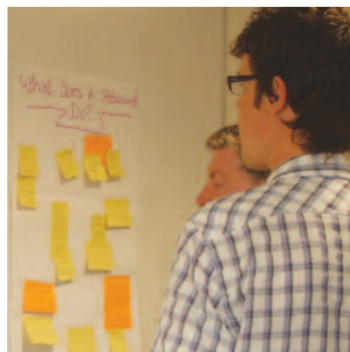


UNISON TRADE UNION EDUCATION COURSES



Learning and organising in Greater London UNISON

2018

JANUARY – DECEMBER

Learning to organise ► Organising to learn

UNISON
Greater London

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Welcome to our new course programme for 2018

Welcome to our programme of courses for Greater London Region UNISON. This is our fourth 12 month programme. We have arranged this programme 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 in.

On pages 20-21 and 34-35 you will find two calendars, one which is organised on a month-by-month basis and the other by course heading.

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.



Most, 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.

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
Fax 020 7535 2105
Email a.mayers@unison.co.uk

Please note – we will only accept email applications if sent by your branch secretary. You may also use our dedicated mailbox:
g.education@unison.co.uk

Regional Education and Training Committee

This committee overseas the work of the Education Team within the region, and receives regular reports from the Regional Education Officer 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 and Regional Committee.

Find out more about UNISON education on these websites:

www.unison.org.uk/london

London Region's website which has a pdf of this programme, and application forms on the home page.

www.unison.org.uk/laos

The national Learning and Organising Services website for activist education information.

www.unison-opencollege.org

The national website for Life Long Learning.

And find out about TUC education at ...

www.tuc.org.uk

... and follow the links under education and training.



Finding your course

This programme is organised to make it as easy as possible for you and your branch to identify a course 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.**

First steps for stewards: We strongly recommend that all new reps attend our **new five-day stewards** introductory courses. These are courses you really can't do without – or if you are a branch / workplace contact or may be interested in finding out a bit more about the work of the union, we would recommend that you follow our introductory courses outlined below:

Lost in UNISON

Many potential stewards are reluctant to commit until they know what's in store. Many new stewards 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 six 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 34 for dates and venues of upcoming sessions or contact Amanda Mayers – 020 7535 6561 / a.mayers@unison.co.uk for more information.

Introductory organising steward

This is a five-day course that builds on Lost in UNISON but explores in a more detailed way the role and responsibilities of UNISON reps and how the union works. This is a course you really can't do without and brings with it ERA accreditation.

Communicating with confidence

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

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.

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.



Employment Rights Act accreditation

If you successfully complete a five-day organising steward course, you will be entitled to a certificate from UNISON under the ERA to say that you have received the union training you need to accompany a member to a grievance or disciplinary hearing. This would be useful in the unlikely event of a manager challenging you. (ERA = Employment Rights Act which place the responsibility on independent unions to certify that stewards acting as representatives have been through the appropriate training that this legislation requires). If you have been a steward for some time and have not been ERA accredited you can obtain this important credential by attending a two-day Stewards refresher course (please note this course is NOT for new reps who have not attended the five-day Introductory organising steward course).

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Stewards refresher

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 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, are recommended to complete the three-day Stewards refresher course which will provide them with ERA accreditation/certification. They will then be asked to complete this course five years after attending their introductory course and every five years subsequently. This course is NOT for newly elected reps.

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. 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: Most 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.

Course fees and expenses: There is no cost to you. 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 15 participants onto a course we are not able to run some of them. 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. 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 www.unison.org.uk/laos.





Branch courses and branch development

As well as courses run at regional level we can help with courses and sessions for individual branches. For example, we can arrange for introductory stewards courses at branch level, and we 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.

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.

Our course administration

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.



Venues

We use a number of venues throughout London for the delivery of our courses. 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 and (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.

Hounslow

We use West Thames College, London Road, Isleworth.
Nearest tube: Hounslow East.

Tooting

We use South Thames College, 71 Tooting High Street, London SW17 0TQ.

Tottenham

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



HOW TO APPLY

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 for our computerised system.

Access

We would be pleased to help with any requirements for disability access or facilitation. 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 and minority ethnic 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 **020 7535 6645** 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 course place is confirmed, as your manager may then say that you didn't give them enough notice. If you need help at any stage ask your UNISON branch.

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

We'll acknowledge receipt of your application, and then send final details confirming start time and venue details approximately 10 days before your course.



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 disciplinary 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 12, 19 & 26 January
& 2 & 9 February
(5 FRIDAYS)

Code L001

**5
FRIDAYS**

Courses starting in February

LOCAL NEGOTIATING AND CASEWORK

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

FACILITY TIME

NEW!

This three-day course will cover:
analysing your current situation regarding facility time;
understanding the law on facility time and the ACAS Code; raising the

debate with members and employers;
responding to attacks on facility time and strategic planning to protect facility time.

LUNCH PROVIDED, £60 COURSE FEE

At Euston (NUT)
On 20, 21 & 22 February
Code L002

INTRODUCTORY COURSES

These are basic skills courses for newly appointed activists.

LOST IN UNISON

If you are thinking about becoming a steward but are not sure yet, or have recently been elected as a steward you should consider attending this

one-day course, the purpose of which is to ease you into the role of a UNISON rep.

At Euston (NUT)
On 23 February
Code L003





Courses starting in March

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.

At Hounslow
(West Thames College)
On 1, 8, 15, 22 & 29 March
(5 THURSDAYS)
Code L004

**5
THURSDAYS**

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 5, 6 & 7 March
& 19 & 20 March
Code L005



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 course is designed to meet the requirements of the Employment Relations Act (ERA) on 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 ie representing members on grievances and disciplinarys.

UNISON's NEC have determined that

from 2010 UNISON reps should attend a Stewards Refresher course every five years.

LUNCH PROVIDED, £60 COURSE FEE.

At Euston (NUT)
On 12, 13 & 14 March
Code L006

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 21, 22 & 23 March
Code L007

INTRODUCTORY COURSES

The following are basic skills courses for newly appointed activists.

COMMUNICATING WITH CONFIDENCE

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

LUNCH PROVIDED, £60 COURSE FEE.

At Euston (NUT)
On 26, 27 & 28 March
Code L008



Courses starting in April

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 17, 18 & 19 April
Code L009

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 disciplinaries 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 18, 19 & 20 April
& 3 & 4 May
Code L010

At CONEL (Tottenham)
On 25, 26 & 27 April
& 10 & 11 May
Code L011

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 Tooting
(South Thames College)
On 20 & 27 April & 4, 11 & 18 May
(5 FRIDAYS)
Code L012



LOCAL NEGOTIATING AND CASEWORK

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

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.

At Euston (NUT)
On 23, 24 & 25 April
Code L013

LUNCH PROVIDED, £60 COURSE FEE.

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 25, 26 & 27 April
Code L014



INTRODUCTORY COURSES

These are basic skills courses for newly appointed activists.

LOST IN UNISON

If you are thinking about becoming a steward but are not sure yet, or have recently been elected as a steward you should consider attending this one-day course, the purpose of which is to ease you into the role of a UNISON rep.

At Euston (NUT)
On 27 April
Code L015



Courses starting in May

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 4, 11, 18 & 25 May
& 1 June

(5 FRIDAYS)

Code L016

**5
FRIDAYS**

At CONEL (Tottenham)
On 23, 24 & 25 May & 7 & 8 June
Code L017



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 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 May & 7 & 8 June
Code L018

LOCAL NEGOTIATING AND CASEWORK

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

ICT FOR TRADE UNIONISTS

This three-day course is aimed at all union members wishing to develop IT skills. It is intended to help with personal and career development, increase ICT confidence and enable reps to carry out their union duties.

It includes:

- creating flyers
- managing trade union information
- writing reports
- email and internet skills
- general computer skills.

LUNCH PROVIDED, £60 COURSE FEE.

At UNISON Centre
On 10, 17 & 24 May
(3 FRIDAYS)
Code L019

**3
FRIDAYS**

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 Members Conference. The course will help you understand 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 Euston (NUT)
On 18 May
Code L020



HEALTH AND SAFETY

STRESS IN THE WORKPLACE

This three-day course examines verbal and physical abuse at work as is common as pressure increases on service users and UNISON members as well as work related causes of stress and trade union strategies to get employers to take it seriously and do something about it. This course examines the issues and develops the trade union response.

You must have attended a UNISON safety reps course first.

LUNCH PROVIDED, £60 COURSE FEE.

At Euston (NUT)
On 23, 24 & 25 May
Code L021



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 course is designed to meet the requirements of the Employment Relations Act (ERA) on 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 ie representing members on grievances and disciplinaries. UNISON's NEC have determined that from 2010 UNISON reps should attend a Stewards Refresher course every five years.

LUNCH PROVIDED, £60 COURSE FEE.

At Euston (NUT)
On 4, 5 & 6 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 disciplinaries 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 June
& 5 July
Code L023

(5 THURSDAYS)

**5
THURSDAYS**

EQUAL OPPORTUNITIES

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

NEW EQUALITY REPS TRAINING

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 11, 12 & 13 June
Code L024

LOCAL NEGOTIATING AND CASEWORK

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

NEGOTIATING SKILLS

NEW!

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 13, 14 & 15 June
Code L025

INTRODUCTORY COURSES

The following are basic skills courses for newly appointed activists.

LOST IN UNISON

If you are thinking about becoming a steward but are not sure yet, or have recently been elected as a steward you should consider attending this one-day course, the purpose of which is to ease you into the role of a UNISON rep.

At Euston (NUT)
On 15 June
Code L026

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 27, 28 & 29 June
Code L027

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 28 & 29 June
Code L028

Courses starting in July



HEALTH AND SAFETY

MENTAL HEALTH AT WORK AWARENESS

NEW!

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 2, 3 & 4 July
Code L029

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 9, 10 & 11 July
Code L030

COURSE CALENDAR 2018

12, 19 & 26 January & 2 & 9 February	Introductory organising steward	Euston, NUT
20, 21 & 22 February	NEW! Facility Time	Euston, NUT
23 February	Lost in UNISON	Euston, NUT
1, 8, 15, 22 & 29 March	Introductory organising steward	Hounslow
5, 6 & 7 March & 19 & 20 March	Introductory organising steward	Tooting
12, 13 & 14 March	Stewards refresher (ERA re-accreditation)	Euston, NUT
21, 22 & 23 March	Sickness absence	Euston, NUT
26, 27 & 28 March	Communicating with confidence	Euston, NUT
17, 18 & 19 April	Dealing with reorganisation and redundancy at work	Euston, NUT
18, 19 & 20 April & 3 & 4 May	Introductory organising steward	Central London
20 & 27 April & 4, 11 & 18 May	Introductory safety reps	Tooting
23, 24 & 25 April	Dealing with bullying and harassment	Euston, NUT
25, 26 & 27 April	Employment law update	Euston, NUT
25, 26 & 27 April & 10 & 11 May	Introductory organising steward	CONEL
27 April	Lost in UNISON	Euston, NUT
4, 11, 18 & 25 May & 1 June	Introductory safety reps	Central London
8 & 9 May & 7 & 8 June	Disciplinary and grievance hearings	Euston, NUT
10, 17 & 24 May	ICT for trade unionists	UNISON Centre
18 May	Going to conference	Euston, NUT
23, 24 & 25 May & 7 & 8 June	Introductory safety reps	CONEL
23, 24 & 25 May	Stress in the workplace	Euston, NUT
4, 5 & 6 June	Stewards refresher (ERA re-accreditation)	Euston, NUT
7, 14, 21 & 28 June & 5 July	Introductory organising steward	Central London
11, 12 & 13 June	New equality reps training	Euston, NUT
13, 14 & 15 June	NEW! Negotiating skills	Euston, NUT
15 June	Lost in UNISON	Euston, NUT
27, 28 & 29 June	Dealing with reorganisation and redundancy at work	Euston, NUT
28 & 29 June	Chairing meetings	Euston, NUT
2, 3 & 4 July	NEW! Mental health at work awareness	Euston, NUT
9, 10 & 11 July	Race and sex discrimination / taking race grievance cases	Euston, NUT
6, 7 & 8 August & 20 & 21 August	Introductory organising steward	Euston, NUT
15, 16 & 17 August & 30 & 31 August	Introductory safety reps	Euston, NUT

17, 18 & 19 September	Stewards refresher (ERA re-accreditation)	Euston, NUT
28 September	Lost in UNISON	Euston, NUT
18 & 25 September & 2, 9 & 16 October	Introductory organising steward	Tooting
19, 20 & 21 September	Sickness absence	Euston, NUT
1, 8 & 15 October & 29 October & 5 November	Introductory safety reps	Tooting
3, 10 & 17 October & 31 October & 7 November	Introductory organising steward	Central London
4, 11, 18 & 25 October 1 November	Introductory organising steward	Hounslow
5, 12 & 19 October	ICT for trade unionists	UNISON Centre
16 & 17 October & 13 & 14 November	Disciplinary and grievance hearings	Euston, NUT
17, 18 & 19 October	Stress in the workplace	Euston, NUT
29, 30 & 31 October	Dealing with bullying and harassment	Euston, NUT
31 October & 1 & 2 November	NEW! Facility time	Euston, NUT
31 October & 1 & 2 November	NEW! Negotiating skills	Euston, NUT
1, 8, 15, 22 & 29 November	Introductory safety reps	CONEL
5, 6 & 7 November	New equality reps training	Euston, NUT
7, 8 & 9 November	Dealing with reorganisation and redundancy at work	Euston, NUT
7, 8 & 9 November & 22 & 23 November	Introductory organising steward	CONEL
12, 13 & 14 November & 26 & 27 November	Introductory safety reps	Central London
14, 15 & 16 November & 29 & 30 November	Introductory organising steward	Central London
16 November	Lost in UNISON	Euston, NUT
19, 20 & 21 November	Communicating with confidence	Euston, NUT
21, 22 & 23 November	Race and sex discrimination / taking race grievance cases	Euston, NUT
26, 27 & 28 November	Employment law update	Euston, NUT
28, 29 & 30 November	Stewards refresher (ERA re-accreditation)	Euston, NUT
28, 29 & 30 November	NEW! Mental health at work awareness	Euston, NUT
3 December	Going to black members conference	Euston, NUT
5, 6 & 7 December	Basic pension enquires	Euston, NUT

VENUES

Central London or City We use a number of venues in Central London and (in the Euston/Kings Cross area), and also in the City. These include Euston (NUT), UNISON Centre.

Hounslow West Thames College, London Road, Isleworth. Nearest tube: Hounslow East.

Tottenham (CONEL) College of North East London, Tottenham High Street. Nearest tube: Seven Sisters.

Tooting South Thames College, 71 Tooting High Street, SW17 OTQ. Nearest tube: Seven Sisters.

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 Euston (NUT)
On 6, 7 & 8 August
& 20 & 21 August
Code L031

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 15, 16 & 17 August
& 30 & 31 August
Code L032

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.

STEWARDS REFRESHER (ERA RE-ACCREDITATION)

This course is designed to meet the requirements of the Employment Relations Act (ERA) on 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 ie representing members on grievances and disciplinaries. UNISON's NEC have determined that from 2010 UNISON reps should

attend a Stewards Refresher course every five years.

LUNCH PROVIDED, £60 COURSE FEE.

At Euston (NUT)
On 17, 18 & 19 September
Code L033

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 disciplinaries 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 18 & 25 September
& 2, 9 & 16 October
(5 TUESDAYS)
Code L034



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 19, 20 & 21 September
Code L035



INTRODUCTORY COURSES

These are basic skills courses for newly appointed activists.

LOST IN UNISON

If you are thinking about becoming a steward but are not sure yet, or have recently been elected as a steward you should consider attending this one-day course, the purpose of which is to ease you into the role of a UNISON rep.

At Euston (NUT)
On 28 September
Code L036



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 Central London
On 1, 8, 15 & 29 October
 & 5 November
(5 MONDAYS)
Code L037

**5
MONDAYS**

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 3, 10 & 17 October
 & 31 October & 7 November
(5 WEDNESDAYS)

Code L038

**5
WEDNESDAYS**

At Hounslow
 (West Thames College)
On 4, 11 & 18 October
 & 25 October & 1 November
(5 THURSDAYS)

Code L039

**5
THURSDAYS**

LOCAL NEGOTIATING AND CASEWORK

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

ICT FOR TRADE UNIONISTS

This three-day course is aimed at all union members wishing to develop IT skills. It is intended to help with personal and career development, increase ICT confidence and enable reps to carry out their union duties.

It includes:

- creating flyers
- managing trade union information
- writing reports
- email and internet skills
- general computer skills.

LUNCH PROVIDED, £60 COURSE FEE.

At UNISON Centre
On 5, 12 & 19 October
(3 FRIDAYS)
Code L040

**3
FRIDAYS**

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 16 & 17 October &
 13 & 14 November
Code L041

NEW!

HEALTH AND SAFETY

STRESS IN THE WORKPLACE

This three-day course examines verbal and physical abuse at work as is common as pressure increases on service users and UNISON members as well as work related causes of stress and trade union strategies to get employers to take it seriously and do something about it. This course examines the issues and develops the trade union response.

You must have attended a UNISON safety reps course first.

LUNCH PROVIDED, £60 COURSE FEE.

At Euston (NUT)
On 17, 18 & 19 October
Code L042

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 29, 30 & 31 October
Code L043



LOCAL NEGOTIATING AND CASEWORK

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

FACILITY TIME

NEW!

This three-day course will cover:
analysing your current situation regarding facility time;
understanding the law on facility time and the ACAS Code; raising the

debate with members and employers; responding to attacks on facility time and strategic planning to protect facility time.

LUNCH PROVIDED, £60 COURSE FEE

At Euston (NUT)
On 31 October
& 1 & 2 November
Code L044

NEGOTIATING SKILLS

NEW!

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 31 October
& 1 & 2 November
Code L045

NOVEMBER

Courses starting in November

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 1, 8, 15, 22 & 29 November
(5 THURSDAYS)
Code L046

At Central London
On 12, 13 & 14 November
& 26 & 27 November
Code L047

EQUAL OPPORTUNITIES

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

NEW EQUALITY REPS TRAINING

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 5, 6 & 7 November
Code L048

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 7, 8 & 9 November
Code L049



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 CONEL (Tottenham)
On 7, 8 & 9 November
& 22 & 23 November
Code L050

At Central London
On 14, 15 & 16 November
& 29 & 30 November
Code L051

LOST IN UNISON

If you are thinking about becoming a steward but are not sure yet, or have recently been elected as a steward you should consider attending this one-day course, the purpose of which is to ease you into the role of a UNISON rep.

At Euston (NUT)
On 16 November
Code L052

COMMUNICATING WITH CONFIDENCE

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

LUNCH PROVIDED, £60 COURSE FEE.

At Euston (NUT)
On 19, 20 & 21 November
Code L053



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 21, 22 & 23 November
Code L054

NOVEMBER

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 26, 27 & 28 November
Code L055

STEWARDS REFRESHER (ERA RE-ACCREDITATION)

This course is designed to meet the requirements of the Employment Relations Act (ERA) on 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 ie representing members on grievances and disciplinarys. UNISON's NEC have determined that from 2010 UNISON reps should attend a Stewards Refresher course every five years.

LUNCH PROVIDED, £60 COURSE FEE.

At Euston (NUT)
On 28, 29 & 30 November
Code L056

HEALTH AND SAFETY

MENTAL HEALTH AT WORK AWARENESS

NEW!

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 28, 29 & 30 November
Code L057



Courses starting in 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 Black Members Conference. The course will help you understand Conference

Rules and procedures, preparing and making a short speech, and getting the most out of conference.

LUNCH PROVIDED, £20 COURSE FEE.

At Euston (NUT)
On 3 December
Code L058

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 5, 6 & 7 December
Code L059

COURSES


INTRODUCTORY COURSES

Communicating with confidence	26, 27 & 28 March (Euston, NUT)	L008
	19, 20 & 21 November (Euston, NUT)	L053
Introductory organising steward	12, 19 & 26 January & 2 & 9 February (Euston, NUT)	L001
	1, 8, 15, 22 & 29 March (Hounslow, West Thames College)	L004
	5, 6 & 7 March & 19 & 20 March (Tooting, South Thames College)	L005
	18, 19 & 20 April & 3 & 4 May (Central London)	L010
	25, 26 & 27 April & 10 & 11 May (CONEL, Tottenham)	L011
	7, 14, 21 & 28 June & 5 July (Central London)	L023
	6, 7 & 8 August & 20 & 21 August (Euston, NUT)	L031
	18 & 25 September & 2, 9 & 16 October (Tooting, South Thames College)	L034
	3, 10 & 17 October & 31 October & 7 November (Central London)	L038
	4, 11, 18 & 25 October & 1 November (Hounslow, West Thames College)	L039
	7, 8 & 9 November & 22 & 23 November (CONEL, Tottenham)	L050
	14, 15 & 16 November & 29 & 30 November (Central London)	L051
Introductory safety reps	20 & 27 April & 4, 11 & 18 May (Tooting, South Thames College)	L012
	4, 11, 18 & 25 May & 1 June (Central London)	L016
	23, 24 & 25 May & 7 & 7 June (CONEL, Tottenham)	L017
	15, 16 & 17 August & 30 & 31 August (Euston, NUT)	L032
	1, 8 & 15 October & 29 October & 5 November (Tooting, South Thames College)	L037
	1, 8, 15, 22 & 29 November (CONEL, Tottenham)	L046
	12, 13 & 14 November & 26 & 27 November (Central London)	L047
Lost in UNISON	23 February (Euston, NUT)	L003
	27 April (Euston, NUT)	L015
	15 June (Euston, NUT)	L026
	28 September (Euston, NUT)	L036
	16 November (Euston, NUT)	L052

LOCAL NEGOTIATING AND CASEWORK

Basic pension enquires	5, 6 & 7 December (Euston, NUT)	L059
Dealing with bullying and harassment	23, 24 & 25 April (Euston, NUT)	L013
	29, 30 & 31 October (Euston, NUT)	L043
Facility Time	20, 21 & 22 February (Euston, NUT)	L002
	31 October & 1 & 2 November (Euston, NUT)	L044
Dealing with reorganisation and redundancy at work		
	17, 18 & 19 April (Euston, NUT)	L009
	27, 28 & 29 June (Euston, NUT)	L027
	7, 8 & 9 November (Euston, NUT)	L049



Disciplinary and grievance hearings	8 & 9 May & 7 & 8 June (Euston, NUT)	L018
	16 & 17 October & 13 & 14 November (Euston, NUT)	L041
Employment law update	25, 26 & 27 April (Euston, NUT)	L014
	26, 27 & 28 November (Euston, NUT)	L055
ICT for trade unionists	10, 17 & 24 May (UNISON Centre)	L019
	5, 12 & 19 October (UNISON Centre)	L040
Negotiating skills	13, 14 & 15 June (Euston, NUT)	 L025
	31 October & 1 & 2 November (Euston, NUT)	L045
Sickness absence	21, 22 & 23 March (Euston, NUT)	L007
	19, 20 & 21 September (Euston, NUT)	L035
Stewards refresher (ERA Re-Accreditation)	12, 13 & 14 March (Euston, NUT)	L006
	4, 5 & 6 June (Euston, NUT)	L022
	17, 18 & 19 September (Euston, NUT)	L033
	28, 29 & 30 November (Euston, NUT)	L056

BRANCH HEALTH AND SAFETY

Mental health at work awareness	2, 3 & 4 July (Euston, NUT)	 L029
	28, 29 & 30 November (Euston, NUT)	L057
Stress in the workplace	23, 24 & 25 May (Euston, NUT)	L021
	17, 18 & 19 October (Euston, NUT)	L042

EQUAL OPPORTUNITIES

New equality reps training	11, 12 & 13 June (Euston, NUT)	L024
	5, 6 & 7 November (Euston, NUT)	L048
Race and sex discrimination / taking race grievance cases		
	9, 10 & 11 July (Euston, NUT)	L030
	21, 22 & 23 November (Euston, NUT)	L054

ORGANISING AND RUNNING YOUR BRANCH

Chairing meetings	28 & 29 June (Euston, NUT)	L028
Going to conference	18 May (Euston, NUT)	L020
Going to black members conference	3 December (Euston, NUT)	L058

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 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 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

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:

☐ **Campaign Fund**
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.

☐ **UNISON Labour Link**
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.

☐ **No thank you**
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
- ▶ 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 / 250,000 / 24882 / Stock no.3866 / UMP15029

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 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 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

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:

☐ **Campaign Fund**
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.

☐ **UNISON Labour Link**
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.

☐ **No thank you**
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

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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 (home address preferred)	
	Postcode	
	Daytime phone number	
	UNISON branch membership number (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 disabled facilities required and any 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:

UNISON Education, FREEPOST, London WC1B 3BR

Or fax to: 020 7535 2105

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

☐

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.





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

White UK	<input type="checkbox"/>	Black UK	<input type="checkbox"/>	Indian	<input type="checkbox"/>
White Other	<input type="checkbox"/>	Black Other, please specify	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>
Irish	<input type="checkbox"/>	Asian Uk	<input type="checkbox"/>	Bangladeshi	<input type="checkbox"/>
Black Caribbean	<input type="checkbox"/>	Asian Other	<input type="checkbox"/>	Chinese	<input type="checkbox"/>

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