



REGIONAL CORE EDUCATION PROGRAMME 2011/12

What's happening to our education systems?!

I think if we are honest we all knew there would be big changes if a Conservative Government was elected to govern our country. There was some relief when they didn't get a majority and had to look to form a coalition, thinking that this might curb them a little in terms of making major reforms.

However, that was not to be.....the cuts we are seeing to education have been swift and deep. Further education is being attacked and colleges are struggling to understand what funds are available to them on a day to day basis. In a college in the East Midlands Region, 6 weeks into a course 20 students were told they could either pay for the course themselves or the college would have to cancel the course. The college was informed, 6 weeks after the term started, that the course would not now attract funding.

There are other stories like this all over the Region and in a time of recession, when people are losing jobs, they tend to turn to education to retrain and reskill themselves for the job market.

Eddie Hasman

Joint Chair of the
Regional MORE Committee

Janet Guest

Regional Education Officer
(Activist Education)

Angela Gerrard

Regional Education Officer
(Lifelong Learning)

Academies - defend your school and your community

All schools judged 'outstanding' by Ofsted in England are being encouraged by the government to apply to become academies.

Academies are independently run schools, set up with the help of outside sponsors. This means the new academies will be outside the control of the Local Authority; they can change the terms and conditions of non teaching staff and set their curriculum.

Governing bodies of your local schools are deciding, or have already decided whether they want their school to become an academy, which will result in cuts within our education systems.

There is an alternative. Other major European economies are currently increasing investment in education.

Government should raise taxes from the bankers that created the deficit. But this government is making low and middle-income families pay for the bankers' greed. They are cutting too deep, too fast and are risking another recession.

UNISON has produced an alternative budget that shows how we can reduce the deficit without destroying public services.

Join our campaign and speak up for properly funded further education.

What you can do

- Arm yourself with the facts – download UNISON's alternative budget from <http://www.unison.org.uk/acrobat/18887.pdf>
- Sign up to our Million Voices for Public Services campaign at www.unison.org.uk/million to defend further education and the right to learn.
- Tell your colleagues, family and friends about the government's plans to cut further education.
- Ask your MP to speak out against education cuts.
- As a member of UNISON, ask a colleague to join.

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STEWARDS PASSPORT

The incoming coalition government has made sweeping reforms and cuts to adult education funding, resulting in the need to review the courses offered by the Region.

This has meant that we have had to change the way we deliver both the Steward and Passport courses.

The table below shows the previous (old) Passport courses and the new replacement courses which will be delivered from May 2011. We will be delivering a few of the old Module 1 courses (3 days) up until this date – see the bottom of this page for dates.

Details of the new 5-day Organising Steward course are given on the next page.

You will see that some of the old modules have been combined together to create two new Passport courses.

Stewards who have only completed the old Module 1 will have their Passports signed off for the old Module 2 and should proceed to undertake the new Advanced Representation, Campaigning and Negotiating Skills course, which covers modules 3, 4 & 5.

If Stewards are unsure about which courses they need to undertake next please contact the Learning and Member Development Team on 0115 8475457.

Old Steward Passport Course	Equivalent new Passport Course
Module 1: Organising Steward (3 days) Module 2: Representing Members (3 days)	The Organising Steward: Modules 1 & 2 (5 days)
Module 3: Developing Representation Skills (2 days) Module 4: Negotiating Skills (2 days) Module 5: Confidence and Campaigning Skills (2 days)	Advanced Representation, Campaigning and Negotiating Skills: Modules 3, 4 & 5 (5 days)

◆ **THE ORGANISING STEWARD: MODULE 1 (3 days)** Course fee to branches: £0

Aimed at: New Stewards AND experienced Stewards who require ERA accreditation.

Location	Course Code	Course Dates	Closing Date for Applications
2011			
Lincoln	02110005	5, 6, 7 April 2011	8 March 2011
Nottingham	02110006	17, 18, 19 May 2011	19 April 2011

◆ **THE ORGANISING STEWARD: MODULES 1 & 2 (5 days)**
Course fee to branches: £0

Aimed at: New Stewards AND experienced Stewards who require ERA accreditation.

Location	Course Code	Course Dates	Closing Date for Applications
2011			
Online	02110081	Commences 16 May 2011 (see page 8)	4 April 2011
Nottingham	02110084	20, 21, 22, 23 & 24 June 2011	23 May 2011
Leicester	02110085	20, 21, 22, 23 & 24 June 2011	23 May 2011
Nottingham	02110093	5, 6, 7, 8 & 9 September 2011	8 August 2011
Northampton	02110100	31 October, 1, 2, 7 & 8 November 2011	3 October 2011
Derby	02110105	7, 8, 9, 10 & 11 November 2011	10 October 2011
Lincoln	02110106	10, 11 November & 6, 7, 8 December 2011	13 October 2011
Nottingham	02110110	12, 13, 14, 15 & 16 December 2011	14 November 2011
2012			
Derby	02120005	23, 24, 25, 26 & 27 January 2012	23 December 2011
Leicester	02120007	5, 6, 7, 8 & 9 March 2012	6 February 2012
Northampton	02120008	7, 8, 9, 16 & 17 March 2012	8 February 2012

This is a fundamental first course – attendance is essential for all new Stewards

The course aims to develop your skills, knowledge and confidence to enable you to carry out the role of a Steward in UNISON, including

- understanding the role of an organising union in public services.
- recognising the importance of equalities in UNISON.
- working with members to tackle issues in the workplace.
- working with members in resolving cases.
- knowing where and when to seek advice and guidance.
- understanding how procedures work in practice.
- handling grievance, disciplinary and similar types of cases as the representative of UNISON members within your workplace.
- being certified as competent to accompany members at disciplinary and grievance hearings in order to comply with the Employment Relations Act 1999.
- understanding the broader roles in which UNISON operates, including internationally.

PLEASE NOTE

This course is equivalent to Modules 1 & 2 of the Stewards Passport.

N.B. an online version of this course is available – see page 8 for details.

◆ **ONLINE UNISON STEWARDS INDUCTION COURSE: MODULES 1 & 2**

Course fee to branches: £0

Aimed at: Any new Steward who is unable to attend a face to face Module 1 Organising Steward course (because of work patterns / domestic commitments).

Location	Course Code	Course start date	Closing Date for Applications
2011			
Wherever you have internet access	02110081	16 May 2011	4 April 2011

To reflect the new 5-day Stewards course the on-line course will be of approximately 13 weeks duration at 3 hours per week. The first 3 weeks will cover 'getting ready for e-learning' (GREL). The course aims to develop your skills, knowledge and confidence to enable you to carry out the role of a Steward in UNISON, including:

- understanding the role of an organising union in public services.
- recognising the importance of equalities in UNISON.
- working with members to tackle issues in the workplace.
- working with members in resolving cases.
- knowing where and when to seek advice and guidance.
- understanding how procedures work in practice.
- handling grievance, disciplinary and similar types of cases as the representative of UNISON members within your workplace.
- being certified as competent to accompany members at disciplinary and grievance hearings in order to comply with the Employment Relations Act 1999.
- understanding the broader roles in which UNISON operates, including internationally.

What will an online course involve?

The course will use the same high quality materials, the same tutor support, the same networking with other UNISON Stewards, but online from your workplace or local/employer learning centre. It will be delivered in a friendly, encouraging way by expert tutors. You will access the course via the Internet and work interactively on tasks with tutors and other course participants. You will need to spend approximately 3 hours a week over a 9 week period.

How will the online course work?

You will spend the first 3 weeks learning how to use the system by doing the Getting Ready for E Learning (GREL) course. This will ensure that you are confident to use the ultra-reliable and user friendly environment. You will then start the course proper. It may be possible to arrange a get together before the course starts, depending on logistics.

Do I need good IT skills to take part?

The starting point will be the ability to send an e-mail and know how to access the internet. The GREL course will then take you through what you will need to know.

Will I get paid time off?

Online learning should not be seen as an alternative to paid release from work. The law that says trade union reps are entitled to reasonable paid time off for education and training still applies to online courses, whether learning takes place away from work or in work, at your workstation or your employer's learning centre. Talk to your manager about what makes sense for you.

When will I hear if I have a place?

By no later than 2 weeks before the course starts.

◆ ADVANCED REPRESENTATION, CAMPAIGNING AND NEGOTIATING SKILLS: MODULES 3, 4 & 5 (5 days)

Course fee to branches: £100

Aimed at: Stewards AND Health & Safety Representatives with some representation experience who completed The Organising Steward module at least 6 months ago.

Location	Course Code	Course Dates	Closing Date for Applications
2011			
Northampton	02110077	4, 5, 6, 9 & 10 April 2011	7 March 2011
Lincoln	02110083	7, 14, 21, 28 June & 5 July 2011	10 May 2011
Derby	02110086	11, 12, 13, 14 & 15 July 2011	13 June 2011
Nottingham	02110097	19, 20, 21, 31 October & 1 November 2011	19 September 2011
2012			
Nottingham	02120006	12, 19, 26 January & 2, 9 February 2012	12 December 2011
Lincoln	02120009	1, 8, 15, 22 & 29 March 2012	2 February 2012
Northampton	02120012	14, 15, 16, 17 & 18 May 2012	16 April 2012

This new course covers Modules 3, 4 and 5 of the Stewards Passport. These courses last for 5 days and may be split into various combinations such as a day a week, 5 days together, etc. as per the details above, **but you will be expected to attend all 5 days.**

If you are part way through your Passport and have queries on where to go next, please do not hesitate to contact the Learning and Member Development Team who will be pleased to help you. Their contact details can be found on the back cover of this programme. This course is in 3 distinct parts as outlined below and aims to ensure you have all the skills you need to become an experienced Steward.

1. You will look at representing a member who is facing disciplinary action. This is an important role, but it needn't be daunting. The first part of the course is based around a case study and video and shows an entire disciplinary hearing from start to finish. It will also provide you with an opportunity to practice your skills and help you to effectively represent your members at a hearing.
2. This part of the course will enable you to effectively negotiate with your line manager or senior management on behalf of your members and will cover 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.
3. In this final stage of the course we will concentrate on campaigning which at this time of cuts and redundancies will be an important aspect of your role. This might be organising a large regional campaign, or organising in your individual workplace. The elements covered will include:
 - introducing the key ideas of strategic campaigning.
 - enabling participants to put into practice the strategic campaign approach and apply it to their own campaign ideas.
 - developing planning skills and look at ways to improve confidence.

STEWARDS PASSPORT TUC CORE PROGRAMME

If you decide to undertake your Stewards training with the TUC, courses are available to you in the East Midlands Region. To register for one of these courses you should contact one of the following centres:

For courses in Derby, Leicester and Northampton:

Derby Trade Union Education Centre
Derby College
Norman House
Friargate
Derby
DE1 1NU

Tel: 01332 387493
E-mail: dtuec@derby-college.ac.uk

For courses in Nottingham and Lincoln:

South Nottingham College
Trade Union Education Centre
City Learning Centre
Norwich Union House
8 – 12 South Parade
Nottingham
NG1 2LH

Tel: 0115 9508154
E-mail: colin.nolan@snc.ac.uk

How do I apply?

A brief overview is given of TUC Stewards courses on the next page. Further details, course dates and application forms can be obtained by contacting the relevant centre above, or you can apply via the following website:

<http://www.unionlearn.org.uk/extrasUL/Education/TUEDbrochures/Midlands.pdf>

◆ **TUC UNION REPRESENTATIVES STAGE 1:
(60 – 72 hours of guided learning)
Course fee to branches: Contact TUC for details**

Aimed at: New Stewards.

This course is equivalent to Modules 1 to 5 of the UNISON Stewards Passport. Therefore, once you have completed this TUC course you will have completed your UNISON Stewards Passport.

This course is the starting point of your UNISON / TUC education as a Steward. On the course you will find out

- what it means to be a Steward.
- how UNISON democracy works.
- how to represent your members effectively.
- how to work in teams.
- how to take up both collective and individual issues with your employer.

You will also think about the future and how to influence where it is taking you and those you represent.

◆ **TUC STEPPING UP STAGE 2:
(60 – 72 hours of guided learning)
Course fee to branches: Contact TUC for details**

Aimed at: Stewards who have completed Modules 1 to 5 of the UNISON Stewards Passport OR have completed the TUC Union Representatives Stage 1 course.

There are 5 parts to this course:

- The trade union context will help you fully understand where you are in relation to your union and employer.
- The Planning, Organising and Campaigning section does exactly what it says on the tin.
- The third and fourth parts, Rights at Work and Collective Bargaining will help you to become a more effective negotiator.
- Leading on the Collective Agenda addresses representatives' roles as key decision makers.

ERA RE-ACCREDITATION / RE-CERTIFICATION REFRESHER FOR EXPERIENCED STEWARDS

Course fee to branches: £0

Aimed at: Experienced Stewards ONLY, who have NOT attended an Organising Steward: Module 1 course AND have been a Steward for a number of years.

Location	Course Code	Course Dates	Closing Date for Applications
2011			
Nottingham, Regional Centre	02110098	24, 25 October 2011	26 September 2011

What is this course all about?

The course is aimed at UNISON's more experienced activists and Branch Officers who are representing members. The course gives you the chance to get together with other representatives from your branch to:

- update you on changes in UNISON.
- bring your ERA accreditation up to date.
- ensure members are receiving the best representation possible.
- reflect on your current practice.
- consider how to help build UNISON's strength in the workplace.

Why is the course being run?

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 keep up to date with any changes.

IMPORTANT

**This course is NOT for recently appointed Stewards.
If you are a new Steward, please refer to the courses
detailed on pages 6, 7 & 8.**

HEALTH & SAFETY REPRESENTATIVES PASSPORT

◆ **ORGANISING FOR SAFETY: MODULES 1 & 2 (5 days)**
Course fee to branches: £0

Aimed at:

- New and potential Health & Safety Representatives.
- Stewards and Branch Officers who want to find out more about the union's role in health and safety.
- Existing Health & Safety Representatives who need refresher training.

Location	Course Code	Course Dates	Closing Date for Applications
2011			
Nottingham	02110080	9, 10, 11, 12 & 13 May 2011	11 April 2011
Northamptonshire	02110033	28, 29, 30 June & 1, 2 July 2011	31 May 2011
Lincoln	02110035	1, 2, 6, 7 & 8 December 2011	2 November 2011
2012			
Leicester	02120014	27, 28 February & 1, 2, 3 March 2012	30 January 2012

The course will help you to:

- find out about your role as a UNISON Health & Safety Representative.
- practice the skills you need as a Health & Safety Representative.
- assist members to organise around health and safety issues.
- develop your confidence to represent your members effectively.
- understand your employer's key responsibilities for health and safety at work.
- see how you fit into the branch organisation.
- look at the practicalities of workplace inspections.

◆ **ADVANCED REPRESENTATION, CAMPAIGNING AND NEGOTIATING SKILLS: MODULES 3, 4 & 5 (5 days)**

Course fee to branches: £100

Aimed at: Stewards AND Health & Safety Representatives with some representation experience who completed The Organising Steward module at least 6 months ago.

Location	Course Code	Course Dates	Closing Date for Applications
2011			
Northampton	02110077	4, 5, 6, 9 & 10 April 2011	7 March 2011
Lincoln	02110083	7, 14, 21, 28 June & 5 July 2011	10 May 2011
Derby	02110086	11, 12, 13, 14 & 15 July 2011	13 June 2011
Nottingham	02110097	19, 20, 21, 31 October & 1 November 2011	19 September 2011
2012			
Nottingham	02120006	12, 19, 26 January & 2, 9 February 2012	12 December 2011
Lincoln	02120009	1, 8, 15, 22 & 29 March 2012	2 February 2012
Northampton	02120012	14, 15, 16, 17 & 18 May 2012	16 April 2012

This new course covers Modules 3, 4 and 5 of the Stewards Passport. These courses last for 5 days and may be split into various combinations such as a day a week, 5 days together, etc. as per the details above, **but you will be expected to attend all 5 days.**

If you are part way through your Passport and have queries on where to go next, please do not hesitate to contact the Learning and Member Development Team who will be pleased to help you. Their contact details can be found on the back cover of this programme. This course is in 3 distinct parts as outlined below and aims to ensure you have all the skills you need to become an experienced Steward.

1. You will look at representing a member who is facing disciplinary action. This is an important role, but it needn't be daunting. The first part of the course is based around a case study and video and shows an entire disciplinary hearing from start to finish. It will also provide you with an opportunity to practice your skills and help you to effectively represent your members at a hearing.
2. This part of the course will enable you to effectively negotiate with your line manager or senior management on behalf of your members and will cover 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.
3. In this final stage of the course we will concentrate on campaigning which at this time of cuts and redundancies will be an important aspect of your role. This might be organising a large regional campaign, or organising in your individual workplace. The elements covered will include:
 - introducing the key ideas of strategic campaigning.
 - enabling participants to put into practice the strategic campaign approach and apply it to their own campaign ideas.
 - developing planning skills and look at ways to improve confidence.

HEALTH & SAFETY PASSPORT TUC CORE PROGRAMME

If you decide to undertake your Health & Safety Representatives training with the TUC, courses are available to you in the East Midlands Region. To register for one of these courses you should contact one of the following centres:

For courses in Derby, Leicester and Northampton:

Derby Trade Union Education Centre
Derby College
Norman House
Friargate
Derby
DE1 1NU

Tel: 01332 387493
E-mail: dtuec@derby-college.ac.uk

For courses in Nottingham and Lincoln:

South Nottingham College
Trade Union Education Centre
City Learning Centre
Norwich Union House
8 – 12 South Parade
Nottingham
NG1 2LH

Tel: 0115 9508154
E-mail: colin.nolan@snc.ac.uk

How do I apply?

A brief overview is given of TUC Stewards courses on the next page. Further details, course dates and application forms can be obtained by contacting the relevant centre above, or you can apply via the following website:

<http://www.unionlearn.org.uk/extrasUL/Education/TUEDbrochures/Midlands.pdf>

◆ **TUC HEALTH & SAFETY STAGE 1:
(60 – 72 hours of guided learning)
Course fee to branches: Contact TUC for details**

Aimed at: New Health & Safety Representatives.

This course is equivalent to Modules 1 to 5 of the UNISON Health & Safety Representatives Passport. Therefore, once you have completed this TUC course you will have completed your UNISON Health & Safety Representatives Passport.

This course is the starting point of your UNISON / TUC education as a Health & Safety Representative. On the course you will find out

- about the Health & Safety Framework.
- about the trade union safety representatives' function.
- about the the union's approach to health & safety.

The course is linked directly to the workplace, making it practical and relevant.

◆ **TUC NEXT STEPS FOR SAFETY REPRESENTATIVES STAGE 2:
(60 – 72 hours of guided learning)
Course fee to branches: Contact TUC for details**

Aimed at: Health & Safety Representatives who have completed Modules 1 to 5 of the UNISON Health & Safety Representatives Passport OR have completed the TUC Health & Safety Stage 1 course.

This course helps to build skills, knowledge and confidence in the practical issues such as researching problems, report writing and speaking up on workplace health and safety problems.

UNION LEARNING REPRESENTATIVES (ULRs)

Learning is at the heart of what we do as a union. The courses we offer make sure that our members get a chance to get on at work and also help them in their own lives. However, it is not always easy letting people know what they can do and many more are unable to take up their chance for so many reasons. This may be due to:

- a previous bad experience.
- shift patterns making it difficult.
- childcare duties.
- problems getting time-off from work.
- the employer not providing equal access to learning.
- problems with reading and writing.
-or a variety of other reasons.

This is a huge issue for UNISON. With so many changes across the public services it's now more vital than ever that our members have access to learning. So, we need Union Learning Representatives (ULRs) who can support and encourage people at work.

A ULR is somebody who promotes learning to people at work. Their role may include:

- encouraging colleagues at work to take up courses.
- supporting people through their training.
- talking to their employer about training issues.
- promoting courses.

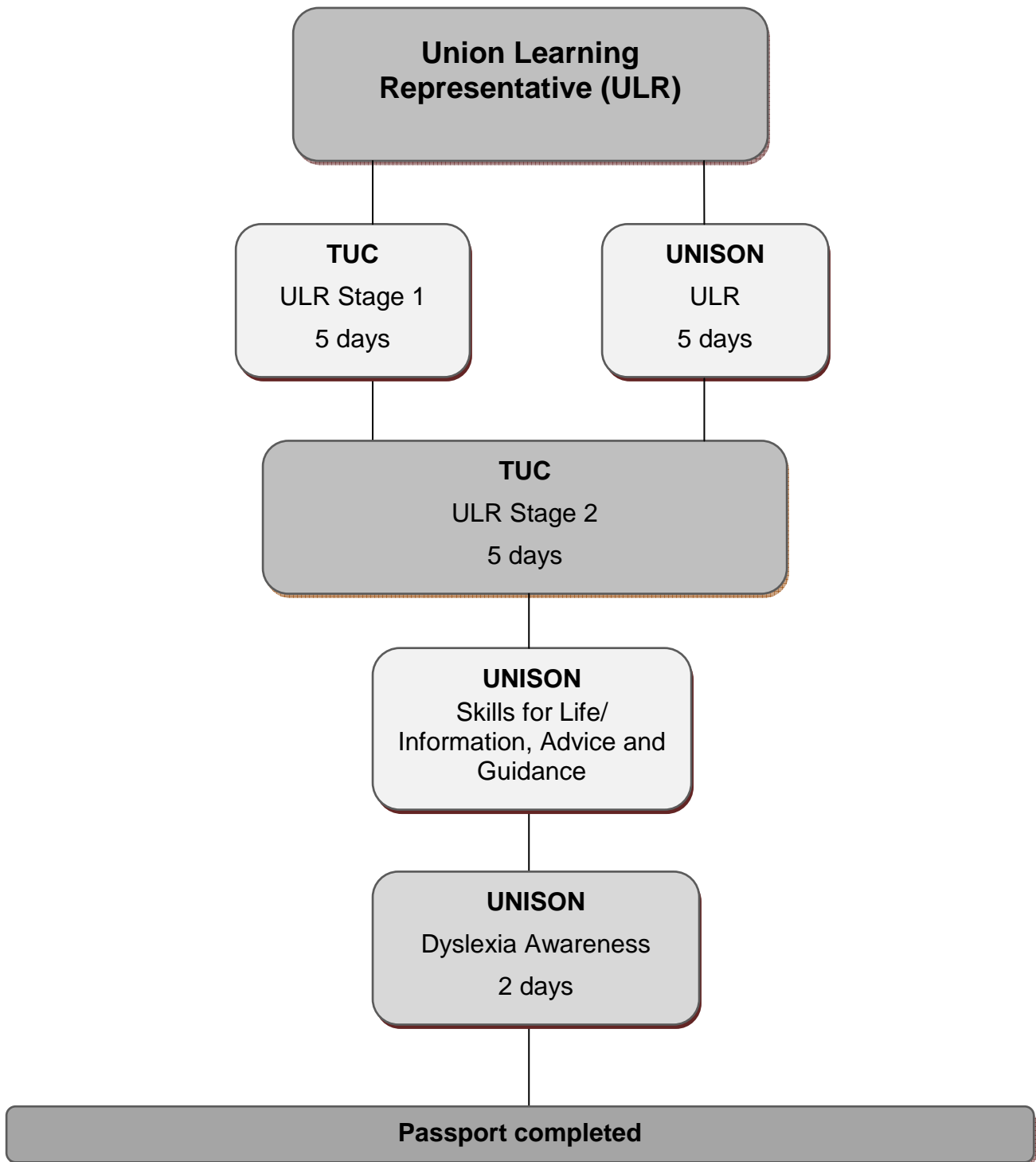
In recognition of the importance of ULRs, the Government has given them a number of legal rights to time off for training and duties. These include the right to:

- be recognised as a ULR in the same way as Stewards and Health & Safety Representatives currently are in workplaces where UNISON is a recognised union.
- reasonable time off with pay to train as a ULR.
- protection against unfair dismissal on the grounds of ULR activity.
- go to an Employment Tribunal if the employer unreasonably denies access to time off to perform duties or time off for training.

It is also proven to be a great way for UNISON branches to organise. Learning is a positive issue and a way to go out to the members and ask how we can help them. As a result it is a good way to recruit new members and work in partnership with employers.

Aside from the courses listed, more are run throughout the year wherever there is interest. Please contact Gavin McCann, Regional Learning and Development Organiser on 0115 8475446 for further information.

New Union Learning Representative (ULR) Learning Routes



UNION LEARNING REPRESENTATIVES (ULRs) TRAINING

◆ UNION LEARNING REPRESENTATIVES: MODULE 1 (5 days) Course fee to branches: £0

Aimed at: New Union Learning Representatives (ULRs).

Location	Course Code	Course Dates	Closing Date for Applications
2011			
Alfreton*	02110069	25 March, 1, 8 April & 6, 13 May 2011*	4 March 2011*
Nottingham	02110056	3, 10, 17, 24 May & 7 June 2011	5 April 2011
Leicester	02110057	5, 12, 19, 26 May, 2 June 2011	7 April 2011
Nottingham	02110104	1, 8, 15, 22 & 29 November 2011	4 October 2011
2012			
Nottingham	02120015	21 & 28 February & 6, 13 & 20 March 2012	24 January 2012
Leicester	02120010	1, 8, 15, 22 & 29 March 2012	2 February 2012
Lincoln	02120011	25 April & 2, 9, 16 & 23 May 2012	28 March 2012
Derbyshire	02120013	4, 11, 18 & 25 May & 1 June 2012	6 April 2012

*Organised by the TUC – please contact Gavin McCann, UNISON Regional Learning & Development Organiser on 0115 8475446 for more details.

Aside from the courses listed, more are run throughout the year wherever there is interest. If you would like us to come and talk to your branch or even run the courses at your branch then please contact Gavin McCann, Regional Learning and Development Organiser in the Learning & Member Development Team at the UNISON Regional Office, on 0115 8475446.

This 5-day course, accredited through the Open College Network, enables ULRs to:

- develop their skills and knowledge about the role.
- talk to members and identify their learning needs.
- understand how the role fits within the Branch structure.
- relate UNISON's priorities to the role of the ULR.
- influence the learning and development strategy within the workplace.
- feel confident working with employers to plan learning opportunities within the workplace.
- build contacts and information networks.
- collect and record information.
- find out about government policies and programmes for lifelong learning.

Note regarding the revised ULR Passport

As you will see from the course details below, the ULR Passport has been overhauled as a result of funding cuts to trade union courses. All courses which are less than 5 days in duration can no longer be delivered free of charge, forcing us to reduce the number of these courses. Therefore, we are promoting the TUC's 5-day Stage 2 course but will still offer Skills for Life/Information, Advice and Guidance and Dyslexia Awareness in 2011. This will be reviewed towards the end of 2011.

◆ **TUC Union Learning Representatives (ULR) STAGE 2: MODULE 2 (5 days)** Course fee to branches: **Contact TUC for details**

Aimed at: New Union Learning Representatives (ULRs).

ULR Stage 2 builds on the UNISON Union Learning Representatives Module 1 and TUC Stage 1 training. It looks in more depth at:

- working with partners, providers and employers on learning.
- exploring government and union learning initiatives and priorities.
- education systems and accessing learning.
- education assessment tools.
- developing ICT skills.
- collection and processing of data.
- tools and systems for supporting learners with information and guidance.
- getting involved in Adult Learners Week.

How do I apply?

If you would like to do this course you should contact one of the following centres:

For courses in Derby, Leicester and Northampton:

Derby Trade Union Education Centre
Derby College
Norman House
Friargate
Derby
DE1 1NU

Tel: 01332 387493
E-mail: dtuec@derby-college.ac.uk

For courses in Nottingham and Lincoln:

South Nottingham College
Trade Union Education Centre
City Learning Centre
Norwich Union House
8 – 12 South Parade
Nottingham
NG1 2LH

Tel: 0115 9508154
E-mail: colin.nolan@snc.ac.uk

Further details, course dates and application forms can be obtained by contacting the relevant centre above, or you can apply via the following website:

<http://www.unionlearn.org.uk/extrasUL/Education/TUEDbrochures/Midlands.pdf>

◆ **INFORMATION, ADVICE & GUIDANCE & SKILLS FOR LIFE**
Stage 2 Training: MODULE 3 (3 days)
Course fee to branches: £0

Aimed at: New and experienced Stewards, Health & Safety Representatives and ULRs.

Location	Course Code	Course Dates	Closing Date for Applications
2011			
Alfreton	02110073	1, 2 & 30 March 2011	11 February 2011
Leicester	02110092	30 June & 1, 14 July 2011	2 June 2011
Nottingham	02110108	30 November & 1, 15 December 2011	2 November 2011

This course is aimed at ULRs who want to improve their understanding and skills in giving information and advice in the workplace, how to keep up to date contact and to take enquiries further.

The course will help Union Learning Representatives to:

- gain an understanding of information, advice and guidance in a trade union context.
- further develop the skills needed to work with learners.
- gain awareness of skills for life issues.
- assess written information.
- identify ways of working with external organisations.
- be aware of the matrix quality standard and information, advice and guidance good practice.

◆ **DYSLEXIA IN THE WORKPLACE**
Stage 2 Training: MODULE 4 (2 days)
Course fee to branches: £0

Aimed at: New and experienced Stewards, Health & Safety Representatives and ULRs.

Location	Course Code	Course Dates	Closing Date for Applications
2011			
Nottingham	02110082	7 & 8 June 2011	9 May 2011

This course can be run at any point throughout the year depending on need. For more information please contact Gavin McCann, Regional Learning and Development Organiser on 0115 8475446.

This course is for ULRs and activists who want to improve their understanding of dyslexia and how it affects people in the workplace. This includes understanding:

- what dyslexia is.
- the barriers to learning at work faced by people with dyslexia.
- how to overcome those barriers.

This course is open to all activists but priority will be given to Union Learning Representatives.

LIFELONG LEARNING CO-ORDINATOR PASSPORT

The role of Branch Lifelong Learning Co-ordinator is still fairly new to UNISON. However, it is one that is vital in supporting learning for our members. They are the link between the Union Learning Representatives (ULRs) and the Branch Committee and give support to the ULRs.

Any member of the branch can nominate themselves to the role although having done the ULR training will be a big help. The Co-ordinator is responsible for taking a lead on learning for members with the biggest task being to recruit and support the ULRs.

UNISON's Code of Good Branch Practice notes the main roles of the Lifelong Learning Co-ordinator as:

- co-ordinating the activity of ULRs in the branch education team.
- working with colleagues to recruit new ULRs.
- being closely involved in negotiating around learning with the employer.
- co-ordinating and disseminating information on learning opportunities in the branch.
- ensuring that the work of ULRs is fully integrated into the branch.

The position carries a lot of responsibility and so UNISON have developed a package of training for co-ordinators to help you carry out the role.

The training detailed here is split over 4 modules which you can do as you wish. Time off should be given by your employer under the ACAS code of practice for ULRs.

These courses are open to all who are existing Lifelong Learning Co-ordinators or are considering the role.

◆ **INTRODUCTION TO THE LIFELONG LEARNING
CO-ORDINATOR ROLE: MODULE 1 (2 days)**
Course fee to branches: £140

Aimed at: Existing Lifelong Learning Co-ordinators and those considering taking up the role.

Location	Course Code	Course Dates	Closing Date for Applications
2011			
Stoke Rochford Hall	02110068	1 & 2 October 2011	1 August 2011

Please note this is the same course as detailed in the Branch Officer Training section.

This module seeks to give new Lifelong Learning Co-ordinators an understanding of the role and ideas of how to get started. It concentrates on work within the branch and helping to establish the branch as a 'learning branch'.

Getting started can be daunting but there are some simple steps to take along the way and it's important that you don't feel like you're doing this on your own. Some Lifelong Learning Co-ordinators are acting on their own and this course will help to look at ways to get support and get started. Others will be part of a bigger branch education team and the course will help to look at ways to share the roles and work as a team.

The course will look at:

- what exactly the Lifelong Learning Co-ordinator's role is.
- how to work with the branch to ensure they are fully involved in what the Co-ordinator and ULRs are doing.
- mapping learning which is already taking place in your branch.
- recruiting and supporting ULRs.
- drafting learning agreements.
- working with providers to develop courses for members.

◆ **LEADING ON LEARNING: MODULE 2 (3 days)**

Course fee to branches: £0

Aimed at: Existing Lifelong Learning Co-ordinators and Union Learning Representatives involved in discussions with management.

Location	Course Code	Course Dates	Closing Date for Applications
2012			
To be confirmed	02120016	7, 8 & 9 February 2012	10 January 2012

Please note that this module is normally done together with Module 3 below

This course has been developed in recognition that Lifelong Learning Co-ordinators are being involved in more and more discussions with Training and Development Managers and HR leads. Very often these are meetings clouded in 'HR speak'. This module aims to help you not only understand the language of training managers but to give you confidence to be involved in their discussions.

The course will help you to:

- understand the terms used in business and training planning. (What are performance indicators? How do you do a SWOT analysis?).
- understand what a workforce development plan is and how these affect training in the workplace.
- look at how the unions can be involved in workforce development.
- understand how the business plans, workforce development and training plans relate to each other.
- consider training options available to staff.

◆ **UNDERSTANDING FUNDING AND THE LEARNING BODIES: MODULE 3 (3 days)**

Course fee to branches: £0

Aimed at: Existing Lifelong Learning Co-ordinators and Union Learning Representatives involved in discussions with management.

Location	Course Code	Course Dates	Closing Date for Applications
2012			
To be confirmed	02120017	28, 29 February & 1 March 2012	30 January 2012

This module will look at how training and education is funded and the bodies which provide this funding or influence the education that is on offer. This module will hopefully demystify who does what and what their role is. It aims to:

- understand how Further Education courses are funded.
- look at funding streams to pay for work based training.
- recognise which bodies are involved in setting the training for different sectors and how UNISON influences this.
- give you the skills to assess education providers to ensure we get the best training for our members.

◆ **ADVANCED REPRESENTATION, CAMPAIGNING AND NEGOTIATING SKILLS: OPTIONAL MODULE (5 days)**

Course fee to branches: £100

Aimed at: Lifelong Learning Co-ordinators as an optional course.

Location	Course Code	Course Dates	Closing Date for Applications
2011			
Northampton	02110077	4, 5, 6, 9 & 10 April 2011	7 March 2011
Lincoln	02110083	7, 14, 21, 28 June & 5 July 2011	10 May 2011
Derby	02110086	11, 12, 13, 14 & 15 July 2011	13 June 2011
Nottingham	02110097	19, 20, 21, 31 October & 1 November 2011	19 September 2011
2012			
Nottingham	02120006	12, 19, 26 January & 2, 9 February 2012	12 December 2011
Lincoln	02120009	1, 8, 15, 22 & 29 March 2012	2 February 2012
Northampton	02120012	14, 15, 16, 17 & 18 May 2012	16 April 2012

This is an optional course open to Lifelong Learning Co-ordinators. It forms part of the Passports for Stewards and Health & Safety Representatives and is useful for Lifelong Learning Co-ordinators to help them in their discussions with management around learning.

The course covers the following:

- Representing members facing disciplinarys.
- Understanding the process of negotiating.
- Becoming familiar with different styles of negotiating.
- Developing and practising negotiating skills.
- Introduction to the key ideas of strategic campaigning.

This will help you to effectively negotiate with management on behalf of your members.

PLEASE NOTE

Advanced Representation, Campaigning and Negotiating Skills is a shared course aimed at Stewards and Health & Safety Representatives. Much of it should also be very useful for Lifelong Learning Co-ordinators. However, please be aware that it will cover representing members facing disciplinary action.

EAST MIDLANDS REGION BRANCH OFFICER TRAINING WEEKEND

**1 & 2 OCTOBER 2011
6 & 7 OCTOBER 2012**

All Branch Officer Training courses are open to current Branch Officers, but if you are interested in standing for any of these positions please consider attending the relevant training course to give you some idea of what is involved in the post.

All courses will take place at Stoke Rochford Hall, near Grantham, Lincolnshire. Details of the content of the individual courses are given on the following pages.

Accommodation

These courses are residential. For your convenience, residential accommodation is available (at an extra cost) for the Friday night prior to the course starting. Please contact our course administrator in the Learning & Member Development Team for further details.

Crèche

There may be a crèche available during course sessions for the Saturday and Sunday. Please contact our course administrator in the Learning & Member Development Team for further details.

PLEASE NOTE

Courses have been very full in previous years, so please ENSURE your application is submitted by the closing date.

Please apply using the relevant course code from the lists below:

- ◆ **BRANCH OFFICER TRAINING - 1 & 2 OCTOBER 2011**
Course fee to Branches: £140

Course	Course Code	Closing Date for Applications
Branch Chairs	02110041	1 August 2011
Branch Secretaries	02110043	1 August 2011
Branch Treasurers	02110044	1 August 2011
Branch Equality Co-ordinators	02110046	1 August 2011
Branch Lifelong Learning Co-ordinators	02110068	1 August 2011

If you require training for Branch Health & Safety Officers or Branch Education Co-ordinators, please note these courses will be running in the West Midlands Region. See page 32 for details.

◆ **BRANCH OFFICER TRAINING - 6 & 7 OCTOBER 2012**
Course fee to Branches: to be advised

Please note, the following courses are provisional for 2012

Course	Course Code	Closing Date for Applications
Branch Chairs	02120018	6 August 2012
Branch Secretaries	02120019	6 August 2012
Branch Treasurers	02120020	6 August 2012
Branch Communications Officers	02120021	6 August 2012
Branch Equality Co-ordinators	02120022	6 August 2012
Branch International Officers	02120023	6 August 2012
Branch Labour Link Officers	02120024	6 August 2012
Branch Lifelong Learning Co-ordinators	02120025	6 August 2012

The Branch Officer Training Weekend is open to Branch Officers from other Regions, however priority will be given to Branch Officers from the East Midlands Region.

Branch Officer Training Weekend Venue - Stoke Rochford Hall -

Stoke Rochford Hall is a residential conference centre belonging to the National Union of Teachers.

It is centrally located in the East Midlands region of the UK. The Hall is conveniently situated for access by road and rail.

This Victorian country mansion is beautifully set in 28 acres of formal gardens and surrounded by 1000 acres of rolling parkland. The idyllic environment offers a perfect retreat away from the demands of modern day life.

Designed by the famous Scottish architect William Burn, the Hall was built in the early 1840s for a local wealthy landowner, Sir Christopher Turnor.

Many of the original features have been retained in and around the impressive Grand Hall and surrounding function rooms, which include a magnificent conservatory, leading onto garden terraces. The rich interiors and attention to detail capture the Victorian splendour perfectly.

Following a serious fire in January 2005, the Hall has undergone an extensive restoration programme which was completed in Summer 2008.

BRANCH OFFICER TRAINING - COURSE DETAILS

◆ **BRANCH CHAIRS**

This course is aimed at anyone who has to chair a UNISON Committee, working group or Self-Organised Group.

The course covers:

- Role and skills of a UNISON Branch Chair.
- Preparing agendas.
- Writing motions and amendments.

The course gives an opportunity for practical experience and looks at the balance of control and methods for facilitating meetings.

◆ **BRANCH SECRETARIES**

This course is designed for UNISON Branch Secretaries and in particular for those who are new to the role. It will also be of interest to Assistant Branch Secretaries or experienced activists who are interested in becoming a Branch Secretary.

The aims of the course are to:

- place the Branch Secretary/ies in the context of the UNISON branch to:
 - identify the function of the UNISON branch and associated tasks and to position the UNISON branch in the organisation.
 - develop a job description for the Branch Secretary.
- introduce the organising approach and identify how it might help Branch Secretaries.
- identify the responsibility of the Branch Secretary in relation to the administration of systems and the constitutional obligations of the branch.
- develop skills in relation to branch mapping and organising, planning and project management, dealing with issues which Stewards might raise and priority setting.
- enable Branch Secretaries to think about their personal development.

◆ **BRANCH TREASURERS**

This course is for all Branch Treasurers, UNISON members who would like to become a Branch Treasurer or activists who want to know more about how to plan, control and make best use of financial resources.

The course will cover everyday concerns including cashbook, bank accounts, petty cash and how to prepare annual accounts. It will also help you to

- increase your financial skills.
- have a realistic idea of the Treasurer's job.
- improve communication between your Branch, Region and the National Office.
- improve financial information in your Branch so the Branch Executive can take informed decisions.

◆ **BRANCH EDUCATION CO-ORDINATORS**

This course is designed for any Branch Education Co-ordinator who would like to find out more about the role of the Education Co-ordinator in UNISON and how to support the training needs of UNISON reps and members within the branch.

The key aims of this course are:

- to give UNISON Branch Education Co-ordinators and other members of the branch education team the knowledge, skills and confidence they need to successfully carry out their role.
- to understand the pivotal role of education in supporting and developing workplace and branch organisation.
- to understand the team approach to branch education and roles within the branch education team.
- to explore effective ways of buddying and mentoring workplace representatives.
- to understand the role of the Lifelong Learning Co-ordinator and Union Learning Representatives.

After completing this course participants will:

- understand the role and function of Branch Education Co-ordinators and the branch education team.
- understand the role of education and training in UNISON organisation and development.
- be aware of the education and training opportunities available in UNISON.
- have explored ways of assessing the education and training needs of the branch, activists and members.
- be able to develop a plan for buddying and mentoring new workplace representatives.
- have experience of drawing up a branch education plan.
- know how to plan an branch education event and recruit participants.

◆ **BRANCH HEALTH & SAFETY OFFICERS**

This course is for people who are responsible for co-ordinating Health & Safety in branches.

It is not suitable for Health & Safety Representatives who have had no training or have only just been trained.

The course will look at:

- the role of Health & Safety Representatives and the branch.
- investigating hazards and members' complaints.
- agreements with the employer.
- improving members' needs / standards in relation to health and safety.
- identification and removal of hazards in the workplace.

◆ **BRANCH EQUALITY CO-ORDINATORS**

This course is for new and potential Branch Equality Co-ordinators and those who hold the role of Branch Disabled Members, Black Members, LGBT Members Officer or Branch Women's Officer. It will look at:

- the role of Branch Equality Co-ordinators, Equality Representatives and other equality officers.
- how to organise and recruit members to Self Organised Groups or an equality forum.
- how to organise for equalities in branches.
- equalities as a bargaining issue.

It will also provide an introduction to anti-discrimination legislation that might help you in your role.

◆ **LIFELONG LEARNING CO-ORDINATORS**

Please note this course is Module 1 of the Lifelong Learning Co-ordinators Passport.

This module seeks to give new Lifelong Learning Co-ordinators an understanding of the role and ideas of how to get started. It concentrates on work within the branch and helping to establish the branch as a 'learning branch'.

Getting started can be daunting but there are some simple steps to take along the way and it's important that you don't feel like you're doing this on your own. Some Lifelong Learning Co-ordinators are acting on their own and this course will help to look at ways to get that support and get started. Others will be part of a bigger Branch Education Team and the course will help to look at ways to share the roles and work as a team.

The course will look at:

- what exactly the Lifelong Learning Co-ordinator's role is.
- how to work with the branch to ensure they are fully involved in what the Co-ordinator and ULRs are doing.
- mapping learning already taking place in your branch.
- recruiting and supporting ULRs.
- drafting learning agreements.
- working with providers to develop courses for members.

◆ **BRANCH COMMUNICATIONS OFFICERS**

The course is designed for those activists and members interested in improving communications within the branch.

The course aims to:

- look at the role of the Communications Officer within the branch.
- find ways of keeping active members in the loop.
- look at producing effective campaign materials.
- review how communications issues are handled within the branch structures.
- discuss how to liaise with the media.

◆ **BRANCH INTERNATIONAL OFFICERS**

The international work done by UNISON makes an invaluable contribution to the success of the union. Solidarity has no borders and cannot be confined solely to our work in this country. Too many of the challenges we face in Britain – privatisation and commercialisation, trade union rights and poor health and safety, threats to our pensions – are also being faced in different parts of the world.

There is much therefore that we can learn from other unions and many experiences we can share with them. To work together strengthens our positions and helps bring victory that much closer.

This course will enable you to:

- be equipped to carry out your role as a Branch International Officer.
- have an understanding of some key international issues and UNISON's international objectives.
- be aware of some of the priority themes, campaigns and countries UNISON is involved in.
- understand how your branch can support national campaigns.
- increase your confidence in communicating with members on international issues.
- be in a position to form links with other organisations including union branches in other countries.
- build up a store of international knowledge and sources of information.

◆ **BRANCH YOUNG MEMBERS OFFICERS**

The course aims are to:

- help Young Members' Officers to more fully understand their role.
- enable Young Members' Officers to more effectively recognise, and utilise, recruitment opportunities.
- give Young Members' Officers more confidence when recruiting new members.
- develop interviewing and presentational skills.
- develop an understanding of equal opportunities.

◆ **BRANCH LABOUR LINK OFFICERS**

This course is intended to equip Labour Link Officers with the tools they need to undertake their role.

The aims of the course are to:

- understand why politics are important in the branch.
- develop skills to encourage interest in political activity in the branch.
- understand and respond to common issues about Labour Link.
- understand Labour Link procedures.
- develop skills around effective campaigning.

WEST MIDLANDS REGION BRANCH OFFICER TRAINING 2011

We work closely with the West Midlands Region to deliver Branch Officer Training. The dates of courses available in the West Midlands Region are listed below. However, they may run their courses differently to those in the East Midlands so please refer to the questions and answers below.

Course fee to Branches: £150

Course	Course Dates	Closing Date for Applications
Branch Chairing Skills	14 & 15 May 2011	2 April 2011
Branch Education Officers	7 & 8 May 2011	26 March 2011
Branch Equalities Officers	7 & 8 May 2011	26 March 2011
Branch Health & Safety Officers	7 & 8 May 2011	26 March 2011
Branch International Relations Officers	14 & 15 May 2011	2 April 2011
Branch Secretaries	14 & 15 May 2011	2 April 2011
Branch Treasurers	14 & 15 May 2011	2 April 2011
Branch Communications & Media Skills	14 & 15 May 2011	2 April 2011

How do I apply?

The procedure for applying for the courses is the same as for other East Midlands courses and the application must be sent in to the East Midlands Region. There is no course code for these courses but you need to make sure you put the course title on your application form, along with the date the course will run and that it is a West Midlands Region course.

Who do I contact if I have queries regarding the courses?

Any concerns or questions regarding the courses should be made via Fred Cattle, UNISON West Midlands Regional Education Officer (e-mail f.cattle@unison.co.uk) who will be happy to help.

Will there be a crèche?

A crèche will be provided once there have been 3 or more requests received from participants.

Where will the courses be held?

The courses will be in Birmingham, however a venue will not be booked until a course has recruited at least 8 participants.

ORGANISING FOR EQUALITIES

Campaigning and organising on equalities issues is a fundamental part of UNISON's beliefs and practice. Supporting equality for groups who are discriminated against is embedded in UNISON's constitution. There have recently been significant new developments, such as the Equality Act, as well as important ongoing issues such as harassment and race discrimination, that we want to ensure members and Stewards feel fully confident about:

- In 2010 there was a significant rule change to formalise the addition of Equality Representatives as workplace representatives.
- Branch Equality Officers are now known as Branch Equality Co-ordinators.
- The new Equalities Act and equalities legal duties.
- New Equality and Human Rights Commission workplace guidance.
- Ensuring a good practice response to race and other discrimination cases.
- Equalities and sickness absence.

BRANCH OFFICER TRAINING FOR BRANCH EQUALITY CO-ORDINATORS

This training is run as part of the annual Branch Officer Training Weekend. Full details of the Weekend and Branch Equality Co-ordinators training can be found on page 26 onwards.

EQUALITIES TRAINING FOR YOUR BRANCH

Any of the courses below or other training on equality issues can be arranged for your branch. This includes:

- Good Practice Response to Race Discrimination Cases.
- Equality Act 2010.

Contact the Regional Equalities Organiser to arrange a session, by e-mailing s.roelofs@unison.co.uk

◆ **BECOMING AN EQUALITY REPRESENTATIVE (1 day)**

Course fee to branches: £0

**Aimed at: UNISON activists interested in equality issues.
Other activists who would like to get involved.**

Location	Course Code	Course Dates	Closing Date for Applications
Nottingham	02110078	6 April 2011	4 March 2011

Equality Representatives (Equality Reps for short) are a new role for UNISON (and other trade unions). Equality Reps are workplace based and act as an initial source of support and information on equality issues for UNISON members. Equality Reps also seek to discuss with and encourage members in their workplaces to become active in UNISON. No previous experience is necessary!

The course covers the following:

- The Equality Representative's job description.
- Working with the Branch Equality Co-ordinator.
- Basic equality information.
- Equality organising.

◆ **CONFERENCE SKILLS FOR NEW DELEGATES TO SELF-ORGANISED GROUPS' CONFERENCES (1/2 day)**

Course fee to Branches: £30

Aimed at: New delegates or visitors attending any of the Self-Organised Group Conferences.

Location	Course Code	Course Dates	Closing Date for Applications
Nottingham	02110096	15 October 2011	17 September 2011
Nottingham	02110109	10 December 2011	12 November 2011

Going to a Self-Organised Group Conference this year? Are you feeling anxious about the experience? Would you like to find out more about what to expect? Then this short, half-day briefing is for you.

The course will look at:

- how the conferences operate.
- key issues you are likely to deal with.
- how to handle the paperwork.
- what support you may require when you are there.

ACTIVIST / BRANCH DEVELOPMENT COURSES

◆ **HOW TO DEVELOP A BRANCH WEBSITE (2 days)** Course fee to branches: £60

Aimed at: All Workplace Representatives and Branch Officers.

Location	Course Code	Course Dates	Closing Date for Applications
Nottingham Regional Centre	02110094	20 & 21 September 2011	22 August 2011

The overall aim of this course is to dispel the myth that building a website is difficult. To do the course you will need to be able to find your way around a PC and have a good working knowledge of Microsoft Word.

The course will be based at a level most people can understand and the use of Information Technology (IT) jargon will be kept to a minimum. There is some jargon that you will need to be aware of but this will be used sympathetically.

By the end of the course you will have:

- constructed a simple website.
- developed an action plan around what you need to do to continue developing your branch website.
- more knowledge on various website software available.

◆ **MEDIA TRAINING (1 day)** Course fee to branches: £30

Aimed at: All Workplace Representatives and Branch Officers.

Location	Course Code	Course Dates	Closing Date for Applications
Nottingham	02110089	15 March 2011	1 March 2011
Nottingham	02110112	9 September 2011	31 August 2011

This course will help you to produce effective press releases and to deal with the media.

It covers:

- what makes news?
- producing effective press releases.
- how the media works.
- working with the media.
- developing a media strategy.
- interview techniques.

◆ **DEVELOPING YOUR ACTIVISTS AND MENTORING (1 day)**
Course fee to branches: £30

Aimed at: All Workplace Representatives and Branch Officers.

Location	Course Code	Course Dates	Closing Date for Applications
Nottingham	02110114	29 June 2011	8 June 2011

This course will explore how to identify and develop new activists and shift the load!

We will be looking at themes such as

- different methods of developing new activists.
- setting up systems of support, including buddying and what it means in a branch context.
- formal branch mentoring schemes.
- what is a mentor, agreeing a mentor / mentee contract.
- listening and questioning skills.
- planning your activists' development.

◆ **ICT FOR TRADE UNIONISTS
 (INFORMATION & COMMUNICATION TECHNOLOGY)**

Do you need some formal training to help you use computers for your union work?

This course will help with a range of activities depending on your experience.

The course is:

- FREE for all reps/officers.
- 30 hours (flexible) on Fridays in Derby.

This course is suitable for beginners and the experienced ICT user alike. OCN unit accreditation is available at levels 1 to 3.

For full details of the course, please contact Derby College's Trade Union Studies Department as follows:

Telephone: 01332 387493 or 0797 1414193
E-mail: dtuec@derby-college.ac.uk
Website: www.dtuec.co.uk

◆ **NEW NATIONAL DELEGATE CONFERENCE DELEGATES (1 day)**
Course fee to Branches: £30

Aimed at: Members attending National Delegate Conference.

Location	Course Code	Course Dates	Closing Date for Applications
Nottingham	02110067	23 May 2011	25 April 2011

Going to the Conference this year? Are you feeling anxious about the experience? Would you like to find out more about what to expect? Then this short, 1-day course is for you.

The course will look at:

- how the conference operates.
- key issues you are likely to deal with.
- how to handle the paperwork.
- what support you may require when you are there.

The briefing is aimed at both new and not-so-new delegates so don't feel shy, come and find out what it is all about.

◆ **CONFERENCE SKILLS FOR NEW DELEGATES TO SELF-ORGANISED GROUPS' CONFERENCES (½ day)**
Course fee to Branches: £30

Aimed at: New delegates or visitors attending any of the Self-Organised Group Conferences.

Location	Course Code	Course Dates	Closing Date for Applications
Nottingham	02110096	15 October 2011	17 September 2011
Nottingham	02110109	10 December 2011	12 November 2011

Going to a Self-Organised Group Conference this year? Are you feeling anxious about the experience? Would you like to find out more about what to expect? Then this short, half-day briefing is for you.

The course will look at:

- how the conferences operate.
- key issues you are likely to deal with.
- how to handle the paperwork.
- what support you may require when you are there.

Thompsons Employment Law briefings

Thompsons Solicitors have worked closely with UNISON since the union was formed in 1993.

These briefings are an ideal opportunity to be briefed on a current legal topic by a solicitor specialising in workplace and industrial relations issues. These are essential workshops for Branch Officers and Workplace Representatives who need to keep abreast of the ever changing nature of workplace regulations. There will be an opportunity to ask questions throughout the day as these are intended to be interactive sessions.

Attendance at these briefings will count towards your Stewards ERA accreditation.

◆ **THOMPSONS BRIEFING: EMPLOYMENT LAW UPDATE (1 day)** Course fee to branches: £10

Aimed at: All Workplace Representatives and Branch Officers.

Location	Course Code	Course Dates	Closing Date for Applications
2011			
Nottingham	02110087	14 July 2011	13 June 2011
Nottingham	02110099	31 October 2011	3 October 2011

Employment law is constantly changing either by the passing of new legislation or through case law. This briefing will cover the main changes to the laws that affect trade unions and industrial relations during 2011.

◆ **THOMPSONS BRIEFING: DEALING WITH PERSONAL INJURY CLAIMS (1 day)** Course fee to branches: £10

Aimed at: All Workplace Representatives and Branch Officers.

Location	Course Code	Course Dates	Closing Date for Applications
2011			
Nottingham	02110088	15 July 2011	17 June 2011
Nottingham	02110103	1 November 2011	4 October 2011

Millions of pounds in compensation is won for UNISON members by Thompsons Solicitors every year. This briefing will be led by a specialist solicitor working on personal injury claims.

The briefing will cover the law on personal injury, the requirements for winning a case, time limits, a review of some of the commoner causes of compensation claims and why some types of cases, e.g. stress, are very difficult to win.

RMS COURSES

DID YOU KNOW?

Over half of the Branches in the East Midlands Region have access to the RMS System.

Do you want access to **your** Membership System?

Training courses have been designed to make it easier for branch activists and staff to access the Regional Membership System (RMS).

The training is spread over three 2-day courses and allows branch users access to the system after **the first two days** of training.

To book a place on one of the courses available during 2011, please contact your Membership Clerk in the RMS Team at the UNISON Regional Centre, telephone 0115 8475479.

◆ **RMS MEMBERSHIP DATABASE (3 x 2 day modular course)** **Course fee to branches: £0**

Aimed at: Branch activists and branch employed staff who need to be able to input directly to the RMS system.

This is a 6-day course that enables branches to take full responsibility for the membership system (RMS).

The course is aimed at branch employed staff or activists who currently have, or are able to take, responsibility for maintaining branch membership records.

The course will cover:

- Entering new members.
- Lapsing members.
- Producing reports.
- Using RMS as an organising tool to aid recruitment and retention.

◆ **ORGANISING WITH RMS (1 day)**
Course fee to branches: £0

Aimed at: All branch activists whose branches have live access to RMS.

This course is designed to help activists use RMS as an organising tool. The course aims to give you an understanding on how:

- a branch can use RMS as a practical tool to meet both branch and UNISON's organising objectives.
- you can use and maintain RMS.
- to work with information provided by RMS User Documentation.
- to keep up to date with changes and to feed the branch needs into the software development process.
- to access RMS, look at members' records, collect information from the system and create reports.
- the regulatory framework works covering the use of RMS and computers.

PLEASE NOTE

**Full details for all RMS courses are available from the
RMS Team who can be contacted as follows:**

Telephone: 0115 8475479

E-mail: k.wardle@unison.co.uk

PERSONAL DEVELOPMENT COURSES FOR MEMBERS

Important information for UNISON members when applying for UNISON's Personal Development Courses

The courses described in this section are free to all UNISON members. To apply for a place on any of these courses, you will need to complete the Course Application Form and Proportionality and Fair Representation Form on pages 71 and 72. Your application will need to be signed by either your Branch Education Co-ordinator or Branch Secretary.

Not sure who your Branch Secretary/Education Co-ordinator is, or how to contact them? You can find out by contacting UNISON Direct on 0845 355 0845.

N.B. We will be unable to process your application unless it is fully completed.

◆ **COPING WITH CHANGE (2 days)** **Course fee to branches: £0**

Aimed at: UNISON members who are facing a reorganisation/redundancy situation at work.

Location	Course Code	Course Dates	Closing Date for Applications
Leicester	02110079	16 & 17 May 2011	18 April 2011
Nottingham	02110095	10 & 11 October 2011	12 September 2011

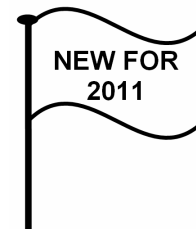
This 2-day course has been developed by the WEA (Workers Educational Association) and UNISON East Midlands Region. It is aimed at UNISON members who are facing reorganisation or change in the work place. The course will cover "Understanding Change and Me" and "Developing Skills to Cope with Change".

By the end of the course you will:

- have an understanding of change and how it affects you.
- be able to look positively and proactively at change.
- have developed and practised some skills for coping with change.
- be able to make a positive contribution to change at work.
- have set your own personal action plan for change.

The course is delivered by an experienced Workers Educational Association (WEA) tutor.

◆ **DEVELOP YOUR JOB SKILLS (1 day)**
Course fee to branches: £0



Aimed at: UNISON members who would like to develop their skills in looking for new job opportunities in their existing workplace or outside.

Location	Course Code	Course Dates	Closing Date for Applications
Nottingham	02110101	15 November 2011	18 October 2011

This new, 1-day workshop is available to any UNISON member who would like to develop their skills in looking for new job opportunities in their existing workplace or outside.

During the workshop, you will have an opportunity to look at the following:

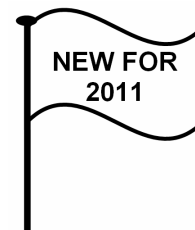
- What are my skills?
- Marketing techniques.
- Gathering information for a CV.
- Completing application forms.
- Practicing interview skills.
- Hunting for jobs.
- Career action planning.

By the end of the workshop, you will have:

- an understanding of the concept of 'self marketing'.
- identified goals related to job search activities.
- developed and practised skills and techniques – CV preparation, interview skills and completing application forms.
- the ability to identify future career opportunities and set personal goals in pursuit of these.

◆ **CONFIDENCE BUILDING & ASSERTIVENESS FOR WOMEN MEMBERS (2 days)**

Course fee to branches: £0



Aimed at: Any UNISON women member who would like to feel more confident.

Location	Course Code	Course Dates	Closing Date for Applications
Nottingham	02110102	7 & 8 November 2011	10 October 2011

This new, 2-day course will help you to develop some essential skills for effective communication. In particular it will help you to:

- understand how to deal with difficult situations.
- build self esteem and confidence.
- recognise and practice some assertiveness techniques.

In addition, the course will be specifically looking at:

- concepts of body image.
- dealing with criticism.
- dealing with anger.
- saying no.

By the end of the course, you will be able to understand the concept of making choices and will be able to set some goals to build on the activities covered.

◆ **BLACK AND ETHNIC MINORITY MEMBERS INTO MANAGEMENT WORKSHOP (1 day)**

Course fee to branches: £0

Aimed at: Any Black and Minority Ethnic (BME) member who would like to explore their management potential.

Location	Course Code	Course Dates	Closing Date for Applications
Leicester	02110116	5 July 2011	7 June 2011
Derby	02110117	6 December 2011	8 November 2011

Taking your first steps into a leadership role can be daunting.

This course is a highly practical course exclusive to BME workers who would like to become supervisors or managers.

Packed with practical ideas and techniques, it is an ideal course to help you make up your mind and build your confidence to take the next step.

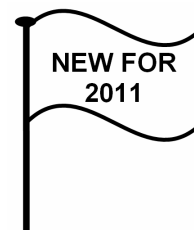
What will it cover?

- How to recognise the potential barriers to your development and progression.
- How to challenge these barriers with confidence.
- How to identify the skills and abilities needed to be an inclusive supervisor or manager.
- Problem solving and decision making.
- Planning your next step along the road to a management position.

This is an unaccredited course; however it follows a unit from the Institute of Leadership & Management (ILM) in First Line Management.

◆ **DISABLED MEMBERS INTO MANAGEMENT WORKSHOP (1 day)**

Course fee to branches: £0



Aimed at: Any UNISON member with a disability who would like to look at their management potential.

Location	Course Code	Course Dates	Closing Date for Applications
Nottingham	02110115	27 September 2011	30 August 2011

Do you have a physical disability or experience a mental health difficulty that is long term and affects your day to day work? Are you worried that these issues may stop you from being promoted?

Taking your first steps into a leadership role can be daunting.

This course is a highly practical course exclusive to DISABLED workers who would like to become supervisors or managers.

Packed with practical ideas and techniques, it is an ideal course to help you make up your mind and build your confidence to take the next step.

What will it cover?

- How to recognise the potential barriers to your development and progression.
- Empowering you to challenge these barriers.
- Helping you to identify necessary skills and abilities to be an inclusive supervisor or manager.
- Practice recognising and solving managerial type issues.

This is an unaccredited course; however it follows a unit from the Institute of Leadership & Management (ILM) in First Line Management.

FREE PERSONAL DEVELOPMENT OPPORTUNITIES WITH UNISON AND THE OPEN UNIVERSITY

As part of UNISON's on-going commitment to bring learning opportunities to our members, we have been working with the Open University (OU) to bring a series of exciting, new workshops to our members working in schools – both primary and secondary and within health care settings. These workshops have been developed by the OU and UNISON and are completely **free** of charge to UNISON members!



Workshops will be held between 10 am and 3 pm on each day and a buffet lunch and refreshments will be provided.

All workshops will be delivered by experienced tutors from the Open University, who will introduce course materials as part of the sessions to give participants an insight into studying with the Open University.

Workshops are open to any UNISON member regardless of your current level of qualifications and are completely free of charge.

HOW TO APPLY

For more information or to book your **free** place, please contact

ANGELA ENRIGHT, OPEN UNIVERSITY

Tel: 0115 962 5451 or e-mail R05-HSC@open.ac.uk

N.B. Places are limited so you are advised to apply for a place as early as possible

◆ PRIMARY TEACHING ASSISTANTS CPD WORKSHOP

Aimed at: Classroom and Teaching Assistants working within Primary Schools.

Location	How to apply	Course Date	Closing Date for Applications
Leicester – venue to be confirmed	Direct to the Open University - see above	6 April 2011	23 March 2011

This Continuing Professional Development (CPD) day will help Primary Teaching Assistants and practitioners to develop by looking at the distinctive contribution made by additional staff in Primary Schools.

The day will look at the roles of colleagues, professionals, parents and carers in the Primary sector. It will focus on how practitioners can develop their skills by linking practice to theory to support children's learning. It also looks at the role of reflection and asks how it can be used to make better practitioners.

◆ **SECONDARY TEACHING ASSISTANTS CPD WORKSHOP**

Aimed at: Teaching Assistants working within Secondary Schools.

Location	How to apply	Course Date	Closing Date for Applications
The Great Hall, The Guildhall Northampton Borough Council St. Giles Square, Northampton NN1 1DE	Direct to the Open University - see page 46	11 May 2011	27 April 2011

This Continuing Professional Development (CPD) day is unique in that it focuses on the role of the Secondary Teaching Assistant and will examine their differing roles and responsibilities.

You will also look at how the Secondary Teaching Assistant can engage with differing perspectives on equality, participation and inclusion and develop their own perspectives.

The workshop will also focus on making the transition from Teaching Assistant to Qualified Teacher Status (QTS).

◆ **SKILLS AND PRACTICE FOR HEALTH CARE ASSISTANTS – A STUDY DAY FOR HCAs**

Aimed at: Health Care Assistants (HCAs); Care Support Workers working in Health and Social Care settings.

Location	How to apply	Course Date	Closing Date for Applications
Open University Regional Centre Clarendon Park, Clumber Avenue, Sherwood Rise, Nottingham NG5 1AH	Direct to the Open University - see page 46	4 April 2011	21 March 2011

The work of Health Care Assistants takes place in many different settings. A common theme however is a busy work schedule which leaves little or no time to reflect on skills and practice. The purpose of this workshop is to provide that opportunity.

The programme of the day will include discussions on the key areas of confidentiality, dignity in care and at the end of life, communication skills, effective record keeping and to examine how these skills can be improved and how they can be implemented in practice.

◆ POSITIVE APPROACHES TO MANAGING STRESS AT WORK

Aimed at: All UNISON members.

Location	How to apply	Course Date	Closing Date for Applications
Sparkenhoe Committee Room Leicestershire County Council County Hall, Glenfield, Leicester LE3 8RA	Direct to the Open University - see page 46	10 March 2011	1 March 2011
The Great Hall, The Guildhall Northampton Borough Council St. Giles Square, Northampton NN1 1DE	Direct to the Open University - see page 46	7 April 2011	24 March 2011

In the current economic climate, stress levels are increasing and this has caught the attention of those at the highest level in Government. 'Subjective well-being' - the extent to which anyone describes themselves as well and happy - is to be included as a measure of the happiness of the nation.

But how can people enhance their sense of resilience and well being? This is a workshop for any individual affected by stress (which is most of us), who wishes to add resources to build their 'resilience tool kit' for greater well-being.

The workshop will draw on Positive Psychology (PP), the science of happiness. Using ideas such as the human strengths of virtue, hope, optimism, wisdom, creativity and emotional intelligence, we will explore what makes us stronger and more able to cope with stress.

LIFELONG LEARNING IN UNISON

Developing our members - building our branches

UNISON aims to give all members the opportunity to get back into learning, to develop new skills, build self confidence and experience the enjoyment of learning and the satisfaction of achievement.

Our lifelong learning programmes for members have evolved over a number of years, supported by UNISON's partnerships with the WEA (Worker's Educational Association) and the OU (Open University). Each year, hundreds of UNISON members across the East Midlands successfully complete a course with the help and support of their union.

Lifelong learning is also about helping branches to recruit new members, retain existing ones and develop new activists. Many members who have completed "Return to Learn" and "Women's Lives" courses go on to become involved in the union, particularly as Union Learning Representatives (ULRs).

WHAT'S ON OFFER?

The following courses are available exclusively to UNISON members:

- **ENGLISH FOR YOU (ESOL - English for Speakers of Other Languages)**
- **WOMEN'S LIVES**
- **RETURN TO LEARN**

All courses are provided free of charge to UNISON members. We help students with their travel, dependent care and childcare costs. The courses are delivered by friendly, experienced tutors with students working in small groups, which meet in the evenings. Each course includes a residential weekend. All of these courses are accredited.

◆ ENGLISH FOR YOU (ESOL)

A **free** course for any UNISON member who does not speak English as their first language.

This practical course covers workplace issues and focuses on:

- understanding how UNISON operates in the workplace.
- issues at work including health and safety and employment contracts.
- confidence building.
- listening and speaking in English.

The course leads to a nationally recognised City & Guilds qualification in speaking and listening in English for Speakers of Other Languages (ESOL).

"English for You" courses are generally run in the spring at selected venues across the Region. The course is delivered in the evening as 8 x 2 hour sessions with a residential weekend included.

◆ RETURN TO LEARN

Did you know that UNISON has been running “Return to Learn” courses for UNISON members for over 20 years? Over that time, hundreds of members have completed this course and have enjoyed increased self-confidence and self-esteem.

Many learners have gone on to further study, looked for new career opportunities or have taken on more responsibility at work.

Return to Learn courses run in the evening for 14 sessions, each lasting 2.5 hours. There is also a residential weekend.

The course is free to UNISON members. It is accredited through the Open College Network (OCN) and students study at a level equivalent to GCSE/A level standard. There are no exams.

The course focuses on personal development and progression, written and research skills, using number skills in a project and an introduction to computers.

“I remember feeling so great about myself. Someone believed in me.”

◆ **WOMEN'S LIVES**

This course has been designed specifically for UNISON women members who have experienced little, if any, recent education. The aim of the course is to build confidence as well as develop study skills in reading and comprehension, note taking, writing, analysing and basic research.

It also features a strong personal development and confidence building element.

What will I learn?

Students gain many different things from the course, including:

- a chance to look at women's experiences at work, in family life and in the community.
- greater self-confidence.
- a sense of achievement.
- study skills in reading, comprehension and note-taking.
- information and guidance to move on to further learning opportunities.
- wider horizons and new friends.

The course runs in the evenings for 8 sessions lasting 2 hours each. There is also a residential weekend as part of the course. The course is free to UNISON members.

The course is accredited through the Open College Network (OCN) and students study at a level equivalent to GCSE/A level standard. There are no exams.

“Women's Lives was fantastic! Learning was made so easy.”

“Women's Lives provides a great opportunity to learn in an environment that enables you to realise your potential and move forward in your working life.”

HOW CAN UNISON BRANCHES SUPPORT THE UNION'S LIFELONG LEARNING PROGRAMMES?

In 2011/12 we are once again looking for branches who would like to promote "Return to Learn", "Women's Lives" and "English for You" courses to their members.

Branches can do this by:

- getting involved in publicising and recruiting to the courses.
- attending course information sessions for branch representatives, organised by the Region.
- using UNISON lifelong learning materials on recruitment stalls, at events, etc.
- paying to put on a "branch based" course exclusively for branch members.

And remember, many UNISON members will become active in the union as a result of studying with us!

For further information about promoting any of these courses or providing them to members through your Branch, please contact:

**Angela Gerrard
UNISON Regional Education Officer
on 0115 8475454**

or e-mail a.gerrard@unison.co.uk

LEARNING AT WORK WITH UNISON

UNISON has an impressive track record of delivering workplace learning opportunities. Nationally, we have established learning partnerships with around 500 employers across public services to provide UNISON workplace courses.

How are UNISON workplace courses delivered?

UNISON provides the courses, delivered by either the WEA (Workers Educational Association) or OU (Open University) and supported by the local UNISON branch, including ULRs. It is important that local UNISON branches are actively involved in negotiating workplace provision with the employer, supported by the union at Regional level.

1. The employer agrees to support learning by providing resources such as funding, time-off, provision of a training venue and refreshments. As part of the learning partnership, the employer is responsible for paying any course fees.
2. All courses are accredited and designed to be delivered in small groups of between 12 to 15 students.
3. Workplace courses are open to members and non-members and so offer a great opportunity for recruiting and organising around learning.

N.B. Branches can also fund UNISON workplace courses and offer them exclusively for UNISON members.

What UNISON courses are offered through a workplace learning partnership?

1. Communication at Work
2. Learning for You
3. Improve Your Study Skills

◆ COMMUNICATION AT WORK

A 40-hour essential skills course – provided **free** of charge to employers and delivered in the workplace.

This course is aimed at adults without a Level 2 (English GCSE or equivalent) qualification. It prepares learners to take the National Literacy Test and gain a nationally recognised qualification. The course covers grammar, punctuation, spelling, writing letters and filling in forms.

The course is delivered by the WEA as part of a UNISON/employer partnership. Previous students have said the following about the Communication at Work course:

“I have enjoyed this course immensely. It has improved my confidence in tackling all areas of my communication skills.”

“I think I have gained in confidence in all areas and have really enjoyed the course.”

◆ LEARNING FOR YOU

A shortened version of the award winning Return to Learn course provided in partnership with employers and delivered in the workplace over 30 hours. Delivery is flexible to suit the needs of students and the employer. The course costs £1,700 for a group of up to 16 learners and course fees are paid by the employer. The course is delivered by the WEA as part of a UNISON/employer partnership.

The course covers a variety of different topics including:

- understanding points of view.
- giving a presentation.
- investigation and researching a topic.
- numeracy skills and/or IT skills.

The course is accredited through the Open College Network. Students work at a level equivalent to GCSE/A Level standard. There are no exams.

◆ IMPROVE YOUR STUDY SKILLS

A 30-hour course specially designed for people working within the NHS who want to study for a professional qualification and need to improve their academic study skills.

The course has proved to be very popular with Health Care Assistants and physiotherapy/occupational therapy helpers.

The course covers:

- perspectives on health care.
- essay writing.
- finding information about a subject.
- using the internet for research.

The course costs £1,700 for a group of up to 16 learners and is delivered by the WEA as part of a UNISON/employer partnership. The employer will be responsible for paying course fees.

The course is accredited through the Open College Network (OCN) with students working at GCSE/A Level standard. There are no exams.

**INTERESTED IN OFFERING UNISON COURSES
IN YOUR WORKPLACE?**

Communication at Work

Learning for You

Improve Your Study Skills

**Would you like to run the above courses in your workplace?
Not sure how to get started?**

**If you are a Branch Education Co-ordinator, Lifelong Learning Co-ordinator,
Union Learning Representative (ULR), or UNISON activist and would like further
information about how to get started and what is on offer, please contact:**

**Angela Gerrard
UNISON Regional Education Officer
on 0115 8475454**

or e-mail a.gerrard@unison.co.uk

OPEN UNIVERSITY AND UNISON PARTNERSHIP

“UNISON in conjunction with the Open University have helped me to regain my confidence in learning new skills.”



At the end of 2010, the UNISON/Open University (OU) Partnership was recognised as the Widening Participation Initiative of the Year at the Times Higher Education Awards.

This Award reflects the hard work which has taken place over many years to build an effective and lasting learning partnership.

The benefits of this partnership include:

- discounts for UNISON members on OU courses.
- a new, dedicated OU/UNISON website.
- workplace provision of OU courses as part of a UNISON/OU employer learning partnership.

DISCOUNTS FOR UNISON MEMBERS

Under the UNISON/Open University Partnership, members are entitled to a **10% fee discount** on many OU Health and Social Care, Science and Business, Education and Language courses at any level.

In addition, the OU offers the same discount on many other level 1 courses for new OU students as part of their general offer to union members. Visit www.open.ac.uk/choose/unison or phone 0845 300 60 90 and quote 'UNION' to find out more.

Remember to ask for your discount when registering with the OU.

NEW OU/UNISON WEBSITE

A new OU/UNISON website has been launched which provides useful information on:

- funding – outlines the financial support available for students by the OU.
- Learning Zone – access to current OU learning materials and resources.

The new website can be found at www.unison.open.ac.uk/choose/unison



WORKPLACE PROVISION OF OU COURSES

UNISON has been working in partnership with the Open University to bring learning opportunities into the workplace in partnership with employers.

The short “Openings” programmes available include:

- Understanding Management - for anyone who would like to understand more about management processes/theories and is maybe thinking about progressing into a supervisory/management role.
- Understanding Health - looks at contemporary health issues and the interaction between health care professionals.
- Understanding Children – looks at the development of a child from being a baby through to an older child, using a family case study.

These are short taster courses for anyone who would like to have a go at studying a subject at degree level without having to enrol on a degree. The “Openings” courses help build confidence, develop study skills and prepare learners to work effectively at degree level.

Credits achieved on all Open University courses can count towards higher level study with the OU and even on some degrees.

HOW ARE OU/UNISON COURSES DELIVERED IN THE WORKPLACE?

- 1) UNISON provides the courses, delivered by the OU (Open University) and supported by the local UNISON branch, including ULRs. It is important that local UNISON branches are actively involved in negotiating workplace provision with the employer, supported by the union at Regional level.
- 2) The employer agrees to support learning by providing resources such as funding, time off to attend 3 x 2 hour face to face tutorials, study leave, a training venue and refreshments.
- 3) As part of the learning partnership, the employer is responsible for paying course fees. For the Openings courses these are a flat rate fee of £1,000 plus £150 per student.

OU/UNISON workplace courses are open to members and non-members and so offer a great opportunity for recruiting and organising around learning.

N.B. Branches can also fund UNISON workplace courses and offer them exclusively for UNISON members.

Successful students will achieve 10 Higher Education credits at Level 1.

Are you interested in setting up OU courses in your workplace as part of a learning partnership with your employer? If the answer is “Yes” or you would like some further information, please contact:

**Angela Gerrard
UNISON Regional Education Officer
on 0115 8475454
or e-mail a.gerrard@unison.co.uk**

FINANCIAL ASSISTANCE FROM UNISON FOR EDUCATION

UNISON has a small bursaries and grant scheme for UNISON members on trade union and labour studies courses, in general non-vocational education and in vocational education relevant to work in public services.

Anyone applying must be a member of UNISON for at least 13 weeks prior to their application, have no arrears of subscription and continue to pay all membership subscriptions throughout the time that he/she is in education and training supported by the award.

TRADE UNION AND LABOUR STUDIES BURSARIES

UNISON offers various bursaries for members studying on trade union and labour courses:

1. Full-time Residential Trade Union or Labour Studies Bursary (closing date 1 August)

One bursary worth approximately £1,000 to cover courses expenses is available each year to a member on a full-time residential course at one of the following colleges:

- Ruskin College.
- Coleg Harlech.
- Northern College.
- Newbattle Abbey College.

2. Certificate or Diploma course bursaries for members studying to understand more about the Trade Union or Labour movement (closing date 1 August)

Members undertaking full or part-time trade union and related studies up to Certificate or Diploma level may apply for this bursary.

Successful applicants will receive a contribution to their course costs. The size of award depends on the course costs and the number of applicants in any year and is usually around £300. Preference is given to members who do not already have a qualification at this level or above.

The following are examples of courses supported:

- Diploma in Industrial Relations.
- Certificate in Labour and Trade Union Studies.

3. Bachelor or Masters Degree Bursaries for union representatives on Trade Union or Labour Studies courses (closing date 1 August)

A small number of bursaries of up to £1,000 are available to union representatives studying full or part-time at their own expense for a BA or Masters degree in Trade Union or Labour studies. The following bursaries will be awarded to UNISON activists wishing to further their trade union experience:

- Adam Grierson Bursary for a member employed in the Health Service.
- Ruth Elliott Bursary for a woman member.
- A small number of Trade Union or Labour Studies Bachelor/Masters Degree bursaries open to all activists.

N.B. There are no trade union and labour studies bursaries available for PhD study and research.

OPEN UNIVERSITY AWARDS

Open University (OU) Awards are available to UNISON members undertaking OU courses up to and including under-graduate level at their own expense. No awards are available for Masters Degree study or above. Awards are made as follows:

60 point courses	£120	30 point courses	£60
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Awarded on a first-come, first-served basis until funds are exhausted. Available on 1 January and 1 September each year.

BOOK GRANTS

These grants of approximately £70 are intended to help members who are undertaking study at their own expense, up to and including under-graduate level, on the following types of courses:

- Trade Union and Labour Studies where an applicant has not received a bursary.
- Non-vocational education up to and including under-graduate level, e.g. GCSEs, A Levels, Access courses, leisure/recreational courses.
- Vocational education relevant to public service work up to and including under-graduate level.

Book grant applications are dealt with on a first come, first served basis until funds are exhausted and are available on 1 January and 1 September each year. Book grants are not available for Masters Degree study or above.

Application criteria for bursaries, grants and awards are set out in more detail on the UNISON website at www.unison.org.uk/acrobat/B3051.pdf

All enquiries should be directed to:

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

Tel: 020 7551 1116 or e-mail Learning&OrganisingEnquiries@unison.co.uk

LEARNING DISCOUNTS FOR UNISON MEMBERS – NATIONAL EXTENSION COLLEGE AND OPEN UNIVERSITY

Discounts are available to UNISON members on a variety of vocational, leisure and personal development courses.

Many courses are provided by the National Extension College (NEC) – a distance learning provider with whom UNISON has an established relationship. **UNISON members are entitled to a 10% discount on the standard fees for any NEC course. For further information, phone 0800 389 2839 or see www.nec.ac.uk**

Under the UNISON/Open University (OU) Partnership, members are also entitled to a **10% fee discount** on many OU Health and Social Care, Science and Business School, Education and Language courses at any level.

In addition, the OU offers the same discount on many other level 1 courses for new OU students as part of their general offer to union members.

Visit **www.open.ac.uk/choose/unison** or phone 0845 3006090 and quote 'UNION' to find out more. Remember to ask for your discount when registering with the OU.

NATIONAL ACTIVIST EDUCATION PROGRAMME EMPLOYMENT LAW COURSES 2011

The following in-depth employment law courses supplement the range of training offered at regional level and are aimed at more experienced activists. The courses are all offered Nationally and will be held in central London. If you would like to apply for them or find out further information, visit www.unison.org.uk/laos where you can download an application form.

N.B. Your application form must be signed by either your Branch Secretary or Branch Education Co-ordinator to authorise your attendance on a National course.

Completed and signed application forms for National courses should be sent to:

**UNISON Learning & Organising Services (LAOS)
1 Mabledon Place, London WC1H 9AJ**

Please contact Learning and Organising Services on **0207 551 1116** or by e-mailing learning&organisingenquiries@unison.co.uk if you have any enquiries regarding National courses. Their fax number is **0208 5511758**.

ALLOCATION OF COURSE PLACES

In order to ensure the effective application of UNISON principles of Proportionality and Fair Representation places are allocated on National courses as soon as possible after the closing date instead of on a first come first served basis. In the event of courses being oversubscribed, selections will be made on the basis of achieving Fair Representation and Proportionality, as set out in UNISON Rules, and will also ensure a fair spread of participants from regions and sectors where appropriate.

In-depth employment law courses supplement the range of training offered at regional level. They are aimed at experienced activists and this is also taken into account when offering places on these courses.

CHARGES

Branches will be charged a fee per participant of £300 for 5-day courses, £150 for 2-day courses and £75 for 1-day courses. Accommodation, travel and care costs and a £10 per day out-of-pocket allowance will be paid from national level.

FACILITATION AND DEPENDENT CARE

It is UNISON policy that no member should be deterred from applying for a course because of facilitation needs, necessary childcare or other care commitments.

CANCELLATION POLICY

Where places on courses are cancelled without good cause charges will be levied as follows: Where places are cancelled within two weeks of the start of the course the cost will be 50% of the course cost. Where places are cancelled within one week of the start of the course the cancellation will be 100%.

OUR COMMITMENT TO EQUALITIES

As part of UNISON's equal opportunities policy in education there is a questionnaire at the back of the application form. This information will be strictly confidential and used only to monitor UNISON's ability to deliver educational opportunities fairly to all sections of its membership.

NATIONAL ACTIVIST EDUCATION PROGRAMME EMPLOYMENT LAW COURSES 2011

◆ **MATERNITY AND PARENTAL RIGHTS (1 day)** Course fee to Branches: £75

Location	Course Code	Course Dates	Closing Date for Applications
Central London	Please see the details at the start of this section for information on how to apply for National courses	7 July 2011	19 May 2011

This National course is for UNISON activists who need to advise members on maternity and parental rights or who are looking to improve on statutory rights through negotiation. It will help you

- to understand the complex law relating to maternity rights.
- to compare negotiated contractual agreements with statutory rights.
- to identify opportunities for seeking improvements.

◆ **DISABILITY DISCRIMINATION LAW (2 days)** Course fee to Branches: £150

Location	Course Code	Course Dates	Closing Date for Applications
Central London	Please see the details at the start of this section for information on how to apply for National courses	4, 5 May 2011	16 March 2011
Central London		2, 3 November 2011	14 September 2011

The law forbidding discrimination in employment has been in force since December 1996 but people still do not realise how often it applies and how it can be used to put pressure on employers to take positive steps.

This National course covers

- how to identify potential cases of disability discrimination in the workplace.
- who the disability discrimination law applies to.
- how to interview members with a potential case.
- the extent of the employer's duties to make reasonable adjustments.
- the relationship between sickness issues (e.g. back injury, depression) and discrimination law and recognising time-limits.

The course includes changes made by the Equality Act 2010, which replaces the Disability Discrimination Act. It should be noted that the course does **not** cover how to run a tribunal case.

◆ **CONTRACTS, REDUNDANCY & TUPE (5 days)**
Course fee to Branches: £300

Location	Course Code	Course Dates	Closing Date for Applications
Central London	Please see the details at the start of this section for information on how to apply for National courses	11 - 25 April 2011	21 February 2011
Central London		11 - 15 July 2011	23 May 2011
Central London		17 - 21 October 2011	29 August 2011

The course covers:

- the interpretation of the contract of employment.
- unilateral variation of contract.
- potential rights on redundancy.
- TUPE.
- unfair dismissal in context of changing contracts.
- redundancy & TUPE.

The course does **not** cover unfair dismissal in the areas of capability and misconduct.

◆ **UNFAIR DISMISSALS AND EMPLOYMENT TRIBUNALS (5 days)**
Course fee to Branches: £300

Location	Course Code	Course Dates	Closing Date for Applications
Central London	Please see the details at the start of this section for information on how to apply for National courses	9 - 13 May 2011	21 March 2011
Central London		3 - 7 October 2011	15 August 2011

This course covers:

- the law of unfair dismissal.
- what makes a dismissal unfair.
- automatic unfair dismissals.
- the ACAS Code on disciplinaries and grievances.

It follows a misconduct dismissal through every stage of preparation for a tribunal case, finishing with a mock video of the tribunal hearing. It is not expected that activists will represent at actual tribunal cases.

However, by understanding the tribunal process, local activists will have a greater understanding of the necessary evidence and what is involved for the member and will be able to support those representing the member. The skills for preparing a case and representing at a tribunal will also be useful for application in internal disciplinary hearings.

◆ **RACE & SEX DISCRIMINATION LAW (5 days)**
Course fee to Branches: £300

Location	Course Code	Course Dates	Closing Date for Applications
Central London	Please see the details at the end of this section for information on how to apply for National courses	7 - 11 November 2011	19 September 2011

The course aims to cover:

- how to identify potential cases of race and sex discrimination in the workplace.
- how to interview members with potential cases.
- recognising time-limits.
- introduction to law on sexual harassment.
- overview of legislation.
- understanding indirect race and sex discrimination.
- understanding the questionnaire procedure.
- pregnancy, maternity and family friendly laws.

The course does **not** cover how to run a tribunal case.

REMINDER – WHEN APPLYING FOR NATIONAL COURSES

Your application form must be signed by either your Branch Secretary or Branch Education Co-ordinator to authorise your attendance on a National course.

Completed and signed application forms for National courses should be sent to:

UNISON Learning & Organising Services (LAOS)
 1 Mabledon Place, London WC1H 9AJ

Tel: 0207 551 1116
 Fax: 0208 551 1758

or by e-mailing learning&organisingenquiries@unison.co.uk

NATIONAL BRANCH WELFARE OFFICER TRAINING

Completion of the Branch Welfare Officer training will equip Welfare Officers with the skills essential for their role. Whilst the training is a requirement for newly elected Officers, it can also be used for those Officers who have been in post for some time but have not yet had an opportunity to attend training. Following the success of the training programme held in 2010, courses are now run in two parts, a 1-day introduction with a 2-day follow-on course a month later. This structure enables colleagues to feed back their experiences and any difficulties into the second part of the training module. The training will help Branch Welfare Officers to:

- understand their role and the confidentiality it involves.
- understand the UNISON Welfare Charity structure and staff responsibilities.
- understand the application process and areas where Welfare can assist members.
- develop influencing and communication skills and practice active listening.
- promote Welfare to managers as part of recruitment drives.
- practice presentation skills and to handle problems in an assertive manner.
- understand the importance of promoting and publicising UNISON Welfare.
- review their work.

Courses are delivered to cross-regional groups as indicated below and Welfare Officers should sign up for all three training days. Branch Welfare Officers who live nearer to another course location than their regional one can apply for that course. Branch Welfare Officers who are unable to attend their regional course can apply for another date and we will accommodate them where possible.

Region	Location	Course Dates	Closing Date for Applications
London / South East Eastern / East Midlands	London	24 May 2011 12 & 13 July 2011	26 April 2011
Northern Ireland / South West Cymru/Wales / West Midlands	Bristol	19 July 2011 6 & 7 September 2011	31 May 2011
Northern / North West Scotland / Yorkshire & Humberside	Manchester	20 September 2011 8 & 9 November 2011	1 August 2011

For an application form, visit <http://www.unison.org.uk/file/B3049.pdf> or contact UNISON Learning and Organising Services, 1 Mabledon Place, London WC1H 9AJ, tel. 0207 551 1116 or e-mail Learning&OrganisingEnquiries@unison.co.uk

Charges: Branches will be charged a fee of £225 for the 3-day course. Accommodation and care costs will be paid nationally, as well as a £10 per day out of pocket allowance.

Facilitation and dependent care: It is UNISON policy that no member should be deterred from applying for courses because of facilitation needs, necessary childcare or other care commitments.

Allocation of course places: In order to ensure the effective application of UNISON principles of Proportionality and Fair Representation, places are allocated after the closing date and not on a first come, first served basis. In the event of courses being oversubscribed, selections will be made on the basis of achieving Fair Representation and Proportionality as set out in UNISON Rules.

Cancellation policy: A charge will be made for course places cancelled without good cause:

- Cancellation within two weeks of the course start date: 50% of the course cost.
- Cancellation within one week of the course start date: 100% of the course cost.

HOW TO APPLY FOR A REGIONAL COURSE

Course application procedure

Once you have selected which course or courses you wish to attend you need to fill out two forms - an Application Form and a Proportionality and Fair Representation Form. These forms can be obtained from your Branch, the Learning & Member Development Team at the UNISON Regional Centre, via the regional website www.unison.org.uk/eastmidlands (click on the Education and Training section), or by taking a copy of the ones in the back of this programme.

The courses offered within this programme are free to members. Fees are paid by your branch and therefore you will need to have the approval of your branch before you can attend.

Application forms **must** be given to your Branch Education Co-ordinator or Branch Secretary to sign.

Information on the Proportionality and Fair Representation Form is used when courses are over-subscribed, in order to allocate places to ensure fair treatment. This does not have to go through your Branch but can be sent directly to the Learning & Member Development Team. All information provided will be treated in confidence.

Your completed Application Form and Proportionality and Fair Representation Form should be sent to the following address before the advertised closing date for receipt of applications:

**Learning & Member Development Team
UNISON Regional Centre, Vivian Avenue, Nottingham, NG5 1AF**

If you receive acknowledgement of receipt of your application form this is **not** a guarantee of a place on the course. Your place will be confirmed to you after the closing date has been reached. **Please note, when courses are over-subscribed, course places are allocated to eligible applicants using the information given on the Fair Representation and Proportionality form and NOT on a first come, first served basis.**

To summarise, this is the application procedure:

- Complete the Application Form.
- Give your Application Form to your Branch Secretary or Branch Education Co-ordinator to sign.
- Complete the Proportionality and Fair Representation Form.
- Forward both Forms to the Learning & Member Development Team.

Confirmation of a place on a course

Each course in this programme has a closing date for applications. You will be contacted after the closing date and advised whether or not you have a place. We will also provide you with details of the course arrangements, e.g. venue, start times and any other relevant information. If you require time off to attend the training you are advised to seek this provisionally, pending confirmation of a place. We may cancel a course if there is insufficient interest to make it viable but where possible we will offer alternatives.

If you are unsure about your application or the course status please contact the Learning & Member Development Team on 0115 847 5457.

COURSE FEES AND CANCELLATION GUIDELINES

Fees payable by branches

The course fees payable by branches are stated alongside the relevant course. Branches will be invoiced for all course costs after the course event (please do not send any payment with application forms) and are responsible for paying delegates' travel and subsistence claims. As this programme is prepared in advance, course costs may vary from the cost advertised the previous year.

Courses held at more than one venue

Where it becomes necessary to use more than one venue, delegates will be allocated a place and advised which venue to attend. If the delegate chooses to attend the other venue, as has happened in the past, the branch will be charged the full cost of the first venue and / or any other related charges the venue provider passes on to UNISON. This will be in addition to the normal course fees.

Cancellations

If, for any reason, delegates cannot attend a course for which they have applied, it is essential that they contact the Learning & Member Development Team, **as soon as possible**, who will seek to fill the place from waiting lists or in liaison with the branch. The current charging policy in respect of cancellations is as follows:

Day and Residential Course Cancellations

- **Cancellation prior to the closing date:** If a delegate is unable to attend a day course and the Learning & Member Development Team are notified prior to the closing date of the course, no charge will be made to the branch.
- **Cancellation after the closing date:** If a delegate is unable to attend the course and the Learning & Member Development Team are notified after the closing date of the course but prior to the commencement of the course, the course fee will be charged to the branch plus the full cost that the venue and/or course provider passes on to UNISON. However if a replacement delegate can be found, the branch will only be charged the course fee.
- **Failure to attend:** If a delegate fails to attend the course and fails to notify the Learning & Member Development Team prior to the start of the course, the relevant course fee will be charged plus a £60 cancellation charge per day for each day of the course (for residential courses this will increase to £100 per day) or the full cost that the venue and /or course provider passes on to UNISON.

IT Course Cancellations

Due to the cost of these courses to the Region, if a delegate cancels after the closing date and no replacement can be found the relevant course fees will be charged plus a cancellation charge of £150 or the full cost that the venue and/or course provider passes on to UNISON.

Cancellation of dependant care or other facilities

Where delegates have booked dependant care or other facilities that they no longer require, they should inform the Learning & Member Development Team as soon as possible. Branches may be charged for these facilities if they cancel or change their requirements after the closing date.

COURSE INFORMATION

What are the courses like?

UNISON courses are run in a friendly and supportive atmosphere. Everybody's views and experiences are valued and listened to. Most of the time you will be working with other people in small groups. You won't be lectured at or 'put on the spot'.

Course times

Course times may vary, but are usually from 9.30 am to 4.30 pm each day. You will be given a specific start/finish time in the details sent to you when you are offered a place on a course.

What if I have responsibilities at home?

UNISON provides a homecare allowance if you incur costs which are additional to those you would normally have to pay for the care of dependants whilst you are attending a training event. For example if you are a part-time worker and you attend training on your day off then you are entitled to claim a care allowance.

The scale of the allowance changes from time to time and current rates can be obtained from the Learning & Member Development Team. You are required to provide a receipt.

Childcare provision for residential courses is currently under review. Please contact the Learning & Member Development Team for further information prior to applying for a residential course.

Facilities for members with specific needs

We seek to ensure that the venues we book, material provided etc meet the needs of our members who have identified a specific need on their course application form. Due to the wide varieties of facilitation available it is important that you let us know as soon as possible about **your** individual requirements.

Time off

Stewards, Health & Safety Representatives and Union Learning Representatives have a legal right to paid time off to attend relevant training. If this applies you will need to ensure that you have arranged time off to attend a course. You should ensure that you allow sufficient time to make these arrangements. There is a form available for you to use. You can find this on our website or you can contact the Learning and Member Development Team for a copy. Please give the completed form to your Branch Education Co-ordinator or Branch Secretary for branch records, keeping a copy for your own information. **YOU DO NOT NEED TO RETURN THIS TO THE REGIONAL OFFICE.** If you have any problems then speak to your Branch Education Co-ordinator or Branch Secretary.

Part time workers

If you attend a course for which paid time off is available and the course hours exceed those you normally work, you are entitled to receive pay or time off in lieu for those hours from your employer. Please ask for help if you experience problems in exercising these rights.

Expenses

Travel and subsistence costs for all courses are the responsibility of your Branch. You should check with your Branch Education Co-ordinator or Branch Secretary to find out how to claim these.

Materials for some courses

For some courses you will be asked to bring along materials or resources, e.g. copies of grievance or disciplinary procedures, your Steward bag etc. You may have to contact your Branch Education Co-ordinator or Branch Secretary for assistance in obtaining these items.

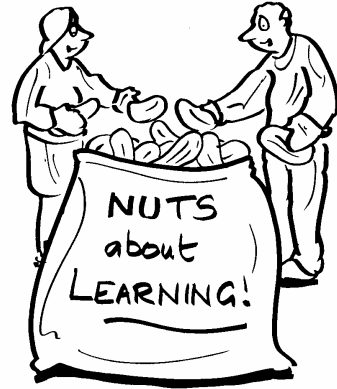
Venues

Unless otherwise stated, the majority of the regional courses are **NON-RESIDENTIAL**. Delegates requiring overnight accommodation should seek approval for this from their branch prior to making any arrangements, as the costs of this will need to be met from branch funds. Branches are responsible for the booking of accommodation and payment of any costs in this respect.

Branch Employed Staff

Generally the courses offered in this programme are for members, activists and officers of UNISON and are **not** offered to staff employed by the branch. However, if the course is run through the TUC and the branch employed member of staff is an activist or officer of a union then a place could be offered on the course. In the first instance please contact Janet Guest, Regional Education Officer on 0115 8475442 to discuss the matter further.

Have you completed your Passport?



If you have completed your Passport please complete and return the form below.

I've completed my *Stewards / Health & Safety Representatives / Union Learning Representatives / Lifelong Learning Co-ordinator Passport

(*please delete as appropriate)

Name

Address

.....

.....

Branch

Membership No.

PLEASE RETURN TO: -
LEARNING & MEMBER DEVELOPMENT TEAM
UNISON REGIONAL CENTRE
VIVIAN AVENUE
NOTTINGHAM
NG5 1AF

COURSE APPLICATION FORM

Name	Gender Male <input type="checkbox"/> Female <input type="checkbox"/>
Home address	Branch
	Position in branch
	Membership number
Daytime phone number	Mobile phone number
E-mail address	
Emergency contact name and tel. number	
Course title	
Course code	Course date(s)
Course venue / location (town)	
Dietary requirements – please give details	
Special requirements – please give details (e.g. disabled parking, large print, dyslexia, etc.)	
I wish to claim care allowance for a child/adult dependant for additional costs incurred <input type="checkbox"/>	
Signature of applicant	
Signed Date	
To be completed by your Branch Education Co-ordinator / Branch Secretary I confirm the applicant has branch approval to attend the above course. Signed Date *Branch Education Co-ordinator / Branch Secretary (*please circle as appropriate)	
Once fully complete and countersigned, please return this form to the UNISON Learning & Member Development Team, UNISON Regional Centre, Vivian Avenue, Nottingham NG5 1AF Please note, your application may be declined if you do not return a completed Proportionality and Fair Representation form in addition to this application form. To receive an acknowledgement of receipt via e-mail, please tick <input type="checkbox"/>	
N.B. The information you provide and the record of your attendance of UNISON education courses may be shared within UNISON to ensure that membership and branch records are accurate and up to date. Course information may also be used for statistical purposes.	

PROPORTIONALITY AND FAIR REPRESENTATION FORM



Name Membership Number

Branch Course Title

Please tick the boxes that apply

1. Which of UNISON's service groups are you in?

- Local Government Health Care Higher Education
 Energy Police & Justice Community
 Water, Environment and Transport

2. Are you? Female Male

3. How would you describe your ethnic origin?

- 4 Bangladeshi 3 Chinese 5 Indian 6 Pakistani
 15 Asian UK 8 Asian Other 0 Black African 1 Black Caribbean
 14 Black UK 2 Black Other 12 White UK 11 Irish
 13 White Other

4. UNISON has self-organised groups for women, lesbian, gay, bisexual and transgender, black, and disabled members. In which, if any, of the groups do you participate?

- Women members Black members Disabled members
 Lesbian, gay, bisexual & transgender members

5. What is your age group? 16 - 26 27 - 39 40 - 49 50+

6. Which UNISON subscription band are you in?

- | <u>Band</u> | <u>Yearly income £</u> | <u>Band</u> | <u>Yearly income £</u> |
|----------------------------|------------------------|----------------------------|------------------------|
| <input type="checkbox"/> A | Up to 2,000 | <input type="checkbox"/> B | 2,001 to 5,000 |
| <input type="checkbox"/> C | 5,001 to 8,000 | <input type="checkbox"/> D | 8,001 to 11,000 |
| <input type="checkbox"/> E | 11,001 to 14,000 | <input type="checkbox"/> F | 14,001 to 17,000 |
| <input type="checkbox"/> G | 17,001 to 20,000 | <input type="checkbox"/> H | 20,001 to 25,000 |
| <input type="checkbox"/> I | 25,001 to 30,000 | <input type="checkbox"/> J | 30,001 to 35,000 |
| <input type="checkbox"/> K | 35,000 + | | |

7. How many hours per week do you work?

- Less than 16 16-29 30-34 35 or more

8. In which occupational group is your job?

- Managers Technical
 Professional Personal and caring services
 Administrators Clerical and secretarial
 Other non-manual Other manual
 Other occupation (please specify)

UNISON is committed to achieving fair representation and proportionality in all its structures. The Education and Training Committee asks each course applicant to fill in this form to assist us in achieving this aim. This form is used to monitor and evaluate participation in regional education and branch training opportunities. Thank you for your co-operation. Please note, you do not have to disclose this information to your Branch. You may prefer to photocopy this form and send it direct to: UNISON, Learning & Member Development Team, Vivian Avenue, Nottingham NG5 1AF.