



Education



2017 Course Programme

*for UNISON Activists and Members*

Learning  
&  
Organising

# Northern Region 2017

COURSE PROGRAMME for Activists and Members

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## COURSE NOTES - How to Apply

Inside you will find details of the UNISON Northern Region Education Programme for 2017. Courses are open to all members unless otherwise stated. For each course or workshop you would like to attend, complete the application form attached to this programme and make sure it is signed by your Branch Secretary or Branch Education Co-ordinator. **Once completed send it to:-**

**Duncan Rothwell, Regional Organiser (Education Lead)**

**UNISON, 140-150 Pilgrim Street, Newcastle upon Tyne. NE1 6TH**

**before the closing date.** Please apply as early as you can with a separate application form for each course – photocopy extra forms as required.

Shortly after the closing date you will be sent all the course details.

### Costs

There are no charges for you as an individual.

The costs of courses to Branches are as follows:-

- **£125 per person for weekend residential courses**
- **£70 per person for delegate attending non residential weekend courses**
- **No charge for one day course**
- **5 day non-residential course £125 per course or £25 per day**
- **2 day non-residential course £25 per day**
- **3 day non-residential course £25 per day**
- **National courses Special rates apply**

Your Branch will be responsible for these costs and will be invoiced directly from Regional Office after each course. Your Branch is also responsible for funding travel expenses to and from the course. Please see your Branch Secretary for claim forms.

Weekend residential courses will start at 10.00 am on the first day and finish after lunchtime on the second day. You will be notified of exact start and finish times depending upon which course you apply for in your joining instructions.

Day schools will start at 9.30 am and finish at 4.30 pm approximately.

### Certificate

We will provide a certificate for most courses as recognition of work undertaken and to help you keep a record of courses completed.

### Childcare and Dependent Care

UNISON will endeavour to provide child and dependent care support for all those requiring it in order to attend courses. Assistance is available to fund child and dependent care, at home or at a crèche, should that be necessary. If you require such assistance please let us know as soon as possible.

### Equal Opportunities and Facilities for Disabled Members

No member should be deterred from applying for a course because of individual circumstances.

UNISON believes that venues should be accessible. Consequently a professional access officer has assessed the venues we use for our education programme. We are more than happy to discuss individual needs or requirements before the course if that would be helpful. Please indicate on the application form or contact the Education Officer to discuss specific needs.

### Cancellations

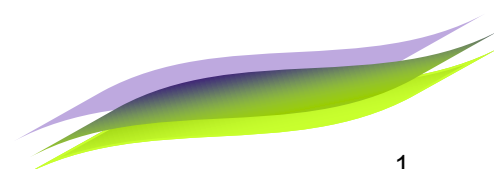
If you cannot attend a course on which you are registered, you must notify us immediately of the reasons. Failure to do this may mean that you deprive another member of a place on the course and that your Branch will have to meet the costs of your cancellation. If you have requested facilities such as childcare that you no longer require, you must also let us know.

Finally, if you would like any further information on the courses advertised in this year's programme or on any matter concerning education administration please contact:

Joan Wilson on 0191 245 0859 e-mail: [j.wilson@unison.co.uk](mailto:j.wilson@unison.co.uk)

Ann Lewins on 0191 245 0855 e-mail: [a.lewins@unison.co.uk](mailto:a.lewins@unison.co.uk)

OR visit [www.unison-northern.org.uk](http://www.unison-northern.org.uk)



# Area Forums

UNISON Northern Region supports five Area Fora:

- **Durham Area Forum**
- **North of Tyne Area Forum**
- **Northumberland Area Forum**
- **South of Tyne Area Forum**
- **Tees Valley Area Forum**

The Area Fora facilitate and co-ordinate cross-service group working within geographical areas. UNISON Northern Region courses are delivered at local venues and are tailored to meet the needs of Lay Activists when faced with emerging or prominent issues.

Area Fora courses can be arranged with your Area Forum Lead via your Branch Office.

**All sessions will run 1.00pm - 4.00pm at a local venue.**

<b>Course Details</b>	<b>Northumberland and North of Tyne</b>	<b>South of Tyne</b>	<b>Durham and Tees Valley</b>
<b>Employment Law 1:</b> Constructive Dismissal; Criminal Injuries; Criminal Legal Services	<b>Tuesday, 7 February</b> <i>Closing date 24 January</i>	<b>Tuesday, 21 February</b> <i>Closing date 7 February</i>	<b>Friday, 10 February</b> <i>Closing date 27 January</i>
	Holiday Inn, Seaton Burn	Sunderland Civic Centre	Jurys Inn, Middlesbrough
<b>Workplace 2020</b>	<b>Tuesday, 25 April</b> <i>Closing date 11 April</i>	<b>Tuesday, 21 March</b> <i>Closing date 7 March</i>	<b>Friday, 7 April</b> <i>Closing date 24 March</i>
	Holiday Inn, Seaton Burn	Sunderland Civic Centre	Durham Marriott, Durham
<b>Employment Law 2:</b> Redundancy – Lawful Dismissal and Unfair Dismissal.	<b>Tuesday, 12 September</b> <i>Closing date 29 August</i>	<b>Tuesday, 26 September</b> <i>Closing date 12 September</i>	<b>Friday, 15 September</b> <i>Closing date 1 September</i>
	Holiday Inn, Seaton Burn	Sunderland Civic Centre	Jurys Inn, Middlesbrough

# New Union Representative Training

## Steward Courses

We will be running non residential 3 and 5 day courses for new UNISON workplace representatives. These courses will cover the role of a union representative, UNISON structure, representation and communication skills, equalities and all the basics you will need to take on this role.

These courses are particularly aimed at newly elected and less experienced UNISON representatives or those members thinking about becoming a union representative. It is a great introduction to getting involved with your union.

All representatives completing this course will be entitled to be Employment Relations Act (ERA) accredited which will enable them to represent members on grievance and disciplinary issues in their workplace.

*List of dates and venues below:*

### February/March

20,21 February	2 days week 1	UNISON Office, Pilgrim Street, Newcastle upon Tyne
6,7,8 March	3 days week 2	

**Closing Date: Monday, 6 February 2017**

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### April/May

26,27 April	2 days week 1	Matfen Hall Hotel, Northumberland
3,4,5 May	3 days week 2	

**Closing Date: Wednesday, 12 April 2017**

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### June

5,6	2 days week 1	UNISON Office, Pilgrim Street, Newcastle upon Tyne
13,14,15	3 days week 2	

**Closing Date: Monday, 22 May 2017**

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### July

11,12	2 days week 1	UNISON Office, Pilgrim Street, Newcastle upon Tyne
18,19,20	3 days week 2	

**Closing Date: Tuesday, 27 June 2017**

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### November

20,21	2 days week 1	UNISON Office, Pilgrim Street, Newcastle upon Tyne
27,28,29	3 days week 2	

**Closing Date: Monday, 6 November 2017**

# ERA Modular Stewards Course

## February

2,9,16 February

(3 consecutive Thursdays)

Venue:

Durham Marriott Hotel, Durham

**Closing Date: Thursday, 19 January 2017**

This course will cover the role of a union representative, UNISON structure, representation and communication skills, equalities and all the basics you will need to take on this role.

This course is aimed at newly elected UNISON workplace representatives and is suitable for those who cannot get time off for a full 5 day course because they are from workplaces where there is no union recognition or other time off agreement. It is particularly appropriate for UNISON representatives from community, voluntary or private sector employers.

### The course includes:

- 3 days face to face learning (spread over three weeks)
- compulsory distance learning activity and assignments to complete between face to face learning sessions

**Please note that, for the award of ERA status, it will be essential to complete each distance learning task.**

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## Online New Stewards Courses

From 2016, UNISON online new stewards course are set up on the TUC Education website and applications can be received by the website [www.tuceducation.org.uk/findacourse/courses/63](http://www.tuceducation.org.uk/findacourse/courses/63). Each course consists of approx. 30 hours (5-7 hours per week)

### Dates as follows

17 January - 6 March 2017

25 April - 13 June 2017

# Health & Safety Representatives Training

## New Health & Safety Representatives and Risk Assessment Courses

We will be running non residential 5 day courses training courses for UNISON Health and Safety Representatives.

The course will cover the important role to play in organising members at local level, risk assessment and helping them to improve workplace health and safety through taking up problems and making sure the employer is doing all they should to protect the health, safety and well being of people at work.

This course will help you to understand the health and safety reps role in organising members at local level, risk assessment and help you feel confident in carrying out your role in promoting workplace health and safety.

**New for 2017: this course will be facilitated and accredited by Northern College**

*List of dates and venues below:*

### April/May

26,27,28 April

3 days week 1

UNISON Office, Pilgrim Street,

3,4 May

2 days week 2

Newcastle upon Tyne

**Closing Date: Wednesday, 12 April 2017**

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### October

11,12,13

3 days week 1

UNISON Office, Pilgrim Street,

19,20

2 days week 2

Newcastle upon Tyne

**Closing Date: Wednesday, 27 September 2017**

# Branch Officers Training

## Finance and the Organised Branch

This course is designed for senior branch officers who are interested in the role of branch finance in organising and supporting the branch.

The aim of "Finance and the Organised Branch" is to develop the knowledge and skills of branch officers:

- Understand the branch accounting cycle
- Budgeting and managing finances as part of the Joint Branch Assessment (JBA)
- Identify the role that branch finance plays in supporting and achieving UNISON's priorities and objectives.

The course will also cover: Annual Financial Return; governance; zero-based budgeting; preparation of a budget to support the branch's organising plan.

**Further details of this training course together with dates to be confirmed will be advertised to branches**

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## Branch Secretaries Day School

**8 May**

**Venue:**

UNISON Office  
Pilgrim Street  
Newcastle upon Tyne

*This course examines in detail the job of the Branch Secretary including a look at:*

- The job and role of the Branch Secretary
- Servicing your Branch
- Running your Branch
- Meeting – liaising with Regional Office

As well as being designed for existing Branch Secretaries who have received little or no formal training in their jobs, the course will also be of benefit to Assistant Branch Secretaries and prospective holders of the post.

**Closing Date: Monday, 24 April 2017**

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## Branch Labour Link/Political Officer Day School

**8 May**

**Venue:**

UNISON Office  
Pilgrim Street  
Newcastle upon Tyne

This course will provide training for any new Branch Labour Link/Political Officers, existing Labour Link Officers and those individuals who are interested in becoming a Labour Link/Political Officer.

Training, advice and support will be given to all course participants to ensure that they are confident to undertake this role.

**Closing Date: Monday, 24 April 2017**

## Branch Education Co-ordinators/Branch Lifelong Learning Co-ordinators Day School

**8 May**

**Venue:**

UNISON Office  
Pilgrim Street  
Newcastle upon Tyne

A course for newly appointed Branch Education Co-ordinators and Branch Lifelong Learning Co-ordinators arranging education and training for members. This course covers access to trade union training, arranging Branch events, budgeting for education and training, legal rights to time off and identifying training needs.

It will also focus on how to organise around learning, co-ordinate the activities of Union Learning Reps within the branch and to ensure learning is linked into the branches organising, bargaining and equalities work

This course will provide invaluable assistance for all those who have decided to take on this responsibility.

**Closing Date: Monday, 24 April 2017**

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## Branch Health & Safety Officers Day School

**8 May**

**Venue:**

UNISON Office  
Pilgrim Street  
Newcastle upon Tyne

This course will cover the organising and integration of Health and Safety within your Branch. As well as how to improve Health and Safety at the workplace and an examination of agreements, procedures and planning for Health and Safety.

It is NOT a course which deals with the fine print of the Health and Safety at Work Act nor is it a course for Health and Safety Representatives; rather it is specifically for new or potential candidates for the post of Branch Health and Safety Officer.

**New for 2017: this day school will be facilitated by the Faculty of Trade Union Studies, Leeds City College.**

**Closing Date: Monday, 24 April 2017**

# National Courses

## Information for Employment Law and Branch Welfare Officers

*Nationally run courses are subject to a separate cost and a separate application form. National course fees are currently £75 per day but subject to review so may increase without prior notice.*

For further details and information on how to apply, visit: [www.unison.org.uk/laos](http://www.unison.org.uk/laos) for an application form and return it to:

UNISON Learning and Organising Services

UNISON Centre

130 Euston Road

London

NW1 2AY

Tel: 0201 121 5383

e-mail: [Learning&OrganisingEnquiries@unison.co.uk](mailto:Learning&OrganisingEnquiries@unison.co.uk)

<b>2017 NATIONAL PROGRAMME</b>	<b>Days</b>	<b>Venue</b>	<b>Closing Date</b>	<b>Course Start Date</b>	<b>Course End Date</b>
Contracts Redundancy TUPE	3	UNISON Centre	<b>08-Feb-17</b>	<b>21-Mar-17</b>	23-Mar-17
Disability Discrimination Law	2	UNISON Centre	<b>07-Oct-16</b>	<b>28-Mar-17</b>	29-Mar-17
Branch Welfare Officers	2	Manchester	<b>29-Mar-17</b>	<b>03-May-17</b>	04-May-17
Maternity & Parental Rights	1	UNISON Centre	<b>11-Apr-17</b>	<b>25-May-17</b>	25-May-17
Race & Sex Discrimination	3	UNISON Centre	<b>30 May-17</b>	<b>11-Jul-17</b>	13-Jul-17
Unfair Dismissals & ETs	3	UNISON Centre	<b>06-Aug-17</b>	<b>19-Sep-17</b>	21-Sep-17
Maternity & Parental Rights	1	UNISON Centre	<b>07-Sep-17</b>	<b>19-Oct-17</b>	19-Oct-17
Contracts, Redundancy, TUPE	3	UNISON Centre	<b>26-Sep-17</b>	<b>07-Nov-17</b>	09-Nov-17
Disability Discrimination Law	2	UNISON Centre	<b>07-Oct-17</b>	<b>21-Nov-17</b>	22-Nov-17

# B2L Professional Development Workshops:

UNISON's partnership with Bridges to Learning encourages workers in the Health, Social Care and Education sectors to develop in their jobs through participating in learning and training. We work with employers to create recognised progression routes for individuals and teams to move forward and to develop skills and knowledge.

A series of Professional Development Workshops is offered, aimed at anyone working in the health, social care, or education sectors in the Northern Region.

## This series of workshops aims to:

- Deliver learning opportunities to people working in health, social care and education.
- Provide an opportunity for continuing professional development.
- Improve practice by increasing knowledge and understanding of topical issues facing the three sectors.

These workshops can be accessed at [www.bridgestolearning.org.uk/workshops-conferences](http://www.bridgestolearning.org.uk/workshops-conferences)

Email: [bridgestolearning@wea.org.uk](mailto:bridgestolearning@wea.org.uk) Tel: 0191 2126127

Places can be secured by booking online and the workshops will be held at the UNISON Office, Pilgrim Street, Newcastle upon Tyne, NE1 6TH

**Workshops are FREE to UNISON members**

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## Learning Representatives Training

### 3 Day Union Learning Representatives

**October (3 consecutive Tuesdays)**

3,10,17

#### Venue:

UNISON Office  
Pilgrim Street  
Newcastle upon Tyne

This course has been customised for union members who wish to become Learning Reps. The course will enable them to:

- develop their skills and knowledge about the role of union learning representatives
- understand union learning agenda and strategy
- consult with work colleagues and identify their learning needs
- work with employers to plan learning opportunities within the workplace
- find out about government policies and programmes for lifelong learning

**Closing Dates: Tuesday, 19 September 2017**

# Equality Black Members Policy Weekend

**To be confirmed**  
**(Fri/Sat) Residential**

Venue:

To be confirmed

This weekend we will discuss key issues for Black Members in the Region. Topics for consideration include:

- **Challenging racism at work**
- **The role of Black Self Organisation In UNISON**
- **National Black Members conference and Motions**
- **Networking for Black Members**
- **Regional priorities for Black Members**

**Closing Date: To be confirmed**

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## Disabled Members Policy Weekend

**19/20 May (Fri/Sat) Residential**

Venue:

Hilton Garden Inn  
Sunderland

Government cuts are having a disproportionate impact on UNISON's Disabled Members. Disabled people are more likely to work in the public sector, more likely to access statutory public sector services and more likely to need support to use universal public services. Disabled people rely on disability benefits to stay in work and in some cases to survive. All of these things are being cut. The weakening of the Equality Act makes it increasingly difficult for our disabled members to challenge decisions and fight the cuts. It is important that all our disabled members and anyone who represents them in the workplace is aware of the challenges ahead and what steps can be taken to mitigate this adverse impact.

This weekend is an opportunity to discuss how we can work together to ensure disability issues are kept on the bargaining agenda and to update on current issues affecting disabled members.

**Closing Date: Monday, 1 May 2017**

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## LGBT Policy Weekend

**To be confirmed**  
**(Fri/Sat) Residential**

Venue:

To be confirmed

The LGBT weekend is an opportunity to identify and discuss key issues for LGBT members in the Region; to explore and seek ways to improve how UNISON organises LGBT members; Regional priorities; National LGBT Conference; and work related issues for LGBT members and link these to the Regional LGBT Group; We will use the issues raised to draft motions to National Conference. This weekend is great way to meet and work with other LGBT activists and is a safe space for everyone. It is open to members who identify themselves with the LGBT Group.

**Closing Date: To be confirmed**

## Womens Policy Weekend

**To be confirmed**  
**(Fri/Sat) Residential**

**Venue:**

**To be confirmed**

The Annual Conference and Policy Weekend is an opportunity for Branches to ensure that women come together to develop their own Action Plan, training and education programme and discuss issues important to them.

Over the two days, we will be listening to speakers and organising workshops around specific topics that women have said they wish to hear more about or work on as a particular priority. This is also the forum where motions to National Women's Conference are discussed and agreed.

It is very important that Branches enable and support the attendance of women to this weekend as it is their opportunity to guide, formulate and involve themselves in developing women in UNISON.

**Closing Date: To be confirmed**

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## Young Members Weekend

**To be confirmed**  
**(Fri/Sat) Residential**

**Venue:**

**To be confirmed**

*An interesting weekend for UNISON members aged 26 and under.*

This course will look at issues that are important to young people at work, including temporary contracts, bullying and training issues. It provides an insight into young people's rights at work and what they can do to ensure that they are treated properly. The course will also explore how the union works, where you fit into it and how you can organise at work to make sure you have your say.

This is an excellent opportunity to meet other young UNISON members and learn in a friendly environment.

**Closing Date: To be confirmed**

# Bargaining and Campaigning

One day - Introduction to the Local Government Pension Scheme

**2 February**

**Venue:**

UNISON Office  
Pilgrim Street  
Newcastle upon Tyne

This course will help you understand:

- **Your State Pension**
- **Your Pensions Options**
- **Your New Local Government Pension Scheme**
- **Flexible/Phased Retirement**

**Course Tutor:** *Dave McMonnies from the North West*

**Closing Date:** *Thursday, 19 January 2017*

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## Effective Chairing of Meetings Day School

**3 March**

**Venue:**

UNISON Office  
Pilgrim Street  
Newcastle upon Tyne

This course will examine in some detail the job of the Chairperson. As well as concentrating on the Chairperson's role in controlling meetings and the skills involved in this, the course will look at the general role of the Chairperson within the Branch with particular reference to the formulation of Branch policy.

The course is intended primarily for existing Chairpersons and Vice-Chairpersons who have little or no formal training in their job, as well as prospective holders of the post. In addition, the course may also be relevant to the needs of others within the Branch who have responsibility for chairing meetings.

**Closing Date:** *Friday, 17 February 2017*

## Employment Law Updates (ACAS) Day School

**4 April**

**Venue:**

UNISON Office  
Pilgrim Street  
Newcastle upon Tyne

Employment Law is constantly changing and Union representatives need to update themselves and be alert to these developments.

This day school will be led by an experienced officer from ACAS who will take us through the main changes that are now in force including the new Equalities Act. This course is a must for all concerned activists who want to keep up to date and ahead of their employer.

**Closing Date: Tuesday, 21 March 2017**

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## Building Confidence & Assertiveness Training (Non Residential)

**24/25 July**

**Venue:**

UNISON Office  
Pilgrim Street  
Newcastle upon Tyne

Ever agreed to do something when you should have said no? Ever felt so intimidated in front of managers or colleagues that you said nothing?

UNISON members and activists who wish to improve their ability to stand up for themselves and develop the confidence and skills to be more assertive.

In a supportive environment we will examine practical ways of increasing confidence and skills in being more assertive.

*"Thank you for the allowing me to attend the above course - I gained a lot from it. The overall experience of the weekend was fabulous and I am using what I learned whilst on the course". Ann.*

**Closing Date: Monday , 10 July 2017**



# Course Application Form



The closing date for the course is.....

Course Title.....

Course date(s).....

## Your Details

Surname.....

Preferred first name.....m/f/other.....

**Membership No.** .....

Branch.....

Service (e.g. Health).....

Address for correspondence

.....

.....

.....

Employer.....Dept.....

Position.....

.....

Telephone: Work.....

Home:.....

Mobile:.....

Email:.....

## Paid Release

Do you need paid release from work Yes ☐ No ☐

Is your branch seeking paid release for you Yes ☐ No ☐

## UNISON Activities

If you hold any positions, what are they and when from?

.....

Have you attended any other courses? Yes ☐ No ☐

If yes, give details

Why would you like to do this course?

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.....

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.....

## Accommodation/Facilities

Do you require accommodation? ☐ Yes ☐ No

Do you have special dietary needs? ☐ Yes ☐ No

Do you require disabled facilities? ☐ Yes ☐ No

Do you need assistance with child/  
dependant care to attend courses? ☐ Yes ☐ No

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

.....

.....

## Monitoring

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

Do you identify yourself as being (please specify)

Black ☐ White ☐ Other ☐

Are you disabled? Yes ☐ No ☐

Are you a part-time worker? Yes ☐ No ☐

All applicants must ask their Branch Secretary/Branch  
Education Secretary to complete this part below.

*Important Note: Please ensure Membership number  
is shown on all application forms to assist with  
administration. 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.*

## This Application is supported by the Branch:

Signed.....Date.....

Branch Position.....

## All Branches will be invoiced as follows for this course:

Residential weekend £125 per person

Non Residential Weekend £70 per person

Day School No Charge

2,3 and 5 day Non Residential  
Weekday Courses £25 per day

National Courses Special rates apply

**If you cannot attend the course and need to cancel at  
short notice, please let the Regional Organiser  
(Education Lead) know. Your Branch could be liable  
for a charge if you do not.**

Applicant's Signature.....

Date.....



# Join UNISON - essential cover if you work in public services

Simply complete the form below and hand it to your branch rep or post it to the address on the opposite page

## 1 Tell us about you

Title	First name
Surname/family name	
Date of birth / /	
Home address	
Postcode	
email	
Phone number (please indicate if home, work or mobile)	
National insurance number (from your payslip)	

Please give your ethnic origin: (tick one box)

<input type="checkbox"/> Bangladeshi	<input type="checkbox"/> Pakistani	<input type="checkbox"/> Black African	<input type="checkbox"/> Black UK	<input type="checkbox"/> White UK
<input type="checkbox"/> Chinese	<input type="checkbox"/> Asian UK	<input type="checkbox"/> Black	<input type="checkbox"/> Black other	<input type="checkbox"/> Irish
<input type="checkbox"/> Indian	<input type="checkbox"/> Asian other	<input type="checkbox"/> Caribbean	<input type="checkbox"/> White other	

## 2 Tell us about your job

Employer's name
Your job title/occupation
Workplace name and address
Postcode
Payroll number (from your payslip)

## 3 What you will pay each month

Please tick the appropriate box for your earnings before deductions.

Annual pay	Your subscription
Up to £2,000	£1.30
£2,001-£5,000	£3.50
£5,001-£8,000	£5.30
£8,001-£11,000	£6.60
£11,001-£14,000	£7.85
£14,001-£17,000	£9.70
£17,001-£20,000	£11.50
£20,001-£25,000	£14.00
£25,001-£30,000	£17.25
£30,001-£35,000	£20.30
over £35,000	£22.50

## 4 Choose your political fund

One of the ways UNISON works on your behalf is through political campaigning. Your subscription includes a political fund payment so you won't pay any extra, but in UNISON you choose how you want that money to be used.

Please tick one box only.

- ☐ Our Affiliated Political Fund takes UNISON members' views directly into the Labour Party, working to promote UNISON policies.
- ☐ The General Political Fund is used to pay for branch, regional and national campaigns but is independent of any political party.

## 5 Choose how you wish to pay Please tick ONE box only

### EITHER deduct from salary:

☐ I wish to join UNISON and authorise deduction of subscriptions from my pay by my employer.

### OR pay by direct debit:

☐ I wish to join UNISON and authorise deduction of subscriptions by direct debit

Signature	Date
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Please go to [unison.org.uk/privacy-policy](http://unison.org.uk/privacy-policy) to see how we will protect and use your personal information

## Instruction to your bank or building society to pay by Direct Debit

UNISON, 140-150 Pilgrim Street, Newcastle upon Tyne, NE1 6TH (stamp required)

Name and full postal address of your bank or building society

To: The Manager

Bank/building society

Address

Reference number (for office use only do not complete)

Service User Number

9 7 0 0 5 0

Signature(s)

Please pay UNISON Direct Debits from the account detailed in this instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this instruction may remain with UNISON and, if so, details will be passed electronically to my bank/building society.

Signature(s)

Bank/building society account number

Branch sort code

Postcode

# 2017 UNISON Programme Calendar

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COURSE DATE	COURSE TITLE	VENUE	CLOSING DATE	PAGE NO.
<b>FEBRUARY</b>				
2 February	LG Pensions	UNISON Office, Newcastle upon Tyne	19 January	12
2,9,16 February	New Union Reps Training (3 Consecutive Thursdays)	Durham Marriott Hotel, Durham	19 January	4
7 February	Employment Law 1 Northumberland & North of Tyne	Holiday Inn, Seaton Burn	24 January	2
10 February	Employment Law 1 Durham & Tees Valley	Jurys Inn, Middlesbrough	27 January	2
20,21 February / 6,7,8 March	5 day New Reps Training	UNISON Office, Newcastle upon Tyne	6 February	3
21 February	Employment Law 1 South of Tyne	Sunderland Civic Centre	7 February	2
<b>MARCH</b>				
3 March	Effective Chairing of Meetings	UNISON Office, Newcastle upon Tyne	17 February	12
21 March	Workplace 2020 South of Tyne	Sunderland Civic Centre	7 March	2
<b>APRIL</b>				
4 April	Employment Law updates ACAS Day	UNISON Office, Newcastle upon Tyne	21 March	13
7 April	Workplace 2020 Durham & Tees Valley	Durham Marriott Hotel, Durham	24 March	2
25 April	Workplace 2020 Northumberland & North of Tyne	Holiday Inn, Seaton Burn	11 April	2
26,27,28 April / 3,4 May	5 day Health & Safety Reps Training	UNISON Office, Newcastle upon Tyne	12 April	5
26,27 April / 3,4,5 May	5 day New Reps Training	Matfen Hall Hotel, Northumberland	12 April	3
<b>MAY</b>				
8 May	Branch Secretaries Day School	UNISON Office, Newcastle upon Tyne	24 April	6
8 May	Branch Health & Safety Officers Day School	UNISON Office, Newcastle upon Tyne	24 April	7
8 May	Branch Education Co-ordinators/Lifelong Learning Co-ordinators	UNISON Office, Newcastle upon Tyne	24 April	7
8 May	Branch Labour Link/Political Fund Officers Day School	UNISON Office, Newcastle upon Tyne	24 April	6
19,20 May	Disabled Members SOG Policy Weekend	Hilton Garden Inn, Sunderland	1 May	10
<b>JUNE</b>				
5,6,13,14,15 June	5 day New Reps Training	UNISON Office, Newcastle upon Tyne	22 May	3
<b>JULY</b>				
11,12,18,19,20 July	5 day New Reps Training	UNISON Office, Newcastle upon Tyne	27 June	3
24,25 July	Building Confidence & Assertiveness	UNISON Office, Newcastle upon Tyne	10 July	13
<b>SEPTEMBER</b>				
12 September	Employment Law 2 Northumberland & North of Tyne	Holiday Inn, Seaton Burn	29 August	2
15 September	Employment Law 2 Durham & Tees Valley	Jurys Inn, Middlesbrough	1 September	2
26 September	Employment Law 2 South of Tyne	Sunderland Civic Centre	12 September	2
<b>OCTOBER</b>				
3,10,17 October	3 day Union Learning Reps course	UNISON Office, Newcastle upon Tyne	19 September	9
11,12,13,19,20 October	5 day Health & Safety Reps Training	UNISON Office, Newcastle upon Tyne	27 September	5
<b>NOVEMBER</b>				
20,21,27,28,29 November	5 day New Reps Training	UNISON Office, Newcastle upon Tyne	6 November	3
<b>DATES TO BE CONFIRMED</b>				
	Finance and the Organised Branch Training			6
	Black Members SOG Policy Weekend			10
	LGBT Policy Weekend			10
	Womens Policy Weekend			11
	Young Members SOG Policy Weekend			11

For further information please  
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