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# South East Regional Education Team

**UNISON, Ranger House**

**Walnut Tree Close**

## Guildford GU1 4UL

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**BRANCH BASED TRAINING COURSES (PROCEDURES)**

In order that we can effectively monitor and track who attends training, Regional Organisers and Branches arranging courses should follow the guidelines below:

1. An evaluation should take place jointly between the Branch and the Regional Organiser in the first instance to assess the need for the training.
2. If a Branch requests an ERA Refresher course or an Introduction to Employment Law course they must ensure that all participants have attended all 5 days of the Organising Stewards Course beforehand.
3. In order for a course to run there should be a **minimum of 12 participants**. If a Branch cannot meet this minimum, they may decide to work with neighbouring Branches to make up the number; or ask the Regional Organiser. **Failure to ensure that there are 12 participants may result in financial penalties or cancellation**.
4. The attached form should be completed by the course organiser and then forwarded to the Regional Organiser for authorisation. There should be a lead in time of at least 10 weeks between the date of receipt of the form by the Regional Organiser and the first day of the course. Upon receipt the Education and Training Team will arrange a tutor and provide the course training materials. Once the tutor is arranged and upon request, the contact details of the tutor will be forwarded to the Regional Organiser or the elected person in the Branch responsible for organising the course.
5. With appropriate assistance from the Regional Organising Team, the Branch will arrange the venue, the catering, accommodation, publicity and recruitment, and cover Branch participants’ expenses, where applicable and the courier costs for the course materials.
6. Where a course is for more than one branch or other branch members are attending, the host branch will use the scale of charges as set out in the SE education programme to charge other branches for their members attendance. Where the cost of catering and venue hire is expected to be over or under the reclaim amount, the host branch should set a charge that ensures the event is cost neutral, which all branches should be made aware of in advance.
7. The final details of the course including date(s), times and numbers attending should be agreed between the Regional Organiser, Branch contact and the Education and Training Team
8. A closing date of 2 weeks prior to commencement should be agreed. If 12 participants have not been recruited by the closing date the Education and Training Team should be contacted immediately, since if the course is cancelled there may be financial implications to the Branch. The closing date may need to be extended if there is a shortfall of confirmed applicants by the original closing date and the Education and Training Team still believe that the course may run. If this happens the Regional Education Regional Education Administrator will ensure where possible that the closing date is extended to give enough time for applicants to make alternative arrangements if the course was to be cancelled. When the final closing date is reached, the Regional Education Organiser will decide if the course is viable and the Regional Education Administrator will write to the applicants accordingly. **Please in the meantime/until applicants get confirmation that the course will run, ensure that any arrangements are made provisionally by/on behalf of the applicants, where possible.**
9. The attendance list should be completed by the Tutor, and together with course evaluation forms and the tutor report form, returned to the Education and Training Team no later than 3 working days after the course ends.

Sam Wines

Regional Education Organiser

South East Branch Based Course Application Form

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| **Proposed Course (Title):** .........................................…………………. | |
| **Briefly explain how this course helps to meet UNISON’s Regional Aims and Objectives**: | |
| **Proposed date(s):**  …………………………………………… | **Proposed Venue:** |
| **Branch Name**: ….................................... | Estimated No. of participants: ……………  Any requests regarding tutor provision? .……………….........................……………  ……………………………………………….  ……………………………………………….  ……………………………………………....  ……………………………………………….  ……………………………………………….  ………………………………………………. |
| Name of Regional Organiser who requested course:  ....……………..............................…  Will you be attending? Yes or No  (Preferably ‘Yes’ for Basic New Stewards Course, Grievance and Disciplinary Handling, and One Step Ahead courses in particular. However, you can attend any other course aswell)  (If No) Please provide name of Regional/Area Organiser who will be attending, if applicable.……........................................ | Who should we contact in the branch?  Name:.………………………………………  Post Held:.………………………………….  Contact details.  Tel.:……………………………….  Mobile:……………………………….  Email:………………………………. |
| Regional/Area Organiser authorisation:  Signed:…………………………………. | Date: …………………………………. |

Please send completed form to: Sam Wines, SE Regional Education Organiser, Ranger House, Walnut Tree Close, Guildford, Surrey GU1 4UL or email to [s.wines@unison.co.uk](mailto:s.wines@unison.co.uk)