



UNISON Eastern Education Programme 2008

Welcome to the 2008 Programme of UNISON Courses in the Eastern Region

We hope these courses will help you develop your skills and knowledge in organising and working with members in the workplace.

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INFORMATION

What Are The Courses Like?

Unison courses are run in a friendly and supportive atmosphere. Everybody's views and experiences are valued and listened to. Most of the time you will be working with other people in small groups. You won't be lectured or 'put on the spot'.

What If I Have Responsibilities At Home?

Unison branches provide a care allowance for children and dependants if they need to be looked after while you are attending courses if you have incurred an additional cost. Details are available from your Branch Education Co-ordinator or Branch Secretary.

Facilities For Disabled Members

We seek to ensure that the venues we use have adequate facilities for disabled members. Because of the wide varieties of facilitation required it is important that you let us know as soon as possible what you want and that you are specific about requirements.

Paid Time Off – Ask Management

You have a legal right to reasonable paid time off (see below) for training in your union industrial relations duties. You should give at least a few weeks notice and - if asked to - provide management with information about the content of the course. So, at the same time as sending off your application form to UNISON, ask management for time off using your local procedure. Don't delay by waiting until your course place is confirmed. If you get resistance, ask for UNISON help through your branch.

What the Law Says

Representatives of the union – stewards, health and safety representatives, lifelong learning reps and branch officials - are covered by legislation which allows time off with pay to attend education and training events. For stewards and branch officials this is covered by the Employment Rights Act 1996 section 61-62, for health and safety representatives by the Safety Representation and Safety Committee Regulations 1977, Lifelong Learning reps by the Employment Act 2002. A recently revised ACAS Code of Practice provides additional guidance on how the laws should be interpreted. If you have problems in getting time off then contact your Branch Education Co-ordinator or Branch Secretary.

Part Time Workers & Paid Time Off

If you attend a course for which paid time off is available and those course hours exceed those you normally work, you are entitled to receive pay or time off in lieu for those hours. Please ask your Branch Education Co-ordinator or Branch Secretary for help if you experience problems in exercising these rights. Also, don't forget that if you incur additional childcare or dependent care costs, Unison branches provide an allowance to ensure you are not out of pocket.

INFORMATION (Continued)

Expenses

Payment of travel and subsistence costs should be claimed from your branch. You should check with your Branch Education Co-ordinator or Branch Secretary to find out how to make a claim.

Course Times

Courses usually commence at 9.30am and finish at 4.30pm. Occasionally, if a course is only run in one or two places in the Region e.g. London, it will start at 10.00am.

Course details will be provided to you when you are offered a place on a course. For the benefit of everyone you should try to attend all course sessions on time.

Where Do The Courses Run?

We try to run courses where we feel everyone has the opportunity to attend. Here's a list of towns with the venues we use:-

- Basildon – Basildon & Thurrock College, Nethermayne Campus, SS16 5NN
- Bury St Edmunds – Unison Office, Lower Baxter Street, IP33 1ET
- Cambridge – Professional Development Centre, Foster Road, Trumpington, CB2 2NL
- Chelmsford – Chapter House, Church Lane (by Cathedral)
- Colchester – Colchester Institute, Sheepen Road, CO3 3LL
- Hertford – Unison Meeting Room, County Hall, Leahoe, SG13 8DZ
- Huntingdon – Regional College, California Road, PE29 1BL
- Ipswich – Novotel, Grey Friars Road, IP1 1UP
- London – U.C.U, 27 Britannia Street (Kings Cross), WC1X9JP
- London – Unison Head Office, Mabledon Place (listed as London UHQ)
- Luton – Barnfield College, Rotherham Avenue, LU1 5PP
- Norwich – City College, 9 The Norwich Business Park, Whiting Road, Norwich, NR4 6DJ

How To Apply

Once you have selected a course you wish to attend, you need to fill out the application form which is at the back of this programme. If you wish to attend more than one course you can photocopy the form and use it as many times as necessary. You must seek the approval of your branch before you can attend. Application forms must be given to the Branch Education Co-ordinator or Branch Secretary to sign.

Your completed and signed application form(s) should then be sent to

Unison Eastern Region
Activist Education Unit
Church Lane House
Church Lane
Chelmsford
CM1 1NH

Or Faxed to 01245 492863

INFORMATION (Continued)

Confirmation

Each course in this programme has a closing date for applications which is 4 weeks before the start date. After the course closing date you will be contacted and advised whether or not you have a place. We will also tell you about the details of the course: venue, start times and any other relevant information.

Confirmation will be sent out 4* weeks before the course starts. If you have not heard from us by 2 weeks before the course starts, please contact us on 01245 608905 / s.carrington@unison.co.uk

* Some of the courses in this programme will be run jointly with the Greater London Region, so you may find that the joining instructions will come from their office. Please note that they generally don't send the joining instructions until 2 weeks before the start date, so please make sure you have your time off arranged well in advance. The courses where joining instructions will be issued by the Greater London region are marked with an * in the programme.

Course Fees Payable by Branches

There is no cost to you. Unless otherwise stated, the current (2007 rates) cost to the **branch** for a member attending a course is £15 per day for courses run in Cambridge, London and Luton (this fee includes lunch) and £10 per day for courses run in all other venues (no lunch provided because there are places nearby to buy lunch – you can claim subsistence from your branch for this). NB for the Web Page Design course the branch will be charged a total fee of £150.

Cancellations

If for any reason you find that you cannot attend the course for which you have applied it is essential that you contact the Activist Education Unit as soon as possible. You will also need to contact your Branch Education Co-ordinator or Branch Secretary, who may be able to find a substitute delegate.

If you fail to attend the course and you fail to notify the Activist Education Unit on 01245 608905 prior to the start of the course, the relevant course fee will be charged to the branch plus an extra charge of £60 for failure to attend without notice.

What If My Branch Refuses To Support My Application?

If your branch has refused your application to attend a training course the first thing you need to do is to find out the reason it has been refused. You should contact your Branch Education Co-ordinator if you have one, if not contact your Branch Secretary to discuss the refusal. If you are still dissatisfied, you should then contact the Regional Education Officer to discuss your application.

Branch Based Courses

As well as running a framework of courses at Regional level, Unison can also run courses and training sessions for individual branches, or groups of branches, usually in conjunction with your Regional Organiser. These will normally be in response to training needs identified in your branch's 2008 development plan. It also might be the case that the branch has recruited enough new stewards etc to warrant a branch based Stewards Induction Part 1 course. Because there is a minimum number of 12 required for any course to be viable, branches may like to liaise with neighbouring branches to ensure there will be enough reps available to attend. So, if you, or you and a neighbouring branch have enough active members who need particular training, we may be able to deliver a low cost course in your branch. Ask your Branch Education Co-ordinator or Branch Secretary for more information on education and training provision in your branch. If they should want to discuss the possibility of a branch based course they should contact Jane Rudd, REO on 01245 608926 or j.rudd@unison.co.uk.

Lay Tutors

There are a number of activists in the Region who have been through training to become Lay Tutors. They are available and keen to deliver short sessions in branches. To contact Lay Tutors email Jane Rudd on j.rudd@unison.co.uk in the first instance.

Service Group Courses

You will find out about training on bargaining issues in your service - Local Government, Police, Health, Electricity, Gas etc - from your branch as they are advertised.

Self-Organised Group Courses

If you are a member of one of the self-organised groups you will receive direct mailings of any courses organised by and for your group.

National Courses

Throughout the year National deliver a programme of courses including follow on law courses. For details of what courses are in the programme and application forms please contact Peter Tearle in Learning & Organising Services (LAOS) at Mabledon Place. The LAOS website is www.unison.org.uk/laos and Peter Tearle can be contacted at p.tearle@unison.co.uk

INFORMATION (Continued)

If you want to know more

For further information please telephone the Activist Education Unit on 01245 608905 / 926. Our fax number is 01245 492863. If you have any questions or worries please do not hesitate to contact Jane Rudd the Regional Education Officer (01245 608926) or Sue Carrington the Activist Education Administrator (01245 608905). Find out more about UNISON education services by visiting these websites:

www.unisoneastern.org.uk/education (Regional website)

www.unison-opencollege.org.uk (national website)

www.unison.org.uk/laos (National activist training website)

Education and Training Opportunities with the T.U.C

We work closely with the TUC's education service and encourage Unison members to attend their courses after they have attended the Unison Induction courses. Many Unison activists 'pick and mix' Unison courses with TUC courses, especially their 10 day reps and safety reps courses, and so develop their own learning pathways.

The Regional Education and Training Committee

The Regional Education and Training Committee is made up of lay members who are elected annually by the Regional Council. The committee meets 3 – 4 times a year and would welcome your comments, ideas and suggestions about this programme or any other aspect of Unison learning and education. For more information please contact the Regional Education Officer who can put you in contact with the chair.

Certificates of attendance.

Everyone who successfully completes a course organised through the UNISON Eastern Region Education Unit will receive a UNISON certificate. Additionally, for some courses you can also get credits under the Open College Network (see below).

Accreditation.

Accreditation is the opportunity to gain educational credits under the Open College Network (OCN) equivalent to NVQs and GCSEs on trade union courses. You will be able to get credits for most but not all of the courses in the programme.

UNISON's policy on accreditation is that it is up to individuals to decide whether or not they want to be assessed for credits. You shouldn't be disadvantaged if you decide not to but clearly many members will welcome the chance to get recognition for the work they do on a union course. Assessment is based on what you do on the course. There is no exam. Assessment will be done by you, others on the course and the course tutor. Credits from several courses will qualify you to go into further or higher education.

GETTING STARTED COURSES

STEWARDS

Stewards Induction Part 1

These courses are for newly appointed stewards and/or those stewards who have not yet attended a UNISON training course. The Stage 1 course will cover the job of the UNISON steward, helping to get organised in the workplace, and understanding UNISON's organisation and services.

* London	15, 22, 29 January	London	6, 7, 8 August
Hertford	9, 10, 11 April	Hertford	10, 11, 12 September
Bury St Edmunds	9, 10, 11 April	Basildon	10, 11, 12 September
Luton	10, 17, 24 April	Chelmsford	10, 11, 12 September
Ipswich	16, 17, 18 April	Colchester	10, 11, 12 September
Cambridge	16, 23, 30 April	Norwich	10, 11, 12 September
Norwich	23, 24, 25 April	Bury St Edmunds	17, 18, 19 September
Basildon	23, 24, 25 April	Luton	17, 18, 19 September
Chelmsford	23, 24, 25 April	Cambridge	24, 25, 26 September
Colchester	23, 24, 25 April	Ipswich	24, 25, 26 September
Cambridge	16, 17, 18 July	Cambridge	5, 6, 7 November

Stewards Induction Part 1 – On-Line Version

We hope to be able to offer this, but it will depend on decisions made nationally – if it does run you can do this course on-line. You'll need access to a computer at work, and your employer's agreement for you to have 30 hours time off (over a period of approximately 10 weeks) to do the assignments at your place of work.

Interested? Please fill in the standard application form and we'll send you more details if a course is arranged.

Stewards Induction Part 2

This three-day course includes: organising to deal with grievance and disciplinary cases by working with members to deliver effective representation on typical workplace problems.

Hertford	4, 5, 6 June	London	20, 21, 22 August
Bury St Edmunds	4, 5, 6 June	Hertford	5, 6, 7 November
Ipswich	11, 12, 13 June	Norwich	5, 6, 7 November
Luton	11, 12, 13 June	Luton	12, 13, 14 November
Cambridge	25, 26, 27 June	Bury St Edmunds	12, 13, 14 November
Norwich	25, 26, 27 June	Cambridge	19, 20, 21 November
Basildon	25, 26, 27 June	Basildon	19, 20, 21 November
Chelmsford	25, 26, 27 June	Chelmsford	19, 20, 21 November
Colchester	25, 26, 27 June	Colchester	19, 20, 21 November
		Ipswich	19, 20, 21 November

Some examples of progression routes:

- If you're interested in getting more involved in casework with members then "Disciplinary Hearings" could be your next step.
- If you are getting more involved in negotiating the "Introduction to Negotiating Skills" could be your next step.

GETTING STARTED COURSES (con't)

HEALTH & SAFETY REPS

Health and Safety Reps Induction Part 1

The Stage 1 courses are for newly appointed Health & Safety Reps and/or those who have not yet attended a UNISON training course. This course will cover the job of the UNISON safety representative, the legal framework, dealing with health and safety problems, doing inspections, and organising the workplace around health and safety issues.

Hertford	7, 8, 9 May	London	13, 14, 15 August
Ipswich	7, 8, 9 May	Cambridge	8, 9, 10 October
Luton	14, 15, 16 May	Norwich	15, 16, 17 October
Norwich	14, 15, 16 May	Chelmsford	22, 23, 24 October
Bury St Edmunds	21, 22, 23 May		
Basildon	21, 22, 23 May		
Chelmsford	21, 22, 23 May		
Colchester	21, 22, 23 May		
Cambridge	21, 22, 23 May		

Health & Safety Reps Induction Part 2

This includes the range of risks at work, legal requirements and developing a risk assessment strategy.

London	19, 20, 21 May
Norwich	26, 27, 28 November
Cambridge	1, 2, 3 December
Bury St Edmunds	3, 4, 5 December
Basildon	3, 4, 5 December
Chelmsford	3, 4, 5 December
Colchester	3, 4, 5 December
Luton	3, 4, 5 December
Ipswich	10, 11, 12 December

For details of more courses to help you develop in your role turn to page 14 (level 3 courses).

GETTING STARTED COURSES (con't)

Unison Learning Reps

This **five**-day course is aimed at branch activists who want to organise around Unison's learning agenda. It will help you work with members and employers around learning.

Cambridge	20, 27 February, 5, 12, 19 March
Luton	11, 18, 25 April, 2, 9 May
Norwich	18, 25 April, 2, 9, 16 May
Bury St Edmunds	17, 24 April, 1, 8, 15 May
Cambridge	6, 13, 20, 27 June, 4 July
Hertford	18, 25 September, 2, 9, 16 October
Chelmsford	19, 26 September, 3, 10, 17 October

On-Line Version – NEW !!!

This should be available – please fill in standard application form and you will be sent details as soon as they are available.

Unison Learning Reps Courses – Level 2

For all these courses you need to have completed a 5 day Unison Learning Reps course first.

The following courses will be put on subject to demand. We will need a minimum of 12 **ULRs** to be able to provide a course.

Dyslexia in the Workplace

This 2 day course will help you: understand the most common traits and behaviour associated with dyslexia; understand the barriers to learning at work faced by people with dyslexia; consider how you might support colleagues in the workplace who are experiencing difficulties associated with dyslexia.

Skills for Life in the Workplace

This course will help you to improve your understanding and skills in promoting Skills for Life (language, literacy and numeracy) in the workplace and helping members access opportunities to improve these skills.

Learning in the NHS and the Knowledge and Skills Framework (KSF)

This 2 day course complements other training courses on the Knowledge and Skills Framework which aim to enable branches to plan their response to the KSF and to enable stewards and members to participate effectively in the development of KSF post outlines. It focuses on the wider learning agenda within the NHS as well as the specific role of the Learning Rep in supporting members through the development review process.

I.A.G (Information, Advice & Guidance)

This course will help you improve your understanding and skills in giving information, advice and guidance in the workplace, how to keep up to date contacts and to take enquiries further.

Learning in Local Government

This course will include: understanding the National Agreement on learning and the Unison Lifelong Learning offer; how to raise lifelong learning with the employer.

For details of more courses to help you develop in your role turn to page 14 (level 3 courses).

Organising and Running Your Branch

We will be running the following courses in conjunction with Greater London Region, for those marked * Greater London will be doing the administration (* see note on page 5)

Branch Administration/Branch Secretaries

Aimed especially at branch secretaries, this course will help with the organising and administration part of the job. It will focus on building the branch around the organising model.

* London UCU : 15, 16 April
London UCU : 13, 14 October

Chairing Meetings

This course will help branch activists with the skills of running more formal meetings whilst still making meetings inclusive and fair for all activists.

* London UCU : 8, 9 July

Branch Education Coordinators

This course is for branch education co-ordinators and others who want to get the most out of Unison and TUC education, and to use it to help build UNISON organisation at workplace and branch level.

* London UCU : 9 July

Education Away-Day

Would you like a fun and informative day out? We have: tasters of new courses, workshops run by our fabulous lay tutors, updates on what's new and hot in activist education.

Cambridge : 11 July

Branch International Relations Officer

This course will provide an introduction to Unison's international work, following on the role of the Branch International Relations Officer and Branch level activity.

* London UCU: 1, 2 July

Organising and Running Your Branch

Branch Lifelong Learning Co-ordinators

This course will include: the role of the branch Lifelong Learning Co-ordinator which is a new branch post; organising and working with members and Unison Learning Reps around the Lifelong Learning agenda.

* London UCU : 10 July

Branch Equality Officers

For Branch equality officers, convenors of self-organised groups etc, to look at the equality agenda and help develop branch organisation, bargaining and campaigning to try and achieve it.

* London UCU : 7, 8 May

Branch Health and Safety Officers

This includes the role of a branch health and safety officer; organising members and health and safety reps around branch health and safety work. You should have attended a UNISON Health and Safety Stage 1 course first..

* London UCU : 8, 9 July

Branch Treasurers

This is a course especially for branch treasurers and other leading officers to help with the “technical” side of the job, i.e. book keeping, cash control, financial returns etc.

* London UCU : 15, 16 April

End of Year Accounts

This is a one-day surgery to assist branch treasurers close their end of year accounts. Participants may bring along their books for help and advice. This workshop is not a substitute for the two-day treasurers course.

London UCU : 8 December

Branch Welfare Officers – NEW !!!

Branch Welfare Officer training has been completely revised and is now being delivered nationally. It will take place over 3 modules (days) and Welfare Officers need to attend all 3.

London : 24, 25 June (Residential) & 18 November

For an application form and details please contact Peter Tearle at p.tearle@unison.co.uk or visit www.unison.org.uk/acrobat/B3049.pdf (application form only)

Computer Skills / I.T Courses

You should have basic computer skills and the relevant software in your branch to take part in the following I.T courses.

Web Page Design – NEW !!!

This is a 3 day updated version of our popular course. At the end of it you will come away with a fully functioning branch website designed around a commercial content management system Synergieshare. After the course a hosting package for software maintenance and technical support will be available. Your branch will need a basic web browser and net connection. As this course will set your branch up with it's own website the course fee will be £150, including lunch. There will also be a regular additional charge for the ongoing support package.

London, Unison HQ : 16, 17 & 26 September

Replacement Membership System (RMS)

Details will be advertised separately to branches via the RMS section. These courses will be run in London or in Bury St Edmunds.

Level Three Courses

Courses for more experienced stewards.

If you have been a steward for a while and been on UNISON or TUC courses then you can develop your skills and knowledge by attending these courses. These courses could also be for fairly new reps who have a particular interest in an area of union work e.g. pensions.

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.

Cambridge : 27, 28, 29 February
Cambridge : 29, 30 September, 1 October

Taking Race Grievance Cases

This two-day course is based on working through all the steps of handling a grievance based on an allegation of race discrimination. It begins with a review of grievance procedures. Then it covers briefly the legal definitions of race discrimination and the time limits for using the Race Relations Questionnaire and taking a case to Employment Tribunal.

The course progresses through an in-depth case study covering all the aspects of preparing a case when representing a member with a grievance based on race discrimination at an employer's hearing. It covers interviewing skills, collecting and assessing evidence, assessing the grounds for pursuing a grievance case, cross examination and making a closing speech.

*London UCU : 15, 16 May

Tackling Racism

This 2 day course, aimed at black and white activists will: raise awareness; help to identify and plan strategies for tackling discrimination based on race; develop strategies to take back to the branch

Cambridge : 1, 2 May
Cambridge : 16, 17 October

Race and Sex Discrimination

This one day course will help you understand the legislation on race and sex discrimination and to work with members who may feel they have been discriminated against at work.

* London UCU : 24 June

An Introduction to the Public Sector Equality Duties (Race, Disability & Gender)

– NEW !!!!

This one day course will include an understanding of the principles of the various equality duties & the underlying reasons why the equality duties are necessary; the main aspects of each of the duties and how they differ; how you can use the equality duties in the branch to gain improvements for members & to bargain & organise around them

Cambridge : 14 April

Level Three Courses

Courses for more experienced activists and/or those who have attended a UNISON Level One Course.

One to One Recruiting – NEW !!!

A one day workshop for all activists who want to develop / hone their skills in recruitment. It will include: getting organised, strategies, techniques and opportunities to practise skills

Cambridge : 3 March

Rights At Work

This three-day course will include an introduction to our rights at work under the law and how we can use these rights to build union organisation at workplace and branch level.

* London UCU : 4, 5, 6 March
Cambridge : 30 April, 1, 2 May
London UCU : 3, 4, 5 September
Cambridge : 26, 27, 28 November
London UCU : 8, 9, 10 December

Introduction to Negotiating

This two-day course will help you develop your negotiating skills so that you can work with members in taking up issues and representing them in discussions with management. It will also help you to negotiate as part of a team, e.g. as a member of the staff side.

Cambridge : 2, 3 October
London UCU : 10, 11 November

Women's Negotiating Skills

This women only negotiating skills course aims to raise awareness of what exactly negotiations are, and how we can influence them. The course will also seek to build personal skill and knowledge levels in negotiating through exploring the negotiations process; preparations; team negotiations and making effective contributions in negotiations.

Cambridge ; 10, 11, 12 June

Women's Assertiveness Skills

Within this women only course we will: gain an understanding of different behaviour types, how and when we use them; look at our non verbal language and its impact on our effectiveness; Increase our knowledge and use of assertiveness skills, giving us choices about the behaviour type we utilise; Improve our confidence in dealing with situations.

Cambridge ; 18, 19, 20 June
Cambridge ; 22, 23, 24 September

Level Three Courses

Dealing with the Media

This course will help you: build the skills to develop an effective branch media strategy, including writing press releases and dealing with queries from journalists; talking confidently with journalists - both newspapers and radio - and giving radio interviews.

Cambridge : 12, 13 May

Dealing with Change/Re-Organisation at Work

This three-day course is for you if you are fairly new to dealing with reorganisations and want to get more involved. It will help you: deal with management re-organisation proposals and will look at assimilation, matching and slotting, ring fencing, different selection criteria, redeployment and so on and help you prepare a trade union response.

Cambridge : 18, 19, 20 February
Norwich : 27, 28, 29 February
Luton : 5, 6, 7 March
Ipswich : 12, 13, 14 March
Hertford : 19, 20, 21 March
Chelmsford : 16, 17, 18 April
London UCU : 8, 9, 10 September

Basic Pensions Enquiries

This course will help you raise members' awareness around pension issues and advise members with basic pension enquiries. It will cover the main occupational schemes, the role of the state schemes, how pensions are calculated.

Cambridge : 5, 6, 7 March
London UCU : 1, 2, 3 December

Disciplinary Hearings

This course uses a video case study to follow a disciplinary case through the hearing stages. It really helps you "get the flavour" of involvement in these types of cases! It will also help you to develop the skills of advocacy and cross-examination in disciplinary hearings. You must have done the Stewards Stage 2 course first or have some understanding of grievance and disciplinary procedures.

Cambridge : 21, 22 February
Norwich : 21, 22 February
London UCU : 3, 4 March
Hertford : 6, 7 March
Chelmsford : 12, 13 March
Luton : 12, 13 March
Ipswich : 19, 20 March
London UCU : 20, 21 October
Cambridge : 4, 5 December

Level Three Courses

Work / Life Balance

This course will help you understand the issues around achieving work / life balance so that you can talk to and campaign with members. It will also help you negotiate on these issues with management.

* London UCU : 1, 2 July

Violence in the Workplace

Verbal and physical abuse at work is common as pressure increases on service users and Unison members. This course examines the issues, and develops the trade union response. You must have done the Health & Safety Induction course first.

London UCU : 6, 7, 8 October

Sickness Absences

This course will help you assess your employer's sickness absence policy and procedure, deal with sickness monitoring cases and develop the trade union agenda. It is appropriate for stewards and safety reps.

* London UCU : 11, 12, 13 March
London UCU : 22, 23, 24 September
Cambridge : 12, 13, 14 November

Stress in the Workplace

This course examines work-related causes of stress, and trade union strategies to get employers to take it seriously and do something about it. You must have done the Health & Safety Induction course first.

London UCU : 17, 18, 19 November

HIV / AIDS

The overall objectives of this course are to enable you to: understand the essential facts about HIV and AIDS, and HIV transmission, understand the concepts of stigma and discrimination as it applies to HIV in a workplace setting, understand how the Disability Discrimination Acts apply to HIV in the workplace, understand the law and practice relating to confidentiality in the workplace in respect of HIV, be able to negotiate with the employer in respect of workplace policies relating to HIV, understand the global situation of HIV and AIDS and how it impacts on the UK

London UCU : 7, 8 July

New Conference Delegates

This one day briefing will help you find your way through annual conference procedures and help you to take part in conference procedures.

Cambridge : 12 May

Level Four Courses

These are advanced courses and/or updates.

Employment Law Update

This course will provide an update to employment law.

London UCU : 3, 4, 5 November
Cambridge : 10, 11, 12 December

Advanced Team Negotiating

This course will help more experienced negotiators to: develop and practise negotiating skills; be more effective team negotiators; understand the process of negotiating; be familiar with different styles of negotiating; understand how to prepare, present and negotiate on a claim; develop good practice in negotiations.

* London UCU : 10, 11, 12 June
Cambridge ; 22, 23, 24 October

Tackling Institutionalised Racism

This two day course will equip branch activists with the knowledge, skills and confidence to develop organising policies and strategies to ensure that Public Sector employers comply with the requirements of the Race Relations (Amendments) Act and take vigorous steps to eliminate institutional racism.

The course will cover the definition of institutional racism, the legislation and the obligations on employers to take measures to eliminate institutional racism. It will review the current policies of employers and identify where they need to be strengthened; and it will consider how branches can positively intervene in the elimination of race discrimination with the development of policies and organising strategies.

Cambridge : 3, 4 July

Discussion Leaders - NEW !!!

This course will help you to engage members in discussions around issues in the workplace. It will include sessions on: the role of discussion leader in supporting members and the branch, preparing for and leading a discussion, equality Issues – setting ground rules for discussions, discussion and facilitation skills, discussions as part of learning in unions, dealing with problems in the discussion group. You may wish to progress from here to the Lay Tutor course to be held in 2009.

Cambridge : 10, 11 April

REFRESHER TRAINING

One Step Ahead

This course is designed for stewards

- who have been working as a steward for a few years but never attended a Unison Steward Induction Part 1 course

OR

- who attended a Unison Steward Induction Part 1 course more than four years ago.

These courses will be offered to branches in the various localities by Regional Organisers who will work with branches to ensure that stewards in the categories above are identified and encouraged to attend. Why are we adopting this approach rather than accepting one off applications in the usual way? Well, this is not just another training course – it is a new approach to developing and supporting activists. It's part of a planned programme to develop the skills of our reps and build our organisation at branch level.

The course will cover

- the changes that have taken place in the workplace and how Unison has evolved to meet these changes
- the changes in legislation and where to find information about these.
- Best practice in representing members and using the representation handbook
- Dealing with issues in the workplace, including a campaigning approach
- Building stronger branch and workplace organisation.

So, it is very important that stewards attend the course with other stewards from their branch.

The programme is a structured 2 day course with a one day follow on a few months later.

Dates and venues have been booked throughout the region, please contact your branch to see which dates & venues your branch and Regional Organiser have signed up to. Then, please complete the application form and return through your branch.

Details of courses for members (don't have to be activists)

We offer two courses – Return to Learn (R2L) and Women's Lives – to UNISON members. These two courses give those who missed out on education the first time round the chance to make a fresh start. Both courses provide recognised education credits which are increasingly recognised by colleges and employers as evidence of successful study.

These can be run in Unison branches, for further information contact Jane Rudd, Regional Education Officer in the first instance.

Other Open College Courses

For further information and a guide to the courses available contact:

Unison Open College
Mabledon Place
London
WC1H 9AJ
Telephone 0845 355 0845

or visit www.unison-opencollege.org.uk

How to apply. Fill in the application form (one per course please) making clear which courses you would like to attend and return it through your branch. The form must be signed by a branch officer other than yourself, who is authorised by the branch to do so, preferably the branch education co-ordinator. You must let your branch secretary know too as they'll be able to assist in getting time off. Apply at least four weeks before your course - earlier if possible as our courses can get full very quickly.

When we get your application. We send out full joining instructions at least four weeks before each course. These include directions of how to get there plus a map. If the course is full we'll try to offer you an alternative. If there is no suitable alternative course then we'll put you on a waiting list. As soon as we have enough people to run another course we'll make the arrangements and invite you to attend. Contact Sue Carrington, Activist Education Administrator on 01245 608905 if you have any queries.

Reasons why we need the information requested, and notes to help you fill in the application form.

Name of course

Please fill in the title(s), date(s) and venue(s) of the course(s) you want to attend on separate forms. If it helps you can fill in all details except the specific course dates/titles and photocopy them as many times as necessary.

Membership number

UNISON membership number – please put this in, it can be found on your membership card.

Surname and preferred first name

Please fill in your surname and your preferred first name (whichever name you are known by generally). This is important as your course attendance certificate will have this name on it.

Address for correspondence

Your home address would be preferable, as sometimes things get lost, or take a long time to reach you in workplace internal postal systems.

Telephone numbers / Email address

Please give your email address and all the telephone numbers we have requested. If we have to cancel a course at very short notice we need to be able to contact you urgently, or should you be taken ill on one of our courses it would enable us to contact someone for you. For these reasons all contact details numbers are essential to us.

Your UNISON branch

The name of your branch. If you're unsure put your employer.

Your Needs

In all cases, we endeavour to make sure that no one is excluded from a course. For example, if you have a physical impairment, dyslexia, or any other needs, please let us know and we will try to help.

Special dietary needs

Please state if you have any allergies, or are vegetarian, vegan etc. We will try to make sure meals (where lunch is provided) and refreshments will be suitable for you.

Gender / Ethnicity

We know that some people do not like filling in these sections, but it does help us to determine where there is a lack of take up from certain groups of members; hopefully we can then focus on those needs.

Branch authorisation

When you have filled in the application form you should send it to your Branch Education Co-ordinator, who will authorise your form and send it to us. We need them to authorise this because there is a course fee involved, and we need to know that your branch will pay it.

UNISON EASTERN REGION EDUCATION

COURSE APPLICATION FORM

COURSE TITLE:
DATE(s):
VENUE:

YOUR UNISON MEMBERSHIP No.:(NB WE <u>MUST</u> HAVE THIS)		
PLEASE FILL IN YOUR DETAILS BELOW USING BLOCK CAPITALS (* Delete as appropriate)		
SURNAME	FIRST NAME	GENDER M / F
ADDRESS FOR CORRESPONDENCE (preferably home) POSTCODE	Work (Daytime) Tel No (including STD code)	
	Home Tel No (Including STD code)	
	Mobile Tel No	
	E-Mail Address	
YOUR BRANCH	POSITION IN THE BRANCH	
ETHNICITY:*		
Black African / Black Caribbean / Black Other / Chinese / South Asian Bangladeshi / South Asian Indian / South Asian Pakistani / Other Asian / White / Other		

YOUR NEEDS
DISABLED FACILITIES REQUIRED OR OTHER NEEDS (e.g. Dyslexia, mobility issues, visual / hearing impairment etc) PLEASE SPECIFY:
SPECIAL DIETARY REQUIREMENTS (e.g. Vegetarian / Allergies / other) PLEASE SPECIFY:

PLEASE MAKE SURE YOUR BRANCH COMPLETES THIS SECTION	
THIS APPLICATION IS SUPPORTED BY THE BRANCH. I consider that the applicant and the branch can benefit from attendance and understand that the branch will be invoiced for any course fee (if applicable).	
THE BRANCH HAS, OR IS IN THE PROCESS OF ARRANGING TIME OFF FOR THIS MEMBER TO ATTEND THIS COURSE	
SIGNED FOR THE BRANCH	PRINT NAME.....
(Please note you can't sign your own form)	
BRANCH POSITION	DATE

APPLICATIONS MUST BE RETURNED NO LATER THAN FOUR WEEKS BEFORE THE START DATE OF THE COURSE.

Please return this form to your branch for approval first, they will then forward it on to :-

Sue Carrington, Activist Education Administrator
UNISON Eastern Region, Church Lane House, Church Lane,
CHELMSFORD CM1 1NH

Tel: 01245 608905
Fax: 01245 492863

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USE THE WEB !

If you want to find out more information about any of our courses, please look on the web:

This website is kept updated to also show additional courses and courses that have been cancelled

www.unisoneastern.org.uk/education