



Education



2019 Course Programme

for UNISON Activists and Members

Learning
&
Organising

COURSE NOTES - How to Apply

Inside you will find details of the UNISON Northern Region Education Programme for 2019. 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

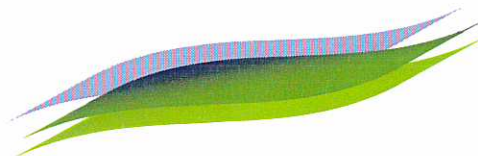
If you cannot attend a course on which you are registered, you must notify us immediately of the reasons. Failure to do this may mean that you deprive another member of a place on the course and that your Branch will have to meet the costs of your cancellation. If you have requested facilities such as 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

Ann Lewins on 0191 245 0855 e-mail: a.lewins@unison.co.uk

OR visit www.unison-northern.org.uk



New Union Representative Training

Steward Courses

Stage One – 3 days

This initial course has been designed for newly elected and less experienced UNISON Stewards. It is Stage One of a steward's initial training and will help equip you with increased confidence, organising skills and knowledge about UNISON.

As a steward you are a vital link in the union chain and have an important role to play in organising members at a local level. You will be UNISON's contact point in your workplace.

This course will help you to:

- Understand UNISON's role as an organising union
- Work with members and more experienced stewards to resolve issues
- Know where, when and how to seek advice and guidance
- Recognise the importance of equalities in UNISON
- Understand how UNISON's procedures work
- Understand how UNISON operates within broader roles
- Plan your next steps in UNISON

Stage Two – 2 days

This course follows on from and builds upon the knowledge and skills developed in Stage One.

The Stage Two course awards ERA (Employment Rights Act) Accreditation which is essential if you wish to take on the highly rewarding duty of representing UNISON members in matters of grievance, capability or disciplinary processes.

This course will help you to:

- Identify what is and isn't a case
- Understand available resources e.g. the ACAS Code of Practice
- Interview witnesses
- Prepare for a grievance and a disciplinary case
- Build confidence in your representation skills

List of dates and venues below:

June

10,11,12 June	3 days Stage 1	UNISON Office, Pilgrim Street
17,18 June	2 days Stage 2	Newcastle

Closing Date: Monday, 27 May 2019

Steward Courses - *continued*

List of dates and venues below:

July

15,16,17 July	3 days Stage 1	UNISON Office, Pilgrim Street, Newcastle upon Tyne
22,23 July	2 days Stage 2	

Closing Date: *Monday, 1 July 2019*

November

11,12,13 November	3 days Stage 1	UNISON Office, Pilgrim Street, Newcastle upon Tyne
18,19 November	2 days Stage 2	

Closing Date: *Monday, 28 October 2019*

New UNISON Representative (Modular) course

This four day modular course covers the same content as the longer, five day course. Some activities are delivered as 'homework'/distance learning and will require activity in between the formal classroom sessions

Stage One – 2 days

This course will help to equip you with increased confidence, organising skills and knowledge about UNISON. It is ideal for newly elected and less experienced UNISON Stewards who have not yet attended any training.

As a steward you are a vital link in the union chain and have an important role to play in organising members at a local level. You will be UNISON's contact point in your workplace.

This course will help you to:

- Understand UNISON's role as an organising union
- Work with members and more experienced stewards to resolve issues
- Know where, when and how to seek advice and guidance
- Recognise the importance of equalities in UNISON
- Understand how UNISON's procedures work
- Understand how UNISON operates within broader roles
- Plan your next steps in UNISON

Steward Courses - *continued*

Stage Two – 2 days

This course follows on from and builds upon the knowledge and skills developed in Stage One.

The Stage Two course awards ERA (Employment Rights Act) Accreditation which is essential if you wish to take on the highly rewarding duty of representing UNISON members in matters of grievance, capability or disciplinary processes.

This course will help you to:

- Identify what is and isn't a case; interview witnesses and manage a member's expectations
- Understand available resources e.g. the ACAS Code of Practice, your employer's policies
- Prepare for a grievance and a disciplinary case; build confidence in your representation skills
- Build confidence in your representation skills

List of dates and venue below:

April/May

25 April & 2 May	2 days Stage 1	Middlesbrough Football Club,
16 & 23 May	2 days Stage 2	Middlesbrough

Closing Date: Friday, 29 March 2019

Organising Steward Course: On-line Version

Who is it for?

Any new steward who is unable to attend one of our face to face Organising Stewards courses (because of work patterns/family commitments)

When will it start?

The course dates are:

29 April—28 June 2019

1 July—23 August 2019

9 September—1 November 2019

Aims of course:

This course will help you:

- Understand the role of an organising union in public services
- Recognise the importance of equalities in UNISON
- Work with members to tackle issues in the workplace
- Work with members in resolving cases
- Know where and when to seek advice and guidance
- Understand how procedures work in practice
- Handle grievance and disciplinary and similar types of cases as the representative of UNISON members within your workplace
- Be certified as competent to accompany members at a disciplinary and grievance hearing in order to comply with Employment Relations Act 1999
- Understand the broader roles in which UNISON operates, including internationally

How do I apply?

To register for a place on this course please go to link:

<https://www.tuceducation.org.uk/findacourse/courses/63> (from this link click on course directory, then sort by on-line courses then find the “UNISON Stewards Course” (you need to do this by no later than 2 weeks before the start date of the course). Once you have registered the TUC will send you a college enrolment form. This needs to be completed and sent back to the TUC by return otherwise you will not be able to start the course.

Please also tell your branch and your manager that you have applied

When will I hear if I have a place?

You will be contacted by the TUC no later than 2 weeks before the course starts.

Union Learning Representatives Training

3 Day Union Learning Representatives

October

Tuesday, 1 October

Tuesday, 8 October

Monday, 14 October

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, 17 September 2019

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

Email: 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

Online Branch Accounting Course (OLBA)

31 May

Venue:

UNISON Office
Pilgrim Street
Newcastle upon Tyne

UNISON Online Branch Accounting course (OLBA) will be delivered as below:

1. An overview of the OLBA system - functionality and reports
2. A case study you will complete with help and support from course tutor(s)
3. Showing you how your accounts and AFR are completed
4. Enter your receipts and payments for 2017 with help and support from course tutor(s)
5. Complete reconciliations

Closing Date: Friday, 17 May 2019

Health & Safety Representatives Training

New Health & Safety Representatives and Risk Assessment Course

We will be running a non residential 5 day training course 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.

List of dates and venue below::

May

15,16,17	3 days week 1	UNISON Office, Pilgrim Street,
22,23	2 days week 2	Newcastle upon Tyne

Closing Date: Wednesday, 1 May 2019

September

10,11,12	3 days week 1	UNISON Office, Pilgrim Street,
16,17	2 days week 2	Newcastle upon Tyne

Closing Date: Tuesday, 27 August 2019

Bargaining and Campaigning

Employment Law Updates (ACAS) Day School

10 October

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: Thursday, 26 September 2019

Equality

Black Members Policy Weekend

(Friday/Saturday) Residential
30 August & 31 August

Venue:

Radisson Blu Hotel
Frankland Lane
Durham
DH1 5TA

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: Thursday, 1 August 2019

LGBT Policy Away Day

Saturday

18 May

Non Residential

Venue:

UNISON Office
Pilgrim Street
Newcastle upon Tyne

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 a 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: Friday, 3 May 2019

Women's Policy Weekend

(Friday/Saturday) Residential

6 September & 7 September

Venue:

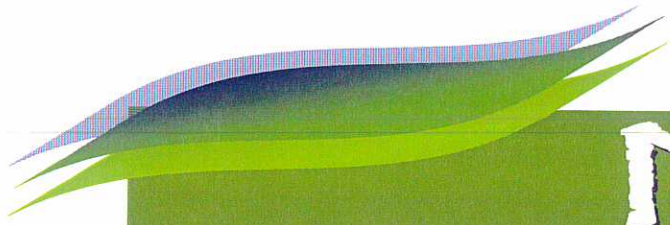
Radisson Blu Hotel
Frankland Lane
Durham
DH1 5TA

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: Thursday, 9 August 2019



Notes

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Course Application Form

HOW TO APPLY

1. Complete this form
2. Get it signed by your Branch Secretary or Branch Education Co-Ordinator
3. Return it, by the closing date, to:
UNISON
140-150 Pilgrim Street
Newcastle upon Tyne, NE1 6TH
Email: northern@unison.co.uk
Tel: 0191 2450802 Fax: 0191 2450896

Course places are not allocated until the closing date and applicants should not make travel arrangements etc. until they receive confirmation of their place which is sent out 7-10 days prior to the start date of the course.

Course Title:

Date(s):

Location:

We use this information to add your name to the training database for this event and to update your membership details

Membership No.

Last Name:

First Name:

Your home address:

.....

.....

Postcode:

Phone number (day time):

Gender is used to
Ensure equal access
To all gender groups

Female ☐

Male ☐

Identify in another way ☐

Details of the course
Will be sent by email
So please give the
one most likely to get
through

Email:

Note - some employers have firewalls that block our emails so a personal email address would be preferable if you have one.

We use this
information to ensure
equal access to all
branches

Your Branch:

For more information on how UNISON uses your personal data, please go to: www.unison.org.uk/private-policy



This information tells us if you have any specific requirements that will help you to fully participate in the course.

If you have access requirements, tell us here:

Do you have any learning support requirements. For example do you require course materials in a different format, in large print or on coloured paper?

Food: Give details here if you have any special dietary requirements.

Child/dependant care: Do you require assistance with child/dependant care to attend courses? Please state names, ages and any health requirements.

Accommodation: Do you require accommodation?

Please note that we use your name and branch on the course register which is provided to all participants and the tutor in the course pack.

Declaration and signature

The information supplied in this application form is accurate to the best of my knowledge.

Applicant's signature:Date:

This section must be completed by the Branch Secretary or Education Co-Ordinator:

The course applicant should arrange this. (Applications cannot be accepted unless the branch has approved)

This application is supported by the branch

Signature:Print Name

Branch Position:

Date:

All Branches will be invoiced as follows for this course:

Day School	No Charge
2,3 and 5 day Non Residential Weekday Courses	£25 per day
National Courses	Special rates apply

Any information given will be treated in the strictest confidence and will only be used for the purposes stated on the form. This form and any attachments will be securely stored and destroyed after one year.