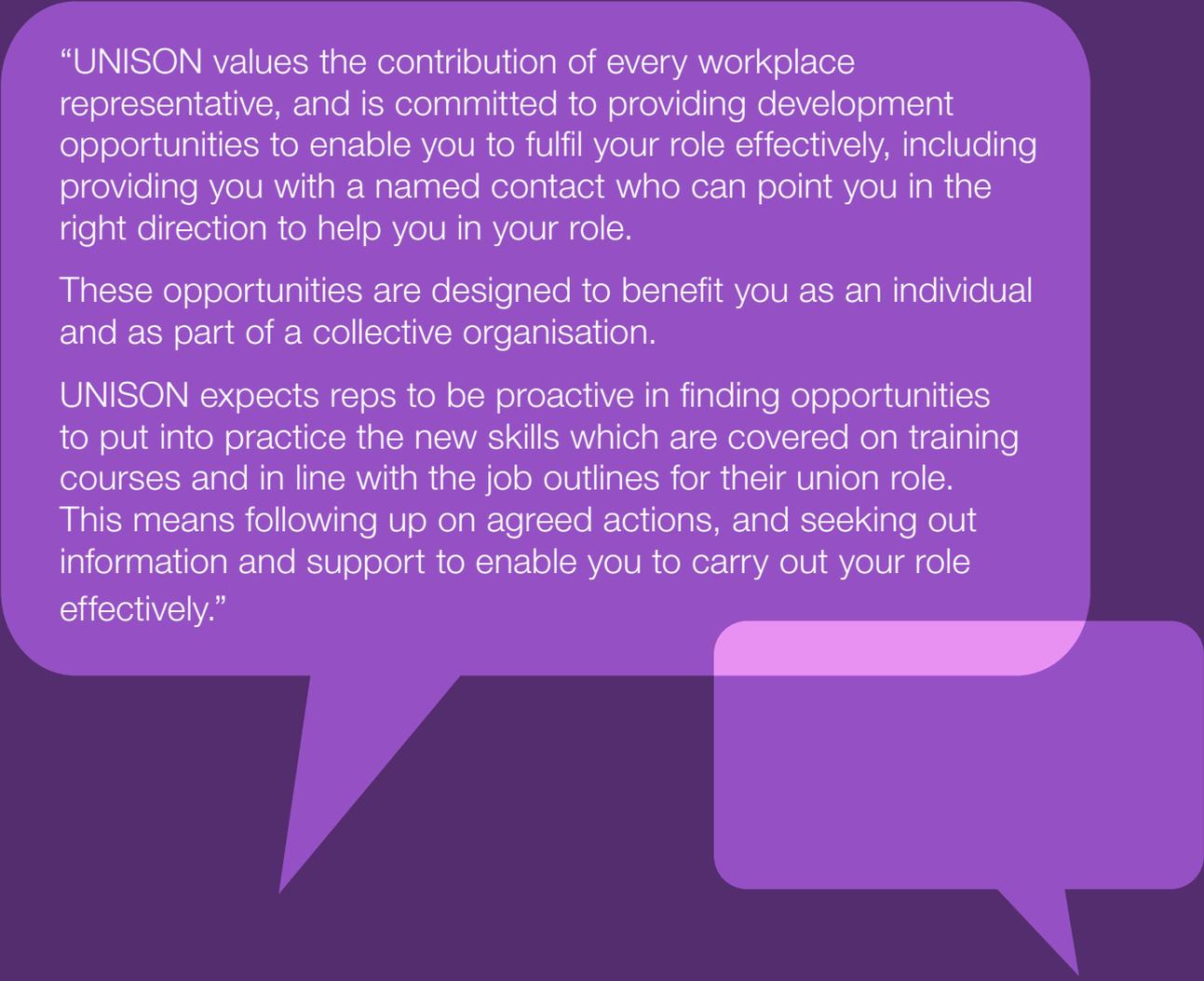
Surrey

Hampshire

Berkshire

Sussex

South East region education & training  
COURSE PROGRAMME 2016



“UNISON values the contribution of every workplace representative, and is committed to providing development opportunities to enable you to fulfil your role effectively, including providing you with a named contact who can point you in the right direction to help you in your role.

These opportunities are designed to benefit you as an individual and as part of a collective organisation.

UNISON expects reps to be proactive in finding opportunities to put into practice the new skills which are covered on training courses and in line with the job outlines for their union role. This means following up on agreed actions, and seeking out information and support to enable you to carry out your role effectively.”

[www.unisonsoutheast.org.uk](http://www.unisonsoutheast.org.uk)

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Pull-out centre spread with '2016 courses at a glance'.

## Location Key

The six counties that UNISON South East Region run courses in are represented by different colours throughout this programme. Each course description has a list of colour-coded dates so you can easily see when the course is available in your area.

	Oxfordshire
	Kent
	Surrey
	Hampshire
	Berkshire
	Sussex

# Welcome



Thank you for taking on an activist role within UNISON. I often hear that a union is only as strong as its members and whilst that is true, I really believe the real core strength of our union is our army of activists, the foundation on which the union is built.

I know that for any activist, whether you've just been elected or have held the position for a number of years; carrying out your UNISON role, can at times, be extremely daunting. That is why it is so important for you to undertake the training we provide, so that you can feel confident in your role and just as importantly, supported when you go back into the workplace. Our training courses don't just cover the 'how to' aspects of training, they also provide information on how the union works and give you an opportunity to meet activists from other sectors and branches. Most of our training courses can be linked through the passport scheme so that you progress in your training as you gain more experience in your activist role.

I'm very proud of UNISON's training programme, the quality and variety of our courses is unmatched. As well as providing training for the wide range of activist positions within the union we also offer a whole range of members courses, where members can improve their skills and in turn improve their chances at progressing at work, so I would ask that you promote our training courses in your workplace – they're a great recruitment tool.

Good luck in your role and remember that your Branch Officers were once in your position, if you have any questions or queries about where to start, contact your Branch Secretary to discuss what's best for you.

**Maggi Ferncombe**  
South East Regional Secretary



Education and training is key to UNISON supporting our activists and therefore, we look to devise programmes of learning that actively supports them. In addition to the normal stewards and branch officer training this year we continue to develop the Organising Stewards, Health & Safety and Women's Officer passports which has emphasis on providing short targeted courses for areas of development. These training opportunities will not only help boost your confidence and skills but they also cover key areas of knowledge including grievances, disciplinary action, bargaining and employment law.

The passports are a really important part of your ongoing training and development so please take the opportunity to look through this 2016 course programme and book yourself on to these courses. You will find the courses enjoyable whether you are new and inexperienced or experienced but want to improve your knowledge. These courses will endeavour to give the information, skills and support to organise UNISON members in ever changing workplaces.

Good luck!"

**Jon Appleton**  
Chair, Regional Education,  
Training & Development Committee

# Meet the team

Introducing the Regional Education Team & Women's Officer who will support you and your branch around Learning and Organising. You can speak to any member of the Regional Education Team by calling the Guildford Regional office on **01483 406502** or email [educationse@unison.co.uk](mailto:educationse@unison.co.uk).



**Sam Wines**  
Regional Education Officer  
[s.wines@unison.co.uk](mailto:s.wines@unison.co.uk)

Sam works closely with the Regional Education and Training Committee and has responsibility for the strategy, planning and implementation of UNISON South East's Education provision. Please contact Sam for advice on any education policy matters and how to integrate organising around learning in your Branch.



**Lucy Stubbs**  
Regional Course Administrator  
[educationse@unison.co.uk](mailto:educationse@unison.co.uk)

Lucy deals with all admin queries relating to courses on offer in the region. She works closely with the Regional Education Officer to ensure that members have a positive learning experience and is the first point of call for newly elected Education Co-ordinators. Please contact Lucy if you have any questions relating to course administration.



**Fiona Roberts**  
Regional Women's Officer  
[f.roberts@unison.co.uk](mailto:f.roberts@unison.co.uk)

Fiona offers support to branches in developing policies and strategies that encourage a greater participation of women in UNISON. Fiona works very closely with the Women's Committee to plan the implementation of women-only courses in the South East Region. Please contact Fiona for advice on issues you may have around women's equality.



**Sam Comerford**  
Regional Women's Course Administrator  
[s.comerford@unison.co.uk](mailto:s.comerford@unison.co.uk)

Sam deals with all admin queries relating to women's courses on offer in the region. She works closely with the Regional Women's Officer to ensure that all women members have a positive learning experience and is the first point of call for newly elected Women's Officers. Please contact Sam if you have any questions relating to women's course administration.

# Important Information

## Closing dates (CD)

The closing date for all courses in this programme is TWO WEEKS before each course starts. Please make every effort to submit your course applications to the Regional Education Officer (REO) before that date. Late applications may mean that you lose a place on the course, that we cannot make arrangements for family care or disabled needs, or even that courses have to be cancelled. Cancelled courses inconvenience everyone and potentially wastes UNISON's valuable resources. If you have any difficulties in submitting applications in time, please contact the REO on 01483 406502 to let them know.

Key	
(R)	Residential
CD	Closing Date
	Stewards passport courses
	Health & Safety passport courses
	Women's passport courses
	Women leaders advanced courses
	ERA re-accreditation courses
TBC	To be confirmed

## Arranging time off

Members should approach their line manager or supervisor to request time off in the same way as applying for annual leave. If you need help or are having any difficulty you should contact your Branch Secretary. You must arrange time off at the point of applying for the course. Time off with pay is normally available to stewards/representatives and Branch Officers to attend trade union courses, however not all courses attract time off with pay. Some of our courses are open to member who are not stewards/representatives and therefore are not normally eligible for time off with pay. If you are in any doubt, contact your Branch Secretary/Branch Education Co-ordinator for advice.

## Arranging branch based training

How to arrange a branch based course:

- Contact needs to be made with the REO to discuss your branch's training needs. This should be done on behalf of the branch by the Regional Officer/Organiser in conjunction with an authorised Branch Officer.
- There is a minimum requirement of 12 participants. If a branch cannot meet this minimum, contact should be made with neighbouring branches to make up the number. Ask your Regional Officer or the Regional Education Officer for advice. If you cannot meet the minimum number the region will not be able to provide a tutor.
- The REO will arrange a tutor and the provision of training materials. You should plan on it taking between eight to twelve weeks to arrange, recruit and be delivered.
- The branch is responsible for arranging the venue, catering, publicity, recruitment and covering branch participants' expenses.
- Due to spiralling courier charges the costs of having the course materials delivered to the training venue will be the responsibility of the branch, on course completion, the invoice will be forwarded to the branch for payment to be made directly to the courier company.
- When the REO has identified an appropriate tutor, s/he will pass on the name of the person in the branch responsible for organising the course. The final details of the course – date, times, numbers attending – should be agreed between the branch contact and the tutor. When the details have been finalised the REO should be informed so that the materials can be forwarded.
- The region needs to be informed four weeks before the start of the course of numbers attending and the address for the delivery of materials. If this is not adhered to there is no guarantee the materials will be delivered on time.

# Passport courses which will change your life



## Stewards passport

If you have recently become a UNISON Steward or workplace representative, you are probably feeling slightly anxious about what you have let yourself in for. Don't panic! UNISON Education & Training is here to help you develop the knowledge, skills and confidence you will need in your new role.

We have put together a 17-day programme of training, which we recommend for all new Stewards, and for which your employer should give you paid time off work to attend.

You do not have to commit to doing all 17 days now – the 17 days are made up of six modules so you can spread them over a year or longer according to your needs, the availability of courses, etc. However, Modules 1-2 should be done in order but you can fit Modules 3-6 in any order.

The Modular courses took effect from 1 April 2008, and each new Steward will receive a booklet (passport) on the first day of the Organising Stewards course which will set out the modular aims and skills objectives. The booklet is for you to keep as a record of training received, which could come in useful when asked for course information from your employer.



<b>Module 1</b> Organising Stewards (5 days)	Page 10
<b>Module 2</b> Further Representation Skills (2 days)	Page 11
<b>Module 3</b> Developing Representation Skills (2 days)	Page 11
<b>Module 4</b> Negotiating Skills (3 days)	Page 12
<b>Module 5</b> Employment Law (3 days)	Page 12
<b>Module 6</b> Equality in your Branch (2 days)	Page 13

# Passport courses which will change your life



## Health & Safety Representatives passport

If you have been recently elected as a UNISON Health & Safety Representative, you are probably feeling slightly anxious about what you have let yourself in for. Don't panic! UNISON Education & training is here to help you develop the knowledge, skills and confidence you will need in your new role.

We have put together a 14-day programme of training, which we recommend for all new Health & Safety Representatives, and for which your employer should give you paid time off work to attend.

You do not have to commit to doing all 14 days now – the 14 days are made up of 5 modular courses that can be spread over months or a year, or even longer according to your needs, the availability of courses, etc.

Module 1 should be completed first but you can fit Modules 2-5 in any order.



<b>Module 1</b> Health & Safety Reps including Risk Assessment (5 days)	Page 14
<b>Module 2</b> Dealing with Bullying & Harassment (2 days)	Page 15
<b>Module 3</b> Negotiating Skills (3 days)	Page 15
<b>Module 4</b> Equality in your Branch (2 days)	Page 16
<b>Module 5</b> Breaking the Silence of Domestic Abuse (2 days)	Page 16



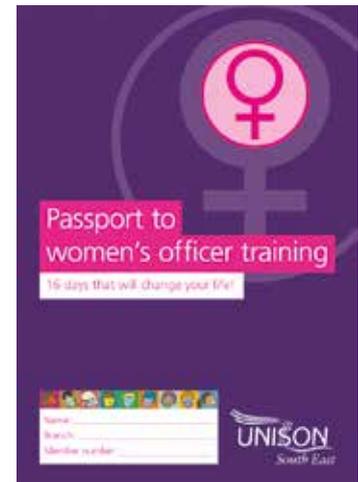
## Women's Officer passport

If you have recently been elected as the Branch Women's Officer, you might be wondering what will be expected of you and how you will carry out your new role in your branch. UNISON has a proud history of providing quality education and training courses for all elected branch officers and also for members.

We have put together a 16-day programme of training which we recommend for all new Branch Women's Officers, to help you understand your role and help you acquire the knowledge and skills to support and advise members and your branch on women's rights issues.

Module 1 should be completed first but after that, you can choose to study Module 2 to 7 in whatever order suits you.

There are no deadlines for completion therefore you can study over a period of time that fits in with your life.



<b>Module 1</b> Branch Women's Officer Course (3 days)	Page 17
<b>Module 2</b> Women's History Part 1 (3 days)	Page 18
<b>Module 3</b> Pregnancy and Maternity Rights (2 days)	Page 18
<b>Module 4</b> Domestic Abuse and Violence Against Women (3 days)	Page 19
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# Passport courses

## Organising Steward (5 days)

This course is aimed at new UNISON stewards and combines the previous New Stewards course and Grievance & Disciplinary Handling (ERA Accreditation will only be received on completion of the 5 day course).



### Part 1 – Who we are and what the course is about

- A sense of the wider union movement in the public services

### Part 2 – How to be a rep

- The role of the rep
- Skills required to be effective in the role
- Understanding of the UNISON framework
- To introduce the Trained and Active Plan (TAP form)

### Part 3 – Getting everyone involved

- An understanding of Organising
- Identifying organising opportunities
- Practice recruitment techniques
- Profile raising

### Part 4 – World at work

- An understanding of the legal framework
- Where and how to find out information
- Practice presenting a case/argument
- To practice representing members

### Part 5 – You are not alone

- Sources of support in the branch
- Key ideas about and to raise equalities in UNISON
- Developing effective campaigning
- Practice communication and championing skills

	Date	Location	Course code
	25-29 January	UNISON Office, Brighton	08-16-0014
	1-5 February	UNISON Office, Guildford	08-16-0015
	3-4 & 9-11 March	RMT Learning Centre, Dover	08-16-0016
	1, 8, 15, 22, 29 April	UNISON Office, Brighton	08-16-0017
	11-12 & 18-20 April	Southampton City College	08-16-0018
	23-27 May	Ruskin College, Oxford	08-16-0019
	13-17 June	UNISON Office, Guildford	08-16-0020
	29-30 June & 6-8 July	Public Services Plaza, Havant	08-16-0021
	5-6 & 14-16 September	UNISON Office, Guildford	08-16-0022
	3, 10, 17, 24, 31 October	TBC – Reading	08-16-0023
	10-14 October	TBC – Kent	08-16-0024
	3-4 & 12-14 October	Southampton City College	08-16-0025
	7-11 November	UNISON Office, Brighton	08-16-0026
	5-9 December	TBC – Ashford	08-16-0027
	12-16 December	Ruskin College, Oxford	08-16-0028

## Further Representation Skills (2 days)

This course is aimed at existing UNISON stewards and is designed to follow on from the 5 day Organising Stewards course. The course reinforces some approaches and procedures introduced in the 5 day course.

The course will cover:

- 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
- Building confidence, getting organised and looking after yourself.



	Date	Location	Course code
	7-8 March	UNISON Office, Guildford	08-16-0043
	27-28 October	UNISON Office, Brighton	08-16-0044

## Developing Representation Skills (2 days)

This course is aimed at existing UNISON stewards and is structured and based around a DVD of an extended case-study concerning a member who is called to disciplinary action for making excessive personal telephone calls. Based on the same set of core facts from the member and management, the course looks at three different ways in which the member could defend her case at the disciplinary.

The course will cover:

- Skills and techniques for case preparation
- How to deal with them in the workplace
- Conducting the disciplinary hearing with transferable skills other disciplinary scenarios
- General forms of representation and advice-giving.

This course is designed to give new stewards an insight into how the procedures work as well as develop the skills of more experienced representatives.



	Date	Location	Course code
	22-23 February	UNISON Office, Brighton	08-16-0045
	5-6 May	Southampton City College	08-16-0046
	18-19 July	Reading – TBC	08-16-0048
	22-23 September	Kent – TBC	08-16-0049
	1-2 December	UNISON Office, Guildford	08-16-0050

# Passport courses

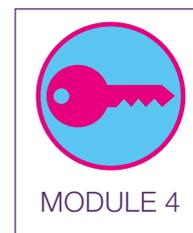
## Negotiating skills (3 days)

This course is aimed at UNISON representatives who are involved in negotiations or who are likely to become involved in negotiations with management on pay and conditions of service.

The course covers the following:

- Understanding the process of negotiating
- Becoming familiar with different styles of negotiating
- Working effectively as part of a negotiating team
- Understanding how to prepare, present and negotiate on an issue
- Developing and practising negotiating skills.

The course is organised in an active way that gives us all an opportunity to have a say as well as listen to others. In addition, a large part of the course is based on practice negotiating sessions giving you practical experience of negotiating situations. The scenarios used in the course are designed to be as close to reality as possible and will enable you as a group to work together to develop strategies for successful negotiations.



	Date	Location	Course code
	14-16 March	UNISON Office, Brighton	08-16-0036
	16-18 November	UNISON Office, Guildford	08-16-0037

## Organising around Employment Law (3 days)

This course is aimed at Stewards only and will give an overview of employment law and how to identify legal cases in the workplace.

This course will give you an understanding of the following areas of employment law:

- Unfair Dismissal
- Contracts of Employment
- Discrimination Law
- Employment Tribunals.



	Date	Location	Course code
	13-15 April	UNISON Office, Guildford	08-16-0053
	13-15 July	Southampton City College	08-16-0054
	28-30 November	UNISON Office, Brighton	08-16-0055

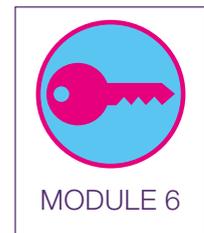
## Equality in your Branch (2 days)

This course is aimed at all members and activists helping you understand how discrimination affects our members, what the union can do to tackle discrimination at work and how we can encourage under-represented members to be involved in union activity.

The course covers the following:

- What is expected of branches and the practical measures branches can take to promote equality
- The range of issues relating to the equality agenda in the union and the workplace
- Main pieces of equality legislation in particular, Proportionality, Fair Representation and Self Organisation and branches' responsibilities

This course can help you to build your local union organisation and play your part in tackling discrimination.



	Date	Location	Course code
	21-22 April	UNISON Office, Guildford	08-16-0051
	3-4 November	UNISON Office, Brighton	08-16-0052



# Passport courses

## Health & safety representative (5 days)

The course is aimed at newly elected and less experienced Health and Safety Reps organising at a local level and incorporates Risk Assessment training.

The course will help you:

- Find out more about your role as a UNISON health & safety representative
- Practice the skills you will need
- Develop your confidence to represent your members effectively
- Understand your employer's key responsibilities for health and safety at work
- Understand the law relating to health and safety at work
- Show an awareness of the risks in the workplace
- Understand the key legal requirements concerning risk assessments and the criteria used
- Be familiar with the UNISON approach to risk assessment
- Understand how risk assessment can be used as part of a workplace strategy for improving the health, safety and welfare of their members
- Develop a risk assessment resource pack for use in the workplace and union.



	Date	Location	Course code
	9-13 May	Southampton City College	08-16-0041
	26-30 September	UNISON Office, Brighton	08-16-0042



## Dealing with Bullying & Harassment (2 days)

The course is aimed at active members who want to find out more about identifying problems of bullying and harassment in their workplaces and look at ways of raising these issues with the employer and within the branch.

The course will cover:

- How to identify potential cases
- How to deal with them in the workplace
- How to negotiate with the employer around these issues.



	Date	Location	Course code
	21-22 July	UNISON Office, Guildford	08-16-0035

## Negotiating skills (3 days)

This course is aimed at UNISON representatives who are involved in negotiations or who are likely to become involved in negotiations with management on pay and conditions of service.

The course covers the following:

- Understanding the process of negotiating
- Becoming familiar with different styles of negotiating
- Working effectively as part of a negotiating team
- Understanding how to prepare, present and negotiate on an issue
- Developing and practising negotiating skills.



The course is organised in an active way that gives us all an opportunity to have a say as well as listen to others. In addition, a large part of the course is based on practice negotiating sessions giving you practical experience of negotiating situations. The scenarios used in the course are designed to be as close to reality as possible and will enable you as a group to work together to develop strategies for successful negotiations.

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	16-18 November	UNISON Office, Guildford	08-16-0037

# Passport courses

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The course covers the following:

- What is expected of branches and the practical measures branches can take to promote equality
- The range of issues relating to the equality agenda in the union and the workplace
- Main pieces of equality legislation in particular, Proportionality, Fair Representation and Self Organisation and branches' responsibilities

This course can help you to build your local union organisation and play your part in tackling discrimination.



	Date	Location	Course code
	21-22 April	UNISON Office, Guildford	08-16-0051
	3-4 November	UNISON Office, Brighton	08-16-0052

## Breaking the Silence on Domestic Abuse (2 days)

This course is aimed at Stewards and senior reps and raises awareness of domestic abuse and its impact on members in the workplace. This course is **not** for training reps to counsel members but will provide you with the information on those who can.

The aims of the course are to enable reps to:

- Develop an understanding of domestic abuse
- Consider how it can affect members at work
- Identify their role, and the roles of others, in supporting members experiencing domestic abuse
- Plan workplace and trade union action on domestic abuse



	Date	Location	Course code
	4-5 July	UNISON Office, Guildford	08-16-0056

## Branch Women's Officer (3 days)

This course is aimed at newly elected Branch Women's Officers. The aim of the course is to provide you with a brief overview of some of the issues that affect women in the workplace and society and equip you with the knowledge and resources that you need to assist members. By the end of the course you will also have a good knowledge of UNISON structures and principles of proportionality and fair representation. You will leave feeling confident in the knowledge that your role will contribute to the effectiveness of the branch in supporting members and challenging discrimination in the workplace.



### The course will cover:

- UNISON principles of equality and Self Organisation
- UNISON structures and your branch
- The role of the Branch women's Officer
- Sex discrimination and the Equality Act (2010)
- Developing campaigns on women's issues.

	Date	Location	Course code
	20-22 May	The View Hotel, Eastbourne	08-16-TBC



# Passport courses

## Women's History Part 1 (3 days)

This course is aimed at all women members who are interested in learning more about the history of women's struggle for equality; it focuses on women's struggle for equal rights in all spheres of life for example, the home, society, in law, the workplace and internationally. As women make up half the population and workforce in the UK, this course focuses on the history of women workers; the history of women workers and trade unions and puts into context the relationship between the two, both past and present.



### The course will cover:

- Women's suffrage (1st wave feminism)
- Women and Politics
- Women's history timeline
- Gender stereotyping and misrepresentation of women in the media
- History of women workers and trade unions.

	Date	Location	Course code
	15-17 July	The View Hotel, Eastbourne	08-16-0005

## Pregnancy and Maternity Rights (2 days)

This course is aimed at branch women's officer, and women stewards.

Maternity Rights in the UK can be extremely complicated. It is estimated that approximately 30,000 women are sacked every year for declaring that they are pregnant to their employer. Women also face discrimination on their return from maternity leave. This course will provide information about the current legislation and how trade unions have negotiated improved maternity policies for members over the years.



### The course will cover:

- Introduction to the Law relating to Maternity Rights
- Comparing statutory with negotiated contractual rights
- Advise members of their rights – Case studies
- Identify opportunities for negotiating improvements to contractual agreements
- Campaigning to improve maternity, paternity and parental rights.

	Date	Location	Course code
	10-11 May	UNISON Office, Guildford	08-16-0003



## Domestic Abuse & Violence Against Women (3 days)

This course is aimed at branch women's officers, women welfare officers and women health and safety reps, but it is essential training for all.

The distress from the affects of domestic abuse will affect performance and attendance at work. UNISON was one of the first trade unions to recognise that domestic abuse is an issue for employers and trade unions. **The course will cover:**

- Dispelling the myths about domestic abuse
- Why domestic abuse is a trade union issue
- Negotiating workplace domestic abuse policies
- Providing information and support to members
- Raising awareness and campaigning to end violence against women.



	Date	Location	Course code
	4-6 October	UNISON Office, Guildford	08-16-0007

# Passport courses

## Equal Pay (1 day)

This course is aimed at bbranch women's officers and women stewards who are interested in knowing more about identifying pay inequalities in pay and grading structures and advising members of their rights.

The first time equal pay was raised as an issue for women was during the industrial revolution in the 1830's! Over 140 years later the Equal Pay Act (1970) came into force and yet still in 2014 there is a gender pay gap of 19.6%.

### The briefing will cover:

- Equal Pay timeline
- The Law
- Campaigning for equal pay



	Date	Location	Course code
	21 September	UNISON Office, Guildford	08-16-0006

## Sex Discrimination in the Workplace (2 days)

This course is aimed at branch women's officers and women stewards who would like to be more familiar with equality legislation, the 4 legal forms of Sex Discrimination and confident to support and advise members.

Women and men, including transsexual people, have the right not to be discriminated against at work because of their sex. What constitutes sexist behaviour or a sexist remark? Are your workplace policies equality proofed to ensure against sex discrimination? Many members suffer at work due lax attitudes regarding discriminatory behaviour, such as sexism in the workplace. More than a quarter of women have experienced some form of sex discrimination in the workplace.

### The course will cover:

- Attitudes, behaviour and language
- Examining workplace cultures
- Equality Act (2010)
- Workplace policies.

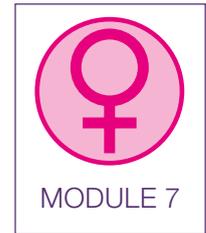


	Date	Location	Course code
	26-27 January	UNISON Office, Guildford	08-16-0002

## Women, Work and Health (2 days)

This course is aimed at branch women's officers, health and safety reps and other branch members interested in learning more about, and raising the profile of, women's health and safety at work.

UNISON recognises that everyone has an equal right to protection from harm at work but that doesn't mean treating everyone as if they were all the same.



### The course will cover:

- Problems of Health & Safety at work
- Identifying women's Health & Safety concerns
- Women's Health & Safety in the Workplace
- Risk assessments
- Negotiating for the inclusion of women's health and safety issues in workplace policies.

	Date	Location	Course code
	12-13 July	UNISON Office, Guildford	08-16-0004



# 2016 courses at a glance...

## January

20-21	Discussion Leading Skills	
25-29	Organising Stewards	
26-27	Sex Discrimination in the Workplace	

## February

1-5	Organising Stewards	
18-19	ERA Refresher Training	
22-23	Developing Representation Skills	 

## March

3-4 & 9-11	Organising Stewards	
7-8	Further Representation Skills	 
14-16	Negotiating Skills	  
15-17	Women in Leadership	
15-17	Assertiveness Skills	
18-20	Women's History Part 2	

## April

1, 8, 15, 22, 29	Organising Stewards	
4-5	ERA Refresher Training	
11 or 12	Online Branch Accounts	
11-12 & 18-20	Organising Stewards	
13-15	Organising around Employment Law	 
21-22	Equality in your Branch	  
26-27	Mentoring for Women Leaders	

## May

5-6	Developing Representation Skills	 
9-13	Health & safety representatives	
10-11	Pregnancy and Maternity Rights	
12-13	Dealing with reorganisation and redundancy	
20-22	Branch Officer Training (R)	
20-22	Branch Women's Officer (R)	
23-27	Organising Stewards	

## June

9-10	ERA Refresher Training	
13-17	Organising Stewards	
22-23	Media Training & Public Speaking	
29-30	Organising Stewards	

## July

4-5	Breaking the Silence on Domestic Abuse	
6-8	Organising Stewards	
7-8	Mental Health at Work	
12-13	Women, Work and Health	
13-15	Organising around Employment Law	 
15-17	Women's History Part 1	
18-19	Developing Representation Skills	 
21-22	Dealing with Bullying & Harassment	

## September

5-6 & 14-16	Organising Stewards	
19-20	ERA Refresher Training	
21	Equal Pay	
22-23	Developing Representation Skills	 
26-30	Health & safety representatives	
30-1 October	Regional Women's Forum	

## October

3, 10, 17, 24, 31	Organising Stewards	
3-4 & 12-14	Organising Stewards	
4-6	Domestic Abuse & Violence Against Women	
10-14	Organising Stewards	
27-28	Further Representation Skills	 

## November

3-4	Equality in your Branch	  
7-11	Organising Stewards	
16-18	Negotiating Skills	  
24-25	ERA Refresher Training	
28-30	Organising around Employment Law	 

## December

1-2	Developing Representation Skills	 
5-9	Organising Stewards	
12-16	Organising Stewards	

## Key

(R)	Residential
CD	Closing Date
	Stewards passport courses
	Health & Safety passport courses
	Women's passport courses
	Women leaders advanced courses
	ERA re-accreditation courses
TBC	To be confirmed

### ORGANISING STEWARDS COURSE

"I was nervous about attending my first UNISON Course and I had no need to be nervous at all! Everyone was so friendly and I learnt so much, I can go back to work confident in my union role. Plus with a new group of friends to support each other along the way."

### HEALTH AND SAFETY COURSE

"The course was great, inclusive and has really helped me understand what I need to be doing as a Health and Safety Rep."

### DEVELOPING REPRESENTATIONAL SKILLS

"This was my first course that has been DVD based and it was brilliant. I would recommend it to all reps who support members in cases."

### EQUALITY IN YOUR BRANCH

"A very thorough and well delivered course I would highly recommend."

### DEALING WITH BULLYING AND HARRASSMENT

"Fantastic Course, Amazing Tutor, Great Group of People. Well done UNISON!"

# Additional regional courses

## Branch officer training

All Branch Officer training courses will be residential and will run from 5pm on Friday until 1pm on Sunday.

	Date	Location	Course code
	20-22 May	The View Hotel, Eastbourne	08-16-TBC

### Branch secretary

This course is designed to help existing and potential UNISON Branch Secretaries to carry out their role effectively. As well as examining the role of the Branch Secretary and the branch itself the course focuses on the skills branch secretaries need, developing a team approach to branch work and on the future development of Branch Secretaries.

### Branch chairpersons

The course is aimed at anyone who has to chair a formal trade union meeting, whether it be Branch meetings, Branch committee, Working Parties or Self-Organised Group meetings. Find out how to practice the skills needed to run a meeting so as to be fair to all participants. This course is suitable for all activists but especially Branch Chairs.

### Health & safety officer

This course covers the strategic role of organising Health & Safety reps and members around health and safety issues. It is not suitable for Health & Safety Representatives who have no training or have just been trained. The course will look at the role of safety reps and the Branch, investigating hazards and members' complaints, agreements with the employer and future planning.

### Equality officer

This course is open to all Branch Equality Officers and Branch Officers for Self-Organised Groups, this course will look at the role of the Equality Officer, how to organise for equalities in Branches. It will also look at equalities as a bargaining and campaigning issue.

### Branch education co-ordinator

Good education within the Branch is vital for making local organisation work. This course will look at how to identify your Branch education needs, how to plan and budget for education and how to support and encourage representatives in training.

### Branch Women's officer

This course will show how Branch Women's officers can contribute to the effectiveness of the branch and play a part in discrimination. The overall aim of the course is to help women's officers understand their role and the link between women's organization and the branch. The course will also cover a range of issues affecting women members and the main pieces of equality legislation.

### Communications officer

This course is mainly for those Branch activists who are already, or who wish to become involved in Branch publicity, producing leaflets, newsletters and Branch magazines. The course will be practical-based drawing on the skills of UNISON's publicity department. It will cover writing copy, headlines and captions, using photographs and cartoons and how to use layout to the best effect to produce finished newsletters using computers and modern technology.

### Branch International Relations Officer

This course is aimed at understanding why international work is a trade union issue, understanding UNISON's structures for carrying out international work and to increase your confidence in carrying out your role as a Branch International Relations Officer

**NB.** For administration purposes, courses that are applied for, cannot be changed or swapped on the day.

# Additional regional courses

## ERA (Employment Rights Act 1999) Refresher Training

### What is it?

After the introduction of the Employment Relations Act (ERA), UNISON launched a process for the accreditation, ERA certification and training of all stewards. This includes a commitment to provide regular training for UNISON representatives.

This course is part of that commitment, training our representatives to do their job on behalf of the union and keeping them up to date with any changes.

All UNISON stewards are offered appropriate training and development opportunities to maintain and develop their skills. We provide courses for the ongoing ERA certification of stewards who have undertaken refresher or other appropriate training and development within a 5 year period.

### The legal position

The Trade Union and Labour Relations (Consolidation) Act 1992 makes provision for trades unions to elect officials in workplaces to act as representatives of the union. The Act, in conjunction with the ACAS Code, requires the employer to give reasonable time off to these trade union officials to carry out duties which are concerned with industrial relations, and to undergo training in aspects of industrial relations. UNISON identifies officials accredited under the 1992 Act as stewards.

	Date	Location	Course code
	18-19 February	UNISON Office, Brighton	08-16-0029
	4-5 April	UNISON Office, Guildford	08-16-0030
	9-10 June	TBC – Ashford	08-16-0031
	19-20 September	Southampton City College	08-16-0032
	24-25 November	Ruskin College, Oxford	08-16-0033



## Agreed minimum standards of training

The agreed minimum standard for ERA certification is basic steward's training which is:

- the UNISON Stewards' induction course 'The Organising Steward' or
- the Unionlearn basic stewards' course.

It is envisaged that most stewards will attend training courses organised at regional level. Branches will be able to organise their own courses, providing:

- tutors are approved trainers accredited either through the UNISON tutor training scheme or by Unionlearn;
- the materials are approved by regions as meeting the agreed standards
- attendance at training is reported to the region

The agreed minimum standard for the continuing ERA certification of existing stewards/workplace reps within a five year period is:

- the UNISON Reps' Refresher Course/ERA Re-accreditation course
- the Unionlearn 'Stepping Up' Stage 2 course

or

- evidence of appropriate on-going training and development related to representation during a 5 year period. For the purposes of this scheme appropriate on-going training and development will include training provided by UNISON or Unionlearn on the following:
  - Employment Law training (at least 1 day)
  - Advanced Dealing with Grievances and Disciplinary training
  - Equality law training – national and regional courses
  - Negotiating Skills training with representation element

or

- Evidence of relevant industrial relations and trades union studies qualifications gained through an academic institution. For example:
  - The Northern College Access to HE Diploma in Labour Studies
  - Ruskin College:
    - Certificate of Higher Education in Labour Relations and Law
    - BA (Hons) International Labour and Trade Union Studies
    - MA International Labour and Trade Union Studies
  - Keele University Part-time Certificate in Industrial Relations
  - TUC Diploma in Contemporary Trade Unionism
  - TUC Diploma in Employment Law

UNISON courses then will provide the minimum standard for re-accreditation



- Further representation skills
- Developing representation skills
- Negotiating skills
- Employment law
- Equality in your branch

# Additional regional courses

## Online Branch Accounts (OLBA) (1 day)

This course is aimed at branch treasurers, it is mandatory that all branches have on-line accounts therefore this course needs to be completed to ensure consistency and the functionality of the online branch accounting system.

	Date	Location	Course code
	11 April	UNISON Office, Guildford	08-16-0038
	12 April	UNISON Office, Guildford	08-16-0039

## Mental Health at Work (2 days)

This course is aimed at steward and branch officers that may have to face the challenge of dealing with members who have mental health problems..

Course aims:

- Examine what we mean by 'mental illness'
- Look at what employers can do to maintain mental health at work
- Identify some of the common signs and symptoms of poor mental health in the workplace
- Discuss and explore strategies for intervention and support for members experiencing mental ill health
- Understand what causes stress for us in our union roles
- Review strategies for coping with stress

	Date	Location	Course code
	7-8 July	UNISON Office, Guildford	08-16-0040

## Dealing with reorganisation and redundancy (2 days)

This course is aimed at reps who negotiate on behalf of the branch.

Course aims:

- Understand the law in relation to re-organisation at work-including TUPE & redundancies
- Understand the trade union approach to re-organisation
- Understand the methods and procedures for dealing with re-organisation and apply them to different situations
- Understand your employers' procedures
- Involve members in dealing with re-organisation at work
- Assess how the new Equality Duties can be used when dealing with a reorganisation
- Take up members' reorganisation problems

	Date	Location	Course code
	12-13 May	UNISON Office, Guildford	08-16-0034

## Tutor Training (3 Modules, 7½ days)

### Module 1 Discussion Leading Skills (2 days)

This course is aimed at UNISON activists who want to use education methods to run organising-focused branch based discussions for members. Discussion Leaders forms the first stage of the UNISON Lay Tutor Training Scheme. The course introduces activists to education methods for use in branch organising and development activity. It aims to give activists the skills and confidence to run small branch/ workplace discussions.

Specifically, it will look at:

- why discussion leading is important in UNISON.
- getting started: setting up a discussion group.
- methods to use when leading a discussion.

The course includes two practice sessions to give participants the opportunity to use the skills and knowledge they have acquired during the course.

### Module 2 Lay Tutors Stage 1 (3 days)

This introductory course on tutoring methods is aimed primarily at branch activists who want to use education methods to run organizing-focused branch-based training for members. You will need to complete both this course and the UNISON 'Equalities for Tutors' course to become a UNISON lay tutor.

On completing this course you will understand:

- Teaching and learning approaches appropriate for trade union education.
- How to run a simple group-based activity.
- How equality and diversity issues relate to learners' needs in an educational setting.
- How learners benefit from a group learning process.
- How tutoring knowledge and skills can engage branch activists around union organising.
- How to develop their tutoring skills and knowledge.

Reflecting on what you learn from each activity of this course as you work through it is a valuable way of reinforcing your learning and a Learning Journal is provided to record your thoughts and ideas.

### Module 3 Equality Awareness for lay tutors (2½ days)

This training is mandatory for all UNISON lay tutors. 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.

Understanding the deep-rooted nature of prejudice and discrimination will help all lay tutors to carry out their role on behalf of UNISON confidently and effectively.

	Date	Location	Course code
Module 1	20-21 January	UNISON Office, Guildford	08-16-0057
Module 2	TBC	UNISON Office, Guildford	08-16-TBC
Module 3	TBC	UNISON Office, Guildford	08-16-TBC

# Women Leaders Advanced Courses

Following on from a successful South East project which focussed on the training and support needs of women leaders in UNISON, the courses below have been designed for women activists who currently hold senior positions in their branch, region or at national level. There are four courses in total and you need to have completed the first 3-day course 'Women in Leadership' before you can apply for the remaining three\*. All four courses will run each year and you do not need to complete the whole series of four courses in one year.

## Women in Leadership (3 days)

The idea that women and men operate differently as leaders is the subject of much debate and analysis. Do women trade union leaders lead differently to male union leaders? Is it more difficult for women to climb into leadership positions in the trade union movement? What do you associate with 'good' or 'poor' leadership?

The course will cover:

- What is leadership?
- Leadership styles
- Leadership in trade unions
- Applied leadership
- Mentoring and coaching
- A gendered approach to negotiating.



	Date	Location	Course code
	15-17 March	Ruskin College, Oxford	08-16-0058

\*The following 3 courses are only open to those who have completed the 3 day Women in Leadership course (WLAC Module 1).

## Mentoring for Women Leaders (2 days)

This is a two day advanced training course will help participants to gain an understanding of what mentoring is and it will help participants develop key mentoring skills, including listening and questioning. The course will help participants understand the context of a regional or branch mentoring strategy and will help participants develop ways to establish mentoring networks. The course will help develop awareness on the process of developing activists and look at the importance of support for women mentees. The course will help participants understand the scope and the boundaries of the role of a mentor.



	Date	Location	Course code
	26-27 April	UNISON Office, Guildford	08-16-0011

## Media Training & Public Speaking (2 days)

UNISON activists in leadership positions are often called upon to be the voice of UNISON whether locally, regionally or nationally – speaking on behalf of our members. The fear of speaking to large audiences or to TV and press journalists is very common – indeed speaking up in a meeting can present problems.

How often have you asked others to speak for you when, in fact, you were the expert on the topic? How often have you sat in a meeting, wanting to be heard but too worried and nervous to speak? Research shows that developing a “voice” and speaking in public can be especially daunting for women and in many situations the ability to express ourselves can be challenging. However, women are natural leaders with all the skills and competencies necessary to influence and inspire people to change and move forward – we must allow ourselves to be visible, to speak up, to speak out, to simply speak...

This course will help you overcome some of the fears associated with public speaking and dealing with the media and give you the skills and knowledge to be a confident leader and spokesperson for UNISON members.



	Date	Location	Course code
	22-23 June	UNISON Office, Guildford	08-16-0012

## Line Management & Time Management (2 days)

There are only so many hours in the day and you can't do it all – but you will probably try! Time management is not a very difficult concept, but it's surprisingly hard to do in practice. This course will give you the skills to prioritise your workload and structure your working day, week and month. The course will also be helpful if you are carrying out a role for example, branch secretary that requires you to delegate work to others and act as a line manager/supervisor of others workloads.



	Date	Location	Course code
	TBC	(TBC)	08-16-TBC



# Additional women's courses

## Assertiveness Skills (Complimentary) (3 day)

Assertiveness is the quality of being self-assured and confident without being aggressive and is a skill you can learn. With a bit of practice and training, most people can learn how to become more assertive. It is a communication skill that we can all improve on. This course will focus on behaviour types and body language and you will practice using assertive behaviour during the course. **The course will help you:**

- understand the meaning of assertiveness and how it differs from passive, aggressive and manipulative behaviour
- become familiar with your workplace and personal rights and how to assert them
- learn a variety of assertiveness skills, tools and techniques and when to apply them
- improve your communication skills; including effective listening, questioning, body language and rapport building
- learn how to say 'no' and gain strategies for dealing with difficult people
- feel more confident.

	Date	Location	Course code
	15-17 March	UNISON Office, Guildford	08-16-0008

## Women's History Part 2 (Complimentary) (3 days)

This course is only open to women stewards and members who have completed Part 1. This course will explore in greater detail some of the women's issues explored in Part 1 and will equip women activists with the knowledge to speak more confidently on women's discrimination issues. **The course will cover:**

- The persistence of gender discrimination in the labour market
- Feminism – inclusive or exclusive?
- The prevalence of sexism
- Women are not for sale! The rapid expansion of pornography on the internet and the sexual objectification of women and girls
- Violence against women – campaigning on a global phenomenon
- UNISON women – how can we make a difference?

	Date	Location	Course code
	18-20 March	The View Hotel, Eastbourne	08-16-0009

## Regional Women's Forum (Complimentary) (3 days)

The Regional Women's Forum is an annual event organised by the regional Women's Committee to give women members and women stewards the opportunity to meet each other, network and share experiences. With 1 million women members in UNISON, this event inspires, informs and builds the confidence of women to become active in their branches and raise awareness of issues that affect women in the workplace and society. If you have ever thought about getting involved in the union and making a difference then come along to the Women's Forum and learn about 'Women in UNISON' and how we work together to campaign for change. The Forum is open to all women members.

	Date	Location	Course code
	30 September-1 October	The View Hotel, Eastbourne	08-16-0010

# Demand-driven courses

These courses will be demand-driven, requested by Regional Organisers in Team areas and branches once suitable course participant numbers are achieved.

## Disability Champions

The course will look at how disability discrimination can occur, the legal rights that people with disabilities have and the sources of support both inside and outside of the workplace. In addition the course will cover the role the Disability Champion can play and how to build a disability equality action plan.

## Using Social Media as an organising tool

This course is aimed at reps of all levels and experience, and is designed to teach reps about the different kind of, and uses of social media. It will cover the skills and techniques needed to make social media a successful tool for union branches and activists; whilst analysing the potential pitfalls of using social media.

## Unfair Dismissal

This is an introductory course that looks at conduct and capability, an overall guide to unfair dismissal, offences listed as dismissable in the disciplinary policy and examples and consistency examples.

## Sex & Race Discrimination

This is an introductory course looking at indirect and direct discrimination with regards to race and sex, looking at Evidence of victimisation and discrimination time-limits.

## Race Discrimination Grievances

This is an introductory course looking at knowing your grievance procedure, a briefing on discrimination law, looking at case studies and the pros and cons of bringing a grievance case.

## Return to Learn (R2L)

This course will help you develop your skills and give you greater confidence in five key areas: writing, investigating and research, analysing and problem solving, working with numbers and basic computer skills.

## Recruitment Techniques

This workshop will help you to deliver recruitment events in the workplace, provide confidence when using a range of recruitment techniques and how to recruitment in a range of situations.

## Privatisation & Outsourcing

Aimed at Branch activists in all sectors who are faced with outsourcing and privatisation. Outsourcing and privatisation sometimes called “procurement” of services, is becoming increasingly common in the public sector, so it is essential that UNISON branches know how to respond. Don't wait for the process to start and risk being caught without this essential information.

## Strategic Campaigning

The course introduces key steps in the running of a strategic campaign to deliver achievable results and a positive outcome in terms of recruitment and branch organisation. The course is aimed at activists and members affected by a particular campaign issue.

## Women's Lives

This course is specifically designed for women who have been away from learning for some time but would now like to take up new learning opportunities. It looks at issues of interest to women and draws on your own experiences at work and at home.

## Handling Basic Pension Enquiries

This course aims to provide UNISON activists with the knowledge and skills to deal with basic pension problems that arise from these schemes and to be able to process the more complex problems in a more efficient way.

## Union Learning Reps

Union learning reps are enthusiasts and advocates for learning in their own workplaces. Their role will vary according to their own circumstances.

# Demand-driven courses

## Challenging Racism in the Workplace

The aims of this course are to help branches and lead branch negotiators become more active in identifying and challenging those issues that affect Black workers collectively, rather than focusing only on individual concerns, so that all workers are treated fairly.

## Equality Reps

UNISON has developed a three day course specifically for our equality reps. The course covers UNISON's approach to equalities, legislation and how you can make a difference.

## Dealing with Stress

This course is aimed at all activists. By the end of the course you will: Have a definition of stress and how to deal with it, understand the causes of stress and its effects on your health, be familiar with the legislation concerning stress, ensure you establish a balance between trade union/paid employment/homelife and prepare and implement an action plan to cope with stress.

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## Expression of interest

Please photocopy this page to complete form



### Your details

Male     Female

Surname \_\_\_\_\_

First name \_\_\_\_\_

Membership no. \_\_\_\_\_

Branch \_\_\_\_\_

Address for correspondence \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact no. \_\_\_\_\_

Mobile \_\_\_\_\_

Email \_\_\_\_\_

Which Demand Driven course are you interested?

\_\_\_\_\_

What is your location?

- |                                      |                                    |
|--------------------------------------|------------------------------------|
| <input type="checkbox"/> Oxfordshire | <input type="checkbox"/> Surrey    |
| <input type="checkbox"/> Sussex      | <input type="checkbox"/> Kent      |
| <input type="checkbox"/> Hampshire   | <input type="checkbox"/> Berkshire |

Town where you currently work?

\_\_\_\_\_

Which location are you willing to travel to?

- |                                      |                                    |
|--------------------------------------|------------------------------------|
| <input type="checkbox"/> Oxfordshire | <input type="checkbox"/> Surrey    |
| <input type="checkbox"/> Sussex      | <input type="checkbox"/> Kent      |
| <input type="checkbox"/> Hampshire   | <input type="checkbox"/> Berkshire |

Once we have sufficient numbers to run the course you have specified we will contact you with further information.

**Return to: Lucy Stubbs**

UNISON South East, Ranger House,  
Walnut Tree Close, Guildford, Surrey GU1 4UL

Fax to: 01483 570271

Email to: [educationse@unison.co.uk](mailto:educationse@unison.co.uk)

# TUC Centres



TUC Education provides training for more than 57,000 union representatives, health and safety representatives and union learning representatives each year.

They offer high quality training through a network of TUC approved providers across the UK where learners achieve nationally recognised educational credits and qualifications.

TUC courses encourage everyone to learn in a friendly, supportive environment, usually in surroundings designated for trade union courses. Courses are offered flexibly to suit the needs of union representatives and through the traditional day-release model.

For many reps this is a second chance to learn. A range of learning pathways has been established, offering all reps the opportunity to achieve their full potential.

The following is a list of TUC approved colleges UNISON South East for training.

## **Martin Donohue**

West Thames College  
London Road  
Isleworth TW7 4HS  
Tel: 020 8326 2235  
Email: [martin.donohue@west-thames.ac.uk](mailto:martin.donohue@west-thames.ac.uk)

## **Pete Martin**

TUC Centre  
Ruskin College  
Stoke House  
Stoke Place  
Headington  
Oxford OX3 9BX  
Tel: 01865 517810

## **Sucha Singh**

TU Studies Department  
Southampton City College  
St Mary Street  
Southampton SO14 1AR  
Tel: 023 8057 7359  
Email: [sucha.singh@southampton-city.ac.uk](mailto:sucha.singh@southampton-city.ac.uk)  
or [charlotte.wills@southampton-city.ac.uk](mailto:charlotte.wills@southampton-city.ac.uk)

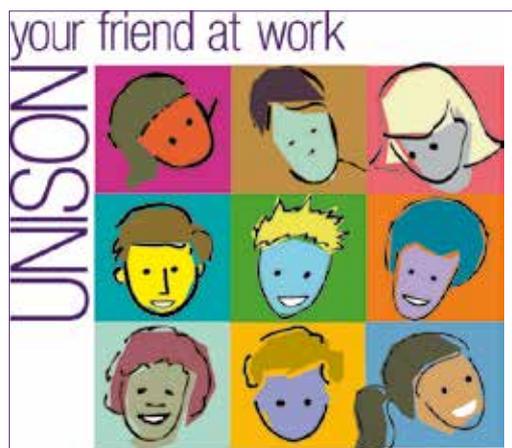
## **Lesley Hibberd**

TUC Course co-ordinator  
Trade Union Studies Centre  
South Thames College  
71 Tooting High Street  
London SW17 0TQ  
Tel: 020 8918 7526  
Email: [lesley.hibberd@south-thames.ac.uk](mailto:lesley.hibberd@south-thames.ac.uk)

## **Vicki Gibbs**

Sussex Downs College  
Newhaven Campus  
Denton Island  
Newhaven  
East Sussex BN9 9BN  
Tel: 01273 511409  
Email: [vicki.gibbs@sussexdowns.ac.uk](mailto:vicki.gibbs@sussexdowns.ac.uk)

# Course guidelines



In UNISON everyone has an equal right to benefit from, contribute to and enjoy education and training courses. We also have the right not to be made to feel uncomfortable on courses as a result of the behaviour of others members or tutors. The trade union movement represents all working people, regardless of their sex, race, religious beliefs, sexual orientation, disability or culture. To help us work together successfully, the following guidelines have been drawn up.

## Working together

We all bring valuable knowledge, experience and skills to courses – both in terms of our trade union work and our everyday lives. We can help to create the right atmosphere to allow us to share this equally by:

- Listening to what others have to say
- Making any criticism of other course members in a constructive way
- Giving the other course members encouragement and opportunities to speak.

## Language

Since all our union representatives need to be good communicators, putting forward your views is an important part of courses. During the course, always use language that you know will not offend others. Language which is sexist or racist or which contains anti-gay or anti-disability sentiments should not be used. Jokes or comments based upon these areas can make others feel uncomfortable. If you experience anything during the course that you feel is not acceptable, please raise it either on the course or privately with the course tutor. Take care not to use initials or jargon terms unless you explain what they mean.

## Harassment

There should be no sexual, racial, anti-disability or anti-gay harassment of any kind, including language, comments or actions, both inside and outside course hours.

## Outside course hours

The social side of the course is also important. We should make every effort to ensure that everyone can become involved. No one should feel left out, but we should also not put pressure on members to join in activities against their wishes.

## Smoking

Smoking is not permitted in the teaching rooms at any time.

## Mobile phones/pagers

ALL mobile phones/pagers must be switched off during course sessions.

## Finally...

These guidelines are intended to help us all to make sure that no-one feels excluded as a result of the language, actions or attitudes of other course members. They also aim to promote UNISON's policies on equal opportunities in a positive and practical way.

## Enjoy the course!

# Practicalities

## What are our courses like?

Our courses are friendly and informal, so you are invited to dress at all times for comfort. Our training is aimed to make learning a fun rather than daunting experience. Everybody's views and experiences are listened to. Much of the time is spent working in small groups. You won't be lectured at and there are no exams at the end.

## How do I apply for a course?

Photocopy and fill in the application form on page 37, giving us all of your contact details, including contact number and email address in case we need to contact you at the last minute. It is also important for you to give us your membership number as not having this information delays our processing of your application.

## What do I do when I have completed my form?

Send your completed form to your local UNISON branch for signing by a Branch Officer (usually the Branch Secretary or Education Coordinator) and ask them to send it off to us for you. It is essential that your form has been sent to your local Branch first so that:

- We know your branch supports your application
- They know you have applied
- They can help with paid time off
- They will pay your travel expenses
- They will pay any necessary course fees

If you do not know how to contact your local Branch please call our Regional Office on 01483 406502 to find out.

## Are there closing dates for courses?

Yes, the deadline for applications being accepted onto courses is TWO WEEKS before the date the course is due to start. The earlier you apply, the easier it is for us to organise. Most courses operate a minimum of 12 applicants in order to run so please do not delay. Late applications may mean the course has to be cancelled or child/dependant care cannot be organised.

## What happens once you receive my application?

Once your form has been signed by a Branch Officer and sent to us at the Regional Office we will put you on the course and send an email to confirm. Approximately a week before the course begins we will send you final details confirming the course start and finish times and venue details (called joining instructions).

## What happens if I need to cancel my place on a course?

If for any reason you find that you cannot attend a course on which you have applied for and allocated a place, it is essential that you contact us immediately. Whatever your reason for cancelling it could mean that another member who is on the course waiting list, may be offered a place on the course or that you can be accommodated in some other way. Failure to notify us before the course begins will mean that your Branch will be asked to pay a cancellation fee for you not attending.

We accept applications on a first come first serve basis, so if as sometimes happens a course is full we will try and offer you another option or where applicable add you to a waiting list for a future course. Unfortunately sometimes courses are cancelled, often due to lack of applications. We appreciate that this is frustrating and inconvenient and we do our best to avoid it. Where this is unavoidable we will try and offer you alternative if possible.

## I want to attend a course that is being run outside of my Region, can I do this?

Yes, members may take the opportunity to attend courses run by other regions. Applications for these should be made through the relevant region but we do need to be notified as we can amend our training records. Whilst course fees may be similar you need to be aware that accommodation and travel costs tend to make these more expensive for Branches.

# Practicalities

## I have child care/dependant responsibilities, what can you do to help?

If you require assistance with child or dependant care it is important that you notify us as soon as possible. It may be possible to provide a crèche (crèche facilities are normally provided on request at residential courses) or to assist with costs of child or dependant care at home to allow members to attend courses. Please give details on your application form. If for any reason you no longer require on-course crèche facilities to attend the course, it is essential that you let us know immediately to avoid unnecessary cancellation charges.

If you have a child/children and a partner that you are bringing on a residential course, you will be unable to have place/s at the crèche for childcare.

## I have applied for a residential course do I need to book my own accommodation?

No, all of your accommodation will be booked by the Regional Education Administrator.

## I have applied for a non-residential course but require overnight accommodation, what do I need to do?

If you require overnight accommodation, please ensure that you confirm you have a place on the course and arrange travel/accommodation through you branch, as the course is non-residential the branch will be expected to pay for this.

## I have difficulty climbing stairs, will I still be able to come on the course?

It is UNISON's policy to seek venues that are accessible to all course applicants. Every effort is made to make suitable arrangements for members with disabilities, however facilities do vary between venues. If you are a disabled member please let us know relevant details of your disability when you apply so that we can try and cater for your needs.

## I have special dietary requirements, will they be catered for?

In some instances some special dietary requirements can be catered for therefore it is essential that you let us know of any special requirements when filling in your application form.

## Do all the courses start and finish at the same time?

Most of our courses are run on a non-residential basis and usually begin at either 9am or 9.30am and finish at 4.30pm on each day. Residential courses are usually held at weekends and normally start with an introduction session at 6pm, then dinner on the Friday evening and finish at approximately 1pm with lunch on the Sunday. These times may vary slightly and you will be notified of the exact timings of the course when you receive the Joining Instructions about a week before the course begins.

## Do I have to pay to attend any of the courses?

There is no cost to members for attending any of the courses in this programme. Course fees, where applicable are charged to your local UNISON branch as follows:

● Residential (R) courses – 1 night	£115
● Residential (R) courses – 2 nights	£190
● Non-residential courses – 1 day	£25
● Non-residential courses – 2 days	£40
● Non-residential courses – 3 days	£55
● Non-residential courses – 4 days	£70
● Non-residential courses – 5 days	£85

We will invoice your branch on course completion.

## What are the cancellation charges?

Cancellation fees (payable by branches):

- Cancellation before course closing date (2 weeks before start date) – no charge
- Cancellation after closing date in genuine emergency – 50% of course fee
- Cancellation after closing date with no emergency – 100% of course fee. For cancellations after the closing date and before the course starts, where places can be filled with a suitable substitute from the branch or from a regional waiting list there is no charge
- Non-attendance with no notification – 150% of course fee.



### Are there any bursaries available to members to attend courses?

Yes, the National Scheme for Financial Assistance for Education is a scheme that provides financial help to members on Trade Union/Labour Studies courses, those in general Non-Vocation Education and via a small scholarship programme supporting member and activist development. There are four types of award available; bursary, flexible bursary, Open University and book grants. For further information, including an application form please contact:

Bursaries Administrator  
UNISON Learning & Organising Services  
1 Mabledon Place  
London WC1H 9AJ

Email: [learning&organisingenquiries@unison.co.uk](mailto:learning&organisingenquiries@unison.co.uk)

Or visit our national website [www.unison.org.uk/laos](http://www.unison.org.uk/laos) for further details.

### Can I claim my travel expenses for attending a course?

Yes, you can claim any travel expenses you incur by attending a course from your local UNISON Branch by completing an expense form. As allowances vary from branch to branch we would advise you to check how much you can claim. The Branch Secretary or Branch Education Coordinator will be able to help you.

### What do I do if I have further questions to ask before I apply for a course?

If you have any queries that have not been covered above or need any further information please contact the Regional Education Team at the Guildford Office. Contact details for the Team are at the front of the programme.

# Watch this space...

In addition to the courses advertised in this booklet and organised by the Regional Education & Training Committee, a number of other regional groups and committees will be organising and advertising courses during 2016.

These will include:

- Regional Police Staff Seminar
- Branch Welfare Officer Training
- Debt Advice Training for Welfare Officers
- Retired Members Secretaries' Training
- Lesbian, Gay, Bi-Sexual & Transgender Forum
- Courses for Black Members
- BME Training Weekend
- BME Network Day
- Union Learning Representatives Conference
- Disabled Members' Forum
- Young Members' Forum
- Health & Safety Network Days
- Health & Safety Seminars
- Regional Police Service Group
- Regional Higher Education Committee
- Regional Welfare Committee
- Regional Retired Members' Group
- Regional Lesbian, Gay, Bi-Sexual & Transgender Group
- Regional Black Members' Group
- Regional Disabled Members' Committee
- Regional Young Members' Group
- Regional Health & Safety Committee.

Details of these events will be circulated to branches at a later date. In the meantime, if you would like any further information please contact the relevant individual/committee/group organising the event at the Regional Office on **01483 406502**.

Contact details for Self Organised Group and Young Members Organisers are as follows:

Black Members  
s.wines@unison.co.uk

Disabled Members  
s.tipping@unison.co.uk

Lesbian, Gay, Bi-sexual and Transgender  
r.slaughter@unison.co.uk

Womens  
f.roberts@unison.co.uk

Young Members  
j.mason@unison.co.uk

## Trained & Active

UNISON is committed to supporting the training and development of all our reps.

Your branch will be able to help you get on the relevant training courses and can allocate you a named contact who will be able to:

- answer your questions
- put you in touch with the information and people who can help you along the way
- have a regular catch up as you become more active in the union.

Your contact could be a branch officer such as the Branch Education Co-ordinator or an experienced steward. In larger branches, it may be a UNISON activist who has trained as a mentor or a buddy.

UNISON also asks you to be proactive in seeking out opportunities to put your training into practice.



# Application form

Please photocopy this page to complete form



## Course details

Course date \_\_\_\_\_

Course title \_\_\_\_\_

Course code (if known) \_\_\_\_\_

Closing date for the course \_\_\_\_\_

Your details  Male  Female

Surname \_\_\_\_\_

First name \_\_\_\_\_

Membership no. \_\_\_\_\_

Branch \_\_\_\_\_

Service groups (e.g Health, Local Gov) \_\_\_\_\_

Address for correspondence \_\_\_\_\_

Contact no. \_\_\_\_\_

Mobile \_\_\_\_\_

Please provide your email address below so we can send joining instructions by email:

Email \_\_\_\_\_

## Facilities

Do you have special dietary needs?  Yes  No

Are you disabled?  Yes  No

Do you have any access needs?  Yes  No

Do you need assistance with child/dependent care to attend this course?  Yes  No

If you have answered yes to any of the above please give details:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Places on courses cannot be guaranteed therefore you are advised not to make travel/hotel arrangements until a place has been confirmed. If bookings are made and incur a cancellation fee the regional education department will not be held responsible.

## Monitoring

To help us work towards fair representation, please answer the following questions:

Do you identify yourself as being:

White  British  
 Irish  
 Any other White background

Mixed race  White & Black Caribbean  
 White & Asian  
 Any other Mixed background

Asian or Asian British  Indian  
 Pakistani  
 Any other Asian background

Black & Black British  Caribbean  
 African  
 Any other Black background

Chinese or other ethnic group  Chinese  
 Any other ethnic background

\_\_\_\_\_

All applicants must ask their Branch Secretary/Branch Education Officer to complete this section. Any problems should be referred to the Regional Education Officer on 01483 406502.

**Important note: please ensure membership numbers of all applicants are shown on all application forms to assist with administration.**

This application is supported by the Branch

Signed \_\_\_\_\_ Date \_\_\_\_\_

Branch position \_\_\_\_\_

Return to: Lucy Stubbs

UNISON South East, Ranger House,  
Walnut Tree Close, Guildford, Surrey GU1 4UL

Fax to: 01483 570271

Email to: educationse@unison.co.uk

[www.unisonsoutheast.org.uk/union\\_education](http://www.unisonsoutheast.org.uk/union_education)

UNISON is the South East's biggest trade union with 120,000 members across the region. Our members are people working in the public services or for private contractors providing public services and the essential utilities.

If you think you might like to become more active in your union then we are happy to offer the training. No one ever said its easy work being a Trade Union Activist, but is rewarding and you do develop a whole range of skills!

For news and information relating to UNISON South East trade union education courses visit our website at [www.unisonsoutheast.org.uk/union\\_education](http://www.unisonsoutheast.org.uk/union_education)

- TU Education
- Education programme 2016
- Application form to apply
- Flyers with courses information per area
- Newsletters
- Education conferences and seminars

There are a range of workshops on the website that can be run in branches, please speak to your branch organiser if you are interested in holding one in your branch.



Many people are  
misinformed and don't  
know what the facts are

This person thinks  
that I am stupid.  
I understand what  
he's saying – I just  
don't agree with it!



# UNISON South East Region



Oxfordshire

Kent

Surrey

Hampshire

Berkshire

Sussex

**UNISON**  
*South East*

For further information  
please contact

Sam Wines  
Regional Education Officer  
UNISON South East  
Ranger House, Walnut Tree Close  
Guildford, Surrey GU1 4UL

01483 406518  
s.wines@unison.co.uk