

COURSE
PROGRAMME
2022



CLASSROOM

eLEARNING

WEBINARS

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Welcome



Firstly, let me thank you on behalf of UNISON South East for all you are doing to provide vital support to members and citizens during these unprecedented times.

I am proud to introduce our new and exciting training programme. Whether you are a UNISON steward, Branch officer, Health & Safety rep, Equality rep or Union Learning rep, or a member interested in what UNISON does and what we can do for you, you will find something of interest you. Thanks also for taking the time to sign up to one of our fantastic courses and learning opportunities.

The safety of our members and staff during the last 18 months was, and remains a priority to us. We want to reassure you that we are listening to the concerns of members and taking appropriate action based on the latest advice from the government and our national office. In light of this, we have adopted a hybrid approach of some Virtual learning and hopefully, in 2022, some classroom-based training courses, circumstances permitting.

Sam and her team have worked tirelessly to bring you this new, hybrid virtual training programme. We have worked in partnership with TUC tutors to develop and deliver our core training courses as virtual courses, our Organising Stewards, Health & Safety reps and ERA programmes, and ensured that you have access to experienced mentors every step of the way and to guide you through the process.

Alongside our core training programmes, we have filled the new programme with short, easy to access webinars on key topics such as Confidence with Digital Skills and Representing Members at Virtual Hearings. We want to ensure that you have the tools and up to date information that you need whilst also responding rapidly to quickly changing circumstances. We've ensured that equalities remain at the heart of all our activities, with a series of webinars focussed on key campaigns. We have been successfully running

e-training courses and webinars on a wide range of subjects throughout the current crisis and received excellent feedback to date from participants. We are working hard to ensure that our virtual courses continue to be delivered to the same high standard as our classroom-based courses. This virtual training programme is a live programme that will be continuously updated as and when we add new courses, so please keep checking back to see what's new. We'll also be updating our website regularly and keep an eye on our social media pages for exciting news and developments.

Our training courses will also help signpost you to where you can receive further support or information and other opportunities to learn across the union. We are dedicated to providing quality training to ensure you have the skills and tools you need. UNISON training doesn't just help you carry out your role within the union; it can also support career development and help you build your confidence. Finally, I also want to take this opportunity to thank our fantastic Regional Education Team, who have been working hard delivering courses throughout the pandemic, piloting new learning techniques and developing and adapting courses on a wide range of subjects, as well as conceiving and producing this programme.

They will be there every step of the way to support you in your journey and will be available to support you throughout each of our e-training courses and webinar. I hope that you enjoy your course and keep checking back for more webinars and exciting new topics. Stay safe.

Steve Torrance
Regional Secretary

Meet the team

Introducing the Regional Education Team & Women's Officers who will support you around Learning and Organising. You can contact the Regional Education Team (e-learning) on educationse@unison.co.uk or Member Learning (webinars) on membereducationse@unison.co.uk.



Sam Raymond

Regional Education Officer

s.raymond@unison.co.uk

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



Tanya Jeffery

Regional Women's and Member Learning Course Administrator

membereducationse@unison.co.uk

Tanya offers administrative support to members applying to attend women-only courses and Member Learning Courses in the region. She works closely with the Regional Education Officer to ensure that members have a positive learning experience. Please contact Tanya if you have any questions relating to Women's course administration.



Vicki Gibbs

Area Organiser (Education and Equalities)

v.gibbs@unison.co.uk

Vicki works closely with the Regional Education Officer and other strategic Equality leads to support the provision of our courses and webinars.

Meet the team

Introducing the Regional Education Team & Women's Officers who will support you around Learning and Organising. You can contact the Regional Education Team (e-learning) on educationse@unison.co.uk or Member Learning (webinars) on membereducationse@unison.co.uk.



Abbey Dunn

Area Organiser (Member Learning)

a.dunn@unison.co.uk

Abbey is the Area Organiser for Member Learning and is responsible for training and supporting Union Learning Reps and works in conjunction with all members of the Education Team.



Kirsty Kenny

Regional Course Administrator

educationse@unison.co.uk

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

Important information

What are our courses like?

Our courses are friendly and informal. Our training is aimed at making learning a fun rather than a daunting experience. Everyone's views and experiences are listened to. You will not be lectured at, but given every opportunity to participate and there is no exam at the end unlike school or college.

How do I apply for a course or webinar?

Click on the link next to the event description which will take you to an email address where you will need to register your interest in attending or the link to download a classroom based course application form.

Are there closing dates for courses?

All classroom based and E-learning courses have a 2 week closing date and for webinars it is 48 hours to allow for registration documents and guidance on how to access the systems to be sent.

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

Due to these courses being in high demand, with waiting lists if we exceed numbers, we ask that you notify us as a matter of urgency to enable us to be able to offer the place to others who may be on the waiting list.

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

No, all courses start and finish at different times which we will notify you of, once you have registered your interest in attending.

Am I entitled to time off to attend a course?

Yes, if you are an Activist, you should approach your line manager to arrange time off in the same way you would for annual leave. More details on arranging time off can be found on **page 7**.

Is there a cost for me to attend the course?

Classroom-based courses: £25 per day

Residential course fee: £125 per night

All e-learning courses, workshops and webinars will be free of charge.

All fees and travel expenses will be paid by your branch.

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

If you have any questions that have not been covered above or need any further information please contact the regional education administration team at educationse@unison.co.uk or questions relating to webinars at membereducationse@unison.co.uk

Do the courses get updated?

Yes new courses are added on a quarterly basis therefore you will need to check for any updates.

Facility time and managing coursework

What is facility time?

Facility time is time off from an individual's job, granted by the employer, to enable a rep to carry out their trade union role including online/hybrid learning. This can include time off to complete trade union related training.

The right to time off

In workplaces where the trade union is recognised, trade union workplace representatives have a right to paid time off for the purpose of carrying out their trade union duties or to take part in union training.

Where there isn't a recognition agreement or facility time agreement, reps should seek advice from their branch in the first instance in regards to time off for training.

How do I request facility time?

You will need to request facility time from your manager in order to receive time off to complete the course. As soon as you have the dates of the course you would like to complete, approach your manager and request the facility time you require; try and give them as much notice as possible. Make sure to specify the amount of uninterrupted time needed to complete the course and any tutorial dates/times that you must attend.* If you have a work diary or calendar, block out the time that you are completing the course so colleagues know not to interrupt you. If this first conversation with your manager is a verbal discussion, follow up with an email to confirm the conversation.

**For some of our courses there are no set tutorial times and the work can be completed flexibly. Instead you should ask for the amount of*

hours per week needed and that this can be taken at any time during your working week. For example, for our Organising Stewards course, you should ask for 6 hours per week of facility time to complete the course (5 hours for the coursework, 1 hour to discuss queries and questions with your mentor) Be sure that specific time is allocated in your diary to complete the work.

Time management and managing coursework

We recommend that you dedicate time to complete the course each week. It can be hard to complete the course if you are unsure when you will get an opportunity to complete the coursework. Set aside specific times to complete the work, even if it is one of our courses that can be completed flexibly.

Points to consider

Where are you going to be doing the online course? In a busy or loud environment which may be distracting? Somewhere where you are likely to be interrupted? If possible find a quiet space to complete the course either at work or at home.

What equipment are you going to use? To access all of our E-learning courses, you will need a tablet or computer. If you are using your employer's IT equipment, then make sure you have permission to use it for a trade union course. Most facility agreements allow you to use employer equipment, but check with your branch if you are unsure.

Passport courses which will change your life



Stewards passport

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

You do not have to commit to doing all 17 days now – the 17 days are made up of six modules so you can spread them over a year or longer according to your needs, the availability of courses, etc.

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

Module 1 should be completed first but you can fit Modules 2–6 in any order.

	Module 1: Organising Stewards	Page 11
	Module 2: Further Representation Skills (This course will resume in 2023).	
	Module 3: Developing Representation Skills (This course will resume in 2023).	
	Module 4: Negotiating Skills	Page 16
	Module 5: Organising Around Employment Law (This course will resume in 2023).	
	Module 6: Equality in your Branch	Page 18

NB: Passports will be signed and returned when UNISON employees return to office based working.

Passport courses which will change your life



Health & Safety Representatives passport

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

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

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

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



Module 1: Health & Safety Reps including Risk Assessment	Page 20
Module 2: Dealing with Bullying & Harassment (This course will resume in 2023).	
Module 3: Negotiating Skills	Page 16
Module 4: Equality in your Branch	Page 18
Module 5: Breaking the Silence on Domestic Abuse (This course will resume in 2023).	

NB: Passports will be signed and returned when UNISON employees return to office based working.

Courses at a glance

CLASSROOM

eLEARNING

Date	Venue	Course	
10 January – 7 February	Online	Organising Stewards >	
17-19 January	Online	TUC Mental Health in the Workplace >	
7 February	Online	Branch Succession Planning >	
15-25 February	Online	ERA Refresher >	
7-11 March	Online	Health & Safety Reps >	
14 March – 11 April	Online	Organising Stewards >	
18 March	Online	Representing Members at Virtual Hearings >	
19-29 April	Online	ERA Refresher >	
6 May	Online	OLBA Training >	
13 May	Online	Negotiating Skills workshop >	
16 May – 13 June	Online	Organising Stewards >	
2 June	Online	OLBA Training >	
13-17 June	Online	Health & Safety Reps >	
11 July – 8 August	Online	Organising Stewards >	
18-20 July	Classroom	Equality in your Branch >	 
28 July	Online	Representing Members at Virtual Hearings >	

Date	Venue	Course	
12-16 September	Classroom	Health & Safety Reps >	
20-22 September	Classroom	Negotiating Skills >	 
21-22 September	Classroom	ERA Refresher >	
26-30 September	Classroom	Organising Stewards >	
12 October	Online	Representing Members at Virtual Hearings >	
17-21 October	Classroom	Organising Stewards >	
14-18 November	Classroom	Organising Stewards >	
22-24 November	Classroom	Negotiating Skills >	 
28-30 November	Classroom	Equality in your Branch >	 
5-9 December	Classroom	Health & Safety Reps >	
13-14 December	Classroom	ERA Refresher >	

Passport courses

CLASSROOM

eLEARNING

Organising Stewards

This course is aimed at newly elected and less experienced UNISON stewards and is delivered either online or in a classroom. This course will help you to understand the steward's role in organising members at local level and help you to feel confident in carrying out your duties as a steward.

The 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
- ▶ Become certified as competent to accompany members at a disciplinary and grievance hearing in line with Employment Relations Act 1999
- ▶ Understand the broader roles in which UNISON operates, including internationally.

Requirements for online courses:

The structure of this course is a combination of set tutorial times and coursework which can be completed within each week flexibly. The tutor of the course as well as an assigned mentor will be on hand to help with any questions you may have. Here are a number of other criteria which you must be able to commit to before embarking on the course and these are listed below.

- ▶ A computer or tablet on which you can access Microsoft Teams
- ▶ Permission from your employer if you are using their IT equipment
- ▶ Agreed Facility Time (time off) from your employer. If you need any help with this, then please speak to your branch
- ▶ To be able to commit to attending all tutorials
- ▶ Learners will need approx. five hours per week inclusive of tutorial times (An additional one hour may be necessary to receive support from your mentor)
- ▶ There will also be time slots for 1:1 sessions with the tutor if needed, this will be discussed at the beginning of the course

As well as the tutor support, you will be assigned a mentor to help with questions.

We are not able to send out hard copies of course related resources at the moment, you will be able to access them electronically.



Passport courses

CLASSROOM

eLEARNING

Organising Stewards (5 days)

The course will be 30 hours spread between
10 January 2022 to 7 February 2022.



Tutorial dates

Monday 10 January (10am – 12 noon)
Monday 17 January (10am – 12 noon)
Monday 24 January (10am – 12 noon)
Monday 31 January (10am – 12 noon)
Monday 7 February (10am – 12 noon)

If you would like to attend this course, then please register your interest below remembering to **quote your membership number.**

Spaces are **limited to 25** and will be booked on a first come first served basis.

Once you have been enrolled your contact will be directly with West Thames College, the college delivering the course.

Course code: 08-22-0044

The course will be 30 hours spread between
14 March 2022 to 11 April 2022.



Tutorial dates

Monday 14 March (10am – 12 noon)
Monday 21 March (TBC)
Monday 28 March (10am – 12 noon)
Monday 4 April (10am – 12 noon)
Monday 11 April (TBC)

If you would like to attend this course, then please register your interest below remembering to **quote your membership number.**

Spaces are **limited to 25** and will be booked on a first come first served basis.

Once you have been enrolled your contact will be directly with City College Southampton, the college delivering the course.

Course code: 08-22-0045



Passport courses

CLASSROOM

eLARNING

Organising Stewards (5 days)

The course will be 30 hours spread between
16 May 2022 to 13 June 2022.

The course will be 30 hours spread between
11 July 2022 to 8 August 2022.



eLARNING



Tutorial dates

Monday 16 May (10am – 12 noon)
Monday 23 May (TBC)
Monday 30 May (10am – 12 noon)
Monday 6 June (10am – 12 noon)
Monday 13 June (TBC)

If you would like to attend this course, then please register your interest below remembering to **quote your membership number.**

Spaces are **limited to 25** and will be booked on a first come first served basis.

Once you have been enrolled your contact will be directly with City College Southampton, the college delivering the course.

Course code: 08-22-0046

eLARNING



Tutorial dates

Monday 11 July (10am – 12 noon)
Monday 18 July (10am – 12 noon)
Monday 25 July (10am – 12 noon)
Monday 1 August (10am – 12 noon)
Monday 8 August (TBC)

If you would like to attend this course, then please register your interest below remembering to **quote your membership number.**

Spaces are **limited to 25** and will be booked on a first come first served basis.

Once you have been enrolled your contact will be directly with West Thames College, the college delivering the course.

Course code: 08-22-0047

Passport courses

CLASSROOM

eLEARNING

Organising Stewards (5 days)

CLASSROOM



26-30 September 2022

Guildford Office

This course is classroom based, delivered by West Thames College, at UNISON, Guildford Office.

If you would like to attend this course, then please complete the booking form, following the link below.

PLEASE NOTE:

All classroom based courses are subject to Branch approval and a £25.00 per day fee.

Course code: 08-22-0024

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CLASSROOM



17-21 October 2022

Brighton Office

This course is classroom based, delivered by West Thames College, at UNISON, Brighton Office.

If you would like to attend this course, then please complete the booking form, following the link below.

PLEASE NOTE:

All classroom based courses are subject to Branch approval and a £25.00 per day fee.

Course code: 08-22-0028

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BOOKING FORM](#)



Passport courses

CLASSROOM

eLEARNING

Organising Stewards (5 days)

CLASSROOM



14-18 November 2022

City College Southampton

This course is classroom based, delivered by City College Southampton, in Southampton.

If you would like to attend this course, then please complete the booking form, following the link below.

PLEASE NOTE:

All classroom based courses are subject to Branch approval and a £25.00 per day fee.

Course code: 08-22-0024

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Passport courses

CLASSROOM

eLEARNING

Negotiating Skills (3 days)

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

The course will cover:

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

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



Passport courses

CLASSROOM

eLEARNING

Negotiating Skills (3 days)

CLASSROOM



20-22 September 2022

Brighton Office

This course is classroom based, delivered by West Thames College, at UNISON, Brighton Office.

If you would like to attend this course, then please complete the booking form, following the link below.

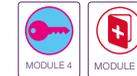
PLEASE NOTE:

All classroom based courses are subject to Branch approval and a £25.00 per day fee.

Course code: 08-22-0027

[DOWNLOAD BOOKING FORM](#)

CLASSROOM



22-24 November 2022

Guildford Office

This course is classroom based, delivered by West Thames College, at UNISON, Guildford Office.

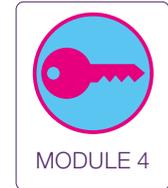
If you would like to attend this course, then please complete the booking form, following the link below.

PLEASE NOTE:

All classroom based courses are subject to Branch approval and a £25.00 per day fee.

Course code: 08-22-0025

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MODULE 4



MODULE 3

Passport courses

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Equality in your Branch (3 days)

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

The course will cover:

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

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



Passport courses

CLASSROOM

eLEARNING

Equality in your Branch (3 days)



18-20 July 2022
City College Southampton

This course is classroom based, delivered by City College Southampton, in Southampton.

If you would like to attend this course, then please complete the booking form, following the link below.

PLEASE NOTE:
All classroom based courses are subject to Branch approval and a £25.00 per day fee.

Course code: 08-22-0030

[DOWNLOAD BOOKING FORM](#)



28-30 November 2022
Guildford Office

This course is classroom based, delivered by West Thames College, at UNISON, Guildford Office.

If you would like to attend this course, then please complete the booking form, following the link below.

PLEASE NOTE:
All classroom based courses are subject to Branch approval and a £25.00 per day fee.

Course code: 08-22-0026

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Passport courses

CLASSROOM

eLEARNING

Health & Safety Representatives

This course is aimed at new health and safety representatives. We have transformed our classroom based course into an online course, delivered by experienced TUC tutors.

You will learn about health and safety legislation, including the law relating to risk assessment, and also your employer's responsibilities. It will help you work with members to tackle workplace issues and develop your confidence to represent them effectively.

The course will help you:

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

As the course involves group work and discussion, you will be expected to attend webinar based tutorials at fixed times. There are a number of other criteria which you must be able to commit to before embarking on the course and these are listed below.

You will need:

- ▶ A computer or tablet on which you can access Microsoft Teams
- ▶ Permission from your employer if you are using their IT equipment
- ▶ Agreed Facility Time (time off) from your employer. If you need any help with this, then please speak to your branch
- ▶ To be able to commit to attending all tutorials
- ▶ Learners will need approx. 2-3 hours per week for group work (5 hours per week including tutorials)
- ▶ There will also be time slots for 1:1 sessions with the tutor if needed, this will be discussed at the beginning of the course. As well as the tutor support, you will be assigned a mentor to help with questions.

We are not able to send out hard copies of course related resources at the moment, you will be able to access them electronically.



Passport courses

CLASSROOM

eLEARNING

Health & Safety Representatives

The course will be 30 hours spread between
7–11 March 2022.



Tutorial dates

Monday 7 March (10am – 2.45pm)
Tuesday 8 March (10am – 2.45pm)
Wednesday 9 March (10am – 2.45pm)
Thursday 10 March (10am – 2.45pm)
Friday 11 March (10am – 2.45pm)

If you would like to attend this course, then please register your interest below remembering to **quote your membership number.**

Spaces are **limited to 25** and will be booked on a first come first served basis.

Once you have been enrolled your contact will be directly with West Thames College, the college delivering the course.

Course code: 08-22-0040

The course will be 30 hours spread between
13–17 June 2022.



Tutorial dates

Monday 13 June (10am – 2.45pm)
Tuesday 14 June (10am – 2.45pm)
Wednesday 15 June (10am – 2.45pm)
Thursday 16 June (10am – 2.45pm)
Friday 17 June (10am – 2.45pm)

If you would like to attend this course, then please register your interest below remembering to **quote your membership number.**

Spaces are **limited to 25** and will be booked on a first come first served basis.

Once you have been enrolled your contact will be directly with City College Southampton, the college delivering the course.

Course code: 08-22-0041



Passport courses

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Health & Safety Representatives

CLASSROOM



12-16 September 2022

Guildford Office

This course is classroom based, delivered by West Thames College, at UNISON, Guildford Office.

If you would like to attend this course, then please complete the booking form, following the link below.

PLEASE NOTE:

All classroom based courses are subject to Branch approval and a £25.00 per day fee.

Course code: 08-22-0022

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5-9 December 2022

City College Southampton

This course is classroom based, delivered by City College Southampton, in Southampton.

If you would like to attend this course, then please complete the booking form, following the link below.

PLEASE NOTE:

All classroom based courses are subject to Branch approval and a £25.00 per day fee.

Course code: 08-22-0028

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Activist courses

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ERA (Employment Relations Act 1999) Refresher Training

What is it?

By law, all workplace representatives are required to undertake training at least once every five years to keep up to date and maintain their ERA certification. The refresher course aims to update reps on new legislation which is relevant to their role and introduce new developments within UNISON.

The legal position

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

PLEASE NOTE:

This is the only course that complies with ERA recertification.

Activist courses

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ERA Refresher Training

The course will spread over two weeks between
15–25 February 2022.



Tutorial dates

Tuesday 15 February (11am – 1pm)
Friday 18 February (11am – 1pm)
Tuesday 22 February (11am – 1pm)
Friday 25 February (11am – 1pm)

If you would like to attend this course, then please register your interest below remembering to **quote your membership number.**

Spaces are **limited to 25** and will be booked on a first come first served basis.

Once you have been enrolled your contact will be directly with West Thames College, the college delivering the course.

Course code: 08-22-0042

The course will spread over two weeks between
19–29 April 2022.



Tutorial dates

Tuesday 19 April (11am – 1pm)
Friday 22 April (11am – 1pm)
Tuesday 26 April (11am – 1pm)
Friday 29 April (11am – 1pm)

If you would like to attend this course, then please register your interest below remembering to **quote your membership number.**

Spaces are **limited to 25** and will be booked on a first come first served basis.

Once you have been enrolled your contact will be directly with City College Southampton, the college delivering the course.

Course code: 08-22-0043

Activist courses



ERA Refresher Training (2 days)



21-22 September 2022

Guildford Office

This course is classroom based, delivered by West Thames College, at UNISON, Guildford Office.

If you would like to attend this course, then please complete the booking form, following the link below.

PLEASE NOTE:

All classroom based courses are subject to Branch approval and a £25.00 per day fee.

Course code: 08-22-0023

[DOWNLOAD BOOKING FORM](#)



13-14 December 2022

Brighton Office

This course is classroom based, delivered by West Thames College, at UNISON, Brighton Office.

If you would like to attend this course, then please complete the booking form, following the link below.

PLEASE NOTE:

All classroom based courses are subject to Branch approval and a £25.00 per day fee.

Course code: 08-22-0029

[DOWNLOAD BOOKING FORM](#)

Activist courses



TUC Mental Health in the Workplace (3 days)

This course is to assist reps to understand the role they could play in raising awareness of mental health as a workplace issue.

This course will cover:

- ▶ Awareness.
- ▶ Knowledge.
- ▶ Representing and supporting.
- ▶ How to organise around mental health.



Tutorial dates

Monday 17 January (10am – 2.45pm)

Tuesday 18 January (10am – 2.45pm)

Wednesday 19 January (10am – 2.45pm)

If you would like to attend this course, then please register your interest below remembering to **quote your membership number**.

Spaces are **limited to 25** and will be booked on a first come first served basis.

Once you have been enrolled your contact will be directly with West Thames College, the college delivering the course.

Course code: 08-22-0039

Activist courses



Branch Succession Planning (1 day)

Succession planning is a process for identifying and developing new leaders who can replace old leaders when they leave, retire or die.

In UNISON, we know that the average age of our activists and branch leaders is increasing every year, and this poses problems. A failure to back fill reps as they approach the end of their working lives has the potential to seriously undermine the movement's organisational effectiveness.

This course will :

- ▶ Examine why succession planning is so important for your branch.
- ▶ Discuss ways of talent spotting existing and new activists.
- ▶ Explore creative solutions to this problem.



7 February 2022

If you would like to attend this course, then please register your interest below remembering to **quote your membership number**.

Spaces are **limited to 25** and will be booked on a first come first served basis.

Course code: 08-22-0048

Activist courses



Representing Members at Virtual Hearings

This one hour workshop is aimed at stewards who are currently representing members online in Grievance or Disciplinary Hearings

This workshop will cover:

- ▶ How to approach online hearings.
- ▶ Preparation for an online hearing.
- ▶ Communicating with the member about the case.
- ▶ UNISON's representation protocols.



18 March 2022
10am-11am

If you would like to attend this course, then please register your interest below remembering to **quote your membership number**.

Spaces are **limited to 25** and will be booked on a first come first served basis.

Course code: 08-22-0035



28 July 2022
12noon-1pm

If you would like to attend this course, then please register your interest below remembering to **quote your membership number**.

Spaces are **limited to 25** and will be booked on a first come first served basis.

Course code: 08-22-0036



12 October 2022
2pm-3pm

If you would like to attend this course, then please register your interest below remembering to **quote your membership number**.

Spaces are **limited to 25** and will be booked on a first come first served basis.

Course code: 08-22-0037

Activist courses



OLBA (Branch Treasurer) Training

This course is aimed at new Branch Treasurers and Assistant Treasurers.

This course will cover:

- ▶ An overview of the OLBA system – functionality and reports.
- ▶ Showing you how your accounts are completed.
- ▶ Entering your receipts and payments with help and support from course tutor(s).
- ▶ Completing reconciliations for your bank/savings accounts.
- ▶ An overview of the new member expenses system.
- ▶ A case-study.



6 May 2022

If you would like to attend this course, then please register your interest below remembering to **quote your membership number**.

Spaces are **limited to 25** and will be booked on a first come first served basis.

Course code: 08-22-0033



2 June 2022

If you would like to attend this course, then please register your interest below remembering to **quote your membership number**.

Spaces are **limited to 25** and will be booked on a first come first served basis.

Course code: 08-22-0036

Activist courses



Negotiating Skills workshop

This workshop is aimed at UNISON representatives who are involved in negotiations or who are likely to become involved in negotiations with management on policies, pay, change management, and conditions.

This workshop will help participants to:

- ▶ Develop and practice negotiating skills
- ▶ Be more effective team negotiators
- ▶ Understand the process of negotiating
- ▶ Be familiar with different styles of negotiating
- ▶ Understand how to prepare, present and negotiate on a claim
- ▶ Develop good practice in negotiations



13 May 2022
10am–1pm

If you would like to attend this course, then please register your interest below remembering to **quote your membership number**.

Spaces are **limited to 25** and will be booked on a first come first served basis.

Course code: 08-22-0034

Activist courses

CLASSROOM

eLEARNING

Branch Officer Weekend

These courses are aimed at all new and untrained officers:

- ▶ Women's Officer Training
- ▶ Equality Officer Training
- ▶ Young Members' Officer Training
- ▶ Branch Secretary Training
- ▶ Branch Chair Training
- ▶ Branch education co-ordinator Training.
- ▶ Communications office training.

Date and venue to be confirmed.

Year of the Disabled Worker - Webinars at a glance



Date	Course
12 January	Disabled Members Working from Home and Reasonable Adjustments >
4 February	Cancer in the Workplace >
14 March	Understanding Epilepsy >
4 April	Autism Awareness >
3 May	Dealing with Asthma in the Workplace >
20 June	Understanding Learning Disabilities >
14 July	Long Covid and Post Viral Disorders >
16 August	Endometriosis Awareness >
4 November	The Disability Pay Gap >
5 December	Understanding Access to Work >



Member Learning

– Webinars at a glance



Date	Course
17 January	Budget Busting >
10 February	Digital Skills: Confidence >
8 March	Women's History: Suffragettes >
17 March	Caring for Adults >
11 April	Interview Skills >
6 June	Tackling Bullying and Harassment at Work >
15 July	Confidence: Looking at things differently >
14 November	Diabetes Awareness >
5 December	Stress Awareness >

Webinars



Disabled Members Working from Home and Reasonable Adjustments

Date: 12 January 2022 **Time:** 1pm-2pm **Course code:** 08-22-0010



To what extent does the Equality Act protect disabled members who are now working from home, and what can UNISON do to support them.

YODW 2022.

Budget Busting

Date: 17 January 2022 **Time:** 12noon-1pm **Course code:** 08-22-0001

This course will look at the issue of debt and how it may affect our members, consider how we can support and signpost members in difficult financial situations, and look at basic budgeting.

Cancer in the Workplace (World Cancer Day)

Date: 4 February 2022 **Time:** 1pm-2pm **Course code:** 08-22-0011



Find out more about cancer in the workplace, the impact of Covid-19 and how to support colleagues experiencing cancer-related ill-health.

YODW 2022.

Webinars



Digital Skills: Confidence

Date: 10 February 2022 **Time:** 12noon-1pm **Course code:** 08-22-0002

Build your confidence! The use of digital technology is increasing in our workplaces and in our personal lives, from accessing digital payslips to paying council tax online. We all need to develop our digital skills to keep up with changing technologies.

Women's History: Suffragettes

Date: 8 March 2022 **Time:** 12noon-1pm **Course code:** 08-22-0009

Learn about the women who fought for our right to vote, and discuss why they are still relevant to women in UNISON today.

Understanding Epilepsy (International Epilepsy Day)

Date: 14 March 2022 **Time:** 1pm-2pm **Course code:** 08-22-0012



This workshop will provide an oversight into epilepsy. It will explore what it is, incidence in the UK, causes, how to respond particularly to older people, children and those with a learning disability, seizures and their management, trigger factors, and treatment.

YODW 2022.

Webinars



Caring for Adults

Date: 17 March 2022 **Time:** 9.30am-1pm **Course code:** 08-22-0003

This Open University course will help you to develop a better understanding of some of the key issues that relate to being a carer, whether in a paid or unpaid role.

Autism Awareness (World Autism Awareness Day, 2 April)

Date: 4 April 2022 **Time:** 1pm-2pm **Course code:** 08-22-0013



Autism is a term which covers a wide range of conditions that reflect neurological differences among people. We will examine how workplaces cause problems for members with autism and how UNISON can help, using legislation to fight discrimination.

YODW 2022.

Interview Skills

Date: 11 April 2022 **Time:** 12noon-1pm **Course code:** 08-22-0004

Learn how to be confident in preparing for online and face to face interviews.

Webinars



Dealing with Asthma in the Workplace (World Asthma Day)

Date: 3 May 2022

Time: 1pm-2pm

Course code: 08-22-0014



Since the pandemic, the issues facing workers with asthma have been highlighted but are they really better understood? Learn how to support colleagues with asthma and learn more about this life threatening condition.

YODW 2022.

Tackling Bullying and Harassment at Work

Date: 6 June 2022

Time: 12noon-1pm

Course code: 08-22-0005

Learn more about what is bullying and what is harassment. Be aware that there is legislation that exists to protect against bullying and harassment. Understand why it makes sense that an employer takes a zero tolerance stance on bullying. Know what to do if you experience or witness bullying in the workplace.

Understanding Learning Disabilities (Learning Disability Week)

Date: 20 June 2022

Time: 1pm-2pm

Course code: 08-22-0015



This workshop will be led by UNISON organisers who have learning disabilities. We will discuss a range of associated problems and share experiences on how to support colleagues in the workplace who may be struggling with discrimination, bullying, or lack of opportunity.

YODW 2022.

Webinars



Long Covid and Post Viral Disorders

Date: 14 July 2022 **Time:** 1pm-2pm **Course code:** 08-22-0016

We will examine:

-  ▶ What is Long Covid
-  ▶ What other post viral disorders affect people in the workplace?
-  ▶ Are they a Disability covered by the Equality Act 2010?
-  ▶ How can UNISON support members impacted by post viral illnesses?

YODW 2022.

Confidence: Looking at things differently

Date: 15 July 2022 **Time:** 12noon-1pm **Course code:** 08-22-0006

Learn strategies to improve confidence and become more assertive at work and at home.

Endometriosis Awareness

Date: 16 August 2022 **Time:** 1pm-2pm **Course code:** 08-22-0017

-  There are many medical issues affecting women that are not fully understood, largely due to the historical exclusion of women in society.
-  ▶ Know what endometriosis is, know the causes and symptoms.
-  ▶ Understand what it is like to live with endometriosis.
-  ▶ Know of ways UNISON can support members with endometriosis.

YODW 2022.

Webinars



The Disability Pay Gap (Disability Pay Gap Day)

Date: 4 November 2022 **Time:** 1pm-2pm **Course code:** 08-22-0020



Beyond this date in November, disabled people are working for free.

This webinar looks at the disability pay gap, which is the difference between the median hourly pay of disabled and non-disabled people, and the disability employment gap, which is the difference between the employment rates of disabled and non-disabled people.

YODW 2022.

Diabetes Awareness

Date: 14 November 2022 **Time:** 12noon-1pm **Course code:** 08-22-0007

More people than ever have diabetes. More people than ever are at risk of type 2 diabetes. If nothing changes, Diabetes UK predict that 5.5 million people will have diabetes in the UK by 2030. Learn more about the causes, symptoms and treatment, and how members might be affected in the workplace.

Stress Awareness

Date: 5 December 2022 **Time:** 12noon-1pm **Course code:** 08-22-0008

Stress is a major cause of sickness absence and affects most of us at some point or another. Learn about the causes and strategies for dealing with it.

Webinars



Understanding Access to Work

(International Day of People Living with Disabilities, 3 Dec)

Date: 5 December 2022 **Time:** 1pm-2pm **Course code:** 08-22-0021



Learn more about Access to Work. It is a publicly funded employment support programme that aims to help more disabled people start or stay in work. It can provide practical and financial support if you have a disability or long term physical or mental health condition.

An Access to Work grant can pay for practical support to help you:

- ▶ start working
- ▶ stay in work
- ▶ move into self-employment or start a business.

YODW 2022.

Webinars to be confirmed



Autism Awareness

This Open University course explains how ideas about autism have evolved and explores diagnosis, causes, intervention and life-span development. Widely varying perspectives on autism are illustrated and key societal and cross-cultural issues highlighted.

Cruse Bereavement

Reflect on the grieving process and gain an understanding of current models that help them understand the impact of grief and bereavement on them.

Dealing with Pupil Violence

UNISON are running this online workshop aimed at school support staff. The event will help UNISON members to:

- ▶ Understand how to prevent and manage challenging and violent behaviour developing.
- ▶ Understand how to recognise and respond effectively to pupils/people presenting challenging or violent behaviour.
- ▶ To examine the reasons why young people can display challenging behaviour.
- ▶ To explore ways in which we can influence a positive learning environment.

Dementia Awareness

Dementia is not a single illness but a group of symptoms caused by damage to the brain. The Open University has created this course in conjunction with UNISON to support members who want to find out more.

TUC Centres

TUC Education provides training for more than 57,000 union representatives, Health & Safety representatives and union learning representatives each year.

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

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

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

The following are the TUC approved colleges and contacts that UNISON South East uses for training.

Michael Cudjoe

West Thames College
London Road
Isleworth TW7 4HS

Tel: 020 8326 2000

Email: michael.cudjoe@west-thames.ac.uk

Sucha Singh

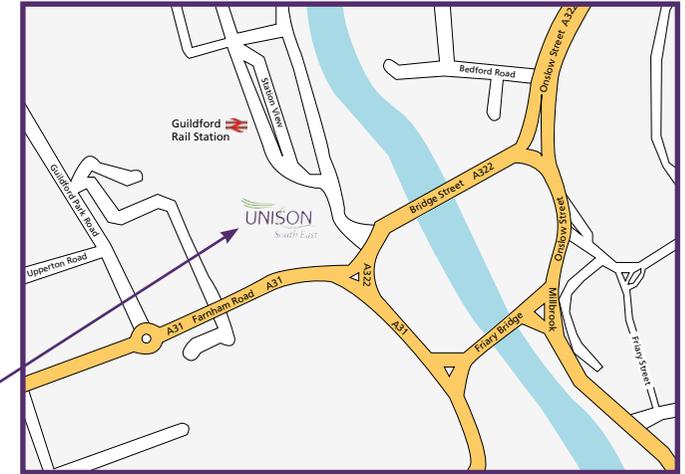
TU Studies Department
City College Southampton
St Mary Street
Southampton SO14 1AR

Tel: 023 8057 7359

Email: sucha.singh@southampton-city.ac.uk

The logo for TUC (Trade Union Congress) is displayed in a large, stylized font. The letters 'T', 'U', and 'C' are white with a blue outline, set against a blue background that forms a large arrow pointing to the right.

Changing the world
of work for good



For further information please contact

Sam Raymond
Regional Education Officer
UNISON South East
Ranger House
Walnut Tree Close
Guildford
Surrey GU1 4UL
s.raymond@unison.co.uk

UNISON South East Activist Education Training - 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 Regional Education Team
UNISON
Ranger House
Guildford
GU1 4UL
Email educationse@unison.co.uk

Course places are not allocated until the closing date and applicants should not make travel arrangements etc. until they receive confirmation of their place

We can only accept email applications when they are sent by your branch and convey all the information requested on the form.

If you have not received course information by 2 weeks before the course please contact us.

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 and txt so please give the one most likely to get through

Email

Mobile number:

Note – some employers have firewalls that block our emails so a personal email address is preferable.

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:

Tell us here of there 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:

UNISON South East Activist Education Training - Application Form

Additional Support Requirements

You should not be put off from applying for a course because of child/dependent care commitments, disability or learning support requirements

This information tells us if you need any help with dependent care so that you can attend this course.

If you need assistance with childcare to attend this course (up to age 17) give details here:

- Tick here if you need assistance with adult dependent care home care to attend this course.
- Tick here if you have already completed UNISON's Authorisation for Adult Dependant Home Care Costs?

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.

In case of emergency please let us know who we should contact

Name

Relationship to you

Telephone Number

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:

(Applications cannot be accepted unless approved by the branch)

Branch: _____

The branch supports this application and agrees to pay any course fee due

Signature: _____ Print Name _____

Branch Position: _____

Date: _____

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