

# LEARNING AND ORGANISING IN GREATER LONDON REGION UNISON



Trade Union  
Education  
Courses

2020

JANUARY – DECEMBER

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## Introduction from your Regional Secretary

Welcome to the Greater London UNISON education programme for 2020.

Firstly, thank you for stepping up to be active in UNISON; for your commitment to your union and our members and for your passion to support your colleagues at work. Stewards and activists are the backbone of any union and UNISON's stewards and activists are second to none.

To support you in your role we have designed an education programme to train and help prepare you; whether you are a Steward, H&S Representative or Branch Officer we have the training available to ensure you feel confident in your role.

UNISON's courses are respected nationally and will provide you with the skills and confidence to carry out your role in supporting our members. As well as receiving the training and skills you need, you'll also have the opportunity to meet other UNISON activists who will be experiencing the same issues at work as you and your members; you'll have the chance to learn from each others experience and the benefit of networking with other trade unionists.

The unending cuts forced on us by this government have hit public services and the most vulnerable in society the hardest and we need active members now more than ever to work together and support each other in the workplace. The best way for UNISON to help and organise its members is to have activists like you in the workplace who can support them. Our training programme ensures that UNISON is there to support you as well.

Good luck in your role, enjoy the training and remember that you're never alone in UNISON; there are 1.3 million of us to support you.



Maggi Ferncombe  
Regional Secretary – UNISON Greater London







## Welcome to our new course programme for 2020

Welcome to our 2020 education and training programme for activists in the UNISON Greater London Region.

Our courses are designed to help build an active and effective union at workplace, branch and regional level based on UNISON's values: promoting members' rights; encouraging participation in the union; providing quality services to members; and equality.

Our courses aim to help you develop your skills and knowledge for organising in the workplace. They are run in a friendly and supportive way, they value participants' ideas and experiences, and they have a practical focus. They use 'student centred' methods; so you won't be lectured at or put on the spot.

The programme is arranged on a month by month basis whereby you will find the relevant course you want to attend in the month which you want to start it.

On pages 26–29 you will find two calendars, one which is organised on a month-by-month basis and the other by course heading.

Some, but not all of our courses ask that the participant complete a pre-course activity. This is not an onerous task and your Branch may be able to assist. You may also receive contact from your tutor before the course start date to check that everything is ok.



# STEWARDS TRAINING PATHWAY

These are the recommended training courses for all UNISON activists in the Greater London Region. If you haven't undertaken these courses we'd suggest you do so to equip you in your role. More details regarding the content of each course, dates, venue and a booking form can be found in our education & training programme – <https://london.unison.org.uk/education/>

## Induction/ Taster Session

(attend this session before you become a steward or soon after)

### LOST IN UNISON (Optional)

A one day induction session for all new stewards, and those interested in finding out more about the role of a UNISON steward

## Level 1

(attend this course as soon as you can after becoming a steward)

### INTRODUCTORY ORGANISING STEWARD (Mandatory)

A must for all new stewards! This five day course leads to ERA accreditation, so you can support and represent your members at work.

## Level 2

(Where practical attend one of these courses within twelve months of Introductory Organising Stewards Course)

### LOCAL NEGOTIATION & CASEWORK COURSES

As you develop your experience and skills as a steward there are a range of next level courses around local negotiating and casework to help you continue to expand and develop your skills:

SUPPORTING MEMBERS  
AROUND SICKNESS  
ABSENCE ISSUES  
(Optional)

COMMUNICATING WITH  
CONFIDENCE & GETTING  
YOUR MESSAGE ACROSS  
(Optional)

DISCIPLINARY &  
GRIEVANCE HEARINGS  
(Strongly Recommended)

DEALING WITH BULLYING  
& HARASSMENT  
(Optional)

## Level 3 ADVANCED

Even for very experienced stewards there are always courses to continue to develop your skills:

NEGOTIATING SKILLS  
(Strongly Recommended)

DEALING WITH REORGANISATION  
& REDUNDANCY AT WORK  
(Strongly Recommended)

EMPLOYMENT LAW UPDATE  
(Optional)

## Finding your course

This programme is organised to make it as easy as possible for you and your branch to identify the courses that suits you. **This programme is designed on a month-by-month basis so that the course that you may wish to attend could cover two calendar months but you need to look for the relevant start date.**

### Lost in UNISON

Many potential stewards are reluctant to commit until they know what's in store. Likewise many feel overwhelmed when they first start. They are unsure of the role, or what's expected of them, not knowing where to get advice, information and support or how they fit into the bigger union.

Lost in UNISON is a new steward induction/taster session for potential and new stewards where you get a grounding in the structures of UNISON, explore the scope of the role, identify sources of support and access further training. We also look at the difference you can make immediately in your workplace with a bit of basic organising. It's fun and informal and has been developed by existing stewards to meet the needs of new and potential stewards.

These inductions are held five times a year. **We strongly recommend that once you have completed this training session, you sign up to attend a five-day Introductory Organising Steward course. (See information on ERA accreditation).**

See page 28 for dates and venues of upcoming sessions or contact Amanda Mayers – 020 7535 6561 / [a.mayers@unison.co.uk](mailto:a.mayers@unison.co.uk) for more information.

### Employment Rights Act accreditation

As a consequence of the Employment Rights Act the union has a legal responsibility to designate that reps are 'competent' to represent members at grievance and disciplinary hearings – (known as ERA accreditation/certification).

The union has decided that the way in which it will meet this objective is for all new reps to attend the five-day Introductory Stewards course and for other reps who have been activists for a number of years but have not been able to attend any formal training to complete the three-day Stewards Refresher course which will provide them with ERA accreditation/ certification. **Stewards will then be asked to complete this refresher five years after attending their introductory course and every five years subsequently. This course is NOT for newly elected reps.**

If you have been a steward for some time and have not been ERA accredited you can obtain this important credential by attending a three-day Stewards Refresher **please note this course is NOT for new reps who have not attended the five-day Introductory Organising Stewards course).**

### First Step for Stewards / Introductory Organising Stewards

All new reps should attend the five-day Introductory Organising Stewards course. This builds on the Lost in UNISON induction session and explores in a more detailed way the role and responsibilities of a UNISON steward and how the union works. Completing this course ensures that you are ERA accredited and you really can't do with it!

If you successfully complete a five-day Organising Steward course, you will be entitled to a certificate from UNISON, under the ERA, to confirm that you have undertaken the necessary training and are ERA Accredited. This would be useful in the unlikely event of a manager challenging you.





## Further training for stewards

After completing the Introductory Organising Stewards course there are a range of courses available to further develop and continue to expand your knowledge and skills:

### Negotiating Skills

This three-day course will help participants to develop and practice negotiating skills; be more effective team negotiators; understand that process of negotiating, and be familiar with different styles of negotiating.

### Dealing with Reorganisation and Redundancy at Work

This three-day course looks at anticipating and dealing with management proposals for change and re-organisation at work. It will also help you prepare a trade union response to protect your members' interests.

### Speaking with Confidence

This three-day course will help get your message over in a variety of typical trade union settings.

### Stewards Refresher

If you have been a steward for some time and have not been ERA accredited, or you last attended an Introductory Stewards course more than five years ago, you should attend a three-day Stewards Refresher course to ensure you maintain your ERA accreditation. Please note this course is NOT for new reps who have not attended the five-day Introductory Organising Stewards course).

### Introductory Health and Safety Reps course

If you have an interest in safety in the workplace and are a new health and safety rep you will get a lot from this course. It deals with the legal framework both domestic and European, of health and safety in the workplace. It covers the employers legal responsibilities and where you and the union fit into this very important process. The course also explores how we can organise around workplace health and safety issues.

## Your right to attend training courses

### Paid time off

**Your rights:** You have a legal right to reasonable paid time off for training in your union industrial relations duties. You should give your manager at least a few weeks notice, and if asked to, provide them with information about the content of the course. So, when you send off your application form to UNISON, at the same time ask management for time off using your local procedure – don't delay by waiting until your course place is confirmed. If you need help at any stage ask your UNISON branch.

### What the law says about time off:

Stewards and other branch officers have rights given by the Trade Union and Labour Relations (Consolidation) Act 1992, backed up by the ACAS Code of Practice on 'Time Off for Trade Union Duties and Activities' revised in 2003. You can find the Code of Practice on [www.acas.org.uk](http://www.acas.org.uk). Union Learning Reps have rights from the same Act and the same ACAS Code of Practice applies. Safety Reps have similar rights described in the Code of Practice and Regulations on Safety Representatives and Safety Committees (1977). These are

reproduced as a UNISON publication of the same name. Have a look as well at the UNISON publication 'Time to Act – negotiating time off for trade union duties and activities', stock number 2359.

### Paid time off for part-time workers:

If you attend a course for which paid time off is available and those course hours exceed those you normally work then you should be entitled to receive pay or time off in lieu for those extra hours. If you need help with this please contact your branch secretary.

## Course arrangements

**Timing:** All of our courses run from 9.30am (prompt) to 4.30pm. The start time will be clear in the details that we send you when you are booked on a course. Whatever the final details say: for everyone's benefit, please get there on time.

**Venues:** We try to run our most popular courses at various venues around London, for others we use Central London venues. Rather than repeat this information throughout the programme it is summarised here:

- **Central London:** We use a number of venues in Central London (in the Euston/Kings Cross area). These are all served by a number of tube lines from all over London. Precise details will be given when you apply.

- **Tooting:** We use South Thames College, 71 Tooting High Street, SW17 OTQ

- **Tottenham:** We use the College of North East London, Tottenham High Street. Nearest tube: Seven Sisters.

**Course fees and expenses:** There is no cost to you as an individual. Where we show a course fee that will be paid by the branch. Our course fees are to cover the cost of lunch at venues where we provide it. Travel and subsistence fees will also be paid by the branch. We will provide you with a claim form to give to your branch. They should also pay any additional child care costs that result from attending a course – it is best to discuss this with your branch before attending.



**Course numbers:** Many of our courses can only run if we have at least 15 participants. Unfortunately if we don't recruit at least 15 participants onto these courses they cannot run. This is disappointing and frustrating all-round. In these circumstances we try and offer alternative courses if they are available. We are happy to tell you about numbers in advance if you are anxious to know whether or not your course is likely to run.

**Cancellation:** If for any reason you find that you cannot attend a course that you have applied for, then you should let your branch know as soon as possible as they may be able to find someone else to fill your place. You should also let the Education Unit at Regional Office know (see Enquiries and contacts). If you fail to attend without informing us before the course starts there will be a penalty charge made on your branch.

### Bursaries

If you are doing a course in Further or Higher education relating to trade unionism, you might be eligible for a National or Regional bursary. These help with course fees and the cost of books etc.

The main criteria used for supporting members/activists engaged in a course is that the subject matter should be connected to some aspect of trade unionism and the application form should be supported by your branch.

If you need further information about bursaries please log onto the UNISON website <https://learning.unison.org.uk/financial-support/>





### Branch courses and branch development:

As well as courses run at regional level we can help organise courses and sessions for individual branches. For example, we can arrange for introductory stewards courses at branch level, and can assist with branch development workshops to help with recruitment and organisational effectiveness. Your branch education co-ordinator or branch secretary will arrange local publicity when something is organised for your branch. Minimum numbers will apply to enable courses to run. To find out more contact the Education team.

### OLBA – Online Branch Accounting system:

It is now a requirement by rule, for all branches to use OLBA to record branch accounts, income and expenditure. This course is aimed at branch treasurers and covers budget setting, recording expenditure, reporting, reconciliation and producing the Branch Annual Financial Return at the end of the financial year.

Training for OLBA is a one-day course held at UNISON Centre in Euston Road and is available through the Education Team contact Amanda Mayers on **0207 535 6561**.

### WARMS – Web Access RMS:

UNISON's membership records database is now available to all branches through its new web access interface. Branch secretaries and membership officers can access and view their members records from anywhere they have access to the internet. Branches can now add their own members application forms, update their members records and produce mapping reports for recruitment planning. One of the most popular features of the system is the ability to email a group of members with the press of a few buttons.

Access is granted automatically to the branch secretary, who then adds users agreed by the branch. Users need to register with <https://my.unison.org.uk> and follow

the instructions for accessing WARMS. Training is online and there are a number of e-learning modules that can be completed at the users own speed.

Any queries on WARMS please speak to your regional organiser or the membership section.

### Opportunities with the TUC

We work closely with the TUC education service in London. They help us run many courses, and we encourage UNISON members to attend their courses. They publish a brochure with course details three times a year, which is sent to branches. The TUC offers IT training; and watch out too for the further education diploma and certificate courses in trade union studies that they support.

## Regional Education Team contact information

Our Education Administrator is Amanda Mayers who is responsible for organising and arranging the activist education programme. Contact her about the progress of your course application/s; joining instructions about how to get to your course; course vacancies and numbers etc.

Telephone 020 7535 6561  
Email [a.mayers@unison.co.uk](mailto:a.mayers@unison.co.uk)

Please note – we will only accept email applications if sent by your branch secretary.

Find out more about UNISON education on these websites:

<https://london.unison.org.uk/education/> London Region's website which has a pdf of this programme, and application forms on the home page.

<https://learning.unison.org.uk/> The National Learning and Organising Services website for activist education information.

And find out about TUC education at ...

[www.tuc.org.uk](http://www.tuc.org.uk) ... and follow the links under education and training.

### Regional Education and Training Committee

This Committee oversees the work of the Education Team within the Region, receives regular reports from the Regional Manager and plays an important part in monitoring education within the Region.

Regional Education and Training Committee members are elected from Regional Council, Regional Committee, Service Groups and SOGs.



## Fill in the form

Fill in the application form, giving us all your contact details (we prefer to use your home address), including daytime phone number and email address in case we need to contact you at the last minute. We need your membership number.

## Reasonable adjustments

If you require any reasonable adjustments to enable you to attend a course please mention any on the application form so that we can make arrangements.

## Monitoring

Please don't forget to fill in the monitoring boxes covering disability, gender and ethnicity. As well as helping us monitor whether applications are representative, ethnic monitoring helps us to build up our database of Black member activists. If this applies to you, but you don't want to be on the database please tick the exclusion box.

## Get your branch to sign as well

As well as your signature, we must have a signature from a branch officer (usually your branch secretary or branch education co-ordinator), so that:

- we know your branch supports your application
- they know you have applied
- they can help you with paid time off
- they will pay your travel and meal expenses
- they will pay any course fees

If you don't know who your branch secretary is, ring us on **0207 535 6561** to find out.

## Start arranging time off

At the same time as you apply we strongly advise you to begin arranging time off. Inform your manager, using your local procedure, and if they ask you to, provide them with information about the content of the course. We can get you this information, if necessary. **Don't delay your time off request by waiting until your place is confirmed.**

## Send it to us as soon as possible

Your application should be sent (no stamp needed) to **FREEPOST, UNISON GLR EDUCATION**. If you would prefer, you may get your branch to email your application, but we will need a covering note in lieu of a branch signature, and we must have all the information requested on the form. Your application must get to us at least two weeks before the course.

## When we get your application

Most of our courses are run solely for activists in Greater London Region, and you will receive your course details from us. Once we have received your completed application form, signed by your branch, we will send you an acknowledgement letter and approximately 10 days before the course start date we will send you a letter giving details about the course, joining instructions and a map of the venue. If for any reason you do not receive this information please contact us at Regional Office.

## There is a penalty if you fail to show up

Please note that after you receive final details we will expect you at the course. If you fail to attend, without giving us any notice, your branch will be charged a £15 penalty for each day of the course.

## If the course is full

Please note that we accept applications on a 'first come, first served' basis. If, as sometime happens, a course is full, we'll try and find you an alternative.

## If the course is cancelled

We know that course cancellation is frustrating and inconvenient and we do our best to avoid it, but many of our courses require minimum numbers in order to run. Unfortunately, that means that some of our courses do get cancelled. If that happens we will try and find you another course.

## Travel expenses

To get your travel expenses you should claim from your branch. We can give you a claim form to use (unless your branch has its own). You might also want to claim a lunch allowance, if none is provided at the course, (see below). Child care costs should also be paid by the branch.

## Course fees

We only charge a course fee (for your branch to pay) where we provide lunch at a course venue. This fee is £20 per day. We don't charge this fee where there is no lunch provided by the region but we expect branches to provide a lunch allowance. You must get your application countersigned by your branch so that they are aware of these arrangements.





## Courses starting in January

### INTRODUCTORY COURSES

The following are basic skills courses for newly appointed activists.

#### INTRODUCTORY ORGANISING STEWARD

These five-day courses are a **must do** for new stewards. The course covers such things as getting organised in the workplace, the role of the steward, understanding how grievances and disciplinarys work and how the union works.

Once you have completed this course you can then progress onto other courses and feel more confident in dealing with issues in the workplace. This course leads to ERA certification (see page 6).

**At** Central London  
**On** 17, 24 & 31 January  
 & 7 & 14 February  
**(5 FRIDAYS)**  
**Code** L001

**5  
FRIDAYS**

### LOCAL NEGOTIATING AND CASEWORK

Progress on to these courses after you have done your first step course. Negotiating and representation skills.

#### STEWARDS REFRESHER (ERA RE-ACCREDITATION)

This three day course is for reps and branch officers who did an Introductory Organising Steward course over five years ago OR reps and branch officers who have never done an Introductory Organising Steward Course but have been carrying out the full role of a steward i.e. representing members on

grievances and disciplinarys. This course is designed to meet the requirements of the Employment Relations Act (ERA) on re-accreditation and will provide the opportunity to refresh and update your skills as well as to be briefed on any legislative changes and/or updates to UNISON's policy and

procedures. UNISON's NEC determined in 2010 that all UNISON reps should attend a Stewards Refresher course every five years.  
**LUNCH PROVIDED, £60 COURSE FEE.**

**At** Central London  
**On** 20, 21 & 22 January  
**Code** L002

## Courses starting in February

### INTRODUCTORY COURSES

These are basic skills courses for newly appointed activists.

**NEW!**

#### UNISON LEARNING REP (ULR) TRAINING

UNISON Learning Reps primarily encourage and support other colleagues with learning in the workplace. This course is a must for all ULR's and explains UNISON's approach to lifelong learning and helping working people to gain skills

and qualifications with a particular focus on those who have traditionally been excluded from learning. You will learn how you can work with members and employers to identify learning needs, promote UNISON's learning offer and organise

around learning. It also provides a good opportunity to network and share best practice with other ULR's.

**At** UNISON Centre  
**On** 5, 6 & 7 February  
**Code** L003

#### INTRODUCTORY SAFETY REPS

If you have an interest in safety in the workplace and are a new health and safety rep you will get a lot from this course. It deals with the legal framework, both domestic and European, of health and safety in the

workplace. It covers the employers legal responsibilities and where you and the union fit into this very important process. The course also explores how we can organise around workplace health and safety issues.

**At** Central London  
**On** 10, 11 & 12 February  
& 26 & 27 February  
**Code** L004



#### LOST IN UNISON

If you are thinking about becoming a steward, or have recently been elected you should consider attending this one-day induction course, the purpose of which is to

ease you into the role, understand more about the union, and our structures, and how you can make a difference in your workplace.

**At** Central London  
**On** 21 February  
**Code** L005



## Courses starting in March

### INTRODUCTORY COURSES

The following are basic skills courses for newly appointed activists.

#### SPEAKING WITH CONFIDENCE

This three-day course will help get your message over and communicate more confidently in a variety of typical trade union settings.

**LUNCH PROVIDED, £60 COURSE FEE.**

**At** Euston (NUT)  
**On** 2, 3 & 4 March  
**Code** L006



### LOCAL NEGOTIATING AND CASEWORK

Progress on to these courses after you have done your first step course. Negotiating and representation skills.

#### SICKNESS ABSENCE

Aimed at activists supporting members with sickness absence issues, this three-day course will help you to assess your employer's policy

and practice, deal with sickness monitoring cases, and develop an organising approach around this issue.  
**LUNCH PROVIDED, £60 COURSE FEE.**

**At** Euston (NUT)  
**On** 9, 10 & 11 March  
**Code** L007

### INTRODUCTORY COURSES

The following are basic skills courses for newly appointed activists.

#### INTRODUCTORY ORGANISING STEWARD

These five-day courses are a **must do** for new stewards. The course covers such things as getting organised in the workplace, the role of the steward, understanding how grievances and disciplinarys work and how the union works.

Once you have completed this course you can then progress onto other courses and feel more confident in dealing with issues in the workplace. This course leads to ERA certification (see page 6).

**At** Tooting  
(South Thames College)  
**On** 16, 17 & 18 March  
& 30 & 31 March  
**Code** L008





## EQUAL OPPORTUNITIES

Courses to help develop equal opportunities at work and in the union.

**NEW!**

### MENOPAUSE – A WORKPLACE ISSUE

Women make up 51% of the UK workforce and these women will inevitably experience the menopause at some point in their lives. This new one day course will cover why the menopause is a workplace, and therefore a trade union, issue? How

to support members in the workplace; the importance of equality proofing all relevant employer policies, raising this issue with your employer. In addition the course will consider wider equality and H&S issues and how to present

the menopause to the branch as an organising and negotiating issue going forward.

**At** Euston (NUT)  
**On** 23 March  
**Code** L009

### WOMEN'S COURSES

UNISON is proud to be the union of one million women. In 2020 our regional education and training programme will be expanded to include a range of courses for women members – in addition to the

menopause at work course we intend to have courses on building confidence and assertiveness, women's pathways and getting more active in the union as well as domestic violence and women's

health. Dates and more details will be available on our website and circulated to Branches and Branch Education Officers.



## LOCAL NEGOTIATING AND CASEWORK

Progress on to these courses after you have done your first step course.  
Negotiating and representation skills.

### STEWARDS REFRESHER (ERA RE-ACCREDITATION)

This three day course is for reps and branch officers who did an Introductory Organising Steward course over five years ago OR reps and branch officers who have never done an Introductory Organising Steward Course but have been carrying out the full role of a steward i.e. representing members on

grievances and disciplinarys. This course is designed to meet the requirements of the Employment Relations Act (ERA) on re-accreditation and will provide the opportunity to refresh and update your skills as well as to be briefed on any legislative changes and/or updates to UNISON's policy and

procedures. UNISON's NEC determined in 2010 that all UNISON reps should attend a Stewards Refresher course every five years.

**LUNCH PROVIDED, £60 COURSE FEE.**

**At** Central London  
**On** 30 & 31 March & 1 April  
**Code** L010



## Courses starting in April

### INTRODUCTORY COURSES

These are basic skills courses for newly appointed activists.

#### INTRODUCTORY SAFETY REPS

If you have an interest in safety in the workplace and are a new health and safety rep you will get a lot from this course. It deals with the legal framework, both domestic and European, of health and safety in the workplace. It covers the employers legal responsibilities and where you and the union fit into this very important process. The course also

explores how we can organise around workplace health and safety issues.

**At** Central London  
**On** 1, 2 & 3 April  
 & 16 & 17 April  
**Code** L011



### LOCAL NEGOTIATING AND CASEWORK

Progress on to these courses after you have done your first step course. Negotiating and representation skills.

#### DEALING WITH REORGANISATION AND REDUNDANCY AT WORK

This three-day course looks at anticipating and dealing with management proposals for change and reorganisation at work, and will help

you prepare a trade union response to protect your member's interests.  
**LUNCH PROVIDED, £60 COURSE FEE.**

**At** Euston (NUT)  
**On** 6, 7 & 8 April  
**Code** L012

### HEALTH AND SAFETY

These courses follow up the introductory safety reps courses

#### DEALING WITH BULLYING AND HARASSMENT

This three-day course will include an introduction to dealing with cases of bullying, racial harassment and sexual harassment. It will help you

organise in the branch collectively around these issues.  
**LUNCH PROVIDED, £60 COURSE FEE.**

**At** Euston (NUT)  
**On** 20, 21 & 22 April  
**Code** L013



## INTRODUCTORY COURSES

The following are basic skills courses for newly appointed activists.

### LOST IN UNISON

If you are thinking about becoming a steward, or have recently been elected you should consider attending this one-day induction course, the purpose of which is to ease you into the role, understand more about the union, and our structures, and how you can make a difference in your workplace.

**At** Central London  
**On** 24 April  
**Code** L014



## LOCAL NEGOTIATING AND CASEWORK

Progress on to these courses after you have done your first step course. Negotiating and representation skills.

### EMPLOYMENT LAW UPDATE

This three-day course is aimed at reps who want to develop their understanding of key issues regarding employment law and to refresh their understanding of new developments.

The course is aimed at those reps undertaking individual casework and also collective issues. The course specifically looks at TUPE and the wider employment law field.

**LUNCH PROVIDED, £60 COURSE FEE.**

**At** Euston (NUT)  
**On** 29 & 30 April & 1 May  
**Code** L015

## HEALTH AND SAFETY

These courses follow up the introductory safety reps courses

### MENTAL HEALTH AWARENESS

This three-day course looks at what employers can do to maintain mental health at work; will identify some of the common signs and symptoms of poor mental health in the workplace; discuss and explore strategies for

intervention and support for members experiencing mental ill health; understand what causes stress for us in our union roles and review strategies for coping with stress.

**LUNCH PROVIDED, £60 COURSE FEE.**

**At** Euston (NUT)  
**On** 29 & 30 April & 1 May  
**Code** L016

## Courses starting in May

### INTRODUCTORY COURSES

The following are basic skills courses for newly appointed activists.

#### INTRODUCTORY ORGANISING STEWARD

These five-day courses are a **must do** for new stewards. The course covers such things as getting organised in the workplace, the role of the steward, understanding how grievances and disciplinarys work and how the union works.

Once you have completed this course you can then progress onto other courses and feel more confident in dealing with issues in the workplace. This course leads to ERA certification (see page 6).

**At** Central London  
**On** 7, 14, 21 & 28 May  
 & 4 June  
**(5 THURSDAYS)**  
**Code** L017

**5  
THURSDAYS**



### LOCAL NEGOTIATING AND CASEWORK

Progress on to these courses after you have done your first step course. Negotiating and representation skills.

#### DISCIPLINARY AND GRIEVANCE HEARINGS

This is a new course which uses video of these type of hearings which are linked to activities that explore arguments, used by the employer and how the UNISON representative responds.

represented members at these hearings or are going to do so in the future, this course will be a very useful opportunity to gain a better knowledge or this type of hearing.

*Note: You should have attended one of our five-day introductory organising steward courses before applying for this course.*

**LUNCH PROVIDED, £80 COURSE FEE.**

The course will show how a typical hearing runs and examines the roles of all participants. If you have

This is a four-day course and participants should seek to ensure they have obtained paid release to attend from their employer.

**At** Euston (NUT)  
**On** 11 & 12 May & 8 & 9 June  
**Code** L018

## ORGANISING AND RUNNING YOUR BRANCH

For branch officers and committee members with branch level responsibilities.

### GOING TO CONFERENCE

This one-day workshop is for branch delegates attending National Delegate Conference. This course will help you understand your role as a conference delegate, conference rules and procedures, preparing and making a short speech, and getting the most out of conference. The course will also help you play an active role in conference business and demystify the process.

**LUNCH PROVIDED, £20 COURSE FEE.**

**At** Central London

**On** 15 May

**Code** L019



## ORGANISING AND RUNNING YOUR BRANCH

For branch officers and committee members with branch level responsibilities.

### FINANCE AND THE ORGANISED BRANCH

Aimed at Branch Treasurers this course aims to identify the main roles and responsibilities of the Treasurer, recognise the role they play in organising and supporting the branch, understand the branch accounting cycle as well as understanding budgeting and managing branch finances. This course is not designed to make you a 'financial expert' but to introduce some of the key issues particularly affecting Branch Treasurers.

**LUNCH PROVIDED, £20 COURSE FEE.**

**At** UNISON Centre

**On** 22 May

**Code** L020

**NEW!**





## Courses starting in June

### LOCAL NEGOTIATING AND CASEWORK

Progress on to these courses after you have done your first step course. Negotiating and representation skills.

### STEWARDS REFRESHER (ERA RE-ACCREDITATION)

This three day course is for reps and branch officers who did an Introductory Organising Steward course over five years ago OR reps and branch officers who have never done an Introductory Organising Steward Course but have been carrying out the full role of a steward i.e. representing members on grievances and disciplinaries. This course is designed to meet the requirements of the Employment Relations Act (ERA) on re-accreditation and will provide the opportunity to refresh and update your skills as well as to be briefed on any legislative changes and/or updates to UNISON's policy and procedures. UNISON's NEC

determined in 2010 that all UNISON reps should attend a Stewards Refresher course every five years.

**LUNCH PROVIDED, £60 COURSE FEE.**

**At** Central London  
**On** 1, 2 & 3 June  
**Code** L021



### ORGANISING AND RUNNING YOUR BRANCH

For branch officers and committee members with branch level responsibilities.

**NEW!**

### BRANCH COMMUNICATION SKILLS

This course is aimed at Branch Communication Officers, and those interested in becoming involved in branch publicity and communicating effectively with our members. Covering producing leaflets, newsletters and campaign materials

the course will be practical based, drawing on skills of the UNISON Communication team. It will also include writing copy, headlines and captions, using photos and good layout as well as using social media.

**LUNCH PROVIDED, £20 COURSE FEE.**

**At** UNISON Centre  
**On** 3 June  
**Code** L022

## INTRODUCTORY COURSES

These are basic skills courses for newly appointed activists.

### INTRODUCTORY ORGANISING STEWARD

These five-day courses are a **must do** for new stewards. The course covers such things as getting organised in the workplace, the role of the steward, understanding how grievances and disciplinarys work and how the union works.

Once you have completed this course you can then progress onto

other courses and feel more confident in dealing with issues in the workplace. This course leads to ERA certification (see page 6).

**At** Central London  
**On** 8, 9 & 10 June  
 & 23 & 24 June  
**Code** L023



## LOCAL NEGOTIATING AND CASEWORK

Progress on to these courses after you have done your first step course. Negotiating and representation skills.

### NEGOTIATING SKILLS

This three-day course will help participants to develop and practice negotiating skills; be more effective team negotiators; understand that process of negotiating, be familiar

with different styles of negotiating, understand how to prepare, present and negotiate on a claim and develop good practice in negotiations.

**LUNCH PROVIDED, £60 COURSE FEE.**

**At** Euston (NUT)  
**On** 9, 10 & 11 June  
**Code** L024

## DEALING WITH REORGANISATION AND REDUNDANCY AT WORK

This three-day course looks at anticipating and dealing with management proposals for change and reorganisation at work, and will help you prepare a trade union response to protect your member's interests.

**LUNCH PROVIDED, £60 COURSE FEE.**

**At** Euston (NUT)  
**On** 24, 25 & 26 June  
**Code** L025



## ORGANISING AND RUNNING YOUR BRANCH

For branch officers and committee members with branch level responsibilities.

### CHAIRING MEETINGS

Find out and practice the skills of running more formal trade union meetings so as to be fair and inclusive

for all participants – suitable for all activists, especially branch chairs.

**LUNCH PROVIDED, £40 COURSE FEE.**

**At** Euston (NUT)  
**On** 25 & 26 June  
**Code** L026

## INTRODUCTORY COURSES

These are basic skills courses for newly appointed activists.

### LOST IN UNISON

If you are thinking about becoming a steward, or have recently been elected you should consider attending this one-day induction course, the purpose of which is to ease you into the role, understand more about the union, and our structures, and how you can make a difference in your workplace.

**At** Central London  
**On** 26 June  
**Code** L027



## EQUAL OPPORTUNITIES

Courses to help develop equal opportunities at work and in the union.

### EQUALITY REPS TRAINING

Equality is at the heart of everything our union does and Equality Reps aim to make sure people are treated fairly at work without discrimination. This three day course is aimed at anyone interested in becoming an equality

rep in order to help you understand the role as well as finding out more about discrimination legislation and promoting equality in your workplace.

**LUNCH PROVIDED, £60 COURSE FEE.**

**At** Euston (NUT)  
**On** 29 & 30 June & 1 July  
**Code** L028



## Courses starting in July



### EQUAL OPPORTUNITIES

Courses to help develop equal opportunities at work and in the union.

### RACE AND SEX DISCRIMINATION / TAKING RACE GRIEVANCE CASES

This three-day course focuses on direct and indirect race and sex discrimination in typical workplace situations. Case studies are used throughout the course to help understand what the terms mean within the framework of discrimination law. This course works through all the steps of handling a grievance based on an allegation of discrimination. It begins with a review of grievance procedures, and the time limits that apply. Using a case study it covers preparing and presenting this type of grievance.

**LUNCH PROVIDED, £60 COURSE FEE.**

**At** Euston (NUT)

**On** 6, 7 & 8 July

**Code** L029





## INTRODUCTORY COURSES

The following are basic skills courses for newly appointed activists.

### INTRODUCTORY ORGANISING STEWARD

These five-day courses are a **must do** for new stewards. The course covers such things as getting organised in the workplace, the role of the steward, understanding how grievances and disciplinarys work and how the union works.

Once you have completed this course you can then progress onto other courses and feel more confident in dealing with issues in the workplace. This course leads to ERA certification (see page 6).

**At** Central London  
**On** 6, 7 & 8 July  
 & 20 & 21 July  
**Code** L030

### UNISON LEARNING REP (ULR) TRAINING

**NEW!**

UNISON Learning Reps primarily encourage and support other colleagues with learning in the workplace. This course is a must for all ULR's and explains UNISON's approach to lifelong learning and helping working people to gain skills

and qualifications with a particular focus on those who have traditionally been excluded from learning. You will learn how you can work with members and employers to identify learning needs, promote UNISON's learning offer and organise around

learning. It also provides a good opportunity to network and share best practice with other ULR's.

**At** UNISON Centre  
**On** 13, 14 & 15 July  
**Code** L031

# COURSE CALENDAR 2020

|   |  |                                |
|---|--|--------------------------------|
| 7, 24 & 31 January & 7 & 14 February    | Introductory organising steward                    | Central London                 |
| 20, 21 & 22 January                     | Stewards refresher (ERA re-accreditation)          | Central London                 |
| 5, 6 & 7 February                       | UNISON Learning Rep (ULR) training                 | <b>NEW!</b> Central London     |
| 10, 11 & 12 February & 26 & 27 February | Introductory safety reps                           | Central London                 |
| 21 February                             | Lost in UNISON                                     | Central London                 |
| 2, 3 & 4 March                          | Speaking with confidence                           | Euston, NUT                    |
| 9, 10 & 11 March                        | Sickness absence                                   | Euston, NUT                    |
| 16, 17 & 18 March & 30 & 31 March       | Introductory organising steward                    | Tooting (South Thames College) |
| 23 March                                | Menopause – a workplace issue                      | <b>NEW!</b> Euston, NUT        |
| 30 & 31 March & 1 April                 | Stewards refresher (ERA re-accreditation)          | Central London                 |
| 1, 2 & 3 April & 16 & 17 April          | Introductory safety reps                           | Central London                 |
| 6, 7 & 8 April                          | Dealing with reorganisation and redundancy at work | Euston, NUT                    |
| 20, 21 & 22 April                       | Dealing with bullying and harassment               | Euston, NUT                    |
| 24 April                                | Lost in UNISON                                     | Central London                 |
| 29 & 30 April & 1 May                   | Employment law update                              | Euston, NUT                    |
| 29 & 30 April & 1 May                   | Mental Health Awareness                            | Euston, NUT                    |
| 7, 14, 21 & 28 May & 4 June             | Introductory organising steward                    | Tottenham (CONEL)              |
| 11 & 12 May & 8 & 9 June                | Disciplinary and grievance hearings                | Euston, NUT                    |
| 15 May                                  | Going to conference                                | Euston, NUT                    |
| 22 May                                  | Finance and the organised branch                   | <b>NEW!</b> UNISON Centre      |
| 1, 2 & 3 June                           | Stewards refresher (ERA re-accreditation)          | Central London                 |
| 3 June                                  | Branch communication skills                        | <b>NEW!</b> UNISON Centre      |
| 8, 9 & 10 June & 23 & 24 June           | Introductory organising steward                    | Central London                 |
| 9, 10 & 11 June                         | Negotiating skills                                 | Euston, NUT                    |
| 24, 25 & 26 June                        | Dealing with reorganisation and redundancy at work | Euston, NUT                    |
| 25 & 26 June                            | Chairing meetings                                  | Euston, NUT                    |
| 26 June                                 | Lost in UNISON                                     | Central London                 |
| 29 & 30 June & 1 July                   | Equality reps training                             | Euston, NUT                    |



|                                       |   |                                |
|---------------------------------------|---|--------------------------------|
| 6, 7 & 8 July                         | Race and sex discrimination / taking race grievance cases | Euston, NUT                    |
| 6, 7 & 8 July & 20 & 21 July          | Introductory organising steward                           | Central London                 |
| 13, 14 & 15 July                      | UNISON Learning Rep (ULR) training                        | <b>NEW!</b> Central London     |
| 5, 6 & 7 August & 20 & 21 August      | Introductory organising steward                           | Central London                 |
| 12, 13 & 14 August & 27 & 28 August   | Introductory safety reps                                  | Central London                 |
| 9, 10 & 11 September                  | Sickness absence  | Euston, NUT                    |
| 11, 18 & 25 September & 2 & 9 October | Introductory organising steward                           | Tooting (South Thames College) |
| 14, 15 & 16 September                 | Stewards refresher (ERA re-accreditation)                 | Central London                 |
| 25 September                          | Lost in UNISON  | Central London                 |
| 2, 9, 16, 23 & 30 October             | Introductory safety reps                                  | Tottenham (CONEL)              |
| 5 October                             | Menopause – a workplace issue                             | <b>NEW!</b> Euston, NUT        |
| 8 & 9 October & 5 & 6 November        | Disciplinary and grievance hearings                       | Euston, NUT                    |
| 19, 20 & 21 October                   | Mental Health Awareness                                   | Euston, NUT                    |
| 19, 20 & 21 October & 2 & 3 November  | Introductory organising steward                           | Tottenham (CONEL)              |
| 21, 22 & 23 October                   | Negotiating skills  | Euston, NUT                    |
| 28, 29 & 30 October                   | Dealing with bullying and harassment                      | Euston, NUT                    |
| 3, 4 & 5 November                     | Speaking with confidence                                  | Euston, NUT                    |
| 4, 5 & 6 November                     | Dealing with reorganisation and redundancy at work        | Euston, NUT                    |
| 6 November                            | Lost in UNISON  | Central London                 |
| 11, 12 & 13 November                  |   |                                |
| & 25 & 26 November                    | Introductory organising steward                           | Central London                 |
| 16, 17 & 18 November & 30 November    |   |                                |
| & 1 December                          | Introductory safety reps                                  | Tottenham (CONEL)              |
| 16, 17 & 18 November                  | Employment law update                                     | Euston, NUT                    |
| 18, 19 & 20 November                  | Equality reps training                                    | Euston, NUT                    |
| 24, 25 & 26 November                  | Race and sex discrimination / taking race grievance cases | Euston, NUT                    |
| 1, 2 & 3 December                     | Stewards refresher (ERA re-accreditation)                 | Central London                 |
| 4 December                            | Going to Black members conference                         | Central London                 |
| 7, 8 & 9 December                     | Basic pension enquires                                    | Euston, NUT                    |

## INTRODUCTORY COURSES

|                                    |   |      |
|------------------------------------|---|------|
| Speaking with confidence           | 2, 3 & 4 March (Euston, NUT)  | L006 |
|                                    | 3, 4 & 5 November (Euston, NUT)                                       | L047 |
| Introductory organising steward    | 17, 24 & 31 January & 7 & 14 February (Euston, NUT)                   | L001 |
|                                    | 16, 17 & 18 March & 30 & 31 March (Tooting, South Thames College)     | L006 |
|                                    | 7, 14, 21 & 28 May & 4 June (Tottenham, CONEL)                        | L017 |
|                                    | 8, 9 & 10 June & 23 & 24 June (Central London)                        | L023 |
|                                    | 6, 7 & 8 July & 20 & 21 July (Central London)                         | L030 |
|                                    | 5, 6 & 7 August & 20 & 21 August (Central London)                     | L031 |
|                                    | 11, 18 & 25 September & 2 & 9 October (Tooting, South Thames College) | L035 |
|                                    | 19, 20 & 21 October & 2 & 3 November (Tottenham, CONEL)               | L042 |
|                                    | 11, 12 & 13 November & 25 & 26 November (Central London)              | L048 |
| Introductory safety reps           | 10, 11 & 12 February & 26 & 27 February (Central London)              | L004 |
|                                    | 1, 2 & 3 April & 16 & 17 April (Central London)                       | L011 |
|                                    | 12, 13 & 14 August & 27 & 28 August (Central London)                  | L033 |
|                                    | 2, 9, 16, 23 & 30 October (Tottenham, CONEL)                          | L038 |
|                                    | 16, 17 & 18 November & 30 November & 1 December (Central London)      | L049 |
| Lost in UNISON                     | 21 February (Euston, NUT)   | L005 |
|                                    | 24 April (Euston, NUT)  | L014 |
|                                    | 26 June (Euston, NUT)   | L027 |
|                                    | 25 September (Euston, NUT)  | L037 |
|                                    | 6 November (Euston, NUT)  | L050 |
| UNISON Learning Rep (ULR) training | 5, 6 & 7 February (Euston, NUT)                                       | L003 |
|                                    | 13, 14 & 15 July (Euston, NUT)  | L031 |



## LOCAL NEGOTIATING AND CASEWORK

|  |  |      |
|--|--|------|
| Basic pension enquires                             | 7, 8 & 9 December (Euston, NUT)              | L055 |
| Dealing with reorganisation and redundancy at work | 6, 7 & 8 April (Euston, NUT)                 | L012 |
|  | 24, 25 & 26 June (Euston, NUT)               | L025 |
|  | 4, 5 & 6 November (Euston, NUT)              | L045 |
| Disciplinary and grievance hearings                | 11 & 12 May & 8 & 9 June (Euston, NUT)       | L018 |
|  | 8 & 9 October & 5 & 6 November (Euston, NUT) | L040 |
| Employment law update                              | 29 & 30 April & 1 May (Euston, NUT)          | L010 |
|  | 16, 17 & 18 November (Euston, NUT)           | L050 |
| Negotiating skills                                 | 9, 10 & 11 June (Euston, NUT)                | L024 |
|  | 21, 22 & 23 October (Euston, NUT)            | L043 |

|   |  |      |
|---|--|------|
| Sickness absence                          | 9, 10 & 11 March (Euston, NUT)           | L007 |
|   | 9, 10 & 11 September (Euston, NUT)       | L034 |
| Stewards refresher (ERA Re-Accreditation) |  |      |
|   | 20, 21 & 22 January (Central London)     | L002 |
|   | 12, 13 & 14 March (Central London)       | L006 |
|   | 30 & 31 March & 1 April (Central London) | L010 |
|   | 1, 2 & 3 June (Central London)           | L021 |
|   | 14, 15 & 16 September (Central London)   | L036 |
|   | 1, 2 & 3 December (Central London)       | L053 |

## BRANCH HEALTH AND SAFETY

|                                      |                                     |      |
|--------------------------------------|-------------------------------------|------|
| Dealing with bullying and harassment |                                     |      |
|                                      | 20, 21 & 22 April (Euston, NUT)     | L013 |
|                                      | 28, 29 & 30 October (Euston, NUT)   | L044 |
| Mental Health Awareness              |                                     |      |
|                                      | 29 & 30 April & 1 May (Euston, NUT) | L016 |
|                                      | 19, 20 & 21 October (Euston, NUT)   | L041 |

## EQUAL OPPORTUNITIES

|   |                                     |      |
|---|-------------------------------------|------|
| Equality reps training                                    | 29 & 30 June & 1 July (Euston, NUT) | L028 |
|   | 18, 19 & 20 November (Euston, NUT)  | L051 |
| Race and sex discrimination / taking race grievance cases |                                     |      |
|   | 6, 7 & 8 July (Euston, NUT)         | L029 |
|   | 24, 25 & 26 November (Euston, NUT)  | L052 |
| Menopause – a workplace issue                             | 23 March (Euston, NUT)              | L009 |
|   | 5 October (Euston, NUT)             | L039 |



## ORGANISING AND RUNNING YOUR BRANCH

|                                   |                             |      |
|-----------------------------------|-----------------------------|------|
| Branch communication skills       | 3 June (UNISON Centre)      | L022 |
| Finance and the organised branch  | 22 May (UNISON Centre)      | L020 |
| Chairing meetings                 | 25 & 26 June (Euston, NUT)  | L024 |
| Going to Black members conference |                             |      |
|                                   | 4 December (Central London) | L053 |
| Going to conference               | 15 May (Euston, NUT)        | L019 |





## Courses starting in August



### INTRODUCTORY COURSES

These are basic skills courses for newly appointed activists.

#### INTRODUCTORY ORGANISING STEWARD

These five-day courses are a must do for new stewards. The course covers such things as getting organised in the workplace, the role of the steward, understanding how grievances and disciplinarys work and how the union works.

Once you have completed this course you can then progress onto other courses and feel more confident in dealing with issues in the workplace. This course leads to ERA certification (see page 6).

**At** Central London  
**On** 5, 6 & 7 August  
 & 20 & 21 August  
**Code** L032

#### INTRODUCTORY SAFETY REPS

If you have an interest in safety in the workplace and are a new health and safety rep you will get a lot from this course. It deals with the legal framework, both domestic and European, of health and safety in the

workplace. It covers the employers legal responsibilities and where you and the union fit into this very important process. The course also explores how we can organise around workplace health and safety issues.

**At** Central London  
**On** 12, 13 & 14 August  
 & 27 & 28 August  
**Code** L033

## Courses starting in September

### LOCAL NEGOTIATING AND CASEWORK

Progress on to these courses after you have done your first step course. Negotiating and representation skills.

### SICKNESS ABSENCE

This three-day course will help you assess your employer's policy and practice, deal with sickness monitoring cases and develop an

organising approach around this issue.  
**LUNCH PROVIDED, £60 COURSE FEE.**

**At** Euston (NUT)  
**On** 9, 10 & 11 September  
**Code** L034

### INTRODUCTORY COURSES

The following are basic skills courses for newly appointed activists.

### INTRODUCTORY ORGANISING STEWARD

These five-day courses are a **must do** for new stewards. The course covers such things as getting organised in the workplace, the role of the steward, understanding how grievances and disciplinarys work and how the union works. Once you have completed this course you can then progress onto other courses and feel more confident in dealing with issues in the workplace. This course leads to ERA certification (see page 6).

**At** Tooting  
(South Thames College)  
**On** 11, 18 & 25 September  
& 2 & 9 October  
**(5 FRIDAYS)**

**Code** L035





## LOCAL NEGOTIATING AND CASEWORK

Progress on to these courses after you have done your first step course. Negotiating and representation skills.

### STEWARDS REFRESHER (ERA RE-ACCREDITATION)

This three day course is for reps and branch officers who did an Introductory Organising Steward course over five years ago OR reps and branch officers who have never done an Introductory Organising Steward Course but have been carrying out the full role of a steward i.e. representing members on

grievances and disciplinarys. This course is designed to meet the requirements of the Employment Relations Act (ERA) on re-accreditation and will provide the opportunity to refresh and update your skills as well as to be briefed on any legislative changes and/or updates to UNISON's policy and

procedures. UNISON's NEC determined in 2010 that all UNISON reps should attend a Stewards Refresher course every five years.

**LUNCH PROVIDED, £60 COURSE FEE.**

**At** Central London  
**On** 14, 15 & 16 September  
**Code** L036

## INTRODUCTORY COURSES

These are basic skills courses for newly appointed activists.

### LOST IN UNISON

If you are thinking about becoming a steward, or have recently been elected you should consider attending this one-day induction course, the purpose of which is to

ease you into the role, understand more about the union, and our structures, and how you can make a difference in your workplace.

**At** Central London  
**On** 25 September  
**Code** L037





## Courses starting in October

### INTRODUCTORY COURSES

These are basic skills courses for newly appointed activists.

#### INTRODUCTORY SAFETY REPS

If you have an interest in safety in the workplace and are a new health and safety rep you will get a lot from this course. It deals with the legal framework, both domestic and European, of health and safety in the

workplace. It covers the employers legal responsibilities and where you and the union fit into this very important process. The course also explores how we can organise around workplace health and safety issues.

**At** CONEL (Tottenham)  
**On** 2, 9, 16, 23 & 30 October  
**(5 FRIDAYS)**  
**Code** L038

**5  
FRIDAYS**

### EQUAL OPPORTUNITIES

Courses to help develop equal opportunities at work and in the union.

**NEW!**

#### MENOPAUSE – A WORKPLACE ISSUE

Women make up 51% of the UK workforce and these women will inevitably experience the menopause at some point in their lives. This new one day course will cover why the menopause is a workplace, and therefore a trade union, issue? How to support members in the workplace; the importance of equality proofing all relevant employer policies, raising this issue with your employer. In addition the course will consider wider equality and H&S issues and how to present the menopause to the branch as an organising and negotiating issue going forward.

**At** Euston (NUT)  
**On** 5 October  
**Code** L039



## LOCAL NEGOTIATING AND CASEWORK

Progress on to these courses after you have done your first step course. Negotiating and representation skills.

### DISCIPLINARY AND GRIEVANCE HEARINGS

This is a new course which uses video of these type of hearings which are linked to activities that explore arguments, used by the employer and how the UNISON representative responds.

The course will show how a typical hearing runs and examines the roles of all participants. If you have represented members at these hearings or are going to do so in the future, this course will be a very useful opportunity to gain a better knowledge of this type of hearing.

This is a four-day course and participants should seek to ensure they have obtained paid release to attend from their employer.

*Note: You should have attended one of our five-day introductory organising*

*steward courses before applying for this course.*

**LUNCH PROVIDED, £80 COURSE FEE.**

**At** Euston (NUT)  
**On** 8 & 9 October  
 & 5 & 6 November  
**Code** L040



## HEALTH AND SAFETY

These courses follow up the introductory safety reps courses

### MENTAL HEALTH AWARENESS

This three-day course looks at what employers can do to maintain mental health at work; will identify some of the common signs and symptoms of poor mental health in the workplace; discuss and explore strategies for intervention and support for members experiencing mental ill health; understand what causes stress for us in our union roles and review strategies for coping with stress.

**LUNCH PROVIDED, £60 COURSE FEE.**

**At** Euston (NUT)  
**On** 19, 20 & 21 October  
**Code** L041

## INTRODUCTORY COURSES

The following are basic skills courses for newly appointed activists.

### INTRODUCTORY ORGANISING STEWARD

These five-day courses are a must do for new stewards. The course covers such things as getting organised in the workplace, the role of the steward, understanding how grievances and disciplinarys work and how the union works.

Once you have completed this course you can then progress onto other courses and feel more confident in dealing with issues in the workplace. This course leads to ERA certification (see page 6).

**At** Tottenham (CONEL)  
**On** 19, 20 & 21 October  
 & 2 & 3 November  
**Code** L042



## LOCAL NEGOTIATING AND CASEWORK

Progress on to these courses after you have done your first step course.  
Negotiating and representation skills.

### NEGOTIATING SKILLS

This three-day course will help participants to develop and practice negotiating skills; be more effective team negotiators; understand that process of negotiating, be familiar with different styles of negotiating, understand how to prepare, present

and negotiate on a claim and develop good practice in negotiations.

**LUNCH PROVIDED, £60 COURSE FEE.**

**At** Euston (NUT)  
**On** 21, 22 & 23 October  
**Code** L043



## HEALTH AND SAFETY

These courses follow up the introductory safety reps courses

### DEALING WITH BULLYING AND HARASSMENT

This three-day course will include an introduction to dealing with cases of bullying, racial harassment and sexual harassment. It will help you organise in the branch collectively around these issues.

**LUNCH PROVIDED, £60 COURSE FEE.**

**At** Euston (NUT)  
**On** 28, 29 & 30 October  
**Code** L044





## Courses starting in November

### INTRODUCTORY COURSES

The following are basic skills courses for newly appointed activists.

#### SPEAKING WITH CONFIDENCE

This three-day course will help get your message over and communicate more confidently in a variety of typical trade union settings.

**LUNCH PROVIDED, £60 COURSE FEE.**

**At** Euston (NUT)  
**On** 3, 4 & 5 November  
**Code** L045



### LOCAL NEGOTIATING AND CASEWORK

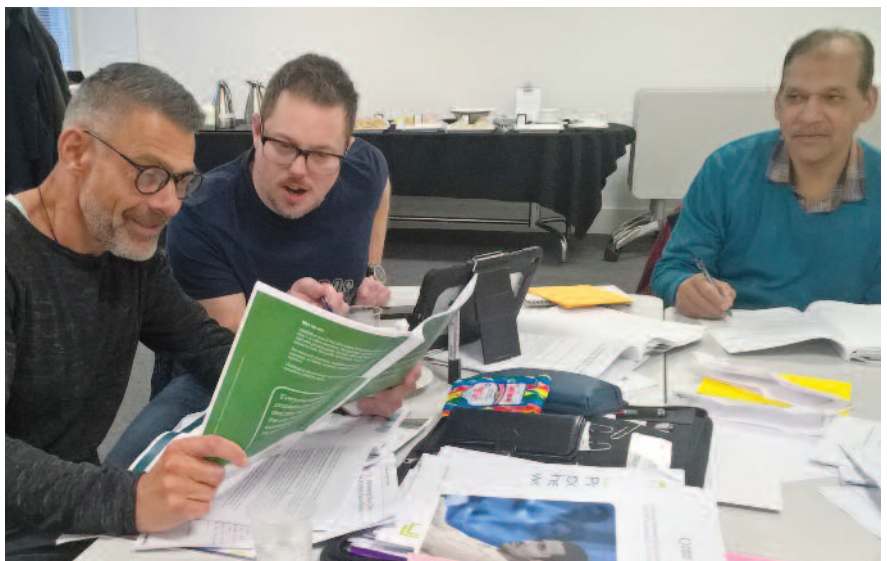
Progress on to these courses after you have done your first step course. Negotiating and representation skills.

#### DEALING WITH REORGANISATION AND REDUNDANCY AT WORK

This three-day course looks at anticipating and dealing with management proposals for change and reorganisation at work, and will help you prepare a trade union response to protect your member's interests.

**LUNCH PROVIDED, £60 COURSE FEE.**

**At** Euston (NUT)  
**On** 4, 5 & 6 November  
**Code** L046



## INTRODUCTORY COURSES

The following are basic skills courses for newly appointed activists.

### LOST IN UNISON

If you are thinking about becoming a steward, or have recently been elected you should consider attending this one-day induction course, the purpose of which is to

ease you into the role, understand more about the union, and our structures, and how you can make a difference in your workplace.

**At** Central London  
**On** 6 November  
**Code** L047



### INTRODUCTORY ORGANISING STEWARD

These five-day courses are a must do for new stewards. The course covers such things as getting organised in the workplace, the role of the steward, understanding how grievances and disciplinarys work and how the union works.

Once you have completed this course you can then progress onto other courses and feel more confident in dealing with issues in the workplace. This course leads to ERA certification (see page 6).

**At** Central London  
**On** 11, 12 & 13 November  
& 25 & 26 November  
**Code** L048

### INTRODUCTORY SAFETY REPS

If you have an interest in safety in the workplace and are a new health and safety rep you will get a lot from this course. It deals with the legal framework, both domestic and European, of health and safety in the workplace. It covers the employers

legal responsibilities and where you and the union fit into this very important process. The course also explores how we can organise around workplace health and safety issues.

**At** CONEL (Tottenham)  
**On** 16, 17 & 18 November  
& 30 November  
& 1 December  
**Code** L049

## LOCAL NEGOTIATING AND CASEWORK

Progress on to these courses after you have done your first step course. Negotiating and representation skills.

### EMPLOYMENT LAW UPDATE

This three-day course is aimed at reps who want to develop their understanding of key issues regarding employment law and to refresh their understanding of new developments.

The course is aimed at those reps undertaking individual casework and also collective issues. The course specifically looks at TUPE and the wider employment law field.

**LUNCH PROVIDED, £60 COURSE FEE.**

**At** Euston (NUT)  
**On** 16, 17 & 18 November  
**Code** L050

## EQUAL OPPORTUNITIES

Courses to help develop equal opportunities at work and in the union.

### EQUALITY REPS TRAINING

Equality is at the heart of everything our union does and Equality Reps aim to make sure people are treated fairly at work without discrimination. This three day course is aimed at anyone interested in becoming an equality

rep in order to help you understand the role as well as finding out more about discrimination legislation and promoting equality in your workplace.

**LUNCH PROVIDED, £60 COURSE FEE.**

**At** Euston (NUT)  
**On** 18, 19 & 20 November  
**Code** L051



### RACE AND SEX DISCRIMINATION / TAKING RACE GRIEVANCE CASES

This three-day course focuses on direct and indirect race and sex discrimination in typical workplace situations. Case studies are used throughout the course to help understand what the terms mean within the framework of discrimination law. This course

works through all the steps of handling a grievance based on an allegation of discrimination. It begins with a review of grievance procedures, and the time limits that apply. Using a case study it covers preparing and presenting this type of grievance.

**LUNCH PROVIDED, £60 COURSE FEE.**

**At** Euston (NUT)  
**On** 24, 25 & 26 November  
**Code** L052



## Courses starting in December



### LOCAL NEGOTIATING AND CASEWORK

Progress on to these courses after you have done your first step course. Negotiating and representation skills.

### STEWARDS REFRESHER (ERA RE-ACCREDITATION)

This three day course is for reps and branch officers who did an Introductory Organising Steward course over five years ago OR reps and branch officers who have never done an Introductory Organising Steward Course but have been carrying out the full role of a steward i.e. representing members on grievances and disciplinarys. This course is designed to meet the requirements of the Employment Relations Act (ERA) on re-accreditation and will provide the

opportunity to refresh and update your skills as well as to be briefed on any legislative changes and/or updates to UNISON's policy and procedures. UNISON's NEC determined in 2010 that all UNISON reps should attend a Stewards Refresher course every five years.

**LUNCH PROVIDED, £60 COURSE FEE.**

At Central London  
On 1, 2 & 3 December  
Code L053



# DECEMBER

## ORGANISING AND RUNNING YOUR BRANCH

For branch officers and committee members with branch level responsibilities.

### GOING TO BLACK MEMBERS CONFERENCE

This one-day workshop is for branch delegates attending National Black Members Conference. The course will help you understand Conference rules and procedures, your role as a

delegate, preparing and making a short speech and getting the most out of the conference to enable you to participate and represent your branch.

**LUNCH PROVIDED, £20 COURSE FEE.**

**At** Central London

**On** 4 December

**Code** L054



## LOCAL NEGOTIATING AND CASEWORK

Progress on to these courses after you have done your first step course. Negotiating and representation skills.

### BASIC PENSION ENQUIRIES

This three-day course will help you understand the basic provisions of the main occupational schemes in the public services, the role of the

state scheme, and how pensions are calculated. Very topical!

**LUNCH PROVIDED, £60 COURSE FEE.**

**At** Euston (NUT)

**On** 7, 8 & 9 December

**Code** L055

We use this address to send you information core to your membership such as your membership pack, UNISON election information and any information relating to ballots if relevant

We use this to contact you about trade union activities and services

This information helps us to see if you were previously a member

This information helps us find the best UNISON branch to support and represent your needs

Your subscription rate is determined by how much you earn

# ESSENTIAL COVER WHEREVER YOU WORK

**Worried about your job in today's uncertain times? If you work for an organisation that delivers our vital public services – council office or private company, hospital or charity, academy or social care – now is the time to join UNISON.**

Every member, wherever they work, receives our full range of member benefits and services which include:

- ▶ advice, support and help when you need it at work
- ▶ a helpline that is open until midnight
- ▶ legal help for you at work and your family at home\*
- ▶ financial assistance and debt advice in times of need
- ▶ compensation for accidents and injuries at work.

And we offer a range of exclusive member discounts that can save you and your family money when you are shopping, buying insurance or looking for a holiday. And you get all this from as little as £1.30 a month, depending on how much you earn.

**UNISON – essential cover for you**

\*Terms and conditions apply – visit [unison.org.uk](http://unison.org.uk) for more details

FROM  
**£1.30**  
A MONTH

## 1 Tell us about you

|  |            |
|--|------------|
| Title  | First name |
| Last name                                    |            |
| Home address                                 |            |
| Postcode                                     |            |
| Email  |            |
| Phone number (indicate home, work or mobile) |            |

☐ Email ☐ Text ☐ Phone

By ticking these boxes, you are giving your consent for UNISON to contact you by these means about how we campaign on your behalf.

|                           |               |
|---------------------------|---------------|
| National insurance number | Date of birth |
|---------------------------|---------------|

## 2 Tell us about your job

|                              |
|------------------------------|
| Employer's name              |
| Your job title or occupation |
| Workplace name and address   |
| Postcode                     |

## 3 What you will pay each month

Please tick the appropriate box for your earnings before deductions

| Annual pay        | Core subscription              | £14,001 – £17,000                           | £9.70                           |
|-------------------|--------------------------------|---|---------------------------------|
| £0,000 – £2,000   | <input type="checkbox"/> £1.30 | <input type="checkbox"/> £17,001 – £20,000  | <input type="checkbox"/> £11.50 |
| £2,001 – £5,000   | <input type="checkbox"/> £3.50 | <input type="checkbox"/> £20,001 – £25,000  | <input type="checkbox"/> £14.00 |
| £5,001 – £8,000   | <input type="checkbox"/> £5.30 | <input type="checkbox"/> £25,001 – £30,000  | <input type="checkbox"/> £17.25 |
| £8,001 – £11,000  | <input type="checkbox"/> £6.60 | <input type="checkbox"/> £30,001 – £35,000  | <input type="checkbox"/> £20.30 |
| £11,001 – £14,000 | <input type="checkbox"/> £7.85 | <input type="checkbox"/> £35,001 – and over | <input type="checkbox"/> £22.50 |



This information tells us whether you wish to contribute an additional 5% toward UNISON's campaign fund

This information is standard direct debit mandate information

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

We are legally required to keep your information up to date. You can amend your details via My UNISON at [www.unison.org.uk/my-unison](http://www.unison.org.uk/my-unison)

#### 4 Campaign fund contribution

UNISON stands up for its members and speaks out publicly on the issues that affect them. To continue this work we ask for a voluntary 5% campaign contribution when you join. Please tick your preference below:

|  |  |  |
|--|--|--|
| <input type="checkbox"/> Campaign Fund<br>The campaign fund promotes better public services, enables the union to talk with politicians of any party about the work our members do and supports the union's equalities work. | <input type="checkbox"/> UNISON Labour Link<br>Labour Link campaigns for UNISON policy on the NHS, your employment rights and for quality public services within the Labour Party locally and in Parliament. | <input type="checkbox"/> No thank you<br>I do not wish to contribute to campaigning at the moment. Those who choose not to opt in will not be disadvantaged in any way as compared with members who do opt in. |
|--|--|--|

☐ If you selected 'No thank you' – by ticking this box you are giving consent for UNISON to contact you in future about our campaign funds. We will do this using the contact details you provided on this form.

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



☒ Please complete the form and send to:  
**UNISON, 130 Euston Road, London NW1 2AY**

Name and full postal address of your bank or building society

|  |  |
|--|--|
| To the manager bank / building society |  |
| Address                                |  |
| Postcode                               |  |

Name(s) of account holder(s)

|                  |                   |
|------------------|-------------------|
| Account number   | Branch sort code  |
| Office use only  | Office use only   |
| Service user no. | Membership number |

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 | Date |
|-----------|------|

Banks and building societies may not accept Direct Debit instructions for some types of account



# UNISON WE'RE HERE WHEN YOU NEED US

**If you want essential cover from UNISON it couldn't be simpler:**

- ▶ you can join us online at [joinunison.org](http://joinunison.org)
- ▶ call free on **0800 171 2193**
- ▶ or fill in this form and return it by freepost to:

**FREEPOST RSKU-RRCA-HHSJ**  
**UNISON, UNISON Centre**  
**130 Euston Road, London NW1 2AY**

**If you're looking for the support of a union in uncertain times join UNISON today**

Published and printed by UNISON Communications, UNISON Centre, 130 Euston Road, London NW1 2AY  
CU / March 2016 / 7250,000 / 24882 / Stock no.3866 / UMP15029

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We use this to contact you about trade union activities and services

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Every member, wherever they work, receives our full range of member benefits and services which include:

- ▶ advice, support and help when you need it at work
- ▶ a helpline that is open until midnight
- ▶ legal help for you at work and your family at home\*
- ▶ financial assistance and debt advice in times of need
- ▶ compensation for accidents and injuries at work.

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**UNISON – essential cover for you**

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FROM  
**£1.30**  
A MONTH

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|              |  |
|--------------|--|
| Title        | First name                                   |
| Last name    |  |
| Home address |  |
| Postcode     |  |
| Email        | Phone number (indicate home, work or mobile) |

☐ Email ☐ Text ☐ Phone

By ticking these boxes, you are giving your consent for UNISON to contact you by these means about how we campaign on your behalf.

|                           |               |
|---------------------------|---------------|
| National insurance number | Date of birth |
|---------------------------|---------------|

## 2 Tell us about your job

|                              |
|------------------------------|
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| Your job title or occupation |
| Workplace name and address   |
| Postcode                     |

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**UNISON, 130 Euston Road, London NW1 2AY**

Name and full postal address of your bank or building society

|  |                   |
|--|-------------------|
| To the manager bank / building society |                   |
| Address                                |                   |
| Postcode                               |                   |
| Name(s) of account holder(s)           |                   |
| Account number                         | Branch sort code  |
| Office use only                        | Office use only   |
| Service user no. 9 7 0 0 5 0           | Membership number |

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 | Date |
|-----------|------|

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CU / March 2016 / 7250,000 / 24882 / Stock no.3866 / UMP15029





# COURSE APPLICATION FORM

Please fill in both sides of this form. Note your signature and branch signature are required.

|   |  |  |
|---|--|--|
| We use this information to add your name to the training database for the courses you are applying for and to update your membership details. | Name   |  |
|   | Address for correspondence<br>(home address preferred)   |  |
|   | Postcode   |  |
|   | Daytime telephone number   |  |
|   | UNISON branch membership number<br>(From your membership card). We must have this information in order to process your application.) |  |
|   | Name of employer   |  |

|  |               |
|--|---------------|
| Details of the course will be sent by email so please give the one most likely to get through. | Email address |
|--|---------------|

Course(s) applied for (please delete/or tick as appropriate).

| CODE(S) | DATE(S) | TITLE(S) |
|---------|---------|----------|
|         |         |          |
|         |         |          |
|         |         |          |
|         |         |          |
|         |         |          |

Please note that with your joining instructions there will be information regarding the pre-course activity which we would be grateful if you would complete. If you require any help or assistance please contact your Branch.

I agree that UNISON can provide my contact details to the relevant course tutor. ☐

Please detail any reasonable adjustments required and any medical dietary needs (in case lunch is provided).

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

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.

Due to recent changes we now need to ensure that all course participants complete their pre-course activity. This may require, in some circumstances, the Branch to assist in obtaining relevant policies or assisting with the completion of the activity itself. Many thanks for your assistance.

## Declaration and Signature

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

| Signature | Date |
|-----------|------|
|           |      |

**CANCELLATION** – Please note that your branch will be charged a penalty (£15 for each day of the course) if you fail to attend without notice, once your place has been confirmed by us.

**Please make sure that your branch fills in this section, and sends it onto us, promptly.**

This application is supported by the branch. We will meet travel and subsistence costs if claimed. If a course fee is advertised we will pay when invoiced. (Note: we run some courses jointly with Eastern Region, and they may issue the invoice.) **We will accept a penalty charge if, once their place is confirmed, the applicant fails to attend without notifying regional office.**

Signed for the branch

Date

Branch position

|  |
|--|
|  |
|  |
|  |

Please return this form without delay to:

**FREEPOST, UNISON GLR EDUCATION**

**Or email: [a.mayers@unison.co.uk](mailto:a.mayers@unison.co.uk)**

Please note: we will not accept email applications unless they are transmitted by your branch secretary, and convey all the information that we request on our form.

## **Monitoring information questionnaire**

This information is gathered so that UNISON can monitor and evaluate participation. We appreciate the categories below are limited but within these constraints please answer the questions that apply to you.

Make sure you fill in the monitoring questionnaire below as well as the form. (please tick one box)

White UK

☐

Black UK

☐

Indian

☐

White Other

☐

Black Other, please specify

☐

Pakistani

☐

Irish

☐

Asian Uk

☐

Bangladeshi

☐

Black Caribbean

☐

Asian Other

☐

Chinese

☐

**Do you identify as:**

Female ☐

Male ☐

In another way ☐

**Disability monitoring**

Please tick this box if you define yourself as disabled. ☐

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 but this will not include any personal details. 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.

Email – [greaterlondonregion@unison.co.uk](mailto:greaterlondonregion@unison.co.uk)





# COURSE APPLICATION FORM

Please fill in both sides of this form. Note your signature and branch signature are required.

|   |  |  |
|---|--|--|
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|   | Postcode   |  |
|   | Daytime telephone number   |  |
|   | UNISON branch membership number<br>(From your membership card). We must have this information in order to process your application.) |  |
|   | Name of employer   |  |

|  |               |
|--|---------------|
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| CODE(S) | DATE(S) | TITLE(S) |
|---------|---------|----------|
|         |         |          |
|         |         |          |
|         |         |          |
|         |         |          |
|         |         |          |

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|           |      |

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Signed for the branch

Date

Branch position

|  |
|--|
|  |
|  |
|  |

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Make sure you fill in the monitoring questionnaire below as well as the form. (please tick one box)

White UK

☐

Black UK

☐

Indian

☐

White Other

☐

Black Other, please specify

☐

Pakistani

☐

Irish

☐

Asian Uk

☐

Bangladeshi

☐

Black Caribbean

☐

Asian Other

☐

Chinese

☐

**Do you identify as:**

Female ☐

Male ☐

In another way ☐

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Email – [greaterlondonregion@unison.co.uk](mailto:greaterlondonregion@unison.co.uk)

